



**COLLEGE OF NURSING**

BACHELOR OF SCIENCE  
IN NURSING

STUDENT HANDBOOK  
2025-2026



The Faculty and Staff of the Northwest Nazarene University (NNU) College of Nursing welcome you!! We are so glad you are here! Nursing is a high calling of compassion, dedication, and caring. Jesus Christ said to His followers when they entered eternity, “For I was hungry, and you fed Me. I was thirsty, and you gave Me drink. I was a stranger, and you invited Me into your home. I was naked, and you gave Me clothing. I was sick, and you cared for Me. I was in prison, and you visited Me.” His followers answered asking when they did these things for Him. Jesus answered, “Since you have done it unto one of the least of these My brethren, you have done it unto Me.” (Matthew 25:35-36, 40b)

As nurses care for people in their most vulnerable state, they serve God with compassion and caring by serving people He made in His own image. Genesis 1:27 reminds us, “So God created man in His own image, in the image of God created He him; male and female created He them.”

NNU prepared registered nurses have the potential to be the most highly effective nurses in every setting where they work. This is because the NNU nursing faculty are dedicated to providing excellent teaching, coaching, and guidance. And NNU nursing students are dedicated to learning all they can through committed study, careful application of learning in the clinical environment, and humility of spirit to listen and act on the feedback of their instructors.

Clinical judgment development is one of the primary keys to nursing effectiveness. NNU nursing students will be challenged to think critically and transfer knowledge from one step to the next in their education. Only by practically applying classroom concepts to simulation and other clinical experiences will nursing students transform from dependent learners to clear decision-makers. This describes one of the values of the NNU nursing programs.

The BSN Student Handbook is supplemental to the NNU Undergraduate Handbook and Catalog and is provided to give nursing students guidance on the policies and procedures of the BSN program to support their progress through the program. Be sure to read the handbook carefully so that you can adhere to these policies and procedures, smoothing your way to your goal of graduation.

Your nursing faculty and staff are here to support you. We are excited to partner with you on this adventure ahead!

Holly Springer, PhD, RN  
BSN Program Chair

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## I. NNU COLLEGE OF NURSING MISSION, VISION, VALUES, & FRAMEWORK

The Mission, Vision, and Values of Northwest Nazarene University and the College of Nursing are reflections of each other and complementary in every way.

### ➤ **College of Nursing (CoN) Mission Statement:**

The mission of the College of Nursing at Northwest Nazarene University is to provide a quality nursing education and prepare nurses who excel in clinical practice by providing patient and family centered care in the context of Christlike behavior.

### ➤ **Bachelor of Science in Nursing Goal:**

The goal of the undergraduate program is to equip baccalaureate prepared nurses to practice as nurse leaders who:

- Advocate for individuals, families, and communities through evidence-based care;
- Use clinical thinking and clinical judgement to implement evidence-based care;
- Are engaged in and influence healthcare policy in a variety of settings;
- Serve God and humanity with wisdom, integrity, caring, and respect for cultural diversity.

### ➤ **Bachelor of Science in Nursing Values:**

The Northwest Nazarene University BSN program philosophy of nursing education is rooted in the university values of transformation, truth, community, and service.

- **Education fosters transformation.** Nursing education facilitates the learner's transformation from dependent learner to critical thinker.
- **Education pursues truth.** Nursing education promotes nursing practice based on evidence and best practices.
- **Education flourishes in community.** Nursing education builds on the knowledge and experiences of learners as they interact and apply nursing knowledge with peers, nursing professionals, and their patients.
- **Education cultivates service.** Nursing education values the worth of all humanity as part of God's creation and deserving of compassionate nursing care. We value and promote selfless service to others while maintaining the highest standards of care.

### ➤ **Bachelor of Science in Nursing Program Framework**

- **Curriculum.** The BSN curriculum has adopted teaching/learning features of the Competency-Based Education learning organization framework, developed by the Regional Educational Laboratory (REL) at Florida State University in cooperation with the Institute of Educational Science (IES). To learn about Competency-Based Education visit <https://www.c-ben.org/>. The structure of the NNU nursing program retains time limiting structural features related to course/grade and assessment scheduling. The curriculum is designed around outcome-based learning with specific competencies identified for mastery in each course.
- **Learning Outcomes.** The BSN program integrates a foundation of **general education courses** that lead into the fundamental knowledge and critical thinking skills needed to be a successful nurse. Nursing specific program learning outcomes are based on the following professional standards as the basis for development of leaders for the profession of nursing.
  - *The Essentials: Core Competencies for Professional Nursing Education* as outlined by the American Association of Colleges of Nursing (AACN, 2021)
  - *Code of Ethics for Nurses* as described by the American Nurses Association (2025)

- *Scope and Standards of Practice* as described by the American Nurses Association (2021)
- *Northwest Nazarene University Values* (2017)
- **BSN Program Learning Outcomes:**
  1. *Use theories and concepts from scientific and liberal arts education, as well as professional nursing to inform clinical judgment and nursing practice.*
  2. *Provide person-centered care which is holistic, individualized, just, respectful, compassionate, coordinated, evidenced-based, and developmentally appropriate in a variety of healthcare settings.*
  3. *Collaborate with community partners to develop interventions that consider social determinants of health and available resources for the improvement of equitable population health outcomes.*
  4. *Demonstrate knowledge of the basic principles of the research process, including the ability to critique research and determine its applicability to inform nursing practice.*
  5. *Employ established and emerging principles of safety and improvement science to enhance quality and minimize risk of harm to patients and providers through system effectiveness and individual performance.*
  6. *Intentionally collaborate across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes.*
  7. *Ethically utilize information and communication technology and informatics processes to gather data and expand knowledge and wisdom to optimize healthcare outcomes.*
  8. *Integrate values reflective of the character of God and the Christian worldview as well as professional ethics into their daily practice of nursing and the advancement of nursing as a profession.*
  9. *Participate in activities and self-reflection that fosters personal health, resilience, and well-being that supports the life-long acquisition of nursing expertise and the assertion of leadership.*
- **BSN Program Bill of Rights and Responsibilities**
  - The National Student Nurses Association (NSNA) Student Bill of Rights and Responsibilities was initially adopted in 1975. Subsequent conventions have refined the principles into their current form as adopted by the House of Delegates at the NSNA Annual Convention on April 8, 2022, in Salt Lake City, Utah.
    1. *Under no circumstances should a student be barred from admission to a particular institution on the basis of race, sex, sexual orientation, gender identity, age, citizenship, religion, national origin, disability, illness, legal status, personal attributes, or economic status.*
    2. *The freedom to teach and the freedom to learn are inseparable facets of academic freedom and quality education; students should exercise their freedom in a responsible manner.*
    3. *Each institution has a duty to develop policies and procedures which provide for, and safeguard, the students' freedom to learn.*
    4. *Students should be encouraged to develop the capacity for critical judgment and engage in an autonomous, sustained, and independent search for truth.*

5. *Students should be free to take reasoned exception in an informed, professional manner to the data or views offered in any course of study. However, students are accountable for learning the content of any course of study for which they are enrolled.*
6. *Students should have protection, through orderly approved standard procedures, against prejudicial or capricious academic evaluation. However, students are responsible for maintaining standards of academic performance established for each course in which they are enrolled.*
7. *Information about student views, beliefs, political ideation, legal status, United States citizenship status, sexual orientation or other personal information which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as an element of evaluation.*
8. *The student should have the right to advocate for themselves and other students in the construction, delivery and evaluation of the curriculum.*
9. *Institutions should have a clearly written published policy as to the disclosure of private and confidential information which should be a part of a student's permanent academic record in compliance with state and federal laws.*
10. *Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions in an informed, professional manner, both publicly and privately.*
11. *Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable guidelines, thereby advocating for and encouraging the advancement of their education.*
12. *The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, thereby encouraging leadership, e.g., through a faculty-student council, student membership or representation on relevant faculty committees.*
13. *The institution has an obligation to clarify those standards of conduct which it considers essential to its educational mission, community life, or its objectives and philosophy. These may include, but are not limited to, policies on academic dishonesty, plagiarism, punctuality, attendance, and absenteeism.*
14. *Disciplinary proceedings should be instituted only for violations of standards of conduct. Standards of conduct should be formulated with student participation, clearly written and published in advance through an available set of institutional regulations. It is the responsibility of the student to know these regulations.*
15. *The nursing program should have readily available a set of clear, defined grievance procedures.*
16. *As citizens and members of an academic community, students are exposed to many opportunities and they should be mindful of their corresponding obligations.*
17. *Students have the right to belong to or refuse membership in any organization.*
18. *Students have the right to personal privacy in their individual/personal space to the extent that their wellbeing and property are respected.*
19. *Adequate safety precautions should be provided by nursing programs and clinical sites to ensure a safe and protected environment emotionally,*

*socially, and physically. For example, adequate street and building lighting, locks, patrols, emergency notifications, and other security measures deemed necessary to ensure a safe and protected environment.*

- 20. Dress code, if present in school, should be established with student input in conjunction with the school administration and faculty. This policy ensures that the highest professional standards are maintained, but also takes into consideration points of comfort and practicality for the student.*
- 21. Grading systems should be carefully reviewed initially and periodically with students and faculty for clarification and better student-faculty understanding.*
- 22. Students should have a clear mechanism for input into the evaluation of nursing education and nursing faculty.*
- 23. The nursing program should track their graduates' success in finding entry-level employment as registered nurses and make this information available to all who apply and enroll.*
- 24. The nursing program should provide comprehensive, clear and concise information related to student loans, scholarships and any other student financial aid.*
- 25. The nursing program should facilitate various methods to ensure that clinical sites provide an environment that supports the development of diverse, inclusive, and equitable Professional Identity in Nursing. This may be accomplished through assessment of clinical sites including, but not limited to, ongoing feedback from students, faculty, and facility staff; implementation of methods and plans for improvements based on clinical site evaluations. Clinical sites should be suitable for students to demonstrate attainment of required clinical competencies.*



## II. BSN DEGREE REQUIREMENTS & PROGRAM PLAN

### ➤ Academic Advising

The purpose of academic advising is to assist the student in accurately following the BSN Plan of Study and to ensure successful completion of requirements that will lead to graduation.

#### Advisor's Responsibilities:

- Advisors will review advisees Plans of Study during the semester and send updated copies of the plans to each student prior to open registration.
- The advisor will email the updated Plan of Study to the advisee. The advisor may request a direct meeting with the students. The student will not be cleared for registration if this step is not complete. If there is no emergent need for a direct meeting, advisors will clear students for open registration.
- The advisor will follow up with students on any decisions from the Academic Review Committee that may impact their Plan of Study and, with the help of the student, craft an updated Plan of Study for the student to follow.

#### Student Responsibilities:

- Students may schedule an appointment with their nursing advisor as needed. Please follow this process:
  - a. Set up a meeting using the advisor's "youcanbook.me" link in their email bio.
  - b. If the student cannot make the scheduled appointment, they must notify the advisor at least one business day in advance.
- It is the responsibility of the student to review his/her Plan of Study and register for classes that are in accordance with the Plan of Study. Deviation from the Plan of Study may result in a delay in graduation.

Students admitted to the nursing major are limited to a **maximum of 16 credits per semester**. For any additional credits, students should discuss their request with their advisor and obtain the advisor's approval and signature before submitting their petition in writing to the BSN Chair. The student may *only* register for additional credits after receiving approval from the BSN Chair.

### ➤ BSN Plan of Study

Nursing courses are designed to be completed sequentially. Courses in the Plan of Study sequence build on the knowledge and skills acquired from one course to the next. Clinical components are scheduled based on availability of sites with our clinical partners.

A Plan of Study has been created to provide guidance in the scheduling of all required courses. Please log into Canvas under Nursing Student Community Group. Click on the Module tab and go to "Plan of Study" to locate a copy of the Plan of Study. Although students are expected to complete the nursing Plan of Study within three years, policy allows up to five years from original admission to the BSN program for completion of the nursing courses. (see BSN Progression policy) GE's must be completed in a timely manner so that by Semester 5 of the nursing program student requires no more than one final GE course in order to graduate.

### ➤ White Coat Ceremony

The White Coat Ceremony is an event which formally signifies a rite of passage of students entering into the NNU BSN Nursing program. All students entering the nursing program are expected to attend and participate. Family and friends are encouraged to attend. White Coat ceremonies are prior to a semester's start date. This is in August for students entering the program during a fall semester and January for students entering the program during the spring semester.

➤ **Requirements for Graduation.**

Students are encouraged to participate in all of NNU's commencement ceremonies and traditions. NNU's formal commencement ceremonies are only held at the end of the spring semester. This means that students graduating from the BSN program in fall cohorts will participate in the pinning ceremony at the end of fall semester and may return to the university in the spring to participate in commencement.

- Graduating students must meet all requirements outlined for the Bachelor of Science in Nursing program in the NNU undergraduate catalog.
- Graduating students will apply for graduation by completing the *Graduation Application* and submitting it to the Registrar. <https://nnu.edu/academics/student-support/registrar/> Follow the link to the Registrar page, scroll down to the Forms section, proceed to the Graduation forms, and download the hyperlinked 'graduation application undergraduate'. Complete the form and return it to [registrar@nnu.edu](mailto:registrar@nnu.edu).
- **Graduation Application Due Dates:** Summer semester by **January 15**. Fall graduation by **May 1**. Spring graduation by **October 1**.
- A \$100.00 late fee will be charged for applications received after the due date.
- Additional university graduation information may be found here: <https://nnu.edu/academics/student-support/registrar/graduation-info/>

➤ **Pinning Ceremony**

The nursing pinning ceremony is a profession of nursing tradition. It signifies the student's mastery of all nursing program competencies and the student's readiness to transition to the professional nursing role. This event is separate from the University Commencement Ceremonies, *and attendance is required* of all nursing graduates.

➤ **NCLEX-RN Application**

A representative from the Idaho Board of Nursing is invited to campus during the last semester of a students' senior year. The representative will provide guidance and advising for graduating nursing students on the process of application for licensure (at the student's expense) of the National Council Licensing Examination (NCLEX) to become a Registered Nurse. Please notify the nursing advisor of the date the NCLEX is scheduled and exam results.

Students taking the NCLEX outside of Idaho must:

- a. Check for requirements of the specific state
- b. Submit appropriate forms for affidavit of graduation to Undergraduate Department of Nursing.

*For more information regarding the NCLEX-RN, see National Council State Boards of Nursing, <https://www.ncsbn.org/nursing-regulation/licensure/nurse-licensure-guidance.page>*

### **III. GENERAL ACADEMIC PROGRAM INFORMATION**

➤ **Technical Standards for the Nursing Program**

The goal of NNU's BSN Program is to prepare every student to think critically and practice nursing competently and compassionately in rapidly changing practice environments. All efforts are designed to build nursing knowledge, enhance nursing practice and patient safety, foster professional integrity, and ultimately improve the health outcomes of patients, families, and communities across the continuum of care. In addition, certain functional abilities are essential for the delivery of safe, effective nursing care during clinical training activities. Therefore, the faculty has determined that certain technical standards are requisite for admission, progression, and graduation from the nursing programs.

The BSN Program is committed to all students and desires to collaborate to develop innovative ways to ensure accessibility. We encourage students with disabilities to disclose and seek accommodations. (See *Accommodations for Students with Disabilities* for information on this process.)

The College of Nursing provides the following technical standards to inform incoming and enrolled students of the performance abilities and characteristics that are necessary to successfully complete the requirements of the nursing curriculum and provide effective and safe health care. To enroll, the student must meet technical standards with or without reasonable accommodations and maintain related satisfactory demonstration of these standards for progression through the program:

A physical examination, conducted by an MD, DO, PA or NP must be completed within 3 months of the start of the nursing program and after any hospitalization, extended illness (illness greater than 5 days), or injury resulting in limited or restrictive mobility.

The purpose of this document is to establish the absence of conditions transmissible to others and the physical ability of the student to deliver safe patient care in a wide variety of healthcare settings. To ensure the safe delivery of care no limited or light duty functions are permitted within the clinical setting.

**Acquire information:**

- Acquire information from demonstrations and experiences in nursing courses such as lecture, group, and physical demonstrations.
- Acquire information from written documents and computer systems (e.g., literature searches & data retrieval).
- Identify information presented in images from paper, slides, and videos.
- Recognize and assess patient changes in mood, activity, cognition, verbal, and non-verbal communication.

**Use and Interpret:**

- Use and interpret information from assessment techniques/maneuvers such as those involved in assessing respiratory and cardiac function, blood pressure, blood sugar, neurological status, etc.
- Use and interpret information related to physiologic phenomena generated from diagnostic tools (i.e., sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive examination of a client or patient.

**Motor:**

- Possess psychomotor skills necessary to provide holistic nursing care and perform or assist with procedures, treatments, and medication administration.
- Practice safely and appropriately provide care in emergencies and life support procedures and perform standard precautions against contamination.

**Communication:**

- Communicate effectively and sensitively with patients and families.
- Communicate effectively with faculty, preceptors, and all members of the healthcare team during practicum and other learning experiences.

- Accurately elicit information including a health history & other information to adequately and effectively evaluate a client or patient's condition.

### **Intellectual ability:**

- Measure, calculate, reason, analyze, and synthesize data related to patient diagnosis and treatment.
- Exercise proper judgment and complete responsibilities in a timely and accurate manner according to the generalist nursing role.
- Synthesize information, problem solve, and think critically to judge the most appropriate strategy or assessment strategy.
- Ask for help when needed and make proper judgments of when a nursing task can or cannot be carried out alone.

### **Behavioral:**

- Maintain respectful, sensitive, effective relationships with clients/patients, families, students, faculty, staff, preceptors and other professionals under all circumstances.
- Exercise skills of diplomacy to advocate for patients in need.
- Possess emotional stability to function under stress and adapt to changing environments inherent to the classroom and practice settings with or without accommodations.

### **Character:**

- Concern for others, integrity, accountability, interest, and motivation are necessary personal qualities.
- Demonstrate intent and desire to follow the ANA Scope & Standards of Practice and Nursing Code of Ethics.

Students who, after review of the technical standards determine that they require accommodation to fully engage in the program, should contact the Office of Student Disability Services to confidentially discuss their accommodation needs. Given the clinical nature of our programs, additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

*Adapted from: Technical Standards for College of Nursing Students, Rush University, 2019  
Revised 2021-2022*

### **➤ Accommodations for Students with Learning Disabilities**

Decisions regarding reasonable accommodations are determined on a case by case basis taking into consideration each student's disability-related needs, disability documentation, and program requirements. While NNU will make every effort to work with students with disabilities to accommodate their disability-related needs, NNU is not required to provide accommodations that fundamentally alter or waive essential program requirements.

If a student or potential student has difficulty in meeting any of the above technical standards, it is his/her responsibility to identify himself as needing accommodations. Any requests made for accommodations to meet these competencies must be made in writing to the Office of Disability Services. If services are approved, students must apply for services as per policies established by the Office of Disability Services.

Students who qualify for and desire accommodations in their course due to a disability, as defined by the Americans with Disabilities Act of 1990, and the ADA Amendments Act of 2008, must follow the NNU Disability Services Policies and Procedures as put forth by the Office of Disability Services. Any student may review a copy of these policies and procedures

at <https://nnu.edu/academics/student-support/academic-resources/academic-success-advising/disability-support/> .  
Call 208-467-8463 or email [disabilityservices@nnu.edu](mailto:disabilityservices@nnu.edu) for further information.

➤ **Accommodations for Pregnant Nursing Students**

The College of Nursing works collaboratively with other NNU University services. Requests for accommodations related to pregnancy are followed up by the Office of Disability Services and the Title IX Coordinator. Both offices provide students with information and support services to ensure students receive information to assist in making informed decisions regarding the student's educational needs. Below is information regarding their services.

Pregnant students are entitled to services and accommodations under Title IX similar to those offered to other students who have a temporary medical condition. Questions regarding accommodations for pregnant or parenting students may be addressed to:

Office of Disability Services  
Phone: 208-467-8463  
Email: [disabilityservices@nnu.edu](mailto:disabilityservices@nnu.edu)

Title IX Coordinator  
Sheila Bryant  
Phone: 208-467-8062  
Email: [sheilabryant@nnu.edu](mailto:sheilabryant@nnu.edu)

*Revised 2025-2026*

➤ **Accommodations for NCLEX Testing**

The nursing faculty strives to reasonably accommodate students who are experiencing learning difficulties through collaboration with the Office of Disability Services (see above). Students who receive a testing accommodation from the Office of Disability Services need to be aware that this accommodation does not guarantee accommodation for the NCLEX-RN exam upon graduation. This accommodation must be requested separately from Pearson Vue prior to testing.

*Revised 2023-2024*

➤ **Accommodations for Students whose First Language is not English**

All nursing course activities are conducted in English. The nursing faculty recognize that as we welcome students from both countries outside the US and from diverse cultures within the US many of our students did not learn English as their first language. While fully capable of conversing and reading in English, students navigating learning in a language other than their first language may require additional time to process concepts and information. In an effort to make the assessment of student learning in English more equitable, students whose first language is not English may request their faculty to allow extra time for exam completion. All nursing faculty are happy to extend this accommodation. Please discuss this need with faculty early in the semester to allow faculty time to schedule exam times and locations so they may provide this accommodation.

*Revised 2022-2023*

## **IV. STUDENT INVOLVEMENT**

➤ **BSN Program Governance**

The BSN Faculty Committee meets at least once a month during both the fall & spring semesters to review matters related to teaching, and the operational needs of the program. A schedule of these meetings is posted in the BSN Nursing Student Community Group in Canvas. Student feedback regarding any ideas/changes to improve the program is encouraged. Students are asked to communicate their ideas and feedback to the BSN Faculty Committee through a student representative elected from each cohort who would be expected to attend the meeting, share student feedback with the committee and then report back to their cohort. Student representatives

should expect to be excused from the meeting when/if confidential issues are planned for discussion. Please utilize the form in the Nursing Student Community Group to request to add an agenda item and email the form to the BSN program coordinator or the BSN Program Chair. Students may also email their feedback directly to the BSN Program Chair or the BSN program coordinator for inclusion in the meeting proceedings.

*Revised 2025-2026*

#### ➤ **Student Nurses Association (SNA)**

Membership in the SNA is open to all nursing and pre-nursing students registered at NNU. The SNA is a student-run organization and the general objectives of the SNA include the following:

- To provide opportunities for student nurses to exercise their leadership, teamwork, and group communication skills through regular meetings and special events.
- To act as a liaison between students and to facilitate communication between cohorts.
- To plan and organize social events which are open to nursing students and/or the campus community or the general community.
- To plan and organize service opportunities which are open to nursing students and/or the campus community or the general community.
- To provide enriching extra-curricular educational programs in healthcare areas.
- To serve as a model for professional activities of organizations in which the student may later participate as a healthcare professional.

To meet these objectives, the SNA is involved in various activities throughout the year. Regular meetings provide updates on SNA activities and opportunities for pre-nursing and nursing students to obtain information. A goal for SNA is to become involved in community and outreach activities, (e.g., health fairs, immunization fairs, etc.). Development and progress of the SNA depends upon involvement of students in the organization. The SNA leadership is facilitated through the general SGA leadership. A representative(s) of the nursing faculty serves as an advisor to the SNA.

#### ➤ **Nursing Tutors**

Nursing students may be selected by the Nursing Faculty to work as nursing-content tutors. The tutors are employed by the Center for Academic Success and Advising (CASA) Tutoring Services and are available for group and one-on-one study help. They are not able to teach or re-teach content but can **help with strategies to understand the information**. Tutors can be scheduled on the library website.

#### ➤ **Nursing Lab Teaching Assistant (TA)**

The TA may be responsible for a variety of tasks including: stocking, cleaning and basic equipment maintenance, lab set-up and take-down, operating cameras and recording equipment. The TA works under the supervision of an assigned Nursing Faculty or Nursing Staff, in a spirit of collaboration and cooperation. Students are notified and an application is provided as needed for any TA openings during each academic year.

#### ➤ **Scholarship Students: Athletics, Music, ROTC**

Scholarship students (athletic, music, ROTC or other) will *identify* themselves at the beginning of the semester, and *submit* their schedules **in writing** to nursing faculty using the Notification of Schedule form found at the end of the Student Handbook and on the Nursing Student Community Group in Canvas. Students are required to follow the steps listed below:

- Request a meeting with each faculty at the start of the semester and bring a completed form.
- Must email a reminder to the faculty prior to each event with a plan for any makeup of assignments.

- For any quizzes or exams, the student must email the faculty with arrangements of a coach or designated proctor if the exam will be taken during travel.
- Any changes in the schedule need to be discussed with faculty before leaving for events.

Students are responsible for fulfilling all class assignments, clinical hours and testing to meet course and program outcomes. The student is responsible for their schedule and requesting any accommodations. Faculty will make every effort to accommodate the scholarship students however, may not be able to accommodate all requests. Periodic meetings will take place between the nursing faculty and scholarship programs to maintain open communication and collaboration for successful completion of the nursing program.

See Extracurricular Activity policy

#### ➤ **The Honor Society of Nursing: Sigma Theta Tau International**

NNU nursing students have the opportunity to become members of the prestigious international honor society of nursing, Sigma Theta Tau International (Sigma). NNU and BSU have worked together to establish a Chapter-at-Large (Mu Gamma Chapter) of Sigma for nursing students at those respective schools.

Each year, the Mu Gamma Chapter selects candidates for induction. Undergraduate students must have:

- Completed half of the nursing curriculum.
- Achieve academic excellence (Have a cumulative grade point average of 3.0 and above)
- Be in the top 35% of the nursing class
- Meet the expectation of academic integrity

Students who become members of Sigma Theta Tau may wear the purple and white honor cords of the honor society at commencement events.

For further information, please see Professor Phillips.

## **V. ACADEMIC INFORMATION**

#### ➤ **Expectations of Student Communication**

The student understands they are responsible for monitoring their NNU email, as this is how the Nursing Faculty, Staff and Administration will be communicating with them. The student also understands that no communication or assignments will be acknowledged or accepted by NNU unless it is through Canvas or NNU email.

The Undergraduate Nursing Department Faculty and Staff (including Adjunct Instructors) communicating with students electronically will only use the following methods:

- NNU Email
- Canvas Communications (labeled as “Inbox”)
- For communication while at clinical, refer to course syllabus.

The Undergraduate College of Nursing will not use personal email accounts (for sending or receiving electronic mail). Students are expected to check their NNU email and Canvas accounts frequently.

➤ **Returning Graded Material to Students**

In order to protect the privacy and confidentiality of nursing students the following policy will be used. Graded materials which are returned to students must be kept confidential. They may be returned to students in one of the following manners:

- Returned in class/clinical
- Returned via campus mail
- Student coming to faculty members office to pick up material
- Online

Graded materials will be discarded at the conclusion of the semester. In the event that a faculty member wishes to keep a copy of student work, permission will be received from the student.

➤ **Student Records**

The faculty member will document information in the student's Typhon account following each interview/coaching session, and clinical experience. Evaluation forms and other selected material remain as part of student's files to assist in formulating letters of reference. Clinical & academic documents including any official letters will remain on file for five years post-graduation or program stop-out.

➤ **Downloading Course Content and Recording in the Classroom or Clinical Settings**

All course content is the academic property of the university and/or the course faculty member. Course materials may be saved or printed for use in the course only. For use beyond this class, permission must be obtained from the professor.

Additionally, anyone desiring to audiotape or video record formal presentations or informal discussions must receive permission of the person presenting the information in writing prior to the scheduled time of the class presentation (see the *Acknowledgement of Audio Recording of Lecture* in Forms Section). A copy of the signed agreement must be submitted to the responsible faculty. Do not record or photograph without clear and written permission/protocols from those involved. This includes not taking photos or screenshots of content.

Recording, streaming, or otherwise transmitting classroom/clinical experiences to others is prohibited without prior permission from nursing faculty. This includes the use of any technology, currently available or which becomes available, that has the ability to preserve intellectual property. Meta Glasses, cell phones, and hand recorders being just a few examples of technology capable of these actions.

## **VI. CLINICAL INFORMATION**

➤ **Health Requirements**

The health requirements for affiliating clinical partners must be met prior to participating in the clinical portions of nursing courses.

Students are responsible to protect themselves, and others, from disease. If needed, the student may obtain health services from the NNU Wellness Center, a physician, nurse practitioner or health care agency of the student's choice.

A physical examination, conducted by an MD, DO, PA or NP must be completed within 3 months of the start of the nursing program and after any hospitalization, extended illness greater than 5 days, or injury resulting in limited or restrictive mobility.



The purpose of this document is to establish the absence of conditions transmissible to others and the physical ability of the student to deliver safe patient care in a wide variety of healthcare settings. To ensure the safe delivery of care, limited or light duty restrictions are not permitted within the clinical setting.

Please be aware that clinical sites could be a risk to pregnancy. Students have the responsibility to inform faculty if they are pregnant or suspect they may be pregnant. Further information regarding accommodations may be obtained through the NNU office of Disability Services and NNU's Title IX Coordinator.

Students are required to submit documentation of immunization/health status to the Undergraduate Department of Nursing *on admission and annually* throughout the nursing program as needed to remain in compliance with clinical partner affiliation agreements. Documentation *must include* the signature or initials of the health care provider. See Health Requirement & Documentation Policy.

➤ **Liability Insurance**

Professional Liability Insurance is purchased for each student by NNU. This insurance is maintained throughout the program.

➤ **Nursing Lab/Simulation Guidelines**

Any course-related experiences assigned to students in either the lab or simulation are considered a clinical rotation. The hours counted towards the total amount of clinical hours will be detailed for each nursing course and located in the course syllabus or clinical packet.

The NNU BSN Program records students in clinical simulations and clinical practicums using video and audio technology. These events may also be live streamed and viewed by faculty, instructors, and students. All video/audio streaming and recording will be used for educational purposes (including assessment of student performance) only within the Nursing Program. Furthermore, this recording will be destroyed within one year of recording.

It is expected that students keep all information regarding and surrounding the clinical simulation(s) and clinical practicum testing confidential until such time that all students have completed the simulation(s) and/or testing. Talking about or relaying information regarding the simulation or practicum in any way with any member of the Nursing Program is considered a breach of academic integrity.

The Nursing Labs are available for student use during posted hours. Nursing courses and/or tutoring sessions have priority. The lab space must be reserved prior to use through the related course faculty. Faculty, staff, and students are not permitted to use the lab if not reserved. The Labs are not to be used for personal computer use, as a study hall, or a social lounge. See *Nursing Lab Policy* for further information.

➤ **Transportation to Clinicals**

Transportation for nursing students to clinical assignments at various locations within the Treasure Valley is the student's personal responsibility. Clinical placements are not based upon transportation or carpooling needs. The University is not liable for any injury associated with travel to or from clinical facilities. Students must comply with any agency request for proof of vehicle insurance, etc. Valid Proof of Auto Insurance will be uploaded into Typhon prior to travel to and from partner clinical sites.

### ➤ **Composition of Clinical Groups**

Clinical placement decisions are the ***exclusive responsibility of the Resource Coordinator and Department Chair with faculty input as necessary***. These decisions are determined with concern for the best learning experience for the student according to College of Nursing judgment of the student's past performance.

Once the Resource Coordinator decides on student placements, there will be ***no student-initiated change*** of placement or instructor due to complexity of meeting agency orientation requirements. This is due to the potential negative impact on a clinical site and staff, as well as the lack of time and reorientation to a new clinical site.

***Prior to attending orientation, students must have completed required background checks, health tests and immunizations as instructed by the BSN Program.*** Students attending a clinical site without required documentation will be asked to leave the clinical site and the clinical absence will be counted as unexcused. Most orientations are now online through myCE. All documentation and required onboarding training must be completed before Friday of the second week of classes. Students who have ***not completed these requirements and/or received program clearance as instructed may not attend clinical and are at risk for failing the course.***

### ➤ **Clinical Incident Report**

If a student is involved in a clinical incident, they must immediately notify their clinical faculty. Incident reports must be completed according to partner policy with the clinical faculty. Examples of incidents are medication errors, patient falling, patient reporting something has been stolen, etc. Filing the incident report is a protection for the student, the patient and the clinical agency. Each clinical agency has a clinical incident policy and form. When a clinical incident occurs, the clinical faculty member is to be notified immediately and ***will assist*** the student in accurately completing the form and submitting it to the required agency personnel. The faculty member is responsible to document in the student file in Typhon that an incident occurred. Details of a Clinical Incident Report will be reviewed by the clinical faculty and Undergraduate College of Nursing Chair for any follow up needs. Partner Risk Management personnel may need additional investigative information in order to fully understand the risk factors that led to the incident.

### ➤ **Student Ethical Responsibilities**

Students will be expected to make a commitment to ethical standards and may be required to sign ethical documents for specific clinical facilities to which they are assigned. Confidentiality of client information is required at all times. Students entering the nursing program must sign the Confidentiality Statement.

Professions have developed codes of ethics to provide guidelines for the professional's behavior as well as to give the public an indication of the behavior that can be expected from a professional. NNU nursing students are expected to fully comply with the following professional standards:

1. Know the boundaries of practice for nursing and function within that scope.
2. Recognize and respect cultural backgrounds and spiritual needs.
3. Safeguard all patient information as confidential, regardless of where it is acquired.
4. Uphold NNU's exacting standards regarding personal appearance, language, dress and demeanor as set forth in the NNU Lifestyle Expectations.
5. The *Code of Ethics for Nurses* of the American Nurses Association states that nurses have a duty to care for all patients, regardless of the nature of the health problem (2025). NNU nursing students are expected to fully comply with this professional standard.

➤ **Safety**

Students will receive safety instructions as they pertain to the respective setting including the Nursing Laboratory and clinical facilities. Clinical sites will have specific policies and procedures relating to safety. Nursing students are expected to comply with these policies and instructions as well as the National Patient Safety Goals.

[https://www.jointcommission.org/standards\\_information/npsgs.aspx](https://www.jointcommission.org/standards_information/npsgs.aspx)

## **VII. COLLEGE OF NURSING BSN PROGRAM POLICIES AND PROCEDURES**

*Note: The following policies are designed to reflect standard healthcare policies in form and context. This is intentional so that you become familiar with the feel of health policies before you experience them in the workplace.*

### **Chapel Attendance:**

Approved: 2014 Revised:2024

- I. **Policy Statement:** It is the policy of the University that all undergraduate students are expected to attend a required number of chapel/convocation services. Such attendance actively contributes to the spiritual formation of our students, reinforces the University's mission in the lives of our community members, encourages a sense of community, and makes the student aware of issues relevant both to the student and the world outside the University.
- II. **Definitions:**
  - A. N/A
- III. **Equipment:**
  - A. N/A
- IV. **Procedure:**
  - A. College of Nursing students have a modified chapel requirement due to a progressively more engaged clinical requirement as they progress through the program. You are encouraged to attend as many chapel sessions as possible. However, all chapel sessions attended beyond that number required are voluntary.
    - a. BSN Sophomore. 30 chapel sessions/semester.
    - b. BSN Junior (J1 & J2 semesters). 15 chapel sessions/semester.
    - c. BSN Senior (S1 & S2 semesters). 0 chapel sessions/semester.
- V. **Related Policies/Forms:**
  - A. <https://nnu.edu/campus-spiritual-life/student-services/student-handbook/>
- VI. **References:**
  - A. N/A
- VII. **Additional Approval:**
  - A. N/A

# **Professionalism:**

Approved: 2025

- I. **Policy Statement:** Professionalism in nursing refers to values, attitudes, and behaviors that show respect for other healthcare team members, clients, families, and all others with whom the nurse comes into contact. Characteristics include: respectful/clear communication, timeliness, integrity, adherence to guidelines, self-assessment for improvement, responsibility/accountability, and eagerness to receive and apply feedback.
- II. **Definitions:**
  - A. N/A
- III. **Equipment:**
  - A. N/A
- IV. **Procedure:**
  - A. Students will demonstrate professionalism in classroom, laboratory, simulation, and clinical environments.
  - B. Students will demonstrate professionalism among peers, faculty, clinical partners, and all others while enrolled in the NNU BSN program.
  - C. Nursing faculty will evaluate each BSN student each semester for demonstration of professionalism in the following areas:
    - i. Demonstration of respect
    - ii. Integrating values reflective of God and the Christian worldview
    - iii. Servant Leadership
    - iv. Personal responsibility
    - v. Gracious receipt of feedback
    - vi. Implementation of feedback
    - vii. Demonstration of caring by evidence of awareness and sensitivity toward others' opinions regardless of others' actions/words
    - viii. Flexibility/adaptability
  - D. Evaluation is based on a 1-3 scale: 1-Expectations not met; 2-Expectations met; 3-Expectations exceeded
  - E. Students will be evaluated at level 2 as a default. Any deviance greater or less will include detailed comments from the faculty member.
  - F. Results will be compiled by a nursing staff member maintaining confidentiality of results. Results will be shared with the BSN Program Chair and the College of Nursing Dean.
    - i. The BSN Program Chair will follow-up on any results of 1.
      - 1. The BSN Program Chair will discuss any results of 1 with the faculty member who recorded the rating. If the faculty member has already confronted the student and the student has responded with respect and improvement, no further follow-up will be necessary.
      - 2. If the faculty member reports that the student has not made improvement in the area of the low rating, the BSN Program Chair will meet with the student with respect in an attitude of mentoring the student to self-awareness and improvement.
        - a. If the student receives this feedback in an attitude of self-reflection and desire for improvement, The BSN Program

Chair will record the summary of this meeting in the student record as a written warning.

- b. If the student is defensive and unwilling to receive the feedback, the BSN Program Chair will arrange for the student to meet with the College of Nursing Dean.
  - i. The College of Nursing Dean will discuss the student's unprofessional behavior with the student and will determine the next steps for the student's improvement plan or progress in the BSN program.

G. When a faculty member observes unprofessional behavior, the faculty member will confront the student in private with respect in an attitude of mentoring the student to self-awareness and improvement.

- i. If the student receives this feedback in an attitude of self-reflection and desire for improvement, the faculty member will issue a verbal warning.
- ii. If the student is defensive and unwilling to receive the feedback, the BSN Program Chair will be informed and a meeting arranged between the student and the BSN Program Chair to discuss the observations of the faculty member with the student in an attitude of mentoring.
  - 1. The BSN Program Chair will write an improvement plan with the student and document this meeting and plan in the student record.
- iii. If there is another occurrence of unprofessional behavior by the student or the student does not follow the improvement plan, the BSN Program Chair will be notified and a meeting will be arranged for the student to meet with the College of Nursing Dean.
  - 1. The College of Nursing Dean will discuss the student's unprofessional behavior with the student and will determine the next steps for the student's improvement plan or progress in the BSN program.

V. **Related Policies/Forms:**

- A. Clinical Evaluation Tool
- B. Christian Character Rubric

VI. **References:**

- A. N/A

VII. **Additional Approval:**

- A. N/A

## **Class/Clinical/Simulation/Lab Attendance**

### **Expectations and Grading:**

Approved: 2011 Revised:2024

- I. **Policy Statement:** Student attendance is expected at all nursing classes, clinicals, and lab/simulations. Any absence may jeopardize your ability to meet course objectives. Course faculty will track class, clinical, and lab/sim attendance in Canvas. Remote class attendance will only be arranged based on established University policies for remote access. Faculty course assignments scheduled as remote learning are one-time learning activities and are not intended as alternative options to face to face courses.

II. **Definitions:**

A. N/A

III. **Equipment:**

A. N/A

IV. **Procedure:**

- A. Class attendance will count for **at least 2% of the overall course grade**. More than 4 class absences will result in a loss of 2 percent of the total class grade. Every absence thereafter will result in an additional loss of 1% per absence. *If a student is late to class, the student should enter the classroom at the back of the class and take a seat so that the class is not disrupted by the late arrival. Please note:* Arriving more than 15 minutes late for class will constitute an unexcused absence.
- B. Class attendance on exam days is required unless prior arrangements have been made and approved by the faculty member. If you are suddenly ill the morning of an exam, you ***must*** notify the faculty member at least 30 minutes before class is to start. Exams must be made up within three business days at the faculty member's discretion.
- C. Classroom, simulation/lab or clinical excused absences for university-sponsored events (i.e. athletics, music) must be discussed with faculty ahead of time and preferably by the end of the first week of the semester. Students must maintain a passing grade in all nursing courses for approval. See Extracurricular Activities Policy.
- D. Clinical/Simulation/Lab attendance is mandatory; more than two clinical absences in any of these settings collectively for the course for any reason may result in clinical failure. (Example: 1 absence in simulation + 1 absence in clinical = 2 clinical absences) **Please note:** Arriving more than 15 minutes late for simulation, pre-conference or lab will constitute an unexcused clinical absence. Make-up clinical assignments will be approved only for extenuating emergency circumstances and only upon approval by the department chair. A make-up fee will be assessed by the NNU Business office based on the clinical hours, clinical location and course level.
- E. Children, friends, family members or pets are not permitted in any classroom, simulation/lab or clinical setting.

V. **Related Policies/Forms:**

- A. [https://catalog.nnu.edu/sites/default/files/pdf/pdf\\_generator/traditional-undergraduate-catalog-20242025.pdf?1716324749](https://catalog.nnu.edu/sites/default/files/pdf/pdf_generator/traditional-undergraduate-catalog-20242025.pdf?1716324749) (Univ Attendance and Absence Policy. Pp54-56)
- B. Extracurricular Activities policy

VI. **References:**

A. N/A

VII. **Additional Approval:**

A. N/A

# **Extracurricular Activities:**

Approved: 2025

- I. **Policy Statement:** This policy outlines guidelines for Bachelor of Science in Nursing (BSN) students who participate in school-related activities such as those in the athletics or music departments to ensure that academic and clinical requirements are met while accommodating participation in university-sponsored activities. This policy aims to promote effective communication, equitable academic expectations, and structured management of scheduling conflicts between the nursing department and the student's respective commitments.
- II. **Definitions:**
  - a. **Responsible Department:** The department responsible for coordinating student participation in university-sanctioned extracurricular activities.
  - b. **Extracurricular Commitments:** The university-sponsored activities that the student participant will be part of over the course of the semester.
  - c. **Scheduling Conflict:** A situation where a student's extracurricular university commitments overlap with academic or clinical nursing obligations.
- III. **Equipment:**
  - A. N/A
- IV. **Procedure:**
  - A. Communication Responsibilities
    - a. The student is responsible for communicating extracurricular scheduling needs.
      - i. Student participants must notify the nursing faculty of their extracurricular commitments at the beginning of each semester, providing a schedule of known events, rehearsals, practices, and competitions that may interfere with their academic or clinical responsibilities using the Notification of Schedule form provided in the BSN Student Handbook.
      - ii. The nursing faculty will work with the student and, if necessary, the responsible department to determine possible solutions for conflicts, prioritizing academic integrity and clinical competency.
      - iii. If the schedule changes during the semester, the student is responsible to meet with nursing faculty of courses affected as soon as the student is aware of a scheduling conflict with a class or clinical commitment.
    - b. Responsible Department
      - i. The responsible department will support the student participant by:
        - 1. Providing a schedule of extracurricular commitments at the beginning of the semester.
        - 2. Providing study time during away competitions.
    - c. Nursing Department
      - i. The nursing faculty will provide the student participant with a schedule of academic responsibilities within the first week of classes.

- ii. If nursing faculty make changes to the academic schedule after the first week of classes and a conflict is created, they will work with the student participant to make necessary and reasonable arrangements for missed work or evaluations to be completed.

**B. Managing Scheduling Conflicts**

- a. The student participant must work with the responsible department and nursing faculty to explore alternative arrangements, such as attending an alternate clinical session, planning to take an exam early, or adjusting practice schedules.
- b. The responsible department will assist the student in exploring alternative arrangements in partnership with the nursing faculty.
- c. The nursing department will have final authority in determining attendance and participation requirements.
  - i. Priority will be given to clinical obligations due to the nature of scheduling difficulties and the nature of nursing education and patient safety requirements.
  - ii. Accommodation approvals will be heavily influenced by the student participant's academic standing and professionalism and BSN Student Handbook compliance.

**C. Make-up Work Arrangements**

- a. The student is responsible for arranging and completing any missed coursework, exams, or clinical experiences according to the timeline determined by the nursing faculty.
- b. Should reasonable accommodations for the student participant require that nursing department members spend time outside of regularly scheduled class time to facilitate makeup coursework, exams, or clinical experiences, payment for this time may be charged to the responsible department.
- c. The nursing faculty will provide reasonable accommodations for missed coursework, including, but not limited to, alternative assignments, rescheduled exams, or clinical makeup days as feasible.

**D. Professionalism Policy and BSN Student Handbook Compliance**

- a. For academic and clinical accommodations to be considered for a student participant involved in extracurricular activities, they must be in good academic standing and compliant with the professionalism policy and BSN student handbook.
- b. Failure to meet the above expectations is grounds for denial of any accommodations requested by the student participant for the purpose of participation in extracurricular activities.

**E. Attendance Requirements**

- a. A student's absence in class or clinical to attend an approved extracurricular commitment will not be factored into the student's attendance grade, nor will it count toward the allowed number of absences in a semester.

**F. Faculty Discretion**

- a. Faculty members have the final say in decisions regarding participation in extracurricular activities. While every effort will be made to accommodate extracurricular schedules, upholding academic and clinical outcomes and accreditation requirements is priority for student success.

**V. Related Policies/Forms:**

- A. Notification of Schedule form
- B. Professionalism Policy



VI. **References:**

N/A

VII. **Additional Approval:**

N/A

## **Employment During the Academic Year:**

Approved: 2016 Revised:2024

VIII. **Policy Statement:** It is well understood within the College of Nursing that students may need to have employment during the academic school year. This fact however does not minimize the equal understanding that student employment during the school year may have detrimental effects of course success. It is important to find a balance that allows for both economic income and academic success.

IX. **Definitions:**

A. N/A

X. **Equipment:**

B. N/A

XI. **Procedure:**

G. It is important that employment (hours of work) not become a priority to the extent that it interferes with the educational process. While it is understood that employment may provide invaluable supplemental learning, it is important to remember that you are preparing for a professional career. Your success in school will parlay into your success in your career. You are encouraged to apply for as many scholarships as possible for which you are qualified. The financial aid office at NNU can help you explore scholarship opportunities.

H. Standards:

- a. Students may not work a shift prior to an assigned clinical experience. A general rule of thumb would be to give yourself 6-8 hours of rest/downtime before attending your clinical rotation. The patients you will be serving during your clinical rotation deserve care that is active, alert, and attentive.
- b. Generally speaking it is recommended that you work no more than 16 hours per week if at all possible. Remember that your first job of being a student is a full-time job already.
- c. It is recommended that a student not be employed in a clinical unit while assigned to the same unit for learning experiences in a nursing course at NNU. Familiarity can rob you of the full learning experience you would gain from a unit that you are unfamiliar with.
  - i. St Luke's SNAP students may complete their Sr. Preceptorship hours on the same unit as their SNAP employment.
  - ii. You may work in the same healthcare agency where your clinical rotations are scheduled, so long as they don't overlap.
  - iii. The student who is employed in the same unit as a clinical rotation is responsible to communicate his/her role to other healthcare team

members each shift and to only perform tasks within the scope of practice for the role that shift.

**XII. Related Policies/Forms:**

D. N/A

**XIII. References:**

A. N/A

**XIV. Additional Approval:**

A. N/A

## **Examinations:**

Approved: 2008 Revised:2024

**I. Policy Statement:** Examinations are the quintessential metric to measure your success in absorbing delivered course content. It is essential that you not only perform well on examinations for your own academic grade, but do so in such a way that is ethical and truly reflective of your knowledge gain.

**II. Definitions:**

B. N/A

**III. Equipment:**

C. N/A

**IV. Procedure:**

**A. Examination Attendance:** Attendance on exam days is required unless prior arrangements have been made and approved by the faculty member. Any emergent situation which prevents you from attending an shall be communicated to the course instructor at least 30 minutes prior to the exam start time.

- a. Failure to meet this communication standard will result in a zero on the exam.
- b. There are no exam makeups unless the course instructor approved the absence prior to the exam start time.
- c. Students are responsible to arrange a makeup exam with the course instructor within 24 hours, and make up testing may not exceed one week from original exam date.
- d. Students are not allowed to makeup an exam during their regularly scheduled class time or on clinical days.
- e. Students must schedule an examination review with the course instructor whenever a score of less than 75% is achieved on any exam.
- f. University Petition for Early Final Examination Exception.  
<https://nnu.edu/wp-content/uploads/2023/11/Early-Final-Exam-Exception-Request-21-22.pdf>

**B. Examination Security:** Most testing in the BSN program is completed via computer. Every effort is made to store, retrieve and administer examinations in a secure setting. In order to protect this security, there are important factors to remember.

- a. Cheating is subjective, if the proctor suspects a student of cheating the student will receive a zero for that exam and an academic integrity violation report will be filed with the VP for Academic Affairs.
- b. If the room allows, students should sit every other seat. The proctor may ask students to change seats.
- c. Remember that exams are an individual effort. There should not be discussion about questions during or after the exam. Other students may have to take or retake a test at an alternate time. Discussing test items can jeopardize test integrity and is a form of academic dishonesty. Sharing information, use of notes, or auxiliary materials is not permitted during testing periods unless specifically authorized. Failure to follow the guidelines established for the examination or quiz will result in a score of zero for that examination or quiz.

**C. Examination Responsibilities: Students**

- a. All personal items including backpacks, notebooks, audio devices, electronic devices (including but not limited to cell phones and Apple watches), all headwear, and jackets at the perimeter of the room before the examination begins.
- b. All electronic and audio devices must be turned off (not silenced) inside of personal bags at the perimeter of the testing room.
- c. Food and/or drinks are not permitted in the testing area unless specifically permitted by the instructor.
- d. No writing on bodies or clothing (excludes tattoos or permanent body ink).
- e. Exiting the testing room for a break or to use the restroom is not permitted, except for exams exceeding two hours in duration.
- f. Foam ear plugs are permitted if normal ambient noise disturbs your concentration.
- g. Any computer difficulties while taking an exam should be reported immediately to the exam proctor.
- h. Colored scratch paper will be available during exams. Each student will be required to turn in the scratch paper with their name on it, at the conclusion of the test, even if it is blank.
- i. HESI Assessment Next Generation will be the exam testing platform. There is a 'Compatibility Check' program within the testing platform that should be run prior to exams to ensure your ability to take the exam.
- j. Calculators will be provided in the classroom.
- k. Any emergent issue that prevents a student from fully completing a test once in progress, must inform the proctor of their departure and return all university provided materials such as scratch paper and calculators.
- l. Students must be present at the time the exam begins or they will not be allowed to take the exam.
- m. Congregating outside the classroom while students are completing their exam is not permitted.

**D. Examination Responsibilities: Proctor**

- a. Every effort will be made to make the examination setting as secure as possible by seating students as far away from each other as possible.
- b. Proctors will manage the classroom so there is no talking, no congregating outside the classroom after students complete the examination, and ensure as few distractions as possible.
- c. Proctors are not to carry on conversations with students who have completed the examination until all testing is completed.

- d. If a proctor has any suspicion of cheating they have the right to stop the examination and direct involved student(s) to exit the examination.
- E. **Exam Composition:** All nursing exams will be composed of the following exam types:
  - a. **Multiple-Choice** questions will make up the majority of the exam. These questions should be written at the application level or above. Application or above (learning level) requires the student to bring forward two or more pieces of information to answer the exam item.
  - b. **Alternative Exam Item:** Any exam item other than a multiple choice. This could include but not limited to multiple select, hot-spot, sequencing, and fill-in-the-blank.
  - c. **Dosage Calculation questions:** Each exam will have at least 2 dosage calculation questions.
    - i. All students will receive 1.2 minutes per question for all above question types.
  - d. **NEXT GEN NCLEX** testing will be the primary examination platform. Exams will generally progress in complexity throughout the nursing program.
    - i. Sophomore (1st Semester) – Select All style questions
    - ii. Junior 1st Semester – 1 Unfolding Case Study per exam.
      - 1. Six questions that address each of the cognitive skills of clinical judgment per case study. Three minutes for each of the six questions attached to the case study, for a total of eighteen minutes minimum per Unfolding Case Study question.
    - iii. Junior 2nd semester: 1 Unfolding Case Study, 1 Bowtie, 1 Trend per exam.
      - 1. Six questions that address each of the cognitive skills of clinical judgment per case study.
      - 2. Two minutes for each of the six questions attached to the case study for a total of twelve minutes minimum per Unfolding Case Study question.
      - 3. Three minutes for each Bowtie and Trend Question.
    - iv. Senior 1st semester: 1 to 2 Unfolding Case Study, 1 Bowtie, 1 Trend questions per exam.
      - 1. Two minutes for each of the six questions attached to the case study, for a total of twelve minutes minimum per Unfolding Case Study question.
      - 2. Two minutes for each Bowtie and Trend question.
  - e. **Standardized Testing:**
    - i. The BSN program has integrated into the curriculum an assessment program to assist students in preparing for the NCLEX-RN. The cost for this testing service is incorporated in the nursing student fees. Practice examinations are scheduled throughout the course in conjunction with the in-class presentation of these topics. Proctored examinations are scheduled at the end of the semester. Due dates for completion of the practice/proctored exams are noted in the Course Outline. There is a relationship between scores on the standardized tests and performance on the NCLEX. Low scores on certain standardized exams may require remediation.

- ii. The current standardized testing curriculum for the BSN Program is HESI (Elsevier). Faculty will determine which proctored examination will be required for their nursing course and it may constitute up to 10% of the overall course grade, with the exception of Transition to Professional Nursing Practice.
- iii. Faculty will administer HESI exams throughout the nursing program. The HESI exams will be recorded as an assignment, a unit exam, or a final exam grade depending on the course. All HESI exams given as a unit exam or final exam are included in the 75% exam policy and will be worth no more than 10% of the course grade. The conversion score will be the final exam grade. The individual conversion score can be found on the HESI student report.

V. **Related Policies/Forms:**

A. Academic Integrity. <https://catalog.nnu.edu/academic-integrity>

VI. **References:**

B. N/A

VII. **Additional Approval:**

B. N/A

## **Formal Complaints:**

Approved: 2000 Revised:2024

I. **Policy Statement:** A formal complaint is defined as any complaint by a nursing student or a student applying to the nursing program related to a conflict or concern which cannot be resolved through conflict resolution or a communication process between the involved parties. Any complaints regarding assignment of a grade or other academic issues shall follow the NNU Academic Appeal Process.

II. **Definitions:**

A. N/A

III. **Equipment:**

A. N/A

IV. **Procedure:**

A. **Informal Appeal to Faculty Member:**

- a. A student who believes that a faculty member or clinical instructor has taken adverse action against them shall discuss the issue through an informal meeting with the faculty member or clinical instructor with which the disagreement originated.

B. **First Appeal to Dept Chair or Program Director:**

- a. If a student is dissatisfied with the resolution determined by the faculty member under the Informal Appeal described above, the student may pursue the First Appeal, but only if the student files a written Notice of Appeal with the faculty member's department chair or program director within twenty-one days of the adverse action.

C. **Second Appeal to College Dean:**

- a. If a student is dissatisfied with the decision rendered by the chair or program director of the department of the University within which the appeal is taken, the student may pursue a Second Appeal to the college dean, but only if the student files a written Notice of Appeal with the college dean within seven days of entry of the written decision of the First Appeal.

**D. Third and Final Appeal:**

- a. If a student is dissatisfied with the decision rendered by the college dean, the student may pursue a Third and Final Appeal, but only if the student files a written Notice of Appeal with the vice president for academic affairs within seven days of entry of the written decision of the Second Appeal. The college dean shall appoint an Academic Appeals Committee and appoint a chair. The Third and Final Appeal shall be determined by the Academic Appeals Committee.

**V. Related Policies/Forms:**

- A. NNU Academic Appeals Policy: <https://catalog.nnu.edu/academic-appeals-policy>

**VI. References:**

- A. N/A

**VII. Additional Approval:**

- A. N/A

## **AI Policy:**

Approved: 2025

- I. Policy Statement:** College of Nursing Students must adhere to the academic integrity policy of NNU (<https://catalog.nnu.edu/academic-integrity>) including the use of artificial intelligence in assignments (#13).

According to the goals of the nursing programs, we want to equip nurses who use critical thinking and clinical judgment to implement evidence-based care. Therefore, the nursing student needs to:

- Demonstrate the ability to critique research and determine its applicability to inform nursing practice.
- Integrate values reflective of the character of God and the Christian worldview.
- Ethically utilize information and communication technology and informatics processes.

**II. Definitions:**

- A. Artificial Intelligence: computer generated output from large language models and chatbots.
  - i. Large language model: AI able to generate human-like language by processing large databases
  - ii. Chatbot: AI that simulates human-like conversation as a chat over the internet

**III. Expectations—Nursing Students**

- A. Must cite original peer-reviewed sources.

- B. Select articles that are within the last five years unless the article is a seminal work—be prepared to defend your judgment about whether or not it is a seminal work.
- C. Must provide a live active link.
- D. May only use AI tools on assignments if written permission is given by the professor.
  - i. If AI is allowed explicitly on an assignment, the log of its use must be included as an appendix in the assignment.
- E. Must check spelling and grammar. Use scholarly language, not as spoken/text words.
- F. May not submit previous work, even your own, unless the assignments are designed to build on one another.

#### **IV. Consequences**

- A. If there is a suspicion of student use of AI on assignments inappropriately, the student will participate in a meeting with the nursing faculty member of the course to describe the writing of the assignment.
- B. If the student is found to have violated this policy the NNU Academic Integrity Policy will be used to provide consequences. See links in next section.

#### **V. Related Policies/Forms:**

- A. NNU Academic Integrity Policy (<https://catalog.nnu.edu/academic-integrity>)
- B. Academic Integrity Violation Severity Rubric (<https://nnu.instructure.com/courses/19110/pages/academic-integrity?titleize=0>)

## **Grading:**

Approved: 2000 Revised:2025

- I. **Policy Statement:** The college of nursing employs two different grading scales which are determined by whether the course is in a classroom instruction setting or a clinical instruction setting. The classroom grading scale is based on a standard alpha/numeric standard, while the clinical grading scale is based on a pass/fail standard.
- II. **Definitions:**
  - A. N/A
- III. **Equipment:**
  - A. N/A
- IV. **Procedure:**
  - A. Classroom Instruction Setting Grading Standards
    - a. Faculty are responsible for determining course requirements and grading for their specific courses. The course syllabus will define the course requirements and grading scale.
    - b. A minimum satisfactory grade in a nursing course is achieved by receiving a passing score of at minimum 75%. Typical factors which contribute to an overall grade include attendance, quizzes, tests, and homework. Additionally, the student must achieve a minimum of 75% average on

benchmark assignments. Benchmark assignments are identified in each course.

- c. A final course grade **or** average benchmark assignment grade of “C-”, 74% or below, is not sufficient for the student to continue in the nursing program until the grade is resolved at a passing level.

**B. Clinical Instruction Setting Grading Standards**

- a. Clinical Instruction is pass/fail. Factors which contribute to the pass/fail grade are:
  - i. Meeting the math requirement. (See Math Policy)
  - ii. Successful completion of all clinical assignments according to the course guidelines.
  - iii. Successfully meeting all clinical course objectives and outcomes per the course guidelines.
  - iv. Achieving the identified competency level as defined through the Clinical Evaluation Tool guidelines.
  - v. *A student who does not earn a grade of pass in the clinical portion of the course will earn a recorded grade of “F” on their transcript regardless of the average achieved in the classroom portion of the course. Failing the clinical instruction course, even with a passing grade in the classroom portion of the course, will require both the classroom AND clinical courses be repeated.*

**C. Important Information for Classroom and Clinical Course Progression.**

- a. Classroom: Students scoring 75% or less on any exam will schedule a follow up meeting with the course faculty within 48 hours of receiving the unsatisfactory exam score. The student may be required to complete additional content by the course faculty as part of a remediation plan developed by faculty in collaboration with the student.
- b. Midterm Grade: if successfully meeting clinical requirements, the exam average will be submitted as the course grade. If a student receives a score of 73% or 74%, the student letter grade would be recorded as C- at midterm and again at final.
- c. Clinical: Students will receive regular and timely feedback regarding their level of performance in clinical assignments. Clinical faculty will schedule conferences with each student for the purpose of reviewing student performance and program expectations. Feedback will be in the form of written evaluations and/or verbal conferences. The frequency of conferences will be listed in the clinical portion of the course syllabus/clinical packet.

**V. Related Policies/Forms:**

- A. NNU Grading System: <https://catalog.nnu.edu/grading-system>

**VI. References:**

- A. N/A

**VII. Additional Approval:**

- A. N/A



# **Late and/or Missing Assignments**

## **Classroom, Clinical, & Lab:**

Approved: 2015 Revised:2024

- I. **Policy Statement:** Assignments within all College of Nursing courses are a fundamental part of program progression. It is important to understand that assignments are an equal pillar of your success along with attendance, clinical rotations, labs, quizzes, and tests. As a result, it is to your academic advantage to prioritize assignments at the same high standards as those put into the other pillars of success.
- II. **Definitions:**
  - A. N/A
- III. **Equipment:**
  - A. N/A
- IV. **Procedure:**
  - A. **Canvas:** All assignments must be turned in online through CANVAS and are due by 11:59pm MST on the due date listed in the course schedule (please note when assignments are submitted online through CANVAS, it is date/time-stamped by the CANVAS server). Please **DO NOT** email your assignments, EXCEPT in rare cases when CANVAS may be down. The recommended course of action when a student anticipates they will be late on an assignment is to **communicate with course faculty** to request an extension.
    - a. Incompletes for nursing courses will be granted only under extreme circumstances. Procrastination is not considered an extreme circumstance. If extraordinary circumstances arise, exceptions may be made to make up work; however, this must be arranged individually through course faculty.
  - B. **Late/Missing Assignments:** Course, clinical, and lab assignments turned in late (without prior arrangement with the course faculty) will result in a reduction of 10% of the total points possible for every 24 hours past the due date/time to a maximum of 30% deduction of the total points available for the assignment. This deduction will be subtracted from the final score the student earned on the assignment. Each faculty member will designate the maximum numbers of days late assignments may be accepted for grading for their course. At the professor's discretion, assignments turned in after the designated period for accepting late work may not receive credit.
  - C. **Clinical Documentation and Assignments:** Completion of assigned clinical/lab documentation and assignments is mandatory. Failure to complete the assigned work according to course clinical guidelines will place the student in jeopardy of failing the clinical/lab portion of the course. Please refer to your syllabus or clinical packet for course specific criteria.
    - a. One (1) late/missing assignment will result in a written warning. This will be documented in the Clinical Evaluation Tool (CET).
    - b. Two (2) late/missing assignments will result in "Significant Concern" for Competency: Professionalism in the CET. If two assignments are late/missing the student will meet with the course Lead Faculty and Clinical Faculty to discuss strategies to prevent further late/missed assignments and for completion of the late/missed assignment. The BSN Chair will be

notified that the student is at risk for not passing the clinical/lab portion of the course.

- c. Three (3) late/missing assignments may result in a "No Pass" for the clinical Competency: Professionalism resulting in failure of the clinical portion of the course.

V. **Related Policies/Forms:**

C. N/A

VI. **References:**

B. N/A

VII. **Additional Approval:**

B. N/A

## **Math Policy:**

Approved: 2015 Revised:2025

- VIII. **Policy Statement:** The risk associated with medication errors cannot be understated. For this reason, it is extremely important that students have a well-developed skill set in mathematics and specifically dosage calculations. The ability to successfully complete calculations is so important, that the failure to master the math components of the BSN program may lead to removal of a student from the program, even if they demonstrate mastery in other nursing knowledge, skills, and abilities.

IX. **Definitions:**

N/A

X. **Equipment:**

Standard Calculator

XI. **Procedure:**

- A. Every student taking a clinical course will take a dosage calculation math test at the beginning of the semester. The math test must be passed with 100% proficiency before participating in the clinical setting. Each missed clinical day due to incompleteness of the math test is an unexcused absence.
- B. Two minutes per question will be the time set for taking the math test. Five additional minutes are allotted for final review.
- C. Remediation is required before the 3<sup>rd</sup> math test attempt. A total of three opportunities will be permitted before the student is administratively withdrawn from all nursing clinical courses for failure according to this policy.
- D. As stated within the Grading and Profession policies, *"Students may be administratively withdrawn from a course prior to the start of clinical. Students are limited to an administrative withdrawal for math failure policy twice in the program. Upon a third math policy failure, the student will be withdrawn from the program. To reapply, the student must demonstrate successful completion of a math course approved by the College of Nursing."*

XII. **Related Policies/Forms:**

D. N/A

XIII. **References:**

C. N/A

XIV. **Additional Approval:**

C. N/A

## **Pinning Ceremony:**

Approved: 2015 Revised:2025

- I. **Policy Statement:** The Pinning Ceremony is an important milestone in a nurse's life. Unlike graduation, a celebration of a completed academic program, the pinning ceremony welcomes the successful nursing student into a close-knit community and fellowship with other nurses.

The pin, which signifies a joining into the nursing community, traces its origins back to medieval times when knights who performed battlefield care were pinned with the Maltese cross. In more modern times, Florence Nightingale was awarded the Red Cross of St. George, and this is from where the modern nursing ceremony stems.

II. **Definitions:**

N/A

III. **Equipment:**

N/A

IV. **Procedure:**

A. Guidelines for the Pinning Ceremony:

- a. Attendance is required.
- b. Students will wear black graduation gowns for the Pinning Ceremony. If the student did not order a gown, a loaner gown will be acquired by the nursing administrative staff for the student.
- c. Students will not wear any other part of the regalia for the Pinning Ceremony. These are reserved for the graduation ceremonies.
- d. Students will each select 1-2 people to pin them during the ceremony.
  - i. Students will provide the nursing administrative staff person with the names of those performing the pinning to be announced during the ceremony.
- e. Students will form committees to the following ceremony responsibilities:
  - i. Class Bible Scripture
  - ii. Media Presentation
  - iii. Class Gift

V. **Related Policies/Forms:**

N/A

VI. **References:**

N/A

VII. **Additional Approval:**

N/A

# **BSN Progression:**

Approved: 2015 Revised:202

- I. **Policy Statement:** Progression through the BSN program is following the academic pathway to reach the goal of graduation. Please use this policy to help navigate your journey. You will find tools to face challenges along the way.
- II. **Definitions:**  
N/A
- III. **Equipment:**  
N/A
- IV. **Procedure:**
  - A. **Plan of Study: Progression in the nursing program is based on successful completion of courses and outcomes.** Courses in each semester of the nursing curriculum are designed for the achievement of increasingly complex learning outcomes. In addition, students in the nursing program must always adhere to professional conduct and ethical behavior standards during scheduled semesters and breaks from classes.
  - B. **Progression through the program: Nursing courses will be completed with 75% or higher and a passing clinical grade.** Students who withdraw with a grade of 74% or less will be considered as withdrawing in failing status. Repeats will be limited to two individual nursing courses. Students who fail a 3<sup>rd</sup> nursing course may not progress in the program. Enrolling in a course as a repeat is based on a seat being available. If a student needs to step out of the program to wait for a seat to repeat a course, the student will be required to re-enter according to the determination of the Academic Review Committee. Students who successfully complete retake with a minimum grade of 75% will be allowed to progress in the program in both classroom and clinical rotations.
  - C. **Academic Review Committee:** This is a committee formed of nursing faculty and staff who meet after midterm and again at the end of the semester to review student performance in courses in which the student has a failing grade or other area of concern.
    - i. The nursing advisor or designee will review grades in nursing courses at midterm. Any student who has a failing grade at midterm will have their situation reviewed by the committee.
    - ii. The Academic Review Committee will make recommendations for these students. Recommendations may include such things as:
      - a. Tutoring
      - b. Counseling
      - c. Meeting with professors
    - iii. The department chair will notify these students of the recommendations of the committee.
    - iv. Students who fail a nursing course will be notified by the professor for the course at the end of the semester.
    - v. The student with the failing grade will meet with the course instructor within five days of notification.
    - vi. The student is responsible to fill in a petition to the Academic Review Committee to request to repeat a course. The petition is found in the Nursing

Student Community Group on Canvas. The nursing advisor or course instructor can assist the student in this.

- vii. The form must be submitted to the nursing advisor or department chair within one week of course failure.
- viii. Students will be informed about the Academic Review Committee date. The student may choose to attend the committee meeting. Attendance is not mandatory.
- ix. The BSN Program Chair will send the student a letter of determination from the Academic Review Committee informing the student of the decisions made by the committee via email within one week of the committee meeting.

**D. Stop Out from the BSN Program:**

- i. *Stop Out in Passing Status:* voluntary, non-academic withdrawal from nursing courses of one semester or more. If a student withdraws in passing status from a nursing course, the academic advisor will note this in the student file. Passing status is based on both classroom and clinical grade at the time of withdrawal. Examples of withdrawal in passing status may be illness of student/family member, family crises or mandatory military service. This will not count as a nursing course failure.
- ii. *Stop Out in Failing Status:* voluntary or involuntary withdrawal from nursing courses of one semester or more. If a student withdraws in failing status from a nursing course, the academic advisor will note this in the student file. Failing status is based on both classroom and clinical grade at the time of withdrawal. Examples of withdrawal in failing status may include but not limited to actual or projected course or clinical failure, or any circumstances identified by the student leading to a request for withdrawal. This will count as a nursing course failure.

- E. Completion of the BSN Program:** Although students are expected to complete the nursing Plan of Study within three years, policy allows up to five years for completion of the nursing courses (see *above*).

Completion of the program is defined as completion of the nursing courses, prerequisite courses, and co-requisite courses. All GE's need to be completed except one before entering the final semester of the senior year. Students with more than one GE requirement may progress in the nursing program by enrolling in final semester nursing courses except for NURS4040, Transition to Professional Nursing Practice. NURS4040 must be completed as the final course of the BSN program.

**V. Related Policies/Forms:**

N/A

**VI. References:**

- A. American Nurses Association (ANA). (2025). *Code of Ethics for Nurses*. Silver Spring, MD: ANA.
- B. ANA. (2021). *Nursing Scope and Standards of Practice*. (4<sup>th</sup> ed.). Silver Spring, MD: ANA.
- C. Department of Nursing Student Policies, and the Northwest Nazarene University's Lifestyle Agreement. NNU Student Handbook.

**VII. Additional Approval:**

N/A

# **Dismissal From the BSN Program:**

Approved: 2015 Revised:2025

- I. **Policy Statement:** The absolute goal for the College of Nursing leadership, faculty, and staff is to come alongside people who are called to be nurses and help them reach their academic goals. That said, not everyone will succeed in the program, for a variety of reasons, and when this happens, the student will be dismissed from the program.
- II. **Definitions:**  
N/A
- III. **Equipment:**  
N/A
- IV. **Procedure:** Program dismissal may result when the student:
  - A. Has failed more than two separate nursing courses.
  - B. Does not demonstrate consistent adherence to standards of professional behavior, in either classroom or clinical setting. The College of Nursing reserves the right to dismiss a student from the BSN program for the following types of behavior:
    - i. actions and/or behaviors deemed as threatening toward any individual or unsafe in any manner
    - ii. diverting medication
    - iii. theft
    - iv. assault
    - v. academic integrity (two or more violations)
    - vi. felony conviction
    - vii. unremediated patterns of behavior that either compromise patient safety or violate standards of professionalism as defined in the resources listed above
    - viii. unable to meet Technical Standards identified in the BSN Student Handbook, Part III under General Academic Program Information
  - C. Violates NNU academic standards (<https://nnu.edu/campus-spiritual-life/student-services/student-handbook/>)
  - D. When a student compromises patient safety or lacks safety in the clinical setting.
  - E. Fails to meet the criteria for retention/progression in the nursing program.
  - F. Failing drug testing. Any time a drug test is failed, the BSN Program Chair will review the circumstances surrounding the drug testing event and compare results with the verified list of prescriptions and supplements submitted before drug testing occurred.
- V. **Related Policies/Forms:**  
Professionalism Policy
- VI. **References:**  
N/A
- VII. **Additional Approval:**  
N/A

# **Occupational Hazard and Blood Borne Pathogen Exposure:**

Approved: 2005 Revised:2025

- I. **Policy Statement:** It is impossible to become 100% safe from transmissible disease. That said, the risk of exposure can be lowered and contraction of hazardous conditions is preventable with proper precautions and personal protective equipment.
- II. **Definitions:**  
N/A
- III. **Equipment:**  
N/A
- IV. **Procedure:**
  - A. **Accidental Exposure to Body Fluids (blood, urine, etc.):**
    - i. If an accidental exposure occurs, student should follow the Centers for Disease Control (CDC) guidelines for the occupational exposure:
      - a. Wash the site thoroughly with soap and water. Use vigorous scrubbing if possible.
      - b. Mucus membrane exposure, flush immediately with water
      - c. Notify nursing supervisors (clinical instructor, staff nurse, preceptor, etc.) ASAP
      - d. Obtain medical evaluation ASAP
      - e. Fill out an incident form according to facility policy (See Clinical Incident Report)
    - ii. With significant exposure to body fluids, it is strongly recommended that the student seek medical attention. A significant occupational exposure is defined as:
      - a. Needle stick OR cut caused by a needle or sharp object.
      - b. Mucous membranes exposed to blood or body fluid.
      - c. Cutaneous exposure involving substantial amounts of blood or prolonged contact with blood, especially when the exposed skin is chapped, abraded, or afflicted with dermatitis.
      - d. For significant exposure, the student is to be tested for blood borne diseases according to current CDC guidelines and as determined by the student's health care provider after medical evaluation.
        - 1. Exposure testing is at the expense of the student.
        - 2. A medical release may be required for the student to resume normal academic and clinical activities.
  - B. **Latex Exposure**
    - i. Student nurses are at risk for latex non-immune reaction dermatitis and true latex allergy because standard precautions have been implemented and potential use of latex products is likely in healthcare.
    - ii. Students who, after exposure to latex products, experience any of the following symptoms, should report them as soon as possible to the nursing faculty for follow-up.
      - a. Contact dermatitis
      - b. Limited to skin exposure
      - c. Dry, scaly, itchy, red skin
      - d. Watery eyes

- e. Generalized itching
- f. Headache
- g. Wheezing
- h. Coughing
- i. Hives
- j. Nasal, eye, or sinus irritation
- k. Shortness of breath
- iii. Students who have latex sensitivity will be provided educational information and should take precautions to reduce their chance of latex exposure by informing the institution staff where they have clinical assignments. Additionally, they should be cautious to read product information for latex content.
- C. **All costs related to the treatment of any occupational hazard exposure are the student's responsibility.**

V. **Related Policies/Forms:**

VI. **References:**  
N/A

VII. **Additional Approval:**  
N/A

## **Background Check:**

Approved: 2000 Revised:2024

- I. **Policy Statement:** To ensure students entering and progressing through the nursing program have been vetted as safe to be in working with patients in a variety of clinical settings. This is a requirement placed by the Idaho State Board of Nursing.
- II. **Definitions:**  
N/A
- III. **Equipment:**  
N/A
- IV. **Procedure:**
  - A. Students must complete a background check prior to receiving full admission status. The background check will be completed **annually** thereafter and additionally if required by the clinical agency.
    - i. Students accepted into the spring cohort will be required to complete a subsequent background check prior to the start of the fall semester to comply with specific clinical partner agreements.
  - B. The College of Nursing Dean and BSN Program Chair reserve the right to refuse admission and progression based on background check findings.
  - C. The background check must include, but is not limited to, the following:
    - i. Social Security Number and Identify Verification
    - ii. Criminal Search (7 years), national, and county
    - iii. Violent Sexual Offender and Predator Registry Search
    - iv. OIG List of Excluded Individuals/Entities
    - v. GSA List of Parties Excluded from Federal Internships



D. Derogatory information obtained through the background check of the following nature can be the basis upon which student placement may be declined:

- i. Felony convictions
- ii. Withheld judgment for felonies
- iii. Plea agreements to felony convictions
- iv. Sexual assault, rape, indecent exposure, lewd and lascivious behavior, or any crime involving non-consensual sexual conduct committed at any time.
- v. Child abuse, sexual exploitation of children, child abduction, child neglect, contributing to the delinquency or neglect of a child, enticing a child for immoral purposes, exposing a minor to pornography or other harmful materials, incest, or any other crime involving children as victims or participants committed at any time.
- vi. Homicide committed at any time.
- vii. Drug trafficking committed at any time.
- viii. Abuse, exploitation or neglect of a vulnerable adult (disabled or elderly) committed at any time.
- ix. Assault or Battery
- x. Misdemeanor theft committed during the last 5 years or grand theft committed during the previous seven years.
- xi. Offenses involving substantial misrepresentation of any material fact to the public or an employer including embezzlement, bribery, fraud, racketeering or allowing an establishment to be used for illegal purposes committed during the previous seven years.
- xii. DUI within the last 3 years or more than one DUI in the past five years.
- xiii. First or second-degree arson
- xiv. Kidnapping
- xv. Mayhem
- xvi. Poisoning
- xvii. Forgery or fraudulent use of a financial transaction card
- xviii. Forgery and counterfeiting
- xix. Insurance fraud
- xx. Reckless endangerment
- xxi. Any other crime or penalty under law which gives rise to concern for the appropriateness of the individual to work in a healthcare setting.
- xxii. Pending charges to any of the foregoing crimes may be deemed a crime and subsequently detrimental to the care of patients or a significant liability risk and may result in denied placement.

V. **Related Policies/Forms:**

N/A

VI. **References:**

Shadow Trackers ([shadow-trackers.com](http://shadow-trackers.com))

VII. **Additional Approval:**

N/A

# **Clinical, Laboratory, & Simulation Attendance:**

Approved: 2012 Revised:2025

- I. **Policy Statement:** Attendance for the clinical/laboratory/simulation experiences is mandatory.
- II. **Definitions:**  
N/A
- III. **Equipment:**  
N/A
- IV. **Procedure:**
  - A. Attendance Contingencies:
    - i. In the case of a pre-determined legitimate absence from clinical/laboratory/simulation, students must inform the appropriate course faculty and clinical instructor no later than the day before, by email/phone/text and make prior arrangements for an alternate learning experience to meet learning outcomes. If prior arrangements are not made, an unexcused absence will be recorded, and the student will receive a written warning setting out expectations for success in clinical/laboratory/simulation. Any subsequent unexcused absences in clinical/laboratory/simulation will result in failure in the clinical portion of the course.
    - ii. If the student is suddenly ill the morning of clinical/laboratory/simulation, the student must notify the clinical instructor and course coordinator at least 30 minutes before the clinical/laboratory/simulation starts and make prior arrangements for an alternate learning experience. If prior arrangements are not made, an unexcused absence will be recorded, and the student will receive a written warning setting out expectations for success in clinical/laboratory/simulation. Any subsequent unexcused absences in clinical/laboratory/simulation will result in failure in the clinical portion of the course.
  - B. Tardiness: Tardiness is unacceptable.
    - i. Students are expected to arrive at the clinical site on time, ready to begin work. On time means to arrive at least 15min before shift start time or the time set by the clinical instructor. Students who arrive at the clinical area late will be asked to return home and arrange with the course faculty for an alternate learning experience to meet learning objectives. This event will be recorded as an absence. Any subsequent unexcused absences in clinical/laboratory/simulation will result in failure in the clinical portion of the course.
    - ii. In the case of legitimate justifiable clinical/laboratory/simulation late arrival, the student must notify (call/text) the clinical instructor before the start of the clinical experience. Arrangements for any time missed will be made upon the student's arrival in the clinical area.
  - C. Technical Requirements:
    - i. Students may not attend clinical with any restrictions except for approved accommodations facilitated by the Office of Disability Services. Any student wishing to return to clinical after illness, injury, surgical procedures,

etc. must be cleared to attend clinical and participate in complete patient care without restrictions—no light duty, etc. To receive clearance the student must submit the Physical Examination Form to the BSN Program Chair in person to be reviewed.

D. In-Direct Supervision:

- i. For clinical experiences with no direct instructor monitoring, students are expected to report and remain at the site for the designated time. Students who do not completely fulfill the clinical time will receive an unexcused absence and a written warning setting out expectations for success in clinical. Any subsequent unexcused absences in clinical/laboratory/simulation will result in failure in the clinical portion of the course.

E. Direct Supervision:

- i. Students are not allowed to leave the clinical facility without the clinical instructor's permission and full knowledge.

F. Clinical Make-Up:

- i. There is no guarantee for clinical make-up opportunities.
- ii. Priority in clinical make-up will be to arrange for the student to join another similar clinical experience at another time if there is space.
- iii. If additional clinical days need to be arranged, the student may be charged to cover costs to provide clinical supervision.

G. Students are not allowed to bring children, family members, friends, or pets into the laboratory or clinical areas. Any violation of this policy will result in the student being asked to leave the setting and the time missed will be documented as unexcused absence.

H. If there is a conflict between the students' lab/simulation/clinical schedule and university-sponsored extracurricular involvements, the Extracurricular Activities policy applies.

V. **Related Policies/Forms:**

- A. Grading Policy
- B. Technical Standards for the Nursing Program
- C. Physical Examination Form
- D. Extracurricular Activities policy

VI. **References:**

N/A

VII. **Additional Approval:**

N/A

## **Confidentiality:**

Approved: 2000 Revised:2025

I. **Policy Statement:** The College of Nursing adheres to the American Nurses Association Code of Ethics. Students are required **annually** to read and sign a Confidentiality/Non-Disclosure Statement. The faculty will utilize the following guidelines in the interpretation of confidentiality to determine safe/ethical nursing practice.

II. **Definitions:**

N/A

III. **Equipment:**

N/A

IV. **Procedure:**

A. A breach of confidentiality includes the following:

- i. Revealing information about a client to another person not involved with the direct provision of care to the identified client.
- ii. Revealing events or partial information about a client or clinical experience to another person (such as relative or friend) who, by virtue of knowing other information, is then able to identify the client and circumstances being discussed.
- iii. Revealing information about a client or clinical situation to other persons involved in that client care in an area where the discussion may be overheard by others (such as other health care workers, visitors, or client's family members).
- iv. Revealing privileged information about an agency's performance, personnel, or practices.
- v. Taking or copying for later use any protected health information found in a clinical setting.
- vi. The use of social networking that breaches any aspect of confidentiality regarding patients or families, agency staff, peers, faculty, etc. Social media use is ubiquitous and inappropriate posts by nurses or student nurses have resulted in licensure and legal repercussions, or dismissal from the school. Refer to the National Council of State Boards of Nursing website: [https://www.ncsbn.org/public-files/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/public-files/NCSBN_SocialMedia.pdf)

B. Situations involving poor judgment about the sharing of information about clients or clinical situations (e.g., persons or agencies) constitute unsafe and/or unethical nursing practice. Such situations will be reviewed by faculty and the BSN Program Chair. Consequences will range from verbal warning to dismissal from the nursing program.

V. **Related Policies/Forms:**

A. Professionalism Policy

B. Confidentiality Statement

VI. **References:**

N/A

VII. **Additional Approval:**

N/A

## **Drug Screening:**

Approved: 2012 Revised:2024

- I. **Policy Statement:** Students will be required to submit an initial drug screening (may include alcohol screening) on admission, annually, and for probable cause. The College of Nursing may schedule any drug screening for the frequency described above without prior notification to the student (at random). Any costs related to drug screening are the responsibility of the student.

II. **Definitions:**

- A. **Drug Screen:** A drug screen is a medically acceptable drug test approved by the NNU College of Nursing, the results of which are reviewed by a medical review officer and indicate the use of illegal drugs.
- B. **Illegal Drug:** Those drugs made illegal to possess, consume, or sell by Idaho and/or Federal statutes. This includes drugs taken by an individual which exceed the prescribed limits of a lawful prescription or taking of a prescription drug without a prescription.

III. **Equipment:**

N/A

IV. **Procedure:**

- A. The student will acknowledge their understanding and grant permission to comply with this policy and procedure by signing the Acknowledgment of Receipt of Handbook Form.
- B. NNU Undergraduate Department of Nursing is responsible for designating and approving the drug screening procedures.
- C. The student must complete the drug screening at the scheduled time.
- D. Failure to complete the drug screening at the scheduled time will be managed as a positive result.
- E. The student must complete a release directing the company/agency conducting the results directly to the BSN Program Chair.
- F. The results reported by the company/agency conducting the drug screen are final.
- G. The student with a positive drug screen, within 10 days of learning of the positive screen, can request a second review of the results from the company/agency who originally administered the drug screen.
  - i. The review will be conducted on the original specimen.
  - ii. The student will pay the cost of the drug screen review.
  - iii. The results of this drug screen will be final. (See Substance Abuse Policy)

V. **Related Policies/Forms:**

- A. Acknowledgment of Receipt of Handbook Form
- B. Substance Abuse Policy

VI. **References:**

N/A

VII. **Additional Approval:**

N/A

## **Health Documentation:**

Approved: 2022 Revised:2024

- I. **Policy Statement:** In order to comply with contract requirements with clinical partners and to confirm student eligibility to participate in scheduled clinical experiences all documentation required must be uploaded into Typhon and MyCE by dates designated.

Compliance with the deadline is necessary in order to ensure that contract requirements with clinical partners are met. It enables clinical partners to adequately prepare for the

arrival of students by issuing appropriate clinical badges, computer access, and reserving clinical space for assigned students.

II. **Definitions:**

N/A

III. **Equipment:**

N/A

IV. **Procedure:**

- A. At the beginning of each new academic semester, students must ensure that all required health documentation and program documents are uploaded into Typhon and MyCE. This must be accomplished by the Friday of the second week of classes at 3:00pm. Also, all required education modules for assigned clinical agencies must be completed one week before the clinical rotation begins.
- B. Incomplete preclinical documentation requirements, except for the flu shot may result in a loss of student clinical placement jeopardizing semester completion.
- C. Students are required to complete the prescribed number of clinical hours as designated in the course syllabus for all nursing courses. Failure to complete the required clinical time may result in course failure. If clinical time is missed because of missing documentation, there is no guarantee that clinical make-up time will be available. See Clinical, Laboratory, & Simulation Attendance Policy.
- D. Students may be assessed an additional fee to cover the cost of clinical supervision.

V. **Related Policies/Forms:**

- A. Clinical, Laboratory, & Simulation Attendance Policy

VI. **References:**

N/A

VII. **Additional Approval:**

N/A

## **Compliance Documentation:**

Approved: 2000 Revised:2025

- I. **Policy Statement:** Students are required to submit verification of health status on admission and throughout the program to remain eligible for clinical rotations.

II. **Definitions:**

- A. Reasonable Accommodation Clause: Students should be vaccinated when clinical facilities require it to participate in the clinical experience and progress in the BSN program. A student may be entitled to a reasonable accommodation for a sincerely held religious belief or for medical exemption. Otherwise, an unvaccinated student may be disenrolled from the NNU BSN program and/or may not be able to fulfill the clinical requirements of the program resulting in him/her not being able to graduate.

III. **Equipment:**

N/A

IV. **Procedure—Required Vaccinations/Health Procedures:**

A. TB Skin Test

- i. Documentation of a negative two-step baseline TB skin test (2 separate TB tests at least one week apart and not more than 12 months apart) and documentation of a negative TB skin test **annually** thereafter.
- ii. Documentation of a past positive TB infection—requires a current chest x-ray, symptom screen, and medical evaluation.

B. MMR

- i. Documentation of a positive titer or two documented vaccinations for MMR (measles, mumps, rubella). Titer reports must state the student is immune.

C. Varicella

- i. Documentation of immunity to Varicella (chicken pox).
  - a. Series of two vaccinations
  - b. Immune titer. Titer report must state “immune.”

D. Influenza

- i. Documentation of influenza vaccination during the past year and **annually**.
- ii. Medical contraindication exemption available with provider documentation.

E. dTap

- i. Documentation of Diphtheria/Tetnus/Pertussis (dTap) within the last 10 years.

F. Hepatitis B

- i. Documentation of Hepatitis B vaccination: series of three (3) **and** immune titer.
- ii. Titer report must state the student is immune by a **positive quantitative titer** (may not use “reactive” or “nonreactive” results).

G. Meningitis

- i. Documentation of meningococcal vaccine

H. Physical Exam

- i. Physical examination by a health care provider within the last three months—MD, DO, NP, PA. **The examiner must use the Physical Examination Form provided by the College of Nursing—BSN Program.**
- ii. An updated Physical Examination Form is required whenever a student experiences a physical and/or mental health change. Similarly, the College of Nursing may request an updated physical examination form at their discretion.
  - a. Examples of healthcare changes include, but are not limited to:
    - a. Giving birth
    - b. Severe lacerations
    - c. Muscle sprains
    - d. Broken bones
    - e. Changes in behaviors
  - b. A medical release from the provider may also be required in addition to the Physical Examination Form.

I. Documentation of current Health Insurance: copy of insurance card with a policy that covers primary healthcare in Idaho.

J. Basic Life Support (BLS)

- i. Documentation of current *American Heart Association Healthcare Provider* (infant, child, adult) certification.

K. Additional Notes

- i. Agency-specific requirements will be provided to students upon request.
- ii. Responsibility for Costs: Students are responsible for requesting and paying for the health requirements and directly handling any disputed results.
- iii. Compliance Deadlines: Students are responsible to submit their documentation for specific health requirements prior to each semester by identified deadlines, as announced through acceptance letters, via Canvas Nursing Student Community Group, and/or email notifications to students, etc. Students are responsible to check these notification tools to stay informed on changes or updates. All health requirements, drug screenings, and background checks must be completed (not pending) and posted by the announced dates.
- iv. Pregnancy: Students must be aware that clinical sites could be a risk to her pregnancy and unborn child. Students are responsible to inform faculty and clinical instructors if they are pregnant or suspect they could be pregnant. Students requesting accommodations related to pregnancy should contact the NNU Office of Disability Services and the NNU Title IX Coordinator for additional information.
- v. If students are unable to have one or more vaccinations listed related to pregnancy or a health-related problem, students must provide a letter from their healthcare provider confirming the reason for declination and if the vaccination can be received in the future, the date the vaccination can be received. These students must make an appointment to meet with the BSN Program Chair to present their letter for review and to provide any other necessary documentation.

V. **Related Policies/Forms:**

A. Physical Examination Form

B. NNU Pregnancy, Childbirth, Lactation and Related Medical Conditions Policy  
(<https://nnu.edu/wp-content/uploads/2024/03/NNU-Pregnancy-Childbirth-Lactation-and-Related-Medical-Conditions-Policy-Students240221.pdf> )

VI. **References:**

N/A

VII. **Additional Approval:**

N/A

## **Nursing Lab Guidelines:**

Approved: 2009 Revised:2024

I. **Policy Statement:** The College of Nursing has specific guidelines for lab use and participation that ensure a safe and equitable experience for all BSN students.

II. **Definitions:**

N/A

III. **Equipment:**

N/A

IV. **Procedure:**



- A. Students must always behave professionally in the lab spaces.
  - B. Student attire should be consistent with the nursing program uniform requirements for all clinical experiences. See Uniform Dress Code Policy.
  - C. Lab time is organized through the course schedule for NURS2000 and NURS2005.
  - D. Open Lab times are scheduled by the BSN Program Chair in collaboration with the Lab Manager. Open lab hours are posted in Canvas for NURS2000 and NURS2005.
  - E. Students in the lab are expected to be practicing, learning, and demonstrating nursing skills. Open lab is not for reading/studying. Students not enrolled in a course with a lab component are not permitted in the lab.
  - F. Lab capacity during Open lab hours is 3 students/bed or 21 students, at the discretion of the faculty supervising the lab. If the number of students in the lab is hindering learning, it is within the discretion of the supervising faculty to reduce the number.
  - G. If the number of students desiring lab time exceeds capacity, students will be limited to one hour at a time in order to allow more students to participate.
  - H. Students must sign in and out of Open lab.
  - I. No food is allowed in the lab.
  - J. Students are expected to respect all equipment and supplies to prevent misuse and breakage.
  - K. Students using disposable equipment/supplies must note all items on the inventory record including their name and quantity used.
  - L. Students are expected to clean and organize any equipment and lab spaces used before signing out.
  - M. Standard (Universal) precautions are to be maintained in all lab experiences according to the CDC and OSHA standards including hand hygiene and sanitizing supplies and equipment between uses.
  - N. Practice medications and syringes are not to be taken out of the Nursing Lab at any time per federal regulations.
  - O. *Students who do not adhere to the Nursing Lab guidelines presented above may lose lab privileges resulting in the inability to successfully complete the nursing course requirements.*
- V. **Related Policies/Forms:**  
A. Uniform Dress Code Policy
- VI. **References:**  
N/A
- VII. **Additional Approval:**  
N/A

## **Mind/Behavior Altering Prescribed Medications:**

Approved: 2012 Revised:2024

- I. **Policy Statement:** Medical conditions may require the prescription of mind- or behavior- altering medications for the nursing student. These may include pain medications, psychotropic medications, allergy medications, or any medication that alters the mental acuity or behavior of the person taking it. There is not a legal problem

with this. The problems can come as a result of the effects the medication may have on a nursing student's capacity to provide safe and risk-negligible care.

**II. Definitions:**

N/A

**III. Equipment:**

N/A

**IV. Procedure:**

- A. Any nursing student having a health problem that requires treatment with mind altering or behavior altering medications must notify the BSN Program Chair in writing including:
  - i. Name of healthcare provider treating the health condition.
  - ii. Nature of the health condition.
  - iii. The generic and brand name of the medication(s) being used for treatment.
  - iv. The expected duration of the treatment.
- B. A statement from a primary health care provider must be submitted by the student to the College of Nursing stating that this treatment plan will not affect safety factors related to self and others during clinical, lab, and/or classroom performance. This statement will be kept on file in the College of Nursing office.
- C. This statement must be updated and resubmitted by the student:
  - i. every 30 days for short-term treatment
  - ii. every semester for stable long-term psychotropic (or other) medication treatment
  - iii. and resubmitted by the student any time there is any change in the medications listed in the most current statement on file with the College of Nursing.
- D. The BSN Program Chair will share information regarding students' medication treatments that are on file with any of the nursing faculty involved in the students' education process.
- E. Students should be knowledgeable of the expectations for NNU students regarding alcohol, drug, and tobacco use in the NNU Student Handbook (<https://nnu.edu/campus-spiritual-life/student-services/student-handbook/>).

**V. Related Policies/Forms:**

- A. Uniform Dress Code Policy
- B. NNU Student Handbook Lifestyle Commitment (<https://nnu.edu/campus-spiritual-life/student-services/student-handbook/>)

**VI. References:**

N/A

**VII. Additional Approval:**

N/A

# **Substance Abuse:**

Approved: 2022 Revised:2024

- I. **Policy Statement:** Engaging in clinical nursing practice activities, coming to class or group activities, and/or the Nursing Laboratory while under the influence of a chemical substance is not tolerated. Abuse of chemical substances, including alcohol, prescribed drugs, OTC drugs, and illegal drugs, is incompatible with success as a nursing professional. (Information about the Idaho State Board of Nursing's *Program for Recovering Nurses* will be made available to nursing students out of compliance with this policy.) Additionally, possessing and or using alcohol or controlled substances on campus violate *NNU Lifestyle Commitment* and will subject the student to University discipline.
- II. **Definitions:**
  - A. Drug Testing Facility—location where drug testing can be completed as dictated in the campus or clinical organization's policy.
- III. **Equipment:**

N/A
- IV. **Procedure:**
  - A. If a student appears to be under the influence of a chemical substance during class or clinical, faculty will address the student about her/his unsafe behavior. If the student admits that she/he is under the influence of a chemical substance, she/he will be required to leave the setting immediately. If the student denies being under the influence of a chemical substance but has demonstrated unsafe behaviors, the student will also be required to leave the setting. Transportation will be arranged as needed.
    - i. If in a clinical setting, the faculty or clinical instructor will immediately notify the clinical agency's charge nurse or manager and have the student tested in the location required by the clinical organization and affiliation agreement.
    - ii. The faculty or clinical instructor will immediately notify the lead faculty for the course and the BSN Program Chair.
    - iii. The BSN Program Chair will notify Student Services of the clinical organization if the occurrence is during a clinical rotation.
    - iv. The faculty or clinical instructor will document the specific behaviors and observations that led to the suspicion that the student is under the influence of a chemical substance, the individuals notified, and actions taken in the student file.
    - v. The BSN Program Chair will follow up on results and schedule a meeting with the student and involved faculty and/or clinical instructor within two working days.
    - vi. Students will not be permitted to return to class or clinical until this meeting has occurred.
    - vii. If the result is positive, the student will be required to receive treatment. A separate plan for program progression will also be required.
    - viii. If the result is negative, the occurrence will be documented in the student file, but not kept as part of the permanent record.

- a. If the student has missed a class or a clinical experience, a plan for make up will be determined.
  - B. Students may be required to submit to random drug testing within a specific time period and may be escorted to the drug testing facility by campus or facility security. Regardless of the results, the student is responsible for any costs related to the testing, including transportation.
  - C. Students with a positive result will be required to complete a treatment plan as approved by the College of Nursing in collaboration with the Idaho Board of Nursing. Students who test positive will also need to work with NNU on policies and procedures related to substance abuse.
  - D. If evaluation supports the alleged report of student behavior indicative of substance abuse, and the student agrees to obtain treatment, the student will be permitted to continue in the nursing program if they follow the treatment agreement. The treatment agreement must include monthly reports to the BSN Program Chair confirming the student's continued participation in the treatment program.
  - E. If evaluation supports the alleged report of student behavior indicative of substance abuse, but the student refuses to seek treatment, the student will be dismissed from the nursing program.
  - F. If the student steps-out of the program due to treatment, the student will be subject to the BSN Progression policy.
    - i. Student reinstated to the nursing program:
      - a. If the student has been absent from the nursing program during treatment and has completed the BSN Progression process:
      - b. A student with a previous positive drug screen will be subject to one or more random drug screen(s) per semester for the remainder of the program.
      - c. The random drug screen(s) will be at the expense of the student.
      - d. The student must comply with any requirement stated by the Academic Review Committee.
      - e. The student must comply with any requirement stated by the NNU administration.
- V. **Related Policies/Forms:**
- A. NNU Student Handbook Lifestyle Commitment (<https://nnu.edu/campus-spiritual-life/student-services/student-handbook/>)
  - B. BSN Progression policy
- VI. **References:**
- N/A
- VII. **Additional Approval:**
- N/A

## **BSN Uniform Policy and Guidelines:**

Approved: 2022 Revised:2025

- I. **Policy Statement:** Student appearance is a reflection of the individual, the university, and the profession. A professional, modest, and neat appearance must be maintained at all times in the clinical setting. Special attention should be given to keeping uniforms clean, neat, and in good repair.

II. **Definitions:**

N/A

III. **Equipment:**

A. Uniform according to guidelines below.

IV. **Procedure:**

1. The student is required to wear the full uniform for every BSN program related event (lab, clinical, ceremony, etc.) unless indicated by the faculty. Faculty have the right to send inappropriately attired students' home with an unexcused absence for the event and/or clinical experience that day.
2. The student is responsible for the cost of uniform and embroidery. It is recommended that each student have 2 scrub sets, in the case of back-to-back clinical days and one white coat to be worn on campus during ceremony, lab, skills check off, and simulation. An optional black clinical jacket is now available to order through the SNA, to be worn in the clinical setting.
3. Guidelines:
  - i. **White Lab Coat, qty. 1:** Purchased through the NNU bookstore, this includes embroidery.
    - a. This must be worn for all campus nursing skills activities such as, nursing labs, skills check-offs and simulations.
    - b. [Wink Nursing Iconic Unisex Lab Coat, 7602NNU2 | Northwest Nazarene University](#)
  - ii. **Uniform pants, qty. 2:** Purchased through the NNU bookstore.
    - a. Black WonderWink scrub pants available in women's flat front and draw string and unisex options.
    - b. Jogger style scrub pants are not acceptable.
      1. [WonderWink W123 Women's Flat Front Double Cargo Scrub Pant, 5155 | Northwest Nazarene University](#)
      2. [WonderWink W123 Unisex Multi-Cargo Pant, 5855 | Northwest Nazarene University](#)
  - iii. **Uniform top, qty. 2:** Purchased through the NNU bookstore, this includes embroidery
    - a. Black WonderWink Scrubs tops available in men's and women's styles.
      1. [Men's Embroidered Nursing Scrub Top, 6855NNU1 | Northwest Nazarene University](#)
      2. [Wink W123 Women's Stylized V-Neck Top, 6155NNU1 | Northwest Nazarene University](#)
  - iv. **Footwear:**
    - a. All black, closed toe, closed heel.
    - b. Black Socks
  - v. **NNU Clinical Badge:**
    - a. Each student is required to wear a picture identification name tag issued by NNU Information Technology Services (ITS) that meets the Department identification requirements. The student is responsible for the badge fee paid to ITS.
    - b. A secondary badge with identification of the student's year level will be issued each year. This must be worn underneath the clinical badge.
    - c. The clinical badge must be attached to the uniform on the chest and visible at all times in all clinical settings. The clinical badge may not be worn below the chest (e.g. waist band).

- d. Clinical agencies may also require an agency-specific badge.
- e. Students without a clinical badge will be sent home from clinical and receive an unexcused absence for that day without opportunity for clinical makeup.
- f. A clinical badge will be issued annually and must be submitted to the Department of Nursing at the end of each academic year. Students that do not return their clinical badge, will not receive a final grade in their nursing courses.
- vi. **Stethoscope**— *must have* diaphragm and traditional bell. **No specialty stethoscopes (e.g. cardiac, double diaphragm)**. Any questions, please contact the BSN Program Coordinator
- vii. **Water-resistant watch** with a method for counting seconds. Apple watches are acceptable.
- viii. **Additional Supplies:** The Department of Nursing will provide the student with a penlight, scissors, and a book bag to bring to clinical each day. No other purse or bag should be brought to the clinical setting.
- ix. **Required Appearance Guidelines:** The following items are required while in uniform.
  - a. **Nails:** No nail polish of any kind is allowed in the clinical setting (this includes the lab.) Short well- manicured nails (fingertip length) are essential – no acrylic or gel nails will be allowed, no exceptions.
  - b. **Hair:** Must be clean, neat, and tied back neatly and off of the face. Hair may only be a natural human color. No hair bands decorated with beads, feathers, or glitter is allowed. Hair bands **must be black**.
  - c. **Facial Hair:** Beards and mustaches must be **short and evenly trimmed**, as to fit under a standard surgical mask.
  - d. **Hygiene:** No fragrances should be worn in the clinical area for the comfort and safety of the client. Use of antiperspirants or deodorants is strongly encouraged to prevent offensive odors.
  - e. **Jewelry:** No jewelry other than a plain band is to be worn in clinical. As this is a infection prevention concern, the band must be smooth/flat; may not have any stones or grooves. Only small posts (20-gauge max.; one in each ear) may be worn in pierced ears with no earrings hanging below the ears. . No other visible jewelry or adornments (including pierced, magnetic, and clip-on) will be permitted in the clinical areas. If a piercing cannot be removed, it must be covered.
  - f. **Tattoos and Body Art:** Tattoos/body art deemed inappropriate, vulgar or offensive must be covered in the clinical setting. Additionally, clinical instructor/healthcare agencies may also influence if all tattoos/body art must be covered at work.
- x. **Additional Notes:**
  - a. Students may wear a black tee-shirt underneath the uniform, either short sleeved or long sleeved; no other color is allowed.
  - b. Uniforms are to only worn once. They must be laundered after each use.
  - c. Some clinical sites will have different clothing and dress codes. Additional agency guidelines must be followed. Agency dress codes will be communicated to students in rotations affected by faculty.

V. **Related Policies/Forms:**

N/A

**VI. References:**

N/A

**VII. Additional Approval:**

N/A

## FORMS

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**COLLEGE OF  
NURSING**

### **ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK**

I have reviewed the *current Northwest Nazarene University BSN Student Handbook*. I accept responsibility for knowledge of the handbook contents and the standards and academic policies found herein. I acknowledge that the contents of this handbook can change at any time to which I will be notified of those changes by the BSN Program.

### **PHOTOGRAPHY PERMISSION AND USE**

I grant Northwest Nazarene University permission to use photographs of me in publications produced by the organization, web sites owned by the organization, or public relations activities conducted by the organization for the purpose of promoting Northwest Nazarene University.

### **CONSENT FORM FOR SIMULATION VIDEO/AUDIO RECORDING**

I authorize the NNU BSN Program to record my participation and appearance in clinical simulations and clinical practicums on video and audio technology. I understand that this video/audio recording will be used for educational purposes (including assessment of student performance) only within the Nursing Program. Furthermore, this recording will be destroyed within one year of filming/recording.

### **SIMULATION AND PRACTICUM CONFIDENTIALITY AGREEMENT**

I agree to keep all information regarding and surrounding the clinical simulation(s) and clinical practicum testing in which I participate confidential until such time that all students in my current class have completed the simulation(s) and/or testing. I agree not to discuss the simulation or practicum in any way with any member of the Nursing Program until she/he has completed the assigned experience.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_ NNU ID# \_\_\_\_\_





## COLLEGE OF NURSING

### CONFIDENTIALITY STATEMENT

I understand and agree that in my clinical experiences as a nursing student at Northwest Nazarene University, I must hold all client and agency information in confidence. I must also follow any agency-specific requirements for confidentiality. Such information includes:

- Client demographics
- Acknowledgment of client's presence in and/or association with the healthcare institution
- Client information regarding medical diagnoses and treatments
- Attending physicians' names linked to the client
- Agency information related to staffing, policies, practices, strategic planning, general operations, any unusual occurrences or emergencies
- Any other information related to the client and institution.

I know that client and agency information must not be discussed outside instructional settings. Details of a client's history or status should not be discussed in elevators, restrooms, cafeterias or in any other public place. Discussing a client's medical history merely for the sake of gossip is illegal, highly unethical and unprofessional, and may result in dismissal from the nursing program. Under no circumstances am I to photocopy or print any part of a client's chart unless the individual identifiers are removed. I am aware that intentional or unintentional violation of confidentiality may result in an unsatisfactory clinical grade and/or dismissal from the nursing program.

In preparing for assigned clinical experiences, I understand that I may gather the following data:

- Client's initials
- Client's medical diagnoses
- Client's gender
- Client's age

I will keep this information separate from all clinical paperwork.

When the clinical experiences terminate, I will continue to maintain confidentiality of the client and clinical agency.

I have read the above and my signature indicates that I agree and will uphold the above statements.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

NNU ID# \_\_\_\_\_



## COLLEGE OF NURSING

### HEALTH DOCUMENTATION PRIOR TO CLINICAL EXPERIENCE

Each semester, students must insure that all required health documentation and required program documents are uploaded into Typhon and MyCE by the **second Friday** of the new semester **by 3:00pm**. Additionally, all required education modules for assigned clinical agencies must be completed **one week prior to the start of your clinical**.

Failure to submit all preclinical documentation requirements, except for the flu shot will result in a loss of clinical space for the student for that semester and the student will be removed from their nursing classes until all documentation has been uploaded.

Students are required to complete the prescribed number of clinical hours as designated in the course syllabus for all nursing courses. **Failure to complete required clinical time may result in course failure. If clinical time is missed because of missing documentation, there is no guarantee that clinical make-up time will be available. See Clinical Make-up Policy. Students will be assessed an additional fee to cover the cost of faculty clinical time.**

### FERPA RELEASE FOR CLINICAL SITES

I authorize NNU college of Nursing to release clinical documentation information about me for the sole purpose of information needed for any clinical rotations. This information will not be distributed to any other sites without my express knowledge or approval.

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Printed Student Name

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Date

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Student Signature

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NNU ID#



**Bachelor of Science in Nursing Program  
Physical Examination Form**

**Student's Name:** \_\_\_\_\_

**Date of Physical:** \_\_\_\_\_

**Physical Exam must be completed within 3 months of the start of the nursing program.**  
(June 1<sup>st</sup> to August 29th for Fall Admission Oct. 15th to Jan 5<sup>th</sup> for Spring Admission)

This document needs to establish the absence of conditions transmissible to others and the physical and emotional ability of the nursing student to engage in clinical experiences in a wide variety of setting.

|                            | <b>NORMAL</b> | <b>ABNORMAL*</b> | <b>FOLLOW-UP/COMMENT</b><br>(see below for additional space) |
|----------------------------|---------------|------------------|--|
| <b>HEIGHT_____ WEIGHT</b>  |               |                  |  |
| <b>SKIN</b>                |               |                  |  |
| <b>EYES</b>                |               |                  |  |
| <b>EARS</b>                |               |                  |  |
| <b>NOSE</b>                |               |                  |  |
| <b>THROAT</b>              |               |                  |  |
| <b>DENTAL</b>              |               |                  |  |
| <b>CARDIOVASCULAR</b>      |               |                  |  |
| <b>BLOOD PRESSURE</b>      |               |                  |  |
| <b>RESPIRATORY</b>         |               |                  |  |
| <b>GASTROINTESTINAL</b>    |               |                  |  |
| <b>GENITO-URINARY</b>      |               |                  |  |
| <b>NEUROLOGICAL</b>        |               |                  |  |
| <b>MUSCULAR SKELETAL</b>   |               |                  |  |
| <b>SCOLIOSIS SCREENING</b> |               |                  |  |
| <b>PSYCH/MENTAL HEALTH</b> |               |                  |  |
| <b>OTHER</b>               |               |                  |  |

*\*Abnormal results must include a follow-up comment.*

### **Medication List:**

Provider: Please include all medications the student is currently taking:

- Name of care provider treating the health problem (if a specialist is monitoring)
- The nature of the health problem
- The medications being used for treatment
- The expected duration of the treatment.
- This includes **pain medication, psychotropic/mood medication, allergy medication or any medication that alters mental or behavioral status.**
- **Ongoing psychotropic/mood or pain medications will require provider recertification every 60 days.**

| Medication | Dose | Frequency | Purpose | Expected Duration/Name of Specialist monitoring |
|------------|------|-----------|---------|---|
|            |      |           |         |   |
|            |      |           |         |   |
|            |      |           |         |   |
|            |      |           |         |   |
|            |      |           |         |   |
|            |      |           |         |   |
|            |      |           |         |   |
|            |      |           |         |   |
|            |      |           |         |   |
|            |      |           |         |   |
|            |      |           |         |   |
|            |      |           |         |   |

### **Essential Functions/Technical Standards for BSN Nursing Students:**

The BSN Nursing Student will be involved in activities including assisting licensed personnel in the direct care of assigned patients. The following are Essential Functions that define the technical standards all BSN students must be able to perform safely for the duration of the BSN program. No limited or light duty functions are allowed within the clinical setting.

The BSN student must be able to perform the following activities **independently**:

| Activity   | Normal | Abnormal | Comments |
|--|--------|----------|----------|
| Maintain stationary, static position   |        |          |          |
| Move or traverse within the work space                                       |        |          |          |
| Ascend/descend to obtain varying heights                                     |        |          |          |
| Position self to reach items in various locations and/or hard-to-reach areas |        |          |          |

|   |  |  |  |
|---|--|--|--|
| Use fine motor skills to grasp, turn, rotate and/or manipulate in order to operate equipment, machinery and/or work with patients |  |  |  |
| Perform repetitive movement with any part of the body   |  |  |  |
| Converse with others to express oneself and/or exchange information   |  |  |  |
| Detect objects to identify proximity, depth and/or color  |  |  |  |
| Exposure to varying indoor or outdoor environmental conditions or substances  |  |  |  |
| Contact with patients or patient specimens to include blood, bodily fluids, non-intact skin or tissue specimens                   |  |  |  |
| <u>No limited or light duty functions are allowed within the clinical setting.</u>  |  |  |  |
| Transport (lift, push, pull, carry) items of the following weights:   |  |  |  |
| 0-25 lbs  |  |  |  |
| 26-50 lbs   |  |  |  |
| 51-75 lbs   |  |  |  |
| 76-100 lbs  |  |  |  |
| 101+ lbs  |  |  |  |
|   |  |  |  |

***I acknowledge the information on this form accurately represents the students physical and functional abilities.***

Provider's Signature \_\_\_\_\_ Date \_\_\_\_\_

Provider's Printed Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

*Revised 2025-2026*



## COLLEGE OF NURSING

### Notification of Schedule For Students in Nursing Program Involved in Extracurricular Activities

**Student Name:**

**Nursing Course:**

**Name of Extracurricular Program (ex. Volleyball, Choir):**

| <b>Date of Expected Absence</b> | <b>Lecture Missed</b> | <b>Missed Quiz</b> | <b>Missed Exam</b> | <b>Plan for make-up</b> | <b>Faculty Initials of Approved Plan</b> |
|---------------------------------|-----------------------|--------------------|--------------------|-------------------------|--|
|                                 |                       |                    |                    |                         |  |
|                                 |                       |                    |                    |                         |  |
|                                 |                       |                    |                    |                         |  |
|                                 |                       |                    |                    |                         |  |
|                                 |                       |                    |                    |                         |  |
|                                 |                       |                    |                    |                         |  |

**Student Comments:**

**Faculty Comment:**



## COLLEGE OF NURSING

### Reference Request FERPA Release

Name (please print clearly) \_\_\_\_\_

Student ID number \_\_\_\_\_

I authorize \_\_\_\_\_ to serve as a reference  
for me for the purposes of \_\_\_\_\_.

I authorize the above-named person to release information about me and provide an honest evaluation from his or her knowledge of my qualifications. This evaluation could be based upon my involvement in activities or organizations outside the classroom or my performance in his or her class(es).

This information may be released to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If this person has access to my education record, I authorize him/her to provide any academic information, including but not limited to, my grades, GPA, class rank, scholarships, honors, awards, and comments from other instructors and lab assistants.

(Circle one) I waive/do not waive my right to review a copy of the reference letter at any time in the future.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**The writer of the reference letter must retain this form in their files for three years.**



**COLLEGE OF  
NURSING**

**ACKNOWLEDGEMENT OF AUDIO RECORDING OF LECTURE**

I give permission for \_\_\_\_\_ to audio record my lecture for the following period of time: \_\_\_\_\_ in accordance with the Northwest Nazarene University, BSN Student Handbook 2025-2026.

If at any time I ask to stop the recording, \_\_\_\_\_ will agree to do so.

Faculty Name \_\_\_\_\_

Faculty Signature \_\_\_\_\_

Student Printed Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_