RN-BS Online Completion Track
Student Handbook

2016-2017

Degree Conferred:
Bachelor of Science
THE BACHELOR OF SCIENCE NURSING PROGRAM AT BOISE STATE UNIVERSITY ACCREDITED BY THE COMMISSION ON COLLEGIATE NURSING EDUCATION (CCNE).

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http://www.aacn.nche.edu/ccne-accreditation
The School of Nursing Student Handbook is designed as a student resource to retrieve pertinent policies and procedures of the Boise State University School of Nursing. The vast majority of the information is online. Students are responsible to know and adhere to all established policies and procedures. Additional sources of information are the Boise State University website and the School of Nursing website. http://hs.boisestate.edu/nursing
# Table of Contents

## Student Handbook Overview

**School of Nursing**
- Vision, Mission, Philosophy, and Values (Curriculum Framework) 2
- Distance Education and Extended Studies 10
- ANA Code of Ethics for Nurses 16
- Sigma Theta Tau 17

### Policies Specific to RN-BS Track

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Overview</td>
<td>20</td>
</tr>
<tr>
<td>Degree Conferred</td>
<td>20</td>
</tr>
<tr>
<td>Program History</td>
<td>20</td>
</tr>
<tr>
<td>Course Descriptions</td>
<td>21</td>
</tr>
<tr>
<td>Senior Level Objectives</td>
<td>23</td>
</tr>
<tr>
<td>Technology/Skills/Computer Requirements/Access Issues</td>
<td>24</td>
</tr>
<tr>
<td>Graduation</td>
<td>24</td>
</tr>
</tbody>
</table>

#### Program Policies

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising</td>
<td>25</td>
</tr>
<tr>
<td>Challenging Nursing Courses</td>
<td>27</td>
</tr>
<tr>
<td>Community Project Support</td>
<td>29</td>
</tr>
<tr>
<td>Dress Code</td>
<td>30</td>
</tr>
<tr>
<td>Files and Records</td>
<td>31</td>
</tr>
<tr>
<td>Grading</td>
<td>32</td>
</tr>
<tr>
<td>General Admission Health Requirements</td>
<td>33</td>
</tr>
<tr>
<td>Incompletes</td>
<td>35</td>
</tr>
<tr>
<td>Problem Solving and Conflict Resolution</td>
<td>36</td>
</tr>
<tr>
<td>Progression Policy (and Program Grid)</td>
<td>39</td>
</tr>
<tr>
<td>Readmission Policy</td>
<td>44</td>
</tr>
<tr>
<td>Registration Priority Policy</td>
<td>45</td>
</tr>
<tr>
<td>Registered Nurse License</td>
<td>46</td>
</tr>
<tr>
<td>Scholarship Policy</td>
<td>47</td>
</tr>
<tr>
<td>Role of Student Representative</td>
<td>49</td>
</tr>
<tr>
<td>Withdrawal Process</td>
<td>50</td>
</tr>
</tbody>
</table>

### Policies Governing all Nursing Students

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Integrity</td>
<td>52</td>
</tr>
<tr>
<td>Incompletes</td>
<td>53</td>
</tr>
<tr>
<td>Behavior and Actions</td>
<td>54</td>
</tr>
<tr>
<td>Nursing Procedure Practice</td>
<td>58</td>
</tr>
<tr>
<td>Communication/Notification Policy</td>
<td>59</td>
</tr>
<tr>
<td>Confidentiality Policy</td>
<td>60</td>
</tr>
<tr>
<td>Criminal Background Check Policy</td>
<td>61</td>
</tr>
</tbody>
</table>
Quick Content

School of Nursing:  http://hs.boisestate.edu/nursing/
Prelicensure Undergraduate Advising:  http://hs.boisestate.edu/advising
School of Nursing Directory:  http://hs.boisestate.edu/nursing/about-us/faculty-staff
Cost of Undergraduate (Pre-Licensure) Nursing Track:  http://hs.boisestate.edu/nursing/bachelors/
Computer Resources on Campus:  http://oit.boisestate.edu/classroomlabtech/classroom-and-lab-technologies/computer-labs-and-kiosks
Testing Center Policies:  http://ctl.boisestate.edu/idea/tools-and-facilities/online-testing-center/
University Catalogs:  http://registrar.boisestate.edu/undergraduate
                           http://graduatecatalog.boisestate.edu
Graduate College Forms:  http://graduatecollege.boisestate.edu/forms
Graduate College Policies:  http://graduatecollege.boisestate.edu
Idaho State Board of Nursing:  http://ibn.idaho.gov/IBNPortal
STUDENT HANDBOOK OVERVIEW*

Introduction
The purpose of the Student Handbook is to facilitate student mentoring/advising by providing information to students and faculty members. Upon admission to the School of Nursing, each student is assigned a faculty mentor who interacts with the student as a colleague and mentor throughout the student’s program of study. Additionally, the College of Health Sciences Student Services and Academic Advising provides guidance regarding degree requirements and access to University and School resources.

General Information
This publication is for informational purposes and is neither a contract nor an offer to contract. The School of Nursing reserves the right to change any provision or requirement at any time without notice. This material supplements the Boise State University Undergraduate Catalog.

The Student Handbook is designed as a resource for students and faculty advisers. Included are pertinent policies and procedures of Boise State University, the Undergraduate Nursing Program and the School of Nursing. Much of the information is online; therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available elsewhere online, a brief description is provided. Students are responsible to know and adhere to all established policies and procedures. All students are responsible for the contents of Student Handbook (see School of Nursing website). Most communication regarding policy and policy changes will be communicated through Blackboard and your Boise State University Student email. Students should check both often for announcements and important information such as changes in policies.

Relationship to Other Documents

The School of Nursing Student Handbook is intended to be used in conjunction with other University documents such as the Boise State University Undergraduate Catalog. The Student Handbook contains policies and procedures specific to each School of Nursing program.

*Adapted from the University of Arizona College of Nursing Graduate Student Handbook
Vision

To be recognized as a leading center for nursing education in the Northwest.

Mission

Foster intellectual development and excellence in nursing education through teaching, learning, scholarship and service.

Philosophy

The concepts of the nursing paradigm – Person/Client, Health, Nursing, Environment, and Professional Nursing Education – are the guiding concepts for the art and science of nursing and the education of students. The following summaries reflect the beliefs of the School of Nursing about these concepts:

“Person” refers to diverse individuals, families, groups, communities, and/or populations, across the lifespan, that partner in a therapeutic relationship with a nurse. Person may also be referred to as client or patient.

“Health” refers to the multidimensional dynamic state of well-being of the person. Health encompasses the physiological, psychological, cultural, social and spiritual aspects and perceptions of a person’s quality of life.

“Nursing” is a science, an art, and a practice discipline that “encompasses autonomous and collaborative care of individuals of all ages, families, groups and communities, sick or well and in all settings” (Definition of Nursing, International Council of Nurses, 2010). Nursing is the “protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations” (What is Nursing? American Nurses Association 2013) Nursing further includes the “promotion of a safe environment, research, participation in shaping health policy and in patient and health systems management, and education” (Definition of Nursing, International Council of Nurses, 2010)
“Environment” refers to both internal and external factors, stressors and stimuli and describes the world a person lives in and interacts with. Based on ecological theory, multiple influencers including, but not limited to, physical, behavioral, developmental, political, economic, ethical, social, legal, psychological, spiritual, technological, and cultural aspects determine environment (Edmondson-Jones 2007). These influencers must be considered when health care is delivered to the person. Both the person and the person’s health influence the environment. Any change in the environment, no matter how small, may impact the health of the person (Fawcett, 2000).

“Professional Nursing Education” refers to the education of nurses from a university-based teaching institute via a variety of delivery modes, including distance education, for an increasingly diverse student body. A baccalaureate education is the foundation for entry-level nursing practice (Advancing Higher Education in Nursing, 2000; Academic/Professional Progression in Nursing, 2007) and should prepare nurses for graduate education and life-long learning. A graduate education builds on knowledge and competencies of baccalaureate education, and reflects advanced nursing skills in clinical practice, education, leadership, research and evidence-based practice for contemporary nursing roles (Advancing Higher Education in Nursing, 2006, 2011). Nursing education should prepare students as leaders of relationships, leaders of processes and leaders of culture (Salmela, Erikson, Fagerstrom, 2011).

Hallmarks of a baccalaureate education include, but are not limited to:

- A liberal education, with a focus on professional values, core competencies, core knowledge and role formation (American Association of Colleges of Nursing, 1998; Benner, Sutphen, Leonard, & Day, 2010)
- Positive attitudes towards life-long learning
- Pathways for advancement for registered nurses/licensed practical nurses to obtain baccalaureate education
- A foundation for graduate education
- A grounding in professional theory
- An emphasis on evidence-based practice and research
- An emphasis on teaching/learning in care
- Skills and knowledge to meet the needs of diverse populations
- Faculty roles of adviser, resource person, facilitator, and professional role model
- Student roles of peer mentor and future professional mentor

Hallmarks of a graduate education include, but are not limited to:

- An emphasis on the utilization of research and evidence-based practice
- Utilization of policy, organization and financing of health care
- Application of ethical values and beliefs that provide a framework for nursing practice
- The theory and practice of professional role formation
- Evaluation and utilization of nursing practice theoretical frameworks
- Analysis of human diversity and social issues
• A strong theoretical foundation in health promotion and illness prevention with a population focus (American Association of Colleges of Nursing/DNP [AACN], 2006; American Association of Colleges of Nursing/Masters [AACN], 2011).

**Belief Statements**

The curriculum is organized to facilitate student learning. The beginning courses provide a foundation for the nursing major. Course content and learning experiences progress from the individual to the family and community, from simple to complex, from faculty-facilitated to student-directed learning, and from theory to application. Teaching and learning are highly interactive and multidimensional processes. Our faculty design and facilitate experiences to guide students to integrate theoretical concepts into practice, foster a spirit of inquiry, and expand critical and reflective thinking in nursing. This design enables students to acquire attitudes, cognition, and the essential skills needed to develop the knowledge and behaviors that comprise the professional nursing role.

The curriculum framework provides direction for the selection and organization of learning experiences to achieve program objectives. The curriculum is centered on the philosophy that guides the curriculum design by ensuring that the common themes necessary for nursing practice are addressed and developed progressively across the course of study.

The five integral threads interwoven across the nursing curriculum are: Clinical Reasoning and Critical Inquiry, Communication, Experiential Learning, Global Worldview, and Professionalism and Leadership. They are defined as follows:

**Clinical Reasoning and Critical Inquiry**

Professional nurses are expected to deliver patient-centered, safe, quality care while working as members of collaborative interprofessional teams. In addition, they act as transformative change agents for patients and health care at microsystem and societal levels (AACN, 2008; Institute of Medicine of the National Academies [IOM], 2010, 2011). To do this requires nurses to “integrate reliable evidence from multiple ways of knowing to inform practice and make clinical judgments” (AACN, 2008, p. 16). “Nurses need multiple ways of thinking, such as clinical reasoning and clinical imagination as well as critical, creative, scientific, and formal criterial reasoning” (Benner, Sutphen, Leonard, & Day, 2010, p. 85) in order to fulfill their professional roles and potential. This curriculum incorporates many ways of knowing in student learning experiences but emphasizes clinical reasoning and critical inquiry as cornerstones of evidence-based nursing practice.

*Clinical reasoning* is “the practitioner’s ability to assess patient problems or needs and analyze data to accurately identify and frame problems within the context of the individual patient’s environment” (Murphy, 2004, p. 227). Inherent in clinical reasoning is practical reasoning, enhancing nurses’ basic analytic processes with evidenced, reflective clinical judgment, which also takes into account the
unpredictable, ever-changing nature of patient care situations and contexts (Benner et al., 2010; Sullivan & Rosin, 2008).

*Critical inquiry* is a process involving examining existing assumptions, knowledge, and questions, gaining (and creating) new information, and acquiring new perspectives. It then requires using critical analysis to reflect, take action, examine responses, and share learning with others (Jennings & Smith, 2002). Critical inquiry skills allow a person to identify a problem, propose solutions, find evidence for and against proposed solutions, and evaluate the solutions based on this evidence (Suthers, 1997). Critical inquiry assists students to examine and challenge the status quo and the power relations that produce inequalities, in ways that can lead to advocacy and community action (Wright, 2004).

Learning to think and act like professional nurses involves using clinical reasoning and critical inquiry with elements of reflective judgment resulting in a reasoned, analytic cyclical process which incorporates scientific evidence, objective thought, contextual elements, values, and ever-changing conditions. Teaching students to reason and “think like a nurse” (Benner et al., 2010, p. 85) involves elements of focused reflection, written and/or verbal articulation of thoughts, assignments that connect new experiences to existing knowledge, critical inquiry, creative thinking, and nursing judgment.

**Communication**

Communication is the process of exchanging information, ideas, feelings and beliefs with the aim of understanding (Nordby, 2007). Skillful communication occurs when a person clearly, concisely and accurately conveys messages to another person(s). It involves active listening and careful evaluation including nonverbal, extrasensory, written, spoken and written in technological formats. Nursing communication has a professional, therapeutic, collaborative and client-centered focus. The main intent of communication in a health setting is to influence well-being (Fleischer, Berg, Zimmermann, Wuste, & Behrens (2009).

**Experiential Learning**

Experiential Learning is an educational process of engaging learners through a variety of learning methodologies to increase knowledge, develop skills, and clarify and foster values essential to nursing. Experiential Learning is engagement, the process whereby students and faculty are actively connected and involved in their learning about nursing and their work with people, the interprofessional healthcare team, and the community. This active engagement has intellectual, social, and emotional components (Kahu, 2011; Schreiner, 2010a,b,c) and requires “meaningful processing, focused attention and active participation” (Schreiner, 2010b, p. 4).

Experiential Learning may include, but is not limited to:

- Student-focused learning using reality-based situations and problems
- Faculty and student interactions to construct meaningful interpretation of events and ideas
• Teaching-learning techniques, such as active learning, cooperative learning, collaborative learning, self-directed and student-focused learning and clinical simulations
• Authentic field experiences and partnerships (acute, immediate, long-term, public health and community agencies)
• Civic engagement and service-learning experiences
• Advocacy and policy development experiences
• Cultural immersion through global nursing and health experiences
• Mentoring in research, evidence-based practice, and scholarly projects

Global Worldview

Global Worldview is the process of integrating an intercultural and international dimension into the teaching, research, and service functions of nursing education. A global outlook is universal in scope, not limited by what is known and familiar. It demonstrates an awareness of the interconnected world community and the importance of social justice. “Worldview” is defined as “the overall perspective from which one sees and interprets the world” (The American Heritage® Dictionary, 2006). A global worldview is integral to achieving cultural competence in areas such as ability, age, ethnicity, generation, gender, race, religion, sexual orientation and socioeconomic status.

This approach may include, but is not limited to:

• Diverse communities
• Intercultural issues
• Student and faculty foreign exchange opportunities
• Intercultural and international program development
• Faculty/institutional support services
• Service-learning programs

Professionalism and Leadership

Professionalism requires a body of knowledge, on-going generation of knowledge, evidence-based practice, socially sanctioned or mandated service, autonomy, self-governance, code of ethics and participation in professional societies and organizations (Porter-O’Grady & Malloch, 2012). Professionalism is exhibited in the behaviors and attitudes of each individual nurse. The integration of core disciplinary values, knowledge, and personal reflection is the foundation of professionalism in nursing. Core disciplinary values include the values of integrity, respect for human dignity, caring and advocacy. All nurses must have knowledge of legal, ethical and practice standards. Personal reflection includes the integration of personal evaluation and self-care practices with lifelong career and personal goals. Nursing professionalism is expressed through leadership skills such as creativity, collaboration, assertiveness, adaptability to change, vision, innovation, life-long commitment to learning and professional accountability, role behaviors and appearance (Porter-O’Grady & Malloch, 2010; Porter-O’Grady & Malloch, 2012) that influence, motivate and affect others to contribute to the improvement
of client health care and to the success of the organization. Professionalism is the foundation of the nurse’s roles of information resource, clinician, mentor, care coordinator, advocate and change agent. It also underpins the management skills of administration, organization, delegation, supervision, change leadership and resource management (Huber, 2011). Nursing professionalism is the foundation for the efficient, effective use and stewardship of human, physical, financial, intellectual and technical resources to meet client needs and support organizational outcomes.

The curriculum of the School of Nursing was developed to be congruent with the strategic vision of the College and University. The School of Nursing recognizes clinical reasoning and critical inquiry, communication, experiential learning, global worldview, and professionalism and leadership are necessary to deliver nursing care to clients in a variety of environments to optimize health.
References


Related Policies/Forms

Approved: Spring 2007
Revised: May 2013
Revised: Fall 2013
Revised: Nov. 19, 2014 Curriculum Team
Revised: Spring 2015
DISTANCE EDUCATION:

Boise State eCampus encompasses all courses taught at a distance using educational technology. This includes more than 250 unique courses, and 22 fully online programs (17 graduate degrees and certificates, 2 undergraduate completion programs and 3 teaching endorsements).

Characteristics of eCampus Courses

All eCampus courses have the essential qualities characteristic of distance education courses, as defined by Verduin and Clark (1991):

1. Physical and/or time separation of the student and the instructor during the majority of class.
2. The use of educational technology to bring together the student and instructor and to transmit course content.
3. Two-way communication between the instructor and student.

What does this mean at Boise State University?

At Boise State, eCampus encompasses all academic courses that are taught online or at a distance using educational technology to deliver or convey the class content and communication between the instructor and students.

State Authorization and Distance Education Beyond Idaho

If you are a Boise State student (or prospective student) who will not reside in Idaho while enrolled in Boise State University courses, please be aware of the following information:

Boise State University delivers online education programs and courses throughout the United States and internationally and its online offerings continue to expand. Idaho’s State Board of Education has approved all programs.

Due in part to the increased popularity of distance education, many states has prescribed an “authorization” process for out-of-state institutions delivering online programs to its state residents. Through such proactive processes, states are striving to ensure quality postsecondary education, to preserve the integrity of an academic degree and to instill greater consumer protection for its student citizens.

Authorization (also referred to as “registration,” “licensure,” “approval,” etc.) indicates that the institution has met certain minimum standards under the laws and regulations of that state. Authorization does not constitute an endorsement of any institution, course or degree program. Credits earned at an institution may not transfer to all other institutions.

Individuals considering a course or program in preparation for professional licensing or certification outside Idaho are encouraged to seek guidance from the pertinent licensing agency.
Boise State University has taken steps to protect its students and operations through nationwide compliance and participates in a voluntary State Authorization Reciprocity Agreement (SARA) encompassing many states. Elsewhere, Boise State University has been granted authorization or exemption or can operate without authorization because the state’s laws do not pertain to a public institution, to an accredited institution or to the University’s activities in that state. Iowa and Maryland require Boise State to provide the following information:

**Iowa Residents**: Boise State University is registered under Iowa Code Chapter 261B and abides by Iowa Code §261.9(1)(g) which provides refund options for certain individuals (and/or spouses) who are deployed.

**Maryland Residents**: Boise State University is registered as an out-of-state online postsecondary institution with the Maryland Higher Education Commission and makes refunds to Maryland students as required by COMAR §13B.05.01.10.

**Questions about Boise State’s authorization status?**

If you are or will be enrolled in a program delivered completely online, and you have questions about Boise State’s authorization status, please contact the program’s academic adviser.
PERFORMANCE STANDARDS FOR NURSING STUDENTS

Applicants accepted into the Boise State University School of Nursing will need cognitive ability, emotional stability and physical endurance to successfully complete the Program. When determining suitability for the professional nursing, the applicant must be able to measure, calculate, reason, analyze, integrate, synthesize and evaluate in the content of undergraduate nursing study.

He/she must not pose a significant risk to the health and safety of themselves or others.
<table>
<thead>
<tr>
<th>Performance Requirement</th>
<th>Description</th>
<th>Standard</th>
<th>Examples of Actions (Not inclusive)</th>
<th>Student’s Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Ability to problem solve</td>
<td>Critical thinking ability sufficient for clinical judgment.</td>
<td>Ability to collect data, analyze, integrate and generalize information and knowledge to make clinical judgments and management decisions that promote positive outcomes.</td>
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<td>Communication</td>
<td>Communication skills sufficient to speak, comprehend and write (print and cursive) in English.</td>
<td>Communication sufficient for accurate verbal, nonverbal and written professional interactions.</td>
<td>Ability to explain procedures, initiate health teaching, document and interpret nursing actions a patient/client responses.</td>
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<td>Interpersonal</td>
<td>Ability to relate to others</td>
<td>Interpersonal ability sufficient to provide safe care of populations of individuals, families, groups and other health care professionals.</td>
<td>Identify needs of others, establish rapport with patients, families and colleagues, engage in successful conflict resolution.</td>
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<td>Emotional/Behavior</td>
<td>Emotional and mental stability</td>
<td>Demonstrates appropriate behavior to function effectively under stress and assume accountability for one’s actions.</td>
<td>Demonstrate the ability to function effectively under stress. Communicate empathy, recognize that his or her values, attitudes, beliefs, emotions and experiences affect his or her perceptions and relationships with others.</td>
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<td>Mobility/Endurance</td>
<td>Physical ability, strength, stamina</td>
<td>Ability to execute movements required to provide general care and treatment to patients in all health settings, including functioning in emergency situations and providing basic life support.</td>
<td>Stand for at least one hour at a time and may be required to stand for a total of 5 or more hours during a shift. Lift at least 20 pounds and occasionally may be required to lift up to 50 pounds.</td>
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<td>Motor Skills</td>
<td>Physical ability, coordination, dexterity</td>
<td>Fine and gross motor functions to provide safe effective nursing care.</td>
<td>Be able to walk, stand, turn, twist, bend, stoop, pull, push, reach for extended periods and maneuver is small spaces. Lift, transfer, ambulate and position patients. Manipulate small equipment and containers such as syringes, vials and medication packages.</td>
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<td>Hearing</td>
<td>Use of auditory sense</td>
<td>Auditory ability sufficient to monitor and assess health needs.</td>
<td>Ability to hear alarms and other emergency signals, normal speaking level sounds, cries for help, and auscultatory sounds on assessments.</td>
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<td>Visual</td>
<td>Use of sight</td>
<td>Visual ability sufficient for observation and assessment.</td>
<td>Observe patient condition and responses to treatments. Ability to detect changes in physical appearance. Read medication labels, calibrations on syringes and written communication accurately.</td>
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<td><strong>Tactile</strong></td>
<td><strong>Use of touch</strong></td>
<td><strong>Tactile ability sufficient for physical assessment.</strong></td>
<td><strong>Ability sufficient to perform physical assessments including palpation, pulses, changes in skin temperature and anatomical abnormalities.</strong></td>
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<td><strong>Professional Conduct</strong></td>
<td><strong>Ability to reason morally and practice nursing in an ethical manner</strong></td>
<td><strong>Possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility and tolerance.</strong></td>
<td><strong>Provide care to all patient populations including children, adolescents, adults, developmentally disabled persons, medically compromised patients and other vulnerable adults.</strong></td>
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**Reasonable Accommodation for Disabilities**

Upon admission, an applicant who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability and to collaborate with the Educational Access Center (EAC). The School is not required to make modifications that would substantially alter the nature or requirements of the program or provide accommodations that present an undue burden to the School. To learn more about the accommodation process, visit the EAC’s website at [https://eac.boisestate.edu/new-eac-students/](https://eac.boisestate.edu/new-eac-students/).

To matriculate or continue in the curriculum, the candidate must be able to perform all the essential functions either with or without accommodation.
The School of Nursing faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses as approved by the ANA House of Delegates in June 2001 and revised in September 2014. Students are expected to learn and perform in accordance with this Code.

Provision 1  The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2  The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3  The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4  The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5  The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6  The nurse, though individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7  The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8  The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9  The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Revised September 2014.
Copies of the Code, including interpretive statements, may be purchased online at:
http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/default.aspx
SIGMA THETA TAU (STTI) NURSING HONOR SOCIETY

Learn how an STTI membership can benefit your nursing career!

Society Mission
The mission of the Honor Society of Nursing, Sigma Theta Tau International, is advancing world health and celebrating nursing excellence in scholarship, leadership, and service.

Society Vision
Sigma Theta Tau International's vision is to be the global organization of choice for nursing.

History
In 1922 six nurses founded The Honor Society of Nursing, Sigma Theta Tau International, at the Indiana University Training School for Nurses, now the Indiana University School of Nursing, in Indianapolis, Ind., USA. The founders chose the name from the Greek words Storgé, Tharsos and Timé meaning "love," "courage" and "honor." STTI became incorporated in 1985 as Sigma Theta Tau International Inc., a nonprofit organization with a 501(c)(3) tax status in the United States.

Membership
STTI membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Here are some additional facts about our membership:

- STTI has more than 135,000 active members.
- Members reside in more than 85 countries.
- 39 percent of active members hold master’s and/or doctoral degrees; 51 percent are in staff positions; 19 percent are administrators or supervisors; 18 percent are faculty/academics; and 12 percent are in advanced practice.
- There are 494 chapters at 676 institutions of higher education throughout Armenia, Australia, Botswana, Brazil, Canada, Colombia, England, Ghana, Hong Kong, Japan, Kenya, Malawi, Mexico, the Netherlands, Pakistan, Portugal, Singapore, South Africa, South Korea, Swaziland, Sweden, Taiwan, Tanzania, Thailand, the United Kingdom and the United States of America.
- STTI communicates regularly with more than 100 nurse leaders who have expressed interest in establishing chapters globally, including those in Chile, China, Costa Rica, Denmark, Finland, India, Ireland, Israel, Jamaica, Jordan, Lebanon, New Zealand and Spain.

Products and Services
From its inception, STTI has recognized the value of scholarship and excellence in nursing practice. In 1936 STTI became the first U.S. organization to fund nursing research. Today, STTI supports these values through its numerous professional development products and services that focus on the core areas of education, leadership, career development, evidence-based nursing, research and scholarship. These products and services advance the learning and professional development of members and all nurses who strive to improve the health of the world’s people:
STTI, with its grant-offering partners (corporations, associations and foundations), contributes more than US $200,000 annually to nursing research through grants, scholarships and monetary awards.

A number of education and research conferences are supported by STTI, including a yearly research congress that presents the latest nursing research from around the world and a biennial convention that offers nursing’s best practices in clinical, scientific and leadership areas.

Online continuing education offers peer-reviewed, interactive learning activities which are presented in a variety of learning formats including case studies, evidence-based articles and module courses. These activities are web-linked to full-text articles and abstracts and are available for continuing education contact hours.

The Virginia Henderson Global Nursing e-Repository - an online digital service that collects, preserves, and disseminates digital materials in both abstract and full-text format. Submissions to this repository may be made by individual nurses and nursing students as well as nursing organizations.

STTI's career development programming provides resources for every stage in the career process, from selection of nursing as a profession to active retirement.

Leadership programs include mentoring programs and global health care think tanks.

Alliances with other leading providers of nursing knowledge products and services round out STTI's offering and provide added value to its members.

Publications

- *Journal of Nursing Scholarship* - a leading, peer-reviewed scholarly journal with a global circulation of 125,000, is published quarterly and is available in both print and full text, searchable online formats to members and subscribers.
- Scholarly books on a wide range of topics in nursing and health care of interest to members and other nurses around the world.
- *Reflections on Nursing Leadership* - STTI's award-winning, online member magazine that communicates nurses' contributions and relevance to the health of people worldwide.
- *Worldviews on Evidence-Based Nursing™* - a bi-monthly periodical available in print and full text, searchable online formats to subscribers, is a leading global source of the best research and evidence available with applications to nursing practice, administration, education and policy.
- *STTI connect* - a monthly electronic newsletter sent to all members, which includes chapter specific information and announcements.

Nursing Knowledge International

NKI was established in 2002 as a nonprofit, 501(c)(3) subsidiary of STTI to serve the knowledge needs of the global nursing community. Through its e-commerce website, [www.nursingknowledge.org](http://www.nursingknowledge.org), the organization delivers nursing knowledge designed to improve patient outcomes by enhancing the knowledge base of its nurse customers. More than 82,000 nurses have joined the NKI community.

Sigma Theta Tau International Foundation for Nursing
The Foundation holds all permanent funds of STTI. These assets are distributed over nine different endowed or restricted funds, each established for a specific purpose. Endowed funds contain donations made by members and friends of nursing, but only the interest earned from these funds are distributed. Restricted funds hold monies that are given to STTI for a specific activity and distributed accordingly.

The International Honor Society of Nursing Building Corporation

Incorporated in 1993 as a corporation with 501(c)(2) status, the Building Corporation holds title to real and personal property for the benefit of STTI. It is also responsible for managing and maintaining STTI’s 39,350 square foot building and grounds.

Criteria for Induction

Interested students, both undergraduate and graduate, are invited to join through STTI chapters located at more than 650 colleges and universities around the world, including through Boise State University. Review the student membership criteria and locate a chapter.

Nursing professionals who were not previously inducted as nursing students can also join STTI as Nurse Leaders.

Membership is based on established criteria and is by invitation only. Interested students may contact Cathy Deckys at cathydeckys@boisestate.edu for more information or to how to apply for an invitation. Or information can be found by visiting Sigma Theta Tau International's website.
RN-BS Completion Track Overview

Boise State University School of Nursing prepares graduates to be leaders in transforming health care. Students are prepared to become leaders in nursing, ready to provide caring, holistic, and quality nursing services to diverse populations.

The RN-BS Completion Track is an innovative, degree-completion program for associate degree registered nurses seeking a Bachelor’s of Science in Nursing.

Approximately 200 students matriculate in the Degree Completion Track each year.

Academic Degree Conferred

The RN-BS Bachelor of Science (B.S.) in Nursing completion track admits students who are registered nurses with Associate Degrees from regionally and ACEN accredited schools.

There are three application cycles each year for entrance into the RN-BS Track. Applications are accepted on a rolling basis.

Most students take coursework part-time at an average of six credits per semester. At this pace, students can complete the program in five semesters. However, it is recommended that all students meet with their Academic Adviser to determine if there are any non-nursing courses needed for graduation.

Program History

In 1955, while Boise State University was still known as Boise Junior College, the first Nursing Program was established as a three-year program that resulted in an Associate of Arts Degree. The Program changed to a two-year program in 1957 and was endorsed by the National League for Nursing (NLN). Due to rapidly expanding student enrollment, Boise Junior College became Boise State College in 1965, and finally Boise State University in 1974. The Nursing Program grew rapidly as well, becoming fully accredited with NLN in 1971 and becoming its own department within the College of Health Sciences and with a student enrollment of 191 by 1973. Grant funding provided the initiation of an RN completion BSN Program in 1975, which grew over time and paved the way to start a full-time BSN Undergraduate Program in 1987. The strength of the Undergraduate Program helped Nursing add a Master of Science Program in 2007 as the ADN program was amicably transitioned to a local community college. By 2009, Boise State University became the largest institution of higher education in Idaho and Nursing became the School of Nursing within the College of Health Sciences.

As of 2008, RN-BS Degree Completion Track was established as a way to meet the needs of registered nurses who wanted to complete a Bachelor of Science in Nursing. The Bachelor of Science in Nursing program received initial ACEN accreditation in 1980 and has maintained continuous accreditation of all tracks since that time, with the most recent re-accreditation review in 2010. CCNE accreditation review held their site visit on March 10, 2015. Results of the visit will be published in October 2015.
Online Teaching and Learning Definition, RN-BS Completion Track

The School of Nursing follows the University definition of distance education “a formal educational process in which instruction occurs when the student and instructor are not in the same place.” Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, practicum experiences, and audio, video or electronically mediated technologies.

A distance education delivery format is consistent with the mission of the university, as represented in the Division of Extended Studies mission statement, to “connect the resources of Boise State University with individuals, organizations, and communities to maximize educational opportunity and accommodates a wide range of learners and their circumstances by developing programs that feature alternative formats and locations.” (http://www.boisestate.edu/extendedstudies/)

The School of Nursing seeks ways to serve Registered Nurses more effectively by providing alternative delivery teaching methods such as the online completion track. This, in congruence with the mission and philosophy of Boise State University, provides the mechanism for students to obtain the education they need to achieve their goals, while continuing with demanding personal and employment schedules. The RN-BS completion track is congruent with the School of Nursing philosophy which supports “university-based education via a variety of delivery modes” and replicates the quality educational outcomes present in the traditional on campus program environment.

Course Descriptions

**UF 300 or NURS 350: Transitional Foundations (3)**
This course is required by the university for transfer students. Engages the student in discussion of ethics, diversity, and internalization. The course has an experiential learning component and enhances student’s written and oral communication skills.

**NURS 392: Nursing Research and Evidence Based Practice (3)**
Introduction to the research process. Emphasis on defining researchable problems, analyzing steps in the research process, and utilizing research in the practice setting.

**HLTHST 280: Statistics (3)**
Application and use of statistical principles and methods in health sciences. General skills required to use Excel. This is an online course.

**NURS 416: Community and Population Health Nursing (3)**
Concepts and principles of community and population health nursing in professional practice.

**NURS 417: Community and Population Health Nursing Lab (3)**
Application of community and population health nursing concepts and principles in professional practice.

**NURS 420: Policy, Power and Voice (3) (CID)**
Communication in Discipline (CID) course
Use of personal power to plan career goals. Exploration of nurses' personal and collective power and voice to participate as leaders and advocates in health policy process.

NURS 422: Care Coordination and Resource Management (3)
This course focuses on health care coordination and resource management, using the principles of collaborative inter-professional practice and health information management to deliver safe and appropriate patient care.

NURS 424: Nursing Leadership and Management (3)
Utilization of theory and research to develop skills in nursing management and leadership in a variety of health care organizations.

NURS 425: Nursing Leadership and Management Lab (2)
Clinical application of leadership and management concepts, tailored to student expertise and professional goals.

NURS 428: Nursing Roles in Healthy Aging (2)
Focuses on the role of the nurse from a holistic perspective in promoting healthy aging and healthy adaptation to disease processes and issues common to the older adult.

NURS 430: Current Trends in Nursing (1)
Planning for a Financially Savvy Career and Retirement
This course will acquaint the student with concepts of financial management and retirement planning. Skills will be derived to complete and understand budgets and future planning.

NURS 432: Current Trends in Nursing (2)
Preparing for Graduate Education and Advanced Practice (2)
This course explores graduate education opportunities and provides students with the knowledge, skills and abilities needed for success in graduate programs in nursing.

HLTHST 400: Interprofessional Capstone (1)
Capstone of disciplinary knowledge, communication, and skills in an interprofessional group environment with application to real-world issues.

Optional Course
NURS 306: E-Learning Preparation for RNs (1)
Prepares RNs in understanding how to be successful in the completion option in the School of Nursing at Boise State University.
Senior Level Objectives

Clinical Reasoning and Critical Inquiry: At the end of the senior level, the graduate will:
- Synthesize theoretical and evidence-based knowledge from the sciences, humanities and nursing when planning and providing care in collaboration with individuals, families, groups and communities.
- Apply critical inquiry and clinical reasoning, as a generalist, when providing care to diverse individuals, families, groups and communities across the lifespan in a variety of community-based and institutional settings.
- Synthesize thoughtful, focused reflection and reasoned judgment in the delivery and evaluation of nursing care.

Communication: At the end of the senior level, the graduate will:
- Evaluate and revise effective and respectful communication strategies (written, verbal, electronic, and other appropriate technologies).
- Evaluate the effectiveness of client-centered communication skills with groups and organizations while maintaining appropriate confidentiality of information.
- Use information systems effectively to manage and evaluate care for diverse clients, families and groups and communities.

Experiential Learning: At the end of the senior level, the graduate will:
- Analyze the roles nursing plays in the larger social community.
- Participate actively in effective relationships with diverse clients, inter-professional teams, community agencies and other stakeholders.
- Serve as a health educator for the purpose of developing attitudes, knowledge, skills and behaviors to promote, protect, and restore health and assist the client in making informed health care choices.
- Institute activities to prepare for licensure and professional nursing practice.

Global World View: At the end of the senior level, the graduate will:
- Analyze the role of nursing in global health and the effects of global health issues on nursing practice.
- Demonstrate cultural competence when providing care for diverse individuals, families, groups and communities.
- Advocate for social justice including commitment to the health of vulnerable populations and the elimination of health disparities.

Professionalism and Leadership: At the end of the senior level, the graduate will:
- Manage nursing care in collaboration with clients and an inter-professional team through coordination, delegation, consultation and referral.
• Model the professional nursing role based on acceptable standards of practice including accountability for one’s personal and professional behaviors and development.
• Analyze the financial, legal and ethical implications of professional decisions involving individuals, groups, communities and organizations.
• Express informed positions on professional issues and trends, opportunities for advocacy and strategies for social and political action for health and well-being.
• Explain the leadership role of nurses in addressing global health issues.
• Participate in practice settings, professional organizations, communities and government to improve nursing practice, nursing education, client care and the health care delivery system.

Technology/Skills/Computer Requirements/Access Issues
Boise State University emphasizes the ability to utilize computer skills along with various software packages in the educational setting. Computer skills needed to succeed in the RN-BS Online Completion Track include being able to use a browser to navigate the Web; navigate among multiple open windows; open, close, and save files and attachments. Access to Microsoft Word, Excel, PowerPoint, Acrobat Reader, and scanner are required.

Current computer requirements can be found at:
http://ecampus.boisestate.edu/students/support/boise-state-resources/

Graduation

Students should apply for graduation the semester prior to their planned graduation date (see Boise State University Undergraduate catalog/web site for information about processes and fees). The Registrar’s Office will notify the student of his/her eligibility for graduation in writing by the mid-semester of graduation. If the student is notified of ineligibility for graduation, the student has two weeks from the date of the letter to contact their adviser and submit any appropriate Academic Adjustments.

Participation in the University’s Commencement ceremony as a graduate of the College of Health Sciences School of Nursing is strongly encouraged. Graduating students may purchase or rent caps and gowns for commencement at the campus bookstore.

School of Nursing graduates join with all College of Health Sciences graduates at Commencement.
Purpose
The School of Nursing at Boise State University believes that academic advising is a vital student centered and learner driven part of the educational process. Through intention and design, advising facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development towards academic success and lifelong learning.

Advising Mission Statement
Advising is an intentional and collaborative process in which advisers use their knowledge of the university and School of Nursing to enhance students’ educational and career opportunities for professional development throughout their educational experience. Academic advising exists to:

- Ensure students are aware of required classes for graduation and educational interests through support advising and to
- Support career development and progression in the program.

Adviser Responsibilities in the Advising Process
Each student in the RN-BS Completion Track at Boise State University will be assigned to an Academic Adviser in the department.

Academic Advisers help students with course selection and ensure students have completed forms and documentation of required courses for graduation.

Student Responsibilities in the Advising Process
The Advisement Report (AR) is an official record of the student’s progression toward a degree. The AR is accessible in my.boisestate.edu. Students are responsible for ensuring their major is listed correctly and for monitoring the accuracy and completion of their AR.

The AR should be reviewed with their Academic Adviser during each advising appointment and questions should be discussed regarding course work and academic adjustments initiated though the School of Nursing. Questions regarding all other entries should be directed to the Registrar’s office via the link available on the AR.

Students are responsible for updating their student record with any changes to their address, email address, and or phone number by going to my.boisestate.edu.

Students' Rights in Advising Process
Each student has the right to:
- Access an Academic Adviser who is knowledgeable about the advising process and program requirements.
• Academic advising that supports program goals and the student’s personal educational goals.
• Access and review student file with assistance of the Academic Adviser, or the Associate Director (BS-Completion, AGNP, DNP programs).

Contact Information
Telephone or personal appointments are available. Please contact the department for routing to the appropriate adviser: 208-426-4072.

Related Policies/Forms: Advisement Report & Credit for Prior Learning Form
BSU: 4010, 4020, 4030
Reviewed: Spring 10
Reviewed: Spring 11
Revised: Spring 2011
Revised: Fall 2014
Revised: Spring 2015
Reviewed: Spring 2016
To identify the criteria and process for challenging nursing courses in the RN-BS Completion Track at Boise State University.

**Process**

Refer to University Challenge Policy that states: “You may not challenge a course to improve a previous grade earned in that course.”

Students must have been accepted into the nursing program before they are allowed to challenge a course in the Nursing School curriculum.

A student may receive up to one-third of the total credits required for graduation through either challenge examinations or experiential learning. (See Boise State University catalog on Credit for Prior Learning.) A challenge examination measures course competencies as stated in the current course syllabus. Successfully passing the challenge examination is comparable to receiving a grade for the course being challenged.

Nursing content that a student may challenge includes knowledge gained from:
- Continuing education courses.
- Employment in a field of nursing and/or health care.

The challenge process must be completed by the semester add/drop date.

While the challenge is being processed, the student must register for and participate in the challenged class and complete all assignments/exams until the challenge process is completed. A challenge examination of a nursing course must be taken in the sequence that the courses are scheduled in the nursing curriculum. A challenge examination for a nursing course may be taken only one time.

The Associate Director (BS-Completion, AGNP, DNP programs) or designated course faculty may require successful completion of a theory challenge examination prior to taking a portfolio challenge examination as these courses are co-requisites.

A student may consider challenging a course with a Prior Learning Portfolio (PLP). A PLP should present evidence that equivalent preparation (i.e. work experience, self-study, and continuing education, traditional or non-traditional education) fulfills the learning outcomes and/or objectives of the course being challenged. (See Boise State University catalog.)

A student who successfully challenges a nursing course will receive a grade and credit for the challenged course. Note: In some cases, financial aid may be disrupted when credits are received via a
challenge. Talk with a representative from the Financial Aid Office to determine whether challenge credits could impact the receipt of your financial aid.

Prior to initiating the challenge process, the students must satisfy any pre-requisites for the course being challenged.

It is the responsibility of the student to:

Contact your Adviser to discuss the possibility of challenging a nursing course the semester prior to the challenged course semester and to determine if residency credits are needed.

Request that the necessary paperwork be initiated, and sent to the student via email along with payment information. Print off the form, sign it, and return the paperwork along with payment to the School of Nursing.

It is the responsibility of the Associate Director (BS-Completion, AGNP, DNP programs) or designated course faculty to:

- Determine the content and/or process of the challenge examination.
- Describe the process for challenging the course.
- State the titles of required text(s) and syllabus in addition to instructions where a student may obtain study references.
- Evaluate the student’s challenge examination performance or PLP against the current course outcomes and grading criteria.

It is the responsibility of the Academic Adviser to file the Credit for Prior Learning form with the Registrar. The challenge must be filed during the semester prior to the semester in which of the challenged course will be offered.

After students take the challenge exam, the Academic Adviser will:

- Record the student’s grade on the Credit for prior Learning form.
- Send the form to the Registrar’s Office

The grade will be recorded with the Registrar’s Office. If the exam is successfully passed, the student will receive credit for the course. If the exam is not successfully passed, no grade or credit is given for the course, and the student must complete the course for progression.

**Related Policies/Forms**

- **Credit for Prior Learning Form**
  - Adopted: Spring 2006
  - Revised: Spring 2008
  - Revised: Fall 2008
  - Reviewed: Spring 2010
  - Reviewed: Spring 2011
  - Reviewed: Spring 2015
  - Reviewed: Spring 2016
  - Reviewed: Spring 2010
  - Search Terms: Challenge, prior learning.
Community Project Support Policy

Purpose
The School of Nursing desires to support academic-related community projects with financial support for materials costs. Priority will be given to projects with students from multiple levels.

Description
1. Nursing students must be provided nursing related teaching or research for a community group and have faculty support.
2. Nursing students must have sought other avenues for support for materials, i.e. donations from companies or health care agencies, other related nursing organizations (Sigma Theta Tau, AWHONN, March of Dimes, or other) or other students support organizations (University student body funding, Boise State SNA, or other).
3. Nursing School support will be limited to:
   (a) In-kind printing (black and white)
   (b) Limited $ funding – up to $200 per project.
4. Posters and displays will remain the possession of the Boise State School of Nursing and will be stored in the LRC/Equipment supply room unless they are maintained at a partnership agency.
5. Materials will be property of the School of Nursing and will be available for use by other students/faculty after the initially funded presentation or project completion.
6. Funds will be approved by the Associate Director (BS-Completion, AGNP, DNP programs) and distributed from the RN-BS Completion Program track budget.

Process
1. Complete a Request for Community Project Support Funds for that includes:
   a. Student name(s)
   b. Faculty sponsor
   c. Contact information
   d. Identified Community Project
   e. Amount requested
   f. Dissemination Plan
   g. Other identified funding sources
   h. Attached detailed budget for project
2. Submit funding request with budget to Associate Director (BS-Completion, AGNP, DNP programs) by 1st day of the month by email to MarilynOMallon@boisestate.edu. No late requests will be funded.

Related Policies
Approved: Fall 2008 Reviewed: Spring 10
Reviewed: Spring 11 Reviewed: Spring 12
Reviewed: Spring 2015 Reviewed: Spring 16
Dress Code

Purpose
The School of Nursing requires that students adhere to a dress code when they are in a clinical project setting.

Process/Description
Attire for community-based experiences are as follows:

- Business casual attire.
- Conservative jewelry only.
- “Revealing” shorts, shirts, pants, dresses, etc. are not permitted.
- Moderate make-up and hair styles.
- No visible tattoos.
- Other than pierced ears, no other visible piercing is allowed. This includes: nose rings, lip rings, and eyebrow or tongue ornamentation.

Related Policies/Forms
DON: S-III-300

Approved: Fall 2008
Revised: Fall 2009
Reviewed: Spring 2011
Reviewed: Spring 2015
Reviewed: Spring 2016

CHS: 307, 304
BSU: None.
Search terms: dress code, uniform, clinicals
Files and Records Management Policy

Purpose
To identify the different types of files available in the School of Nursing, how long they are kept by the School and student access to their files.

Descriptions

Student Files
Students who step out of the track for 2 or more semesters (one academic year) are considered to be inactive, and their file is placed in withdrawn status. Files are destroyed when the last activity date is five years old.

Record Management
Contents of student files are stored electronically on secured servers for five years from the date of graduation. After five years, all records are destroyed.

A permanent file for each graduating class is maintained for five years beyond graduation. The file includes a class listing, each student evaluation for graduation and all Career Planning and Placement reference forms.

Access to Student Files

Accommodations will be made to assist students who wish to review their own files. Students can come into the School of Nursing, RN-BS office during regular office hours and review their file in the presence of an Adviser or Associate Director (BS-Completion, AGNP, DNP programs). This process can also be adapted by faxing or scanning the documents in question and discussing the files over the phone. Additionally, a CD record of selected documents can be mailed to a student.

Student files include all admission data, pertinent communications about the student's academic status, anecdotal notes, clinical performance evaluations and health records.

Boise State University faculty and staff with a legitimate educational interest may have direct access to students’ records.

Related Policies/Forms

DON S-V-203
Adopted: Fall 1993
Revised: Fall 2008
Reviewed: Spring 11

Policy: RNBS-7 (Files and Records)
RN-BS
Approved: Fall 2008
Revised: Spring 2014
Grading

Purpose
To define the grading criteria required for progression in the nursing program.

Process
The following grading scale is utilized in the School of Nursing. A student must receive a 75 as a final grade in courses with an NURS designation for progression. A final course grade of 74.9% will NOT be rounded up to 75%.

A  = 93-100%
A- = 90-92
B+ = 88-89
B  = 83-87
B- = 80-82
C+ = 78-79
C  = 75-77  * 75% or higher is required for progression
D+ = 70-74
D  = 68-69
D- = 63-67
F  = <63

Related Policies/Forms
Progression
Incompletes

Approved: March 2002
Revised: Spring 2006
Reviewed: Spring 2008
Reviewed: Spring 2010
Reviewed: Spring 2011
Reviewed: Spring 2014
Reviewed: Spring 2015
Revised: Spring 2016

BSU:  2200 (Computation of the Grade Point Average)
http://www.boisestate.edu/policy/policy_docs/2200_computationofGPA.pdf
2210 (Grade Exclusion Policy)
http://www.boisestate.edu/policy/policy_docs/2210_gradeexclusion.pdf
2230 (Changes in Awarded Grades)
http://www.boisestate.edu/policy/policy_docs/2230_changesinawardedgrades.pdf
General Admission Health Requirements

Purpose
All RN students admitted to the RN-BS Completion Track, who are working full-time or part-time, are required to fill out a health requirement form from their employer.

The School of Nursing at Boise State University adheres to all state and federal laws regarding access for disabled students.

Process
Health Requirements for Working RNs
- Employee will provide an updated Health Requirement form for working RNs upon admission and on an annual basis.
- Current RN license upon admission and on an annual basis.

Health Requirements for Non-Working RNs
- Verified negative T.B. skin test (Mantoux test, NOT Tine test) or negative chest X-ray report is required on an annual basis, obtained within the current year between May 15th and July 22, 2011 for fall admits and December 15th, 2011 and January 1st, 2012. The School of Nursing will not interpret these results. The report submitted by the students must state that the student is negative for TB. A positive TB test will require a chest XRay, medical evaluation, and written release by a qualified health care provider.

- Rubella ("German Measles") proof of two immunizations or titer which indicates the student is protected (serologically immune). If the titer is "equivocal" or indicates the student is not protected, immunization and follow-up titers to show immunity are required.
  - NOTE: This process may take 6-8 weeks and must be completed by the specified deadline.*

- Rubeola ("hard measles") proof of two immunizations or titer which indicates the student is protected (serologically immune). If the titer is "equivocal" or indicates the student is not protected, immunization and follow-up titers to show immunity are required.

- Documentation of administration of two doses of live mumps virus vaccine or laboratory evidence of immunity are required before admission.

NOTE: The Rubeola, Rubella, and Mumps titers are separate and distinct tests.
- Pregnancy: You should not receive the Rubella, Rubeola, and mumps vaccines (MMR) if you are
pregnant or plan to become pregnant in the next 3 to 4 months.

The reports submitted by the student must state that the student is negative for TB and is protected from Rubella, Rubeola, and mumps (serologically immune). Students who do not seroconvert after two MMR immunizations will be handled on an individual basis by the Director of Student Services.

- Evidence of three Hepatitis B Vaccinations is required by the beginning of clinical or signature on a declination form. If the series is to be taken before the first day of classes, the student must produce evidence that two of the three vaccine administrations have been completed. The third administration needs to be documented six months after the second. Further information about the cost and availability of the vaccine can be obtained from the Central District Health Department. The Hepatitis B immunization can be obtained by the Central District Health Department or at the Boise State University Health Services.

- Documented administration of a one dose of Tdap vaccine and then Td booster every ten years thereafter is required.

- Documented administration of annual influenza vaccines are required by October 1st of each year.

- Written verification of CPR health care provider certification or active CPR instructor status. Class content should include CPR for client of all ages; ventilation with a barrier device, a bag-mask device, and oxygen; relief of foreign-body airway, and use of an automatic external defibrillator.

**Related Policies/Forms:**

Approved:
Revised: Spring 2006
Revised for RN program: 2008
Reviewed: Spring 2010
Revised: Spring 2011
Revised: Spring 2014
Reviewed: Spring 2015
Reviewed: Spring 2016

Team: Admission & Progression
CHS: 305
BSU: 4101-D
Search Terms: Admissions, Health Requirements, Insurance
Purpose
To receive a grade of Incomplete, a student must meet the basic criteria specified in the current catalog for Boise State University under “Incompletes”.

Process
The student and faculty or Associate Director will sign an online grading contract stipulating the work the student must do to receive a grade in the course as specified in the Boise State University catalog.

However, if the incomplete will be in a course that is listed as a required course within the nursing curriculum, then the consent must specify that the grade of incomplete be removed before the start of the next semester’s nursing course(s). The online grading contract should stipulate these dates clearly.

For courses in the Nursing Program Progression Policy, the incompletes are given and removed following university guidelines. Coursework must be completed within one year or the student will automatically receive a grade of “F”.

Related Policies/Forms
Progression
Grading Policy

Revised: Spring 2008
Reviewed: Spring 2010
Reviewed: Spring 2011
Revised: Spring 2014
Reviewed: Spring 2015
Reviewed: Spring 2016

CHS: None
BSU: 2230 (Changes in Awarded Grades)
http://www.boisestate.edu/policy/policy_docs/2230_changesinawardedgrades.pdf
Search Terms: Incompletes
Problem Solving & Conflict Resolution for the RNBS Completion Track

Purpose
The purpose of this policy is to provide clarification for the resolution of conflicts and problems within the School of Nursing. For academic grievances related to final grade appeals, the BSU University policy named, “Academic Grievance” (#3130A and 3130B). If a student feels they have a discrimination grievance or sexual harassment grievance, this is covered by Policy #1060.

Students in the School of Nursing are provided the following methods to address group and personal concerns.

Process

Student Procedure
A student may request changes in faculty decisions or exceptions to program policies through the use of a petition. Students should contact the Academic Adviser for guidance as soon as a problem and/or conflict has been identified.

All petitions must be submitted to the Associate Director (BS-Completion, AGNP, DNP programs.) The petition must be typed, double spaced, and signed. A petition consists of:

- A clear statement of the problem;
- Supporting data;
- A proposal of one or more acceptable solutions and
- An identified time frame with potential costs and benefits for each solution.

Student Process

1. When a student disagrees with clinical or didactic evaluations, assignment/project grades, or other actions not related to the final course grade the student must:
   a. Write a statement explaining his/her disagreement and attach any supporting documentation and provide the documents to the instructor; and
   b. Meet/discuss with the instructor involved; and
   c. Consult with the Manager of Enrollment and Advising Services or Student Services Coordinator as necessary.
   d. Initiate above process within 10 working days of identified conflict.

2. Meet/discuss the situation with the Associate Director (BS-Completion, AGNP, DNP programs) who will be a facilitator of the resolution.

3. If the above problem solving method remains unsatisfactory and the student wishes to continue the matter, the student may meet with the Director of the School of Nursing.

4. If the above problem solving method remains unsatisfactory and the student wishes to continue...
the matter, the student may complete the University appeal form.

**Lines of Communication**

1. The chain of communication for individual concerns is:
2. Course Instructor, if related to a given course
3. Academic Advisers
4. Associate Director (BS-Completion, AGNP, DNP programs)
5. Director, School of Nursing
6. Dean of the College of Health Sciences
7. Dean of Students
8. Provost
9. President
10. State Board of Education

**Mediation**

The goal of mediation is to allow all parties to see both sides of the issue, both the substantive issues as well as the feelings involved. Confidentiality must be maintained by all parties during all phases of the problem-solving process.

After meeting at least once with each other to discuss the disagreement, either party (faculty or student) may request mediation from the Boise State University Conflict Management Program through the Office of Student Rights and Responsibilities (426-1527). The mediator is a neutral participant, unaffiliated with the Nursing School, trained in conflict negotiation, and whose services are free of charge. The mediation process does not disempower either person in the dispute and does not interfere with the School of Nursing policies and procedures.

**Related Policies/Forms:**

Boise State University: 3130A & B (Academic Grievance)
http://www.boisestate.edu/current/grievance.shtml

1060 (Policy on Nondiscrimination and Affirmative Action)


3000 (Academic Probation and Dismissal)

Student Mediation Program: http://www.boisestate.edu/osrr/smp/student_mediation.html

Student Code of Conduct: http://www.boisestate.edu/osrr/scp/student_code.html

Policy 7090 Student & University Personnel Grievance Board
http://www.boisestate.edu/policy/policy_docs/7090_Student_UniversityPersonnelGrievanceBoard.pdf
Progression Policy

Purpose
Progression in the Boise State University RN-BS Completion Track is based upon the successful completion of course work and level objectives.

UF 300 or NURS 350 must be taken in the first semester.
NURS 392 is a prerequisite for HLTHST 400, NURS 416, NURS 417, NURS 424 and NURS 425.

NURS 416 and NURS 417 may be taken concurrently
NURS 424, and NURS 425 may be taken concurrently
HLTHST 400 Must be taken in the last 2 semesters.
Remaining nursing courses can be taken in any order.

Students deviating from the Progression Policy for any reason must contact the Academic Adviser. The Academic Adviser will consult with the Associate Director (BS-Completion, AGNP, DNP programs) as appropriate, during the semester prior to the requested deviation.

Process
1. To progress in the program the student must:
   a. Maintain a minimum passing grade of 75% in each nursing course (courses beginning with NURS) and 70% for all support courses. A grade of 74.9% in a nursing course will NOT be rounded up
   b. Adhere to nationally accepted nursing practice standards
   c. Complete and/or renew health requirements by renewal deadline (See Policy for Health Requirements)
   d. Maintain a level of professional conduct, patient safety and appropriate legal-ethical behavior
   e. Design a plan of study in collaboration with the Academic Adviser the plan designating at least one required course per calendar year. Electing not to take one required course per year means the student is:
      • Required to re-apply for readmission to the RN-BS Degree Completion Track before enrolling in required courses
      • Jeopardizing completion of the track as per the policy regarding years from entrance to degree (9 semesters)

2. Interruption of progress
   a. When progression in a required nursing course(s) is interrupted due to life events, and the student is passing at the time of the interruption, the student’s continuation will be subject to conditions including:
- Space availability after registration of students with uninterrupted progress
- Time elapse of one calendar year or less with readmission not being required

b. When progression in a required nursing course is interrupted due to failure (a grade below 75%) of a required nursing course, the student will be allowed to retake the course(s) in a subsequent semester based on the following conditions:
- Space availability after registration of students with uninterrupted progress and students referenced under #2
- Adherence to readmission policy

Note: Students who fail a nursing course after a second attempt will be required to meet with the Academic Adviser, re-assess their plan of study and notify the Associate Director (BS-Completion, AGNP, DNP programs) outlining what steps will be taken to assure successful progression.

3. A student will be dismissed from the program at any time for academic dishonesty, breach of professional ethics, and impairment from alcohol or drug use. If dismissed, the student will receive a grade of “F” in all nursing courses. Students who are dismissed from the program due to the above stated reasons may be considered for readmission to the nursing program track after two years. (See Readmission Policy)

**Full-time, sample 3-semester sequence**

**Semester 1**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UF 300 or NURS 350 Transitional Foundations</td>
<td>3</td>
</tr>
<tr>
<td>NURS 422 Nurse as Collaborator, Advocate and Resource Manager</td>
<td>3</td>
</tr>
<tr>
<td>NURS 392 Introduction to Nursing Research (Prerequisite for HLTHST 400, 416, 417, 424, &amp; 425)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Semester 2**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 416, 417 Community &amp; Public Health Nursing and Lab</td>
<td>6</td>
</tr>
<tr>
<td>NURS 420 Policy, Power and Voice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 428 Nursing Roles in Healthy Aging</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>11</strong></td>
</tr>
</tbody>
</table>

**Semester 3**

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 424, 425 Nursing Leadership &amp; Management and Lab</td>
<td>5</td>
</tr>
<tr>
<td>HLTHST 400 Interprofessional Capstone</td>
<td>1</td>
</tr>
<tr>
<td>NURS 430 Current Trends in Nursing: Planning for a Financially Savvy Career and Retirement</td>
<td>1</td>
</tr>
<tr>
<td>NURS 430 Current Trends in Nursing:Preparing for graduate Education and Advanced Practice</td>
<td>2</td>
</tr>
</tbody>
</table>
### Part-time sample, 4-semester sequence

#### Part-time, Semester 1

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>UF 300 or NURS 350 Transitional Foundations</td>
<td>3</td>
</tr>
<tr>
<td>NURS 392 Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
</tr>
</tbody>
</table>

#### Part-time, Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 416, 417 Community and Public Health Nursing and Lab</td>
<td>6</td>
</tr>
<tr>
<td>NURS 422 Nurse as Collaborator, Advocate and Resource Manager</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>9</td>
</tr>
</tbody>
</table>

#### Part-time, Semester 3

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>NURS 438 Nursing Roles in Healthy Aging</td>
<td>2</td>
</tr>
<tr>
<td>NURS 420 Policy, Power and Voice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 430 Current Trends in Nursing Planning for a Financially Savvy Career and Retirement</td>
<td>1</td>
</tr>
<tr>
<td>NURS 430 Current Trends in Nursing Preparing for graduate Education and Advanced Practice</td>
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</tr>
<tr>
<td>Total</td>
<td>8</td>
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</table>

#### Part-time, Semester 4

<table>
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<tr>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 424, 425 Nursing Leadership &amp; Management and Lab</td>
<td>5</td>
</tr>
<tr>
<td>HLTHST 400 Interprofessional Capstone</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
</tr>
</tbody>
</table>

*Plan of study does not include statistics. The RN-BS Online Degree Completion Track does offer a statistics course if needed.*
<table>
<thead>
<tr>
<th><strong>GENERAL EDUCATION</strong></th>
<th><strong>SUPPORT COURSES</strong></th>
<th><strong>NURSING COURSES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>English Composition (101 and 102)</td>
<td>CID 6</td>
<td>28 credits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Statistics 3 cr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>UF 300 or NURS 350 Trans. Foundations 3 cr.</td>
</tr>
<tr>
<td>Foundations UF 100, 200 (not required for AS Students)</td>
<td>UF 6</td>
<td>NURS 392 Introduction to Nursing Research 3 cr.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>DLM 3-4</td>
<td>NURS 416, 417 Community &amp; Public Health Nursing and Lab 6 cr.</td>
</tr>
<tr>
<td>Natural, Physical, and Applied Science</td>
<td>DLN 7-8</td>
<td>NURS 420 Policy, Power and Voice 3 cr.</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td>DLV 3</td>
<td>NURS 422 Nurse as Collaborator, Advocate and Resource Manager 3 cr.</td>
</tr>
<tr>
<td>Literature and Humanities</td>
<td>DLL 3-4</td>
<td>NURS 424, 425 Nursing Leadership &amp; Management and Lab 5 cr.</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>DLS 6</td>
<td>HLTHST 400 Interprofessional Capstone 1 cr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NURS 438 Nursing Roles in Healthy Aging 2 cr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NURS 430-1 Current Trends in Nursing Planning for a Financially Savvy Career and Retirement 1 cr.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>NURS 430-2 Current Trends in Nursing Preparing for graduate Education and Advanced Practice 2 cr.</td>
</tr>
<tr>
<td></td>
<td>Elective 1 cr.</td>
<td></td>
</tr>
<tr>
<td>Total of 34-37 credits</td>
<td>TOTAL: 3 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL: 30 credits</td>
<td></td>
</tr>
</tbody>
</table>

*If needed to meet the residency requirement*
Lab courses in the RN-BS Completion Track do not require traditional, client-based clinical hours. Students develop a project with their faculty and complete the project within their agency or a community.

**Related Policies/Forms**
General Admission Health Requirements
Grading
Academic Advising

Approved: Fall 2008
Revised: Spring 2010
Reviewed: Spring 2011
Reviewed: Spring 2014
Reviewed: Spring 2015
Reviewed: Spring 2016

CHS: None.
BSU: 2100-B, 2010-B
Search Terms: Progression, grading, courses, requirements.
Purpose
The Readmission Policy describes the process and establishes priorities for readmission into the RN-BS Completion Track, after one calendar year has lapsed.

Definitions
Readmission: The status of students with interrupted progression according to the Progression Policy for the RN-BS Completion Track and who are seeking to return to the track.

Process
1. To be eligible for readmission the student will:
   a. Complete a new application and pay the $20.00 fee.

2. Adviser will:
   a. Determine what courses the student needs. (This may result in changes to the plan of study).

3. The Associate Director (BS-Completion, AGNP, DNP programs) will approve all requests for readmission on a space available basis prioritized according to the following groups:
   a. Returning students who left the program in good academic standing.
   b. Returning students who have demonstrated progression in the program with no more than one calendar year from last enrollment date.
   c. Returning students that left the program for academic reasons such as failing courses in the program, or violation of any School or university policies.

4. Students selected from qualified groups will be ranked within their grouping according to nursing GPA. If two or more applicants are equally qualified for limited readmission into the RN-BS Completion Track, a random selection will be used.

5. The School of Nursing may have fiscal or instructional limitations that may affect space availability.

Related Policies/Forms
Adopted: Spring 2002
Approved: Fall 2008
Revised: Spring 2011
Reviewed: Spring 2012
Revised: Spring 2014
Reviewed: Spring 2015
Reviewed: Spring 2016
Registration Priority Policy

Purpose
The registration policy in the RN-BS Completion track describes the process and priorities for registration.

Process

New or Readmitted Students
1. Students will complete the mandatory online orientation at:
   http://hs.boisestate.edu/nursing/rnbs/orientation/
2. When the orientation has been completed RN-BS personnel will request an enrollment date for the student. (This process can’t be completed until the student is fully admitted to Boise State.) This process can take up to two weeks.
3. Students will notify adviser they are ready to enroll and will discuss the number of courses/credits they would like to take and are encouraged to register early to ensure a seat in the course.
4. Students will look for sections between 4201-4208, once a section is full, no additional students will be accepted without permission from the Student Enrollment Coordinator. Permission numbers will be given out on a limited basis, and must be used within a 48 hour period.

Continuing Students
1. Students should check their student center for the date and time they are allowed to register.
2. Students should look for holds, or other information in the my.boisestate.edu student center that may interfere with the ability to register.
3. Registering early is the only method where students can be guaranteed a seat within a specific class.
4. Students may need to request permission numbers to register. Students need to contact their Academic Adviser for a permission number.

The registration of courses is on a first come first serve basis. Registering early will ensure a seat in the courses. If all sections of the courses are full, and there is a minimum of 6 weeks prior to the start of a semester, the RN-BS personnel will make every effort to open a new section.

Related Policies
Approved: Spring 10
Reviewed Spring 2011
Revised: Spring 2012
Revised: Spring 2014
Reviewed: Spring 2015
Reviewed: Spring 2016
Registered Nurse License

Purpose

RN-BS Completion Track students complete clinical projects in which they work independently under faculty guidance. It is mandatory that students possess and maintain a current RN license in the state they practice for the duration of enrollment in the track.

Process

Students must hold a current RN license in the state they practice by the end of the first semester of entering the track.

The courses that can be taken while in the process of taking the NCLEX exam are UF 300 or NURS 350 Transitions in Nursing, HLTHST 280- Statistics (or any other statistics course), NURS 392 Nursing Research and Evidence-Based Practice, NURS 430 Preparing for a Financially Savvy Career, and an elective either NURS 306 E-Learning or NURS 430 Palliative Care.

Students deviating from this requirement for any reason must contact their Academic Advisor, and send a petition letter to the Associate Director (BS-Completion, AGNP, DNP programs) explaining the deviation.

Students are responsible for notifying their Academic Adviser of a change in current license status immediately.

Related Policies

Reviewed Spring 2011
Revised: Spring 2012
Revised: Spring 2014
Reviewed: Spring 2015
Revised: Spring 2016
Scholarship Award Process

Purpose
To ensure the allocation of Boise State University scholarship funds to undergraduate nursing students is in alignment with the School of Nursing’s mission, vision and philosophy.

Scope
Students enrolled in the Undergraduate/Pre-Licensure Program and the RN-BS Completion Track in the School of Nursing.

Responsible Parties
School of Nursing Scholarship Team, administrative staff and students.

Policy
The scholarship application and selection process will be conducted by the Scholarship Team comprised of a work group of faculty, staff and students as follows:

Philosophy
The scholarship awards process demonstrates responsibility to the:
1. Donors, through careful stewardship of award money. Careful stewardship implies fiscal as well as academic accountability to utilize objective indicators for potential success and financial need of recipients whenever possible.
2. University scholarship awards process, through compliance with University policies regarding scholarship awards.

The priorities of the scholarship awards process are:
1. Recognition of students with academic success as indicated by the individual's cumulative GPA and consistent with the Program’s policy for full-time students.
2. Assistance to students who demonstrate financial need and strong academic GPA.
3. Continued funding support for new and existing Honors Scholarship candidates.
4. Support of qualified students through the distribution of School of Nursing University general fund scholarship money to achieve total individual awards not less than $200 annually.
5. Encouragement for Baccalaureate Degree completion through scholarship awards in agreement with Program intent and as funding allows.

Application Submission
1. The application deadline, mid-January, will be clearly published in the announcement of the scholarship process. No late applications will be accepted.
2. The scholarship application and selection process will occur each Spring in conjunction with the University financial aid application process. Spring scholarships are awarded for the following
academic year (Fall and Spring semesters). Scholarships are awarded for a single academic year.

Finalizing Awards
1. The Financial Aid office will verify the recipients’ eligibility. Financial Aid will notify recipients and require them to indicate acceptance of the award.
2. Notification to recipients regarding awards will be via email and include the name of the award, the amount and duration of funding, expectations regarding acknowledgment of award and continued eligibility for the award if applicable.
3. Notification of students not selected for awards will be done via email.

Issues Related to Continuation of Awards:

Scholarship awards are contingent upon the student maintaining the eligibility requirements of the University (credit requirements and cumulative GPA of 3.0); completion of all requirements specified by Financial Aid and good standing with the School of Nursing progression policy. Students who do not meet progression requirements, withdraw from the nursing program or fail to comply with the eligibility requirements will forfeit their scholarship money.

Related Forms
School of Nursing Scholarship Application

Approved: Spring 2007
Revised: Spring 2009
Reviewed: Spring 2010
Reviewed: Revised Fall 2013
Revised: Spring 2014
Reviewed: Spring 2015
Reviewed: Spring 2016

CHS: None.
BSU: None.
Search Terms: Scholarship
Role of Student Representatives RN-BS Online Completion Track

Purpose
Describe the participatory role of the School of Nursing student representatives in leadership activities on teams and committees.

Scope
Students in the School of Nursing Online Completion Track

Responsible Parties
Students and faculty in the School of Nursing

Policy
Students may be elected by peers or volunteer to serve on a committee or team.

Each student representative is responsible to:

A. Attend monthly staff meetings via phone or Google Hangout.
B. If student representatives have an agenda item for the staff meeting, contact the administrative assistant to be added to the agenda.
C. Be an active team member and communicate with the team leader regarding issues.
D. Provide biography and photo for student body announcement on The Nurse’s Station.
E. Point of contact for prospective students inquiring about the program.
F. Consult on various print materials and online publications gaining a student perspective as needed for recruitment, communication strategies with students and suggestions for program processes.

Related Policies/Forms

Adopted: Spring 2008
Reviewed: Spring 2010
Reviewed: Spring 2011
Reviewed: Spring 2012
Reviewed: Spring 2013
Reviewed: Spring 2014
Reviewed: Spring 2015
Revised: Spring 2016
Withdrawal Policy

Purpose
To identify the process by which a nursing student can withdraw or be dropped from a course by the student, or faculty after the official university drop period.

Process
A student may be withdrawn from course(s) in one of two ways:

1. Student Initiated withdrawal where a student may voluntarily withdraw from courses. In order to initiate the student withdrawal process, the student must:
   a. Contact Academic Adviser or Associate Director (BS-Completion, AGNP, DNP programs) to discuss withdrawal. Process the drop in my.boisestate.edu through the Student Center.
      i. If the withdrawal is after the 10 day period, the Adviser will direct the student to submit a withdrawal letter, and supporting documents to the Associate Director (BS-Completion, AGNP, DNP programs).
      ii. A copy of the letter and materials will be uploaded to the student’s file.
      iii. When withdrawal from a course affects another contingent course, additional recommendations and conditions may be specified.
   b. Notify the appropriate faculty member(s) regarding the withdrawal.
   c. Understand that withdrawal may have implications for progression in the program track, financial aid awards and tuition. (See Progression Policy).

2. Faculty Initiated Withdrawal where faculty members, after consultation with the Associate Director (BS-Completion, AGNP, DNP programs), have the right to initiate a student withdrawal from a nursing course(s) (See University catalog - Faculty Initiated Withdrawal).

Related Policies/Forms

Adopted: Spring 2008
Reviewed: Spring 2011
Revised: Spring 2012
Reviewed: Spring 2014
Revised: Spring 2015
Reviewed: Spring 2016

CHS: None.
BSU: 4100-D, 4102-D, 4101-D, 2115-B
Search Terms: Withdraw
Quick Content

School of Nursing:  http://hs.boisestate.edu/nursing/

RN-BS Advising:  http://hs.boisestate.edu/nursing/rnbs/advising

Student Handbook:  http://hs.boisestate.edu/nursing/rnbs/new/

School of Nursing Directory:  http://hs.boisestate.edu/nursing/rnbs/faculty/

Cost of Program:  http://hs.boisestate.edu/nursing/rnbs/new/

Computer Resources on Campus:  http://oit.boisestate.edu/classroomlabtech/classroom-and-lab-technologies/computer-labs-and-kiosks

University Catalogs:  http://registrar.boisestate.edu/undergraduate
  http://graduatecatalog.boisestate.edu

Idaho State Board of Nursing:  http://ibn.idaho.gov/IBNPortal
Academic Integrity

Purpose
Integrity and ethical behavior are expected of every student in all academic work.

Scope
All students are required to adhere to Boise State University’s Student Code of Conduct on Academic Honesty.

Responsible Parties
Faculty and students are responsible to ensure students follow the policies.

Policy
Students must be present at scheduled testing times. Exceptional circumstances must be discussed with the course coordinator/faculty prior to the scheduled testing date. Student seating during tests may be assigned so as to minimize opportunities for dishonesty/cheating. When tests begin, all communication among students will stop. Students will monitor their own behavior so as not to arouse any suspicion on the part of the faculty or test monitor. Assignments submitted must be original work and cannot be used in other courses. Falsification of academic records will result in dismissal from the program. Please refer to Student Code of Conduct Articles 2, 4 and 6 on Academic Dishonesty, Cheating, Classroom Misconduct, and Plagiarism:

https://deanofstudents.boisestate.edu/student-code-of-conduct/

Related Policies/Forms
None
Approved: Fall 2007
Reviewed: Fall 2008
 Reviewed: Spring 2010
Revised: Spring 2014

CHS: None.
BSU: 2020 (Code of Conduct)
      3130 (Academic Grievance Board)

Search Terms: Academic integrity, plagiarism, dishonesty
Incompletes

Purpose
To receive a grade of Incomplete, a student must meet the basic criteria specified in the current catalog for Boise State University under “Incompletes”.

Scope
All students in the School of Nursing.

Responsible Parties
Full and part-time Faculty.

Policy
The student and faculty will sign an online grading contract stipulating the work the student must do to receive a grade in the course as specified in the Boise State University catalog.

However, if the incomplete will be in a course that is listed as a required course within the nursing curriculum, then the consent must specify that the grade of incomplete be removed before the start of the next semester’s nursing course(s). The online grading contract should stipulate these dates clearly.

For courses not specified for completion and beginning of the new semester in the Nursing Program progression policy, incompletes must be given and removed following university guidelines. Coursework must be completed within one year or the student will automatically receive a grade of “F”.

Related Policies/Forms
Progression, Grading Policy

Revised: Spring 2008
Reviewed: Spring 2010
Reviewed: Spring 2011

CHS: None
BSU: 3180 (Changes in Awarded Grades)
http://policy.boisestate.edu/academic-affairs-student/policy-title-changes-in-final-grades/

Search Terms: Incompletes
Student Behaviors and Actions

Purpose
Boise State University strives to provide a culture of civility where its members feel safe to express themselves free from discrimination, harassment, threats, and intimidation. (See Boise State Student Code of Conduct) http://deanofstudents.boisestate.edu/student-code-of-conduct

Student behaviors and/or performance should promote a healthy environment and not present a danger (or reasonable assumption of danger) to a student/person/client/patient or jeopardize the license of a faculty or individual working with the student.

Scope
All students in the School of Nursing.

Responsible Parties
All students, faculty, administrators and staff in the School of Nursing.

Policy
The student behaviors included in this policy fall into four main categories including 1) imminent danger to self or others, 2) unsafe practice/unethical behavior, 3) code of conduct violations, and 4) at-risk student behaviors.

Process for Imminent Danger to Self and/or Others
If a student on the Boise State campus is deemed to pose an imminent danger to self or others (act or direct threat of violence), the person identifying this behavior should notify Campus Police immediately at 426-1453 or call 911 immediately. Examples of imminent danger include but are not limited to, verbal or physical threats to self or others, repeated obscenities, or unreasonable interference with the learning environment. If this behavior is noted off campus at a healthcare facility, the policy of that institution should be followed. If danger is suspected but not imminent, a Boise State notification to alert others of a potential problem may be made by filing a C.A.R.E.S. report at: https://boise-advocate.symplicity.com/care_referral/index.php/pid633606?au=&ck

Process for Unsafe Practice/Unethical Behavior
At all times, student behavior and/or performance must be safe, ethical, and must not present a danger (or reasonable assumption of danger) to a person/client/patient or jeopardize the license of a faculty or nurse working with the student. Also see Policy for Procedure Practice. Safe practice is judged by standards and codes such as the American Nurses Association (ANA) Standards of Nursing Practice, the Idaho Nurse Practice Act, and ANA Code of ethics. Students are expected to behave responsibly and they do not have the right to engage in behaviors that may harm and endanger other people, including patients/clients.
1. If a student demonstrates unsafe/unethical practice, the faculty member making the assessment will meet/discuss with the student to talk about the situation; generally, within 3 working days of the incidence occurrence. Faculty must notify the appropriate Program Coordinator of the incident and the Associate Director of the program. Based on the severity of the incident, the faculty member making the assertion in consultation with the Chair, and with permission from the Associate Dean/Dean may choose to remove the student from class or clinical for up to two days while the incident is investigated.

2. A meeting with the student will be arranged. The faculty member making the assertion may choose to invite the Program Coordinator. A representative from the Office of Student Rights & Responsibilities (OSRR) is invited to attend to act as a neutral participant. The student can invite their faculty advisor/mentor and/or another support person to attend the meeting. However, the faculty advisor/mentor and support person may not participate without the approval of the faculty member making the assertion.

3. During the meeting, a discussion will focus on the behavior(s) seen. The student will be provided with ample opportunity to give an explanation for the behavior exhibited. Notes on the meeting will be taken and a copy is distributed to all parties with a copy placed in the student’s file.

4. A recommendation/decision by the faculty (with consultation from academic leadership and OSRR personnel) is made generally within 2 working days of the meeting. The student will be notified of the decision in writing via e-mail and a formal letter will be mailed to the student’s residence.

For unsafe/unethical behavior, decisions/recommendations may include one or more of the following:

- Decision of no sanctions. Dismissal of the situation with a report being maintained in the student file until the student graduates from the nursing program.
- Decision to develop a learning contract with the student.
- Decision to refer the student to OSRR for further assessment

**Student Duty to Disclose**

Students enrolled in the nursing program have a continuing duty to disclose any relevant circumstances that may affect their ability to continue in the program. This could include any incident that could deem them inappropriate or unable to participate in clinical practicums. Examples include arrests or receiving a citation for a DUI or driving while impaired. It is the legal and ethical responsibility of the student to report potential issues to the Associate Director of the Undergraduate Nursing Program within 3 working days of the incident.

**Process for Code of Conduct Violation**

Behaviors violating the Student Code of Conduct affect the welfare and safety of students, faculty, and other members of the campus community. Such behaviors include, but are not limited to consumption of alcohol and illegal drugs, behaviors that have the potential of harming to self and others, or behaviors deemed to be disruptive to the campus or off campus facility environment. If a student violates the University Code of Conduct, the faculty member making the assertion arranges a meeting with the student to discuss the situation generally within three working days of the incidence occurrence. The faculty member must notify the appropriate Program Director of the incident. Based on the severity of the incident, the faculty member making the assertion in consultation with the Chair...
and with permission from the Dean may choose to remove the student from class or clinical for up to two days while the incident is investigated. Removal of the student for longer than two class or clinical periods requires approval of the Dean of the College (See University Policy 2050). The faculty member making the assertion may choose to invite the Program Coordinator or Director to a meeting. The student may choose to invite their faculty advisor/mentor and/or another support person to attend the meeting. However, the faculty advisor/mentor and support person may not participate without the approval of the faculty member making the assertion. A representative from the Office of Student Rights & Responsibilities (OSRR) will be invited to attend to act as a neutral participant. A discussion of the behavior occurs among all parties. The student is provided with ample opportunity to give an explanation for the behavior exhibited. Notes on the meeting are taken and a copy is distributed to all parties, and a copy placed in the student file.

1. A recommendation/decision by the faculty member (with consultation from academic leadership and OSRR personnel) is made generally within 2 working days of the meeting. The student is notified of the decision in writing via e-mail and a formal letter mailed to the student’s residence.

For a Code of Conduct Violation, Decisions/Recommendations Include:

- Decision of no sanctions. Dismissal of the situation with a report being maintained in the student file until the student graduates from the nursing program.
- Decision to develop a behavioral contract for the student.
- Decision to file a code of conduct report which may result in the University taking action such as:
  - Recommendation/referral to an outside agency for further assessment (done in consultation with other campus officials). If the faculty member making the assertion believes there are extenuating circumstances surrounding the event, this instructor works with the Office of Student Rights & Responsibilities to determine whether a referral to an outside agency is indicated.
  - Removal of the student from course, and/or the Nursing Program and/or the University.

Process for Questionable Student Behavior
At times, a student demonstrates behavior(s) that does not fit clearly under the above categories (unsafe practice and/or code of conduct violations), yet the behaviors suggest that the student may experience academic failure or other negative outcomes. These behaviors include but are not limited to excessive absenteeism or absences without notice, a pattern of tardiness, late assignments with elaborate excuses for not meeting deadlines, deteriorating productivity, pervasive poor concentration, or difficulty making decisions, and forgetfulness. If faculty members observe these types of behaviors in students, they need to be addressed.

1. If a student demonstrates such behaviors, the faculty member will contact the Program Director and, if indicated, the Office of Student Rights and Responsibilities for consultation. A C.A.R.E.S. report may be filed as well. [https://boise-advocate.symplicity.com/care_referral/index.php?pid=633606?au=&ck=](https://boise-advocate.symplicity.com/care_referral/index.php?pid=633606?au=&ck=)
2. The faculty member having a concern for the student will hold a meeting with the student as described above to discuss the situation generally within three working days of the occurrence of the concern. A recommendation/decision by the faculty member (with consultation from academic leadership and OSRR personnel) will be made generally within two working days of
the meeting. The student will be notified of the decision in writing via e-mail and a formal letter is mailed to the student’s residence.

For at-risk student behavior, Decisions/Recommendations May Include:
- Decision of no sanctions. Dismissal of the situation with a report being maintained in the student file until the student graduates from the nursing program.
- Decision to develop a learning contract for the student.
- Referral to the Office of Student Rights and Responsibilities for follow-up and further evaluation.

Note: If the student is a nurse apprentice and is dismissed from the Program, the State Board of Nursing will be notified of the dismissal. If the student is a licensed nurse and drugs or alcohol is involved in the incident, the State Board of Nursing will be notified by the Program Director.

Related Policies/Forms
Student Expectations/Responsibilities in Clinical/Skills Lab (SP-23)
CHS: None (CHS 307 archived)
BSU: Policy 2020 Student Code of Conduct
   http://deanofstudents.boisestate.edu/student-code-of-conduct/
   Procedure for Academic and Classroom Misconduct (Article 7)
   https://deanofstudents.boisestate.edu/scp-codeofconduct-section7/
   Sanctions (Article 7)
   https://deanofstudents.boisestate.edu/scp-codeofconduct-section7/

Approved: August 2007
Revised: Spring 2011
Revised: Spring 2014
Revised: Spring 2015
Revised: Spring 2016
Search Terms: Mental illness, chemical abuse, chemical dependency, unsafe behaviors
Nursing Procedure Practice

Purpose
To provide guidance for students to practice nursing procedures

Scope
Students enrolled in the Undergraduate/Pre-Licensure Program in the School of Nursing (SON).

Responsible Parties
Associate Director of the Undergraduate Program, SON Admissions and Progression Governance Team, students and SON faculty.

Policy
Students may practice non-invasive procedures like health assessment on each other in the simulation learning center or skills laboratory. The student’s right to privacy will be honored. Faculty will make sure other students follow the same guidelines used in clinical agencies to protect the student’s privacy.

Certain procedures are unsuitable or potentially dangerous for students to practice on each other. These procedures include but not limited to: genitourinary assessment, injections (e.g., IM, SubQ, etc.), IV start, nasogastric tube insertion, nasal/oral suctioning, and urinary catheterization.

Students may practice invasive procedures in the simulation learning center or skills laboratory only on mannequins and task training equipment or particular skill practice. In clinical settings, students may perform invasive procedures under direct supervision of the faculty or a registered nurse on a patient who has a therapeutic need for the procedure.

Students may not practice any invasive procedures on each other, instructors or teaching assistants, preceptors, lab personnel, standardized patients or anyone else under any circumstance. No syringe/needles will be distributed for student use without faculty supervision. Violation of this policy may result in student failure of the involved nursing course and possible dismissal from the Nursing Program.
Purpose
When it is necessary throughout the school term and beyond, School of Nursing (SON) administrators, faculty and staff need to get pertinent, time sensitive information to students. The purpose of this policy is to describe the process of communication and notification of students by SON.

Scope
Students in the School of Nursing.

Responsible Parties
Students, administrators, faculty and staff.

Policy
Students are expected to keep their addresses, phone numbers, and email addresses up to date at http://myboisestate.edu.

When it is necessary for information to be sent out, staff will post the information on the SON Blackboard site and email the information to all students in the Nursing Program. If the information is for a particular group of students, all efforts will be made to only contact that group and not have the message sent to every student.

Students are requested to check the SON Blackboard site periodically (weekly is suggested) during the school term as well as during summer and academic breaks.

While students may forward their @u.boisestate.edu account to a personal email, it is the student’s responsibility to make sure they are receiving the information.

Select SON staff and faculty may access the Blackboard course site to assist with quality improvement, faculty supervision, and student support.

Related Policies/Forms
BSU: Policy 2280 Student Email Communications
http://policy.boisestate.edu/student-affairs/policy-title-student-e-mail-communications/
Confidentiality Policy

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

Scope
Students enrolled in the School of Nursing.

Responsible Parties
Students and faculty enrolled in the School of Nursing.

Policy
A breach of confidentiality includes the following:
1. Revealing information about a client to another person who is not involved with the direct provision of care to the identified client.
2. Revealing events or partial information about a client or clinical experience to another person (such as a relative or friend) who, by virtue of knowing other information, is then able to identify the client and circumstances being discussed.
3. Revealing information about a client or clinical situation to other persons involved in that client's care in an area where the discussion may be overheard by others (such as other health care workers, visitors or client's family members).
4. Revealing privileged information about an agency's performance, personnel or practices.
5. The use of social networking that breaches any aspect of confidentiality regarding patients or families, agency staff, peers, faculty, etc. Social media use is ubiquitous and inappropriate posts by nurses or student nurses have resulted in licensure and legal repercussions, or dismissal from the School. Refer to the National Council of State Boards of Nursing website: https://www.ncsbn.org/347.htm

Situations involving poor judgment about the sharing of information about clients or clinical situations (e.g. persons or agencies) constitute unsafe and/or unethical nursing practice. Such situations will be reviewed by the faculty and may be grounds for dismissal from the Nursing Program.

Related Policies/Forms
Student Non-Disclosure Statement (CHS 311)
Student Expectations/Responsibilities in Clinical/Skills Lab
Student Background Check Policy

Purpose:
To establish policy and procedure for requirement of student background checks, and to inform students of criminal background checks required for admission into and progression through programs and courses that include the direct delivery of patient care services.

Scope:
The College of Health Science requires a Background Check (BGC) as defined below on all students enrolled in courses involving the direct delivery of patient care services. BGCs are required by the agencies where students participate in clinical experiences. All students in the College of Health Sciences enrolled in courses that involve the direct delivery of patient care services are covered under this policy. Students are expected to have and maintain a clean background, with no record of conviction of any of the crimes identified in Section III of this policy and no pattern of behavior deemed to be unprofessional, or that is believed to put patients, faculty and/or students at risk, as they progress through programs and courses that include the direct delivery of patient care services. Such determinations related to behavior or risk are in the sole discretion of the responsible party.

Responsible Party:
The Department/School Chair or designee of each program, offering courses that involve the direct delivery of patient care services

Definitions:

Clean Background Check or BGC: No convictions of crimes listed in Section III, and no pattern of behavior deemed to be unprofessional (that is believed to put patients, faculty and/or students at risk).

Conviction, for purposes of this policy, shall mean:
- Guilty plea or verdict (regardless of the form of the plea or disposition of the case)
- Withheld judgment
- Plea agreement
- Arrest (pending charges) until the verdict is rendered

Note: Dismissals and acquittals are not considered convictions, but may be considered in the assessment of patterns of behavior.
I. Policy Statement

A. All students in the College of Health Sciences who will be enrolled in courses that involve the direct delivery of patient care services are covered under this policy.

B. Prior to admission into a program or course involving the direct delivery of patient care, all students will be required to have a recent BGC. Recent is defined as no older than 6 months prior to the start of the class/experience. Failure to undergo the BGC, will result in dismissal from the program or course.

C. Once admitted into a program or while participating in courses which include the direct delivery of patient care:
   1. Students will have a BCG conducted approximately every six months
   2. Students are required to immediately report ALL ARRESTS for any misdemeanors or felonies to the appropriate Department/School Chair regardless of type and match to those listed in Section III.
   3. Departments/Schools may check arrest records of students without notification.
   4. Failure to immediately (within 48 hours of arrest) notify the Department/School of an arrest, is grounds for dismissal.
   5. Failure to undergo the BGC will result in dismissal from the program.

II. Procedure

A. The BGC will be performed by and results obtained from the company selected by the College and will include the following:

   1. Social security number and identity verification
   2. Criminal search (7 years) national and county including maiden and alias names
   3. Violent Sexual Offender and Predator Registry Search
   4. Office of Inspector General (OIG) List of Excluded Individuals/Entities
   5. General Services Administration (GSA) List of Parties Excluded from Federal Programs
   6. US Treasury, Office of Foreign Assets Control (OFAC), List of Specially Designated Nationals (SDN)
   7. The company must provide an electronic copy of the report directly to the Department/School.

B. Students will be admitted to and retained in the program conditionally, pending a clean BGC result. All conditionally admitted students will be given a copy of the Information Sheet on obtaining a BGC. Students will request and pay for the standard College of Health Sciences BGC through the company selected by the College. Results of the checks are released to the Department/School Chair (or designee) of the admitting program and to the student.

C. Each department will access the BGC and secure a copy of each student’s checks. The checks will be reviewed by the Department/School Chair (or designee).
D. If the BGC result contains no convictions, or only minor misdemeanor charges (as determined in the sole discretion of the responsible party), and no pattern of behavior deemed to be unprofessional, or that is believed to put patients, faculty and/or students at risk the student will be fully admitted to and retained in the program/course.

E. If a BGC result contains convictions for an offense or offenses listed in Section III, or demonstrates a pattern of behavior deemed to be unprofessional, or that is believed to put patients, faculty and/or students at risk, the student will be notified in writing that his/her admission to the program/class has been withdrawn. If the student wishes to grieve this decision and continue the admission process or retain admission to the program, the student must:

1. Meet with the Department/School Chair (or designee) and present in writing why the potential student believes he or she did not demonstrate an unprofessional pattern of behavior, or should not be considered a risk to patients, faculty and/or student safety.
2. After the meeting, the Chair (or designee) will write an admission recommendation. The recommendation, information presented by the student, and the BGC or record of arrest will be forwarded to the College of Health Sciences Academic Leadership Council (ALC). The ALC will make the final admission decision. The ALC will notify the student of the final decision.
3. A representative from University Health Services (UHS) may provide consultation on appeals as a non-voting member.
4. This process must be completed within 10 business days of receipt of notification of withdrawn admission.

F. Results of BGCs will be securely maintained. Departmental/School Records (if printed) will be destroyed 6 months after an applicant is denied admission or when a student graduates.

G. Results of a BGC performed for hire at a local health care agency may not be used for affiliation with Boise State University due to variances in quality of the background checks.

H. Students who leave the program, regardless of reason, will need to repeat the BGC before being readmitted.

I. Students who have an arrest for any crime listed in this policy while in the program will be removed from clinical. In order to return to clinical, students must follow step E, and abide by the decision of the ALC.

All affiliated agencies have the ability to request copies of any student’s BGC when the student is scheduled for clinical participation at that specific agency.

III. Conviction Categories, Crimes and Time Periods

A. A pattern of behavior deemed to be unprofessional, or that is believed to put patients, faculty and/or students at risk, will result in dismissal from the program or class which has a direct
patient care requirement. As stated in the Scope, such determinations related to behavior or risk are in the sole discretion of the responsible party.

B. Felony or misdemeanor convictions, as defined in this policy, for any crimes listed in this section will result in notification to the student that his/her admission to the program/class has been withdrawn. If the student wishes to grieve this decision and continue the admission process or retain admission to the program, the student must follow the process outlined in Section II.E.

C. The time period for the following crimes is not limited:

1. Sexual assault, rape, indecent exposure, lewd and lascivious conduct, or any crime involving non-consensual sexual conduct committed at any time.
2. Child abuse, sexual exploitation of children, child abduction, child neglect, contributing to the delinquency or neglect of a child, enticing a child for immoral purposes, exposing a minor to pornography or other harmful materials, incest, or any other crime involving children as victims or participants committed at any time.
3. Homicide or manslaughter committed at any time.

D. The time period for these crimes is the past seven years:

1. Abuse, exploitation or neglect of a vulnerable adult (disabled or elderly) committed at any time.
2. Any charge related to illegal drugs such as (but not limited to) possession of drugs or paraphernalia, or trafficking.
3. Assault or Battery
4. Offenses involving substantial misrepresentation of any material fact to the public or an employer including embezzlement, bribery, fraud, racketeering or allowing an establishment to be used for illegal purposes.
5. First or second degree arson.
7. Mayhem, as defined by Section 18-5001, Idaho Code. Reference: http://www.legislature.idaho.gov/idstat/Title18/T18CH50SECT18-5001.htm
8. Poisoning.
9. Forgery or fraudulent use of a financial transaction card.
10. Forgery and counterfeiting.
11. Insurance fraud.

E. The time frame for these crimes is the past 5 years:

1. Misdemeanor theft (all categories, including willful concealment).
2. More than one, felony, or misdemeanor driving under the influence (DUI) which is not a first offense.
F. The time frame for these crimes is the past 3 years:

1. First offense DUI.

IV. Additional BGCs required by affiliated clinical agencies

A. Clinical sites and other agencies may require additional BGCs. The criteria used may be more stringent than used by the College of Health Sciences and students may be charged an extra fee for this BGC by the agency. This may prohibit some students from being allowed into some sites.

B. If a student is accepted into a program based on the required College of Health Sciences BGCs, but is denied clinical agency entrance based on the outcome of an agency BGC, no guarantee can be made as to clinical placement for that semester and this may result in the failure of the student.

C. Students may be required to obtain an additional BGC or obtain a copy of the agency BGC to continue in the program. Additional information discovered will be considered in determining if the student may continue in his/her program.
314.0 STUDENT DRUG AND ALCOHOL TESTING POLICY

Purpose
To establish policy and procedure for the requirement of student drug and alcohol testing, and to inform students of drug and alcohol testing required for admission into and progression through programs that include the direct delivery of patient care services.

Scope
In order to comply with health care industry partners' and/or clinical agencies’ requirements, the College of Health Sciences requires that drug and alcohol testing will be conducted in accordance with Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines and as defined below for all students enrolled or participating in clinical courses, experiences or internships involving the direct delivery of patient care services. Safety in the delivery of care to patient/client populations is the basis for drug and alcohol testing required by industry partners and/or clinical agencies.

Responsible Party
The department/school chair, or designee of each program, offering clinical experiences or internships that involve the direct delivery of patient care services.

Definitions
To ensure accuracy and fairness, all collection and required testing will be conducted in accordance with the Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines by a qualified agency designated by the College.

Negative test result: Test result contains no evidence of drugs or alcohol, or the concentration of drugs and/or alcohol is less than the cut off concentration identified by the Medical Review Officer (MRO) in accordance with the Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines.

Positive test result: Test result contains evidence of drugs equal to or greater than the cut off concentration(s) identified in accordance with the Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines. A positive test result for alcohol results from a blood test or other scientifically acceptable testing procedure which shows a breath, saliva, urine or blood alcohol concentration of .04% or more.

I. Policy Statement:
   A. All students in the College of Health Sciences who will be enrolled in or participate in courses, experiences or internships that involve the direct delivery of patient care services are covered under this policy.
B. Prior to admission into a program or course involving the delivery of direct patient care all students will sign a Consent to Drug and Alcohol Testing form, submit to and return a negative drug and alcohol test. The drug and alcohol tests must be completed prior to admission and then annually thereafter for clinical experiences or internships involving the direct delivery of patient care services. A student will be suspended from all clinical activities until the negative test results are received by the College. Any suspension may jeopardize programmatic progression. Negative test results will allow the student to participate in clinical activities.

C. Conduct sufficient to provide grounds for dismissal from courses, experiences, or internships and/or the program include:
   1. Failure to report for a test in a timely manner; or
   2. Refusal to take a test; or
   3. Tampering with a test specimen; or
   4. Receiving a positive test result; or
   5. Failing to provide an adequate specimen volume without a verified medical explanation

D. Clinical facilities may require additional drug or alcohol testing without prior notification based on facility policies. These tests may be more or less stringent than this policy, and may include testing for additional substances. If a student is accepted into a program based on the required drug or alcohol test by the College with negative results, but is denied clinical agency entrance or is later removed from the experience based on the outcome of an agency drug or alcohol test, the student may be dismissed from the program as clinical access is required for programmatic progression, and no alternative clinical assignment will be offered.

II. Testing Process:
The initial and annual drug and alcohol tests will be conducted by a qualified agency chosen by the College. To ensure accuracy and fairness, all collection and testing required by the College will be conducted in accordance with SAMHSA guidelines.

Substances to be tested for include, as a minimum: alcohol, amphetamines, barbiturates, benzodiazepines, opiates, marijuana, codeine, and cocaine. The College shall have the authority to change the panel of testing without notice to include other substances as suggested by local and/or national reports or circumstances.

After signing a “Consent to Drug and Alcohol Testing” form, all students will submit to a drug and alcohol screen at a designated time and place and at the expense of the student. The testing policies and procedures of the testing facility will be followed for split-specimen urine specimens. Collected specimens, either urine, blood, or saliva will be sent to the company or laboratory for testing. The laboratory will test the primary specimen for drugs and alcohol, and if it tests positive based on cut-off levels established by the lab, the lab will perform a confirmation test of the primary specimen. If the confirmation test is positive, the lab will report the positive test result to the MRO describing which drugs or alcohol were detected. The MRO will contact the student who tested positive, and the student may provide an explanation for the positive test result. The MRO may request verification for any prescription medications. The student may elect by verbal or written request to have the remaining portion of his or her split specimen sample tested, at his or her own expense. The student must request this testing from the MRO within 72 hours of being notified of his or her confirmed positive test result, unless the MRO concludes that the student had a legitimate explanation for failing to do so.
If the student declines the opportunity to discuss a positive test result with the MRO or fails to contact the MRO within 72 hours of notification, the MRO may report the drug test as positive to the College. If the MRO is not able to contact the student within ten calendar days of the date on which the MRO received the confirmed positive test result from the laboratory, the MRO may report the drug or alcohol test as positive to the College.

If a student provides an explanation for a positive drug or alcohol test result, the MRO will determine whether a valid medical explanation exists. If a determination is made by the MRO that there is a legitimate medical explanation in accordance with SAMHSA guidelines, the drug or alcohol test results will be recorded as negative and reported to the College.

If the MRO determines that there is not a legitimate medical explanation in accordance with SAMHSA guidelines, the drug or alcohol test results will be recorded as positive and reported to the College. By participating in the drug and alcohol screening process, the student is authorizing release of the drug and alcohol test results in accordance with this policy.

Duty to Report: if the student is a licensed/registered health professional, the chair/designee of the Department/School will follow licensure and/or State required reporting guidelines.

III. Student Grievance Process:
Prior to admission to a program and annually thereafter, students will request and pay for the standard College of Health Sciences drug and alcohol tests through the designated agency. Results of the drug and alcohol test will be released to the Department/School Chair (or designee) of the admitting program and to the student.

The College will maintain and keep secure all drug and alcohol test results. If the tests are negative, the student may be fully admitted to and/or remain in the program.

If a drug or alcohol test is positive, the student will be notified in writing that his/her admission to the program has been withdrawn. If the student wishes to grieve this decision and remain in the program, the student must:
1. Meet with the Department/School Chair (or designee) and present in writing why the drug and/or alcohol test was inaccurate.
2. After the meeting, the Chair (or designee) will write an admission recommendation. The recommendation, information presented by the student, and the drug and/or alcohol test result will be forwarded to the College of Health Sciences Academic Leadership Council (ALC). The ALC will make the final admission decision. The ALC will notify the student of the final decision.
3. This process must be completed within 10 business days of receipt of notification of withdrawn admission.
4. A representative from University Health Services (UHS) or the Office of General Counsel may provide consultation on appeals as a non-voting member.
5. Results of drug and/or alcohol tests will be securely maintained. Departmental/School Records (if printed) will be destroyed 6 months after an applicant is dismissed from a program or when a student graduates.
6. Results of a drug and/or alcohol test performed for hire at a local health care agency may not be used for affiliation with Boise State University.

7. Students who are out of progression or leave the program, regardless of reason, will need to repeat the drug and alcohol tests before being readmitted.

Related Policies/Forms

Approved: Fall 2013
Revised: Spring 2014
Purpose
Students participating in Boise State University School of Nursing Programs may be at risk for injury or exposure to communicable diseases or hazardous materials in a variety of clinical situations. The goal of the faculty is to preserve the health and safety of students, clients and faculty in any clinical setting. The purpose of this policy is to provide guidance to both the student and the clinical faculty regarding procedures, rights and responsibilities in the event of student injury/exposure in the clinical setting.

Scope
All students in the School of Nursing.

Responsible Parties
Faculty, administrators and students.

Policy

Exposure: An exposure is an occurrence in which a person is subjected to an infectious agent in such a way that could lead to acquisition of a disease. Should exposure to infectious diseases (such as TB) occur, the clinical faculty and/or agency clinical supervisor will supply information regarding the appropriate protocol.

Process
All contaminated needle sticks or bloody body fluid splashes to mucous membranes or open skin should be treated as if there is a potential risk of pathogen exposure. Should a puncture wound or other bloody body fluid exposure to mucous membrane/open skin area occur, the student should implement the following procedures:

1. If the student sustains a puncture wound:
   a. Withdraw needle or other object promptly.
   b. Immediately wash hands/area of puncture using soap and water; follow with application of povidone iodine and/or alcohol.
   c. Encourage increased bleeding for a few seconds and use gentle pressure at the site of the puncture.
   d. Wipe away any blood.

2. If the student receives a spray or splash of body fluids:
   a. To eyes, nose, or mouth--irrigate with large amount of water.
   b. To a break in the skin, follow procedure for puncture wound (#1 above).
3. The student will report the incident immediately to the clinical instructor, to the agency clinical supervisor and to the agency Infection Control Practitioner/Safety Officer/Employee Health Services. The student will follow the clinical agency’s procedures for reporting and follow-up of the exposure. Students must complete an incident report with their instructor according to the policy of the clinical agency before leaving the clinical facility.

4. The student will seek a risk assessment and determination of recommended screening, treatment and/or follow up from the Infection Control practitioner, clinical supervisor, or other health care provider (if no infection control person/clinical supervisor in agency). **This assessment should be performed within one hour of the injury.**

5. The faculty will assist the student to complete a School of Nursing Incident Report. (See link below.) Both faculty and student will sign the report.

6. The student should seek advice, screening and/or treatment immediately at any of the following agencies:
   a. Boise State University Student Health Services, phone 426-1459
   b. Any emergency department
   c. Private physician or other provider
   The student should seek information regarding the need for serum globulin (HBIG-hepatitis B immune globulin), Hepatitis B vaccination, testing for Hepatitis B and C, HIV testing, prophylactic treatment for HIV exposure and tetanus immunization or other recommended treatment.

7. The student may seek assistance in decision-making from the Boise State University Student Health Services, private physician, or other provider of choice.

8. The student may seek counseling and referral regarding implications of the exposure, risks and/or treatment from the following agencies:
   - Boise State University Counseling Center - phone 426-1459 for an appointment
   - Boise State University, University Health Center - 1-800-322-9569 for urgent care (not requiring an emergency room)
   - Private provider of choice

**Rights & Responsibilities**

**Student Rights**
1. The student has the right to receive accurate information with which to make informed decisions.
2. The student has the right to decide on the course of action regarding an injury/exposure.
3. The student has the right to privacy of information regarding any injury/exposure.

**Student Responsibilities**
1. The student has the responsibility to follow the clinical agency policy regarding an injury/exposure.
2. The student has the responsibility to protect patient/public safety.
3. Complete and submit the agency’s injury/exposure report form and the Boise State University Incident/Accident Report Form (see below). A copy of both reports will be retained in the student’s file.
4. Faculty give the report to the correct Associate Director, the Associate Director files the report with Boise State University’s Risk Management.
5. The student may be eligible for Workmen’s Compensation for treatment of the injury as determined by the Boise State Insurer.

Faculty Responsibilities
1. The clinical faculty will assist the student in completion of required reports and evaluation as required by the clinical agency policy.
2. If needed, the clinical faculty will assist the student in completion of a risk assessment regarding the accidental exposure.
3. The clinical faculty will ensure that the student is informed of his/her rights and responsibilities and the required procedures as described above.
4. The clinical faculty will inform and may assist the student regarding accessing resources for risk assessment, screening, advice, referral for testing, treatment, and counseling.
5. The clinical faculty will assist the student to analyze the occurrence regarding implications, if any, for future practice.
6. The clinical faculty will complete the Student Injury/Exposure Report form, including student and faculty signature, and place the completed report in the student’s Program file.
7. The faculty member is to notify the Course Coordinator, Program Coordinator and Associate Director of the incident within 24 hours of the occurrence.
8. The faculty will ensure that students are oriented to the OSHA policies within each clinical agency.
9. Faculty will complete the Boise State University’s Risk Management forms listed below.

Related Policies/Forms
  Incident Report Form: R:\College of Health\Nursing\Resources\Forms\Incident Report Policy form.doc
  CHS: 304, 305, 306
  BSU: None
  Incident/Accident Injury Report Form: http://vpfa.boisestate.edu/process/uforms/

Approved: Spring 2008
Reviewed: Spring 2010
Reviewed: Spring 2011
Revised: Spring 2014

Search terms: Rights, responsibilities, injury, exposure, clinical agency, safety, OSHA.
Purpose
Boise State University expects students to participate in responsibilities of citizenship. This policy outlines the school’s process for students called into jury duty.

Scope
Students enrolled in the Undergraduate/Pre-Licensure Program in the School of Nursing.

Responsible Parties
Student and Faculty in the School of Nursing.

Policy
Students must first inform their instructors immediately upon receiving jury duty summons, informing them of their jury commitment. Students are responsible for the following:

1. Students can, at their discretion ask for an extension from the courts to serve at another time. A letter may be obtained from the School of Nursing Administration Office explaining the need for an extension.
2. Furnishing instructors with concrete evidence of their jury duty assignments immediately.
3. Furnishing instructors with concrete evidence (date, time, and court) of their service immediately upon serving.
4. Making arrangements to obtain course notes and assignments from other students. (This is not the instructor’s responsibility.)
5. Taking responsibility for all course work or make-up work, including missed clinical experiences.

Related Forms
None

Approved: Spring 2002
Reviewed: Fall 2008
Revised: Spring 2009
Reviewed: Spring 2010
Reviewed: Spring 2011

CHS: None.
BSU: 7250 (Court or Jury Service): http://policy.boisestate.edu/human-resources/court-or-jury-service/
Search Terms: Jury Duty
Policy for Latex Sensitivity

Purpose
Allergy to natural rubber latex is a real concern in clinical settings where many medical devices, including gloves, contain latex. Individuals accepted into clinically-based programs in the College of Health Sciences (CHS) should be aware of, and screened for, sensitivity to latex-based products. Continuing evaluation of possible sensitivity should occur throughout the educational and clinical experience. All CHS programs that place students in situations where the use of natural rubber latex is a probability will adhere to the following protocol, or will incorporate a more restrictive protocol into their program/departmental policies.

Policy:
1. All students accepted into the participating program will complete a CHS screening document to detect possible latex sensitivities. The procedure and process for implementation of this screening activity will follow individual department policy. (NOTE: A CHS document will be provided.)

2. Any student suspected to be latex-sensitive, either through initial screening or through identification of symptoms that may develop after admission to the Program, will be encouraged to see an allergy specialist or the Student Health Center, to be evaluated for potential latex sensitivity. The student is responsible for any costs incurred during the evaluation and any necessary treatment.

3. Reasonable accommodation will be provided for learning in latex-reduced environments. Educational materials will also be provided to assist the student with understanding the potential progression of, and symptoms for, latex-induced reactions. The student will continually self-evaluate for any changes or increases in symptoms of latex sensitivity, with direct reporting to Program officials. The student should obtain and wear, at all times, a medic alert bracelet concerning allergic status.

4. If the student, in consultation with his/her physician, decides it is necessary to withdraw from the Program, the Program’s Coordinator/Director/Associate Director will make every effort to assist with reimbursement of current semester fees from the institution.
Please Circle the appropriate answer for each question. If answered “Yes”, please explain.

<table>
<thead>
<tr>
<th></th>
<th>Question</th>
</tr>
</thead>
</table>
| YES | NO 1. I have food allergies, especially to bananas, passion fruit, kiwi, potato, tomato, avocado, chestnuts  
|     | Explain:                                                                 |
| YES | NO 2. I have developed a skin reaction to latex products, such as gloves, bandaids, rubber balloons, etc.  
|     | Explain:                                                                 |
| YES | NO 3. I have developed swelling of the lips, tongue, or skin after dental treatment, blowing up a balloon, or contact with latex or rubber products.  
|     | Explain:                                                                 |
| YES | NO 4. I have developed a runny nose, itchy eyes, hives, or scratchy throat after contact with rubber or latex.  
|     | Explain:                                                                 |
| YES | NO 5. I have had difficulty breathing or a severe reaction that required a visit to the emergency room after contact with latex or rubber.  
|     | Explain:                                                                 |
| YES | NO 6. I have spina bifida or have had multiple surgeries.  
|     | Explain:                                                                 |
| YES | NO 7. I think I have a sensitivity or allergy to latex.  
|     | Explain:                                                                 |
| YES | NO 8. I have been diagnosed with a latex allergy or sensitivity to the components included in some latex products.  
|     | Explain:                                                                 |

I have answered the above statements to the best of my current knowledge.

Signature: ________________________________________________________  Date: ______________________

Print Name: ________________________________________________________

**NOTE:** If the student answers “Yes” to any of the above statements, the student is encouraged to see an allergy specialist or the Student Health Center to be evaluated for potential latex sensitivity.
Role of Student Representatives, TAs, RAs

Purpose
Describe the participatory role of the School of Nursing student representatives in leadership activities on teams and committees and who are serving as TAs or RAs.

Scope
Students in the School of Nursing.

Responsible Parties
Students and faculty in the School of Nursing.

Policy

Description of Students’ Role:
In order for Undergraduate Pre-Licensure (UG PL) students to serve on a committee, team, an officer in the Student Nurses Association or as a class officer, RA, TA, etc., the student must have benchmarked on at least half of previous standardized exams.

A. If an UG PL student has not benchmarked on a standardized exam, the student will be given a second opportunity to benchmark after completing the remediation package provided by the company.

B. If the UG PL student does not benchmark on the second attempt, the student is ineligible to serve.

C. Students in leadership roles will also be required to maintain at least a B+ average and be making satisfactory progress in their clinical performance.

D. Students who are seeking a leadership position must receive a letter of support from the Undergraduate Coordinator.

E. Students who are in a leadership position and are exhibiting poor performance in academics or clinical will be asked to step down from their role by the Associate Director, unless extenuating circumstances apply.

All eligible students may be elected by peers, volunteer or appointed to serve on a committee or team.

Each student representative is responsible to:

A. Develop a mechanism for soliciting student input and providing information after meetings to the students they represent

B. Send agenda items to the team/committee leaders as appropriate

C. Be an active committee/team member and communicate with the team/committee leader regarding committee/team issues

Description of Committee/Team Leader’s Responsibilities:
A. The chair of each committee/team is responsible for orienting student representatives to the function and processes of the team/committee. Orientation includes:
   1. Description of the School by-laws,
   2. Discussion of committee objectives, and
   3. Voting responsibilities.
B. Agendas and minutes are sent to student representatives.

Related Policies/Forms
School Bylaws

Adopted: Spring 1986
Reviewed: Fall 2000
Reviewed: Spring 2010
Reviewed: Spring 2011
Revised: Spring 2014
Revised: Fall 2015
Revised: Spring 2016

Search terms: Representative, leadership
Personal Electronic Devices

Purpose
Personal electronic devices such as smartphones and tablets offer the opportunity to efficiently utilize clinical resources and communicate with other health care professionals, classmates, and faculty. Prompt and accurate communication is needed to ensure patient safety and delivery of quality care. Used properly and according to policy, electronic devices can assist in achieving positive patient outcomes. However, to maintain patient and agency privacy as well as safeguarding your electronic reputation, it is important to understand and demonstrate electronic professionalism.

The Personal Electronic Device Guidelines for Boise State University School of Nursing (SON) are used in conjunction with the Social Networking Protocol and Talking Points for Nursing Students (see Related Policies/Forms below).

Scope
All students and faculty in the SON.

Responsible Parties
All students and faculty in the SON.

Handheld Devices in the Clinical Setting
1. Handheld devices may be used in the clinical setting as directed by faculty for the purposes of providing patient care. Electronic devices are not to be used for personal reasons during any clinical sessions, unless authorized by faculty.
2. All faculty and students will adhere to agency policy regarding the use of electronic devices in the clinical setting. All students are fully responsible for following all regulations of the Health Insurance Portability and Accountability Act (HIPPA) guidelines in the clinical or other settings.
3. Personal health identifiers (PHI) must be removed from any patient data collected on electronic devices. Confidentiality further extends to families, healthcare workers, and organizations. Additionally, students must use a password to protect access to information on their electronic device. This password must be kept confidential and will not be shared with others.
4. Using the internet for personal, non-school related functions is strictly prohibited.

Using Social Media Sites
On-line social networking refers to a community of individuals where people can connect and communicate with others via the internet. Examples of social networking sites include Facebook, Twitter, LinkedIn, and personal blogs. It is important to remember that information posted on the internet is often obtainable by others regardless of privacy settings and after it has been removed by the original poster.
The SON highly recommends that students refrain from posting any photos, personal information, or any other materials you would not want to be seen by classmates, faculty, or potential employers.
Students are also strongly urged to refrain from posting insulting, disrespectful, or disparaging comments about any member of the Boise State University campus community. Nursing students must adhere to the Boise State University Statement of Shared Values, the Boise State University Student Code of Conduct, the American Nurses Association (ANA) Code of Ethics, and other similar codes which include policies governing veracity (truth telling) and non-maleficence (do no harm). These codes and standards can be applied to classroom and hallway discussions, virtual learning environments, text messaging, and on-line social networking sites.

The SON encourages all nursing students to read the “White Paper: A Nurse’s Guide to the use of Social Media” published by the National Council of State Boards of Nursing.

**Professional Boundaries**
On-line boundaries between nursing students and others should be maintained as they would in any other context. For more information, please review the School of Nursing’s Confidentiality Policy located in the Student Handbook.

**Device Hygiene**
Like any tool used in the clinical setting, electronic devices, can serve as a vector for the spread of infection. Students are encouraged to review the manufacturer guidelines for cleaning their device. General recommendations include the following:
1. Wash hands before using device.
2. Store device in a clean area.
3. Avoid setting device down in any area that might be contaminated, e.g. laying the device down on bedside tables or bringing it into an isolation room.
4. Wipe down handheld devices using solutions recommended by manufacturer or per agency policy.

**Related Policies/Forms**
BSU: Statement of Shared Values [http://osrr.boisestate.edu/sharedvalues/](http://osrr.boisestate.edu/sharedvalues/)
    Student Code of Conduct [http://osrr.boisestate.edu/scp-codeofconduct/](http://osrr.boisestate.edu/scp-codeofconduct/)
National Council of State Boards of Nursing: Social Media Guidelines for Nurses [https://www.ncsbn.org/347.htm](https://www.ncsbn.org/347.htm)

Adopted: Spring 2013
Revised: Spring 2014
Revised: Spring 2015
Problem Solving & Conflict Resolution in the School of Nursing

Purpose
The purpose of this policy is to provide clarification for the resolution of conflicts and problems within the School of Nursing. For academic grievances related to final grade appeals, the Boise State University policy named, “Academic Grievance” (#3130A and 3130B). If a student feels they have a discrimination grievance or sexual harassment grievance, this is covered by Boise State University Policy #1060 (see next page).

Scope
Students enrolled in the School of Nursing.

Responsible Parties
Students and faculty in the School of Nursing.

Policy
Students in the School of Nursing are provided the following methods to address group and personal concerns.

Student Procedure
A student may request changes in faculty decisions or exceptions to program policies through the use of a petition. Students should contact their faculty advisor/mentor for guidance as soon as a problem and/or conflict has been identified. An example of an item that may be petitioned is admissions/progression requirements.
All petitions must be submitted to the committee responsible for the Program policy. The petition must be typed, double spaced, and signed. A petition consists of:
   a. A clear statement of the problem
   b. Supporting data
   c. A proposal of one or more acceptable solutions and
   d. An identified time frame with potential costs and benefits for each solution.

Student Process
(Steps 1 and 2 allow for resolution of conflict before grievance is filed.)
1. When a student disagrees with clinical or didactic evaluations, assignment/project grades, or other actions not related to the final course grade the student must initiate within 10 days the following:
   a. Write a statement explaining his/her disagreement and attach any supporting documentation and provide the documents to the instructor
   b. Meet/discuss with the instructor involved
   c. Initiate above process within 10 working days of identified conflict.
2. If the above process does not resolve the issues, the student must:
   a. Discuss the process with the Program Coordinator, within 15 working days of the identified problem. The role of this person is one of facilitation.
3. The next step in the process is to meet/discuss the situation with the Associate Director who will be a facilitator of the resolution.
4. If the above problem solving method remains unsatisfactory and the student wishes to continue the matter. The student may meet with the Director of the School of Nursing.
5. If the above problem solving method remains unsatisfactory and the student wishes to continue the matter. The student may initiate the University Grade Appeal process.

Lines of Communication
The chain of communication for individual concerns is:

1. Course Faculty
2. Faculty Mentor/Advisor
3. Program Coordinator
4. Associate Director
5. Director, School of Nursing
6. Dean of appropriate College
7. Boise State Provost
8. Boise State President
9. State Board of Education

Mediation
The goal of the mediation is to allow all parties to see both sides of the issue, both the substantive issues as well as the feelings involved. Confidentiality must be maintained by all parties during all phases of the problem solving process.

After meeting at least once with each other to discuss the disagreement, either party (faculty or student) may request mediation from the Boise State University Conflict Management Program through the Office of Student Rights and Responsibilities (426-1527). The mediator is a neutral participant, unaffiliated with the Nursing School, trained in conflict negotiation, and whose services are free of charge. The mediation process does not disempower either person in the dispute and does not interfere with the School of Nursing policies and procedures.

Related Policies/Forms

Approved: Spring 2008
Purpose
Students in the nursing program are held to the ANA Nursing Scope and Standards of Practice (2004) as well as the standards for registered nurses in the clinical agency while completing clinical experiences. To ensure professional conduct, patient safety, and appropriate legal-ethical behavior on the part of all nursing students, the following expectations are held by the School of Nursing.

Scope
All students in the School of Nursing.

Responsible Parties
Students, faculty and School of Nursing administrators.

Policy

Description of Student Responsibilities
All nursing students must adhere to the following policies:
2. American Nurses Association Code for Nurses
3. School of Nursing Confidentiality Policy
4. School of Nursing Student Behaviors and Actions policy

Student Actions
1. Students are required to attend ALL scheduled classes, including on-campus and off-campus clinical experiences. Students are not allowed to miss the first class or orientation to a class for any reason and may be dismissed from the program if this occurs. See University Policy 4190.
2. It is the responsibility of the student to notify their faculty member prior to any absence from scheduled classes or on-campus/off-campus clinical experiences. Failure to notify faculty of absence may result in failure in the clinical/course.
3. If absent from a scheduled class or on-campus/off-campus clinical experience, the student is still responsible for the clinical/course objectives. It is the student’s responsibility to meet with faculty to discuss possible need for makeup or alternative assignments for missed classes or on-campus/off-campus clinical experiences. If the student misses more than 10% of the hours for scheduled classes or on-campus/off-campus clinical experiences, the student may fail the clinical/course.
4. All School of Nursing communication with students will be through Blackboard and the student’s Boise State University email account.

Conduct that violates these policies may, in the professional judgment of the faculty, be determined to be unsafe or unacceptable practice. Conduct in violation of these policies will lead to a faculty
evaluation of the student’s performance and possibly failure of a course and/or dismissal from the Nursing Program.

Student Responsibilities Regarding Injury/Illness
It is understood that sometimes injury or illness may prevent a student from attending class or an on-campus/off-campus clinical experience, or may impair his/her ability to fully function in these settings. When this is the case, the following are applicable:
1. The student is responsible for notifying faculty of any illness or injury that will affect the student’s clinical or classroom performance.
2. Students must conform to the policy in the institution where their current off-campus clinical experiences are based.
3. The student, when injured or ill, must fully inform his/her health care provider about the nature of the physical activity necessary to meet the clinical objectives. This is necessary for the health care provider to determine the student's ability to participate in the Nursing Program.
4. The student then must obtain and submit a written statement from his/her health care provider that identifies any restrictions placed on the student or any threats to patient safety, e.g., communicability or limited lifting.
5. The faculty have the final authority to decide if the student's health status will jeopardize patient care.

Student Expectations for Classroom Experiences:
1. Students are expected to behave in a professional manner to all clients, staff, faculty and other students. This behavior includes courtesy, honesty, ethical actions and responsible interpersonal communication skills. Behavior that interferes with agency/University/staff/faculty relationships or inhibits learning may be cause for dismissal from the Program.
2. The faculty may remove a disruptive student at his or her discretion.
3. Pagers or cell phones may only be used on silent or vibrate mode, and should only be utilized during breaks, unless the instructor designates otherwise. School, faculty and staff telephones are not to be used by students.
4. Children will not be allowed in the classroom except in extreme circumstances and with prior permission of the faculty.

Student Expectations for On-campus/Off-campus Clinical Experiences:
1. Students will perform nursing care only under the direction of the faculty or assigned agent of the faculty. In a preceptorship class, the student may perform nursing care under the supervision of the preceptor or the assigned agent of the preceptor. Students are responsible to seek the assistance of the faculty to clarify expectations regarding scope of student experience, or when faced with new or unique clinical situations.
2. Students participating in any clinical experience must be prepared to provide responsible, safe nursing care or they will be asked to leave the clinical area. Performance that endangers patients may be cause for dismissal from the Program.
3. When in on-campus/off-campus clinical experience settings, personal telephone calls must be limited to breaks. Pagers and portable telephones may be used only on silent or vibrate modes, and should only be utilized during breaks, unless the instructor designates otherwise. Additionally, students must comply with the clinical agency’s policies regarding the use of cellular telephones. Students must use public telephones or personal telephones to return personal calls.
4. At no time are children allowed in the on-campus/off-campus clinical experience.
5. Falsification of patient charts or records will result in dismissal from the Program.
6. Students entering a clinical site and believed to be under the influence of a substance that could endanger patient safety will be asked to leave the clinical area. This will jeopardize the student’s ability to successfully complete the Program.
7. A pattern of noncompliance with ethical or legal behavior outlined in the above statements will be cause for dismissal from the Program.
8. If a student witnesses behavior in the clinical setting by students or staff that is illegal, unethical or unprofessional, the student must report it immediately to the faculty. The faculty has the responsibility to assist the student to plan the proper course of action in response to the situation.
9. Students are not permitted to be in the clinical setting in the role of a student except during assigned clinical hours or by permission of instructor.

Unsafe, Unethical or Other Unprofessional Practices in Clinical or Internship Patient Care Settings

Any student may be temporarily and eventually permanently dismissed from the Program for conduct involving his or her attitude or competency that jeopardizes patient care or safety, or whose personal behavior prevents desirable relationships within the health care facility or the Department of Nursing programs.

In the event that a licensed student (LPN or RN) is dismissed from the Program for unsafe practice, the incident may be reported to the Idaho State Board of Nursing.

Please refer to the Boise State University Student Handbook for further description of the process.

Pre-Licensure Students: Students who do not meet deadlines given for health requirements, background and drug testing, clinical agency forms, and other requested documentation or information, will be subject to a $100 fine, payable in the form of a money order made out to Boise State University. The deadline for paying the fine will be the Friday before classes begin. Students will not be allowed to attend classes nor clinicals if the fine has not been paid. Students may only petition the removal of any fine due to an error being made on the part of the School of Nursing. Petitions must be received in the School of Nursing Student Services Office no less than 1 week before the fine is due.

Related Policies/Forms
CHS: None (CHS 307 archived)
BSU: 2020 (Code of Conduct)
http://deanofstudents.boisestate.edu/student-code-of-conduct/

3120 (Official Student Absence)

3000 (Academic Probation and Dismissal)
http://policy.boisestate.edu/academic-affairs-student/academic-probation-and-dismissal/

4190 (Faculty Initiated Withdrawal)
Nurse Practice Act
FAQ- American Nurses Association (ANA) Code of Ethics
Student Behaviors and Actions (SP-22)

Approved: Spring 2008
Reviewed: Spring 2010
Reviewed: Spring 2011
Revised: Spring 2014

Search Terms: ANA, expectations, responsibilities, classroom, clinical
Purpose
These guidelines are to explain the processes for all student travel, whether or not funding is requested. When traveling as part of the School of Nursing (SON), students are to follow these guidelines and are expected to maintain a professional demeanor and attitude which reflects positively upon Boise State University and the SON.

Scope
All students in the School of Nursing.

Responsible Parties
Students and faculty in the School of Nursing.

Policy/Process
1. SON reviews requests for travel funding from faculty, staff and students. Funding allocations are made based upon the purpose of the travel, funding availability and student eligibility. Not all travel requests are approved and not all travel is fully funded. Request travel form from Nursing Administration.
2. Undergraduate Pre-Licensure students must have achieved acceptable scores on all previous Standardized exams and have an acceptable GPA in order to receive funding.
3. Each applicant must complete a “Request for Student Travel Funding” and forward to the sponsoring faculty member. Attach submitted abstract and all relevant documents that describe the event.
4. Requests for funding are due within seven days of submission of the abstract. Students who are submitting an abstract for a conference must begin the process when the abstract is first submitted and then must submit the application to the SON within the aforementioned seven day deadline.
5. SON will review the application and subsequently notify the student and sponsoring faculty member of the decision and amount funded if the request was approved. If the request is denied, a rationale of the decision will be provided. Approval is contingent on abstract acceptance.
6. Travel arrangements will be managed by the designated staff member. At no time is the student to make his/her own reservations or purchase tickets without pre-approval of the staff member.
7. Once approved, the staff member will initiate contact with the student and determine a meeting date to discuss expenses and determine appropriate conveyance and lodging. It is the responsibility of the staff member to comply with the University’s policy regarding travel and expenses, thus times of departure and lodging arrangements are not at the sole discretion of the traveler. For example, if several students are attending the same conference/event, policy requires the individuals to share lodging arrangements.
8. Failure to meet with the staff member in a timely manner may result in the approved travel funding being revoked.

9. Arrangements for the printing of a poster, if applicable, will also be arranged and authorized by the staff member at the same meeting when travel arrangements are discussed. Unauthorized poster printing will not be funded.

10. Upon return, the student is required to disseminate conference information in a timely manner and in accordance with the plan outlined in the original application.

Related Policies/Forms

Approved: Spring 2008
Revised: Spring 2014
Revised: Fall 2014
Boise State University Notice of Non-Discrimination

It is the policy of Boise State University to comply with all federal, state and local authorities requiring nondiscrimination, including but not limited to Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination Act of 1975, and Executive Orders 12898 (Environmental Justice) and 13166 (Limited English Proficiency). Boise State is an equal opportunity employer.

The University does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, income, protected veteran status, limited English proficiency, or any other status protected under applicable federal, state or local law.

For more information or if you believe you have been subject to discrimination on the basis of sex, sexual orientation, gender identity, or disability, please contact Boise State’s Title IX, ADA, and 504 Coordinator:
Annie Kerrick
Director of Title IX/ADA/504 Compliance
Administration Building, Suite 305
1910 University Drive, Boise, ID 83725-1500
(208) 426-1258
reportdiscrimination@boisestate.edu

For more information or if you believe you have been subject to discrimination on any other basis, please contact:
Alicia Estey
Title VI Coordinator/Executive Director, Institutional Compliance
Administration Building, Suite 305
1910 University Drive, Boise, ID 83725-1500
(208) 426-1258
aliciaestey@boisestate.edu

You may also file a complaint with:

U.S. Department of Education
Office of Civil Rights (OCR)
810 3rd Avenue #750
Seattle, WA 98104
(206) 607-1600
OCR.Seattle@ed.gov

The following website is also available as an additional reference:

http://operations.boisestate.edu/generalcounsel/noticeofnon-discrimination/