Baccalaureate Nursing Program **Student Handbook 2026 - 2027**

Briar Cliff UNIVERSITY

Department of Nursing

Nursing@briarcliff.edu

BRIAR CLIFF UNIVERSITY
DEPARTMENT OF NURSING
BACCALAUREATE NURSING PROGRAM STUDENT HANDBOOK
2026-2027
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WELCOME

Dear Student,

I, along with the Nursing faculty, welcome you to the Briar Cliff University Nursing program. We look forward to your educational process resulting in your ability to join former graduates as expert nurses, educators, advanced practice nurses, specialists, scholars, and leaders.

This handbook has been prepared to assist you in becoming acquainted with the Department of Nursing and the educational program leading to a Bachelor of Science in Nursing. The information contained in this manual is specific to the nursing major. As a student enrolled at Briar Cliff University, you also have access to the university-wide student handbook on the Briar Cliff website. All information in the University handbook also applies to nursing students who have the same privileges and responsibilities as other Briar Cliff students.

A major responsibility of nursing students is to become knowledgeable about the program requirements and the policies used in decisions regarding admission, progression, and graduation. It is in your best interest to read all material in this nursing handbook. The handbook provides information about the organizing framework for the nursing curriculum and outlines your rights and responsibilities as a degree-seeking candidate with a major in nursing. Please pay particular attention to the section of this handbook that contains information regarding how the nursing program of study articulates with Briar Cliff University degree requirements.

We are pleased to have you in our nursing program and wish you the best as you engage in your academic efforts,

Shannon Mark

Chair & Professor, Department of Nursing

BRIAR CLIFF UNIVERISTY
DEPARTMENT OF NURSING5
Pre-Licensure Program

I HEREBY ACKNOWLEDGE RECEIPT OF A COPY OF THE FOLLOWING ITEMS:

- 2026-2027 Baccalaureate Nursing Student Handbook of the Briar Cliff University Department of Nursing.
- Department of Nursing Statement of Professional Conduct found in the 2026-2027 Baccalaureate Nursing Student Handbook and declare my intent to adhere to the Conduct Standards detailed in the document.
- Confidentiality Agreement for the Simulation Lab and Clinical Education found in the 2026-2027 Baccalaureate Nursing Student Handbook
- Nursing Student Clinical Guidelines and Expectations Contract found in the 2026-2027 Baccalaureate Nursing Student Handbook.

General Release from Liability Agreement

As a student at Briar Cliff University, I acknowledge and agree to the following:

- Briar Cliff University is not responsible for any injury or loss which occurs while I am a student at Briar Cliff University.
- That I must insure myself against any such injury or loss.
- That I will hold Briar Cliff University harmless from any claim against it which occurs during results from being a student at Briar Cliff University.

Photo, Video, And Audio Consent and Release Form

I hereby give permission to Briar Cliff University, acting through its employees or representatives, to take photographs, video recordings, and/or audio recordings of me. These may include my name, my image, my performance, and/or my voice.

I give permission to use photographs and/or video recording of me on university and other websites and in publications, promotional flyers, educational materials, derivative works, and for any other similar purpose without compensation to me. I agree that all portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, and all plate, negative, recording tapes and digital files are and shall remain property of Briar Cliff University.

My signature indicates that I have reviewed the above documents.

Print name: _____

Signature: _____

Date: _____

* Please complete page and submit to the appropriate faculty member*

BRIAR CLIFF UNIVERISTY
DEPARTMENT OF NURSING
RN – BSN Program

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Print name: _____

Signature: _____

Date: _____

*Acknowledgement of receipt of the 2026-2027 Baccalaureate Nursing Student Handbook will be completed electronically in NURS 310. *

SECTION ONE- GENERAL INFORMATION

Accreditation

The baccalaureate degree program in nursing at Briar Cliff University is accredited by the Commission on Collegiate Nursing Education *([http://www.ccneaccreditation.org)]* *http://www.ccneaccreditation.org).*

Briar Cliff University

Mission Statement

The current mission statement of Briar Cliff University is the result of an intensive process that occurred during the 1981-82 academic year. The mission statement was revised in January 2004 to add the phrase "for its students." As mission statements have changed throughout the years, several themes have remained, emphasis on personal as well as intellectual development, career preparation within the context of liberal education; the important role of the spiritual dimension, and an awareness of the leadership and service consequences of education. These themes are evident in the current statement: Briar Cliff University is a community committed to higher education within a liberal arts and Catholic perspective. In the Franciscan tradition of service, caring and openness to all, Briar Cliff emphasizes quality education for its students, combining a broad intellectual background with career development. The university challenges its members to grow in self-awareness and in their relationships to others and to God.

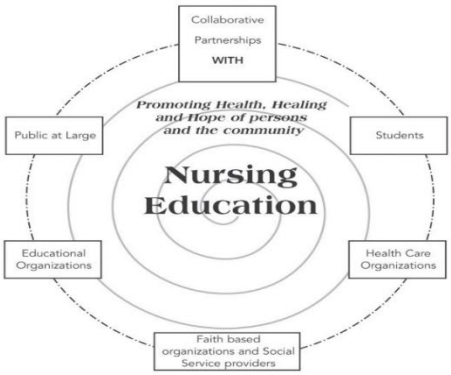
Department of Nursing

Mission Statement

The Mission of the Department of Nursing at Briar Cliff University is to educate bachelor and graduate prepared nurses to promote health, healing, and hope of persons, through advocating for social justice within the community. Foundational to this mission is organic integration of faith, learning, and service.

The vision of the Department of Nursing at Briar Cliff University is to:

- Foster holistic personal and professional development through life-long learning.
- Prepare nurses who engage in reflective practice related to health and quality of life in a variety of health care settings.
- Develop nurses who participate in ethical decision making focusing on health equity and improving quality of life.
- Provide a foundation for critical thinking and for the development, integration, and evaluation of new or expanded knowledge into practice.
- Prepare nursing leaders and mentors for a rapidly changing healthcare system.
- Enhance collaborative partnerships with other health care, educational, faith based, and social service providers and the public at large.



PHILOSOPHY AND PURPOSES
OF
DEPARTMENT OF NURSING

Philosophy of the Department of Nursing

The philosophy of the Department of Nursing arises from the philosophy and purposes of Briar Cliff University, the characteristics of baccalaureate education, and the characteristics of baccalaureate nursing education.

The Department of Nursing, as an integral part of the University community, participates in providing an environment in which personal development can occur. Personal development is inherent in the development of the professional who participates through service in meeting society's needs.

Participation in the University Christian Community within the Catholic Franciscan tradition offers an opportunity for faculty and students to grow both personally and professionally. The total educational experience within the University provides an opportunity to enhance one's own spiritual life and to assess one's own convictions and involvement in social, political, and ethical issues as a person develops the professional role in nursing. The educational experience is enriched by frequent and meaningful interdisciplinary collaboration.

Baccalaureate education offers students an opportunity to obtain a liberal arts education, to elect areas of study which will benefit them as persons and professionals, and to develop competencies in a chosen discipline. Baccalaureate level nursing competencies require the development of a scholarly approach to the study of nursing as an intellectual discipline.

The Briar Cliff University Department of Nursing utilizes a conceptual approach as a framework for the curriculum. It is also eclectic in drawing concepts from several nursing theorists. The professional nurse approaches the investigation of health systematically, while integrating conceptual categories of health, patient-profile, and professional nursing and health care. In addition, the professional nurse incorporates nursing theory, new knowledge gained from formal research and through evaluation of one's own practice experience, and knowledge from other disciplines.

Nursing:

- is defined as a discipline with a unique body of knowledge that helps inform nurses and others of health and quality of life.
- exists as an art and as a science. The art of nursing involves the nurse being present with others. The science of nursing involves the acquisition of discipline specific skills and knowledge including the theoretical knowledge of nursing. Living the art and science of nursing involves presence and honoring the perspective of others.
- is a discipline that is holistic in its concern for humanity.
- is being, knowing, and acting with caring compassion.
- recognizes cultural, racial, and ethnic diversity.

Health:

- is a state of being and becoming.
- is an inherent right.
- is an individually chosen value.

Individual:

- is an individual, family, group, or community and is viewed holistically.
- is a dynamic composite of physiological, psychological, developmental, sociocultural, spiritual, and ethical dimensions.

- is a unique being who is self-directed, interactive, and free to choose within situations is indivisible from the environment.
- is illimitable.

Environment:

- is all factors interacting with the individual.
- is indivisible from the individual.
- is ever-changing.
- is illimitable.

Learning:

- is an acquisition of values, knowledge, and/or skills.
- is enhanced by life experience.
- is a cumulative life process, occurs in a variety of ways and settings.
- provides a means for personal and professional growth to advance career goals, and to make moral decisions in a culturally diverse and changing world.
- is a mutual process, requiring shared responsibility, fostering a sense of inquiry.

Healthcare:

- is the prevention, treatment, and management of illness and the preservation of mental and physical well-being through the services offered by the medical and allied health professions.

Teaching:

- is a collaborative endeavor between the educator and the learner.
- involves assessing learners' needs and assisting the learner in attaining goals.
- involves participating in establishing goals and assuming responsibility for goal attainment.
- promotes critical thinking and provides a base for further informal education and formal education at the graduate level.
- involves mentoring moments.

Purposes of the Baccalaureate Nursing Program

The baccalaureate nursing major is designed to prepare the nurse for ethical decision making in a complex health care system which exists in a rapidly changing society. The baccalaureate-prepared nurse acts as a leader in nursing care and contributes to changes designed to improve nursing and health care delivery. The graduate is prepared to change as the discipline and health care delivery changes. Preparation for this occurs in a faith-based, educational environment which fosters innovation grounded in a scholarly approach and scientific inquiry. The nursing major provides a foundation for continued learning to maintain currency in practice whether through informal study or graduate education in nursing.

Student Learning Outcomes of the BSN Program

1. Solidify caring, holistic relationships with multiple individuals through being, knowing, acting with compassion, and respecting cultural, racial, and ethnic diversity in the global society.

2. Synthesize the breadth and depth of knowledge from the humanities and natural and social sciences in the application of the art and science of nursing to multiple individuals.

3. Utilize the art and science of nursing to determine interventions to promote the health of all individuals.

4. Integrate nursing concepts into the art and science of nursing theory.

5. Collaborate, using a variety of communication skills, with individuals and inter/intra-professionals to promote optimal health outcomes for all individuals.

6. Utilize decision-making processes based on legal, ethical, political, sociocultural, and spiritual dimensions while demonstrating leadership and in the delivery of health care.

7. Incorporate responsibility and accountability for the ongoing evaluation of the effectiveness of one's own nursing practice.

8. Evaluate the teaching/learning needs of self and of all individuals in the provision of nursing interventions.

9. Critique and integrate evidence from nursing research into the art and science of nursing.

10. Establish the knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the health care systems in which they practice.

Nursing Concepts Included in Curriculum

CONCEPT	DEFINITION
Development	The sequence of physical, psychosocial, and cognitive development changes that take place over the human lifespan.
Functional Ability	The individual's ability to perform the normal daily activities required to meet basic needs, fulfill usual roles in the family, workplace, and community/ and maintain health and well-being.
Family Dynamics	Interrelationships between and among individual family members or the forces at work within a family that produce particular behaviors or symptoms.
Culture	Pattern of shared attitudes, beliefs, self-definitions, norms, roles, and values that can occur among those who speak a particular language or live in a defined geographical region.
Spirituality	An individual's attitudes and belief related to transcendence (God) or to the nonmaterial forces of life and of nature.
Adherence	A self-initiated action taken to promote wellness, recover, and rehabilitation to the extent to which patients follow the instructions they are given for prescribed treatments.
Self-Management	The day-to-day tasks an individual must undertake to control or reduce the impact of disease on physical health status.
Fluid and Electrolyte Balance	The process of regulating the extracellular fluid volume, body fluid osmolality, and plasma concentrations of electrolytes.
Acid-Base Balance	The process of regulating the pH, bicarbonate concentration, and partial pressure of carbon dioxide of body fluids.
Thermoregulation	The process of maintaining core body temperature at a near constant value.
Sleep	The natural periodic suspension of consciousness during which the powers of the body are restored.
Cellular Regulation	All functions carried out within the cells to maintain homeostasis, including their responses to extracellular signals and the way each cell produces an intracellular response.
Intracranial Regulation	The compliance and maintenance of balance of those components that lie within the skull, which include the brain, circulatory system, and dura matter.
Hormonal Regulation	Physiological mechanisms that regulate the secretion and action of hormones associated with the endocrine system.
Glucose Regulation	The process of maintaining optimal blood glucose levels.
Nutrition	The science of optimal cellular metabolism and its impact on health and disease.
Elimination	The excretion of waste products through the skin, kidneys, lungs, and intestines.
Perfusion	The flow of blood through arteries and capillaries delivering nutrients and oxygen to cells and removing cellular waste products.
Gas Exchange	The process by which oxygen is transported to cells and carbon dioxide is transported from cells.
Reproduction	The total process by which organisms produce offspring.
Sexuality	A state of physical, emotional, mental, and social well-being related to sexuality.
Immunity	A physiologic process that provides an individual with protection or defense from disease; and includes abnormal function leading to health problems.
Inflammation	The body's physiologic response to injury; an immunologic defense against tissue injury, infection, or allergy.

CONCEPT	DEFINITION
Infection	The invasion and multiplication of microorganisms in body tissues, which may be clinically unapparent or result in local cellular injury due to competitive metabolism, toxins, intracellular replication, or antigen-antibody response.
Mobility	Purposeful physical movement, including gross simple movements, fine complex movements, and coordination; or a state or quality of being mobile or movable.
Tissue Integrity	The state of structurally intact and physiologically functioning epithelial tissues such as the integument and mucous membranes.
Sensory Perception	The ability to receive internal or external sensory input and through various physiologic processes in the body, translate the stimulus or data into meaningful information.
Pain	A complex phenomenon, unpleasant sensory and emotional experience, with multiple components that impact a person's psychosocial and physical functioning.
Fatigue	Subjective lack of physical and/or mental energy that is perceived by the individual or caregiver to interfere with usual and desired activities.
Stress & Coping	A continual process that starts with an event that is experienced by the individual, perceived through intact information processing channels, appraised for scope and meaning, assessed as neutral, manageable, or threatening within current capacity of coping skills, resources, and abilities, ending ideally in a positive outcome of homeostasis and feeling of well-being
Mood and Affect	*Mood* is defined as the way a person feels, and *affect* is defined as the observable response a person has to his or her own feelings; a psychosocial concept with significant impact on health outcomes.
Anxiety	A response to stress with wide-ranging degrees of discomfort and uneasiness that is accompanied with fears, doubt, obsessions, and guilt.
Cognition	The process of thought related to the reception of sensory input, its processing, storage, retrieval, and use.
Psychosis	A change in the brain that disrupts a person's interpretation and/or experience of the world.
Addiction	A compulsive and maladaptive dependence typically producing adverse psychologic, physical, economic, social, or legal ramifications.
Interpersonal Violence	The intentional use of physical force or power, threatened or actual, categorized as self-directed violence, collective violence, and/or interpersonal violence.
Professional Identity	A sense of oneself that is influenced by characteristics, norms, and values of the nursing discipline, resulting in an individual thinking, acting, and feeling like a nurse.
Clinical Judgment	The process of forming an opinion, evaluation or conclusion about a patient's needs, concerns, or health problems; or the capacity for judging, discernment, or the exercise of this capacity.
Leadership	An interactive process that provides needed guidance and directions.
Ethics	The beliefs, values, and methods used as a basis for relating to the concepts of right and wrong.
Patient Education	A patient-centered approach to the process of assisting people to learn health related behaviors to enhance wellness and reduce the risk for illness.

CONCEPT	DEFINITION
Health Promotion	The process of enabling people to adopt control over healthy living practices, often requiring a change in behavior, in order to improve their health.
Communication	A process of interaction between people, using verbal and nonverbal methods to create, exchange, and interpret messages about ideas, emotions, and mind states.
Collaboration	The development of partnerships to achieve the best possible outcomes that reflect the particular needs of the patient, family, or community, requiring an understanding of what others have to offer.
Safety	Freedom from accidents, involving errors of commission, omission, or execution.
Technology and Informatics	The knowledge and use of tools, machines, materials, and processes to help solve human illnesses and problems.
Evidence	Information in the form of personal testimony, documents, or material objects; exemplified by research studies.
Health Care Quality	The degree to which health services for individuals and populations increase the likelihood of desired health outcomes and are consistent with current professional knowledge.
Care Coordination	A set of activities purposefully organized by a team of personnel that includes the patient, to facilitate the appropriate delivery of the necessary services and information to support optimal health and care across settings and over time.
Caregiving	The act of a non-professional in the provision of direct care or maintenance for another individual with a health-related condition.
Palliative Care	An approach that improves the quality of life of patients and their families facing the problem associated with life-threatening illness, through the prevention and relief of suffering by means of early identification and impeccable assessment and treatment of pain and other problems, physical, psychosocial, and spiritual.
Health Disparities	Differences in the quality of care received by minorities and non-minorities who have equal access to care- that is, when these groups have similar health insurance and the same access to a doctor- and when there are no differences between these groups in their preferences and needs for treatment.
Population Health	Health outcomes of a defined group of people along with the distribution of health outcomes within the group
Health Care Organizations	A purposefully designed, structured social system developed for the delivery of health care services to defined individuals, groups, or communities.
Health Care Economics	The availability of health care resources and financing including the utilization of resources and distribution of health care.
Health Policy	Goal-directed actions, non-actions, directions and/or guidance related to decision making by governments or other authorized entities.
Health Care Law	The collection of laws having a direct impact on the delivery of health care, on the relationships among those in the business of health care, and the providers and recipients of health care.

ETHICAL PRINCIPLES

Briar Cliff University is committed to maintaining an environment free of objectionable and disrespectful conduct and communication, especially when such conduct is imposed by one person or group upon another person or group. Statements on harassment (sexual and verbal) and non-discrimination are included in the current *Briar Cliff University Student Handbook* which can be found on the Briar Cliff web page under *About/Our Story*. Student Handbook | Briar Cliff University

In establishing the following ethical policies, the faculty of the Department of Nursing are committed to belief in the dignity, worth and potential of each student and recognize their rights and responsibilities:

1. Non-nurses, LPNs, and RNs seeking information regarding nursing education are given information on all avenues of nursing education open to them.

2. Accurate and objective information on program requirements and accreditation status is disseminated in print as well as verbally to interested individuals, groups, and the public at large.

3. No qualified person is denied admission to the nursing major because of race, color, religion, sex, national origin, age, sexual orientation, gender identity, marital status, or disability (unless such disability would prevent the provision of safe care).

4. Students who meet the admission criteria as published and who complete the admission process as published may be admitted to the major. The maximum number admitted is evaluated annually based on the resources of the Department and available clinical experiences.

5. Students have input into curriculum content, policies, and evaluation as well as course scheduling within reasonable limitations imposed by their knowledge of the curriculum process and the resources of the program.

6. Students who are in danger of receiving less than a C in any nursing course are advised to follow papers, tests, or other evaluative methods. In Independent Research courses, students will be notified if they are not showing progress toward the completion of the work required.

7. An opportunity for interview with the chairperson of the department is provided to any student who is unable to progress or is dismissed from the major because of unsatisfactory academic performance.

8. Student records are confidential. Students have access to their own records.

9. All courses in the program of studies are planned to ensure comparable experiences for all students.

10. The policies regarding admission, progression, and graduation are available to students.

11. Degree candidates must meet the graduation requirements of the catalog in effect at the time of graduation or of the previous two catalogs, provided that the student was enrolled under the chosen catalog. 'Was enrolled' will include enrollment in an institution with which Briar Cliff has a joint admission articulation agreement. Briar Cliff University reserves the right to make changes in the curricula. However, any time a change is made, either in courses or program offerings, appendices to the previous two catalogs will be available reflecting alternatives to programs or courses that have undergone significant changes. Students are ultimately responsible for meeting the catalog requirements for which they are eligible.

12. A grievance procedure is established for conflicts that cannot be resolved within the department.

STATEMENT OF PROFESSIONAL CONDUCT

Introduction

Once admitted to the Nursing Major at Briar Cliff University, the student is expected to demonstrate conduct and behavior which conforms to the Nurse Practice Act of the State of Iowa, the BCU Sexual Abuse Policy, Alcohol and Drug Policy, and all other applicable rules and policies of the University. The Department of Nursing reserves the right to refuse or discontinue the enrollment of any student whose conduct or behavior violates the standards set forth in this Statement or compromises the work of fellow students, the effectiveness of the faculty, and/or the ability to work positively in a collaborative environment consistent with these policies and guidelines.

The Statement of Professional Conduct is based on an understanding that the practice of nursing as a student or a licensed professional is based on a sacred covenant with society. It identifies expected professional and ethical conduct, a process for situations in which a student's behavior does not conform to these standards as well as the grievance process for students, and grounds for dismissal from the program. This statement provides guidance for the nursing student in the personal and professional development of an ethical foundation and need not be limited strictly to the academic or clinical environment but is designed to assist in the holistic development of the person. Upon entering NURS 302 for pre-licensure students and NURS 310 for RN-BSN students, students will be provided with a copy of this statement, and they will be asked to declare their intent to adhere to it. The acknowledgement form will be retained in the student's advising file for pre-licensure students and online in NURS 310 for RN-BSN students.

Professional and Ethical Conduct

A. Standards for Professional Conduct

Nursing students at Briar Cliff University are active participants in the educational process which prepares them for entry into the profession of nursing. It is the faculty's expectation that students will develop cognitive, affective/emotional/ effective, and psychomotor skills necessary to meet the demands of professional nursing in the ever-changing environment of the health care delivery system. *The Essential Functions of the Department of Nursing* describes the physical abilities nursing students need to possess in order to successfully achieve the program outcomes. As active participants, students are expected to develop professional behaviors beyond the classroom and clinical area which represent knowledge of personal and professional responsibilities, and behaviors consistent with the American Nurses' Association (ANA) Code of Ethics (2025).

B. Specific Professional and Ethical Expectations for Nursing Students

To provide holistic, safe, and effective nursing care, nursing students have a societal responsibility to achieve theory and clinical-related learning outcomes at the conclusion of each course and at the program level and to demonstrate integrity in all aspects of the student experience. This expectation includes classroom and clinical experiences, as well as professional communication with faculty, preceptors, clients, peers, the health care team, and others. The Department of Nursing expects students to be honest, respectful, accountable for their actions and protective of confidentiality and to adhere to the established standards of professional conduct.

Specifically, professional and ethical conduct means that students will demonstrate:

- Honesty
- Accountability
- Confidentiality
- Respect for others regardless of race, religion, age, sex, nationality, or disability
- Adherence to all applicable policies and procedures
- Active participation in the learning process
- Safe practice when caring for individuals
- Appropriate requests for supervision/guidance

Examples of inappropriate behavior include, but are not limited to:

- Breach of Academic Integrity (e.g., cheating, plagiarism)
- Use of inappropriate or threatening language
- Possession of weapons
- Unethical use of computers or software
- Harassment
- Use or sale of illegal drugs

Other inappropriate behavior identified by the Iowa Board of Nursing as violating professional standards of conduct include but are not limited to:

- Conviction or admission of any crime relating to the practice of nursing
- Any act or omission which may adversely affect the physical or emotional welfare of a patient or individual
- Sexual misconduct relating to patients or individuals
- Practicing nursing while under the influence of alcohol, illicit drugs, or while impaired using legitimately prescribed medications
- Unsafe clinical practice
- Practice outside the scope of nursing practice
- Falsifying reports/ misrepresentation
- Breach of confidentiality

- Specific Professional and Ethical Expectations in Clinical Settings

(See the Nursing Student Clinical Guidelines and Expectations Contract on page 56 of this document).

- Guiding Principles for Nursing Students in the Use of Social Media

Internet Social Networks: sites such as Facebook, X (formerlyTwitter), Snapchat, and others extensively connect many people. Postings, including

photographs, can be in the public domain and easily accessible by anyone including faculty, students, parents, reporters, law enforcement, predators, potential employers, and graduate school admissions officers. It is important to keep in mind that deleted items can possibly be retrieved.

2. Briar Cliff University Department of Nursing Policy: as attendants of Briar Cliff University Nursing Program, nursing students are expected to conduct themselves with honesty, dignity, and professionalism. Participation in the care of others is a privilege that imposes certain obligations on students including professional and ethical behaviors that represent the university, the nursing students themselves, and the profession of nursing in a positive image. The nursing faculty believe in the freedom of speech, expression, and association, including the right to use internet social networks. Protection of the rights of patients, faculty, students, and the public at large is also a belief of the nursing faculty and students are expected to monitor their own use of the internet and social media for appropriate behavior. Posting any information related to clinical or patient experiences is considered a HIPAA violation, and appropriate measures will be taken by the nursing department.

3. Recommended action: students should review and monitor their social media to prevent inappropriate material from appearing to prevent damage to themselves, other students, the university, and the profession of nursing. Students should refrain from posting any personally identifiable information such as telephone numbers, addresses, class schedules, and places frequented for safety and security purposes. Students should also consult the Briar Cliff University Student Handbook for more information.

Concerns Related to Professional Conduct

There may be situations which arise when a student's conduct in the classroom, clinical, or laboratory setting is unsatisfactory and causes faculty members to express concern. This concern is revealed to the student in a variety of ways. Comments by a faculty member will communicate the faculty member's concern to a student; however, there may be times when a more formal concern is expressed in writing. When this occurs the faculty member(s) will meet with the student and document their concern in writing on the "Professional Conduct Concerns Document" (see page 65 of this document). A conference will be held with the student, and it is expected that the student will respond with suggestions for the "Plan of Action" column on the form.

It is expected that the written concern will lead to improved performance by the student. On occasion a student's performance has established a pattern of concern or is so poor that the faculty member gives the student an Unsatisfactory (U) rating. The "U" will also be explained on the "Professional Conduct Concerns Document" and discussed in the conference to be held with the student. It is the student's responsibility to satisfactorily comply with any identified "Plan of Action."

A. Guidelines for Use of the "Professional Conduct Concerns Document."

1. Concerns Document forms are available on the Nursing drive.

2. The Concerns Document is to be completed if a student has demonstrated unprofessional behavior in contravention of this Statement, or unsatisfactory conduct in the classroom, clinical, or instructional unit's experiences.

3. The Concerns Document is to be completed by the appropriate faculty member(s) in preparation for a conference with the student. The conference may be held with the student as designated by the faculty member(s) and is required whenever a "U" is given.

4. The concern is shared with the student during a conference, and it is expected that the student will formulate a "Plan of Action" for improvement and record this on the Concerns Document.

5. A copy of the completed Concerns Document will be provided for the student and course coordinator and the original copy kept with the Department Chair. The course coordinator's copy will be filed in the student's clinical file and at graduation it will be placed in their graduate file.

6. The appropriate faculty member will follow up with the student to ensure compliance with any Plan of Action and will complete the "Outcome" column of the Concerns Document at the appropriate time.

B. Student Evaluation by the Faculty

Faculty continually assesses each student's professional performance. All nursing students are evaluated at the end of each course, and at the end of the program. Any student who fails to maintain appropriate standards, as described in this statement, will be placed on probation, or dismissed from the program after receiving written notification. A student may appeal any action of the nursing faculty following the process stated in the Nursing Student Academic Grievance Procedure found in the Baccalaureate Nursing Student Handbook.

American Nurses Association
Code of Ethics for Nurses

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

The nurse has moral duties to self as a person of inherent dignity and worth including expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to Schieve greater ends.

Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

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Academic Integrity Policy

Academic integrity is expected of all students at Briar Cliff University. The university policy on "Integrity" is located in the BCU Catalog. According to this policy, "Any attempt to misrepresent someone else's work as one's own (including generative artificial intelligence), receive credit for assignments one did not do, obtain an unfair advantage over other students in the completion of work, or aid another student to do the above will be considered a breach of academic integrity." (BCU Catalog, p. 55).

Plagiarism : presenting another's ideas, words, or work as one's own without proper attribution. Plagiarism includes but is not limited to:

- Direct copying of text from another source without citation.
- Paraphrasing another's work without giving credit.
- Submitting AI-generated content as one's own.
- Using AI to translate text and present it as original work.
- Using AI to paraphrase or rewrite content without proper attribution.
- Improper use of sources, including failure to cite or misrepresent sources.
- Submitting a paper or coursework you had previously submitted for a class at a different institution without the knowledge and approval of the instructor.
- Participating in group activity where plagiarized materials are discovered.
- Giving permission to another student to use one of your papers as their own.
- Obtaining images of exams or quizzes by use of any means of technology

Plagiarism is one breach of academic integrity that carries serious consequences. Plagiarism involves borrowing another speaker's or writer's words, ideas, or arrangement of ideas without giving credit to the source of those words, ideas, or arrangements (Duff, Rogers, & Harris, 2006; Mundava & Chaudhuri, 2007). Plagiarism can be intentional or unintentional. Intentional plagiarism is considered cheating; when one deliberately copies another person's words or ideas without acknowledgment in an attempt to deceive the assessor and gain advantage by doing so (Wilkinson 2009; Park et al., 2013). Unintentional plagiarism might occur due to naivety or lack of knowledge.

Unintentional plagiarism occurs most frequently, usually due to improper punctuation and citation of reference sources. The best way to avoid this is to learn how to cite sources correctly. The best way to learn how to punctuate and cite sources correctly is to purchase and utilize the most recent edition of the *Publication Manual of the American Psychological Association* (APA), now in its 7th edition. The APA manual provides the guidelines for writing and formatting all required formal papers in nursing and is a required text for all nursing courses. Students are expected to follow the APA manual for all formal papers to prevent unintentional plagiarism. A properly cited reference allows the reader to retrieve your reference to learn more about the content of the reference. Being naïve or unfamiliar with proper APA formatting does not excuse unintentional plagiarism.

AI Usage and Academic Integrity

Students are expected to submit work that reflects their own understanding, skills, and intellectual efforts. While AI tools can assist in learning, they must not replace original thought, research, or analysis in assignments. Individual courses designate specific AI usage requirements as outlined in the course syllabus. Students are responsible for familiarizing themselves with these requirements and adhering to them.

Students are encouraged to explore AI tools to enhance their learning experience, but the use of AI-generated content must be clearly disclosed and strictly adhere to the course-specific requirements provided by the instructor. Depending on the course, AI may be used for tasks such as brainstorming or outlining, but any AI involvement must be clearly disclosed, ensuring transparency in the student's work. Misuse of AI, failure to follow the instructor's specific AI policy, and failure to disclose AI usage will be treated as a violation of academic integrity and subject to disciplinary action.
The following principles will apply:

- Disclosure: Any use of AI tools in assignments must be disclosed, including the specific tools used and the extent of their contribution to the final work.
- Permitted Use: AI tools may be used as designated by the course instructor. Each course will designate a policy for AI use and include this policy in the course syllabus. Students are obliged to adhere to the course policy in order to use AI responsibly. When AI tools are permitted, AI-generated content without proper citation will be considered a violation of this policy.
- Prohibited Use: AI tools should not be used for any exams or assessments unless explicitly permitted by the instructor.

Investigating Allegations of AI-Based Plagiarism

- See the current BCU Student Handbook

Consequences of Academic Integrity Violations

The penalties for academic integrity violations range depending on the severity and frequency of the violation.

Minor Violation

For minor violations involving academic integrity, the penalty will be determined by the course instructor in consultation with the Office of Academic and Student Affairs, in line with Briar Cliff University's academic integrity policy. Penalties may vary depending on the severity, frequency, and/or extent of the violation. Possible outcomes include:

- Assignment Failure: The student may receive a failing grade (zero) on the assignment in question. The severity of the penalty may depend on the amount of unoriginal content and whether the student demonstrates an understanding of proper citation practices.
- Mandatory Resubmission: In some cases, the instructor may allow the student to resubmit the assignment after addressing the violation, though this will come with a significant grade penalty (e.g., a reduction of the final grade by a certain percentage).
- Educational Sanctions: The instructor may require the student to complete additional educational components, such as attending a workshop on academic integrity or writing a re□lection on the importance of original work and proper citation practices.
- Warning: A formal warning may be issued, indicating that any subsequent violation will result in more severe penalties, including failure of the course or dismissal from the university.

Instructors must report all instances of academic integrity violations to the Academic and Student Affairs Office, which will document the offense in the student's academic record. This documentation ensures that if further violations occur, appropriate action can be taken, leading to progressively more severe penalties.

Major Violation

For major violations involving academic integrity, the penalty will be determined by the course instructor and the Office of Academic and Student Affairs, in line with Briar Cliff University's academic integrity policy. Penalties
will be more severe to reflect the severity, frequency, and/or extent of the violation. The following actions may be taken, based on the instructor's assessment and as determined by the Office of Academic and Student Affairs:

- Automatic Failure of the Course: The student may receive an automatic failing grade ("F") for the entire course. This is typically enforced when the violation is significant or shows a clear pattern of academic dishonesty.
- Disciplinary Probation: The student may be placed on academic or disciplinary probation, which means they are no longer in good academic standing. This can limit participation in extracurricular activities, leadership positions, and could impact scholarships or financial aid eligibility.

• Mandatory Academic Integrity Training: The student may be required to complete a formal academic integrity workshop or module, aimed at addressing the behavior and reinforcing the importance of original work. Failure to complete this may lead to further sanctions.
• Suspension from the University: Depending on the severity of the violation, the student may face suspension from the University for a defined period, during which they will not be able to attend classes or participate in University activities. This period allows the student time to reflect on their academic conduct before returning to complete their studies.
• Permanent Record Documentation: The second offense will be documented in the student's academic file, and this record may be used if any further violations occur, potentially leading to dismissal from the University.

Students may appeal decisions based on grievance/appeal procedures outlined in the student handbook.

IX. Appeals

- See the current BCU Student Handbook

STUDENT RIGHTS AND RESPONSIBILITIES

The faculty of the Department of Nursing act in accord with the 1974 Family Educational Rights and Privacy Act. In fulfillment of this Act, the department maintains the confidentiality of student records and allows students to inspect and review information in their educational records.

The Department of Nursing adheres to the following statement of Student Rights and Responsibilities:

Students have a right to:	And a responsibility to:
Expect faculty to demonstrate the stated ethical principles established for the program which are based upon belief in the dignity, worth, and potentialities of each student.	Demonstrate ethical principles in meeting course or program requirements, in professional, peer, and faculty relationships.
Access to the course and program requirements and policies governing student admission, progression, and graduation.	Be knowledgeable about program requirements and policies, assume responsibility for meeting the requirements and abide by the policies.
Channels for administrative decision making in the Department of Nursing and the university and to participate in decision making which affects students.	Utilize appropriate channels for participation in decision making and in the resolution of issues or problems.
Democratically elect representatives to the Nursing Faculty Organization for the purpose of representation of the student constituency in the decision making process.	Participate in the elective process and to assist in bringing concerns of the student constituency to the attention of the faculty and to report discussion/action taken.
Participate in curriculum development.	Constructively share ideas and reactions to the curriculum in formal meetings or less formal deliberation.
Curriculum and teaching strategies which facilitate learning.	Maximize learning opportunities provided, transfer previous learning, and consider new ideas or relationships.
Accurate information about course and program requirements at the onset of enrollment.	Actively participate in class discussion and other learning experiences, follow through with assignments, and share experiences with peers.
Opportunity to explore topics of special	Conduct independent study in a way which

interest within program and course objectives.	maximizes the learning opportunity.
Faculty facilitation of opportunity for involvement in professional organizations and activities.	Participate, to the extent life circumstance permits, in professional organizations and activities.
Fair and impartial evaluation by faculty based on the stated objectives of the course, level, and the total program.	Evaluate self in relation to course, level, and program objectives, and the American Nurses' Association Standards of Practice.
Participate in program evaluation.	Be fair and impartial in evaluating peers in relation to learning experience or course objectives and in evaluating faculty and courses.
A grievance procedure for adjudication of individual student grievances.	Follow the grievance procedure as published.
Scheduling of courses, within the resources of the program, which facilitates progression through the program of study for the majority of students.	Undertake a realistic class load in view of work and family responsibilities and to reasonably adjust individual schedules to meet the needs of the majority.
Participate in university-wide activities – student government, cultural, social, religious, scholarly, recreational, and professional.	Read student publications and posted notices in order to be aware of opportunities for involvement in university activities and to participate to the extent life circumstance permits.
Access to student support services offered by the university.	Be knowledgeable, through the catalog and student handbook, of the resources available within the university.

PHOTO, VIDEO, AND AUDIO CONSENT AND RELEASE FORM

Students in Briar Cliff University nursing programs will be asked to consent to the following agreement regarding use of photo, video, and audio. Students will be asked to sign a consent and release form at the beginning of their program.

I hereby give permission to Briar Cliff University, acting through its employees or representatives, to take photographs, video recordings, and/or audio recordings of me. These may include my name, my image, my performance, and/or my voice.

I give permission to use photographs and/or video recordings of me on university and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation to me. I agree that all portraits, pictures, photographs, video and audio recordings, and any reproductions thereof, and all plates, negatives, recording tapes and digital files are and shall remain property of Briar Cliff University.

Signature of consent was provided on the first page of the Baccalaureate Nursing Student Handbook

Appealing Final Grades and Other Academic Matters

(for any issue not related to academic integrity)
A student who desires to appeal a grade must follow the following procedure. Please note that a student may be enrolled in a subsequent related course while the appeal process is occurring.

1. Appeal the grade in writing to the Course Instructor within 3 business days of the final course grade being released to the student. The appeal should include a grounded rationale for the appeal and what grade the student feels they deserve.
2. The Course Instructor has 2 business days from the receipt of the written appeal to make a decision. If appropriate, the Course Instructor must make the grade change in Brightspace and submit a change of grade form to the Registrar. The Course Instructor must also provide the student and the Provost a written explanation for the change in the student's grade.
3. If the student is not content with the decision of the Course Instructor, within 2 business days of receiving the written decision from the Course Instructor, the student may appeal the grade to the Department Chair in which the Course is housed. The appeal should include a copy of the course syllabus, grounded rationale for the additional appeal, and what grade the student feels they deserve, as well as attest any written comments made by the Course Instructor in the appeal denial letter. Discontent with the outcome of the initial appeal does not constitute grounds for an additional appeal. If the Course Instructor/Director is also the Department Chair, the appeal goes directly to the Provost, as noted in step 5.
4. The Department Chair has 2 business days from the receipt of the written appeal to make a decision. If appropriate, the Department Chair must notify the Course Instructor to make the grade change in Brightspace and submit a change of grade form to the Registrar. The Department Chair must also provide the student, Course Instructor, and the Provost a written explanation for the decision.
5. If the student is not content with the decision of the Department Chair, within 2 business days of receiving the written decision from the Department Chair, the student may appeal the grade to the Provost. The appeal should include a copy of the course syllabus, grounded rationale for the appeal, and what grade the student feels they deserve, as well as attest any written comments made by the Course Instructor and/or Department Chair in the appeal denial letters. Discontent with the outcome of the initial appeal does not constitute adequate grounds for an additional appeal.
6. The Provost has 2 business days from the receipt of the written appeal to make a decision. If appropriate, the Provost must notify the Course Instructor to make the grade change in Brightspace and submit a change of grade form to the Registrar. The Provost must also provide the student, Department Chair, and Course Instructor a written explanation for the decision. The decision of the Provost is final.

SECTION TWO- ADMISSION CRITERIA

Admission to the nursing major for pre-licensure students:

A. Students admitted to the university may apply for admission to the nursing major. Application is made at the beginning of spring semester of the second year or upon transferring to the university. Application forms may be obtained from the Pre-licensure Nursing Program Director or the Program Assistant of the Department of Nursing (DON). Decisions regarding acceptance to the nursing major will be made by the faculty of the Department of Nursing.

1. The Department of Nursing will admit students on a space available basis, who have a CGPA of 2.75 and who have successfully completed the required related course prerequisites, on the condition that all prerequisites are successfully completed. Students who are not admitted but meet the requirements will be placed on a waiting list. All qualified students will be admitted to the nursing major, up to a maximum of 32 students.

B. Requirements for admission to the nursing major are:

1. A cumulative grade point average (CGPA) of 2.75 on a 4.0 scale must be maintained for admission into the nursing program.
2. BSN students must earn a 'C' or better in all the support courses for the nursing major. This includes Human Anatomy & Physiology I, Human Anatomy & Physiology II, Microbiology, Nutrition, Pathophysiology, Chemistry for the Health Sciences, Introduction to Psychology, Developmental Psychology, Abnormal Psychology, Elementary Statistics, and Principles of Sociology. Students who do not achieve these requirements will not be admitted into the nursing program. A student may only repeat two pre-requisite courses within two years.
3. Completion of the Department of Nursing Formal Application for Admission to the Nursing Major form and acceptance by the faculty of the Department of Nursing.
4. Statement of the student's ability to provide safe nursing care.
5. Statement of the student's intent to adhere to the Statement of Professional Conduct.
6. Completed Declaration of Major form.

C. Students will receive official written notification of admission status via mail or BCU e-mail.

D. After acceptance, students will receive the *Baccalaureate Nursing Student Handbook* while taking the first nursing course, NURS 302 for pre-licensure students and NURS 310 for RN-BSN students.

E. It is required that all students have access to a computer with the ability to download Lockdown software for testing purposes.

F. Nursing courses may be accepted for transfer only with permission of the Department Chair.

G. Dishonesty, cheating, or plagiarism could result in an automatic failure of the course and possible dismissal from the program.

Criminal Conviction Eligibility

Criminal histories do not automatically prohibit applicants from getting licensed in Iowa. Even if you have one or more disqualifying convictions, you may still qualify.

You will need to submit proof of rehabilitation to the Board. Your documentation needs to prove your ability to safely practice nursing.

Applicants must disclose convictions by answering the criminal offense questions on the online application. For each offense, list the following information on the background check waiver form:

1. The charge.
2. Where it occurred (city/county, and state).
3. When it occurred.
4. A brief description of what happened.
5. The outcome (paid a fine, substance abuse evaluation, dismissed, expunged, deferred judgement, etc.)

If using physical fingerprint cards from the provided packet, use the blanks on the last page of the paper "Waiver Information" form or enclose a separate letter.

If using Fieldprint for electronic fingerprinting, the background check waiver is part of the online registration process. Provide the above details in the section provided after answering the criminal conviction question.

Admission to the nursing major for RN-BSN students:

A. Registered nurses seeking a baccalaureate degree are admitted to the university and to the nursing major prior to the fall, spring, and summer terms. The online application may be made at any time.

1. RN-BSN students are admitted on a space available basis, must have an active, unencumbered RN license in the student's state of residence, have successfully completed required related program prerequisites, live in a state where there is an NC-SARA agreement that establishes agreement for interstate offering of postsecondary distance education courses and programs, and live in a state with Board of Nursing approval.

2. The prospective student must request their high school and post-high school transcripts be sent to the Registrar's Office.

3. Upon receipt of the prospective student's transcripts, the Registrar will evaluate all transcripts and develop a Transcript Evaluation form.

B. Requirements for admission to the RN-BSN program:

1. A minimum of 60 credit hours, general education requirements, and Iowa Articulation Plan for Nursing Education guidelines must be met for admittance into the RN-BSN program.

2. RN- BSN students may transfer in a maximum of 90 credits and must have earned a 'C' or better in all the support courses for the nursing major. This includes BIOL 221 Human Anatomy, BIOL 222 Human Physiology, BIOL 239 Microbiology, BIOL 240 Nutrition, PSYC 110 Introduction to Psychology, PSYC 280 Developmental Psychology, WRTG 109 Introduction to College Writing, and SOCY 124 Principles of Sociology. Students who have not achieved these requirements will need to fulfill the prerequisites prior to graduation.

3. Completed Declaration of Major form (completed in NURS 310 – Theoretical Bases for Nursing Practice – RN-BSN bridge course).

C. Students will receive official written notification of admission status via mail or e-mail and will be requested to have an advising meeting with the Program Director and an Admissions representative.

D. After acceptance, students will receive their personal Plan of Study. The personal Plan of Study will be reviewed and revised, as needed, at the advising meeting.

E. Students will receive the Baccalaureate Nursing Student Handbook in NURS 310 - Theoretical Bases for Nursing Practice (RN-BSN bridge course).

F. Dishonesty, cheating, or plagiarism could result in an automatic failure of the course and possible dismissal from the program as outlined in the Baccalaureate Nursing Student Handbook.

Criminal Background Check Policy

To maintain the highest standards possible, the Department of Nursing has instituted a Background Check Policy to help protect public safety.

All nursing students are required to submit data for a certified background check at their expense. Background checks need to be completed online at https://portal.castlebranch.com prior to beginning NURS 302 for pre-licensure students and before beginning the first clinical experience for RN-BSN students. The current cost for the Background check is $161.00 (pre-licensure) and $109.70 (post-licensure). Fees are subject to change.

Students each have confidential access to the results of their own background check status. All background check results will be reviewed by the Chair of the Department of Nursing. Should there be a negative background check finding, the student will submit a form to the Iowa Department of Human Services to verify eligibility of future employment as a nurse. A completion of the Placement Acknowledgement Form & Release of Liability form in Appendix A may be required. Eligibility is based on the nature of the finding, clinical site requirements, and the Iowa Board of Nursing administrative rules. Students may submit an appeal if additional data might be of benefit. Appeal decisions will be judged on documented factual issues. If a student is unable to complete the program clinical requirements due to background check results, students may be dismissed from the program in which they are enrolled.

Essential Functions of the Department of Nursing

A. Briar Cliff University prohibits denial of university privileges to students or applicants for admission to the nursing major based on race, color, religion, sex, national origin, age, sexual orientation, gender identity, marital status, or disability (unless such disability would prevent the provision of safe care).

B. Admission criteria do not discriminate against people with disabling conditions. All candidates must meet minimum essential functions standards to be eligible for admission and progression in the programs.

1. Appropriate auxiliary aids and services for persons with impaired sensory, manual, or speaking skills will be allowed unless providing same would fundamentally alter the course or would result in an undue burden.

Issue	Description	Standard
Communication	Speech, reading, writing	Effective use of English language. Communication abilities sufficient for effective interaction in verbal, nonverbal, and written form. Comprehension & accurate recall of verbal & written communication.
Interpersonal	Ability to relate to others	Interpersonal abilities sufficient to effectively interact with individuals, families, & groups from a variety of social, emotional, cultural & intellectual backgrounds.
Behavioral	Emotional & mental	Handles multiple priorities, independent discretion/decision

	stability	making, makes decisions under pressure, manages anger/fear/hostility, manages stress appropriately, works alone effectively, works in close proximity to others and/or in a distracting environment, works with others effectively.
Critical Thinking	Ability to problem solve	Critical thinking ability sufficient for clinical judgment
Information Technology	Ability to use electronic resources and clinical	Electronic information seeking, interpretation and application for clinical practice for clinical care.
Reliable punctuality	Ability to attend to timeliness	Self-management to consistently do work within the defined time expectation
Hearing	Use of auditory sense	Auditory ability sufficient to monitor & assess health needs. Talk/hear (communicate, detect, converse with, discern, convey, express oneself, exchange information)
Visual	Use of sight	Visual ability sufficient for observation & assessment necessary in nursing care. See (detect, determine, perceive, identify, recognize, judge, observe inspect, estimate, assess)
Tactile	Use of touch	Tactile ability sufficient for physical assessment. Be able to use hands/fingers to handle or feel (operate, activate, use, prepare, inspect, place, detect, position)
Mobility	Physical ability, strength, stamina	Physical abilities & stamina sufficient to move from room to room quickly & maneuver in small places, complete 8-12 hour shift. Be able to stand, walk, climb, balance, bend/stoop/kneel, squat/crouch/crawl, reach/twist, and push/pull. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
Motor Skills	Physical ability, coordination, dexterity	Gross & fine motor abilities sufficient to provide safe & effective nursing care.

Records

Students can do much to ensure that their university records are accurate and up to date.

A. Students must complete the admissions process through the Department of Admissions. By the time students use this handbook, they have been accepted into the Nursing Program.

B. All transcripts on file in the Registrar's Office must be official (i.e., with signature and seal and sent directly to the Registrar's Office). Transcripts showing all University credit students wishing to apply for the degree should be obtained along with their basic nursing transcript. Unofficial transcripts are sometimes used to discuss with the student the program requirements prior to their enrollment in the program. These cannot be used to verify the credits for receipt of the degree.

C. A declaration of major form must be completed at the time of acceptance or during the first semester that the student is taking a nursing course.

D. Students are responsible for the completion of all requirements related to graduation.

Briar Cliff University Pre-Licensure BSN Curriculum

YEAR	FALL SEMESTER Course	Sem Hrs	Clin Hrs	SPRING SEMESTER Course	Sem Hrs	Clin Hrs
1	BIOL 151 General Biology I	4		BIOL 221 Human Anatomy & Physiology I	4	
	CHEM 109 Chemistry for the Health Sciences I	4		PYSC 280 Developmental Psychology	3	
	PSYC 110 Introductory Psychology	3		SOCY 124 Principles of Sociology (OR SOCY 125)	3	
	*CORE 105 Briar Cliff Experience	3		CVC Literacy WRTG 239	3	
	CVC Literacy WRTG 131	3		CSCI 100 Intro to Computers	3	
		17			16	
2	BIOL 222 Human Anatomy & Physiology II	4		BIOL 340 Pathophysiology	4	
	BIOL 240 Nutrition	3		BIOL 339 Microbiology	4	
	Ethical Literacy	3		PSYC 360 Abnormal Psychology	3	
	CVC Literacy	3		MATH 200 Elementary Statistics	4	
	CVC Literacy	3		CVC Literacy	3	
	CVC Literacy **if 2 semesters Spanish needed	3			18	
		16/19				
3	NURS 302 Foundational Nursing Concepts (1st half)	5	80	NURS 300 Evidence Based Nursing Practice	3	
	NURS 322 Health Assessment (1st half)	3	40	NURS 360 Concepts for Intermediate Nursing Practice – I (1st half)	5	100
	NURS 312 Concepts for Beginning Nursing Practice (2nd half)	5	100	NURS 370 Concepts for Intermediate Nursing Practice – II (2nd half)	5	100
	NURS 365 Pediatric Growth & Development (2nd half)	2	40	NURS 332 Concepts for Reproduction & Sexuality	3	40
		15	260		16	240
4	NURS 480 Concepts for Complex Nursing Practice	6	120	NURS 402 Population Health (1st half)	4	40
	NURS 400 Psychosocial Concepts of Nursing Practice	4	40	NURS 460 Nursing Leadership & Management (2nd half)	4	40
	CVC Literacy (must be online offering)	3		NURS 465 Nursing Preceptor Experience	4	120
	LIBA 410 Global Society	3		NURS 475 Transition into Professional Nursing	2	
		16	160		14	200
	CVC Curriculum Courses					

Four to five elective courses must fulfil the Core Values Curriculum Requirements. These include two courses from the Foreign Language Literacy/or 1 Multicultural Literacy (if foreign language was met in H5), one from the Aesthetic Literacy, one from the Historical Literacy, and one from the Theology Literacy. * represents the first-year experience learning community. C represents a grade of C or better is required. A cumulative grade point average of 2.75 on a 4.0 scale must be maintained for admission, progression, and graduation with a BSN degree.

Revised: 03/26

Briar Cliff UNIVERSITY
Department of Nursing

RN-BSN Plan of Study

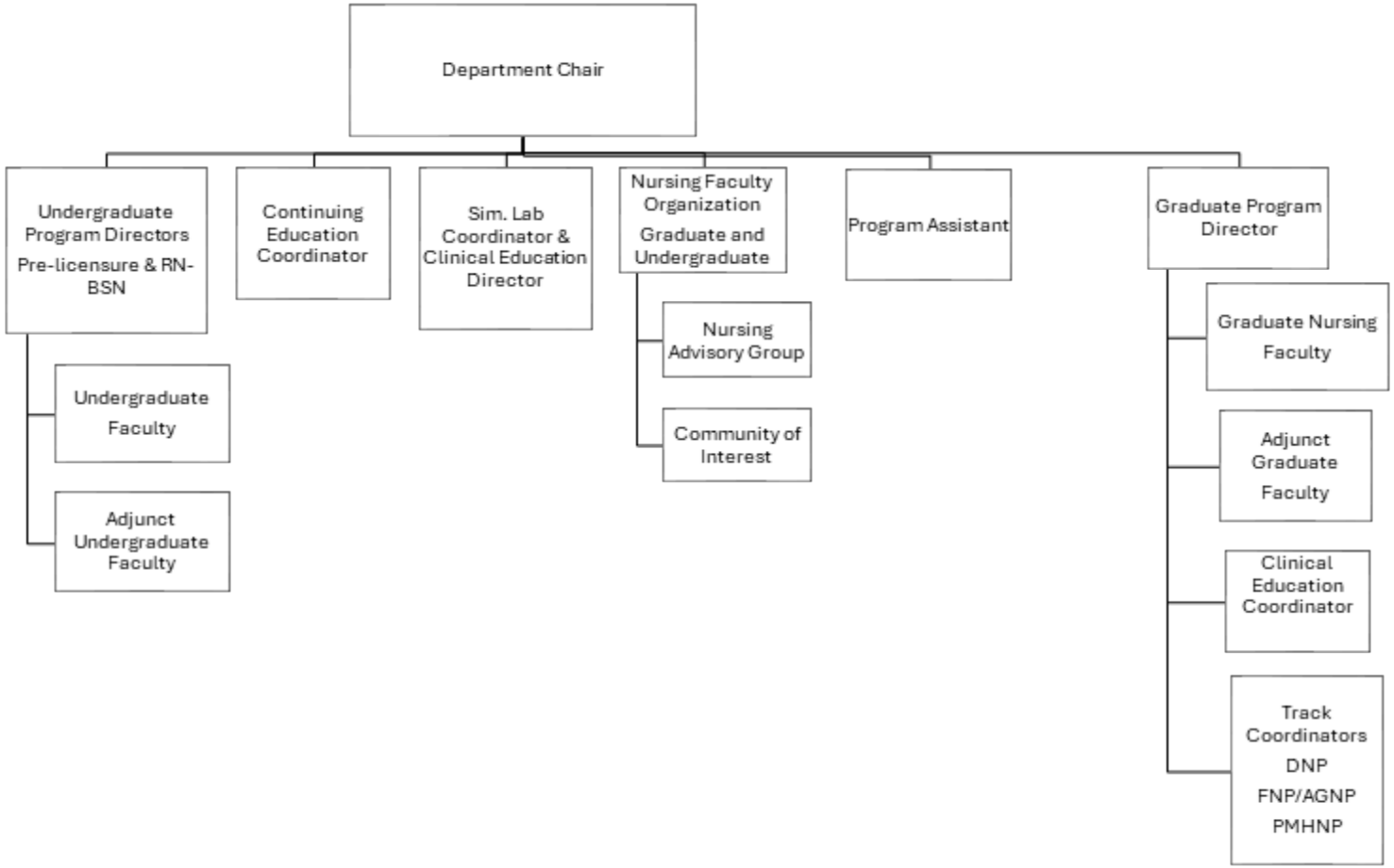
Required pre-requisite courses to complete major:				
	Credits	Completed		
Human Anatomy & Physiology I				
Human Anatomy & Physiology II				
Introduction to Microbiology				
240 Nutrition				
Introductory Psychology				
Developmental Psychology				
Principles of Sociology				
Composition I				
Earned in ADN program				
Fundamentals of Nursing				
Maternal/Child Nursing				
Psychiatric/Mental Health Nursing				
Adult M/S Nursing				
Requird for BSN degree				
PHIL XXX Ethics				
PSYC XXX Psychology elective (300 level or higher)				Abnormal Psychology recommended
LIBS 301 Digital research for Academic Endeavors				Fall & Spring - 16 weeks
Requied courses:	Fall	Spring	Summer	
NURS 305 Evidence-Based Practice & Research in Nursing *				Spring - 2nd 8 weeks
NURS 310 Theoretical Bases for Nursing Pratice *				Fall & Spring - 1st 8 weeks
NURS 313 Nursing in the Health Care Delivery System *				Fall - 1st 8 weeks/Summer - 1st session even yrs
NURS 320 Health Assessment for RNs *				Fall & Spring - 2nd 8 weeks
NURS 339 Pathophysiology *				Fall - 16 weeks/Summer full session
NURS 402 Population Health *&**				Fall - 16 weeks/Summer full session
NURS 435 Leadership for the Profesional Nurse *&**				Spring - 1st 8 weeks/Summer - 1st session odd yrs
Nursing electives				
NURS 301 Comparing Nursing Practice Yesterday and Today				Fall - 2nd 8 weeks
NURS 303 Pharmocology				Fall - 2nd 8 weeks - alternate with NURS 301
NURS 356 Biologic Health Aspects of Aging				Spring - 2nd 8 weeks
NURS 357 Palliative Care/EOL				Spring - 2nd 8 weeks - alternate with NURS 356
NURS 401 Theoretical Foundation of Advanced Practice				Fall - 16 weeks **Dual Credit MSN**
MATH 200 Statistics - recommended for future MSN/DNP				Spring - 16 weeks

Required Foundation Courses:
University policy accepts transfer of the Associate Degree in Nursing as satisfaction of the general education requirements.

All courses are eight-week courses, unless otherwise noted above.
* A grade of C or better is required for all required nursing major courses. A cumulative grade point average of 2.75 on a 4.0 scale must be maintained for program progression and graduation.
** Theory and direct/indirect care experiences are components to the course.

Revised: 06/2026

Nursing Organizational Chart



SECTION THREE- RETENTION & PROGRESSION CRITERIA

I. Progression and retention through the nursing major consists of the following:

A. Dishonesty, cheating, or plagiarism could result in an automatic failure of the course and possible dismissal from the program.

B. A cumulative grade point average (CGPA) of 2.75 on a 4.0 scale must be maintained for retention, progression, and graduation. A grade of C (75%) or above must be attained in all nursing courses.

C. Students who fail to maintain a 2.75 CGPA will be placed on probation in the Department of Nursing; departmental and University academic probation policies are found in the University catalog. Students' CGPA will be reviewed at the end of each academic semester and students who do not meet the 2.75 CGPA will be notified that they are being placed on probation by the Department of Nursing. A status of probation may delay progression in the nursing sequence. If a nursing student is placed on departmental probation for a CGPA less than 2.75, within one month after receiving the probation letter the student will need to meet with the program chair and academic advisor to develop a written academic success plan.

D. The Success Enhancement Program is intended to assist students in the successful completion of the Bachelor of Science in Nursing (BSN) program and enhance the potential for success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

a. Pre-licensure students are expected to invest two to three hours of study time every week, for 16-week course, for each credit hour of course work (i.e., three credit class would equal a minimum of six to nine hours each week spent on the content outside of class time. Eight-week courses the time would be doubled- i.e., 12-18 hours per week, due to the shortened nature of the term).

b. Faculty advisors meet with the advisees to review performance in all courses and on standardized proctored ATI assessments, creating a performance improvement plan as needed.

c. Navigate alerts are established for students as needed.

d. Pre-licensure students who fail to achieve 78% on any exam may be required to attend study hall (through Nursing) to provide students with structured, focused study time to improve their performance.

e. Students required to attend study hall due to grades will be required to attend study hall weekly for a minimum of two hours each time.

f. Students will be released from the study hall requirement when they successfully complete the requirement which started their study hall requirement (earn at least 78% on the next exam in that course).

E. Pre-licensure students must achieve a C (75%) in the theory portion and 78% exam/quiz average and 'pass' in the clinical portion of a nursing course to receive a C (75%) or better in the course. Clinical evaluation is on a pass/fail basis. Those that fail clinical will receive no higher than a grade of D for the course.

F. Pre-licensure students must achieve an average of **78%** on exams and quizzes to successfully pass all nursing courses; except for NURS 300, 402, 460, 465 & 475. Those that fail to achieve the 78% average on exams will receive no higher than a grade of D for the course.

G. Students who fail to obtain at least a C (75%) in a nursing course shall not be allowed to progress to a higher-level nursing course which the failed course is a prerequisite.

H. Since most pre-licensure courses are taught sequentially, a period of one year may lapse before re-enrollment is possible.

I. Pre-licensure students who fail to attain at least a C in a nursing course are permitted to repeat that course only once. Failure to attain a C or better in a nursing course when taken a second time shall constitute dismissal from the nursing major.

J. Pre-licensure students are allowed to repeat only one nursing course. Failure to attain a C or better in a second nursing course shall constitute dismissal from the nursing major. A student may withdraw prior to the withdrawal date one time during the nursing program. If withdrawal happens after the withdrawal date, it will then count as a failure in the program.

K. Benchmark assignments are identified in courses to measure achievement of program outcomes. Benchmark assignments are required for successful course completion. If a student fails to submit a benchmark assignment, the highest course grade attainable is C-.

L. Pre-licensure nursing courses may be accepted for transfer only with permission of the Department Chair.

M. Two independent study courses (ISs) may be taken and are based on student-developed objectives that are approved by a faculty advisor. The student may register for independent study, NURS 00IS, as approved by the advisor. See Section Six for course description and sample form.

N. Any student being placed on departmental probation or being dismissed from the nursing program major shall receive written notification.

O. The student has the right to appeal decisions on any of the above matters by following the Department of Nursing and Briar Cliff University grievance procedures.

P. Pre-licensure students are prepared to take the Certified Nursing Assistant (CNA) examination after completing their junior year.

II. Guidelines for Academic Advising of Nursing Majors.

A. Students who intend to take classes the following semester must make an appointment for a personal conference with their academic advisor to plan their program of study.

B. If there are concerns with the student's program of study during the semester, their advisor should be contacted.

C. Specific concerns related to a certain course should be referred to the appropriate faculty member in that course.

III. Faculty-Student Communications-

Faculty members, their offices, telephone numbers, and email addresses are:

NAME	OFFICE	PHONE	BCU E-MAIL ADDRESS
Dr. Shannon Merk	HH-253	712-279-1662	shannon.merk@briarcliff.edu
Dr. Shanna Mueggenberg	HH-273	712-279-1618	shanna.mueggenberg@briarclilff.edu
Ms. Erin Neldeberg	HH-275	712-279-5299	erin.neldeberg@briarcliff.edu
Ms. Stephanie Palmersheim	HH-280	712-279-5211	stephanie.palmersheim@briarcliff.edu

Faculty may be out of the office for classes, meetings, etc., please leave a message on voice mail or e-mail.

The Department of Nursing has a bulletin board. It is on the second floor of Heelan Hall near the nursing faculty offices. Please check this bulletin board as any general notice will be posted here. In addition, check the Department of Nursing web page www.briarcliff.edu/departments/nursing, which is frequently updated.

Students may also receive e-mails from Nursing faculty members, the Nursing Administrative Assistant, or the Clinical Coordinator concerning advising, classes, testing, social events, etc. in the Nursing department. It is important that students check e-mails from the nursing department regularly.

IV. Grading System

The Department of Nursing uses the following scale to convert percentage points into a letter grade:

A	= 93-100	B-	= 80-82	D+	= 68-69
A-	= 90-92	C+	= 78-79	D	= 63-67
B+	= 88-89	C	= 75-77	F	= 0-62
B	= 83-87	C-	= 70-74		

Further information on the Briar Cliff and Department of Nursing grading systems can be found in the University catalog.

V. Attendance

A. Attendance in all pre-licensure classes and clinical is mandatory, with arrival **on time** for all classes. The student is responsible for all content, assignments, and testing missed due to absence or tardiness and must make arrangements for completion of assignments/tests immediately following the absence. The failure of the student to follow these guidelines will be reflected in the course grade. Not contacting faculty regarding an absence (within 24 hours) may jeopardize successfully passing the course. Absence for a scheduled exam must be made up by the date arranged by the faculty member. Failure to make up the exam by the assigned date will result in a grade of zero for the exam. An allowance for these guidelines may be made at the discretion of the professor, based on the circumstances of the situation. Pass/fail clinical grades are determined according to attendance and demonstration of mastery of skills. **A failure in clinical will result in a grade of no higher than a D in the didactic portion of the course.**

Students who do not attend or participate in class for two consecutive calendar weeks are subject to administrative withdrawal.

B. For RN-BSN students, participation is monitored through the Brightspace Learning Management System (LMS). Students are expected to log on and participate in Brightspace a minimum of three times a week. Participation means posting notes that everyone has access to. Posting elsewhere does not count toward overall participation in the course. Initial ***comprehensive*** responses to the discussion questions are due each week by the day stated in the course syllabi. To achieve full participation credit in class, students also need to post at least one ***substantive*** note in response to peers (not just two sentences, a simple question without explaining your rationale for the question, or "I agree" notes) on two different days that week (thereby participating in class ***at least three out of seven days and having a minimum of three posts each week***). Peer responses are due each week, unless otherwise noted in the Course Outline or course syllabus. Quantity is important, but the quality of the notes is most important.

In the event the student's personal computer is down or unavailable, the student must have a back-up plan for accessing the course and submitting assignments. Computer issues are not acceptable excuses for late assignments.

The following items do NOT count toward participation:

- Notes sent to general discussion forum or to instructor's personal e-mail.
- Submitting written assignments, individual or team
- Messages in small team meetings

Students who do not participate online in class for two consecutive calendar weeks are subject to administrative withdrawal.

VI. Late Assignment Policy

Students should note the late assignment policy found in course syllabi. It is the faculty member's prerogative to lower the grade for assignments which are not received by the due date. If extenuating circumstances make it impossible to complete assignments on time, students should submit a written request to the faculty member for an extension, prior to the due date. A specific time by which the assignment will be completed will be determined by the faculty member. Penalties for late submission of assignments can be found in course syllabi.

VII. General Evaluation Policies

A. The student will be given the evaluation criteria at the beginning of each course. Late paper policies described in course syllabi are to be followed as part of the evaluation criteria.

B. Students may request an evaluation of progress whenever they feel the need for additional guidance.

C. Pre-licensure students who are functioning below the 75% level in theory or failing in clinical will receive a warning e-mail at week 4 of the semester (student grades are reviewed at week 2 4, 8, & 12) and will meet with their advisor to develop an academic success plan.

D. All pre-licensure clinical evaluation records are signed and dated by the faculty and student. The signature indicates the student has read the record. It does not indicate that the student agrees with the evaluation.

E. All evaluation records become part of the student's file.

F. All pre-licensure nursing students will be assessed using standardized national tests.

G. Students will be responsible for the costs associated with test administration. At the discretion of the nursing faculty, the student's score will be reflected in the final course grade and/or a specific minimum score may be required to pass the course and progress to the next level of nursing courses.

H. At the conclusion of each nursing course the student will have the opportunity to complete the following evaluation tools.

   a. Student Course Evaluation utilized by all BCU academic departments, or
   b. Department of Nursing Student Evaluation of Course/Instructor, and/or
   c. Department of Nursing Student Evaluation of Clinical Instructor (where applicable).

I. At the conclusion of all pre-licensure clinical experiences, students will complete a self-evaluation.

J. An official summary evaluation is compiled by the faculty for each pre-licensure graduating student and is maintained in the student's permanent file. Final evaluations are reviewed and signed by the graduating students.

VIII. ATI Testing Program Policy (Pre-licensure students only)

ATI Testing Policy

ATI The Assessment Technologies Institute (ATI) Program for RN students include eBooks, online practice tests, clinical resources, online workshops, resource materials for remediation and review in low scoring areas, proctored and non-proctored testing. ATI resources are integrated throughout the entire BSN nursing curriculum.

An ATI NCLEX-RN Review session will be provided for students during the spring of their senior year. ATI testing Nationally normed, proctored examinations will be administered throughout the BSN curriculum. The results of these examinations provide individual student self-assessment and programmatic evaluation through comparison of Briar Cliff University students understanding of content to national student samples. Guidelines for preparation for these exams will be provided by course faculty.

ATI Program Policy for Students

I. Assessment Technology Institute (ATI) is an e-learning provider, offering programs that are instrumental in improving faculty, student, and program outcomes.
   a. Fees for the use of ATI are applied during each semester of the nursing program. Please direct all questions regarding fees to the Nursing Department Chair.

II. ATI Assessments

The Content Mastery Series Assessments (CMS) provide essential data regarding a student's mastery of concepts in relation to specific nursing content areas, including a series of Targeted Medical Surgical assessments that address individual body systems to provide formative evaluation of content prior to the final medical surgical course. There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help students identify what they know, in addition to areas requiring remediation (called Topics to Review).

The Comprehensive Predictor is the last stop for students before they enter intensive NCLEX prep. This three-hour, 180-item, proctored test is designed to help students assess their likelihood of passing the NCLEX while detailing areas for further remediation. The exam is made up of multiple -choice questions to help determine a student's basic comprehension and mastery of core principles. Questions span all major NCLEX client need categories, from management of care to health promotion and maintenance. For better remediation, students have the ability to view their percentage correct within content topic category and outcome.

Practice Assessments

Practice assessment A will be completed with rationales turned off, so students can create their individual Focused Review as a study guide. If a post-study quiz is generated (Major Content Areas

that include 5 or more items and the student scored lower than 75%)—containing up to 50 additional NCLEX-style questions—the student is expected to complete the quiz upon finishing the associated review to reinforce learning and assess remediation progress.

To earn points identified in the ATI Student Assessment and Review policy for each practice assessment, students should complete the remediation provided following the first attempt at each practice assessment. Once completed, students should take the post-study quiz (if available) and complete the follow-up remediation.

IV. Proctored Assessments

a. In order to be eligible to take the Proctored Assessment, students must complete the companion Practice Assessments prior to the Proctored Assessment Test date.
d. Exams will be given in the following courses:

NURS 312	Fundamentals
NURS 332	Maternal/Newborn
NURS 400	Mental Health
NURS 370	Pediatrics
NURS 402	Community Health
NURS 460	Leadership
NURS 465	Pharmacology
NURS 480	Medical-Surgical
NURS 475	Comprehensive

V. Remediation-

ATI Pulse provides predictive capabilities generating dynamic predictions of the likelihood of students to achieve at least a Level 2 proficiency on the first attempt for each Content Mastery Series (CMS) proctored assessment developing clinical judgment skills.

ATI offers unique tutorials that are designed to help students develop clinical judgment. Example tutorials include:

- Nurse Logic
- Learning System
- Student Mentor (with Engage series)
- Flashcard Hub

All students will be required to remediate, regardless of the score obtained on Practice and Proctored Assessments (see tables below).

b. From the "Topics to Review" section of the assessment report, the student will review each missed item, follow the links to the ATI Review Modules (books). They will then reflect on what they read and make notes. Remediation requirements must be done within one week of taking the assessment.

VI. Grading: No more than 10% of the overall grade of any course will be attributed to ATI assessments. Points will be allocated in accordance with the tables below. Each course will allocate this individually and is found in the grading components found in the course syllabus. The Practice Assessments and remediation of the Proctored assessment will constitute 60% of the total 10% of the course points. Students may earn up to 40% of the total 10% of course points based upon the Proctored Assessment score.

ATI Practice Assessment Grading and Remediation

Practice Assessment A	Practice Assessment B
Points Available: "X" points	Points Available: "X" points
Complete Practice Assessment A Remediation: • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete the required remediation as per program's policy.* • Take Post Study Quiz (if available)** and complete the required remediation per program's policy.	Complete Practice Assessment B Remediation: • Minimum 1-hour Focused Review on initial attempt • For each topic missed, complete the required remediation as per program's policy.* • Take Post Study Quiz (if available)** and complete the required remediation per program's policy.

Standardized Proctored Assessment Grading & Remediation

95% or above Passing predictability = "X" points	90% or above Passing predictability = "X" points	85% or above Passing predictability = "X" points	84% or below Passing predictability = "X" points
Remediation = "X" points Minimum 1-hour Focused Review: Student can create this on the website. This includes missed topics and ATI reference materials. The student time is tracked. Remediation must be completed within 1 week of taking the assessment.	Remediation = "X" points Minimum 2-hour Focused Review: Student can create this on the website. This includes missed topics and ATI reference materials. The student time is tracked. Completion of Active Learning Templates related to missed topics. Remediation must be completed within 1 week of taking the assessment.	Remediation = "X" points Minimum 3-hour Focused Review: Student can create this on the website. This includes missed topics and ATI reference materials. The student time is tracked. Completion of Active Learning Templates related to missed topics. Completion of a list of "Three Critical Points" that were missed. From the "Topics to Review" section of the assessment report, the student review each missed item, follow links to the ATI review modules. Remediation must be completed within 1 week of taking the assessment.	Remediation = "X" points Minimum 4-hour Focused Review: Student can create this on the website. This includes missed topics and ATI reference materials. The student time is tracked. Completion of Active Learning Templates related to missed topics. Completion of a list of "Three Critical Points" that were missed. From the "Topics to Review" section of the assessment report, the student review each missed item, follow links to the ATI review modules. Remediation must be completed within 1 week of taking the assessment.

IX. Proctored Exam/Quizzes Procedure (Pre-licensure students only)

A. Background:

Replicating the circumstances under which the NCLEX-RN is taken is another element designed to increase student success. Accordingly, the BCU nursing department is adopting

the following procedures which are based on the National Council of State Boards of Nursing (NCSBN) rules for NCLEX which can be found at https://www.ncsbn.org/1268.htm.

B. Procedures:

Personal Items

a. All personal items must be stored in the designated area assigned by the instructor.
b. All electronic devices (cell phones, computers, tablets, smart watches, MP3 players, fitness bands, etc.) must be placed in your personal bag or with the instructor.
c. All electronic devices must be powered off to prevent noise disruption (ring tones/vibration)
d. Instructors are not responsible for lost, stolen, or misplaced items.
e. Not Accessible – The following may not be accessed at all during the exam unless otherwise stated by the instructor:
    I. Any educational items or study materials
    II. Cell/smart phones, computers, tablets, or any other electronic devices
    III. Not Allowed Near You – The following are not allowed near you during the examination:
    IV. Bags/purses/wallets
    V. Coats/hats/scarves/gloves
    VI. Food or drink/candy/gum
    VII. Lip balm
f. Breaks
    I. Breaks may be allowed at the discretion of the instructor for appropriate reasons.

Confidentiality:

The following items are expected of every nursing student at Briar Cliff University:

a. You may not disclose or discuss with anyone about the information within the exam except with your instructor or while participating in-classroom discussions.
b. You may not disclose items or answers within the exam on the internet or social media websites.
c. You may not seek help from anyone in answering items (in person, by phone, or text) during the examination.
d. You may not copy or reconstruct exam items during or following your exam for any reason.
e. If you witness any of the above behavior, or any irregular behavior that is violating the procedure, you must contact your instructor.

Examination Administration:

a. You may not take an exam for somebody else.
b. You may not tamper with the computer or use it for any function other than taking the exam during the selected examination hours.
c. You may not engage in disruptive behavior at any time while taking the exam.
d. Your instructor will provide you with an erasable note board/paper, marker/pencil, and calculator before you begin your exam.
e. You may not ask any questions that pertain to the content of the exam during the exam.
f. Writing on any materials other than the erasable note board/paper provided is strictly prohibited.
g. If you experience hardware or software problems during the exam, please raise your hand to notify the instructor.

Grounds for Dismissal:

Behaviors that are considered misconduct include but are not limited to:

a. A student that violates the procedure or does not follow the instructor's warning to discontinue inappropriate behavior may be dismissed from the exam and possibly terminated from the nursing program.
b. Uses or attempts to access any prohibited aids.
c. Bring review items or textbooks near the computers during the exam.
d. Failing to follow examination regulations or instructions made by the instructor.
e. Cheating, copying, or using other students' answers to help decide your own answers.
f. There will be no makeup exam allowed for students that are dismissed from the exam.

Non-Proctored Quizzes/Exam with Respondus Online Procedure:

In an attempt to protect quizzes and exams that are not taken in a controlled environment, Briar Cliff University utilizes Respondus LockDown Browser for pre-licensure students to prevent academic dishonesty during online exams and quizzes by securing the examination environment. The following link provides further information regarding Respondus: http://respondus.com/products/lockdown-browser/features.shtml.

a. Procedures:
   I. You are not allowed to copy, print, access other applications, or visit websites during an online exam through Respondus.
   II. You must take the exam or quiz during the assigned time given to you by your instructor; failure to take the exam or quiz at the appropriate time will lead to failing without the option of retaking the assignment at a later date.
   III. You may not take the exam for somebody else.
   IV. Writing on any materials that are shared with other students is strictly prohibited.
   V. You are not allowed to use electronic devices (cellphones, tablets, etc.) or study material (notes or textbooks) during quizzes or exams unless approved by the instructor.

Confidentiality:

The following items are expected of every nursing student at Briar Cliff University:

a. You may not disclose or discuss with anyone about the information within the exam except with your instructor or while participating in-classroom discussions.
b. You may not disclose items or answers within the exam on the internet or social media websites.
c. You may not seek help from anyone in answering items (in person, by phone, or text) during the examination.
d. You may not copy or reconstruct exam items during or following your exam for any reason.
e. If you witness any of the above behavior, or any irregular behavior that is violating the procedure, please contact your instructor.

Grounds for Failure:

Behaviors that are considered misconduct include but are not limited to:

a. A student that violates the procedure or does not follow the instructor's warning to discontinue inappropriate behavior may fail the assignment.
b. Uses or attempts to access any prohibited aids.
c. Failing to follow examination regulations or instructions made by the instructor.
d. Cheating, copying, or using other students' answers to help decide your own answers.

e. If a student violates the procedure, the student will earn a zero for the assigned exam or quiz without an opportunity for retaking.

IT Support:

Briar Cliff University IT: IT.HelpDesk@braircliff.edu

Respondus LockDown Browser:

http://www.respondus.com/about/inquiry-student.shtml

LockDown Browser System Requirements:

a. Operating Systems Windows: 10, 8, 7 *
b. Mac: OS X 10.10 or higher *
c. Mac Users: The Safari browser must be configured to the minimum requirements for the Learning Management System being used (it does NOT have to be the default browser for the computer).
d. *LockDown Browser and Respondus Monitor may continue to run in older operating systems that have reached "end-of-life", but students may encounter unexpected results.

Photos of Examinations (Tests or Quizzes)

The security of tests and quizzes is of utmost importance to maintaining the integrity of the academic program. Students are prohibited from obtaining an image of any test or quiz by use of any means, such as obtaining a screen shot or taking a photograph or image using phones, cameras, spy gear or gadgets.

Any student who is found to have obtained an image of a secure test or quiz is subject to immediate dismissal from the nursing program.

Graduation Requirement

Undergraduate students must complete the last 30 credit hours at BCU. Exceptions will be made in cases of credits earned from CLEP tests, Regents College Exams, and department proficiency examinations (It is the student's responsibility to review graduation requirements in the University catalog).

Graduation

a. The nursing major courses must be completed within a four-year period for pre-licensure and six-year period for RN-BSN students.

b. A Briar Cliff nursing pin is available to graduates. The pins will be presented at the spring pinning ceremony.

c. Competencies are a set of practical abilities, at a specified level of performance, which enable individuals to function and adapt in a diverse and changing world.

I. All graduates must complete validation of writing competency. This should reflect baccalaureate level scholarly writing. The exit competency will occur in the senior nursing leadership courses for all students.
II. All graduates must complete validation of oral competency. The exit competency will occur in the senior nursing transitions course for pre-licensure and NURS 402 Population Health for RN-BSN students.

III. All pre-licensure students must complete required service hours.
IV. The moral/ethical competency is met with an approved ethics course and receives a grade of C or better.
V. The research competency is validated by successful completion of Evidence Based Nursing Practice for pre-licensure students and NURS 305 Evidenced-Based Practice and Research in Nursing (RN-BSN) with a grade of C or better.
VI. The information technology competency is met by successful completion of Intro to Computers in the pre-licensure and the following items in the RN-BSN program.
    i. Use of a word processing program to create different types of text documents,
    ii. Use of the internet; and,
    iii. Use of a computer program to create illustrations, slides, or other images.

d. The quantitative competency is met by completion of Elementary Statistics with a grade of C or better for pre-licensure students.

Post-Graduation Evaluations

The baccalaureate students will have the opportunity to evaluate the extent to which they believe they reached the program outcomes for graduates of the program by completing an evaluation at the time of graduation. Employer assessments of graduates' attainment of program outcomes are also determined. The collected data is aggregated and used to improve the BSN program. All individual information is kept confidential.

SECTION FOUR- CLINICAL LEARNING CRITERIA

I. Pre-licensure Student Direct/Indirect Care Learning (Clinical) Experience

A. Laboratory experiences are included in each of the nursing courses (apart from Evidence Based Nursing Practice and Transitions into Professional Nursing [Pre-licensure]) and in selected independent study courses. These experiences provide the student with opportunities to develop cognitive, affective, and psychomotor skills. The type of skills included in each course varies and so the type of laboratory experience is tailored to fit the objectives and content of the respective course outcomes.

B. The University will carry medical professional liability insurance and general liability insurance of at least $1,000,000 per occurrence and $3,000,000 aggregate on nursing faculty members and all nursing students while they are in the clinical setting as part of their teaching/learning experience.

C. A clinical/lab fee is charged to all students enrolled in courses with a practice laboratory or clinical laboratory component. See BCU Catalog for fees.

D. The following are the specific types of laboratory experiences included in the nursing major.

1. Practice laboratory: Experiences are conducted in a skill lab setting and allow students opportunity to practice and develop skill competencies in a controlled setting. Students are instructed and supervised by faculty at scheduled times. Students are required to spend the number of clock hours apportions to the number of credit hours per credit in practice laboratory for the program they are in. (1 credit = 40 clock hours)

2. Direct care experience: Experiences involve direct delivery of nursing care by students to individuals, families and groups in acute, long term, outpatient and/or community settings. Supervision by faculty may be direct or indirect depending upon the setting, the level, and previous experience of the student. Clinical laboratory experiences include scheduled clinical conference time for discussion and sharing of student experiences and application of clinical content. Students are required to spend 40 clock hours per credit for each clinical credit hour assigned to the course. The faculty to student ratio will not exceed 1:8 in the clinical setting. (1 credit = 40 clock hours)

3. Observational/Indirect care experience: Students have assigned experiences in clinical agencies that do not involve direct delivery of nursing care. These experiences may include but are not limited to case study theory/practice application; interviews of nursing staff or clients; observation of procedures or client care; review of agency policy or procedures; and/or shadowing of nurses or health care providers with specific expertise or skills. Faculty are involved with the development of the experience and provide direct or indirect supervision of students. (1 credit = 40 clock hours)

4. Simulation Laboratory: Simulation in nursing is a teaching strategy designed to mimic real life situations and complement direct/indirect education. High fidelity simulators, standardized patients, realistic equipment, and environments are utilized to recreate the direct/indirect environment to provide nursing students a safe, controlled, risk-free environment to demonstrate psychomotor skills, teamwork, communication, clinical reasoning, and critical thinking. This allows students to learn by performing and then reflecting on their experience. (1 credit = 40 clock hours)

E. Any information relating to a client must be held in strict compliance with HIPAA regulations. On written assignments, no personal identifying information is to be included.

F. The student must adhere to the Statement of Professional Conduct/American Nurses Association Code of Ethics. Violations may be the cause for dismissal from the nursing major.

G. The student must adhere to the Nursing department drug policy (see Appendix A for the policy).

H. Students are required to complete all assigned direct/indirect care experience days to meet course objectives and earn a passing grade. When a make-up direct/indirect care experience is required, the student will be assessed a $50 per hour fee.

I. If the University cancels classes, the direct/indirect care experience instructor will determine if the care experience is canceled or not.

J. Absences:

1. If the student is absent from direct/indirect care experience due to illness, it is the student's responsibility to inform the instructor prior to the experience. Specific expectations will be outlined in each course syllabus.

2. Unexcused absences or tardiness are unacceptable. Tardiness is defined as arriving later than the scheduled start time and may be counted as an absence at the discretion of the instructor. The student may be dismissed from direct/indirect care experience and will be required to make up the hours. The student will be assessed $50 per hour for the make-up hours. The instructor will complete the "Professional Conduct Concerns Document" (see page 65 of this document) and meet with the student to form an action plan.

3. Absences for reasons other than illness must be arranged in advance in consultation with the instructor.

4. Excused absences are defined as those in which the student made prior arrangements with the instructor regarding the need to make a schedule change for an assigned direct/indirect care or lab experience.

5. The student is expected to assume responsibility for all work missed during absences from direct/indirect care experience. Consultation with the instructor is required.

6. Students who have more than two direct/indirect care experience absences, whether excused or unexcused, are in jeopardy of failing the course. A failure will result in course failure and a need to repeat both the theory and direct/indirect care portions of the class.

7. Pass/fail direct/indirect care experience grades are determined according to attendance and demonstration of mastery of skills. A failure in direct/indirect care experience will result in a grade of no higher than a D in the didactic portion of the course.

K. Grounds for Dismissal from Care Settings:

If the student is dismissed from the care setting, such care experience time must be made up and arrangements for the same are the student's responsibility at the discretion of the instructor.

Grounds for dismissing students from the care setting include:

1. Inappropriate dress/grooming and/or failure to follow the Briar Cliff

2. University or care agency dress code policy.
3. Students are not prepared to provide safe nursing care.
4. Tardiness
5. Professional demeanor in violation of the ANA Code of Ethics and Professional Standards and/or the Department of Nursing Statement of Professional Conduct.

L. During a direct/indirect care experience, if a student or faculty member is involved in a situation that warrants the completion of an institutional variance report, a Department of Nursing Variance Report will also be completed. See Appendix A for a copy of the form.

Direct and Indirect Care Learning Experience for RN-BSN Students:

1. Direct and indirect care learning experiences for the RN-BSN student are included in NURS 402, NURS 435, and in selected independent study courses. These experiences provide the student with opportunities to develop cognitive and affective skills. The type of skills included in each course varies. The type of experience is tailored to fit the objectives and content of the respective course.

2. The University will carry medical professional liability insurance and general liability insurance of at least $1,000,000 per occurrence and $3,000,000 aggregate on nursing faculty members and all nursing students while they are in the clinical setting as part of their teaching/learning experience.

3. A clinical/lab fee is charged to all students enrolled in courses with a practice laboratory or clinical laboratory component. See BCU Catalog for fees.

4. Indirect care experiences are included in the RN-BSN curriculum. Students have experiences in clinical agencies that do not involve direct delivery of nursing care. These experiences may include but are not limited to case study theory/practice application; interviews of nursing staff or clients; observation of procedures or client care; review of agency policy or procedures; and/or shadowing of nurses or health care providers with specific expertise or skills. Faculty members are involved with the development of the experience and provide indirect supervision of students.

5. Any information relating to a client must be held in strict compliance with HIPAA regulations. On written assignments, no personal identifying information is to be included.

6. The student must adhere to the Statement of Professional Conduct/American Nurses Association Code of Ethics. Violations may be cause for dismissal from the nursing major.

7. During a direct or indirect care learning experience, if a student or faculty member is involved in a situation that warrants the completion of an institutional variance report, a Department of Nursing Variance Report will also be completed. See Appendix A for a copy of the form.

Criminal Background Check Policy

To maintain the highest standards possible, the Department of Nursing has instituted a Background Check Policy to help protect the public's safety.

All nursing students are required to submit data for a certified background check at their expense through the CastleBranch website prior to beginning a course with a direct or indirect care component.

Students each have confidential access to the results of their own background check status. All results of background checks will be reviewed by the Program Chair and Clinical Coordinator. Should there be a negative background check finding, the Program Chair will determine if a student is eligible to participate in clinical courses and completion of the Placement Acknowledgement Form & Release of Liability form in Appendix A may be required. Eligibility is based on the nature of the finding, clinical site requirements, and the Iowa Board of Nursing administrative rules. Students may submit an appeal if additional data might be of benefit. Appeal decisions will be judged on documented factual issues. If a student is unable to complete the program clinical requirements due to background check results, students may be dismissed from the program in which they are enrolled.

Health Status and Other Requirements Prior to Beginning Clinical Experience:

A. The following medical information and certification must be uploaded to the CastleBranch website prior to beginning the first clinical nursing course. This information includes:
   1. Briar Cliff University Medical History and Physical Health form completed, signed, and dated by a licensed health care provider.
   2. Official documentation of two doses of the MMR vaccine.
   3. Documentation of a Two Step TB (TST) process (One TB test within 12 months prior to clinical start and another within three weeks of start date (before or after).
   4. A Quantiferon Gold test that is taken within three weeks of the start date may replace the two-step process.
   5. If the individual has had a previous positive TST, then a chest x-ray completed within the last twelve months prior to clinical start is needed along with a Tuberculin Assessment Form that has been completed no earlier than three weeks before starting.
   6. Documentation of immunity to Chickenpox, including lab testing results for Varicella IgG which documents immunity; or official copy of two doses of Varicella vaccine (Varivax) received since 1995, when vaccine first became available.
   7. Validation of Hepatitis B vaccine or a signed waiver releasing the agency and Briar Cliff University of responsibility prior to beginning clinical experience.
   8. Proof of receiving an annual seasonal influenza vaccination.
   9. Tdap (tetanus) inoculation is required. There must be documentation of a Tdap booster within the past 10 years.
   10. Health Insurance-proof of health insurance coverage.

B. Child and Dependent Adult Abuse Mandatory Reporting completed and current.

C. All students are required to have on file a current Basic Life Support Cardiopulmonary Resuscitation (CPR) certification prior to beginning clinical experiences. CPR certification must be maintained for all clinical experiences.

D. For RN-BSN students, the Nursing Faculty believe that registered nurses are responsible and accountable for requirements for clinical experiences just as they are professionally.

Immunization Requirements and Exemptions

In accordance with Iowa House File 299, effective July 1, 2025, students must be informed of their right to seek medical or religious exemption from required immunizations.

All nursing students are expected to comply with clinical site immunization requirements. However, under Iowa law, individuals may be exempt from immunization requirements for the following reasons:

Medical exemption: Requires a signed statement from a licensed healthcare provider indicating that immunization would be injurious to the health of the individual.

Religious exemption: Requires a signed statement indicating that immunization conflicts with genuine and sincere religious beliefs.

Students requesting an exemption must submit the appropriate documentation as required by the Iowa Department of Health and Human Services.

The form is available in the BSN Student Handbook. The medical provider will fill out the form. You may deliver the form to the BCU Health and Wellness Office or the provider may fax the form to the BCU Health and Wellness Office. These forms must be approved and on file prior to participation in any clinical or practicum experiences.

Please note: While Briar Cliff University honors state-mandated exemptions, individual clinical sites may have additional requirements that students must meet to participate in their programs. Failure to meet a site's immunization policy—regardless of state exemption—may impact a student's ability to complete clinical hours and progress in the program.

For questions or to request exemption forms, please contact the Department of Nursing.

Health Risks Related to Nursing Care Activities

Nursing students may be exposed to infectious diseases such as Hepatitis B, Human Immune Deficiency Virus (HIV), Tuberculosis (TB), Coronavirus or other infectious/ communicable diseases during caregiving activities with people. Nursing students are also at risk for injuries during caregiving activities including needle stick injuries and back injuries. The Department of Nursing mandates learning opportunities which assist students to identify risks and reduce exposure, such as standard precautions training. It has instituted safeguards such as immunization requirements to assist students in reducing health risks and in preventing injuries.

To reduce health risks, it is the responsibility of the student to inform as soon as possible the Department of Nursing and the University Health Nurse of changes in health status such as pregnancy, contraction of a communicable or infectious disease, or any injury that could affect one's performance. In the event of an injury during clinical, the agency policy will be followed.

Students may be exposed to hazardous drugs that can cause both acute and chronic health effects such as skin rashes, adverse reproductive outcomes (including infertility, spontaneous abortions, and congenital malformations), and possibly leukemia and other cancers. Proper use of personal protective equipment is essential.

Testing, diagnosis, and treatment of any infectious/ communicable disease or injury including those incurred or contracted while in clinical experiences with Briar Cliff University Department of Nursing will be paid for at the student's expense; therefore, it is mandatory for students to be covered by personal health insurance.

Dress Code for Pre-licensure Direct/Indirect Care Experiences:

Students' dress/grooming must be appropriate to the professional setting and in compliance with the clinical facility's published dress code policies. Decisions regarding dress and grooming will be at the discretion of the clinical instructor. The following guidelines will be applied:

A. Full Uniform

1. Department regulation of a royal blue top with black scrub pants or skirt with BCU emblem on the left sleeve
2. A white lab coat with BCU emblem on the left sleeve must be worn when not in full uniform at a clinical experience.
3. Solid white, grey, or black shirts may be worn under scrub tops.
4. Shoes must be clean and have closed toes (no Crocs, etc.). Tennis shoes must meet the clinical agency dress code. Moccasins and sandals are not acceptable.
5. Students must wear socks or hosiery.
6. In other clinical settings the dress code will be communicated to the students by the instructor.

B. When attending direct/indirect care experiences where the nursing uniform is not appropriate, professional dress with lab coat and photo/name badge on it for identification is required. Blue jeans, shorts, and hooded sweatshirts are NOT acceptable.

C. Hair must be neat, clean, and pulled back from the face so as not to interfere with the vision or nursing activities. Hair color must reflect a natural coloring (no blue, green, bright red, etc.).

D. Either a BCU ID badge or ID badge provided by the clinical agency must be worn by students at all times while in the direct/indirect care area.

E. Students will need to purchase their own stethoscope with a bell and diaphragm as well as a watch with a second-hand (no smart watches in the clinical setting), scissors, and pen light.

F. Jewelry and other grooming should reflect a professional appearance. If the ears are pierced, only one pair of small post earrings which do not cover the ear lobe is permitted. Facial jewelry such as nose rings/studs, tongue rings/studs, ear gauges and lip or eyebrow piercings are not permitted and must be removed or covered. One ring per student is permitted.

G. Fingernails may be no longer than ¼ inch above the fingertip. If nail polish is worn, it should only approximate skin color and not chipped. Artificial nails (ex: gel, shellac, dip) may NOT be worn at any time.

H. Before displaying any tattoo, students must meet with clinical faculty to determine whether the tattoo is appropriate or inappropriate. Tattoos containing inappropriate or prohibited content must be covered. If the student disagrees with the faculty's determination, they will be referred to the department chair. Tattoos that are not acceptable: · Obscene · Sexually explicit · Advocate discrimination based on: Race, Color, Religion, National origin, Age, Sex, including gender presentation and sexual orientation, Citizenship or Disability In addition, tattoos that symbolize affiliation with gangs, supremacist or extremist groups, advocate illegal drug use, depict nudity, or are of nature such as to bring discredit to Briar Cliff University must be covered.

Dress Code for Direct and Indirect Care Learning Experiences for RN-BSN Student:

Students' dress/grooming must be appropriate to the professional setting and in compliance with the clinical facility's published dress code policies. Decisions regarding dress and grooming will be at the discretion of the instructor and nurse involved in the learning experience. The following guidelines will be applied:

A. Uniform- Dress according to clinical agency requirements or lab coat with photo/name badge on it for identification is worn over street clothes that are professionally acceptable – no jeans or shorts.

B. Either a BCU ID badge or ID badge provided by the clinical agency must be worn by students at all times while in the clinical area.

C. Students will need to purchase their own stethoscope with a bell and diaphragm as well as a watch with a second-hand.

D. Jewelry and other grooming should reflect a professional appearance. If the ears are pierced, only one pair of small post earrings which do not cover the ear lobe is permitted. Facial jewelry such as nose rings/studs, tongue rings/studs, and lip or eyebrow piercings are not permitted and must be removed or covered. One ring per student is permitted.

E. Fingernails may be no longer than ¼ inch above the fingertip. If nail polish is worn, it should only approximate skin color. Artificial nails (ex: gel, shellac, dip) may NOT be worn at any time.

F. Before displaying any tattoo, students must meet with clinical faculty to determine whether the tattoo is appropriate or inappropriate. Tattoos containing inappropriate or prohibited content must be covered. If the student disagrees with the faculty's determination, they will be referred to the program director or department chair. Tattoos that are not acceptable: · Obscene · Sexually explicit · Advocate discrimination based on: Race, Color, Religion, National origin, Age, Sex, including gender presentation and sexual orientation, Citizenship or Disability In addition, tattoos that symbolize affiliation with gangs, supremacist or extremist groups, advocate illegal drug use, depict nudity, or are of nature such as to bring discredit to Briar Cliff University must be covered.

Specific Professional and Ethical Expectations in Direct/Indirect Care Settings

The forms on the following two pages must be read, reviewed, and signed by each student in class before participating in a clinical experience (the forms are also located in the front of the handbook). The Nursing Student Clinical Guidelines and Expectations Contract was adopted from QSEN Competencies by QSEN.

Confidentiality Agreement for the Simulation Lab and Clinical Education

As a student in Briar Cliff University Nursing program, I understand the significance of confidentiality with respect to information concerning simulated and live patients as well as fellow students. I will uphold the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and other federal or state laws regarding confidentiality (https://www.hhs.gov/hipaa/index.html). I agree to report any violations of confidentiality that I become aware of to my instructor.

I agree to adhere to the following guidelines:

- All patient and peer information are confidential and may not be shared, discussed, or disclosed. Information is confidential regardless of format: electronic, written, overheard, or observed.
- I may view, use, disclose, or copy information only as it relates to my education. Any inappropriate viewing, discussion, or disclosure of this information is a violation of the BCU confidentiality agreement and may be a violation of HIPAA and other state and federal laws.
- The BCU simulation lab is considered a learning environment. All simulations should be treated in a professional manner. Simulations are to be used as a learning tool and not to humiliate fellow classmates.
- BCU simulation manikins are to be treated with dignity and respect, as if they were live patients.

Nursing Student Direct/Indirect Care Guidelines and Expectations Contract

A. I understand that while I am a student nurse, the expectation is that I perform at a professional level of nursing through utilization of standards of care.

B. I understand that if any of the items in this contract are breached, a conference with the course faculty will be scheduled before my return to clinical.

C. I understand that the concepts of Patient-Centered Care, Evidenced-Based Practice, Teamwork & Collaboration, Safety, Quality Improvement, and Informatics are essential to my direct/indirect care experiences through demonstration of the following:

1. I will be on time and fully prepared (assignments, uniform, equipment, etc.) for my direct/indirect care experiences.
2. I am committed to be present for all scheduled direct/indirect care hours and experiences. In the event I need to be absent from direct/indirect care, I will notify my instructor before the start of shift.
3. I will only use my phone with permission from my clinical instructor.
4. I understand that the safety of patients, students, peers, faculty, and other members of the health care team is a priority. If I demonstrate unsafe direct/indirect care practice (an act that is harmful or potentially harmful to the patient, student, or other health care personnel) may require remediation. Certain behaviors may result in immediate removal from the direct/indirect care facility and could result in failure from the course. Unsafe behaviors can include but are not limited to knowledge and skills, interprofessional communication, and professional image.
5. Assessment of the patient is a priority and will be completed as soon as possible after receiving report.
6. It is my responsibility to know all medications that will be administered during the shift.
7. When I am using the computer in the direct/indirect care setting, I will refrain from internet exploring (e.g. social media site, news articles, and anything not direct/indirect care related).
8. I will be respectful of patients, visitors, facility staff, peers, instructors, and anyone else that I may encounter while at a direct/indirect care site.
9. I agree to be open to new experiences while demonstrating a positive attitude.
10. I agree to give supportive feedback and make corrections without invalidating anyone.
11. I agree to be accountable through honesty and being responsible for my actions.
12. I agree to be acquainted with my peers so we can all identify ways to support one another, to work together as a team and develop professional relationships.
13. I understand that the electronic health record is a legal document and that I am ethically obligated to maintain accurate and timely documentation.
14. I agree that all protected information will remain confidential.
15. I agree to understand and follow the direct/indirect care site's policies and procedures.
16. I understand that I am legally and ethically responsible for reporting sentinel events to my instructor and primary nurse (e.g., patient falls, medication administration errors).
17. For any concerns that cannot be directly resolved with your instructor, please follow the Nursing Faculty Organization chart in the Student Handbook.

SECTION FIVE- CAMPUS INVOLVEMENT CRITERIA

University Activities

Students may participate in university-wide activities such as student government, liturgy planning, concerts, sports, etc. Notices are posted throughout Heelan Hall and on the BCYOU Student Portal announcing all such activities.

Departmental Organizations/Activities

A. The Department of Nursing sponsors two nursing organizations and students are invited to participate in sponsored activities.
    1. Briar Cliff University Nursing Students Association (BCUNSA) is open to all nursing students and is affiliated with Iowa Association of Nursing Students. By action of BCUNSA members, joint Iowa Association of Nursing Students (IANS) and National Student Nurses' Association (NSNA) membership will be automatic for junior and senior nursing students. Any nursing student not wishing to be an IANS/NSNA member may petition the Nursing Faculty Organization.
    2. The Department of Nursing supports the Theta Gamma Chapter at-large of Sigma Theta Tau, International Honor Society of Nursing. Students are invited to membership based on scholarship.
B. The Department holds a Commitment to Professional Nursing and Pinning Ceremony in May of each year to honor the accomplishments of all graduating students.

Student Representation for shared governance

A. The representative to the Nursing Faculty Organization (NFO) and the BSN Assessment committee will be the BCUNSA president or an alternate officer if the president is not available and a representative from the RN-BSN student group.

APPENDIX A

I. Variance Report Process and Form

II. Requirements for Clinical Experiences

III. Medical Exemption Form

IV. Religious Exemption Form

V. Professional Conduct Concerns Document

VI. Placement Acknowledgment Form & Release of Liability

VII. Pre-Licensure Nursing Student Drug Testing Policy

Briar Cliff University
Department of Nursing

VARIANCE REPORT PROCESS

During a direct/indirect care experience, if a student or faculty member is involved in a situation that warrants the completion of an institutional variance report, the following process will be followed.

1. The institutional variance report will be completed in accordance with the clinical facility's policies.

2. The Briar Cliff University Department of Nursing Variance Report form will be completed and submitted to the department chair within 24 hours of the variance.

3. The department chair will review the variance report, provide a copy to the University Risk Management Officers (Chief Operating Officer and Chief Security Officer) and coordinate the resolution process.

See copy of Variance Report Form on next page.

Forms: Misc. Office Forms
Reviewed: 10/10; 9/14; 10/15, 11/16, 5/17, 5/18, 5/19/ 5/20, 5/21, 5/22, 5/23
Revised: 9/12, 8/26

Briar Cliff University
Department of Nursing

VARIANCE REPORT FORM

Name _____ Date _____

Clinical Facility _____ Unit _____

NURS Course _____ Faculty _____

Involved Person _____Student _____Client _____Faculty

Date of Variance _____ Time of Variance _____

I. Description of variance

II. Describe any evidence of injury.

III. Follow-up activities

a. At clinical site

b. At Briar Cliff University

IV. Resolution

- Faculty Summary of Variance

I authorize release of this form to the Chair of the Department of Nursing and the Chief Operating Officer in the process of resolving this variance.

_____
Student Signature

Forms: Misc. Office Forms
Reviewed: 10/10; 9/14, 5/17, 8/18, 5/19/ 5/20, 5/21, 5/22, 5/23, 8/26
Revised: 9/12; 8/15, 8/26

BSN Nursing
Requirements for Direct/Indirect Care (Clinical) Experiences
This form is provided for your use in compiling the information required by www.castlebranch.com

Immunization Records and Requirements
Hepatitis B Immunization or Waiver Series of three shots required or sign a waiver. _____ Three shots _____ HBsAB Titer* _____ Signed Waiver *If Hepatitis B titer is negative (non-reactive) a booster dose of vaccine and repeat titer is recommended. If you do not have record of immunization, or you have a negative titer and do not receive a booster dose and repeat titer you MUST sign the Declination Waiver.
Physical Examination using BCU Medical History form, signed, and dated, including health care professional's signature and date.
MMR or Mumps inoculation • Official documentation of two doses of the MMR vaccine OR positive antibody titers (IgG) showing immunity for Measles, Mumps and Rubella.
Varicella (Chicken Pox) • Official documentation of two doses of the Varicella vaccine OR Positive blood test showing immunity (Varicella IgG titer). History of illness does NOT meet requirement.
TB Test*: There must be documentation of one of the following: • Documentation of a Two Step TB process (One TB test within 12 months prior to clinical start and another within 3 weeks of start date (before or after). • A Quantiferon Gold test that is taken within 3 weeks of the start date may replace the two-step process. • If the individual has had a previous positive TST, then a chest x-ray completed within the last twelve months prior to clinical start is needed along with a Tuberculin Assessment Form that has been completed no earlier than three weeks before starting. * Based on clinical sites additional testing may be required.
Tetanus (Tdap) There must be documentation of a Tdap booster within the past 10 years.
Influenza Submit documentation of a flu shot administered during the current flu season (October-February).
CPR Must be a Provider course or BLS course.
Child & Dependent Adult Abuse Mandatory Reporting completed.
Health Insurance

It is the student's responsibility to keep all health history information for future reference as it may be requested by prospective employers, educators, or other health care professionals.

The Briar Cliff University Health Office and the Department of Nursing do not assume responsibility for this information.

KEEP YOUR ORIGINAL MEDICAL RECORDS

It is important that you maintain a file of your original medical records for future reference.

IMPORTANT

Requirements must be met before pre-licensure nursing students receive their NURS 302 grades or RN-BSN students begin each direct/indirect care experience. You will be dismissed from a direct/indirect care session if you do not meet these requirements.

Remember, it takes time to get titer/test results. Waiting until the last minute could delay your acceptance into a course or clinical.

CPR courses are available through Western Iowa Technical Community College (WITCC).

Mandatory Reporter is free through the Iowa Department of Human Services website.

You MUST check *Castlebranch* weekly until all items are completed. *Castlebranch* will communicate needs and issues with you. Please complete all requests in a timely manner.

IMMUNIZATIONS, TESTS and TITERS

Hepatitis B Immunization

- If you do not have documentation showing you have received 3 primary series Hepatitis vaccines your health care provider or clinic can provide you with immunizations or direct you to appropriate agencies. If you cannot provide proper documentation, we recommend your provider order a titer to help you decide if you should proceed with additional booster dosing and a repeat titer.

MMR & Varicella Immunization

- If you do not have documentation showing you have had the MMR or Varicella (Chickenpox) diseases and/or vaccines, your health care provider or clinic can provide you with immunizations or direct you to appropriate agencies. If you believe you have had these diseases but cannot provide proper documentation, you must obtain documentation of a titer showing immunity.

TB Test

- 2 Step TB Skin test clinics will be offered (usually in the fall) by the BCU Health Office for students prior to their first year of clinicals.
- The BCU Health Office nurse can administer and read an annual TB test for you.
- If you cannot take a TB test, you must provide a letter or other documentation from your health care provider or clinic.

Tetanus/T dap

- The Department of Nursing requires that you ask for a Tdap booster (tetanus, diphtheria & polio) in place of your next tetanus booster **Tdap** booster within the past 10 years.

Flu Shot

- The BCU Health Office nurse can administer your annual flu shot. The charge for this test can be put on your student account.
- You may receive a shot at another location.

The clinical sites will not accept a picture taken when you had mumps and/or chicken pox!

Contact the BCU Health Office by phone for immunization requirement questions or by fax for forms.
ChargerHealth@briarcliff.edu
Phone 712-279-5436
Fax 712-279-5426

Forms, Prerequisites: 5/20, 5/21, 5/22, 8/26

Briar Cliff University
Immunization Waiver

Student name:_____ Date of birth:_____

Briar Cliff University Student ID:_____

Medical Exemption

The physical condition of the above-named student is such that the required immunization would endanger life or health.
List specific immunization and reason for exemption:

Check one:

☐ Permanent medical exemption
☐ Temporary medical exemption Date of release:_____

Printed physician name:_____

Physician signature:_____ Date:_____

Religious Exemption

I request an exemption based on religious beliefs, understanding that in the event of an outbreak, the health department may be involved and require me to be barred from campus and unable to participate in campus activities for the duration of the outbreak, which could last several weeks.

Student signature:_____ Date:_____

*Nursing students must follow any additional clinical site exemption requirements not noted on this exemption form.

Please submit documents to:
BCU Health and Wellness Office
Alverno Hall G-4
3303 Rebecca Street
Sioux City, IA 51104
chargerhealth@briarcliff.edu

BRIAR CLIFF UNIVERSITY
DEPARTMENT OF NURSING

Professional Conduct Concerns Document

STUDENT NAME _____ Course _____

ACTION _____Conference held with student
_____ Warning given without "U"
_____Grade of "U" received for unprofessional behavior

Date of Conference _____

Signature of Student _____

Signature of Faculty _____

Explanation of Faculty Concern Related to Student Performance	Student's Plan of Action	Time Frame	Outcome
Type of Error (see next page for examples):			

The department chair trends individual students for repeated unprofessional behavior across courses and semesters. Trends will be communicated to students when Disciplinary/Corrective Action is taken. Students earning two "U"s in one nursing course may fail the course with a grade of no higher than a D. The accumulation of four "U"s throughout the nursing program may result in dismissal from the program.

The department chair retains the original and distributes copies to: 1) student; 2) Clinical faculty/instructor; 4) Advisor; 5) Program Assistant (to be placed in student file)

Forms: Misc. Office Forms
Approved by NFO 3/05; 4/05
Reviewed: 9/12; 9/14; 10/15; 11/16, 5/19, 5/22
Revised: 5/21, 8/26

BRIAR CLIFF UNIVERSITY
DEPARTMENT OF NURSING

Document of Concern Examples (this list is not exclusive)

1. HIPAA Violation:
   A. Inadvertent or accidental breaches of confidentiality; failure to follow existing policies/procedures governing patient confidentiality; inappropriately accessing a patient's record; sharing protected health information on any form of electronic device or social media.
2. CastleBranch:
   A. Account not in compliance (cannot attend clinical)
3. Academic Integrity Policy infractions
4. Code of Conduct Policy infractions
5. Direct/Indirect Care Absence:
   A. All direct/indirect care absences will be documented on a Professional Conduct Concern form and any unexcused absences will receive a "U".
6. Errors in direct/indirect care setting:
   A. System factors due to inexperience, failure to follow existing policies and procedures, or repeating previous error.

BRIAR CLIFF UNIVERSITY
DEPARTMENT OF NURSING

Placement Acknowledgment Form & Release of Liability

I, _____ (student name), hereby acknowledge that representatives from Briar Cliff University, listed below, reviewed by criminal background check report and/or employment history with me and informed me that I may encounter degree completion, future licensing and/or employment issues as a result of my criminal background and/or employment history. I further acknowledge and understand that certain clinical sites may not accept me based upon my criminal background and/or employment history. Further, I understand that Briar Cliff University will use reasonable efforts to secure a placement for me at a clinical site while disclosing my background issues and/or employment history as legally and ethically required. I understand that successful completion of clinical placements is a requirement for degree completion, future licensing, and employability.

Understanding the possibility that I may encounter degree completion, licensing and/or employability difficulty based upon my criminal background and/or employment history, I knowingly agree to release Briar Cliff University, its trustees, agents, and employees from any and all claims or liability, including but not limited to, claims for tuition reimbursement based on my inability to complete the academic requirements of my degree and/or become licensed in my chosen health science field and/or find gainful employment in my chosen health science field.

Date: _____

Acknowledged and agreed by:

_____ _____

Student Name (Printed) Student Signature

Witnessed by:

_____ _____

Briar Cliff University Representative
(Printed Name, Title)

Briar Cliff University Representative
(Printed Name and Title)

_____ _____

Briar Cliff University Representative
(Signature)

Briar Cliff University Representative
(Signature)

BRIAR CLIFF UNIVERSITY

DEPARTMENT OF NURSING

PRE-LICENSURE NURSING STUDENT DRUG TESTING POLICY

Briar Cliff University's Department of Nursing is committed to the health, safety and well-being of all students who participate in its programs and represent the college in clinical agencies. The use of illegal drugs, misuse of legal drugs and dietary supplements, misuse of alcohol and inappropriate use of tobacco products are inconsistent with standards expected of students at Briar Cliff University. The use of these types of substances can pose risks to the student's health, negatively affect his or her academic performance, pose risks to the safety of others and diminish clinical performance. It can also compromise the integrity of patient care and the ideals of Briar Cliff University. The Department of Nursing at Briar Cliff University believes it is our responsibility to do everything possible to protect the health and well-being of our students.

PURPOSE

The central purpose of the program is to protect students from the detrimental effects of drug use/abuse and meet clinical compliance requirements set forth by the Department of Nursing's clinical partners. The drug testing program should discourage the use of drugs and illegal substances, and appropriate intervention will take place should drugs or illegal substances be detected during a random drug test. Other specific goals of the comprehensive testing program are as follows:

- Education – to provide educational guidance to students to ensure awareness of the physical, mental, and legal consequences of illegal drug use.
- Prevention – to discourage students from drug experimentation and possible drug abuse and dependency by imposing significant sanctions on offenders.
- Detection of abuse – to detect students who may be involved in substance use or abuse through random testing methods.
- Treatment and Rehabilitation – to assist those students for whom a possible drug problem exists in obtaining rehabilitation through drug counseling programs available through referral for counseling services.
- Promote health and safety of student nursing clinical practice – to provide reasonable safeguards assuring that every student can participate in nursing practice unimpaired by illegal or banned drugs.
- Meet clinical compliance requirements – to assure clinical agencies that student nurses have been screened for substances which could negatively impact patient safety in accordance with the requirements of the clinical sites' accrediting agencies.

CONSENT TO PARTICIPATE

As a condition of participation in the nursing program at Briar Cliff University, each student will be required to sign a consent form agreeing to undergo drug testing and authorizing release of test results in accordance with this policy. A student will not be permitted to participate in clinical activities until completed. Failure or refusal to sign this consent or comply with the requirements of this policy may result in ineligibility to participate in clinicals, and therefore, may result in dismissal from the nursing program at Briar Cliff University. Students will be given the opportunity to ask any questions regarding the

information contained in the policy, the testing program, or other related issues prior to signing the drug-testing consent form.

CLINICAL AGENCIES

Briar Cliff University students are subject to drug screening policies and procedures of the clinical agency in which they are assigned. Clinical agencies have the right to deny students clinical placement in their facilities.

TYPES OF DRUG TESTING

- Requirement for Clinical Placement
  Testing may be required of any nursing student as part of clinical placement requirements stipulated by the Department of Nursing's clinical partners.
- Reasonable Suspicion
  Any nursing student participating in clinical practice is subject to drug testing upon request if there is reasonable cause to believe that the student may be using illegal drugs, misusing legal drugs and dietary supplements or misusing alcohol or tobacco products. Circumstances which constitute reasonable cause, include but are not limited to, the following: current or past involvement with the criminal justice system for drug related activities, notification from Student Life of any report that includes the presence of drugs and/or drug paraphernalia, prior treatment for drug problems, admission of a current drug problem, prior positive drug test, physiological signs of possible impairment from drugs or a pattern of abnormal behavior. The possession and/or use of illegal substances may be determined by means other than urinalysis. When an individual is found to be in possession and/or using such substances, he/she will be subject to the same procedures that would be followed in the case of a positive urinalysis.
- Re-entry Testing
  Any student testing positive for an illegal substance will be subject to testing prior to release from administrative sanctions. An increase in drug metabolite from the most recent test indicates usage and therefore a subsequent offense.
- Follow-up Testing
  Any student testing positive for an illegal substance may be subject to repeated follow-up testing. A test result of negative dilute shall necessitate retesting. Retesting may be at the student's expense.

NOTIFICATION PROCESS

The Nursing Department's Pre-Licensure Clinical Coordinator, or their designee will notify the student in person or by direct telephone communication or email of the date and time to report to the lab for sample collection.

Faculty or clinical instructors may initiate reasonable cause testing for reasonable suspicion during any clinical experience. Notification for drug testing will be made to the student once the faculty person has notified and gained approval for drug testing from the Nursing Department Chair or their designee. Drug testing for reasonable suspicion may include blood as well as urine. The student also acknowledges that failure or refusal to appear or tampering with the urine sample will constitute a positive test result and will be subject to disciplinary action and/or dismissal. Additionally, tardiness will not be tolerated and failure to appear within the designated testing window will be considered a missed test.

TEST SITE & COLLECTION PROCEDURE

Drug testing will commonly be conducted at an approved lab contracted by the Nursing Department or by the requiring clinical agency. The drug testing collection process will be administered by the contracted drug screening vendor and its lab partners. Students will be responsible for the cost of the drug testing when the testing is requested due to reasonable suspicion.

STUDENT CONFIDENTIALITY

Maintaining confidentiality and protection of the rights of the student is a critical factor in drug testing. Every effort will be made to protect the confidentiality of students under this policy, including those who test positive, undergo reasonable suspicion testing, or enter treatment programs. Only persons with a "need to know" will be informed of the drug testing results. Under no circumstances will any Briar Cliff University personnel or anyone else associated with the drug testing program be permitted to discuss publicly any information acquired in their capacity.

COLLEGE PERSONNEL

The Nursing Department's Pre-Licensure Clinical Coordinator or their designee will serve as the site coordinator and liaison between the Nursing Dept. Chair, drug screening contractor and the laboratory conducting the tests. The Department of Nursing Chair will be involved in all cases of positive tests.

MEDICAL EXCEPTION PROCESS

Briar Cliff University recognizes that some banned substances are used for legitimate medical purposes. Documentation from the student's prescribing physician will be requested by the Medical Review Officer of the drug screening vendor if a positive test occurs. The Medical Review Officer will confirm medical need and render the test negative, as appropriate.

RESULTS NOTIFICATION

The Nursing Department's Pre-Licensure Clinical Coordinator will receive results (positive or negative). All results will be handled using strict confidentiality. The Nursing Department Chair will be notified in the case of a positive or dilute test.

SANCTIONS FOR POSITIVE TEST RESULTS

Among the sanctions that may result from positive institutional drug tests are:

- Loss of clinical participation privileges
- Clinical course failure
- Permanent dismissal from the nursing program
- Financial responsibility for retesting and/or clinical make-up costs

Positive drug test results are cumulative for the student's nursing career at Briar Cliff University. Additionally, failure to sign the consent to test form, failure to appear for requested testing, or any attempt to manipulate test results will be considered a positive test and appropriate sanctions will apply.

VIOLATION OF POLICY

- The Pre-Licensure Clinical Coordinator will schedule a confidential meeting with the student, Nursing Clinical Compliance Coordinator and Department of Nursing Chair to inform them of the positive test result.

- The student may no longer be eligible to participate in clinical rotations resulting in failure of the students' clinical course. In addition, the student may be permanently dismissed from the nursing program at Briar Cliff University. The student may not be permitted to reapply to the program.
- The student will be required to attend two counseling sessions with the college's counselor for the purposes of evaluation, education, and if necessary, treatment, counseling, or referral. The counselor will determine if additional sessions are warranted based on their initial evaluation of the student. He/she will determine when the student has satisfactorily met counseling requirements and thereby released from required counseling sessions.

REFERRALS TO THE COUNSELING DEPARTMENT

When counseling services for the purpose of assessment and/or treatment are required, the referring party will make known to the counseling provider a time frame when the assessment or treatment will be needed by the Nursing Department. This will allow the Counseling Department to schedule interviews in a timely manner. The student will be required to sign a release of information to allow communication between the counselor and the nursing department. Failure by the student to meaningfully participate in the evaluation/counseling process may result in dismissal from the program.

BRIAR CLIFF UNIVERSITY

DEPARTMENT OF NURSING

PRE-LICENSURE NURSING STUDENT DRUG TESTING CONSENT

Students must submit this form when requested by the Department of Nursing. This consent will be signed once by the student and will carry through the entire nursing program.
By signing this form, you affirm that you are aware of the Briar Cliff University drug-testing policy and by signing this form, I consent:

- To be tested in accordance with the Briar Cliff University drug-testing policy, which provides that:
  - I will be notified of selection to be tested; and
  - I must appear for said testing or be sanctioned for a positive drug test
- To accept the consequences of a positive or negative dilute positive drug test
- To allow disclosure of my drug testing results only for purposes related to participation in the nursing program.

I understand that if I submit this document falsely or erroneously, I violate Briar Cliff University's policy, jeopardizing my participation in the nursing program.

Print Name: _____
Signature: _____
Date: _____