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SECTION I
WELCOME

BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING

BACCALAUREATE STUDENT HANDBOOK

WELCOME TO THE COLLEGE OF NURSING!!!

The College of Nursing faculty, administration, and staff welcome you and wish you a rewarding and successful experience in nursing. The curriculum has been planned to prepare professional nurses for excellence as a generalist in nursing practice. Faculty, administration, and staff are available to assist students to progress toward that goal.

Nursing students have the same rights, privileges, and responsibilities as all other university students and are expected to abide by university standards. This Handbook contains the policies and procedures for the baccalaureate nursing program. **Students are responsible for knowing and following the policies and procedures outlined in this Handbook.** In addition to this copy, the handbook is available on the College of Nursing website (http://nursing.byu.edu).

When questions arise or information is needed during the nursing program, students should refer to the Handbook before seeking the answers from other sources. **If questions are not answered in the Handbook, students may refer questions regarding acceptance, registration, and progression to the Undergraduate Nursing Advisement Center, questions regarding coursework to faculty, and questions regarding other student issues to the Associate Dean—Undergraduate Studies.**

May you enjoy a successful educational experience!
SECTION II
INTRODUCTION

This handbook provides information for students in the Brigham Young University (BYU) College of Nursing (CON) undergraduate program. It is designed to provide information after students have been accepted to the program. It should be read in conjunction with the Brigham Young University Undergraduate Catalog.

The handbook is organized into sections that explain what students need to know upon entering, progressing through, and completing the program.

Students are responsible for knowing and responding to the material presented in this handbook and in the Brigham Young University Undergraduate Catalog.

A. LOCATION

The Campus

Brigham Young University, sponsored by The Church of Jesus Christ of Latter-day Saints is located in Provo, Utah, forty-five miles south of Salt Lake City. The 600-acre campus is nestled next to the snowcapped Wasatch Mountains in Utah Valley. The student body of 30,000 includes students from the fifty states and over seventy foreign countries. The 1,600 faculty members hold degrees from many universities. BYU offers education in nearly 200 subject areas within its eleven colleges and graduate schools, along with an outstanding continuing education program.

Utah Valley offers extensive recreational opportunities. With Utah Lake and several reservoirs a few miles from campus, boating and water skiing are popular sports. The Wasatch Mountains offer recreation throughout the year in the sports of hiking, rock climbing, camping, backpacking, skiing, and snowmobiling. Sundance ski resort is located closest to campus (about 30 minutes away); other ski resorts (Park City, Deer Valley, Snowbird, Alta, and Brighton) are approximately an hour's drive from campus.

Cultural and sports events are available at BYU and in the Provo area. University Devotional and Forum Assemblies offer the opportunity to hear General Authorities of the Church as well as internationally known experts in various fields. Attendance at Devotionals and Forums on Tuesdays at 11:00 a.m. is expected when students are on campus.
B. COLLEGE FACILITIES

The College of Nursing is located on the first, fourth, and fifth floors of the Spencer W. Kimball Tower (SWKT). Facilities and supportive services include the following:

1. **Clinical Facilities:**

   The College of Nursing makes extensive cooperative use of hospitals and healthcare facilities in many sites in Utah, and selected rural sites including some international experiences. The clinical facilities offer comprehensive experiences in all areas of acute care, community, and ambulatory nursing.

   Educational experiences are generally located in the Wasatch front. Didactic courses are taught in Provo. Clinical experiences are generally in agencies throughout the Wasatch Front. Visits to agencies and client homes are also required. To achieve the best possible clinical education, students will need to travel throughout their course work. Access to a car is highly recommended. Students are responsible for their own transportation. Multi-cultural and international clinical experiences are also available during a specific spring term in the program.

2. **College of Nursing Learning Center:**

   The Nursing Learning Center (NLC), located in 130 SWKT, is administered by the College of Nursing to provide a quiet study area, one group study room, a circulation desk and reserve reference area for access to electronic media, reserve print reference material, closed circuit TV, and other electronic resources to support the various courses taught within the college. Access to the NLC is restricted to graduate and undergraduate nursing students. No food or drink is to be brought into the NLC. Dr. Patricia (Patty) Ravert is the Coordinator of the Nursing Learning Center. Colleen Tingey is the Supervisor of the Nursing Learning Center. Debra Wing and Stacie Hunsaker are Assistant Coordinators.

   The NLC also provides computer access to nursing instructional programs, e-mail, library online catalog and references, databases, and web-based resources. The Kimball Tower Computer Lab (100 SWKT) is to be used for word processing and other computer applications not available in the NLC. The Exam Room Laboratory simulate outpatient clinics.

   The nursing laboratories are a part of the NLC. Instruction in the labs is designed to bring clinical reality into the educational setting by the use of hospital patient units, mannequins, supplies, and equipment. A nurses’ station and medication preparation area in Basic Nursing further simulate the hospital setting. Advanced Nursing simulates a critical care unit and medical surgical nursing unit. There are also learning areas for Pediatrics and Maternal/Newborn patient care.
The NLC is the home to sophisticated, high-fidelity computer-based human patient simulators, which allow students to assess changeable heart sounds, breath sounds, chest movement, experience cardiac monitoring, administer simulated medications, and observe the physiological effects. An adult simulator, named SAM by the students, and a pediatric simulator (Tiny Tim) are computer-driven, utilize compressed air to simulate chest movement and pulses. They can function using different patient profiles (and different underlying physiological settings) and healthcare scenarios. The computer-based simulators allow the same patient and scenario to be experienced by multiple students or groups of students. Various medical devices such as crash cart, simulated medications, an x-ray viewing area, a cardiac care monitor, and computers are available to support simulation experiences.

The NLC also houses a maternal and neonatal birthing simulator, Noelle, in a birthing suite. This simulator is a full-size female which allows students to experience the patient care associated with childbirth and associated complications. The simulator provides experience with fetal position, fetal heart sounds, and performing Leopold maneuvers.

Students attend learning sessions taught by faculty members, staff nurses and/or senior nursing students as teaching assistants to learn and practice nursing techniques, and complete “pass-off’s” before caring for patients in actual clinical settings.

Nursing Learning Center hours include open hours Monday-Saturday. The Center is open some evenings until 6:30 p.m. and some evenings until 9 p.m. During spring and summer terms, open hours are reduced based on student needs and vary from year to year. Below is a typical schedule of NLC hours. Actual hours may vary, and are posted on NLC doors.

**Fall/Winter Semesters:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday and Friday</td>
<td>7:30 a.m. – 6:30 p.m.</td>
</tr>
<tr>
<td><strong>Tuesday</strong></td>
<td>7:00 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Wednesday and Thursday</td>
<td>7:30 a.m. – 9:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 a.m. – 2:00 p.m. (Circulation areas)</td>
</tr>
<tr>
<td>*Saturday</td>
<td>9:00 a.m. – 1:00 p.m. (open skills labs)</td>
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*Requires sign-up for skills practice time.

**The NLC closes all areas every Tuesday from 10:45 a.m. to 12:00 p.m. for devotionals or forums.

3. **Research Center:**

The Research Center is located in 400 SWKT. The Research Center houses the offices of the Computer Support Representatives and Research Secretary. The facility offers work space for faculty and students, research resources, several general nursing research journals, and eight
4. **Student Study Rooms:**

Two areas are set aside for Nursing students—one for graduate students and one for undergraduate students. The study rooms are located on the 4th floor of the SWKT. Both rooms are equipped with computer dataports.

5. **Undergraduate Nursing Advisement Center:**

The College of Nursing Undergraduate Advisement Center (NAC) assists undergraduate nursing students with planning and progressing through the nursing program. Questions regarding acceptance, pre-nursing courses, general education courses, graduation requirements, scholarships, the nursing curriculum, registration, campus resources, etc. may be directed to the Undergraduate Nursing Advisement Center. This area also maintains the records of the required documentation for student clinical experiences such as immunizations, CPR, and forms, e.g. OSHA, Student Profile.

The location is:
551 Spencer W. Kimball Tower (SWKT)
BYU Campus
(801) 422-4173

Hours are: 8am-5pm weekdays
Closed each Tuesday from 10:45 a.m. – 12:00 p.m. for devotionals and forums, and 8a.m. – 10 a.m. on Thursday for training.

The Undergraduate Nursing Advisement Center staff are prepared to answer general questions. Students are encouraged to schedule appointments to meet with the Supervisor or with an Advisement Assistant each semester prior to starting the Nursing program and as often as the student needs while in the program.

C. **LIBRARY FACILITIES**

Located in the center of campus, the Harold B. Lee Library houses more than seven million items and provides access to thousands of digital resources. The library’s role at the university is supporting the work of students and faculty. Nursing students are supported in their studies by Betsy Hopkins, the Nursing Subject Librarian. She provides a set of research tools accessible at the Science Desk on level 2 of the library or online at www.lib.byu.edu/nursing.

Students can access Nursing databases such as CINAHL, MEDLINE, and more through the library web site, lib.byu.edu. The website also features a specialized subject page with...
resources for nursing students including live online research help. Students are always welcome to ask librarians for information.

The library offers hundreds of computer stations for research along with study tables, group study rooms, and soft reading chairs. If a student’s research requires books which are not in the collection they are welcome to request them through interlibrary loan (ILL). Journal articles outside the library’s extensive collection can be obtained in digital format through the ILL system. Visit the Interlibrary Loan Department in room 3421 HBLL or online at illiad.lib.byu.edu/illiad/ill.html.

To learn more about the library, visit lib.byu.edu. For specific research questions use our Ask a Librarian Service at www.lib.byu.edu/ask.html or call (801) 422-2927. For library hours visit lib.byu.edu/hours.html.

D. ACCREDITATION

The College of Nursing is a member of the American Association of Colleges of Nursing. The baccalaureate degree in nursing at Brigham Young University is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation). The program is also approved by Utah State Board of Nursing. In addition to nursing accreditation, Brigham Young University is fully accredited by the Northwest Association of Schools and Colleges.

SECTION III
ACCEPTANCE CRITERIA

E. APPLICATION PROCESS

Students interested in applying to the College of Nursing can access the application online at http://nursing.byu.edu/MyTasks/Apply/, and then logging in with their Route Y net id and password. Applications must be filled out by the applicant himself/herself, whether home or abroad. Application dates and acceptance criteria are also available online and through the Undergraduate Nursing Advisement Center. Final acceptance into the BYU Nursing Program is determined by the Acceptance Committee and is based on an objective rating scale, the members’ professional judgment and the best interests of the nursing profession. The Committee’s decision is final. Students who are not accepted into the Nursing Program may reapply only once. Candidates are encouraged to meet with an advisor in the Undergraduate Nursing Advisement Center prior to application.
F. ACCEPTANCE TO PROGRAM

Acceptance into the baccalaureate nursing program is based on a number of criteria including, but not limited to, academic performance, and ACT/SAT or TOEFL score. Other criteria include written communication skills; community, church, and school service/leadership experience; and two recommendations. Applicants are expected to finish all pre-nursing courses prior to the application (or enrolled in them when the application opens) with a C grade or better. Students may have only one repeat of one class without penalty. Acceptance to the nursing program is competitive and restricted to a limited number of openings yearly. Not all students who meet course completion requirements may be accepted into the program.

**I took out the points that were listed here.**

Usually, a maximum of 64 students are accepted to begin Fall and Winter semesters. In addition, alternates are selected. The students are chosen based on the above criteria. Others factors affecting admission may include the professional judgment of the admissions committee, the best interests of the nursing profession, the number of classes remaining to be taken, previous acceptance deferred to serve a mission, alternate status on the previous acceptance cycle, and other factors as determined by the selection committee.

**Our Missionary Policy: If you intend to serve a mission,** we strongly encourage you to apply after your missionary service. We will no longer be deferring acceptance to the program. You must either start the program the semester you were admitted or reapply for a different semester.

Applicants are expected to finish all pre-nursing courses with a C grade or higher. (A grade of C- or below is not satisfactory progress.) All Independent Study classes and transfer classes will need to be completed with the grade on the transcript at the time of application. Acceptance to the nursing program is competitive and restricted to a limited number of openings yearly. Not all students who meet the requirements will be accepted into the program. Students apply in Winter semester for Fall acceptance, and in Fall semester for Winter acceptance.

Students transferring into the College of Nursing will follow the same course sequence as other students. Please check with the Advisement Center in regards to your ACT transferring. Courses transferring from other colleges which are equivalent in content and credit will be reviewed for acceptance. Those students who hold LPN licensure should contact the Undergraduate Nursing Advisement Center (NAC) for information on application. Transfer students with more than 80 semester credits of transfer work may not have priority for admission to BYU. Also, transfer students will need to follow university transfer GPA requirements to be considered for admission to the university.

The following minimum criteria have been established for acceptance into the baccalaureate program. The student must:
1. Be admitted to BYU.

2. Complete the following courses (or equivalent transfer courses) prior to applying to the nursing program:

   **PREREQUISITES:** *Nursing 180, *Chem. 285, *PDBIO 220, NDFS 100, and either *SFL 210 or *Psych 220, plus a minimum of 22 semester hours of University Core credit. **Additional classes may be required for ESL students

   Recommended Core courses include: First Year Writing or Honors First Year Writing, Religion 121 and 122, Arts/Letters or Civilization courses, American Heritage 100

3. Complete the online application.

   Students with prerequisites in progress at BYU during fall semester can be accepted on a “provisional” basis for winter semester. Provisional acceptance will be withdrawn from any student whose final grade is significantly lower than the mid-term grade, or fails to receive a grade of C or higher in a nursing prerequisite course in progress.

   Before acceptance to the College of Nursing, **students with English as a second language (ESL) are required to complete the following additional requirements:**

   1. Take the TOEFL and get an over-all score of at least a 93 (internet-based) with at least 24 sub-scores in both reading and listening.
   2. Complete a medical terminology class (either Nurs 102 or Latin 123).
   3. After the TOEFL has been completed with the minimum score needed and the medical terminology class is completed or currently enrolled, then the student will need to take the OPI/IELTS package exams. OPI is a speaking exam and IELTS is a writing exam. Talk to the Nursing Advisement Center about more details for the OPI/IELTS exam package.

   Because computers are used extensively in healthcare facilities, computer literacy is expected when accepted to the College of Nursing. Students may wish to consider obtaining a laptop computer to use with electronic textbooks in some courses.

   Upon admission/acceptance students will have admission requirements to complete. They will need read Make It Stick by Brown, Roediger, & McDaniel, attend all orientation sessions and fill out legal forms for essential abilities, confidentiality, insurance, release form, etc. (Please see documents 5, 6, 7, 8, 9, 10, 11, and 12.)
G. ACCEPTANCE POLICIES FOR LICENSED PRACTICAL NURSES

Brigham Young University College of Nursing accepts Licensed Practical Nurses who desire a baccalaureate degree in nursing. Students with LPN licensure follow the same requirements and course sequencing as Generic students. (See the curriculum guide – Document 17 of this handbook.) Contact the Nursing Advisor for additional information.

H. ACCEPTANCE POLICY FOR REGISTERED NURSES

Brigham Young University does not, at this time, have a “continuation” program for the Associate Degree RN.

I. POLICIES FOR TRANSFER STUDENTS

The following criteria are required of transfer students:

1. At least thirty hours in residence credit are required to meet BYU graduation requirements. Seventeen hours of the residence requirement must be in the College of Nursing.

2. All requirements for the baccalaureate degree must be completed by enrolling in courses, challenging courses, or receiving equivalent transfer credit.

3. Transfer students must meet the expected university transfer GPA to be considered for admission to the university.

4. Transfer students with more than 80 semester credits of transfer work may not have priority for admission to the university.

5. Students may request that courses taken at other colleges or universities be transferred to the nursing program. To do this, contact the secretary in the Undergraduate Nursing Advisement Center to have courses evaluated for equivalency.

6. Transfer students from other nursing programs should follow these procedures:

a. Students who transfer from other baccalaureate nursing programs may request that courses from their previous program be applied to the baccalaureate degree. Evaluation of the credit for previous general education courses will be done by the Transfer Evaluation Office, A-166 ASB, (422-2507). Students complete an application for evaluation of transfer credit in the Transfer Evaluation Office.
b. After the Transfer Office evaluates the courses and number of credits, the supervisor in the Advisement Center (551 SWKT) will assist the student in determining which courses are needed for degree completion. Students should make an appointment with the supervisor for assistance in determining prerequisite courses, courses which may be challenged, and courses which need to be taken.

c. The Nursing Advisement Center coordinates the evaluation of nursing courses that may be transferred to the BYU degree. To initiate this process, the student needs to contact the Undergraduate Nursing Advisement Center (551 SWKT).

J. **REINSTATEMENT POLICY**

1. **Deferment from the Program**

   Students may request deferment from the program. Students need to contact the Nursing Advisement Center for the deferment process. The Dean needs to approve all requests before the deferment. Students must be accepted into the program in order to defer. They can then defer at any time provided it is approved by the Dean. (A sample Deferment Form is found in Appendix – Document 1.) Once deferment is approved, the student will need to fill out the deferment form online (ask the Advisement Center for instructions). They will also be required to renew their CPR before they leave on deferment if the CPR will expire while on deferment AND get a new background check and drug screen upon return from their deferment. Costs are paid by the student.

2. **Voluntary Withdrawal from the Program**

   Student submits a written letter or email addressed to the Dean to the Undergraduate Nursing Advisement Center (NAC). Withdrawal necessitates a reapplication to the nursing program if the student desires readmission. **Students who withdraw from the program will not receive special consideration but will be reviewed with all other applicants for readmission.**

   Student submits a reapplication for reinstatement. Reapplication forms are also available in the NAC. Students may be reinstated to the College of Nursing to continue in the program if:

   - Total university grade point average is at least 2.5
   - Nursing grade point average is at least 3.0
   - Placement is available in the requested course.

   (A sample of the Reapplication Form is found in the Appendix—Document 2.)

   Student submits, in writing, any special problems or requests. These should be sent to the Undergraduate Nursing Advisement Center (NAC) for review by the Associate Dean—
3. **Discontinuation/Failure from the Program:**

Students are automatically dismissed from the nursing program at the time they fail to make satisfactory progress in required nursing classes and nursing-related classes (MMBio 221 & 222, PDBio 305 & 365, Stat 121, and Psych 111). A grade of a C- or below is not considered satisfactory progress.

Students MAY be allowed to repeat only one unsatisfactory nursing or nursing-related course in the nursing program. After an unsatisfactory second attempt, students are not eligible for reacceptance to the nursing program.

After dismissal, students may seek reinstatement to the nursing program by submitting to the Associate Dean—Undergraduate Studies a written request for reinstatement. **Students must also apply to the College for reacceptance at the same time. Reapplication forms are available in the Undergraduate Nursing Advisement Center (NAC), 551 SWKT.** (See a sample of the reapplication form in the Appendix—Document 2.)

Consideration for reinstatement will be made according to the following criteria:

- Recommendation of the faculty member who taught the course that was failed
- Past clinical and didactic performance in nursing courses
- Student grades in required nursing and nursing-related courses
- Student's ability to demonstrate that he/she can be successful in nursing
- Student is not on University Warning or Probation and does not have an incomplete in other courses
- Space is available in the semester being repeated

Students who apply for reacceptance after failing to make satisfactory progress will be considered after students who are currently enrolled have their requests satisfied. Priority will be given to those students in the program and to those returning following withdrawal for reasons other than failure. The decision for reacceptance into the program rests solely with the Dean of the college.

**SECTION IV**

**PROGRAM DESCRIPTION**

The undergraduate curriculum is based on the University Mission Statement and Aims, and the College of Nursing Mission Statement.
A. UNIVERSITY MISSION

The mission of Brigham Young University - founded, supported, and guided by The Church of Jesus Christ of Latter-day Saints - is to assist individuals in their quest for perfection and eternal life. That assistance should provide a period of intensive learning in a stimulating setting where a commitment to excellence is expected and the full realization of human potential is pursued.

All instruction, programs, and services at BYU, including a wide variety of extra-curricular experiences, should make their own contribution toward the balanced development of the total person. Such a broadly prepared individual will not only be capable of meeting personal challenge and change but will also bring strength to others in the tasks of home and family life, social relationships, civic duty, and service to mankind.

To succeed in this mission the university must provide an environment enlightened by living prophets and sustained by those moral virtues which characterize the life and teachings of the Son of God. In that environment these four major educational goals should prevail:

1. All students at BYU should be taught the truths of the gospel of Jesus Christ. Any education is inadequate which does not emphasize that His is the only name given under heaven whereby mankind can be saved. Certainly all relationships within the BYU community should reflect devout love of God and a loving, genuine concern for the welfare of our neighbor.

2. Because the gospel encourages the pursuit of all truth, students at BYU should receive a broad university education. The arts, letters, and sciences provide the core of such an education, which will help students think clearly, communicate effectively, understand important ideas in their own cultural tradition as well as that of others, and establish clear standards of intellectual integrity.

3. In addition to a strong general education, students should also receive instruction in the special fields of their choice. The university cannot provide programs in all possible areas of professional or vocational work, but in those it does provide the preparation must be excellent. Students who graduate from BYU should be capable of competing with the best in their fields.

4. Scholarly research and creative endeavor among both faculty and students, including those in selected graduate programs of real consequence, are essential and will be encouraged.

In meeting these objectives BYUs faculty, staff, students, and administrators should also be anxious to make their service and scholarship available to The Church of Jesus Christ of Latter-day Saints in furthering its work worldwide. In an era of limited enrollments, BYU can continue to expand its influence both by encouraging programs that are central to the Church’s purposes and by making its resources available to the Church when called upon to do so.
We believe the earnest pursuit of this institutional mission can have a strong effect on the course of higher education and will greatly enlarge Brigham Young University’s influence in a world we wish to improve.

--Approved by the BYU Board of Trustees, November 4, 1981

B. UNIVERSITY AIMS

The mission of Brigham Young University is “to assist individuals in their quest for perfection and eternal life” (“The Mission Statement of Brigham Young University”). To this end, BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. Both those who teach in the classroom and those who direct activities outside the classroom are responsible for contributing to this complete educational vision. A BYU education should be (1) spiritually strengthening, (2) intellectually enlarging, and (3) character building, leading to (4) lifelong learning and service. (The Mission of Brigham Young University and The Aims of a BYU Education, Brigham Young University. Brigham Young University Bulletin, Undergraduate Catalog, 2008-2009, pp. 12-15)

C. COLLEGE OF NURSING MISSION and LEARNING THE HEALER’S ART

College of Nursing Mission

The mission of the College of Nursing at Brigham Young University is to develop professional nurses who promote health, care for the suffering, engage in the scholarship of the discipline, invite the Spirit into health and healing, and lead with faith and integrity. Our purpose is to teach and advance the discipline of nursing within the context of the principles of the Gospel of Jesus Christ.

Learning the Healer’s Art

We are a community of nursing scholars engaged in discovery and application of the Healer’s Art that promotes health and healing worldwide and to enhance the discipline of nursing.

D. CURRICULUM DESCRIPTION

Following completion of prerequisite and acceptance to the College of Nursing, the undergraduate nursing curriculum is organized into six semesters and one spring term:
Prerequisite and Supporting Courses:

Consists of prerequisite courses taken prior to application for acceptance to the nursing program and supporting courses that can be taken concurrently with clinical nursing courses. These supporting or cognate courses, taught by faculty in other disciplines, provide students with a foundation in English, the social sciences, math, chemistry, etc., providing knowledge of the human condition from which arise healthcare needs.


**E. PROGRAM OUTCOMES**

Undergraduate Program Outcomes

1. Integrate the values of the gospel of Jesus Christ as part of caring.
2. Demonstrate effective critical thinking and communication.
3. Design, provide, and evaluate professional nursing care for individuals, families, and communities.
4. Practice and lead with an understanding of the discipline of nursing at the local, national, and global levels.
5. Exemplify lifelong learning.

**F. COURSE LEARNING OUTCOMES**

Please see the Academics tab, “Undergraduate Program Outcomes” on the Nursing website at [http://nursing.byu.edu](http://nursing.byu.edu).

**G. COURSE SEQUENCING**

The tables below show the “tracking” through the nursing curriculum for students who begin nursing fall or winter. **This tracking sequence is subject to change during the transition to new prerequisite course guidelines.**

**TRACKING THROUGH THE NURSING CURRICULUM**

**FALL PROGRAM ADMITS –**

**For tracking through the Nursing Curriculum for the old program admits, please see the Nursing Advisement Center**

**NOTE:** All students who begin the program in fall will sequence through the program according to the following “track” and will graduate in April three years later if program is uninterrupted.
### TRACKING THROUGH THE NURSING CURRICULUM

**WINTER ADMITS**

**NOTE:** All students who begin the program in winter will sequence through the program according to the following “track” and will graduate in December three years later if program is uninterrupted.

<table>
<thead>
<tr>
<th>Winter</th>
<th>Fall</th>
<th>Winter</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Fall</th>
<th>Winter</th>
</tr>
</thead>
</table>

*Nurs 390R Cultural Prep I is required the winter before the student’s spring term and Nurs 390R Cultural Prep II might be required during the spring term with Nurs 404 depending on the section the student takes.

### H. COURSE DESCRIPTIONS

For course descriptions please refer to the BYU Catalogue at [http://registrar.byu.edu/registrar/acadsched/classSched.php](http://registrar.byu.edu/registrar/acadsched/classSched.php)

### I. CREDIT HOUR EQUIVALENT

Clock hour (50 minutes) equivalent for a credit hour is as follows:
- Theory: 1 credit hour = 1 clock hour per week x 14 weeks
- Clinical: 1 credit hour = 3 clock hours per week x 14 weeks
- Laboratory experience: 1 credit hour = 2 clock hours per week x 14 weeks
- Seminar: 1 credit hour = 2 clock hours per week x 14 weeks
SECTION V
STUDENT PROGRESSION THROUGH THE CURRICULUM

A. GENERAL GUIDELINES FOR ALL STUDENTS

1. Students are responsible for making certain that they are registered for the proper courses.

2. Nursing course requirements (lecture, labs, clinical, discussion groups, etc.) must take precedence over work, classes, or other outside activities and obligations. Missing lecture, labs, clinical, discussion groups, or other class assignments may lead to failure in the course or courses. Clinical experiences may start as early at 5:30 a.m. Students need to plan accordingly. Also, students are responsible for their own transportation to and from clinical. Some clinical assignments will require travel to a site the evening before to prepare for the next day’s work. The clinical locations may be in Utah County or in Salt Lake County or the west desert of Utah. Clinical assignments are located in various locations often as far south as Payson or as far north as Salt Lake City and occasionally farther.

3. Students should be aware that during the second semester (Nurs 295, 296, 291, 292 and 293), they will have nursing requirements (lecture, labs, clinical, discussion groups, etc.) Monday, Tuesday, Wednesday, Thursday, and Friday. Students should plan on having 4-6 hours of nursing-required content each day of the week throughout their first semester.

4. Students are expected to follow the prescribed curriculum plan, including the plan for general education courses. Some of the required general education courses must be completed prior to or during the semester shown in the curriculum plan because the theory from these courses may be essential to nursing courses.

   a. Students must pass all segments of the nursing curriculum in the order of progression outlined in the curriculum guide; for example, all Semester 1 courses must be satisfactorily completed before the student may progress to Semester 2.

   b. Students will take Nursing 403- Didatic Public Health and Global Health in the 4th semester of the program and 404- Clinical Public Health and Global Health in spring following Nursing 351, 352 and Nursing 361, 362.

5. Students must complete all courses in Semesters 1-5 before registering for Capstone.

6. Students may fail to make satisfactory progress (C- or lower is not satisfactory progress) in one required nursing course or nursing-related course (MMBio 221 & 222, PDBio 305 & 365, Stat 121, and Psych 111) and may petition to repeat that course one time.
Following a second unsatisfactory attempt course, students will be dismissed from the program.

7. All courses (including all University and General Education requirements, as well as all College of Nursing requirements) must be completed prior to graduation. Students will not be given clearance to sit for the National Council Licensing Examination (NCLEX-RN) until all course work has been successfully completed and the degree is posted to the transcript.

8. Students should seek assistance from the Undergraduate Nursing Advisement Center (NAC) regarding any questions or problems related to progression through the program. Students can access their ABC (Graduation Progress Report) on AIM or receive one from the NAC. The ABC shows progress toward graduation. Students are responsible for checking their ABC for errors and should notify the NAC immediately of errors. Failure to do so may delay graduation. Current registration is included on the ABC. Students check the ABC for:
   a. Identification information (Name, address, etc.)
   b. Correct listing of completed and uncompleted courses
   c. Graduation deficiencies
   d. Transfer credit

9. Students should notify the NAC of correct addresses, telephone numbers, and name changes to keep the information in the Center updated. Students should also notify the University of any changes in name, address, etc. Address and name change information should be updated on AIM/Route Y.

10. Students who drop out of the program for any reason must notify the NAC immediately. If they drop out during the semester, students are expected to notify the course faculty immediately. Students who drop out of the program for any reason are required to reapply, if they choose to. Forms are available in the NAC (551 SWKT). Reacceptance is based on space availability as well as previously noted criteria.

11. Incomplete grades in courses are given only when severe illness or a family crisis interrupts study after the 12th week of the semester. Students whose extenuating circumstances arise after the add/drop deadline but before the twelfth week of a semester should petition for an official withdrawal with the Registration Office, B-150 ASB, immediately. Refer to: [http://registrar.byu.edu/registrar/records/](http://registrar.byu.edu/registrar/records/)

12. To advance in the nursing program, students are required to:
   a. Complete all prerequisite courses with a C grade or better prior to entering nursing. A C- is not satisfactory progress.
b. Maintain a C grade or above in all required nursing and nursing-related courses.

c. Maintain an overall grade-point average of at least a 2.0.

d. Maintain academic and non-academic standards of the University.

13. Students who register for a nursing course and are in violation of any of the above will be required to withdraw from the College. However, students may petition the Associate Dean—Undergraduate Studies, to continue in nursing classes while repeating the unsuccessful course. Petition forms are available in the Undergraduate Nursing Advisement Center. (See a sample of the petition form in the Appendix—Document 13.)

14. Students wishing to transfer nursing credit from another nursing program to BYU should adhere to the following procedure PRIOR to acceptance into program After the review is completed, the Dean or Dean’s Designee will give final approval or denial to transfer the credits:

a. Students should contact the Nursing Advisement Center in regards to transfer work. Students must submit a copy of their course description or syllabus (as indicated by the NAC) and must provide information about the school, track of school (semester or term), credit hours of class, personal contact information and any other information requested by NAC.

b. The Dean or Dean’s Designee will then give approval to begin the process and outline additional information that may need to be obtained. (The Dean or Dean’s Designee gives final approval after the review is completed and will give final approval or denial to transfer the credits.)

c. The NAC will notify the student in writing in regards to the outcome of their transfer work.

B. REGISTRATION

All nursing didactic and competency laboratory classes are taught on the Provo campus. Students accepted to the program will have clinical experience in Utah and Salt Lake Counties as well as other assigned sites.

Nursing Advisement Center will notify students via email regarding the registration process.
SECTION VI
PROFESSIONALISM

As a profession, nursing requires intensive study in acquiring new knowledge and the mastery of clinical skills. Professionalism is also an integral part of nursing practice. Positive work attitudes such as reliability, loyalty and cooperation are as important to success in a profession as are clinical skills. High standards of behavior and attitude are consistent with the profession and the philosophy of Brigham Young University College of Nursing. In addition to fulfilling all academic requirements, students are required to display attitudes, personal characteristics, and behaviors consistent with accepted standards of professional conduct. The overarching resources for this document are taken from the American Nurses Association Code of Ethics for Nurses (http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.aspx), BYU Honor Code (http://honorcode.byu.edu/index.php?option=com_content&task=view&id=3585&Itemid=4643), and the College of Nursing (CON) Baccalaureate Handbook (http://nursing.byu.edu/Documents/academics/undergrad/StudentHandbook.pdf) You are responsible and accountable for the specifics contained within each document. If you are in doubt about personal behavior or the dress standard for a particular class or activity, ask your faculty for advice.

Nursing Code of Ethics:

Provision 1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

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

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

Provision 4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

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

Provision 6. The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality healthcare and consistent with the values of the profession through individual and collective action.

Provision 7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

Provision 8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

Provision 9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.
A. PROFESSIONALISM IN DIDACTIC, NLC, CONFERENCES AND PROFESSIONAL ACTIVITIES

Professionalism is an integral part of all aspects of nursing including didactic sessions. Students are to attend lectures, labs and conferences unless previously cleared through one of the course faculty members. Be respectful of the time and effort they have put in preparing for and presenting their material. Failure to demonstrate professional behavior in the classroom is grounds for lowering of a grade, failure in a course, and/or dismissal from the College of Nursing, regardless of performance in other aspects of the course. See Document 23 for the Professionalism Activities Policy.

Professional behavior is exemplified by:

1. **Being on time.** Punctuality is one way to demonstrate professional behavior. Tardiness is considered unprofessional, impolite and disruptive to the faculty/presenter as well as other students.

2. **Coming prepared to participate in the discussion topic.**

3. **Being respectful of all people in the learning environment.** Respect others by being attentive, demonstrating appropriate use of language, not condemning others for their comments and not interrupting others.

4. **Practicing professional etiquette with regards to the use of electronic devices such as cell phones, PDAs, personal computers or any other electronic devices.**
   - A. During class/lab/conferences, turn off cell phones/PDAs, etc., and do not text or answer or make phone calls.
   - B. Use of personal computers for note taking or looking up pertinent references is acceptable during lecture/lab/conferences. Unacceptable use of personal computers or other electronic devices includes but is not limited to: looking at pictures, playing games, surfing the internet and emailing.

5. **Making childcare arrangements.** Infants or children are not to be brought to lecture, lab or conferences.

6. **Maintaining appropriate dress standards as outlined in the BYU Dress Code.**

B. PROFESSIONALISM IN THE CLINICAL SETTING

Students are to demonstrate appropriate professional behavior in the clinical setting. Students should remember they are guests in the clinical agencies. They should treat physicians, nurses, other staff, patients, and families with courtesy and respect. Should a problem or conflict occur the supervising faculty member should be contacted immediately. Failure to demonstrate professional behavior is grounds for lowering of a grade, failure in a course, and/or dismissal from the College of Nursing, regardless of performance in other aspects of the course.

Professional behavior is exemplified by:
1. **Maintaining all CON and/or agency requirements such as CPR, vaccinations, OSHA standards and background checks.**

2. **Placing patient care as a top priority.** Students have an obligation to patients, families and clinical agencies to ensure they are well prepared to care for patients. Students are to be alert and prepared with adequate knowledge and skills necessary to care for patients. Such preparation may require curtailing employment and other responsibilities. Students cannot work the night prior to clinical. If the faculty member finds the student unprepared or in a mental or physical state unfit to care for patients, the student will be sent home. Being sent home may result in lowering of a grade, failure in a course, and/or dismissal from the College of Nursing, regardless of performance in other aspects of the course.

3. **Attending required clinical.** Clinical attendance is mandatory; a student who is unable to attend must notify the faculty member prior to the assigned experience. Absences without granted permission are unacceptable and may result in course failure. The College of Nursing may request a healthcare provider’s signed statement concerning the health status of a student. If health problems interfere with the quality and completion of course requirements, the student may be asked to withdraw or take an incomplete. (See information regarding incompletes in the Student Handbook.)

4. **Being on time for clinical experiences.** Tardiness is considered unprofessional, impolite and discourteous.

5. **Being actively involved in all aspects of their clinical experiences.** This includes being proactive in seeking learning opportunities.

6. **Using cell phones, i-pods, PDA’s, laptops or other electronic devices only when authorized by faculty and for clinical activities, not personal use.**

**Uniform and Professionalism Dress Standards are exemplified by:**

1. **Wearing the BYU CON uniform** which is a white tunic top with BYU CON patch and navy blue uniform pants. It is expected that uniforms will be clean and wrinkle-free. The top is to be worn over the bottoms, not tucked in.
   
a. White tunic may be V-neck, button-front, or keyhole neck with pockets. A clean white shirt without a logo may be worn under the tunic.
   
b. Pants may have elastic or drawstring waist (drawstring tucked in) with or without a cargo pocket and without ribbed cuffs. Navy blue color.
   
c. Shoes must be white with closed toes and heels. Comfortable and supportive water resistant shoes are recommended. The shoes should be worn only in clinical and not in recreational settings. White or navy blue socks (which cover the ankles) must be worn.
d. A white sweater or white jacket with a College of Nursing patch may be worn, if desired, over the scrubs uniform or professional dress. In some classes you may be asked to wear a white laboratory coat over professional dress (professional means no jeans, tee shirts, flip flops, etc.).
e. The CON patch is sewn, not pinned, on the left sleeve two inches below the shoulder on the uniform and on the laboratory coat.
f. An identification badge needs to be worn at all times. The agency specific badge is worn, and/or the BYU name tag.
e. Scarves (except for religious observance), bright colored ornaments or jewelry in the hair or elsewhere are not worn with the uniform. Wedding rings may be worn unless otherwise specified in individual courses. Women may wear small non-dangling earrings.
f. Long fingernails, fingernail polish, and/or artificial nails are not acceptable.
g. Hair needs to remain away from the face and off the shoulders. Male students are to be clean shaven.

2. Wearing business professional dress in some clinical environments, such as public health.
   a. Faculty will inform students as to whether the uniform or professional dress is required.
   a. Professional dress includes a dress or dress pants and top with shoes that demonstrate professionalism. In addition, jewelry is worn in moderation.
   b. Name pins are worn on the professional dress.

C. PROFESSIONALISM IN SERVICE RELATED ACTIVITIES

Service related activities may take on a variety of venues. For specific dress requirements, consult with your course faculty or the activity director. Professional character is exemplified by students honoring service commitments. (See Document 22)

SECTION VII
COLLEGE REQUIREMENTS

A. Criminal Background Checks and Drug Screens

1. Purpose: Brigham Young University College of Nursing is committed to providing the public with nurses who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. The purpose of this policy is to help promote a

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safe environment for patients, peers, faculty and the general public, as well as to protect property by conducting criminal background checks and drug screens on all students accepted to the nursing program.

2. **Scope:** This policy applies to all students accepted to the BYU undergraduate nursing program.

3. **Policy:**
   a. Brigham Young University College of Nursing requires a current (within 3 years) criminal background check and a drug screen to enable clinical practice within the nursing program. Students are also subject to random and scheduled periodic drug screens during their participation in the program.
   b. Background checks and drug screens will be required of all students accepted to the program.
   c. Participation in the nursing program is contingent upon satisfactory results of the background check and drug screens. Failure to comply may result in denial of acceptance or dismissal from the program.
   d. Criminal background and drug screen results released to the College of Nursing will be used for the purpose of assisting in making admission and continuation decisions, and helping promote the safety of patients.
   e. If a background check or drug screen identifies issues that may preclude acceptance or continuance in the program, the case will be referred to the Associate Dean of Undergraduate Studies for review and action.
   f. If a student is concerned that the results are not accurate, he or she must address these issues with the Bureau of Criminal Identification (BCI) for resolution of a state record, to the Criminal Justice Information Services Division (CJIS) for resolution of a federal record, or to the participating organization that administered the drug screen.

4. **Procedure:**
   a. **Conditions of Enrollment:** It is an express condition of acceptance and enrollment for applicants and continued participation for current nursing students that the student agree to release information from background checks to the Associate Dean of Undergraduate Studies and the Baccalaureate Admissions Committee in the College of Nursing.
   b. **Waiver/Consent:** The College of Nursing Informed Consent/Release form must be signed and returned by the requesting student to the Nursing Advisement Center. A copy of this release may be obtained for personal records. (See a copy of this form in the Appendix—Document 21.)
   c. **Obtaining a Background Check and Pre-Enrollment Drug Screen**
      1) The background check and pre-enrollment drug screen will be initiated by the student as part of the routine acceptance process. Background checks will be run by the Advisement Center after acceptance into the program. Students will need to turn in their background check form and fee (the informed consent/release form is signed electronically during application period) by the date specified by the
NAC. Please allow a couple of weeks to complete the process. Failure to submit materials on time may result in denial or dismissal from the program. (See Instructions in the Appendix—Document 20.)

2) A drug screen must be obtained from any credible drug screen company. Some suggested organizations are on the instruction page. (See a copy of this information in the Appendix—Document 20.)

3) All expenses associated with background checks and drug screens are the sole responsibility of the requesting student.

d. Random, For-Cause and Scheduled Periodic Drug Screens for Enrolled Nursing Students

1) Given the nature of a nursing student’s clinical work, the university has a special need to ensure that these students are not using drugs. Therefore, the university may randomly test enrolled nursing students for compliance with its drug-free school policy.

2) The university may also require that an individual nursing student submit to a drug screen if, in the university’s sole discretion, there is reasonable evidence to suggest that the student may be impaired and therefore is a risk to self and others.

3) The university reserves the right to conduct periodic testing on a regularly scheduled basis for nursing students in designated departments, classifications or workgroups.

4) Cost
   (a) The university will pay for the cost of any random, for-cause or periodically scheduled drug screens of enrolled students.

e. Refusal to Undergo Testing

f. 1) Nursing students who refuse to submit to a drug screen are subject to immediate removal from the nursing program. **Convictions & Positive Drug Screens:**

1) The existence of a conviction or positive drug test does not automatically disqualify an individual from acceptance or continued participation. However, if a student tests positive on a drug screen, the student will be temporarily suspended from clinical work while the matter is reviewed.

2) Each individual will be considered on a case by case basis. Relevant considerations may include, but are not limited to: the details of drug screen results, the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of nursing; and the student’s successful efforts toward rehabilitation.

3) Any decision to accept or reject an applicant, or retain or dismiss a current nursing student who has a conviction or positive drug test is solely at the discretion of the Baccalaureate Acceptance Committee.

4) Right to Explain Screening Results
   (a) Nursing students must advise testing lab employees of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.
(b) All nursing students and applicants have the right to meet with the drug screening laboratory personnel, and with the university, to explain their screening results.

5) Right to Review Records
   (a) Nursing students have a right to obtain copies of all test results from the screening laboratory, or from the university. When a student disagrees with the screening results, the individual may request that the screening laboratory repeat the test. Such repeat screening will be at the expense of the individual, unless the repeat test overturns the original report of the lab, in which case the university will reimburse the student for the costs incurred for the retest.

6) If Brigham Young University College of Nursing becomes aware that a current student has not completed the application truthfully, he/she will be subject to disciplinary action up to and including dismissal from the nursing program.

g. Results:
   1) **Confidentiality:** Reasonable efforts will be made so that results of criminal background checks and drug screens are kept confidential with only those personnel having a legitimate need to know being authorized to review results.

   2) **College of Nursing access to results:** The Associate Dean of Undergraduate Studies will review all criminal background checks and drug screens. If adverse information deemed to be relevant to suitability for nursing student status is obtained, the Associate Dean of Undergraduate Studies will notify the student in writing requesting additional information, and will refer the report to the Baccalaureate Acceptance Committee.

   3) **Admission/participation:** Based on the results of the criminal background checks and drug screen, the Baccalaureate Acceptance Committee and the Associate Dean of Undergraduate Studies reserve the right to extend or withhold acceptance or continued participation in the BYU College of Nursing.

   4) **Student Access to results:** The student may review the state background check and drug screen results by submitting a written request to Undergraduate Nursing Advisement Center (NAC). Federal background check results, by law, are returned directly to the applicant, who will then be required to bring the sealed envelope with federal results to the NAC (see instructions).

   5) **Student right to respond:** The student will have a chance to provide a written explanation to the Baccalaureate Acceptance Committee and or the Associate Dean of Undergraduate Studies. When appropriate, the student may be asked to meet with the committee in person to answer questions.

   6) **Right to change and/or terminate policy:** Brigham Young University reserves the right, in its sole discretion, to amend, replace, and/or terminate this policy at any time. Efforts will be made to keep students informed of any changes in the policy.

B. Insurance
1. Students in clinical courses are covered by a malpractice insurance policy. The fee for this insurance coverage is paid by the College of Nursing.

2. Students are required to carry their own health insurance policy. Insurance is available through the BYU Student Health Center or from a private insurance company.

3. In addition, the University Office of Cooperative Education and Internships requires that all students who have educational experiences off campus sign and submit a Student Agreement form to the Undergraduate Nursing Advisement Center (NAC). The form identifies stipulations for off-campus educational experiences and requires students to provide evidence of personal health insurance coverage. The information sheet and form are included in the acceptance packet sent to students when they begin the Nursing program.

   Students who do not submit this form to the NAC can be blocked from registering for nursing classes. (See a sample of the form and the agreement in the Appendix—Document 7.)

3. Injuries, including contaminated needle sticks, incurred during class, laboratory, or clinical experience should be reported immediately to your instructor or preceptor. If you are in clinical, follow hospital protocol regarding care and incident reports. In addition, contact the Assistant Dean, Resource Management, by phone immediately at 422-7189. You will also need to complete the BYU “Incident Report Form”. Depending on the severity and/or type of incident, you may need to receive emergency care in the ER or leave clinical for care at the Student Health Center. (See Document 24 – Student Incident Procedures)

   If a student receives an injury during class, laboratory, or clinical experience and does not follow the process explained in the previous paragraph—completing all aspects required relating to reporting the incident and completing all required paperwork in an appropriate, expeditious way, the student will not be allowed to register for subsequent courses until the process has been completed appropriately. Financial claims could be denied and the student could be held personally responsible.

   Students are covered by worker’s compensation for healthcare coverage only, but incidents will be reviewed by the BYU Risk Management Office to determine eligibility.

C. Cardio-Pulmonary Resuscitation Certification

1. Students are required to have current American Heart Association certification in Cardio-pulmonary Resuscitation (CPR) at the professional rescuer level (1 man, 2 man, infant)—including training in the use of an automated external defibrillator (AED). CPR certification is required upon admission into the program.
2. A signed copy of the front and back of your CPR certification is to be given to the NAC after completion of a (renewal) course. The students’ signature and expiration date are required on the card.

3. Certification will be checked by the Undergraduate Nursing Advisement Center staff and a copy of the certificate will be placed in your file in the NAC. Take your certificate to the Undergraduate Nursing Advisement Center after completion of the course. **Students will not be allowed in clinical unless they are currently certified. In addition, students will not be permitted to register for nursing classes without a copy of their current certification in the student’s NAC file.**

D. **Physical Examinations/ Health History**

1. Beginning students are required to complete a health history so that any health problems can be detected and treated to avoid interference with nursing classes. Health history forms (a.k.a. physical forms) are available from the Undergraduate Nursing Advisement Center (NAC) and are sent with the acceptance letter.

2. A record of two shots of MMR is required and, if necessary, a Rubella titer or MMR booster are required as part of the examination. **A copy of the immunization record for the MMR booster or the results of the Rubella Titer test as well as a record of the results of the initial 2-step TB test must be accompanied by the laboratory report which you will submit to the NAC with your completed physical form.**

3. An initial 2-step TB test and then a TB test must be repeated annually. **A copy of the initial 2-step TB and then all annual TB test results must be given to the NAC each year. Students will not be allowed in clinical without current TB test information. Students will not be permitted to register for nursing classes without current TB test results being submitted to the NAC. (See Nursing Advisor if you have any questions about this.)**

4. Students who test positive for TB are required to have a chest X-ray (which must be “clear”), and it is strongly recommended that you complete the “INH” medication series. If you test positive and your chest X-ray is “positive,” you will not be able to begin Nursing. You will be required to take the “INH” series and to submit sputum samples to the County Health Department weekly. When you have had two consecutive (2 weeks in a row) “clear” sputum samples, you can apply again to enter Nursing. **Attendance at clinical and registration for subsequent Nursing semesters can be blocked if this information is not in your permanent file in the Undergraduate Nursing Advisement Center.**
5. Completed history forms with all accompanying documents and immunizations are to be returned to the NAC by the first Friday of the semester you begin Nursing 294. **Students will not be able to register for Nurs 294 without all documents being cleared through the NAC.**

E. **Access and Confidentiality Agreement**
   
   In order to participate in clinical experiences, students must sign the “Access and Confidentiality Agreement” form for students. The agreement, and an informational document, outlines the responsibility of nursing students regarding confidential information. Social Media is included in this. (See a sample of these documents in the Appendix—Documents 5 & 6.)

F. **Cooperative Education Forms**
   
   In order to participate in clinical experiences, students must sign the Expectation of Nursing Student Form. This form outlines the conditions of participating in clinical experiences. (See a sample of this information and form in the Appendix—Document 12.) Students must also understand and sign the Liability and Release forms sent in the acceptance packet (See samples in Appendix – Documents 8-11).

G. **Immunizations**

   1. Students who do not have evidence of MMR immunizations will be required to complete the vaccination or to have a titer done to show immunity for measles, mumps and rubella.

   2. Students must have "current" Tetanus/Diphtheria/Pertussis or Tdap (a.k.a. ADACEL) and to provide verification of that vaccination to the Nursing Advisement Center before beginning clinical. If a student has received a TD shot within the past two years, they cannot receive the Tdap and will have to petition, but must get the Tdap after two years from the time the TD shot was received. Dtap is not the same as Tdap.

   3. Students are required to report Polio immunization, Flu vaccination and TB immunization (2 step process for TB immunization initially then one TB test per year after that).

   4. Students must verify that they have had Chicken Pox through records of shots or a titer. Those who have not had Chicken Pox are encouraged to have the Chicken Pox immunization. Documentation verifying the immunization must be provided to the NAC.

H. **Hepatitis B Vaccine Program**
For several years the College of Nursing has required the Hepatitis B Vaccine to entering students. The Centers for Disease Control and Prevention (CDC) Advisory Committee on Immunization Practices recommends that healthcare and public safety workers at risk for exposure to blood or blood-contaminated body fluids be vaccinated against hepatitis B.

The College of Nursing conducts a Hepatitis B Vaccination program for enrolled students. In accordance with OSHA, the vaccine will be provided to students free of charge for the three-injection sequence. Because of the OSHA regulations, we would expect each of you to take advantage of this opportunity. However, if you cannot receive the vaccination series due to a medical condition, you will be asked to sign a waiver form and submit a doctor’s note indicating your cannot have the vaccination series.

I. Hepatitis B Policy and Procedures

1. Policy - Each student will receive the Hepatitis-B vaccine series AND a titer (that shows immunity) and provide the NAC with required documentation verifying the dates of the vaccinations or if a student cannot have the Hep B series due to medical condition, they will submit a doctor’s note and sign a medical waiver form found in the NAC. and provide the NAC with required documentation verifying the dates of the vaccinations or a liability release form. (See a copy of this form in the Appendix – Document 16.) Students must do one of the following to continue in clinical courses:

   a. Begin (and finish) the three-injection series. (Students must provide the Undergraduate Nursing Advisement Center (NAC) with verification of the dates vaccinations were administered.) OR…

   b. Sign a medical waiver if you cannot receive the vaccine. Come to the Advisement Center to fill out a form and bring in a doctor’s note stating you cannot receive the vaccine.

   The College of Nursing will pay for three (3) injections--the normal vaccination series—if the immunization is administered at the Student Health Center on campus and the student has not had any other Hep B shots before. Injections given at a location other than the Student Health Center will not be covered by the College of Nursing. Students who do not complete the series as scheduled and must begin the series a second time to receive maximum therapeutic benefit and will be required to pay for any additional injections.

2. Procedures

   a. The Undergraduate Nursing Advisement Center (NAC) will send the Hepatitis-B information packet to students who are admitted or readmitted to the nursing program
and notify the Associate Dean–Undergraduate Studies of incoming students who are not in N294 (i.e., transfer students, returned missionaries, LPNs, etc.)

b. Students contact the Student Health Center for an appointment (422-5156).

c. Students who cannot begin or complete the 3-shot series for a medical reason—including pregnancy or other medical conditions—come to the Nursing Advisement Center immediately. You will need to fill out a medical waiver form and bring a doctor’s note (see appendix document 16).

d. Students will receive the vaccine series at the Student Health Center.

e. When the Student Health Center personnel administer the vaccine, they will give the student a receipt that the vaccine was given. The Student Health Center will keep all records of vaccines given for a period of seven years.

f. The Student will return the receipt to the NAC. A copy of the receipt will be placed in the student's permanent file.

g. The NAC will have on file a record of the student's immunizations (from the receipts given by the Student) or a signed waiver. This information will be entered on the database. Faculty has access to the database, which is located on the S drive “Certifications and Background Checks.” **Students may not begin clinical practice without providing these documents to the NAC.**

h. The Assistant Dean—Resource Management will receive the names of students who have been vaccinated when the bills for the vaccine come from the Student Health Center and will pay the Student Health Center as needed.

i. The NAC will keep a master list of all current students and their Hepatitis B vaccines. Vaccination receipts and waivers will be filed in the students' files.

j. Faculty will inform students of what they need to do to conform to the policy and will remove students from clinical rotations (with associated grade implications as necessary) until the students are in compliance with the policy.

Should a student experience an exposure incident to Hepatitis B, they should contact the Assistant Dean—Resource Management, who will make arrangements for a titer to be drawn and additional Hepatitis B vaccinations if necessary. The College of Nursing will incur the cost of the titer and vaccinations.

**J. COMMUNICABLE DISEASE CONTROL STANDARDS**
Responding to the growing concern regarding communicable diseases (such as Acquired Immunodeficiency Syndrome, Hepatitis B, and SARS) the College of Nursing has developed the following standard. Students are required to read the following standards and sign the "Communicable Disease Awareness Statement" sent with the acceptance packet. This form is to be filed with the Undergraduate Nursing Advisement Office (NAC) at a designated time. Students will not be allowed in clinical settings unless the form is on file. (See a sample of this form in the Appendix-- Document 3.)


The Guideline for Isolation Precautions: Preventing Transmission of Infectious Agents in Healthcare Settings 2007 updates and expands the 1996 Guideline for Isolation Precautions in Hospitals. The following developments led to revision of the 1996 guideline:

1. The transition of healthcare delivery from primarily acute care hospitals to other healthcare settings (e.g., home care, ambulatory care, free-standing specialty care sites, long-term care) created a need for recommendations that can be applied in all healthcare settings using common principles of infection control practice, yet can be modified to reflect setting-specific needs. Accordingly, the revised guideline addresses the spectrum of healthcare delivery settings. Furthermore, the term “nosocomial infections” is replaced by “healthcare-associated infections” (HAIs) to reflect the changing patterns in healthcare delivery and difficulty in determining the geographic site of exposure to an infectious agent and/or acquisition of infection.

2. The emergence of new pathogens (e.g., SARS-CoV associated with the severe acute respiratory syndrome [SARS], Avian influenza in humans), renewed concern for evolving known pathogens (e.g., C. difficile, noroviruses, community-associated MRSA [CA-MRSA]), development of new therapies (e.g., gene therapy), and increasing concern for the threat of bio- weapons attacks, established a need to address a broader scope of issues than in previous isolation guidelines.

3. The successful experience with Standard Precautions, first recommended in the 1996 guideline, has led to a reaffirmation of this approach as the foundation for preventing transmission of infectious agents in all healthcare settings. New additions to the recommendations for Standard Precautions are Respiratory Hygiene/Cough Etiquette and safe injection practices, including the use of a mask when performing certain high-risk, prolonged procedures involving spinal canal punctures (e.g., myelography, epidural anesthesia). The need for a recommendation for Respiratory Hygiene/Cough Etiquette grew out of observations during the SARS outbreaks where failure to implement simple source control measures with patients, visitors, and healthcare personnel with respiratory symptoms may have contributed to SARS coronavirus (SARS-CoV) transmission. The recommended practices have a strong evidence base. The continued occurrence of outbreaks of hepatitis B and hepatitis C viruses in ambulatory settings indicated a need to re-iterate safe injection practice recommendations as part of Standard Precautions. The addition of a mask for certain spinal injections grew from recent evidence of an associated risk for developing meningitis caused by respiratory flora.
4. The accumulated evidence that environmental controls decrease the risk of life-threatening fungal infections in the most severely immune-compromised patients (allogeneic hematopoietic stem-cell transplant patients) led to the update on the components of the Protective Environment (PE).

5. Evidence that organizational characteristics (e.g., nurse staffing levels and composition, establishment of a safety culture) influence healthcare personnel adherence to recommended infection control practices, and therefore are important factors in preventing transmission of infectious agents, led to a new emphasis and recommendations for administrative involvement in the development and support of infection control programs.

6. Continued increase in the incidence of HAIs caused by multidrug-resistant organisms (MDROs) in all healthcare settings and the expanded body of knowledge concerning prevention of transmission of MDROs created a need for more specific recommendations for surveillance and control of these pathogens that would be practical and effective in various types of healthcare settings.

**Standard Precautions**

Assume that every person is potentially infected or colonized with an organism that could be transmitted in the healthcare setting and apply the following infection control practices during the delivery of healthcare.

**IV.A. Hand Hygiene**

IV.A.1. During the delivery of healthcare, avoid unnecessary touching of surfaces in close proximity to the patient to prevent both contamination of clean hands from environmental surfaces and transmission of pathogens from contaminated hands to surfaces.

IV.A.2. When hands are visibly dirty, contaminated with proteinaceous material, or visibly soiled with blood or body fluids, wash hands with either a non-antimicrobial soap and water or an antimicrobial soap and water.

IV.A.3. If hands are not visibly soiled, or after removing visible material with non-antimicrobial soap and water, decontaminate hands in the clinical situations described in IV.A.2.a-f. The preferred method of hand decontamination is with an alcohol-based hand rub. Alternatively, hands may be washed with an antimicrobial soap and water. Frequent use of alcohol-based hand rub immediately following handwashing with non-antimicrobial soap may increase the frequency of dermatitis.

Perform hand hygiene:

IV.A.3.a. Before having direct contact with patients.
IV.A.3.b. After contact with blood, body fluids or excretions, mucous membranes, non-intact skin, or wound dressings.
IV.A.3.c. After contact with a patient’s intact skin (e.g., when taking a pulse or blood pressure or lifting a patient).
IV.A.3.d. If hands will be moving from a contaminated-body site to a clean-body site during patient care.
IV.A.3.e. After contact with inanimate objects (including medical equipment) in the immediate vicinity of the patient.
IV.A.3.f. After removing gloves.
IV.A.4. Wash hands with non-antimicrobial soap and water or with antimicrobial soap and water if contact with spores (e.g., *C. difficile* or *Bacillus anthracis*) is likely to have occurred. The physical action of washing and rinsing hands under such circumstances is recommended because alcohols, chlorhexidine, iodophors, and other antiseptic agents have poor activity against spores.

IV.A.5. Do not wear artificial fingernails or extenders if duties include direct contact with patients at high risk for infection and associated adverse outcomes (e.g., those in ICUs or operating rooms).

IV.A.5.a. Develop an organizational policy on the wearing of non-natural nails by healthcare personnel who have direct contact with patients outside of the groups specified above.

IV.B. Personal protective equipment (PPE)

IV.B.1. Observe the following principles of use:

IV.B.1.a. Wear PPE, as described in IV.B.2-4, when the nature of the anticipated patient interaction indicates that contact with blood or body fluids may occur.

IV.B.1.b. Prevent contamination of clothing and skin during the process of removing PPE.

IV.B.1.c. Before leaving the patient’s room or cubicle, remove and discard PPE.

IV.B.2. Gloves

IV.B.2.a. Wear gloves when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-intact skin, or potentially contaminated intact skin (e.g., of a patient incontinent of stool or urine) could occur.

IV.B.2.b. Wear gloves with fit and durability appropriate to the task.

IV.B.2.b.i. Wear disposable medical examination gloves for providing direct patient care.

IV.B.2.b.ii. Wear disposable medical examination gloves or reusable utility gloves for cleaning the environment or medical equipment.

IV.B.2.c. Remove gloves after contact with a patient and/or the surrounding environment (including medical equipment) using proper technique to prevent hand contamination. Do not wear the same pair of gloves for the care of more than one patient. Do not wash gloves for the purpose of reuse since this practice has been associated with transmission of pathogens.

IV.B.2.d. Change gloves during patient care if the hands will move from a contaminated body-site (e.g., perineal area) to a clean body-site (e.g., face).

IV.B.3. Gowns

IV.B.3.a. Wear a gown that is appropriate to the task, to protect skin and prevent soiling or contamination of clothing during procedures and patient-care activities when contact with blood, body fluids, secretions, or excretions is anticipated.
IV.B.3.a.i. Wear a gown for direct patient contact if the patient has uncontained secretions or excretions.
IV.B.3.a.ii. Remove gown and perform hand hygiene before leaving the patient’s environment.
IV.B.3.b. Do not reuse gowns, even for repeated contacts with the same patient.
IV.B.3.c. Routine donning of gowns upon entrance into a high risk unit (e.g., ICU, NICU, HSCT unit) is not indicated.

IV.B.4. Mouth, nose, eye protection
IV.B.4.a. Use PPE to protect the mucous membranes of the eyes, nose and mouth during procedures and patient-care activities that are likely to generate splashes or sprays of blood, body fluids, secretions and excretions. Select masks, goggles, face shields, and combinations of each according to the need anticipated by the task performed.

IV.B.5. During aerosol-generating procedures (e.g., bronchoscopy, suctioning of the respiratory tract [if not using in-line suction catheters], endotracheal intubation) in patients who are not suspected of being infected with an agent for which respiratory protection is otherwise recommended (e.g., *M. tuberculosis*, SARS or hemorrhagic fever viruses), wear one of the following: a face shield that fully covers the front and sides of the face, a mask with attached shield, or a mask and goggles (in addition to gloves and gown).

IV.C. Respiratory Hygiene/Cough Etiquette
IV.C.1. Educate healthcare personnel on the importance of source control measures to contain respiratory secretions to prevent droplet and fomite transmission of respiratory pathogens, especially during seasonal outbreaks of viral respiratory tract infections (e.g., influenza, RSV, adenovirus, parainfluenza virus) in communities.

IV.C.2. Implement the following measures to contain respiratory secretions in patients and accompanying individuals who have signs and symptoms of a respiratory infection, beginning at the point of initial encounter in a healthcare setting (e.g., triage, reception and waiting areas in emergency departments, outpatient clinics and physician offices).

IV.C.2.a. Post signs at entrances and in strategic places (e.g., elevators, cafeterias) within ambulatory and inpatient settings with instructions to patients and other persons with symptoms of a respiratory infection to cover their mouths/noses when coughing or sneezing, use and dispose of tissues, and perform hand hygiene after hands have been in contact with respiratory secretions.

IV.C.2.b. Provide tissues and no-touch receptacles (e.g., foot-pedal operated lid or open, plastic-lined waste basket) for disposal of tissues.

IV.C.2.c. Provide resources and instructions for performing hand hygiene in or near waiting areas in ambulatory and inpatient settings; provide conveniently-located dispensers of alcohol-based hand rubs and, where sinks are available, supplies for handwashing.

IV.C.2.d. During periods of increased prevalence of respiratory infections in the community (e.g., as indicated by increased school absenteeism, increased
number of patients seeking care for a respiratory infection), offer masks to
coughing patients and other symptomatic persons (e.g., persons who accompany
ill patients) upon entry into the facility or medical office and encourage them to
maintain special separation, ideally a distance of at least 3 feet, from others in
common waiting areas.

IV.C.2.d.i. Some facilities may find it logistically easier to institute
this recommendation year-round as a standard of practice.

Student Education

All students must receive current information on communicable disease control and
OSHA requirements, to be facilitated by one of the following:

1) Content on AIDS, Hepatitis, and other communicable diseases, including
epidemiology, transmission, and standard precautions and other pertinent issues
are integrated appropriately in Nursing courses.

2) In order to meet OSHA requirements, the College of Nursing is required to
educate students about risks associated with nursing education. Students are
required to (a) view the OSHA video each fall semester in a clinical course.
Students admitted in the winter will view it that semester and then each fall after
that; (b) sign and submit a form to the Nursing Advisement Center verifying that
the video has been viewed; (c) if absent on the day the video is shown, the student
will be responsible to view the video in the NLC and submit the signed OSHA
form to the Nursing Advisement Center. The Advisement Center staff will file
the signed form in the student’s permanent file.

Students who do not view the video and submit the form to the Advisement
Center will not be eligible to register for subsequent semesters. For
questions on this requirement, contact the Nursing Undergraduate
Advisement Center. (See a sample of the form in the Appendix—Document

READ AND SIGN THE COMMUNICABLE DISEASE AWARENESS STATEMENT
SENT WITH THE ACCEPTANCE PACKET
AND SUBMIT IT TO THE NURSING ADVISEMENT CENTER
551 SWKT
AFTER COMPLETING ALL READINGS IDENTIFIED IN THE STATEMENT

SECTION VIII

STUDENT RETENTION
A. STANDARDS OF ACADEMIC PERFORMANCE


Specific policies embodied in the Honor Code include 1) the Academic Honesty Policy, 2) the Dress and Grooming Standards, 3) the Residential Living Standards, and 4) the Continuing Student Ecclesiastical Endorsement Requirement.

2. Faculty are responsible for testing in each course and prevention of academic dishonesty. Students are expected to maintain the BYU Honor Code and to assist others to abide by it. Failure to abide by the Honor Code may result in dismissal from the College and the University.

B. INTEGRITY AND HONESTY

The first injunction of the BYU Honor Code is the call to “be honest.” Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life’s work, but also to build character.” President David O. McKay taught that character is the highest aim of education.... It is the purpose of the BYU Academic Honesty Policy to assisting in fulfilling that aim.

BYU Students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct. (http://honorcode.byu.edu/index.php?option=com_content&task=view&id=3597&Itemid=4643).

1. Cheating:

Using or attempting to use unauthorized materials or study aids in any academic exercise is dishonest and may result in dismissal from the nursing program.

a. Faculty members will state in advance their policies and procedures concerning examinations and other academic exercises, as well as the use of shared study aids, examination files and related materials, and forms of assistance.

b. Students completing any examination should assume that external assistance (books, notes, calculators, conversation with others) is prohibited unless specifically authorized by the instructor.
c. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. This includes, but is not limited to, the services of commercial term paper companies.

d. Substantial portions of the same academic work may not be submitted for credit or honors more than once without authorization.

2. Fabrication:

Unauthorized falsification of any information or citation in an academic exercise is cheating and may result in dismissal from nursing. One should acknowledge reliance upon the actual source from which cited information was obtained. For example, a writer should not reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

3. Facilitating Lack of Academic Honesty:

Knowingly helping or attempting to help another to commit an act of academic dishonesty constitutes aiding and abetting and is a moral issue which contravenes the Code of Honor. For example, one who knowingly allows another to copy from his or her paper during an examination is in violation of this section.

4. Plagiarism:

Representing the words or ideas of another as one's own in any academic exercise is dishonest and may result in dismissal from the University.

a. **Direct Quotation:** Every direct quotation must be identified by quotation marks or by appropriate indentation and must be properly cited.

b. **Paraphrase:** Proper acknowledgment is required when material from another source is paraphrased or summarized in whole or in part in your own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Lockes' comment..." and conclude with a reference identifying the exact reference.

c. **Borrowed Facts or Information:** Information obtained in one's reading or research which is not common knowledge among students in the course must be acknowledged. Examples of common knowledge might include the names of leaders or prominent nations, basic scientific laws, etc.

d. **General Information:** Materials which contribute only to one's general understanding of the subject may be acknowledged in the bibliography and need not be immediately referred.
e. Reference, Citation, or Reference Citation: One footnote is usually sufficient to acknowledge indebtedness when a number of connected sentences in the paper draw their special information from one source.

5. Lying

Knowingly making an untrue statement with the intent to deceive or create a false or misleading impression is dishonest and may be grounds for dismissal from the nursing program. For example, leading a faculty member to believe that the student had completed a certain number of home visits, or had provided certain treatments for a client, or had put in so many clinical hours during the weeks, when none of the foregoing was true, are all considered lying.

6. Reputable Sources for CON Assignments:

When writing papers to fulfill assignments in the College of Nursing, students need to use reputable sources. Examples of reputable sources include:

- professional, peer-reviewed journals, such as Nursing Research and Journal of Nursing Scholarship
- governmental organizations, such as the National Guidelines Clearinghouse and the Central Intelligence Agency World Fact Book
- healthcare organizations, such as the American Heart Association and the American Diabetes Association
- databases of systematic reviews, such as the Cochrane Database of Systematic Reviews

Examples of sources that should not be used in papers in the College of Nursing include:

- lay magazines, such as Reader’s Digest and Women’s Day
- on-line sources that are not from professional nursing or healthcare sources, such as Wikipedia and Wiktionary

7. Procedure for dealing with the above.

a. Students who are aware of a lack of academic honesty should report such instances to their professors.

b. Faculty members are to notify the student of a violation as soon as it is recognized.

c. The notification will be in writing and will be given in a conference with the faculty member. The student signs the written notification indicating that he/she has read it. The student may also write a response.

C. GRADING
1. All nursing courses will be graded with a letter grade: A, B, C, D, E. Students must receive a C grade or better to continue in the nursing program. **A C- is not satisfactory progress in any required nursing courses or nursing-related courses (MMBio 221 & 222, PDBio 305 & 365, Stat 121, and Psych 111).**

2. Didactic portions of a course will be graded on class participation, tests, and assignments. The specific nature of the assignments will be given in the individual courses.

3. Students must pass the clinical, lab and didactic courses. Passing grades are a C or better. (A C- is not a passing grade.)

4. Students are expected to abide by the policies and standards of both BYU and the clinical agencies.

5. Final examinations are given only at scheduled finals time. All papers are due on the date the instructor has identified and **no later than the last day of class.** Usually each course identifies grading policies for late papers.

6. College of Nursing grading criteria is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94.9</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.9</td>
</tr>
<tr>
<td>B</td>
<td>83-86.9</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.9</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.9</td>
</tr>
<tr>
<td>C</td>
<td>73-76.9</td>
</tr>
</tbody>
</table>

D. **FAILURE IN COURSE WORK**

1. Students will fail a course for violation of BYU or agency policies and standards, failure to adequately prepare for class or clinical practice, dishonesty or lack of personal integrity, abuse to patients, as well as unsatisfactory course work or progress (C- grade or lower is not satisfactory progress).

2. The faculty member notifies the student of possible failure when problems or violations or deficiencies are recognized. The notification will be in writing and will be given in a conference with the faculty member. The student signs the written notification indicating that he/she has read it. The student may write a response. A copy of this document is to be given to the Nursing Advisement Center (NAC) and the Associate Dean of Undergraduate Studies. The following procedure takes place after the initial conference:
a. Reasons of why the student is failing to meet course standards are to be given to the student.

b. Plans for how the student is to successfully progress in order to complete the course are decided jointly by the student and the faculty member.

c. The student and faculty member meet periodically to determine student progress in the course.

d. If the student successfully completes the course, faculty will notify the Associate Dean of Undergraduate Studies.

3. When a student fails a course, a written memo from the course faculty member is sent to the Associate Dean of Undergraduate Studies, and the Supervisor of the NAC.

   a. A copy of all written notes pertaining to the student's failure and progress are given to the student and sent to the Associate Dean of Undergraduate Studies and the NAC.

   b. Students may choose to initiate the grievance procedure following the direction given in Section XI of this Handbook.

4. Students who fail one (1) nursing or nursing-related course must petition the Associate Dean of Undergraduate Studies, for consideration for reacceptance to the Nursing program. (Petition forms are available in the NAC. A sample of the form is found in the Appendix—Document 13.)

5. Students who fail a course must also reapply to the Nursing program by submitting a reapplication to the NAC. Contact the NAC for reapplication dates. (A sample of the reapplication form is found in the Appendix—Document 2.)

SECTION IX
GRADUATION

Students must be officially registered for their correct major at the time they apply for graduation. The Undergraduate Nursing Advisement Center (NAC) will assist students who have questions and problems regarding graduation requirements and processes. The student's responsibilities for graduation are the following:

A. Submit an application for graduation at least one semester before graduation. (Alert the NAC if you are planning to complete a minor or double major). Graduation applications are available online at http://registrar.byu.edu/registrar/graduation/.
B. Review your Progress Report printout each semester to be sure it is accurate, and contact the Advisement Center if the Progress Report is inaccurate. The Progress Report is available online on “MyMap.”

C. Complete all required nursing courses and nursing-related courses (MMBio 221 & 222, PDBio 305 & 365, Stat 121, and Psych 111) with a C grade or above. Have at least a 2.0 BYU GPA. (A C- is not satisfactory progress.)

D. Meet all University requirements for the baccalaureate degree.

E. Meet University deadlines and pay appropriate fees.

F. Order cap and gown when requested by the University. Students are responsible for knowing the cap and gown deadlines.

G. Qualify for graduation in order to participate in the graduation ceremonies.

   The NAC will work with the University Graduation Office to clear students for graduation. A list of all students who have applied for graduation will be kept in the NAC, and students will be notified if they have deficiencies which will prevent them from graduating. (See a copy sample of the graduation information sheet in the Appendix—Document 18.)

SECTION X
Licensure

Graduates of the baccalaureate program are eligible to take the National Council Licensure Examination (NCLEX-RN) for state licensure to practice as Registered Nurses.

A. LICENSED PRACTICAL NURSE LICENSURE

Students may take the Practical Nurse (NCLEX-PN) examination for state licensure after successfully completing Nursing 294, 295, 296, 291, 292, 293, 300, 320, 341, 342, 343, 339, 351, 352, 361, and 362. Although this is not a part of the nursing program, students may choose to work as licensed practical nurses through the duration of the program. Interested students can access information about registering for the exam and accessing a license application at the following websites:

Exam registration:  http://www.vue.com/nclex/
License application:  http://www.dopl.utah.gov/licensing/nursing.html
B. REGISTERED NURSE LICENSURE

To obtain a license as a Registered Nurse in the state of Utah, a student must have an earned degree from a State Board of Nursing approved nursing school. At BYU, the degree is the Bachelor of Science with a major in Nursing. The student must also successfully pass the NCLEX-RN examination. **Please note that eligibility to sit for this exam will not be granted by the state until the Board of Nursing has received all license application documents—including a transcript showing the degree posted. Transcripts showing degrees are usually available two weeks after graduation.**

The Supervisor of the Undergraduate Nursing Advisement Center (NAC) conducts an orientation during Capstone (Nurs 491 & 492) regarding licensure application in Utah.

C. NCLEX-RN EXAMINATION

The NCLEX-RN (National Council Licensing Examination-Registered Nurse) is a national examination given in various locations across the United States. Successful completion of the examination allows graduates to use "RN" as an addendum to their name and to be licensed to practice as an RN. The license can be endorsed by other states when appropriate requirements are met with that state.


Students who plan to license outside Utah must contact the licensing agency in that state. (The NAC can obtain current addresses for all state boards.)

SECTION XI

STUDENT AFFAIRS

A. UNDERGRADUATE NURSING ADVISEMENT CENTER

1. The College of Nursing Undergraduate Nursing Advisement Center (NAC) assists students with planning and progressing through the undergraduate nursing program. Questions regarding admission, pre-nursing courses, general education courses, graduation requirements, scholarships, and nursing curriculum may be directed to the NAC.

2. The location is: 551 Spencer W. Kimball Tower
   BYU Campus
   Phone: 422-4173
B. **STUDENT NURSES ASSOCIATION**

BYU College of Nursing has a Student Nurses Association (SNA) which is affiliated with the National and Utah Student Nurses’ Associations. This organization is for the enrichment and benefit of undergraduate students. All undergraduate Nursing students are encouraged to be active participants. Student officers are elected by the association members. Faculty advisors assist students. BYU/SNA dues are approximately $10/year and National Student Nurse Association dues are approximately $35 for one year and $60 for two years. This fee pays for membership in state and national Student Nurses Associations. Applications are available in the Undergraduate Nursing Advisement Center (NAC).

C. **STUDENT REPRESENTATION ON FACULTY COUNCILS**

Student representatives are invited to be members of the Undergraduate Academic Affairs Council (UGAAC) and other College of Nursing councils and committees. The student organization selects representatives in September of each year to serve on the councils/committees. Student input and recommendations are actively solicited in planning and improving all areas of the undergraduate program. Students are voting members of some councils/committees. Since active involvement in professional affairs is part of professional nursing, all students are urged to participate actively in college and student body matters.

The procedure for student assignment to councils/committees is as follows:

1. The Associate Dean sends the student officers a list of the councils/committees, their functions and purposes, the names of the chair and members, the schedule of meeting times, and the number of students needed.

2. The student organization then appoints interested students to each council/committee and notifies the Associate Dean and the council/committee chair of the students who will serve on the council/committee.
3. The student officers give the newly appointed students the schedule and meeting places of the assigned committee.

4. The council/committee chair calls each student assigned to extend a welcome and to give a brief orientation to the work of the committee and/or background of the items on the agenda. At this time, the chair confirms the student's commitment to serve.

5. The council/committee chair or council sectary notifies the students of any meetings, schedule changes, cancellations, etc.

D. PREVENTING SEXUAL HARASSMENT

By law, Brigham Young University is obligated to protect its students from gender discrimination, including unlawful sexual harassment, in all programs and activities sponsored by the university. As you embark on your internship, please be aware of what constitutes sexual harassment and what you should do if you encounter it during your internship opportunity.

Definition
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made a term or condition of an individual’s employment, or
- Submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting the individual; or
- The conduct interferes with an individual’s work performance or creates an intimidating, hostile, or offensive working environment.

Examples
Behaviors that contribute to a hostile environment include, but are not limited to:
- Discussing sexual activities
- Telling off-color jokes
- Unnecessary touching
- Commenting on physical attributes
- Displaying sexually suggestive pictures
- Using crude language or demeaning or inappropriate terms
- Using indecent gestures
- Engaging in hostile physical conduct

Appropriate Response
Both employers and employees have a responsibility to prevent and stop workplace harassment. If you experience harassment while participating in a BYU-sponsored internship, report the behavior to your internship coordinator and your experience provider. They will take
appropriate action to address and correct the behavior. You may also contact the university’s Equal Opportunity Manager or 24-hour hotline at:

Equal Opportunity Manager
Brigham Young University
Telephone: (801) 422-5895
Email: sue_demartini@byu.edu

24-hour hotline: 1 (888) 238-1062

E. STUDENTS WITH DISABILITIES

Disability law is generally enforced through federal and state equal opportunity agencies. Unlawful discriminatory action by the university may result both in litigation against the university and possible loss of federal financial assistance. Because of the extensive legal regulation designed to assist persons with disabilities and to heighten public sensitivity to barriers faced by persons with disabilities, it is important the campus community be informed of its responsibilities under applicable disability law.

AMERICANS WITH DISABILITIES ACT
The Americans with Disabilities Act (commonly referred to as the “ADA”) was enacted into law in 1990 and modeled after Section 504 of the Rehabilitation Act of 1973. The ADA attempts to establish a uniform program to protect persons with disabilities from discrimination. While BYU is obligated to observe Title I provisions with respect to employment, it is exempted from the provisions of the public accommodations required under Title III because of its affiliation with and sponsorship by The Church of Jesus Christ of Latter-day Saints. BYU will attempt in good faith to comply with those provisions of the ADA from which it is exempted to the extent reasonably practicable as determined at the sole discretion of BYU.

TO REQUEST AN ACCOMMODATION
It is the student’s obligation to request academic adjustments to accommodate a disability and to assist the university through an interactive process to identify appropriate and effective academic accommodations. Disabled students needing and desiring an accommodation in the classroom or other school-related activity should contact the University Accessibility Center (UAC), 1520 WSC, Telephone 801-422-2767. UAC personnel will document the disability and determine appropriate accommodations.

F. GUIDELINES FOR RESOLVING ACADEMIC GRIEVANCES
Refer to the ‘Student Academic Grievance Policy’ in the Grading and Records section of the University Undergraduate Catalog at https://registrar.byu.edu/catalog/2015-2016ucat/GeneralInfo/Records.php

1. Introduction
Professional behavior mandates responsibility for effective problem solving of the involved person. Students are expected to go to the person with whom they have the problem, discuss the problem, and attempt resolution. This means that a student will go directly to a faculty member, another student, staff, nurse, physician, or anyone with whom the problem exists, to carefully and tactfully discuss the issue. It is considered unacceptable and unprofessional to complain to someone else about another person and to refuse to solve problems with those involved.

Occasionally, however, students discuss problems with a faculty member and find that the problem is still not solved. In those situations, the following procedure should be followed.

2. **Procedure**
   a. The grievance must be initiated by the student no later than four months (120 days) from the last day of the examination period of the semester in which the alleged unfair or inadequate evaluation occurred. A grievance related to restrictions limiting participation in university academic programs must be initiated within 30 days of the decision in question. [http://catalog.byu.edu/policy/grading-records](http://catalog.byu.edu/policy/grading-records)
   b. If the faculty member is not available or if the student feels strongly that the faculty member may not deal fairly with the grievance, the student can choose to take the matter to the Associate Dean of Undergraduate Studies. The appeal should be made to the Associate Dean of Undergraduate Studies, in a written memorandum containing an outline of the grievance, its disposition, and setting forth facts supporting the appeal. The Associate Dean of Undergraduate Studies will respond to the appeal within 30 days.
   c. The Associate Dean of Undergraduate Studies will review the grievance with the student and resolve the grievance if possible. If the student doesn't agree with the decision of the Associate Dean of Undergraduate Studies, or if the student and Associate Dean of Undergraduate Studies, feel that those involved would benefit by taking the grievance to a committee or to the Dean. The Associate Dean of Undergraduate Studies will assist the student in the grievance process. The appeal must be made within 30 days of the written response of the Associate Dean of Undergraduate Studies.
   d. If the grievance is taken to a committee or the Dean, it will be handled by one of two methods. Method one is the preferred method.

**METHOD ONE**: Special three-member committee.

1) The Dean will appoint a full-time member of the faculty as the chair.
2) The other two members of the committee will be appointed by the student and faculty member involved respectively. Each of these members must be either a full-time student or a full-time faculty member.
3) When the grievance is heard, both the student and the faculty member involved will be free to call witnesses. The witnesses may be questioned by the other party or by the committee members. The number of witnesses involved and the conducting of the hearing will be determined by the committee chair.
4) The decision of the committee (majority vote) will be final and not subject to appeal. The decision can include a change of grade. The student will be notified of the decision in writing within 30 days of the date of the hearing.

METHOD TWO: Dean
1) The grievance will be heard by the Dean.
2) When the grievance is heard, both the student and faculty member involved will be free to call witnesses. The witnesses may be questioned by the other party or by the Dean. The number of witnesses involved and the conducting of the hearing will be determined by the Dean.
3) The decision of the Dean will be final and not subject to appeal. The decision can include a change of grade. The student will be notified of the decision in writing within 30 days of the date of the hearing.

G. FINANCIAL ASSISTANCE/SCHOLARSHIPS

Scholarships are available to qualified students. Continuing students can apply for scholarships on the Web at https://financialaid.byu.edu/section/scholarships. Scholarships awarded by the University Financial Aids Office are based on academic achievement (GPA), total credit hours, and other stipulations. (See a University Scholarship Policy - https://financialaid.byu.edu/section/policies).

College of Nursing scholarships are available to qualified Nursing majors. Students apply for these awards by applying through the University website listed in the paragraph above. In addition, students must meet the following qualifications:

The scholarship application procedure is a 2-step process. To be considered for a Nursing Scholarship, both steps must be completed.

1. All students will be required to apply through the University for Scholarships. The BNI (BYU Need Index) questionnaire is part of the application for a university scholarship and should be filled out.

2. Students must complete a College of Nursing Scholarship Application Form (See Appendix – Document 14) found online to be considered for a College of Nursing scholarship. Check the box indicating the scholarship for which you would like to be considered. Stipulations for each scholarship are listed on our website http://nursing.byu.edu/Documents/academics/undergrad/Stipulations2012W.pdf. It is strongly recommended that you write, “Any scholarship” for the question “Which scholarship are you applying for?”
Students are responsible for the university scholarship deadlines and the College of Nursing scholarship deadlines. Exceptions to College of Nursing deadlines may be petitioned through the Advisement Center, but approval is not guaranteed.

If students have previously received a scholarship from the College of Nursing, they will not be eligible to receive another unless they have turned into the Advisement Center a biographical sheet and have sent a thank-you letter(s) to the donor(s) and have provided a copy to the Advisement Center by the deadline set forth in the scholarship letter received. Students may check with the Advisement Center to find out if a copy of the letter is on file. Failure to do so may result in ineligibility for future scholarships.

Petitions:

Petitions may be completed to request a pro-ration of a scholarship based on credit hours. This must be done prior to the scholarship deadline. **Only Capstone students will be eligible for pro-ration.** Pro-ration will not be approved for fewer than 10 credits in a F/W semester. Spring/Summer terms scholarships are not pro-rated, although exceptions may be approved in the event of extreme emergency. Exceptions are requested by petition and will be acknowledged in writing.

If you have questions, please contact the advisement assistant in the Advisement Center.

For Scholarship Policy and Stipulations please see Document 15 in the appendix.
APPENDIX

Document 1 – Deferment Form

In order to defer a student must first meet with an Advisor in the Nursing Advisement Center. The Advisor will then authorize them to fill out a form online. The student will also need to update his/her CPR certification right before leaving on a mission so it is still valid after the mission. The following is a screenshot from the online form, which can be found on the Nursing website under My Tasks after a student is authorized.
Document 2 – Reapplication Form

INSTRUCTIONS FOR REAPPLYING
TO THE BACCALAUREATE NURSING PROGRAM
BRIGHAM YOUNG UNIVERSITY

*The information contained on this form must be completed fully. Please read this sheet carefully in order to understand and agree to all requirements stated hereon.

Those re-admitted to the College of Nursing will be required to meet the following requirements:

1. To be readmitted to the baccalaureate program you must be currently admitted to Brigham Young University through the Provo Campus Admissions Office, A-153 ASB, (801) 378-2509, admissions@byu.edu.

2. You must have a current certification in professional level CPR (Cardio-Pulmonary Resuscitation) from American Heart Association and the required immunizations turned into the Advisement Center by the first Friday of the semester in which you return or before the first clinical day (whichever comes first). You may contact the College of Nursing Advisement Center to inquire about locations where CPR Certification may be obtained.

3. You are required to be covered by either the BYU Student Health Plan (for information contact the BYU Student Health Center) or another Affordable Care Act-compliant insurance plan.

I have read, understand and agree to the terms and conditions stated above.

__________________________________________
Signature      Date

SEND OR BRING COMPLETED REAPPLICATION FORM TO:
Nursing Advisement Center
551 SWKT
Brigham Young University
Provo, UT 84602
(801) 422-4173
FAX: (801) 422-0536
Email: nursing_advisement@byu.edu
BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING
REAPPLICATION FORM

This form (and the accompanying questionnaire) must be completed and returned to the Nursing Advisement Center before the student will be considered for readmission. You will be notified by correspondence as to the result of your application for re-admittance. The decision for reacceptance into the program rests solely with the Dean of the college.

Name: _________________________________  BYU ID#: ____________________

Semester last attended ______________

Semester/Year (i.e. Fall/2012) you intend to return to the Nursing Program_________________

Last nursing class attended N_____________________    Nursing semester entering _________

Reason for reapplication to program ________________________________________________
______________________________________________________________________________

Are you a current BYU student?  _________ (Yes)  ___________ (No)

*Note that the completion of this packet does not guarantee your readmittance or your placement in the semester you will be returning.

I am ready to continue in the Nursing program and wish to be considered for reacceptance.

__________________________________  __________________________________
Signature    Date

__________________________________  __________________________________
Current Mailing Address    Phone

__________________________________  __________________________________
Email
ANSWER THE FOLLOWING QUESTIONS ACCURATELY:

<table>
<thead>
<tr>
<th>Qualifying Questions</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Have you ever been denied the right to sit for a licensure examination?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?</td>
<td></td>
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</tr>
<tr>
<td>4. Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any health care profession licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Have you ever had hospital or other health care facility privileges denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Have you ever been permitted to resign or surrender hospital or other health care facility privileges, while under investigation or while action was pending against you by any licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Is any action related to your conduct or patient care pending against you now at any hospital or health care facility?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Have you ever had rights to participate in Medicaid, Medicare, or any other state or federal health care payment reimbursement program denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Have you ever been permitted to resign from Medicaid, Medicare, or any other state or federal health care payment reimbursement program while under investigation or while action was pending against you by any licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Is any action pending against you now by Medicaid, Medicare, or any other state or federal health care payment reimbursement program?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Have you ever had a federal or state registration to sell, possess, prescribe, dispense, or administer controlled substances denied, conditioned, curtailed, limited, restricted, suspended or revoked in any way by either the federal Drug Enforcement Administration or any state drug enforcement agency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Have you ever been permitted to surrender your registration to sell, possess, prescribe, dispense, or administer controlled substances while under investigation or while action was pending against you by any health care profession licensing agency, hospital or other health care facility, or criminal or administrative jurisdiction?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15. Have you been named as a defendant in a malpractice suit?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Have you ever had office monitoring, practice curtailments, individual surcharge assessments based upon specific claims history, or other limitations, restrictions, or conditions imposed by any malpractice carrier?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Have you ever had any malpractice insurance coverage denied, conditioned, curtailed, limited, suspended, or revoked in any way?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
18. If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your patients or clients, or to the public health, safety, or welfare because of any circumstance or condition?

19. Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?

20. Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?

21. Have you been terminated from a position because of drug use or abuse within the past five (5) years?

22. Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

23. Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?

24. Do you currently have any criminal action pending?

25. Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.

26. Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?

27. Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (i.e. plea in abeyance or deferred sentence)?

28. Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?

*If you answered any of the above questions in the affirmative, please attach to this application a full disclosure of all the circumstances and any resolution reached. In addition, also specifically provide the following information:

- The nature and extent of any past or present use or dependency on a drug, controlled substance, alcohol, or chemicals
- The disposition of any related criminal action
- The disposition of the matter with appropriate ecclesiastical authorities
- The disposition of the matter in relationship to your enrollment or employment—if you were formally enrolled or employed at BYU at the time of the event
- The details of your involvement in any supervised drug rehabilitation program
- Any evidence of your complete rehabilitation from past use or dependency on drugs, controlled substances, alcohol, or chemicals

I have read the above questions and have answered them truthfully.

Signature

Date
**Yearly Update of Blood Borne Pathogens or OSHA requirement is an online form found on our College of Nursing webpage. This is what is asked on the online form:**

PLEASE COMPLETE ONE OF THE FOLLOWING and submit this form to the Nursing Advisement Center.

I have viewed the video on blood borne pathogens.

STUDENT SIGNATURE          PRINTED NAME

DATE  SOCIAL SECURITY #

_______ Baccalaureate Student  _________ Graduate Student

OR

I have completed a blood borne pathogens inservice as part of my employment since May 2008:

FACILITY WHERE ATTENDED

DATE ATTENDED

STUDENT SIGNATURE  6/15
Document 4 – Essential Abilities Form

BYU College of Nursing Essential Abilities Form

The Essential Abilities Form is part of the application that can be found by logging into the application. It is electronically signed by the applying student.
Document 5 – Social Media Guidelines

Social Media Guidelines

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum/discussion boards or any other form of user-generated media currently in use OR developed in the future. This also includes online publishing and discussions on file-sharing, user-generated videos and audios, virtual worlds and social networks.

Consequences. Be mindful that information you publish may be public for anyone to see and may be traced back to you even after a long time and even if you believed that you had set appropriate privacy settings. You must protect your privacy and your online reputation. Popular social networks, blogs and forums that are used among students may include, but are not limited to: Myspace, Facebook, Instagram, Twitter, Allnurse.com, Friendster, Tumblr, etc. If you are a member of any of these sites or similar sites, please make sure your material is appropriate.

Students in the BYU College of Nursing are held to a higher standard. The College of Nursing (CON) is preparing you for healthcare careers in the public sector. Be thoughtful about how you present yourself. You will always be known as being from the CON at BYU. Personal postings and web pages connect your colleagues, clinical agencies and clients/patients to you and indirectly to the CON. It is important that you ensure the content associated with you is consistent with your professional goals and those of the CON.

Protect confidential information. While you are posting to your friends, many sites are open to anyone browsing or searching. Be thoughtful about what you publish. DO NOT disclose or use confidential information of any person or agency. Do not post ANY information about your clinical rotations or clients in any online forum or webpage. Do not post any information about testing or course assignment materials intended to be kept private or confidential. Posts on Discussion Boards within BYU Learning Suite are considered confidential information.

Respect your audience and your co-workers. The BYU Honor Code specifically states that all who represent BYU are respectful of others. Those with whom we interact (fellow students, deans, faculty, College of Nursing staff, clients, other healthcare workers) have diverse sets of customs, values and points of view. Don’t be afraid to be yourself, but respect others points of view. This includes not only the obvious (no personal insults, ethnic slurs, obscenities, etc.), but also includes consideration of privacy around topics that may be considered objectionable or inflammatory (politics or religion, etc.)

Use your best judgement. Remember, there are always consequences to what you post. Inappropriate postings may result in dismissal from the College of Nursing or lack of sensitivity during future employment opportunities.

I understand the guidelines set out in the Social Media Guidelines.

__________________________________________  ______________________
Student Signature        Date

___________________________________________
Student Printed Name
Document 6 – Confidentiality Agreement

BRIGHAM YOUNG UNIVERSITY
College of Nursing
Access and Confidentiality Agreement

Purpose:
As a nursing student at BYU College of Nursing participating at clinical agencies, you will have access to
—Confidential Information. The purpose of this agreement is to help you understand your duty as a nursing
student and also after graduation or when leaving the program regarding Confidential Information.

Definition of — Confidential Information:
—Confidential Information includes patient information, employee information, financial information, or other
confidential information relating to clinical agencies. You may have access to some or all this information from
various sources, including but not limited to, agency computer systems, patient records, conversations, reports,
case conferences, rounds, etc.
Confidential Information is valuable and sensitive, and is protected by law. As a student at BYU College of
Nursing, and after graduation or when leaving the program, you are required to conduct yourself in strict
conformance to the confidential policies of the agency and law. Your principal duties in this area are explained
below. You are required to read and to abide by these duties. The violation of any of these duties may result in
discipline, which might include, but is not limited to, dismissal from BYU College of Nursing, the University,
and to legal liability.

Agreement:
As a student, I understand that I will have access to Confidential Information which may include, but is not
limited to, information relating to:

1. Patients (such as records, conversations, admittance information, patient financial information, etc.)
2. Employees of the agency (such as salaries, employment records, disciplinary actions, etc.)
3. Agency information (such as financial and statistical records; strategic plans, internal reports, memos,
contracts, peer review information, communications, proprietary computer programs, source code, proprietary
technology, etc.)
4. Third party information (such as computer programs, client and vendor proprietary information,
source code, proprietary technology, etc.)

Accordingly, as a condition of my enrollment at BYU College of Nursing, in compliance with HIPPA
regulations, and in consideration of my access to Confidential Information, I promise that:

1. Information is necessary for learning; but, I will use Confidential Information only as needed by me
to perform my legitimate duties as a student nurse.
   a) I will not access Confidential Information for which I have no legitimate need to know
   b) I will not divulge in any way (such as through popular social networks i.e. blogs or forums that are
      used among students, but NOT limited to Myspace, Facebook, Instagram, Twitter, Texting, Allnurses.com,
      Friendster, Tumblr, etc.), copy, release, sell, load, revise, alter, or destroy any Confidential Information except
      as properly authorized by faculty or agency administrators, within the scope of my role as a student in the
      agency.
   c) I will not misuse Confidential Information or carelessly care for Confidential Information including
      Confidential Information discussed in clinical conferences.
2. I will safeguard and will not disclose my access code or any other authorization I have that allows me
to access Confidential Information. I accept responsibility for all activities undertaken using my access code and
other authorization.
3. I will report to my nursing instructor any suspicion or knowledge that I may have that my access code, authorization, or any Confidential Information has been misused or disclosed without the agency's authorization.

4. I will report to my nursing instructor activities, by any individual or entity that I suspect may compromise the confidentiality of Confidential Information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.

5. I understand that my obligations under this Agreement will continue after graduation from BYU and when I am no longer a student in the program.

6. I will be responsible for my misuse or wrongful disclosure of Confidential Information and for my failure to safeguard my access code or other authorization to access Confidential Information. I understand that my failure to comply with this Agreement may result in my dismissal from the College of Nursing at BYU.

7. I understand that if inappropriate use of information is observed, evidence will be forwarded to management and/or law enforcement officials and that my future employment in the agency may be prohibited.

8. I understand that when providing care at most clinical facilities, additional forms related to Confidential Information will need to be signed

_______________________________________  _________________________________
Student’s Signature      Date

_______________________________________
Student’s Printed Name

Revised 05/15
Document 7 – Insurance Form

STUDENT AGREEMENT
BRIGHAM YOUNG UNIVERSITY
NURSING EDUCATION

_______________________
(Student Name)

The Student will be working with various Experience Providers under contractual arrangements established by the College of Nursing.

Program Starting Date: __________________________
Projected Graduation Date: ______________________

BYU College of Nursing Advisor:  ____________
Tel. Office:  422-4173
Student Cell: _______________________


The student hereby agrees to the following:

1. Be enrolled as a clinical student in the College of Nursing.
2. Comply with all Experience Provider rules, policies, and procedures.
3. Work conscientiously under the direction of the staff of the Experience Provider, submitting all reports and assignments as required.
4. Report serious problems, including physical, safety and personnel, to the Experience Provider and the BYU faculty advisor.
5. Complete all BYU academic assignments and course work as outlined by the College of Nursing.
6. Adhere to the BYU Honor Code and Dress and Grooming Standards and the Nursing Undergraduate Handbook.
7. Provide evidence of health insurance coverage:

    (  ) BYU     (  ) Parents     (  ) Self     (  ) Other

    Name of Company: ______________________
    Policy Number: ______________________
    Expiration Date: ______________________

8. I have notified the University Office of Cooperative Education and Internships in writing of my age if I am younger than 18 years old.

Exceptions, if any:
________________________________________________________________________________________
__________________________________________________________________

______________________________       __________________________     ________________
Student’s Name (Please Print)                          Student’s Signature                                Date
Document 8 – Release Form

BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING

AUTHORIZATION TO DISCLOSE INFORMATION AND
RELEASE OF LIABILITY

I hereby authorize the College of Nursing and/or the BYU College of Nursing Advisement Center (collectively “BYU”) to disclose personal and confidential information about me collected by BYU to selected clinical facilities at which I may be participating to fulfill academic requirements at BYU. The type of information to be disclosed may include, among other things, my name, birth date, gender, and contact numbers such as phone number, and personal address and other information as reasonably required by the participating clinical facility. The purpose of the release of this information is to allow the clinical facility to identify and evaluate me for possible participation as a student intern at the clinical facility. I further authorize the College of Nursing, and/or the BYU College of Nursing Advisement Center to communicate with me regarding my educational records via the email I have provided to the university. Unless notified in writing by the student to the contrary, the College of Nursing will also give student contact information to the BYU Student Nurses’ Association.

I understand that by signing this Authorization, I am waiving my rights, if any, of nondisclosure of this information under federal law. This Authorization does not permit the disclosure of this information to any other types or classes of persons or entities except as allowed by law and BYU policy.

I also agree to release BYU and its officers, personnel and agents as to any and all liability, claims, demands, and actions which might be made by me or my estate on account of any losses, expenses, or damages of any kind which might result, directly or indirectly, from BYU’s release of information to a clinical facility.

_________________________________________    ________________________________
Student’s Name (Please Print)                Date

_________________________________________
Student’s Signature
Document 9 – Statement of Responsibility and Release

BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING

STATEMENT OF RESPONSIBILITY AND RELEASE

Nursing students have the same rights, privileges, and responsibilities as all other university students and are expected to abide by university and college standards. It is the student’s responsibility to read the BYU College of Nursing Undergraduate Handbook often, to be aware of the policies and procedures outlined in this handbook, and to adhere to them. These policies and procedures include but are not limited to:

OSHA VIDEO REQUIREMENT
UNIVERSITY INSURANCE VERIFICATION REQUIREMENT
ACCESS AND CONFIDENTIALITY AGREEMENT
COMMUNICABLE DISEASE CONTROL STANDARDS
SEXUAL HARASSMENT

Due to the nature of the nursing discipline, students may be exposed to various risks including, but not limited to, skeletal muscle injuries and exposure to communicable diseases during laboratory and/or clinical experiences. It is the student’s responsibility to follow established principles, policies, and procedures while in these settings.

Accordingly, in consideration of my admission to the BYU College of Nursing program, I accept responsibility for reading often and complying with the policies and procedures contained in the Undergraduate Student Handbook.

_________________________________________  ______________________________
Student’s Name (Please Print)                        Date

_________________________________________
Student’s Signature
CONSENT FORM FOR USE OF STUDENT WORK

I, the undersigned, hereby give permission to the College of Nursing at Brigham Young University (“BYU”), to use at their discretion for non-commercial, educational purposes any intellectual property (the “Student Work”) which I generate in the course of my taking classes at BYU. Such Student Work may include completed class assignments, portfolios, journals, term papers, inventions, presentations, whether oral, written or in any media, and other forms of Student generated intellectual property, both oral and written. Possible BYU uses for the Student Work include, but are not limited to, evaluation and accreditation of University programs and activities, scholarly presentations, the dissemination of the Student Work on CDs, websites or through other electronic means, public display, faculty research, teaching, publications or presentations, accreditation reports, or use in the classes as reference and sample materials. I understand that I will continue to own the Student Work, and that I will be given proper attribution as the owner of the Student Work pursuant to my instructions specified at the bottom of this document.

Student Name  Signature  Date

Witness:

Name  Signature  Date

(Check and initial one option)

☐ Use my full name in association with my Student Work.

☐ Use only my first name in association with my Student Work.

☐ Do not use my name in association with my Student Work.
PHOTO RELEASE FORM

I do hereby consent and agree that Brigham Young University, acting through its College of Nursing, has the right to utilize photographs or video or audio of me (and/or my property) and to use these for educational or promotional materials including, but not limited to, presentations, catalogues, brochures and other publications, thank-you letters and presentations. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

I do hereby release to Brigham Young University all rights to exhibit this work publicly or privately, including posting it on a BYU website. I waive any rights, claims or interests I may have to control the use of my identity or likeness in the photographs, video, or audio and agree that any uses described herein may be made without compensation or additional consideration of me.

I represent that I have read and understand the foregoing statement and am competent to execute this agreement. (Youth under 18 must have parent signature)

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<th>Name of Parent/Guardian</th>
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<tr>
<th>Signature of Parent/Guardian</th>
<th>Date</th>
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EXPECTATION OF NURSING STUDENTS

Students accepted into the nursing program are expected to prioritize nursing classes, labs, clinical, and orientations over work or other classes. All nursing theory and competency laboratory classes will be taught on the Provo campus. Attendance is expected. It is recommended that you do not schedule work or classes during daytime hours while in the nursing program.

Clinical placements may be different from those identified in the on-line class schedule and through Registration. All students should expect to experience clinical activities in both, but not limited to, Utah and Salt Lake counties during their semesters in the nursing program. Clinical activities may occur during days, evenings and, in some cases, nights. Students must provide their own transportation to and from clinical.

It is expected that you attend all clinical hours. Note that all clinical shifts may be 12 hours in length and physically and mentally demanding. Attendance is mandatory. Failure to attend may result in failure of the course.

Students are also required to read and be up-to-date on information in the Student Handbook, which is found on the College of Nursing website and is usually updated every August. If there is an update before August we will notify you through email.

I have read and understood the Expectations of Nursing students as to class, lab, clinical, orientations and College policies outlined in the Student Handbook and agree to adhere to the policies.

__________________________________________  _______________________
Student’s Full Name (Print)                      Date

__________________________________________
Student’s Signature
Document 13 – Petition Form

Approved: __________________________
Date: __________________________
Initials: __________________________

COLLEGE OF NURSING
PETITION

NAME _______________________________ BYU ID ____________

ADDRESS

Street ______________________________ City __________________ State Zip ____________

PHONE NO. __________________________ E-MAIL __________________

What is the purpose for this petition?

_______ Scholarship exception

_______ Repeats

_______ Immunization requirement exception

_______ Other (please briefly identify) ____________________________________________

BELOW, OR ON ANOTHER SHEET OF PAPER, PLEASE GIVE US YOUR REASONS FOR
PETITIONING THIS EXCEPTION.

SIGNED: ______________________________

DATE: ______________________________

8/08
CON Scholarship Application Form is found online under My Tasks. The following is a picture of the online form.

### College of Nursing Scholarship Application

In the following link are the available scholarships and their stipulations:
[College of Nursing Scholarships and Stipulations](#)

Even if you don't fit any of the criteria in the "Additional Information" you should still apply. The College of Nursing awards scholarships on a needs/merits basis and also dependent upon the stipulations the donors have specified.

**Note:**
If there are any issues with your address or email, make sure you update your information in MyMap. This information is updated from MyMap every night.

### Name
 BYU ID
 Semester in College of Nursing
 Current Email Address:
 Current Mailing Address:

### Additional Information:

*Check all that apply*

- [ ] Native American
- [ ] Japanese
- [ ] Leadership Experience
- [ ] Junior or Senior?
- [ ] From Nebo
- [ ] From Texas
- [ ] Has over 60 credits
- [ ] Single Parent
- [ ] Parent

### Overall GPA:

**Required Field**

### Semesters applying for scholarship:

**Required Field**

*At least one Semester must be selected*

Note: The College of Nursing does NOT offer summer term scholarships.

- [ ] Spring 16
- [ ] Fall 16
- [ ] Winter 17

I understand I ALSO need to apply for a BYU scholarship in order to be eligible for the Nursing scholarship:
Document 15 – Scholarship Policy

BRIGHAM YOUNG UNIVERSITY

SCHOLARSHIP POLICY & STIPULATIONS

Contracting:
To allow greater flexibility in scheduling, the Scholarship Office has provided two alternatives for students. Both require that you fill out a contract form in the Scholarship Office, A-41 ASB.

1. **28-Credit Hour Alternative:** If you have been awarded for both fall and winter, instead of taking 14 credits each semester you may contract to complete 28 credit hours during the fall and winter semesters combined. In addition, you must still have at least 12 credits per semester. For instance, you may contract to take 15 fall semester and 13 winter semester.

2. **Credit Hour Reduction for Final Enrollment:** You may request to take fewer credits during your last semester or terms prior to graduation unless you are obligated by contract to take more. Your scholarship will then be prorated.

Additional Information:
1. The Scholarship Office will only award scholarships to undergraduates who have fewer than 160 credits (excluding AP and IB credit) at the time of consideration.

2. The Scholarship Office limits assistance to eight semesters of fall/winter scholarship per student. Spring/summer scholarships do not count against the eight semesters of eligibility. Thus, after receiving eight semesters of fall/winter scholarship, you may still be eligible to receive spring/summer awards.

Exceptions and Petitions:
These policies are standard requirements for all scholarship recipients. Exceptions are *sometimes* granted based on individual needs. In making decisions, the committee considers extenuating circumstances such as serious illness, injury, or disability; death or serious illness in one's immediate family; and extensive family responsibilities such as those faced by a single parent with dependent children. Typically, exceptions are not made because of marriage, difficulty of curriculum, employment, or graduate school tests. **Nursing Scholarships are exceptions because 12 credit hours are required per semester instead of 14.**

To submit a petition:
1. Send an e-mail to the Scholarship Committee at sch-petitions@byu.edu
2. Type your name and student ID number in the subject line.
3. Describe your circumstances to the committee and make a specific, clear request.
4. If you are petitioning based on medical circumstances, please have your doctor send us a letter verifying that your medical condition necessitates an exception to policy. Our fax number is (801) 422-0235.

For questions regarding the use of your scholarship:

**Scholarship Office**  
A-41 ASB  
Provo, UT 84602  
(801) 422-2146

**Brigham Young University**  
**Scholarship Policies**

Claiming your scholarship:
Your scholarship will automatically appear on your Tuition Billing Statement once you register for the minimum number of credits required to keep your scholarship:

<table>
<thead>
<tr>
<th>Minimum Hour Requirement</th>
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</thead>
<tbody>
<tr>
<td><strong>Fall/Winter</strong></td>
</tr>
<tr>
<td><strong>Spring/Summer</strong></td>
</tr>
</tbody>
</table>

If you do not maintain the required credit hours, your entire award will be canceled. You will then be responsible to pay all tuition charges and late fees.
Students enrolled in Study Abroad, Washington Seminar, Semester at Nauvoo, full-time BYU-approved internships, and student teaching are only required to take 12 credits.

Credits that **DO NOT** count towards the hour requirement:
- Classes taken fall semester and repeated the following winter semester
- Independent Study
- Audited classes
- Exemption and language exams
- Classes taken at other institutions

Credits that **DO** count:
- Classes taken at the Salt Lake Center
- Online sections of classes (ONLY if they are registered for through AIM)

**Using your scholarship:**
Your notification letter defines the periods and duration of your scholarship. If your award is for fall and winter semesters, you may choose to use it in the following combinations within the same academic year:

<table>
<thead>
<tr>
<th></th>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>x</td>
<td>x</td>
<td></td>
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<tr>
<td>2</td>
<td>x</td>
<td></td>
<td>x</td>
<td>x</td>
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<td>3</td>
<td></td>
<td>x</td>
<td>x</td>
<td>x</td>
</tr>
</tbody>
</table>

* Spring & summer together equal one semester.

Please contact the Scholarship Office to use your scholarship in a combination other than fall and winter semesters. If you will not be attending fall or winter semester, contact the Admissions Office about deferment options.

**Accessing funds:**
Once you register for the minimum hours required, your scholarship will credit in the “Financial Aid and Payment” section of your online Tuition Billing Statement. If money from scholarships and grants exceeds tuition and fees, the Cashier’s Office will issue you a check for the excess. You may pick up excess checks at One Stop in the Wilkinson Center during the first two weeks of school or at the Cashier’s Office (D-wing ASB) after One Stop closes.

**Deferrals:**
1. You may defer fall/winter scholarships to serve an LDS mission. To defer a scholarship and your admission to BYU, complete the Admission and Scholarship Deferment Application, available at admissions.byu.edu or in the Admissions Office. The balance of your scholarship will be available beginning the semester you return to BYU. If your scholarship is awarded as a percentage of tuition, its value will be increased in proportion to the cost of tuition. Note: Scholarships will be deferred for the time you are actually serving your mission and may not be deferred for employment either before or after your mission.
2. Fall/winter scholarships may be deferred for extenuating circumstances. See Exceptions and Petitions.
3. Spring/summer scholarships may not be deferred.

**Discontinuance:**
If you enroll and then do not attend a given semester or, once enrolled, discontinue for non-emergency reasons, the entire scholarship will be canceled and you will be billed for the appropriate tuition and discontinuance fees. If you need to discontinue because of extenuating circumstances, please contact the Scholarship Office as well as the Discontinuance Office for appropriate action.

**Reapplication:**
You must **reapply each year** to be considered for future scholarships. Complete an online application (accessible on Route Y) by the deadline:

**Continuing Student Scholarship Deadlines**

<table>
<thead>
<tr>
<th>Minimum Hour Requirement</th>
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<tr>
<td>Fall/Winter</td>
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<tr>
<td>Spring/Summer</td>
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</table>
Additionally, you must declare a major by the end of your sophomore year to be considered for scholarships.

**Taxation:**
Under tax laws, funds awarded as scholarships, fellowships, benefits, and grants, are excluded from the recipient's gross income to the extent that they are used for *required* tuition, books, fees, supplies, and equipment. Funds that exceed these expenses or which are used for other purposes, including room, board, research, and travel, must be included as taxable income. Because you are responsible to pay any taxes due the government, you should keep receipts, cancelled checks, and other documents to detail your qualified expenditures, namely, *required* tuition, books, fees, supplies, and equipment. Since tax liability depends on each individual's circumstances, you should consult your personal tax advisor with any questions or concerns.  

(6/01/15)
Document 16 – Hep B Program Information

DATE: July 1, 2007

TO: All Nursing Students

FROM: Dean Beth Cole

RE: HEPATITIS B VACCINE PROGRAM

For several years the College of Nursing has “highly recommended” the Hepatitis B Vaccine to entering students. We have done this for five reasons:

a. The risk for Hepatitis B infection (HBV) increases in healthcare workers. Worldwide HBV infection is a major cause of acute and chronic hepatitis, cirrhosis, and primary hepatocellular carcinoma.

b. Nurses and nursing students have been identified as part of the group considered to be at substantial risk for infection due to exposures to blood and blood-contaminated body fluids.

c. The present strategy for Hepatitis B prevention is to vaccinate those individuals at high risk for infection.

d. Clinical agencies are requiring all employees and students to have the vaccine in order to maintain accreditation by their regulatory agencies.

e. Federal OSHA guidelines mandate the vaccine.

We sought the opinion of the University Legal Counsel as to our responsibility to students regarding the Hepatitis B Vaccine. Federal OSHA guidelines have become more strict on this matter. Those of you who are employed in healthcare institutions have probably already learned that those agencies are required by the same OSHA requirements to provide you with the vaccine; some of you may have already begun the series with your employer. In order to comply with the Legal Counsel’s interpretation of the OSHA regulations, the College of Nursing has a Hepatitis B Vaccination program for enrolled students. In accordance with OSHA, the vaccine will be provided to students free of charge. Because of the OSHA regulations, we would expect each of you to take advantage of this opportunity. However, if you cannot receive the vaccination series due to a medical condition, you will be asked to sign a waiver form and will be asked to provide a doctor’s note indicating that you cannot have the vaccination series.

Because vaccination is an important safety precaution, we require it and a titer to show immunity for participation in clinical. (The healthcare agencies require it as well.) In order to participate in clinical (and receive credit for nursing courses) you will need to do one of the three following items:

a. Begin the series of vaccinations at the Student Health Center. Entering nursing students, LPNs, and returning students will be informed of time and location for the vaccines. Students schedule their own appointment for the immunizations. Bring your vaccination record for each dose to the Nursing Advisement Center. They will make a copy of it for your file and you will keep the original. After waiting at least 6 weeks from the 3rd Hep B
dose, the student will need to get a titer (blood draw) that shows immunity. If the titer does not show immunity the student will need to immediately get a booster shot. Then the student will need to wait one month and get another titer to show immunity.

**Attendance at clinical and registration in Nursing classes can be blocked if copies of your immunization documents are not in your file in the Undergraduate Nursing Advisement Center (NAC).**

b. If you cannot begin or complete the 3-shot series for a medical reason—including pregnancy or other medical conditions—come to the Nursing Advisement Center immediately. You will need to fill out a waiver form and provide a Doctor’s note. **This form should be signed in the presence of one of the Undergraduate Nursing Advisement Center staff.**
LIABILITY RELEASE AGREEMENT
(Waiver of Hepatitis Vaccine – for those that cannot receive the Hep B series for a medical condition)

I, the undersigned, knowingly and voluntarily waive my right to receive without cost to me a Hepatitis B vaccine from Brigham Young University.

In making this decision, I have carefully considered the following:

1. “The delivery of healthcare has the potential to transmit hepatitis B virus (HBV) and hepatitis C virus (HCV) to both healthcare workers and patients. Outbreaks of HBV and HCV infection have occurred in outpatient settings, hemodialysis units, long-term-care facilities, and hospitals, primarily as a result of unsafe injection practices; reuse of needles, fingerstick devices, and syringes; and other lapses in infection control. To prevent transmission of bloodborne pathogens, healthcare workers should adhere to recommended standard precautions and fundamental infection-control principles, including safe injection practices and appropriate aseptic techniques.

2. For continued protection, the Advisory Committee on Immunization Practices (ACIP) recommends that healthcare and public safety workers with reasonably anticipated risk for exposures to blood or infectious body fluids receive the complete hepatitis B vaccine series and have their immunity documented through postvaccination testing. (June 24, 2008 at http://www.cdc.gov/hepatitis/Populations/HealthcareSettings.htm).

3. I am in the high risk category for exposure to Hepatitis B.

4. There is presently insufficient data to determine with reasonable medical certainty the effect of the Hepatitis B vaccine on a developing fetus. However, the Centers for Disease Control has stated the following concerning the effect of the Hepatitis B vaccine on a developing fetus:

   “Because the vaccines contain only noninfectious HbsAg particles, there should be no risk to the fetus. In contrast, HBV infection of a pregnant woman may result in severe disease for the mother and chronic infection of the newborn baby. Therefore, pregnancy or lactation should not be considered a contraindication to the use of this vaccine for persons who are otherwise eligible.”

I have read and understood the above information and representations and hereby fully release Brigham Young University and all of its officers, employees, and agents, without limitation or qualification as to any and all liabilities, claims, demands, and actions which may be made by me or my estate on account of any losses, expense or damages of any kind concerning property, personal injuries (physical or emotional) or death which may result, directly or indirectly, from my election not to receive the Hepatitis B vaccine.

Name (please print or type)

Signature

Witness         Date
**Document 17 – Baccalaureate Curriculum Guide**

### First Semester
- *Nurs 180 (Intro to Nursing)* 1
- *SFL 210 or Psych 220 (Human Dev.)* 3
- *NDFS 100 (Nutrition)* 3

Recommended University Core:
- First Year Writing (Honors class recommended)
- Physical Science (Chem 101**)
- Religion

**Total: 15-16 Credits**

### Second Semester
- *Chemistry 285 (Bio/Organic Chem)* 4
- *PDBio 220 (Anatomy)* 3

**Recommended or Possible University Core:**
- Religion
- American Heritage
- Arts/Letters

**Total: 15-16 credits**

* Indicates prerequisite courses. University Core may be taken in any order.

### Spring/Summer
Complete 6-9 hours of University Core: Arts/letters, Civilization, American Heritage, Religion if needed. See Advisor

### Third Semester
- @PDBio 305 Physiology 4
- @MMBio 221 Micro 3
- @MMBio 222 Lab 1
- Nurs 294 Health Assessment and Promotion 3
- University GE 3-4
- Rel 2

**Total: 15-16 credits**

### Fourth Semester
- @Stats 121 3
- Nurs 296 Community Health Nursing 1
- Nurs 295 Nurs Fundamentals 3
- Nurs 291 Nurs Care Older Adults 2.5
- Nurs 292 Cl Prac Nurs Older Adult 1.5
- Nurs 293 Communication for Nurs .5
- @PDBIO 365 Pathophysiology 4

### Fifth Semester
- Rel. 2
- Nurs 320 Scholarly Inquiry in Nursing 3
- Nurs 300 Pharmacology 3
- Nurs 341 Nursing Care of Adults 3
- With Illness
- Nurs 342 CI Prac Acute/Chronic Illness 3.5
- Nurs 343 Lab/sim Acute/Chronic Illness 1

**Total: 15.5 credits**

### Sixth Semester
- Nurs 351 Nurs Care of Women & Newborns 2
- Nurs 352 CI Prac Women & Newborns 1.5
- Nurs 361 Nurs Care Children & Fam 2
- Nurs 362 CI Prac Children & Fam 2
- University GE 3
- Nurs339 Ethics in Nursing 2
- Nurs 403 Didactic P&G Health 3

**Total: 15.5 credits**

### Seventh Semester
- Nurs 461 Psych/Mental Hlth Nursing 2.5
- Nurs 462 CI Prac Psych/Mental Hlth Nurs 1.5
- Nurs 471 Adults in Crisis 3
- Nurs 472 CI Prac Adults in Crisis 2.5
- Nurs 473 Lab/sim Adults in Crisis 1
- Rel 2
- Arts and letters elective 3

**Total: 15.5 credits**

### Eighth Semester
- Rel 2
- Nurs 390R NCLEX Review (optional) 1.5
- Nurs 390R Career Strategies II (optional) 1
- Nurs 491 Nurs Capstone 2
- Nurs 492 CI Prac Nurs Capstone 5.5

### Notes
- Spring internships may be available for international students. You may need to go a Spring/Summer to complete more of the University Core.
- Acceptance into the baccalaureate nursing program is based on a number of criteria including, but not limited to, academic performance and progression; written communication skills; community, school, and church leadership/service; ACT/SAT or TOEFL score and recommendations from employers or educators. Acceptance to the nursing program is competitive and restricted to a limited number of openings yearly. Not all students who meet requirements may be accepted into the program. Students must have at least a C in all nursing and nursing-related courses (a C- is not satisfactory progress). Students are encouraged to meet with the Nursing Advisor once each semester prior to entering Nursing. NOTE: If Math ACT score is lower than 23, check with the Nursing Advisor. Chem 101 may be needed prior to Chemistry 285 if you have not had two years of high school chemistry or passed the Chemistry Placement Test. **Chem 101 is the first choice NOT Chem 105, although 105 can be taken.**
- Physical science elective → See GE explanation on the Web for elective options. [http://ge.byu.edu/ge/universitycore](http://ge.byu.edu/ge/universitycore)
- Civilization2 courses may also fill 1 Arts Elective requirement or 1 Letters Elective requirement. See GE explanation on the Web
- @ indicates a Nursing Supporting Class which is to be taken during the semester listed or before that semester. Call the Nursing Advisement Center if you have questions at 801-422-4173.
Document 18 – Applying for Graduation

APPLYING FOR GRADUATION

Congratulations! You have now reached an important point in your academic career. It is very important that you carefully follow the instructions below so that your graduation will proceed smoothly and quickly.

WHAT TO DO

Fill out the graduation application by going to http://registrar.byu.edu/registrar/graduation/. Your student account will be charged $15 for graduation. Your application will take about one week to process. If you have a minor or a double major, you will need to obtain clearance for it. The Graduation Evaluation Office secretary can explain the procedure to you.

WHAT COMES NEXT

After your application has been processed, you will receive an official graduation summary via email from the Graduation Evaluation Office. This summary will list any General Education deficiencies. If you are a transfer student, pay special attention to the religion evaluation. You will be responsible for correctly completing any deficiencies listed on the evaluation. You should also meet with your advisor to evaluate your progress in the major. The advisor will indicate any deficiencies in your major, minor, or GE as applicable, as well as answer any questions you may have about your graduation summary.

WHAT TO WATCH FOR

You must be aware of the deadlines that apply to you and the graduation date you are requesting. Look in the current class schedule for dates regarding transfer credit, challenges, incomplete grades, home study, etc. You will be held to those dates, and you will be responsible for knowing and completing requirements on time. Check with the Undergraduate Nursing Advisement Center the first month of the semester you plan to graduate to verify that your name will be submitted for graduation. If you wish to postpone your graduation for some reason, or if you do not make the graduation date you originally planned for, you must contact your advisor and request that you be considered for the next graduation. You will not be required to resubmit your application for graduation.

PROGRESS REPORT

The Progress Report showing progression toward graduation is available through “MyMap.” You can check your graduation progress on the AIM kiosks across campus. Also, you can get a new Progress Report from your Nursing Advisor. If you have questions, check with the Supervisor of the Undergraduate Nursing Advisement Center in 551 SWKT.
Document 19 – Essential Abilities Description

Please see our Nursing website at

The link for Document 19 – Essential Abilities is at the top corner under “Students” Tab and is called “Essential Abilities”.

80
Document 20 – Background Check Information

COLLEGE OF NURSING

EXAMPLE CRIMINAL BACKGROUND CHECK AND DRUG SCREEN INSTRUCTIONS

Please begin the background check/drug screening process IMMEDIATELY. Be sure to start the Drug Screen by August 16th (which means schedule your appointment – not that the drug screen needs to be complete, just started) and mail in the Background Check form and check by August 16th. Please call if you have questions, 801-422-4173.

BACKGROUND CHECK

Complete the entire form (attached). Please note the following:

1. All information written is confidential and will only be used for a background check.
2. Make sure to attach a check for the correct amount (see form). No Background Check will be started until we receive the form AND the payment. Make your check payable to: BYU College of Nursing

Submit form and check to the Nursing Advisement Center at the address below:
Nursing Advisement Center
Brigham Young University
College of Nursing
551 SWKT
Provo, UT 84602

DRUG SCREEN

Obtain AT LEAST a 9-panel drug screen from any credible organization (see below). Results should be available in about 24 hours for you to pick up and bring to the Nursing Advisement Center in 551 SWKT. Costs associated with the 9-panel drug screen may vary, but are usually around $30-$40. If you are outside of Utah, a hospital can do a drug screen.

DRUG SCREENING LOCATIONS – in Provo/Orem area

This list is provided to help students choose a drug testing facility if no other options are available to them. It is not intended to replace personal physicians, university clinics, or any other credible services. Always be sure to double check times and locations by calling the companies below. You can get a drug screen from any healthcare provider as long as it covers the drugs that are tested for in a 9 panel drug screen (see below). If your drug screen does not cover the drugs listed below then we will ask you to re-submit a new drug screen with the correct drugs.

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>ADDRESS</th>
<th>PHONE NO.</th>
<th>COST</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermountain WorkMed</td>
<td>830 N 980 W, Orem</td>
<td>(801)724-4000</td>
<td>$28-$40</td>
<td>Need photo ID.</td>
</tr>
<tr>
<td>Orem Work Care</td>
<td>601 N. 1200 W, Orem</td>
<td>(801)224-4211</td>
<td>$28</td>
<td>Need photo ID.</td>
</tr>
<tr>
<td>Occupational Health Center International (OHCI)</td>
<td>1097 S. Orem Blvd., Suite 1, Orem</td>
<td>(801)561-2777</td>
<td>$40</td>
<td>Student Discount is $27 *There is also one in SLC</td>
</tr>
</tbody>
</table>

9-panel drug screens test for: marijuana, cocaine, PCP, opiates (codeine & morphine), methamphetamine, methadone, amphetamines, barbiturates, and benzdiazepines.
Background Check Information

***All this information is necessary for us to complete a background check on you. This will allow you to participate in clinical work at our contracted hospitals.***

Social Security Number: _____  _____  _____ - _____  _____ - _____  _____  _____  _____  _____

Do you admit to any criminal conviction other than minor traffic violations? ○Yes ○No

First Name: ________________ Middle: ____________ Last: ___________________

Date of Birth (MM/DD/YYYY): __  ___ / __  __/ __   __  __  __  Sex: ○Male ○Female

Also known as (i.e. alias or maiden names)

________________   _____________________
________________  ______________________

Current Address

Street: ___________________________________ City: ________________________

State: __________ ZIP: ______________ County (NOT Country): _______________________

Previous Address (The address where you have lived the longest in the past 7 years. Preferably your permanent address.)

Street: ___________________________________ City: ________________________

State: __________ ZIP: ______________ County (NOT Country): _______________________

Please write a check for $33 payable to the BYU College of Nursing only if both addresses listed above have the same county. If your Current Address has a different county than your Previous Address you must pay $41.00. Please know that some people may need to pay more than the above prices, see note. ***IMPORTANT NOTE: If you are from any of the following counties you have additional fees. Please check the counties and add the appropriate fee to your total amount. ** Additional fees may be required for multiple residencies and name changes. You will be billed for the additional fees. Failure to pay the fees may result in you not attending clinical.**

<table>
<thead>
<tr>
<th>State</th>
<th>County</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>California</td>
<td>Del Norte</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Humbolt</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Imperial</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Inyo</td>
<td>$15</td>
</tr>
<tr>
<td></td>
<td>Plumas</td>
<td>$15</td>
</tr>
<tr>
<td>Louisiana</td>
<td>Orleans</td>
<td>$10</td>
</tr>
<tr>
<td>Maine</td>
<td>All counties</td>
<td>$15</td>
</tr>
<tr>
<td>Mississippi</td>
<td>Clay</td>
<td>$25</td>
</tr>
<tr>
<td></td>
<td>Leflore</td>
<td>$25</td>
</tr>
<tr>
<td>Missouri</td>
<td>Jackson</td>
<td>$10</td>
</tr>
<tr>
<td>Nevada</td>
<td>Clark -(Justice Courts only)</td>
<td>$7</td>
</tr>
<tr>
<td>New York</td>
<td>All OCA counties (see below)</td>
<td>$55</td>
</tr>
<tr>
<td>South Dakota</td>
<td>All counties</td>
<td>$15</td>
</tr>
<tr>
<td>Tennessee</td>
<td>Davidson</td>
<td>$20</td>
</tr>
<tr>
<td></td>
<td>Knox</td>
<td>$10</td>
</tr>
<tr>
<td>Vermont</td>
<td>All counties</td>
<td>$30</td>
</tr>
</tbody>
</table>

New York OCA Counties include:

- Allegany
- Nassau
- Bronx
- New York
- Cayuga
- Orange
- Cortland
- Orleans
- Dutchess
- Queens
- Erie
- Richmond
- Hamilton
- Rockland
- Kings
- Suffolk
- Monroe
- Tioga
- Montgomery
- Westchester
Document 21 – Criminal Background Check & Drug Screen Release Form

Students fill out the Criminal Background Check and Drug Screen Release Form when they apply for the program. To view the form go to [http://nursing.byu.edu/MyTasks/Apply/Steps.aspx?i=3](http://nursing.byu.edu/MyTasks/Apply/Steps.aspx?i=3) and log in.
Document 22 – Professional/Community Mini-Internship (PCMI) Policy

BYU seeks to develop students of faith, intellect, and character who have the skills and the desire to continue learning and to serve others throughout their lives. These are the common aims of all education at BYU. (Aims of a BYU Education)

Professionalism and Community Mini-Internship

Purpose

The purposes of PCMI activities are two-fold:
1. To respond to the health promotion needs of the community, promote interaction and outreach between the BYU College of Nursing and the community.
2. To encourage students to be involved in and contribute to their profession, and learn the value of lifelong learning and professional service.

Outcomes

Through participation in PCMI activities, students will:
1. Increase familiarity with health promotion and treatment services provided in the community and populations.
2. Become familiar with factors impacting the nursing profession.
3. Prepare to practice and lead with an understanding of nursing at the community and professional levels.

PCMI Activities

During each semester that students have a clinical nursing course, each student will be required to participate in at least one PCMI activity, either a professional or community activity. Professional activities are related to nursing and include such activities as attending a health education seminar, a nursing organization meeting, a local or national legislative meeting, or surveying a community health resource. These mini-internships will provide the student with valuable information about nursing professional issues and community resources. Examples of community mini-internships could include nursing activities such as providing health education, screening exams or immunizations, etc. to community groups. The PCMI coordinator will post opportunities on the College of Nursing website. Faculty may also post opportunities online, with the faculty name listed with the posting. If posted opportunities do not match students’ availability, students will seek their own activities, approved by their clinical faculty. Activities should be a minimum length of 2 hours when possible. In semesters with two clinical courses, only one course should have the PCMI requirement.

Grade

Each clinical course team will decide how to grade the PCMI activities, how students will report their activities, and at what point in the semester they must be completed. However, failure to attend an activity when the student has committed to attend it will result in a 5% clinical grade reduction (see below).

Attendance

In order to ensure community needs and expectations are met, students must attend PCMI activities for which they have signed up. Once they have signed up, students must get a substitute to cover any shift they cannot attend. If they or their substitute are not able to attend the PCMI, there will be a 5% reduction in the clinical grade for both students. Students are responsible to report their attendance to their clinical instructor.
Occasionally you may be in clinical or lab and experience an accident. Accidents may include contaminated needle sticks, exposure to disease, etc. If you have any questions, call K. Whitenight at 801-422-7189 or 801-709-8584 (cell). Your health and welfare are the most important aspects of incident procedures. Please follow these steps so you will obtain the maximum care possible.

I. Obtain Necessary Medical Care
   A. Emergencies On Campus: dial 911
   B. Emergencies Off Campus: use hospital ER or dial 911
   C. Non-emergencies: use the Student Health Center Urgent Care and let them know that it is an "on-the-job" injury. Be sure to contact K. Whitenight at 801-422-7189 immediately following the incident and BEFORE going to the Health Center whenever possible. (Student Health Center Urgent Care Hours: M-F: 8AM-5:30PM, Saturday: 8AM-12 Noon)

I. Follow Hospital/Clinic Protocol
   A. Complete hospital/clinic incident report.
   B. Some hospitals/clinics provide on-site care at no cost to nursing students. Be sure this is true of your facility before proceeding with non-emergency care.

II. Complete College of Nursing Protocol
   A. Notify your instructor immediately.
   B. Contact K. Whitenight at 801-422-7189 immediately (if she is not in her office, leave a voicemail.) After business hours call her at 801-709-8584 (cell). She will instruct you further and set up an appointment to complete the "Incident Report." The report will be sent to BYU Risk Management to determine financial coverage.

***********************************************************************************

SPECIAL INSTRUCTIONS FOR NEEDLE STICKS AND/OR EXPOSURE TO BODILY FLUIDS

1. Provide immediate care to the exposure site-wash wounds and skin with soap and water. Obtain information on the type of needle used and the brand for OSHA reporting.
2. Notify hospital/clinic, preceptor, and faculty member, and follow hospital protocol.
3. Obtain instructions from a hospital medical/nursing professional regarding the patient's health status to determine if post exposure prophylaxis is recommended. If it is recommended, it should be administered within 2 hours of exposure at the hospital ER. The hospital/clinic determines if post exposure prophylaxis is recommended. Contact K. Whitenight ASAP.
4. If the patient is NOT considered "high risk", contact K. Whitenight, leave clinical, and go to the Student Health Center Urgent Care within 2 hours for initial screening for HCV, Ab titer, HbsAg, HIV I & II, etc. Follow up will be determined as necessary. (Let them know it is an "on-the-job" injury.)

***********************************************************************************

STUDENTS ARE COVERED BY WORKER'S COMPENSATION THROUGH BYU FOR HEALTH CARE COVERAGE

1/8/2013
Document 24 - Nursing Application

Please go to [http://nursing.byu.edu/MyTasks/Apply/](http://nursing.byu.edu/MyTasks/Apply/) and log in to view the application. Must be a BYU student and have a BYU ID and password.

Below is an example screen shot of the first page of the online application.

**Nursing Program Application**

This contains important deadlines, and provided to keep track of documents to be turned in with your application. All application documents, even the recommendations, should be submitted by the deadlines listed below.

**Nursing Application Orientations**

You should attend one of the following nursing application orientations:

- September 4 from 4 p.m. - 5 p.m. in 490 SWKT – Wednesday
- September 5 from 2 p.m. - 3 p.m. in 490 SWKT – Thursday
- September 6 from 10 a.m. - 11 a.m. in 490 SWKT – Friday

**Deadlines/Appointments for Winter 2014 Nursing Applications**

All application documents are due between 7/1/2013 and 9/27/2013

<table>
<thead>
<tr>
<th>Associated Step</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Impromptu Essay</td>
<td>9/20/2013</td>
<td>3:00 PM</td>
<td>At Impromptu Essay Room</td>
</tr>
<tr>
<td>Application Due</td>
<td>9/27/2013</td>
<td>5:00 PM</td>
<td>online</td>
</tr>
<tr>
<td>Midterm ALL Grades Submissions</td>
<td>10/24/2013</td>
<td>5:00 PM</td>
<td>Nursing Advisement Center</td>
</tr>
</tbody>
</table>

**Application Steps**

Complete the following steps in order to complete your application.

**Re-Applicant Special Instructions**

Please email the advisement center specifying the items that you would like to use from your previous application. You can use scores from your previous application for the following steps: ACT/SAT, Service List, Impromptu Essay, CPR Certification, and Recommendation. Even though you have applied before, you still need to re-complete the Information Sheet, Essential Abilities, Background Check, Overall GPA, Personal information sheet, and any other steps you choose not to take a previous score for.

<table>
<thead>
<tr>
<th>Step</th>
<th>Completed</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Sheet</td>
<td></td>
<td>View your Completed Sheet</td>
</tr>
<tr>
<td>Essential Abilities</td>
<td></td>
<td>Sign the Essential Abilities</td>
</tr>
<tr>
<td>Background Check/Drug Screen: Informed Consent/Release Form</td>
<td></td>
<td>Sign the Consent Form</td>
</tr>
<tr>
<td>ACT / SAT / TOEFL Score</td>
<td></td>
<td>Review Test Score Information</td>
</tr>
<tr>
<td>Service List</td>
<td></td>
<td>Upload a Service History</td>
</tr>
<tr>
<td>Impromptu Essay</td>
<td></td>
<td>Upload your Impromptu Essay</td>
</tr>
<tr>
<td>Resumé (Optional)</td>
<td></td>
<td>Upload your Resumé</td>
</tr>
<tr>
<td>CPR Certification</td>
<td></td>
<td>View CPR Requirements</td>
</tr>
<tr>
<td>Recommendations</td>
<td></td>
<td>Setup your Recommendations</td>
</tr>
<tr>
<td>Overall GPA, Pre-Requisites, and Midterms</td>
<td></td>
<td>Review CPA and Pre-Requisites</td>
</tr>
<tr>
<td>Personal Information Sheet</td>
<td></td>
<td>Complete your Personal Information</td>
</tr>
</tbody>
</table>

**NOTE:** Files that are incomplete (missing any of the documents—including recommendations) will not be reviewed. It is the applicant’s responsibility to verify that all documents are received in the Undergraduate Nursing Advisement Center by the deadline.