

RN-BSN Program

Student Handbook



2007 – 2008

Students are responsible for knowing and adhering to the policies and procedures contained in this handbook.

The University of Iowa College of Nursing
RN-BSN Progression Program

Handbook Introduction

Introduction

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INTRODUCTION

This handbook has been developed to provide College of Nursing faculty and RN-BSN students with information and answers to questions concerning the nursing major, the College of Nursing, and the University of Iowa. In this and other documents in this folder, students will find:

1. RN-BSN Program Overview
2. Admission Requirements/Maintaining Academic Records
3. Verification of Clinical and Professional Requirements
4. Registration Procedures and Policies
5. College of Nursing Academic Policies
6. University Academic Policies
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8. Resources for College of Nursing Students
9. Student Services Annotated Directory
10. Essential Websites to Bookmark

We urge you to read this material carefully, and refer to it throughout the year for answers to your program and academic questions. Feel free to contact the RN-BSN Program Associate, 37 Nursing Building, (phone 1-800-272-6430, ext 57069) if you have questions about topics not covered in this handbook or suggestions for additions.

The University of Iowa prohibits discrimination in employment and in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Coordinator of Title IX, Section 504, and the ADA in the Office of Equal Opportunity and Diversity, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316.

The University of Iowa requests personally identifiable information for the purpose of maintaining records. No persons outside the University are routinely provided this information, except for items of directory information, such as name and local address. If you fail to provide required information, the University may not be able to advise you appropriately.

The University of Iowa College of Nursing

PHILOSOPHY STATEMENT

Professional nursing recognizes and addresses the health care needs of society and its individuals. It encompasses a humanistic orientation and a dedication to basic ethical principles. Professional nursing practice is operationalized through diagnosis, intervention, and outcome evaluation with the goal of promoting the health of individuals, families, and communities. The faculty at the College of Nursing prepares nurses to practice professionally through fulfilling the mission of College.

We believe that an expert faculty with varied areas of clinical and scholarly expertise is required to carry out the educational mission of the College. The faculty is committed to designing and implementing curricula in which students develop critical thinking, clinical decision-making and professional nursing values in an increasingly complex health care system. Professional nursing practice requires the application of knowledge from the humanities, the natural and social sciences and nursing science. The undergraduate curriculum prepares graduates for entry level professional practice in a broad range of health care settings. Education at the master's level prepares graduates to function in multiple roles including advanced practice and nurse management, as well as preparation for doctoral study. Doctoral education prepares nurse scientists to conduct research relevant to nursing practice and health care delivery. We are committed to preparing our graduates to function in leadership roles and to address the political, ethical, economic, and policy issues that affect the design and delivery of health care in the state and the nation.

In addition, we believe faculty members work in partnership with students to facilitate achievement of each student's educational goals. The faculty is accountable to the students served and is responsible for creating an environment that promotes free inquiry and sensitivity to diversity. Students have a responsibility to be actively involved in the educational process; to identify their learning goals, needs, and styles; to become knowledgeable and skilled; to question and propose new ideas; and to use peer, faculty, college, and university resources to further their own learning.

We believe that learning is a continuous process. The formal and continuing nursing education programs encourage life-long learning, enable the assimilation of new knowledge and new technologies to create and maintain required skills, and promote understanding of the changing environments in which nursing services are delivered. We are committed to providing accessible and affordable education to both students and practicing nurses. Advances in information technology are incorporated into all educational programs to enhance learning and program accessibility.

In order to fulfill the scholarship mission of the college, we are committed to the development of nursing as an academic discipline through scholarly activities that advance the science of nursing. The dual aims of nursing research are to further the health of the public and improve the care of individuals across the life span. Nursing research focuses (1) on the role of nursing care

in the promotion of health and well-being, (2) the prevention of disease, (3) the care of the sick at the level of the individual, family, and community, (4) the effectiveness of specific interventions targeted health outcomes, and (5) the organizational and setting factors that affect the effectiveness of health care delivery. In our commitment to the science of nursing, we acknowledge the reciprocal relationship between theory and research in knowledge development, value both naturalistic and controlled approaches to inquiry, support both basic and clinical research, encourage interdisciplinary and collaborative research efforts, and promote the translation and dissemination of research findings into practice.

As a college within a public university, we are committed to faculty involvement in a wide range of service activities. We believe that to carry out the service mission of the College requires that faculty members serve as role models for nursing practice, community service, collaborative practice, and health policy development. Faculty members also provide services that contribute to the operations and vitality of the College, the University, and the profession. This requires a faculty with a mix of appointments that include clinical and tenure track appointments.

The faculty believes that the knowledge, skills, and values of the nation's health care students and practitioners have a fundamental impact on health care. The kind of care these individuals provide, how they provide, it, how they define quality, and how efficiently they work determines, to a great extent, the quality, cost, and availability of health care. Thus the faculty of the College of Nursing is committed to high standards of excellence in education, scholarship, and service.

Baccalaureate Program Outcomes

RN-BSN Program faculty subscribe to a set of program outcomes and strive to develop and maintain teaching-learning strategies that will support the success of students in demonstrating achievement in all program outcomes. The outcomes are integrated throughout the RN-BSN curriculum.

The following Graduation Profile details the outcomes. This document becomes a part of the student's permanent record at the College of Nursing. Please contact your faculty coordinator or the RN-BSN Program Office if questions about the BSN Graduation Profile.

**The University of Iowa College of Nursing
RN-BSN Progression Program**

**B.S.N. GRADUATION PROFILE
Program Completion Date: May 16, 2008**

Name: «FNAME» «LNAME»

Student ID: «SS»

PERFORMANCE RATING (Circle the number indicating level of performance)

1 = Competent – satisfactory performance, safe, meets expectations

2 = Exceptional – exceeds expectations

This graduate demonstrates:

1	2	Use of nursing process and knowledge of human response to illness, perceptions of health and health problems.
1	2	Use of nursing skills to promote the health of individuals, families, groups and communities.
1	2	Application of theoretical and scientific knowledge from nursing, humanities, biological, and behavioral sciences.
1	2	Caring attributes in nurse-client and colleague relationships.
1	2	Consideration of sociocultural and environmental factors affecting an individual's health.
1	2	Legal, ethical and professional accountability to recipients of health care, one's self and one's colleagues.
1	2	Collaboration with others in the delivery of health care.
1	2	Use of research findings as a basis for decision making in clinical practice.
1	2	Knowledge of significant historical, societal, ethical, legal, economic, and political forces affecting nursing.
1	2	Leadership behaviors essential to function as a member of professional nursing groups.

Faculty Signature

Title

Date

Student Signature

Date

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RN-BSN Individual Planning

A plan of study for the RN-BSN student begins with a review of transfer course work. Because each student has a unique combination of prerequisite courses yet to complete, an individualized plan of study according to the student's choice of articulation option is developed in conjunction with the RN-BSN student's academic advisor. Students may complete prerequisite courses on a part or full-time basis.

After completion of all prerequisites the recommended plan of study for courses in the nursing major is as following:

Summer	96:191 Health Assessment	4 s.h.
	96:190 Dimensions of Professional Nursing *	3 s.h.
Fall	96:192 Community Health Nursing	3 s.h.
	96:193 Community Health Nursing Practicum	3 s.h.
	96:143 Research for Nursing Practice *	3 s.h.
	96:*** Nursing Elective(s) **	5 s.h.
Spring	96:194 Leadership & Care Management	3 s.h.
	96:195 Leadership & Care Management Practicum	3 s.h.
	96:196 Special Studies in Nursing	3 s.h.

* These courses, as well as the required 5 s.h. of nursing electives, may be taken prior to admission to the College of Nursing.

** Students choose from electives offered by the College of Nursing.
(May include 96:150 Independent Study or Honors Courses.)

Basic computer literacy (word processing skills, email, access to the Internet) is a prerequisite expectation for the course Dimensions of Professional Nursing.

NURSING ELECTIVES, 5 S.H. (96:***)

RN-BSN students will select nursing electives to earn a minimum of 5 semester hours.

Nursing electives typically offered include: 96:108 Basic Aspects of Aging, 96:112 Human Sexuality, 96:118 Pathophysiology, 96:119 Neurological & Behavioral Pathology, 96:137 Nursing Care of the Patient in Pain, 96:147 End of Life Care for Adults, Older Adults, & Their Families, 96:150 Independent Study, 96:179 Selected Topics in Nursing, 96:187 Legal Issues for Healthcare, Counseling, and Social Service Providers, etc.

See online [ISIS](#) schedule for current offerings. The [Center for Credit Programs website](#) also maintains a listing of extension offerings (Saturday and Evening, online courses, and Guided Independent Study).

Degree Requirements for the RN-BSN Student

A minimum of 128 semester hours and satisfactory completion of all RN-BSN program requirements is required, including prerequisite and supporting courses beyond the basic ADN or Diploma in Nursing, general education and elective requirements, and 30 s.h. of required and elective nursing major courses.

Additional Requirements for the BSN:

Rhetoric:

Most RN-BSN students will need additional coursework to meet the university's rhetoric requirement. Having typically completed composition I as part of the basic diploma or ADN, students tend to still need composition II and speech. Experienced RNs, especially those who have specific responsibility for patient teaching or staff development programs, may be successful in petitioning the speech component of the rhetoric requirement. Students with writing fluency, especially those who have completed college-level courses requiring formal papers, may choose to petition the composition II component of the rhetoric requirement. Petition is made to the University of Iowa Rhetoric Department. It may be helpful to discuss the petition process with staff in the RN-BSN Program Office as well.

Supporting Courses:

The associate degree or diploma RN is presumed to have prerequisite competency in basic communication (composition I), microbiology, anatomy, physiology, nutrition, introductory psychology and sociology, life-span human development and behavior, and basic nursing competency.

The supporting course areas are designed to assist RNs in building on individual interests and strengths. Students must complete at least three supporting courses (a minimum of 9 s.h. total), choosing from at least two of the three areas and are strongly encouraged to meet with an advisor to discuss their selections. The three supporting areas are

Biophysical Science Supporting Area:

This area aims at growth in college-level basic science, e.g., chemistry, biology, genetics, epidemiology, pathology, pharmacology, and environmental science courses. Students considering masters level study in an advanced practice role such as nurse anesthesia would be strongly encouraged to complete a full year of biology and inorganic chemistry, a semester of organic and biochemistry, as well as physics, pathophysiology, and pharmacology.

Social Science Supporting Area:

This area aims at growth in the educator, group facilitator, and counselor roles that many RNs fill. Examples of support courses include psychology and sociology courses beyond the introductory level, courses that focus on a particular population such as children or the older adult, and education and counseling courses. Many RNs have also expressed interest in religion courses that help them to better understand the belief and support systems of themselves and others. Others may choose political science courses, which may increase knowledge and understanding of the political process and how health care professionals can contribute to the development of public policy and improvements in the delivery of health care services.

Business/Management Supporting Area:

This area aims at growth in the skills related to management, supervision, budgeting, and innovation or entrepreneurship. Examples of support courses include courses in computer applications or information management, economics, accounting, and grant writing. Many schools are also beginning to develop courses designed for current managers who are interested in developing ways to support creativity and innovation in the workplace.

Statistics:

Elementary statistics is required. Most elementary statistics courses presume competence in high school algebra. Some RN-BSN students choose to complete an upper-division statistics course, such as 22S:102 Introduction to Statistical Methods or 22S:101 Biostatistics, to both satisfy the BSN requirement and meet the MSN requirement for a recent (no older than five years), upper-division statistics course prior to enrollment in the required MSN research course.

General Education Requirements

The following areas are required prior to graduation. Many RN-BSN students choose to complete these requirements before beginning the nursing major. Some may also be taken with the nursing major to fill out a full-time schedule.

Cultural Anthropology:

This requirements aims for increased depth in the study of human behaviors, institutions, and social systems. There are numerous lower and upper-division cultural anthropology courses offered, including 113:003 Introduction to the Study of Culture and Society, 113:010 Anthropology and Contemporary World Problems, 113:128 Faces of Culture, and numerous community college transfer courses.

Humanities or Fine Arts:

Students must choose coursework (a minimum of 3 s.h.) from either of these areas. The Humanities requirement aims to assist students in becoming interpreters of culture by learning various strategies for critically examining a wide variety of texts. Humanities courses also examine how the human mind constructs patterns of meaning that defines both the self and culture. The Fine Arts requirement aims to increase knowledge of the history, theory, and appreciation of the creative arts. Students may choose from traditional classroom offerings, but may also choose from studio, production, and performance courses.

Foreign Civilization and Culture OR Cultural Diversity:

Students must choose coursework (a minimum of 3 s.h.) from either of these areas. The Foreign Civilization and Culture requirement aims to increase knowledge and understanding of civilizations and cultures outside the United States. The focus may be historical or contemporary. The Cultural Diversity requirement aims to increase knowledge and understanding of cultures or peoples of the U.S. different from the majority or dominant culture or peoples. These differences may relate to race, ethnicity, gender, religion, social class, sexual orientation, or other significant human diversity.

Foreign Language Requirement:

The College of Nursing requires a minimum of two years at the high school level or one year at the college level of the same foreign language. Most students will have met this requirement with high school level courses. College level study of a foreign language or manual communication is encouraged and will count toward elective requirements. RN-BSN students who graduated from high school prior to 1991 are exempted from the foreign language requirement.

Nursing Major Requirements for RN-BSN Students

The following courses must be satisfactorily completed. A minimum grade of C (2.0 on a 4.0 scale) is required in each course for successful completion. Students earning a grade lower than C may repeat a course once. A student may repeat only one clinical nursing course.

- 96:190 Dimensions of Professional Nursing, 3 s.h.
- 96:191 Health Assessment, 4 s.h.
- 96:192 Community Health Nursing, 3 s.h.
- 96:193 Community Health Nursing Practicum, 3 s.h.
- 96:143 Research for Nursing Practice, 3 s.h.
- 96:194 Leadership & Care Management in Professional Nursing Practice, 3 s.h.
- 96:195 Practicum for Leadership & Care Management, 3 s.h.
- 96:196 Special Studies in Nursing, 3 s.h.
- 96:*** Nursing Electives, minimum of 5 s.h.

The nursing major is organized to be completed over a calendar year, beginning in early June for a summer session, and continuing through the fall and spring semesters. Students are encouraged to plan for completion in one year. However, students who need to extend the program will be accommodated.

The faculty recognize the significance of work and family obligations for RN-BSN students and have developed a curriculum that is conducted primarily online, incorporating limited face-to-face or teleconferenced experiences that occur on Wednesdays. However, preparation for online learning and small group activities and the scheduling of individually arranged practicum experiences are the responsibility of the student. The flexibility of that scheduling will be determined by each individual's choice of practicum setting and population and access to library and computer resources. While faculty and staff advisors are eager to assist students in academic planning, it is each student's responsibility to establish realistic academic loads, taking into consideration work and personal obligations.

Descriptions of Required Courses in the Nursing Major

96:190 Dimensions of Professional Nursing 3 s.h.

This course focuses on the multiple dimensions of the nursing discipline and the identification, exploration, and analysis of selected contemporary issues and trends in nursing. The course serves as a mechanism for the critical analysis of previous educational experiences, integration of those experiences into present learning goals, and promotes resocialization into professional nursing roles. The content emphasizes 1) professional roles and responsibilities, 2) the health care environment including historical, legal, ethical, political, and economic aspects, and 3) the importance of nursing science, theory, and research to nursing practice.

Offered during an 8-week summer session. This course can be taken prior to admission to the College of Nursing.

96:191 Health Assessment, 4 s.h.

The first clinical nursing course focuses on health assessment of the adult. Students demonstrate selected assessment skills, compile a health history, conduct a physical exam, and develop nursing diagnoses for selected clients.

Offered during an 8-week summer session. In addition to online didactic content, also includes lab experiences on selected Wednesdays in regional support centers around the state.

Prerequisites: Admission to the College of Nursing, completion of required supporting courses, and CPR Certification.

96:192 Community Health Nursing, 3 s.h.

This course focuses on nursing's role in the relationship between community conditions and the health of the public. Registered nurse students are assisted in learning to apply the principles of public health and their nursing knowledge and nursing skills to address the primary, secondary, and tertiary disease prevention needs of individuals, families, and aggregates in society. Offered fall semesters.

Prerequisites: 96:190, 96:191, and RN Licensure. To be taken prior to or with 96:193 Community Health Nursing Practicum

96:193 Community Health Nursing Practicum, 1 or 3 s.h.

The individually arranged practicum will enable Registered Nurse students to apply the principles of public health along with their nursing skills and knowledge to address the primary, secondary, and tertiary disease prevention problems of individuals, families, and aggregates in society. Offered fall semesters.

Note: the 1 sh enrollment is limited to MSN students who may need a community health practicum course for the graduate program.

Prerequisites: 96:190, 96:191, and RN Licensure
Prerequisite or Corequisite: 96:192

96:143 Research for Nursing Practice, 3 s.h.

An exploration of the research process includes: conceptual basis, methodology, data collection, data analysis, and the presentation and utilization of research. The goal is for the student to become a critical consumer of research in order to promote evidence based practice.

Offered fall semesters. This course may be taken prior to admission to the College of Nursing, assuming prerequisites have been met

Prerequisites: approved statistics course and 96:190 or consent of instructor

96:194 Leadership and Care Management in Professional Nursing Practice, 3 s.h.

This course explores concepts related to nursing leadership and management in a dynamic practice environment. Focus will be placed on the context in which nurses practice and on leadership and management principles necessary to function effectively in a changing health care system. Strategies for managing the quality and cost of health care, as well as research utilization, are emphasized to promote effective practice. Offered spring semesters.

Prerequisites: 96:192 and 96:193, 96:197 To be taken prior to or with 96:195

96:195 Practicum for Leadership and Care Management in Professional Nursing, 3 s.h.

This practicum provides an opportunity for students to apply the concepts of leadership, management, and evidence based practice in a variety of settings. Students will develop an individualized plan of study for this experience. Offered spring semesters.

Prerequisites: 96:192 and 96:193, 96:197, RN Licensure, and current CPR Certification
Prerequisite or Corequisite: 96:194

96:196 Special Studies in Nursing 3 s.h.

This course focuses on the identification, exploration, and analyses of selected contemporary issues confronting the professional nurse, the practice of nursing, the regulation of health care systems and available resources. Emphasis will be on the use of critical thinking in the analyses of fundamental problems and issues involved in the professional development in nursing. The interface among course content, individual experience and goals for professional practice will be achieved through selected study and application opportunities. Offered spring semesters.

Prerequisites: 96:192

Nursing Electives 5 s.h.

In addition to the required major courses listed above, RN-BSN students select a minimum of 5 semester hours of nursing electives, typically accruing a minimum of 30 semester hours in the major. Suggested nursing electives typically offered include:

Application for Degree

An Application for Degree must be filed by the deadline established by the Office of the Registrar. The online application may be completed any time after early registration prior to the session in which the student plans to graduate. For additional information about procedures and deadlines relating to graduation and commencement, visit the Registrar's website at <http://www.registrar.uiowa.edu/commencement/undergraddegree.aspx>

Applicants will receive a Final Degree Evaluation, once the application has been processed. Applicants who do not graduate in the session applied for must reapply for another session. It is the student's responsibility to carefully check the Final Degree Evaluation and make certain that all degree requirements have been met.

RN-BSN Graduation Profile

At the end of the clinical cohort, each student prepares a self-assessment, working with the practicum instructor for leadership/management to prepare the RN-BSN Graduation Profile. The primary purpose of the RN-BSN Graduation Profile is to assess performance at graduation on the curriculum goals. It is not a letter of reference.

Therefore, it is strongly recommended that letters of reference be obtained and kept in a placement file at the Business and Liberal Arts Placement Office, 24 Phillips Hall. Upon request, letters of reference may also be kept in the student's advising file in the RN-BSN Program Office for five years following graduation.

When the College of Nursing is requested to supply information to a prospective employer or to a graduate program, a copy of the RN-BSN Graduation Profile is sent. A sample copy of the RN-BSN Graduation Profile is in the Introduction Section of this handbook. A transcript from the Registrar's Office must be specifically requested if this information is needed.

**THE COLLEGE OF NURSING DOES NOT RELEASE GPA's OR ISSUE TRANSCRIPTS.
COPIES OF TRANSCRIPTS MUST BE REQUESTED FROM THE UNIVERSITY REGISTRAR.**

Admission Requirements and Maintaining Academic Records

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Application and Admission Requirements for RN-BSN Students

To apply for admission to the RN-BSN program, each student must be admissible to The University of Iowa and present:

Completion of an accredited Associate Degree or Diploma program in nursing

RN Licensure in the state(s) in which the student will practice and/or participate in practicum experiences

Current enrollment in or completion of prerequisite and supporting coursework, which includes composition II, statistics, and at least two of the three required supporting courses

Minimum cumulative grade point average of 2.5 on a 4.0 scale

Applicants for whom English is not the first language are required to present a minimum TOEFL score of 550 (paper-pencil) or 213 (computer-based)

It is strongly recommended that students have a minimum of one year of experience as a Registered Nurse prior to beginning the nursing major.

Application Procedures

College of Liberal Arts Applicant:

Students who wish to complete prerequisite and supporting courses at The University of Iowa may apply to the College of Liberal Arts. Applications must be submitted to the Office of Admissions, Calvin Hall, indicating the College of Liberal Arts and the degree code of 96R (pre-nursing RN student). Students who are admitted as pre-nursing RN students to the College of Liberal Arts are advised by the College of Nursing, but are subject to all Liberal Arts policies. Deadline dates for application to the College of Liberal Arts are:

Fall Semester	April 1
Spring Semester	November 15
Summer Session	April 1

Foreign student applicants have earlier deadlines and should contact the Office of Foreign Admissions for information, 115 Calvin Hall. Phone 335-1534 or 1-800-553-4692, ext. 1534.

College of Nursing Applicant:

Most RN-BSN students complete prerequisite, supporting, and general education requirements prior to admission to the College of Nursing, having completed those requirements by enrolling in comparable courses at local community colleges or through University of Iowa extension offerings such as the Saturday & Evening Program, Telecourses, Iowa Communications Network, online offerings, and Guided Independent Study.

Applications to the College of Nursing are submitted online to the Office of Admissions at <http://www.uiowa.edu/admissions/apply.html>. The major code 96N must be entered on the application. Official transcripts from all schools attended must be sent to the RN-BSN Program Office, 37 Nursing Building, The University of Iowa, Iowa City IA 52242. A dated photocopy is kept and the original official transcript is forwarded to the Office of Admissions, where it becomes a part of the application file. It is

important to note that an official transcript is sent from one school to another and can be transmitted by the student only in a sealed envelope, with the Registrar seal unbroken. Also, although most schools list courses that have been accepted in transfer from other schools, the official transcript serves to validate grades and hours earned only at that school.

The application deadline for 96N (RN-BSN students) is January 15. RN-BSN students are admitted each spring for a year-long nursing major cohort. Once the application has been processed in admissions, the Office of Admissions notifies each applicant of their individual HawkID and HawkID password, providing online access to the admissions profile.

Selection Factors: Satisfying the minimum application requirements does not guarantee admission to the College of Nursing. From the pool of applicants, a committee of College of Nursing faculty members recommends for admission those applicants who are deemed most likely to be successful.

Conditional admissions are occasionally offered to RN-BSN applicants. If the cumulative gpa falls below the minimum 2.5 required for consideration, applicants are strongly encouraged to consult with the faculty advisor and RN-BSN Program Office well before the application deadline regarding additional information or letters of support that may be submitted for faculty review.

Procedures for Newly Admitted RN-BSN Students

Applicants are notified by letter of the admission decision, typically 6-8 weeks after the application deadline passes. The College of Nursing mails specific information relating to requirements for beginning the nursing major (orientation, health screening requirements, preparing for online access to program information, etc.)

Students' records are coded as to choice of articulation option. Most students will have received an articulation option worksheet as part of their preliminary review. This worksheet is prepared according to one of the articulation options of the Iowa Articulation Plan for Nursing Education: RN to Baccalaureate and continues to be the most accurate representation of hours earned at the point of admission.

Once the articulation option has been verified and students are enrolled in the first session of their coursework, adjustments in the credit hours earned within the option are made to the student record. For most students, there is a considerable increase in hours during and directly following the first session of registration in the College of Nursing. Prior to that adjustment period, the hours on the degree evaluation cannot reflect the option choice.

Most students complete the nursing major in a calendar-year cohort. However, those students who choose to extend the program over two years will be accommodated. Due to the planning necessary for clinical assignments, plans to extend beyond the cohort year should be communicated to the RN-BSN Program Office and the regional faculty coordinator as soon as possible. Students should always feel comfortable contacting the program office or the faculty coordinator for assistance in this decision process and in anticipating the enrollment implications of the two-year plan. New admits should submit their initial plans (see the section labeled Intent to Enroll) on the Student Services Website as soon as possible, but no later than the April orientation period.

All students are assigned to a Regional Faculty Coordinator upon admission to the College of Nursing. International students are advised by the RN-BSN Program Director. Students may also continue to contact the RN-BSN Program Office with specific questions regarding registration, transfer credit, and the individual degree evaluation.

Records of Courses Completed at Other Institutions

RN-BSN students often enroll in a combination of community college and University of Iowa extension offerings to complete prerequisite, supporting, and general education requirements. The RN-BSN Program Office and regional faculty coordinators provide early advising for students who typically are not formally admitted to the College of Nursing until just prior to beginning the nursing major. It is strongly recommended that students take advantage of these advising resources prior to formal admission. During this preliminary advising period, the student is responsible for providing unofficial copies of transcripts to the RN-BSN Program Office on a regular basis. This is essential for smooth transition and eventual admission to the program.

At the point of application to The University of Iowa, it is the responsibility of the student to request that official transcripts be sent to the RN-BSN Program Office from all schools attended. This includes transcripts from schools and universities which awarded credit for supporting courses required by an affiliated hospital school (e.g., Drake credit for Iowa Methodist diplomas). Submission of the high school transcript is recommended for all transfer students, but is required only if the student graduated from high school 1991 or thereafter.

Procedures for Students Re-Entering the RN-BSN Program

Students returning to the nursing major course sequence for the second year or after an interruption to attend to personal or professional priorities should contact the RN-BSN Program Office well before the enrollment period for their next class. The RN-BSN Program Office can help coordinate communication with the regional faculty coordinator, check the academic record to confirm remaining requirements, and assist students through the necessary steps for re-enrollment or, if necessary, re-entry.

Admitted students who have not been enrolled for 12 months or more are required to submit a re-entry application to the College of Nursing. This form is available on the UI Admissions website at <http://www.uiowa.edu/admissions/undergrad/returning/index.html>

Re-entering students are reminded of the requirements to re-enter the nursing major cohort and the clinical sequence:

1. Access RN-BSN Program Information on the Student Services website. (This step requires students to recall their HawkID and HawkID password and may involve resetting an expired password. See #2)
2. Review the procedure for logging on to UI resources with your **HawkID and Hawkid password**. This id and password is very important and would have been provided to you when you were admitted. Contact the ITS Help Desk at 319 384-4357 if you don't have this information. If you have forgotten your password, it can be reset for you but this must be done through the Help Desk.
3. If you aren't already on it, sign up for the RN Listserv. If you have problems subscribing, send an email to kathy-keasler@uiowa.edu for assistance.
4. If not done already, activate a UI email account. This is a requirement for all students. Instructions are available on the university's Instructional Technology Services (ITS) website: <http://cs.its.uiowa.edu/email/> or by going to ISIS and selecting the "MyUIowa" link at <http://isis.uiowa.edu>

5. Complete the following essential requirements BEFORE starting a clinical course. There are a number of verifications that must be completed (or updated) and be on file before students can begin a clinical nursing course. The following verifications must be on file before beginning the practicum experience:

- Proof of RN Licensure
- Verification of Malpractice Insurance
- Copy of current CPR card
- Bloodborne Pathogen/Universal Precautions Training
- Health Screening Requirements—including required annual updates
- Proof of Health Insurance Coverage
- Background Check

Students who anticipate problems in completing the required activities and associated documentation must contact the RN-BSN Program Office as soon as possible (319-335-7020 or 800-272-6430, ext. 57020.)

Overview of Articulation Options

When the Iowa Board of Nursing unveiled a statewide articulation plan for nursing education in 1990, Iowa registered nurses were introduced to a new era as they considered returning to school. With new choices and a more standardized approach to the “old” choices, students can be better informed about the choices available to them, making them more astute consumers of high education.

Participating receiving institutions agree to offer all available options. All options as implemented by the University of Iowa College of Nursing involve crediting RN-BSN students with at least half of the hours required for the BSN. Because of the diversity in educational backgrounds, the RN-BSN Program Office provides individual review of transcripts as part of the advising or admission process. The amount of credit earned will depend on the individual transcript and the choice of option.

Option 1 (TCV) of the Iowa Articulation Plan is available to recent graduates of validated Iowa programs. The Board of Nursing has responsibility for validating Associate Degree and Diploma nursing programs. Validation by the board provides students and baccalaureate programs with assurance that prerequisite competencies will have been met in microbiology, anatomy, physiology, nutrition, psychology, sociology, human growth and development, and basic communication (English composition). Graduates of validated Iowa programs have six years to “use” the option and can approach baccalaureate study assured that they will not be held for any of these competencies and that they will have earned at least one-half of the hours required for a BSN at participating Iowa BSN programs.

Option 2 (PEP or NLN) of the Iowa Articulation Plan is closest to what Iowa registered nurses have recognized as the traditional pathway to the BSN. Validation of basic nursing knowledge is accomplished by successful completion of standardized nursing exams, typically the ACT/PEP or NLN Mobility exams. This method of validation is straightforward and objective. Students who are accomplished test-takers, students who feel that their good scores will help to present them as attractive candidates for admission, and students who may have recently taken the exams for other states’ programs are part of this target audience. The wide availability and strength of this validation method makes this the only option for graduates of foreign nursing programs.

Option 3 (IAC) of the Iowa Articulation Plan was targeted to graduates of any associate degree or diploma nursing program with little or no transferable transcript credit. This group tended to include graduates of vocational-technical institutes or hospital programs that were not affiliated with colleges or universities, not unusual from the 60’s, 70’s, and into the 80’s.

To meet the special needs of this group, three “transition” courses were developed under the direction of the Board of Nursing: Nursing Concepts, Social Science Concepts, and Scientific Concepts. These three courses were designed to be offered by Iowa community colleges on a pass/fail basis. This option was discontinued by the Iowa Board of Nursing as of December 2002.

Option 4 (EVC) of the Iowa Articulation Plan is very similar to Option 2. The amount of college credit on the transcript will determine the hours earned toward the baccalaureate. The difference is in the validation of basic nursing knowledge. Instead of the familiar validation-by-exam process, students choosing option 4 are offered a different approach, one that allows for nursing credit to be held in escrow pending successful completion of remaining prerequisites, admission to the nursing program, and successful completion of the first baccalaureate-level clinical nursing course. In other words, validation occurs as an outcome of student success.

Core Performance Standards

Applicants to the College of Nursing are expected to have the capability to complete the entire nursing curriculum and achieve the degree Bachelor of Science in Nursing. The nursing curriculum requires demonstrated proficiency in a variety of cognitive, problem-solving, manipulative, communicative and interpersonal skills. Therefore college of nursing students must meet the following performance standards:

Possess and use critical thinking skills sufficient for clinical judgement (e.g., identify cause-effective relationships in clinical situations, develop nursing care plans).

Demonstrate interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds (e.g., establish rapport with patients/clients and colleagues).

Communicate sufficiently for interaction with others (e.g., explain treatment procedures; initiate health teaching; observe patient/client responses; document and interpret nursing actions and patient/client responses).

Administrate cardiopulmonary procedures and other clinical procedures necessary for nursing care; calibrate and use equipment, position patient/clients.

Possess tactile abilities sufficient for performing physical assessment (e.g., perform palpation functions of physical examination and those related to nursing interventions).

Applicants who may not meet these standards are encouraged to contact the RN-BSN Program Director or the Associate Dean for Academic Affairs. Personal interviews may be requested.

Verifications: Clinical and Professional Requirements

Expectations for RN-BSN Students

- Health Screening Requirements
- CPR Certification
- RN Licensure
- Professional Liability Insurance
- Criminal Background Check
- Health Insurance
- Influenza Vaccine
- Mandatory Reporter Training

Blood-Borne Pathogen Training and Universal Precautions

Protocol for Exposure to Blood or Body Fluids

Core Performance Standards

Expectations for RN-BSN Students

Participation in the nursing major practicum courses requires validation of the following Health Screening Requirements, including:

- Results of a physical examination (completed or brought up to date within six months of enrollment in 96:193 Community Health Nursing Practicum),
- Tetanus/diphtheria immunization, valid only within 10 years,
- Tuberculin skin test, required pre-entrance and yearly,
- Hepatitis B vaccine series and antibody titre,
- Rubeola and rubella proof of immunity,
- Annual tuberculin screening,
- Chest x-ray if previously positive tuberculin test or new reactor,
- Chicken pox (varicella) proof of immunity

The [Student Health Service](#), 4189 Westlawn, has responsibility for monitoring the above requirements for all health science students at The University of Iowa. Questions regarding the above requirements should be directed to the Student Health Service (phone 1-800-272-6430, ext. 8370 or 319/335-8370). It is essential that the Student Health Service office have the required verifications well before students' participation in practicum experiences. Failure to provide current verification will result in cancellation or blocks on registration.

CPR Certification:

All students in the College of Nursing are required to be certified in CPR prior to participation in the nursing major courses and to maintain current certification throughout the nursing major. Students may use either American Red Cross or American Heart Association classes to fulfill the CPR requirement. CPR for the Professional Rescuer (American Red Cross) or Module C or equivalent modules equaling one-person and two-person CPR for adult and child/infant (American Heart Association) will meet the requirement.

RN Licensure:

Prior to participation in the required practicum courses, students are required to provide verification of current, active RN licensure in the state in which they practice. Verification consists of a photocopy of the RN license card, clearly indicating license number and expiration date. Nearly all students complete practicum experiences in Iowa. However, those students who request a practicum experience in a neighboring state must be licensed in that state and must work with the supervising faculty member to identify a preceptor licensed in that state. The supervising faculty member must also be licensed in that state.

Professional Liability Insurance:

Prior to participation in the required practicum courses, students are required to provide verification of personal malpractice liability insurance. Minimum coverage must be for \$1,000,000 single occurrence. If coverage is renewed during participation in the practicum sequence, students are expected to provide updated verification. Verification consists of a photocopy of the certificate of insurance or declarations page from the policy, clearly indicating student's name, name of insurer, policy number, limits of coverage, and dates of coverage.

Criminal Background Check:

All nursing students are required to have completed a criminal background check prior to entering the clinical environment. As part of the program application, students will be required to complete and submit a Supplemental Verification Form, including a Statement of Disclosure of any felony or misdemeanor convictions or investigations regarding child or dependent abuse/neglect.

Upon admission to the program, a consent form must be completed and submitted to the RN-BSN Program Office. The program office will initiate the background check. Students are responsible for the cost of the background check. Currently, the fee is \$100, charged through the university billing system.

College of Nursing policy permits acceptance of the background check completed by University of Iowa Health Care. To be exempted from an additional background check, UIHC employees must submit a copy of the INFORMM screen to the RN-BSN Program Office, detailing the date the background check was completed. Background checks completed for UIHC in the last six months will be accepted in lieu of the required background check for new admits.

Re-entering students may be required to have a background check completed upon re-entry if more than one year (12 months) has passed since the previous background check.

Health Insurance:

All health science students are required to provide annual verification that they have obtained and currently hold health insurance, meeting minimum standards for coverage as detailed on the Proof of Coverage Form. New admits to the College of Nursing must complete the required verification form and submit along with a copy of the policy or ID to the [Benefits Office](#), 120 University Services Building by early May and annually thereafter. If required documentation is not returned by the stated deadline, the student will be enrolled in the University of Iowa's health insurance group for health professions students, underwritten by Wellmark/Blue Cross and Blue Shield of Iowa.

Influenza Vaccine:

The RN-BSN Program Office does not require verification that students have received the influenza vaccine. However, since health care workers are considered to be a group that can transmit influenza to high-risk persons, health science students are strongly encouraged to receive the influenza vaccine.

Mandatory Reporter Training:

In compliance with state law and with College of Nursing policies, both nursing students and nursing faculty need to have basic information about child, spouse, and dependent adult abuse/neglect in a systematic manner on a regular basis. Nurses are required to obtain two hours of training in the recognition and reporting of child and dependent adult abuse within the first six months of employment and every five years thereafter. Although verification is not required by the RN-BSN Program Office, it is an expectation that RN-BSN students will comply with this requirement as part of the requirements for current licensure. Students who would like to take advantage of classes and inservice programs on this content offered through the College of Nursing may contact the Learning Resource Services area for specific dates and locations.

Blood Borne Pathogen Training and Universal Precautions

The Centers for Disease Control and Prevention mandates annual training for all individuals who are identified as being at risk to occupational exposure for blood borne pathogens. RN-BSN students enrolled in the College of Nursing must provide verification of such training prior to participation in the required practicum courses. Verification must be provided at the time of orientation to the program for new admits or at the beginning of practicum courses if verification expires.

The Centers for Disease Control (CDC) recommend the following practices for the prevention of blood-borne pathogens. Training on these guidelines is mandated annually for all individuals who are identified as at-risk to occupational exposure for blood-borne pathogens.

Hand Care:

Wash hands with soap and water frequently.

If health science student, wash hands before and after all patient care. Wash hands immediately after exposure to blood and/or body fluids and after removing disposable gloves.

If working with heavy cleaning activities, each individual should have his/her own pair of utility gloves to wear during at-risk activities, and wash and disinfect gloves after each use.

Avoid chapped and cracked hands if possible. Use a water-based hand lotion frequently. Petroleum-based products and Vaseline break down latex.

Protective Barriers should be worn at all times when working with blood or blood products or body fluids or waste that may contain blood.

Protective eyewear should be worn whenever there is a risk of eye splash.

Gowns, boots, and masks should be worn when risk of contamination to clothes, feet or face.

Individuals with open or draining lesions should not work directly with other people (health care students, food servers) while lesion is open or draining.

Do Not Recap, shear, or break needles at any time.

Discard needles and sharp objects in protective containers immediately.

Sterilize or disinfect reusable equipment that is to be used for more than one person. Do not share equipment between roommates or friends.

Place items that contain a lot of blood in a red biohazard plastic bag, which you can get from Student Health Service or Housekeeping. Return red bag to Student Health Service so that bag can be incinerated.

Do not pick up broken glass with bare hands. Wear utility gloves or sweep it up. Dispose of broken glass in container that does not allow others to be cut.

Resuscitation: Mouthpieces or resuscitator bags should be used whenever resuscitation is carried out.

PROTOCOL FOR STUDENTS WHO ARE EXPOSED TO BLOOD OR BODY FLUIDS WHILE ENROLLED AT THE UNIVERSITY OF IOWA

<http://www.uiowa.edu/~shs/protocol.htm>

Purpose

The purpose of this policy is to delineate a clear mechanism by which all University of Iowa students can receive immediate evaluation, testing, initiation of necessary prophylaxis, and follow-up for exposures to blood and body fluids. This includes any exposure to blood/body fluids that may occur in such locations as residence halls, classrooms, and health care settings.

These recommendations were not developed to address sexual exposures. Certain sexual exposures may warrant individual consideration of this protocol.

Policy

The University of Iowa Student Health Service will provide initial screening, evaluation, testing, and initiation of necessary prophylaxis, follow-up, and referral when indicated for students who have had an exposure to blood or body fluids. In this process, Student Health Service will rely on the student's supervisor for information on the source; will consult with other caregivers when the student chooses or is located off-campus; and will consult with the Division of Infectious Diseases (Internal Medicine) as needed and for annual program review.

Definition

Possible blood borne pathogen exposure: Any student having exposure to blood or other body fluid should check with Student Health Service. Possible exposure to a blood borne pathogen will include: needlestick, any sharps injury, exposure to an individual's blood or other body fluids to non-intact skin, to eye, nose, mouth, or through a human bite that breaks the skin.

Procedure

Student will:

- Immediately wash/irrigate area thoroughly.
- Identify source (patient).
- Inform preceptor or supervisor or other responsible person in unit/agency.
- Telephone Student Health Service (SHS) Nurse (319) 335-8392 - for screening and advice. If SHS is closed, telephone UIHC-ETC - (319) 356-2233, and ask to speak to the ETC Triage Nurse/Staff Physician.
- Students in distant sites should seek immediate treatment at local health clinic. If at high risk, PEP to be started within 1-2 hours of exposure if possible. May be started within 72 hours.
- Complete the agency's Incident Report and, if applicable, the State of Iowa Employers Work Injury report.
- Report to Student Health Service or other provider off-campus as advised by SHS Nurse.

Complete Follow-up

- If off-campus, send completed forms and completed treatment records back to SHS within one week.
- Accept responsibility for follow-up needs of incident.

Student Health Service will:

- See student on priority basis.

- Initiate additional wound care as needed.
- Provide care and treatment whenever necessary according to policy as modified from UIHC Infection Control Policy 501 *Protocol for Evaluation and Treatment of Hospital Staff Members Potentially Exposed to BloodBorne Pathogens* in consultation with Division of Infectious Diseases.
- Make appointments for all follow-up visits prior to the student leaving the clinic.
- Complete and file forms as required.
- Provide student with education regarding need for follow-up visits for counseling and testing, how to avoid future exposures, symptoms of possible infection, safer sex practices.
- Review program yearly with Division of Infectious Diseases.

Student Health Service Nurse or Physician/ETC will:

- Evaluate incident to determine level of risk and referral level need.
- Communicate with student and supervisor as necessary regarding immediate care, referral and follow-up needs.
- Fax essential form(s) to student if student is off-campus or does not have forms.

Student's Supervisor/Attending M.D./Preceptor will:

- Provide release time for student as necessary.
- Investigate source person.
- If attending MD refuses to test source patient, Student Health Service medical staff will telephone on-call Epidemiology physician to request assistance.
- Communicate information on source person to Student Health Service nurse.
- If off-campus, identify local treatment center to provide initial work-up and follow-up care following Student Health Service protocol.

If seen at ETC, ETC will:

- Follow the same protocol for immediate evaluation and care as used by Student Health Service.
- Access student immunization history through INFORMM.
- Send report to SHS BBPE Coordinator in the morning of the next SHS clinic day.
- Transfer the student to Student Health Service for follow-up care.

For complete protocol, see Student Health Service website: <http://www.uiowa.edu/~shs/exposure.htm>

Core Performance Standards

Applicants to the College of Nursing are expected to have the capability to complete the entire nursing curriculum and achieve the degree Bachelor of Science in Nursing. The nursing curriculum requires demonstrated proficiency in a variety of cognitive, problem-solving, manipulative, communicative and interpersonal skills. Therefore college of nursing students must meet the following performance standards:

Possess and use critical thinking skills sufficient for clinical judgement (e.g., identify cause-effective relationships in clinical situations, develop nursing care plans).

Demonstrate interpersonal abilities sufficient to interact with individuals, families and groups from a variety of social, emotional, cultural and intellectual backgrounds (e.g., establish rapport with patients/clients and colleagues).

Communicate sufficiently for interaction with others (e.g., explain treatment procedures; initiate health teaching; observe patient/client responses; document and interpret nursing actions and patient/client responses).

Administrate cardiopulmonary procedures and other clinical procedures necessary for nursing care; calibrate and use equipment, position patient/clients.

Possess tactile abilities sufficient for performing physical assessment (e.g., perform palpation functions of physical examination and those related to nursing interventions).

Applicants who may not meet these standards are encouraged to contact the RN-BSN Program Director or the Associate Dean for Academic Affairs. Personal interviews may be requested.

RN-BSN Registration Procedures and Policies

Registration for the Nursing Major Courses

Name Pins Required in Practicum Setting

Records of Courses Completed at Other Institutions

Transfer Credit from Other Institutions

Extension Registration at The University of Iowa

Changes in Registration – Procedures for Adding or Dropping a Course

Withdrawal of Registration

Late Registration

Re-Entry Policies

Maximum Schedule

Registration for the Nursing Major Courses

RN-BSN students register for the required nursing major courses through the Center for Credit Programs office, rather than through the on-campus Registration Center. Permission to register prior to admission to the College of Nursing is granted for selected courses. To register for the required major courses:

<p>96:190 Dimensions of Professional Nursing</p>	<p>Students register on ISIS.</p> <p>New admits will receive individual registration numbers at New Admit Orientation in April.</p> <p>Pre-nursing RN students may register with permission.</p> <ol style="list-style-type: none"> 1. Contact the Center for Credit Programs for Registration Pre-Authorization. 2. Contact the RN-BSN Program so that your ID can be coded in as approved for 96:190.
<p>96:191 Health Assessment</p>	<p>Register on ISIS.</p> <p>New admits will receive individual registration numbers at New Admit Orientation in April.</p>
<p>96:143 Research for Nursing Practice</p>	<p>Course information available in July for fall registration. Admitted students will register on ISIS.</p> <p>Pre-nursing RN students may register with permission and completion of prerequisites.</p> <ol style="list-style-type: none"> 1. Contact the Center for Credit Programs for Registration Pre-Authorization. 2. Contact the RN-BSN Program so that your ID can be coded in as approved for 96:143.
<p>96:192 Community Health Nursing</p>	<p>Course information available in July for admitted students. Register on ISIS</p>
<p>96:193 Community Health Nursing Practicum</p>	<p>Same as 96:192</p>

96:194 Nursing Leadership & Care Management for Professional Nursing Practice	Course information available in November for admitted students. Register on ISIS
96:195 Practicum for Nursing Leadership & Care Management	Same as 96:194
96:196 Special Studies for Nursing	Same as 96:194

Name Pins

College of Nursing name pins are provided by the RN-BSN Program office for use during the practicum experience. Students have the opportunity to indicate how they wish their names to appear on the pin. The typical format is “first and last name, RN” on the first line and “BSN Student” on the second line. If placement occurs in a practicum setting where only the first name is appropriate, a duplicate pin can be requested. Students must wear the pin while engaged in direct or indirect patient/client care activities.

Records of Courses Completed at Other Institutions:

RN-BSN students may enroll in a combination of community college and University of Iowa extension offerings to complete a third support course and general education requirements along with or following the nursing major year. The RN-BSN Program Office and regional faculty coordinators provide early advising for students even prior to formal admission to the College of Nursing and continue to provide information and advising about any transfer courses taken concurrently with or following the nursing major.

At the point of application to The University of Iowa and thereafter as any additional courses are completed, it is the responsibility of the student to request that official transcripts be sent to the RN-BSN Program Office from all schools attended.

Transfer Credit from Other Institutions:

A maximum of 64 semester hours of degree credit is accepted by transfer from a two-year college toward meeting the 128 semester hours required for graduation. If a student earns more than 64 semester hours of degree credit from a two-year post secondary institution, the credit and grades are used in computing the grade-point averages and may be used to satisfy course requirements, but the credit does not count toward the total hours needed for graduation.

Extension Registration at The University of Iowa:

Registration for most courses offered through the Center for Credit Programs can be completed online through ISIS for admitted and enrolled students. For students enrolling

in nursing major courses prior to formal admission, a [Registration Pre-Authorization](#) online form is available on the Center for Credit Programs website. Questions regarding registration are best handled by the Enrollment Services area of The University of Iowa's Center for Credit Programs Office. That office administers a wide variety of flexibly scheduled extension offerings, designed to be accessible to adult learners.

Current schedules and additional information is available on their website:

<http://www.continuetolearn.uiowa.edu/ccp/de/derules/derules.htm#tuition>

Or contact them at **1-800-272-6430** or email to credit-programs@uiowa.edu.

Semester-Based Online Courses are among the most commonly selected course formats. Many courses are offered entirely online, making use of course management software such as the University of Iowa's ICON system, to assist faculty and students in accessing course content, discussion boards, online quizzes and surveys, and online gradebooks for secure posting of individual grades. Some online courses also include face-to-face or videoconferenced class activities, using software such as ElluminateLive! or Breeze. When class attendance or synchronous online activity is required, dates for these required "meetings" are posted as soon as possible for student planning.

Guided Independent Study is a flexible study mode, sometimes referred to as independent learning or home study courses. Courses in this delivery mode are conducted in a self-paced format. For additional information about registration deadlines and submission of assignments, visit the [GIS section of the Center for Credit Programs website](#)

Iowa Communications Network courses meet in specially equipped classrooms, with fiber optic technology that allows for video and audio interaction between students and instructors in all sites. The Iowa Communications Network (ICN) is sometimes used to connect several support centers within a region, to limit driving time for students.

Saturday & Evening Program courses are held on-campus in Iowa City each summer, fall, and spring semester. Classes typically meet one evening a week in the fall and summer, more often in the shorter summer session. Students in Iowa City or within commuting distance can choose from a wide variety of classes and workshops.

Changes in Registration – Procedures for Adding or Dropping a Course:

Changes in registration must be initiated by the student. It is the student's responsibility to verify registration. For justifiable reasons, departmental and deans' offices may occasionally initiate changes in registration. Changes in registration become effective on the date the information is entered into the registration system. For specific dates to which the rules relate, see "Significant Deadline Dates" in the registration mailing and on the website

<http://www.continuetolearn.uiowa.edu/ccp/de/derules/derules.htm#tuition>

Beginning on the first day of classes, changes in registration require the signature of an advisor and course faculty, processed through the RN-BSN Program Office and the Center for Credit Programs (CCP) office. Change of registration forms can be printed from the [CCP website](#).

Withdrawal of Registration:

If a student must terminate course work during the session, it is important that registration be formally withdrawn. Failure to submit the Student Withdrawal Form may result in an “F” grade and payment of tuition and fees which otherwise might be avoided. Withdrawals are processed according to the established refund schedule (see “Tuition Responsibility” and “Significant Deadline Dates” on the [Center for Credit Programs](#) website). Once the semester has begun, all withdrawals for students in the College of Nursing must be requested by first contacting the RN-BSN Program Office. Withdrawal is not in effect until the withdrawal form has been processed by the Office of the Registrar, 1 Jessup Hall. That office determines if additional signatures are required. Student withdrawal forms for students enrolled in the College of Nursing must be signed by the Associate Dean for Academic Affairs.

Late Registration:

Students are not permitted to register after the third week of classes during regular semesters and after the first one and one-half weeks of the summer session.

Re-Entry Policies:

For the student who drops, fails, or otherwise interrupts the sequence of required clinical nursing courses:

When a student in good standing must drop a required course in the nursing major sequence, every effort is made to support the re-entry of that student. If faculty recommendations are favorable and space is available in the appropriate clinical nursing course, the student may re-enter the appropriate clinical nursing course during the next cohort year. In addition to filing the re-entry application, if necessary, and notifying the Regional Faculty Coordinator and RN-BSN Program Office of intent to re-enroll, returning students are also responsible for making the necessary preparations for computer access to online resources, providing updated required professional verifications, and accessing information about remaining degree requirements via ISIS.

A student who has been dismissed from the College of Nursing after a period of academic probation may petition for re-entry to the College of Nursing RN-BSN Program after one year. The student must petition the RN-BSN Program Director in writing for permission to re-enter the clinical nursing course sequence and must provide evidence that barriers to success in the program have been addressed. This petition should be submitted by March 15 for summer re-entry, May 15 for fall re-entry, or October 15 for

spring re-entry. The student must also re-apply for admission to the College of Nursing through the Admissions Office in Calvin Hall.

In the event that space is not available to accommodate all students recommended for re-entry into a particular clinical nursing course or sequence, or in unusual circumstances, priority for re-entry will be based upon recommendations of the RN-BSN Admissions Subcommittee, a faculty committee designated by Academic Council.

Maximum Schedule:

The maximum permitted registration is 18 semester hours in a regular semester, 9 semester hours in a summer session. Contact the RN-BSN Program Associate for permission to register for more hours than the maximum allowed.

College of Nursing Academic Policies

Grading Policies

Incompletes

Withdrawals

Pass – Nonpass

Second-Grade-Only Option

Duplication and Regression

Scholastic Requirements

Academic Misconduct

Policy on Student Academic Accommodation

Guidelines for Accommodating Students Who Have a Disability

Student Complaints Concerning Faculty Actions

Students with English as a Second Language

Grading Policies

Plus – Minus:

The following grading system is used at The University of Iowa:

Grade	Grade Point for Each Semester Hour
A +	4.33
A = Superior	4.00
A -	3.67
B +	3.33
B = Above Average	3.00
B -	2.67
C +	2.33
C = Average	2.00
C -	1.67
D +	1.33
D = Below Average	1.00
D -	0.67
F = Failing	0
I = Incomplete	—
N = Nonpass	—
O = No Grade Reported	—
P = Pass	—
R = Registered (audit)	—
S = Satisfactory	—
W = Withdrawn	—

Grade-Point Average:

The cumulative grade-point average (GPA) is computed by (a) multiplying the number of semester hours in each course by the appropriate grade point; (b) totaling the grade points earned to date; and (c) dividing the sum in (b) by the number of hours taken, excluding courses in which grades of I, N, O, P, R, S, or W have been given. Grades of F are included in hours attempted and are used in computing the GPA. Although grades of A + have a value of 4.33 in calculating a student's grade-point average, the cumulative GPAs displayed at the bottom of the permanent record are truncated so as not to exceed 4.00.

Incompletes (I):

A grade of I may be reported only if (a) the unfinished part of the student's work (other than in research, thesis, or independent study) is small; (b) the work is unfinished for reasons acceptable to the instructor; and (c) the student's standing in the course is satisfactory. Courses may not be repeated to remove incompletes. Incomplete grades must be removed by completing the unfinished part of the work.

Failure to remove the incomplete during the next full semester of registration will result in an F being assigned to replace the I. No extensions to prevent the assigning of an F will be made. Instructors may allow students to make up incompletes subsequent to the deadline, even if the incomplete has been changed to an F. In such cases, special report to the registrar forms must be sent for approval to the dean for the college since the instructor now is changing a grade.

Withdrawal (W):

Undergraduates will receive the mark of W for any College of Nursing course dropped after the third week of the semester or first one and one-half weeks of the summer session.

Pass - Nonpass (P / N):

Students in the College of Nursing have the option of taking elective courses P/N. The instructor assigns a standard letter grade, which is converted automatically in the Office of the Registrar. Grades of A+, A, A-, B+, B, B-, C+, C, and C- are converted to P; grades of D+, D, D-, or F are converted to N. Nursing students taking courses in other colleges of the University are subject to the grading policies of those colleges. Students from other colleges taking courses in the College of Nursing are subject to College of Nursing grading policies.

Guidelines

- If students are in good academic standing, they may register for P/N during early registration or before the end of the third week of classes (or first one and one-half weeks of the summer session). For courses that start or end at times other than the beginning and end of the semester, students may register for P/N at any time during the first one-fifth of the duration of the course. The signatures of both the advisor and the instructor must be obtained on a P/N form, and the form must be submitted to the Registration Center, Calvin Hall, before the deadline. A P/N registration may not be changed after the deadline.
- The grades of P and N are not used in computing the grade-point averages; the grade of N does not count as hours earned for graduation.
- P/N grading may be used in general elective courses only. (1) Courses used to satisfy the General Education Requirements may not be taken P/N. (2) Prerequisites for the nursing major may not be taken P/N. (3) Course work in the nursing major is not available on a P/N basis. (4) No courses accepted towards a minor may be taken P/N.
- A maximum of 12 semester hours of P grades from all colleges is accepted towards the baccalaureate degree.
- A maximum of 4 semester hours may be taken P/N in any one session.

Satisfactory/Fail (S / F):

Certain courses are offered S/F and are so designated in the academic session schedule. All students registered for these courses receive either an S or an F.

Guidelines

- Special forms are not necessary to register for S/F courses, since all students enrolled in such courses automatically receive either an S or an F.
- The grade of S is not used in computing the grade-point averages, but the grade of F is used. The grade of F does not count as hours earned for graduation.
- Credit with the grade of S may be applied toward the General Education Requirements or toward requirements in the major or minor.
- A maximum of 12 semester hours with the grade of S is accepted toward the baccalaureate degree.

Audit (R):

Students in the College of Nursing may register as auditors if approval is granted by the advisor and the instructor of the course. In addition to obtaining the signatures of the advisor and instructor, a student must register for zero credit in the course to be audited. To add a course for audit after the opening of the semester, a student must register for zero credit on a change-of-registration form. Any change from credit to audit or from audit to credit must be made within the first three weeks of the semester (first one and one-half weeks of the summer session), using a change-of-registration form and obtaining the necessary signatures.

The mark of R will be assigned if the student's attendance and performance are satisfactory; if unsatisfactory, the mark of W will be assigned. Courses offered for zero credit only will be graded on the Registered-Withdrawn basis. Courses offered for zero credit as well as for credit hours, when taken for zero credit, will be graded R or W.

Courses completed with a mark of R will not meet any college requirement and will carry no credit toward graduation. Auditing may not be used as a second-grade-only option.

Second Grade Only Option (#)

Students may repeat courses taken at The University of Iowa, unless obvious regression is involved, and have only the grade and credit of the second registration used in calculating total hours earned as well as The University of Iowa cumulative and total cumulative grade-point averages. Under the provisions of this option, the Office of the Registrar marks the permanent record (with the symbol #) to show that a particular course has been repeated. Both grades remain on the permanent record, but only the second one is used in calculating the grade-point averages and hours earned.

A student who wishes to use this option registers in the usual manner for the course that is to be repeated or adds it during the regular period for adding courses (the first three weeks of the semester or the first one-and-one-half weeks of the summer session). The student also must notify the RN-BSN Program Office that they wish to and are eligible to file the option, so that coding can be entered into the student record. Unless this is done, both grades continue to be counted in the grade-point averages.

Restrictions

- The second-grade-only option may be used only once per course.
- The second-grade-only option may not be used if obvious regression has occurred.
- If the course was taken for a grade the first time, it must be taken for a grade the second time. If the course was taken pass/nonpass the first time, it may be taken pass/nonpass or for a grade the second time.
- The second-grade-only option may not be used if the first grade was assigned as a result of disciplinary action.
- Students may apply this provision to a maximum of 12 semester hours.
- If the second-grade-only option is to be used for a practicum nursing course, the policies for re-entry will also apply.

Duplication:

Duplication occurs when a student (a) takes the same course more than once or (b) takes a course that duplicates the content of a satisfactorily completed course. Duplication is assessed by the Office of the Registrar at the time of graduation analysis and affects the total hours earned. Hours earned by duplication do not count toward the total number of hours required for graduation. Grades for both courses, however, are used in computing the grade-point averages. A student may repeat a nursing course one time only.

Regression:

Regression occurs when a student takes a lower-level or prerequisite course after having satisfactorily completed a more advanced course in the same or related subject. At the time of graduation analysis, the Office of the Registrar determines whether regression has occurred. Hours earned by regression do not count toward the total number of hours required for graduation.

Transfer Credit from Other Institutions after Enrollment at The University of Iowa:

Once enrolled in the College of Nursing, a student must seek approval to take courses at another college or university. The student is responsible for having official transcripts sent from other institutions to the Office of Admissions. Only 64 semester hours of degree credit is accepted by transfer from a two-year college toward meeting the 128 semester hours required for graduation. If a student has earned more than 64 semester hours of degree credit from a two-year college, the credit and grades are used in computing the grade-point averages and may be used to satisfy course requirements, but the credit does not count toward the total hours needed for graduation. Credit by transfer is not accepted toward the 12 semester hours of advanced course work required for a Liberal Arts minor.

Scholastic Requirements

To remain in good scholastic standing the student must achieve a grade point of 2.0 or higher in each of the required courses in the nursing major, which include: 96:190, 96:191, 96:143, 96:192, 96:193, 96:194, 96:195, 96:196, and any nursing electives taken to meet the 5 s.h. minimum requirement. Students must remain in good standing in order to progress to the next nursing course for which it is prerequisite. A student may repeat a nursing course one time only.

The student must also maintain a semester GPA of 2.0 or higher each semester of enrollment while in the College of Nursing, as well as a 2.0 or higher cumulative GPA.

A student may repeat only one clinical nursing course.

Probation:

A student who fails to meet any of the above requirements will be placed on probation. The three types of scholastic probation are designated as follows:

1. Probation - nursing major courses
2. Probation - general education
3. Probation - combined nursing and general education

A student placed on probation will be notified of his/her probationary status prior to the first day of classes for the session immediately following the semester in which the deficit in scholastic requirement occurred. The student may choose to utilize his/her academic advisor or other undergraduate teaching faculty to assist him/her in exploring concerns, identifying problems and planning actions to meet his/her goals. A formal recommendation delineating appropriate activities may be specified for the student. The student will be informed in writing of the action which must be successfully completed to be returned to good scholastic standing.

The student shall be returned to good academic standing and will be so notified in writing when she/he has:

1. achieved a cumulative GPA of 2.0 or higher in the area of probation - nursing, general education, or all college work attempted, or
2. achieved a 2.0 or higher in the specified required clinical course as designated.

The **maximum probationary period** is one calendar year. A written request for an extension to this limit is required if the student must repeat a nursing major course and is not able to do so within the next cohort year.

The probationary period begins the first academic session following the one in which the grade point average drops below a 2.0 for all types of probation except probation in a required clinical nursing course. Determination of when or whether a student is allowed to re-enroll in a required practicum nursing course is dependent upon the course faculty recommendation, projected course enrollment, and approval of the RN-BSN Program Director.

Academic Misconduct:

Plagiarism and cheating may result in grade reduction and/or other serious penalties. Plagiarism and cheating include, but may not be limited to:

- presentation of the ideas of others without credit to the source;
- use of direct quotations without quotation marks and without credit to the source;
- paraphrasing without credit to the source;
- participation in a group project which presents plagiarized materials;
- failure to provide adequate citations for material obtained through electronic research
- downloading and submitting work from electronic databases without citation;
- submitting material created/written by someone else as one's own, including purchased term/research papers;
- copying from someone else's exam, homework, or laboratory work;
- allowing someone to copy or submit one's work as his/her own;
- accepting credit for a group project without doing one's share;
- submitting the same paper in more than one course without the knowledge and approval of the instructors involved;
- using notes or other materials during a test or exam without authorization;
- not following the guidelines specified by the instructor for a "take-home" test or exam.

Students unclear about the proper use and citation of sources, or the details and guidelines for any assignment, should discuss their questions with the instructor.

An instructor who suspects a student of plagiarism or cheating must inform the student as soon as possible after the incident has been observed or discovered. If the instructor comes to the conclusion that the student has plagiarized or cheated, he or she, in consultation with the Program Director may decide to reduce the student's grade in the course, even to assign an F. The faculty member sends a written report of the case to the associate dean for academic programs; a copy is sent to the student.

The associate dean for academic programs may uphold, as the offense may warrant, the following or other penalties: placement on disciplinary probation until graduation, suspension from the college for a semester or longer, or recommendation of expulsion from the University by the president.

If a student feels that the finding of plagiarism or cheating is in error or the penalty unjust, he or she may request a hearing. Information on the appeal procedure is detailed on the following chart.

THE UNIVERSITY OF IOWA - COLLEGE OF NURSING

Guidelines for Managing Academic Misconduct, Student Performance Deficiency, and Possession or Use of Drugs and Alcohol

<u>Subject</u>	<u>Faculty Action(s) to be Taken</u>	<u>Student Action(s) to be Taken</u>	<u>End Result</u>
<p>1. Academic Misconduct - Cheating - Plagiarism Informal Student Complaint Mechanism Student complaints concerning actions of faculty members are pursued first through appropriate communication channels as outlined or the assistance of the ombudsperson(s). A. Communication Channels for Resolving a Complaint. 1. The student should first attempt to resolve the issue with the faculty member involved. 2. Lacking a satisfactory outcome, the student should turn to the Course Coordinator (CC) or Program Director (PD). 3. If a satisfactory outcome still is not obtained, the student may take the matter to the Associate Dean for Undergraduate Studies. 4. When a satisfactory outcome has not yet been obtained, the student may take the matter to the Dean of the College of Nursing. B. Student-Faculty Ombudsperson(s) The student-faculty ombudsperson(s) is the Director of Student Services in the College of Nursing. Students may choose to seek assistance from the ombudsperson(s) at any point in the communication channel as outlined in the preceding section.</p>	<p>1. Inform student of allegation. Provide student an opportunity to respond orally or in writing. *2. Inform CC/PD who will assist faculty to complete Academic Misconduct Report (AMR) Form (available from secretary or 101 NB). 3. CC or PD notifies Assoc. Dean. 4. CC or PD meets with student as designated in informal complaint process. 5. AMR Form is completed by faculty (typed) & forwarded to Assoc. Dean. 6. Student is requested to meet with Assoc. Dean. 7. Assoc. Dean shares outcome of meeting with student with CC/PD. The Assoc. Dean places completed AMR Form in student file (to be removed upon graduation). 8. The CC/PD informs faculty of outcome of meeting with student & Assoc. Dean. 9. When satisfactory outcomes have not been obtained, the Assoc. Dean notifies the Program Director. 10. Student encounters with faculty during this time should be referred to the Assoc. Dean. The Assoc. Dean will communicate continuing developments with principals involved.</p>	<p>1. Meet with faculty member for response to allegation. 2. Meet with CC/PD to respond to Academic Misconduct Report. 3. Meet with Assoc. Dean regarding action and rights/responses. 4. When a satisfactory outcome has not been obtained, the student may take the matter to the Dean of the College of Nursing.</p>	<p>1. Warning 2. Potential dismissal from College of Nursing 3. Potential dismissal from University (See University Policies--Code of Student Life, Academic Misconduct, <u>Policies & Regulations affecting Students</u> Section II C.)</p>
<p>2. Student Performance Deficiency - Course objectives not met - Course expectations not met</p>	<p>1. Inform student of deficiencies. 2. Provide information regarding necessary steps to be taken by student to correct deficiencies. 3. Warn student of consequences of deficiencies. 4. Dismiss student from clinical practice setting (as appropriate). 5. Provide student an opportunity to respond orally or in writing. 6. Inform CC/PD who may assist faculty in completing written documentation of student encounters demonstrating deficiencies. Copies of this document should be forwarded to Assoc. Dean. 7. CC/PD notifies Assoc. Dean, as appropriate. 8. CC/PD meets with student, as appropriate. 9. Supporting documentation is forwarded to Assoc. Dean.</p>	<p>1. Meet with faculty member regarding deficiencies & steps to be taken to correct deficiencies. 2. Meet with Course Coordinator regarding written documentation of performance deficiencies & recommendation. 3. Meet with Assoc. Dean regarding recommendation of the College and student rights/responses. 4. When a satisfactory outcome has not been obtained, the student may take the matter to the Dean of the College of Nursing.</p>	<p>1. Performance deficiencies are reflected in course grade a. Reduction in course grade or b. Failure in course 1) Decision for repeating course 2) Probationary status (see Scholastic Performance Policies) 2. Formal notification of student's status sent from Assoc. Dean</p>

Subject	Faculty Action(s) to be Taken	Student Action(s) to be Taken	End Result
3. Possession or use of drugs & alcohol which may involve physiological or psychological hazards	<ol style="list-style-type: none"> 10. Student is requested to meet with Assoc. Dean, as appropriate. 11. Assoc. Dean shares outcome of meeting with student with CC/PD. Assoc. Dean places completed AMR Form in student file. 12. CC/PD informs faculty of outcome of meeting with student & Assoc. Dean. 13. Faculty completes "Reentry Recommendation Form" and forwards for student file, as appropriate. 14. When satisfactory outcomes have not been obtained, the Assoc. Dean notifies the Program Director. 15. Student encounters with faculty during this time should be referred to the Assoc. Dean. The Assoc. Dean will communicate continuing developments with principals involved. <ol style="list-style-type: none"> 1. Inform student of allegation (possessing or using alcohol/ drugs). Provide student an opportunity to respond orally or in writing. 2. Refer student to Code of Student Life, Sec. II - A,D,E in <u>Policies and Regulations affecting Students</u>. 3. Inform CC/PD who will assist faculty to complete AMR Form (available from secretary or 101 NB). 4. CC or PD notifies Assoc. Dean 5. CC or PD meets with student as designated in informal complaint process. 6. AMR Form is completed by faculty (typed) & forwarded to Assoc. Dean. 7. Student is requested to meet with Assoc. Dean. 8. Assoc. Dean shares outcome of meeting with student to CC/PD. The Assoc. Dean places completed AMR Form in student file (to be removed upon graduation). 9. The CC/PD informs faculty of outcome of meeting with student & Assoc. Dean. 10. When satisfactory outcomes have not been obtained, the Assoc. Dean notifies the Program Director. 11. Student encounters with faculty during this time should be referred to the Assoc. Dean. The Assoc. Dean will communicate continuing developments with principals involved. 	<ol style="list-style-type: none"> 1. Meet with faculty member and Course Coordinator to respond to allegation. 2. Meet with Program Director to respond to allegation. 3. Meet with Assoc. Dean regarding complaint procedures within the College and options available to student. 4. When satisfactory outcome has not been obtained, the student may take the matter to the Dean of the College of Nursing. 	<ol style="list-style-type: none"> 1. See <u>Policies & Regulations Affecting Students</u>, Section II A,B,D, & E. Any student found to have violated this policy will be irrevocably dismissed from the College of Nursing and any professionally licensed student who violates this policy will be reported to the Iowa Board of Nursing, as indicated by Board protocol.

*CC/PD: In courses with a Course Coordinator, the channels of communication are: Course Coordinator/Program Director/Associate Dean/Dean. In courses without a Course Coordinator, the channels are: Program Director/Associate Dean/Dean. Graduate students would generally use Program Director and Dean as appropriate channels.

Forgery:

The Code of Student Life prohibits forgery of University records, documents, or student identification cards. Professional staff in the RN-BSN Program office interview students suspected of forgery and take disciplinary action based on the interview and verification provided by the advisor, instructor, or dean whose signature is in doubt.

Dismissal for Poor Scholarship:

- Student on probation - nursing, general education, or all college work attempted:

The student who does not achieve a 2.0 cumulative GPA in the area upon which probation was based within the probation period and within the second grade option policy will be dismissed from the College. In addition, failure to follow formal recommendations regarding the student's scholastic achievement may result in a noncontinuation of probation. After the period of probation, however, the student may petition for an additional semester on probation. The petition should be submitted in writing to the RN-BSN Program Director. When acting on the petition, recommendations concerning extension of probation will be sought whenever possible from appropriate faculty in the area of probation and the Scholastic and Scholarship Committee. The student will be notified in writing of the decision made concerning the request for an extension of probation.

- Student on probation - specific required clinical nursing course:

The student who does not receive a minimum of a 2.0 in the designated required clinical course will be dismissed from the College after the period of probation.

- A student on scholastic probation who cancels registration at any time without good cause will be considered as having been dismissed for poor scholarship.

Re-Admission Policies:

The student dismissed from the College due to poor scholarship may petition the RN-BSN Program Director in writing for permission to be re-admitted to the College of Nursing after an interval of one calendar year from the date of last enrollment in the College of Nursing. The petition must present evidence that changes have occurred which indicate that the student has improved his/her chances for scholastic success in the College of Nursing. A student granted re-admission will be re-admitted on probation for one semester.

Policy on Student Accommodation

Faculty in the College of Nursing are required to comply with University policies and procedures regarding the provision of academic accommodations to students with disabilities. This includes, but is not limited to, making an announcement at the beginning of each term and including similar language in the course syllabus inviting students seeking accommodations to contact the instructor directly. If a student identifies himself or herself as having a disability and requests accommodation, generally it is the instructor's responsibility in connection with the College of Nursing to ensure that the learning environment is accessible and that appropriate accommodations are provided. Faculty members seeking guidance and assistance in determining appropriate accommodations should contact the RN-BSN Program Director or Executive Associate Dean of Academic Affairs. Students are encouraged to register with the University Office of Student Disability Services. Faculty members may also contact the Office of Student Disability Services as to general questions about academic accommodations.

Faculty members who provide accommodations for disabled students must refer the students to the RN-BSN Program Director. The Executive Associate Dean for Academic Affairs will also be available to assist the faculty member and student as needed in identifying appropriate services within the college and greater University community. It is the responsibility of the RN-BSN Program Director to document that accommodations have been provided.

Exam Guidelines for Students who have a Disability:

Students with special needs (as defined by Iowa Board of Nursing Guidelines i.e., diagnosed learning disabilities, vision problems, or other physical limitations):

- Special arrangements that identify the nature of the specific need and the means that will best meet the need may be made by students in any course. Requests for these arrangements need to be made in writing to the instructor during the first two weeks of the semester or as the need arises.

A student who is dissatisfied with the outcome of either a formal or informal complaint filed under the College's complaint procedure involving the accommodation of a disability, may file a complaint with the Office of Affirmative Action.

Guidelines for Accommodating Students Who Have a Disability

Question 1: Does the student have a disability?

A person with a disability is one who:

- has a mental or physical impairment that substantially limits one or more major life activities (including learning); OR
- has a record of such impairment; OR is regarded as having such an impairment

If NO, the accommodation need not be provided.

If YES:

Question 2: Has the student provided adequate documentation?

Adequate documentation typically consists of assessment data that:

- measures student aptitude, achievement, and information processing; AND
- has been conducted by an appropriate professional; AND
- is current (often defined as no more than 3 years old); AND/OR
- has appropriate medical documentation.

If NO, the accommodation need not be provided.

If YES:

Question 3: Is the student "qualified?"

- Can the student meet the prerequisite academic and technical standards of a course or program? AND
- Can the student, with accommodation, perform the essential tasks of the course or program?

If NO, the accommodation need not be provided.

If YES:

Question 4: Is the accommodation reasonable?

An accommodation is reasonable if it:

- is based on documented individual needs; AND
- allows the most integrated experience possible; AND
- does not compromise the essential requirements of a course or program; AND
- does not pose a threat to personal or public safety; AND
- does not impose undue financial or administrative burden; AND
- is not of a personal nature.

If NO, the accommodation need not be provided.

If the previous 4 questions are affirmative, accommodation must be provided at no cost to the student.

Student Complaints Concerning Faculty Actions

Student complaints concerning actions of faculty members are pursued first through the communication channels as outlined or the assistance of the ombudsperson(s).

Communication Channels for Resolving a Complaint

- (1) The student should first attempt to resolve the issue with the faculty member involved.
- (2) If a satisfactory outcome still is not obtained, the student may take the matter to the
- (3) Director of the Program (i.e. Director of Undergraduate Program, RN-BSN Program, or Graduate Program).
- (4) If a satisfactory outcome still is not obtained, the student may take the matter to the Executive Associate Dean for Academic Affairs.
- (5) When a satisfactory outcome has not yet been obtained, the student may take the matter to the Dean of the College of Nursing.

Formal Complaint Mechanism:

If a student complaint concerning faculty actions cannot be resolved through the informal mechanisms available, the student may file a formal complaint which will be handled under the procedures established for dealing with alleged violations described in the Statement on Ethics and Academic Responsibilities as specified in section 20.290 of the University Operations Manual. A copy of these formal procedures can be obtained from each college dean's office, the university ombudsperson(s), or the RN-BSN Program Office, 37 College of Nursing.

If your complaint involves sexual harassment, you need not follow these procedures. The University policy on sexual harassment and consensual relationships in the instructional context can be found in "Policies and Regulations Affecting Students." Available at <http://student-services.uiowa.edu/students/policies/index.php>

The [Office of the University Ombudsperson](#) (C108 Seashore Hall, telephone 335-3608) responds to problems and disputes brought forward by all members of the University community--students, staff, and faculty--that appear unresolvable through existing channels. Before consulting the ombudsperson, ordinarily an attempt should be made to resolve problems by following the procedures described above.

Students with English as a Second Language

Students may request and be given up to 1 1/2 times the scheduled exam time to complete the exam (e.g., 3-hour for a 2-hour exam). Requests for additional time need to be made in writing to the instructor during the first two weeks of the semester. Native language dictionaries may be used during the exam with prior approval of the instructor.

University Academic Policies

College Level Examination Program (CLEP)

Advanced Placement Program (AP)

Requirement for Credit in Residence

Requirement for Scholarship

Graduation with Distinction

Obtaining a Minor at The University of Iowa

University Academic Policies

College Level Examination Program (CLEP)

CLEP is an achievement testing program offered by the College Board that allows students to demonstrate college-level competence they may have achieved outside of formal college instructional programs. The University of Iowa awards credit for the general examination in natural sciences, and subject examinations as detailed on the [Credit by Exam section](#) of the [Undergraduate Admissions website](#). Those who earn a high enough score on a general or subject exam are eligible to receive credit for the corresponding University course which may be used as elective credit. Students who wish to participate in CLEP are encouraged to do so prior to their first enrollment so that test results can be used to plan their first semester schedules.

Advanced Placement Program (AP)

Students who pursue college-level learning while still in high school may use the AP testing program to demonstrate their level of achievement. This program was designed by the College Board to provide a means for colleges and universities to evaluate the college-level preparation of participating students and to provide opportunities for high school students to begin college-level study while still in high school. Scores earned by students are evaluated to determine if either course credit or advanced placement is warranted.

Specific credit policies and further information about both CLEP and AP credit can be obtained from the admissions website (see link above) or the [Evaluation and Examination Service](#).

Requirement for Credit in Residence

The University of Iowa requires that a significant portion of the credit for degree be earned in residence. The requirement for credit in residence may be met in one of the following three ways:

1. final 30 consecutive semester hours in residence, or
2. 45 of the final 60 semester hours in residence, or
3. a total of 90 semester hours in residence.

Requirement for Scholarship

To remain in good scholastic standing in the College of Nursing, the student must maintain a grade-point average of 2.00 (on a 4-point scale) each semester in:

1. Each required course in the nursing major
2. General Education courses
3. All courses completed (cumulative GPA)

Graduation with Distinction

The Office of the Registrar certifies to the Dean of the College of Nursing the names of students eligible to graduate with distinction. To be eligible for consideration, a student must meet one of the two following criteria: (1) complete the final 60 semester hours in residence in the College of Nursing, at least 45 semester hours of which must have been completed prior to the final semester of register, or (2) complete the nursing major at the University of Iowa.

Obtaining a Minor at The University of Iowa

Nursing students who wish to pursue a minor should contact the specific academic department for the necessary requirements. Generally, minors in the College of Liberal Arts require:

1. Minimum of 15 s.h. taken in the minor area
2. At least 12 of the 15 s.h. must be taken at The University of Iowa in advanced courses (100 level or higher). Transfer courses are not acceptable.
3. Students must have a grade point average of at least 2.00 in all work attempted in the minor department.
4. No courses accepted toward the minor may be taken pass/non-pass.

Note: Students are advised to contact the individual academic department for more specific requirements.

Policies Governing All Members of the University Community

Affirmative Action Policy

Fair Information Practices Act

Policies and Regulations Affecting Students

Policies on Sexual Harassment and Consensual Relationships

Research Policies on Human Subjects

Affirmative Action Policy

The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information, contact the [Office of Equal Opportunity and Diversity](#), (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316

Fair Information Practices Act

The University of Iowa requests personally identifiable information for the purpose of maintaining student records. No persons outside the University are routinely provided this information, except for items of directory information such as name and local address. Responses to all appropriate items are required. If you fail to provide the required information, the University may not be able to advise you properly.

Policies and Regulations Affecting Students

All students who enter the College of Nursing should be aware of the University document entitled [Policies and Regulations Affecting Students](#). Please refer to this document for questions regarding student rights, student responsibilities, and student organizations at The University of Iowa. It appears on the University of Iowa's website at

<http://student-services.uiowa.edu/students/policies/index.php>

Policy on Sexual Harassment and Consensual Relationships

Outlined in each copy of the [Policies and Regulations Affecting Students](#) is The University of Iowa policy regarding Sexual Harassment and Consensual Relationships. Information on the procedure for filing a complaint about sexual harassment is available to students in the Office of Student Services and in the Associate Dean's office at the College of Nursing.

Research Policies on Human Subjects

All students are required to receive "Approval for Protection of Human Subjects" if they do research on human subjects. The applications related to human subjects are provided in the Research Office, 407 NB.

Resources for College of Nursing Students

University of Iowa Association of Nursing Students

Academic Advising

Technology/Learning Resource Services

Name Pins

Honors Program

Sigma Theta Tau

Study Abroad

Independent Study

The Center for Credit Programs

Aging Studies Program

Registrar: Application for Degree

RN-BSN Graduation Profile

Resources for College of Nursing Students

University of Iowa Association of Nursing Students

The University of Iowa Association of Nursing Students (UIANS) is the student professional organization of the College of Nursing. Two faculty members serve as advisors to the organization.

UIANS offers nursing students the opportunity to develop leadership, management and professional skills. The organization sponsors a number of activities each year including: Progressive Nursing Day, Student Host Program, equipment and uniform sales, sportswear sales, Fall Kick-Off and regular newsletters. Members are also involved in policy-making decisions within UIANS, the College of Nursing and the University.

UIANS meetings are held bi-monthly. Meeting notices are posted on the UIANS bulletin board in the ground floor well area and on second floor clinical nursing course bulletin boards. UIANS meetings are open to all and students are strongly encouraged to get involved.

For more information, contact UIANS officer, council member, or Faculty Advisor. UIANS Office: Room 33, Nursing Building. 335-7002 or go to the organization's website at <http://www.nursing.uiowa.edu/students/uians.htm>

Academic Advising

College of Nursing academic advisors provide information and support. Each student's advisor's name and office number is listed on the permanent record and Degree Evaluation. Academic advisors help plan a student's course schedule and are available to discuss academic, personal and professional concerns. Students are strongly encouraged to become acquainted with their faculty advisor.

Nursing Clinical Education Center (NCEC)

The College of Nursing and the University of Iowa Hospitals and Clinics (UIHC) collaborate to provide College of Nursing students and nursing staff at UIHC with a state-of-the-art education center. The NCEC is located on [4 West, General Hospital](#) and provides the necessary multi media materials, health care supplies, model simulators and space to facilitate learning nursing skills. The learning process is accomplished through the use of independent student study (media viewing and skills practice), required readings, group demonstrations, individual guidance, and proficiency testing.

The NCEC offers independent viewing stations for interactive videodiscs, videos, and slides. The practice rooms for clinical and technological skills practice are equipped with state-of-the-art models and practice supplies. Simulators are available to provide a learning environment which will promote safe and effective nursing practice in a climate of rapidly advancing technology in health care. RN-BSN students in the East Central Region use practice rooms in the NCEC for physical assessment practice each summer.

Name Pins

College of Nursing name pins are provided by the RN-BSN Program office for use during the practicum experience. Students have the opportunity to indicate how they wish their names to appear on the pin. The typical format is “first and last name, RN” on the first line and “BSN Student” on the second line. If placement occurs in a practicum setting where only the first name is appropriate, a duplicate pin can be requested. Students must wear the pin while engaged in direct or indirect patient/client care activities.

Honors Program

The University of Iowa College of Nursing Honors Program provides seminars and independent study experience for qualified students. To be eligible, students must have completed the first clinical nursing course and must maintain a cumulative grade-point average of at least 3.33 and a nursing major grade-point average of 3.5. The nursing honors program enables students to explore subject matter based on individual interests, needs, and goals. It provides opportunities for self-initiative and intellectual and personal development, and challenges students to grow and excel. Students who fulfill the requirements of the program complete at least one Honors Seminar and one Honors Independent Study and are eligible to graduate "with honors in nursing."

Sigma Theta Tau

Sigma Theta Tau International is the honor society of nursing. It is the second largest nursing organization in the United States, and among the five largest and most prestigious in the world.

The society was founded in 1922 by six nursing students at Indiana University, Indianapolis, Indiana. The name was chosen using the initials of the Greek words Storga, Tharos, Tima meaning love, courage, honor. It exists to recognize superior achievement in nursing, encourage and facilitate leadership development, foster high nursing standards, stimulate creative work, and strengthen the commitment to the ideals of the profession.

Gamma chapter was founded at The University of Iowa College of Nursing in 1929. Invitation to membership is extended to qualified baccalaureate and graduate nursing students as well as qualified graduates demonstrating achievement in the nursing profession.

Study Abroad

High-achieving students have the opportunity to develop a global perspective of health care through the Study Abroad Program. Students are able to receive credit for these experiences.

Independent Study

Independent Study is a flexible learning experience contracted between the student and a faculty sponsor. The intent is to provide for exploration of content not available in established courses or meet basic degree requirements upon recommendation of the major advisor.

Together, the student, advisor, and faculty sponsor identify the contact, purpose, and intent of the independent study. A plan for implementation is devised and a specific form is completed. Interested students may contact the RN-BSN Program Office or their academic advisor for further information.

Aging Studies Program

Students in the College of Nursing may participate in the Aging Studies Program which is designed to provide undergraduate students a multidisciplinary approach to gerontology. Successful completion of 21 semester hours of approved course work in aging studies is required for an Aging Studies certificate. Nursing students also have the option of completing a minor in aging studies by taking 15 semester hours of course work outside of the major in courses approved by the Aging Studies program. For further information, visit the Aging Studies Program website at <http://www.uiowa.edu/~interdi/aging/> or contact the Aging Studies Program, 410 Jefferson Building, 335-3821

Registrar: Application for Degree

An Application for Degree must be filed by the deadline established by the Office of the Registrar. The online application may be completed on ISIS any time after early registration prior to the session in which the student plans to graduate. For additional information about procedures and deadlines relating to graduation and commencement, visit the Registrar's website at <http://www.registrar.uiowa.edu/commencement/undergraddegree.aspx>

Applicants will receive a Final Degree Evaluation, once the application has been processed. Applicants who do not graduate in the session applied for must reapply for another session. It is the student's responsibility to carefully check the Final Degree Evaluation and make certain that all degree requirements have been met.

RN-BSN Graduation Profile

Students and leadership/management practicum faculty prepare RN-BSN Graduation Profiles at the end of the clinical cohort. The primary purpose of the RN-BSN Graduation Profile is to rate performance at graduation on the curriculum goals. It is not a letter of reference.

Therefore, it is strongly recommended that letters of reference be obtained and kept in a placement file at the Business and Liberal Arts Placement Office, 24 Phillips Hall. Upon request, letters of reference may also be housed in the student's advising file in the RN-BSN Program Office for five years following graduation.

When the College of Nursing is requested to supply information to a prospective employer or to a graduate program, a copy of the RN-BSN Graduation Profile is sent. A sample copy of the RN-BSN Graduation Profile is in the introduction section of this handbook. A transcript form the Registrar's Office must be specifically requested if this information is needed.

**THE COLLEGE OF NURSING DOES NOT RELEASE GPA's OR ISSUE
TRANSCRIPTS. COPIES OF TRANSCRIPTS MUST BE REQUESTED FROM THE
UNIVERSITY REGISTRAR.**

Student Services Annotated Directory

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STUDENT SERVICES ANNOTATED DIRECTORY

Services for Registered Nurse Students

The RN-BSN Program Office coordinates services for Registered Nurse students. The office maintains student records, program information, lists of transfer guides for other institutions and alternative course offering information. The office also oversees the delivery of online courses and assist in coordinating any face-to-face or videoconferenced class meetings. Program staff are available to meet with students regarding transfer of courses, plan of study, tuition reimbursement signatures, and academic affairs on an appointment basis.

Instructional Technology Center (ITC) - Ground Floor, Nursing Building, 335-7022

The College of Nursing ITC is one of 26 computer clusters available to students, faculty and staff throughout the campus. The computer laboratory provides access to both Windows and MAC computers as well as two email stations. See hours and specific location at <http://itc.uiowa.edu/Locations.aspx?LocationID=18>

Student Health Service –4189 Westlawn, 335-8370

The outpatient clinic at Student Health Service is available to all currently enrolled students who have paid the student health fee. Extension students are not assessed the student health fee. Student Health Service also houses the Health Iowa Program, which provides educational information to students regarding eating disorders, AIDS, and drug and alcohol consumption. For more information about available services, visit the website at <http://www.uiowa.edu/~shs/>

University Counseling Service - S330 Westlawn, 335-7294

The University Counseling Service staff of professional psychologists, social workers, and advanced doctoral students offers educational (learning disability assessment), career, and personal counseling and therapy in individual, couple, or group sessions. It also offers programs, workshops, and consultation activities. Most services are available to students without cost. There is a minimal fee for psychological testing. For more information about available services, visit the website at <http://www.uiowa.edu/~ucs/>

Student Disability Services - 3100 Burge Hall, 335-1462

The University of Iowa is committed to making its facilities, services, and programs fully accessible to people with disabilities. The Office of Services for Persons with Disabilities (SPD), located in Burge Residence Hall, provides services to students with both visible and nonvisible disabilities. People with a wide range of disabilities are served, including those with hearing and speech impairments, learning disabilities, mobility restrictions, visual impairments, and others. The goal of SPD is to help students with disabilities enjoy the same rights and assume the same responsibilities as do other students. SPD works closely with University faculty and staff to ensure that students receive the maximum benefit from their experience at The University of Iowa. Assistance is provided in the areas of admission, orientation, academic and career planning, academic support services, financial aid, housing, transportation and parking, aide and attendant care, and health services. For more information about available services, visit the website at <http://www.uiowa.edu/%7Esd/>

Office of International Student and Scholars (OISS) – Room 1111 University Capitol Centre, 335-0335

<http://intl-programs.uiowa.edu/oiss/>

The OISS provides services and facilities and organizes extracurricular programs for both foreign and domestic students and faculty. It maintains a library with references on study, work, and travel in other countries, including information about foreign universities and study abroad programs open to UI students. It helps students select study abroad programs to complement their on-campus academic programs and helps assure that they receive the correct credit for such activities. Students also may obtain information and applications for the Presidential Awards for Study Abroad and the Fulbright, Marshall, and Tubingen awards at the OISS.

Foreign student advisers provide information, counseling, and services related to orientation, immigration regulations, financial aid, and liaison with foreign governments and sponsoring agencies, and help with problems and questions in most areas except academic advising. They sponsor or support educational programs, such as the Friends of International Students, the Conversational English Partners, and lunchtime discussions that foster constructive interaction between students and scholars from other countries and their domestic counterparts.

Veterans Services - 1 Jessup Hall, 335-0219

The Office of Veterans Services is part of the Office of the Registrar, serving veterans, dependents of veterans, servicemen, and servicewomen in matters relating to Veterans Administration educational benefits, University registration, and study at the University. For more information about available services, visit the website at

<http://www.registrar.uiowa.edu/veterans/>

Office of Support Service Programs - 310 Calvin Hall, 335-1416

The Office of Support Service Programs, located in Calvin Hall, reinforces the efforts of the admissions office, the other student services, and the academic units to increase racial diversity in the student body as well as to provide eligible first-generation, low-income, and physically disabled students with academic, social, and financial support.

For more information about available services, visit the website at <http://www.uiowa.edu/~ossp/>

Afro-American Cultural Center

Latino Native American Cultural Center

Asian Pacific American Cultural Center

Lesbian, Gay, Bisexual, & Transgender Center

The University operates Cultural Centers as permanent settings where students can meet to share experiences, find mutual academic and personal support, relax, and develop social programs in an atmosphere that emphasizes their cultural heritage.

For locations and more information about available services, visit the following website

http://imu.uiowa.edu/osl/culture_diversity/cultural_centers/index.php

Mathematics Tutorial Lab - 314 MacLean Hall, 335-3175

The Mathematics Tutorial Laboratory is a resource offered by the Department of Mathematics. Tutoring, one-on-one support, and special topics sessions are offered. The math lab is staffed by professional staff, faculty, and graduate teaching assistants who are trained in helping math-anxious students.

For additional information about available services, visit the website at <http://www.math.uiowa.edu/mathlab/>

Speaking Center - 12 English-Philosophy Building, 335-0205

<http://www.uiowa.edu/~rhetoric/centers/speaking.html>

The Speaking Center helps students improve their public speaking as well as conversational skills. Staff provide one-to-one instruction. Students are encouraged to sign up early in the semester because slots fill up quickly. There is no fee.

Writing Center - 110 English-Philosophy Building, 335-0188

<http://www.uiowa.edu/~writingc>

The Writing Center helps improve students' writing, included attitudes and self-confidence about writing. The Center also assists students with reading.

Faculty may recommend that students use the center; however, an instructor's recommendation is not required in order to access services. Writing Center staff provide one-to-one instruction and may also provide email tutoring. There is no fee.

Career Development Services - 315 Calvin Hall, 335-1385

<http://www.careers.uiowa.edu/>

The office provides programs on resume preparation, job hunting, interviewing, and offers information on employers, salaries, and employment trends. It contains hundreds of resource materials on labor market trends, career options, academic requirements for specific careers, work environments, places of employment, salary ranges, advancement opportunities, and geographical regions of the country. The center also maintains information on developing strategies for finding jobs; research organizations and nonprofit agencies; defining job objectives and writing resumes and cover letters; and improving interviewing skills. An adviser is on duty to help students use the material. No appointments are necessary.

Office of the Registrar - 1 Jessup Hall, 335-0238

<http://www.registrar.uiowa.edu/>

The Office of the Registrar determines the residence status of each student, issues University identification cards, supervises registration procedures, assesses fees, and maintains all students' academic records. It issues official transcripts and verifications and assists students in determining graduation requirements, processing applications for degrees, and interpreting college and University academic regulations. The office also provides assistance to students concerning Selective Service and military service matters, and helps student veterans with University application and enrollment procedures and receipt of Veterans Administration benefits.

Transcript Requests - 1 Jessup Hall, 335-0230

<http://www.registrar.uiowa.edu/transcripts/>

Students who have completed work at The University of Iowa can obtain an official transcript of that work upon request to the Office of the Registrar. There is a fee for each copy requested. Students may expect that the transcript will be mailed two working days after processing of the request. For an additional nominal surcharge (per order), a transcript can be generated immediately. Call the Office of the Registrar at the number listed above for additional information.

Graduation Analysis - 1 Jessup Hall, 335-0228

<http://www.registrar.uiowa.edu/graduation/>

College of Nursing students are encouraged to check the Degree Evaluation via [ISIS](#) at least once each semester, to assist in planning subsequent semesters of study leading toward graduation. Students should check more frequently if transfer credit is still being processed. During the final semester of enrollment, graduating seniors must submit an application for graduation. Upon receipt of this application, Graduation Analysis will process a final analysis, confirming remaining requirements to be met prior to graduation.

Office of Student Financial Aid - 208 Calvin Hall, 335-1450

<http://www.uiowa.edu/financial-aid/>

The Office of Student Financial Aid is available to all University of Iowa students. The office is responsible for counseling students regarding eligibility for aid, for offering general information and applications for financial aid, for processing financial aid applications, and for distributing aid. The office also provides information and listings of part-time employment and College Work Study. Students who have questions regarding financial aid should contact the Office of Student Financial Aid.

Orientation Services - 116 Calvin Hall, 335-1497

Once admitted to the University, students are expected to attend an orientation/registration program before they begin classes. RN-BSN students participate in a flexibly scheduled experience designed and offered by the College of Nursing. During orientation, new students learn about academic policies and procedures, meet with academic advisors, complete their first registration, and become acquainted with faculty, staff, and other students.

Women's Resource and Action Center (WRAC) - 130 N. Madison, 335-1486

<http://www.uiowa.edu/~wrac/>

The Women's Resource and Action Center (WRAC) provides services to meet educational, cultural, social, and personal needs of University and community women. WRAC advocates the removal of all barriers to equal access and self-determination, including barriers of racism and classism as well as those based on physical ability, sexual preference, and gender. Through its feminist programs and services, the WRAC staff is committed to empowering Iowa women through providing information, skills, and support.

Rape Victim Advocacy Program (RVAP)

<http://www.rvap.org/pages/home/>

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

The University of Iowa Libraries

<http://www.lib.uiowa.edu/>

Main Library - 335-5299

Hardin Library for the Health Sciences - 335-9871

Psychology Library - 335-3079

With more than 2.8 million volumes, the libraries at The University of Iowa make up the largest library system in Iowa. A distinctive feature of the Iowa libraries is the "open shelving" plan. In many university research libraries, most users must request the delivery of items from closed shelving areas; at Iowa all users have the opportunity to go directly to the stacks and browse in all collections except those housing rare and special materials.

The Main Library serves as the principal repository for the social sciences and the humanities.

The Psychology Library houses over 49,000 volumes related to the behavioral sciences.

The Health Sciences Library is an important resource for all health science students at The University of Iowa and houses a special collection of rare and classic medical works in the John Martin Rare Book Room.

Students are encouraged to take advantage of user education services and workshops sponsored by Hardin staff for orientation to accessing library information via the web, as well as more specific seminars for key word and advanced searching. Go to the Hardin webpage at

<http://www.lib.uiowa.edu/hardin-www/home.html>

Essential University of Iowa Websites

<http://www.uiowa.edu/>

This is the **main UI** page. Includes a variety of organizers for searching the UI's many resources.

<http://www.nursing.uiowa.edu/>

Bookmark the **College of Nursing website**. Check it out frequently for fun stuff! Also the best place to start in your search for information about graduate programs. Get to know this site!

<http://www.nursing.uiowa.edu/academprog/rn-bsn/>

Don't forget the basics! Website for the **RN-BSN Program**.

<http://www.continuetolearn.uiowa.edu/ccp/>

Website for UI's Center for Credit Programs. **Bookmark this site** for current course offerings, on-line catalogs, and other helpful information. Check out the What's New page regularly!

<http://www.continuetolearn.uiowa.edu/ccp/de/derules/>

This website is an absolute essential bookmark. No one wants to have to remember **Rules and Regulations**, but sometimes you really need to have the detail. Find it here for your extension courses.

<http://helpdesk.its.uiowa.edu>

Essential website for the range of questions students may have about computers and software discounts, HawkID's, email questions.

<http://cs.its.uiowa.edu/email/openemail.shtml>

Establish a FREE email account through the UI and use Webmail. Visit this student section of ITS (Instructional Technology Services) website for instructions.

<http://www.uiowa.edu/financial-aid/>

Website for UI's Office of **Student Financial Aid**. Includes many helpful links.

<http://www.lib.uiowa.edu/hardin/>

Website for **Hardin Library for the Health Sciences**. Another essential site to **bookmark**.

<http://www.uiowa.edu/~vpss/policies/policies.html>

Website for UI Office of Student Services. Includes current policies relating to student life, services available to meet a variety of general and specific needs, and expectations of the academic community.

Campus Visits:

<http://www.uiowa.edu/homepage/hub/tours.html>

UI Campus Maps, organized in several ways (campus region, college, etc.) Good site and quite up to date:

<http://www.iowacitycoralville.org/>

Iowa City/Coralville Convention & Visitors Bureau, 900 First Avenue, Coralville, Iowa. Check out this website for a travel map and great links to other area sites of interest to visitors. Or call them: 1-800-283-6592

Important Academic Support and Professional Websites

APA-Style Helper Website:

<http://www.apastyle.org/styletips.html>

This is a site with good tips and easy access for ordering an electronic companion to the **APA Publication Manual**

Study Skills and General Support for Academic Development:

<http://www.muskingum.edu/~cal/database/general/>

Website for **Academic Study Skills**: from the Center for Advancement of Learning. Learning Strategies Database. Muskingum College, New Concord, Ohio

<http://www.muskingum.edu/~cal/database/general/writing.html>

Website from Center for Advancement of Learning. Topics relating to **writing skills development and proofing**. Muskingum College

Review for Anatomy & Physiology:

<http://www.pathoplus.com/>

By Ken Zwolski College of New Rochelle. Nursing Student Pathophysiology page. This is a website for a fairly interactive review of basic anatomy and physiology. It is not intended to replace a good A&P course, but may provide a helpful review and/or update.

Professional Organizations and Government Policy:

<http://www.state.ia.us/government/nursing/index.html>

Website for **Iowa Board of Nursing**. Quick answers to general questions.

<http://www.iowanurses.org/>

Website for **Iowa Nurses Association**. Bookmark this site for very useful updates.

<http://www.cdc.gov/>

Centers for Disease Control website. Great site...good links!

<http://www.osha.gov/>

Occupational Safety and Health Administration (OSHA), US Dept of Labor. See this site for numerous standards listings, current updates on policy