

An aerial photograph of the Brigham Young University (BYU) campus. The image shows a large, modern university complex with numerous buildings, green lawns, and trees. In the background, there are large, rugged mountains under a clear blue sky. The text "BYU COLLEGE OF NURSING UNDERGRADUATE STUDENT HANDBOOK" is overlaid in white, serif font in the upper center of the image.

BYU

COLLEGE OF NURSING

UNDERGRADUATE STUDENT HANDBOOK

2022 – 2023

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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 carefully planned curriculum prepares you to become a generalist in nursing practice. Faculty, administration, and staff are available to assist students to progress toward this 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. The handbook is available on the College of Nursing website (<http://nursing.byu.edu>) and is subject to change.

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

May you enjoy a successful educational experience!

Section I

Introduction

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 extracurricular 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:

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.

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.

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.

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 BYU's 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

<https://aims.byu.edu/byu-mission-statement>

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)

<https://aims.byu.edu/aims-of-a-byu-education>

COLLEGE OF NURSING VISION, MISSION, VALUES

Vision

Guided by the truths of the gospel of Jesus Christ, we exemplify the Healer’s art by leading with faith and integrity; advancing the science of nursing; promoting health and wellness; alleviating suffering; and serving individuals, families, and communities.

Mission

The mission of the Brigham Young University College of Nursing is to learn the Healer’s art and go forth to serve.

Values

We value: Accountability; Collaboration; Compassion; Diversity, Equity, and Belonging; Innovation; Inspiration; Integrity; Learning; Service

CONGRUENCE WITH THE UNIVERSITY

The College of Nursing at Brigham Young University demonstrates its quality through congruence with the university aims, mission, and institutional objectives and by implementing professional standards, including the American Association of Colleges of Nursing (AACN) Essentials, and guidelines.

The mission, vision, values, goals and expected outcomes of the College of Nursing reflect professional standards and the gospel of Jesus Christ and are congruent with the aims, mission, and institutional objectives of the university. We hope that as you begin your education you will become familiar with the College of Nursing mission, vision, values, goals and expected program outcomes.

ACCREDITATION

The College of Nursing is a member of the American Association of Colleges of Nursing. The baccalaureate degree program in nursing at Brigham Young University is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>). 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.

LOCATION

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.

UNIVERSITY LIBRARY

Located in the center of campus, the Harold B. Lee Library (HBLL) 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 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 <http://guides.lib.byu.edu/nursing>.

Students can access Nursing databases such as CINAHAL and MEDLINE 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 [Research and Writing Center](#) or call (801) 422-2927. For library hours, visit the library's website.

COLLEGE OF NURSING FACILITIES

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

College of Nursing Learning Center

The Nursing Learning Center is an accredited state-of-the-art simulation center accredited by the [Society for Simulation in Healthcare](#). The Brigham Young University College of Nursing values and implements best practices for our simulation program for the best outcomes in the education of our students. Accreditation is an internationally recognized method of demonstrating quality to consumers and industries. By meeting the Society of Simulation standards in Healthcare (SSH) board of review, healthcare simulation centers show that they have the knowledge, skills, and facilities to deliver quality healthcare simulation. The college has multiple educators who have achieved certification through the SSH as Certified Healthcare Simulation Educators (CSHE).

The Mary Jane Rawlinson Geertson Nursing Learning Center (NLC) is a state-of-the-art simulation center located in 130 KMBL. The center is supported and guided by the College of Nursing administrative team and faculty through educational activities and financial support that align with the mission of the College of Nursing.

The NLC is part of Brigham Young University's College of Nursing. Our vision is to exemplify the Healer's art by leading with faith and integrity, advancing the science of nursing and healthcare, promoting health and wellness, alleviating suffering, and serving individuals, families, and communities. Through simulation, the NLC seeks to help our students learn the Healer's art through simulated activities that enable them to develop and serve as leaders of safe healthcare environments with expert clinical reasoning, refined procedure skills, and enhanced communication. The NLC is a

student-centered environment where the healing ministry of Jesus Christ is emulated by promoting safe health care, alleviating suffering, expanding knowledge and skills, and improving communication and teamwork.

The NLC provides various instructional methodologies to support nursing undergraduate and graduate nursing education. Students participate in communication, psychomotor and cognitive skills within a safe environment. Simulation activities allow students to apply clinical judgment and learn and practice skills in a simulated clinical setting. Nursing students can practice in a realistic learning environment, which can transfer into safe clinical practice. Students demonstrate open and respectful collaboration, utilizing effective teamwork in various diverse learning environments, such as acute care, pediatrics, obstetrics, critical care, and mental health practice areas.

All BYU College of Nursing courses have course objectives developed and approved by curriculum committees, Undergraduate Academic Council (UGAC), and Graduate Academic Council (GAC). The content and objectives of simulated learning experiences align with the course objectives and are approved by appropriate committees. The NLC Council works together to make executive program decisions in conjunction with the UGAC and GAC. Course coordinators develop, review, and update simulation scenarios annually to assure relevance. Student evaluations are completed in each course following the Simulated Learning Experience to ensure learning objectives are met.

The NLC consists of approximately 9000 square feet of space designated for experiential learning. It includes four debriefing rooms, six simulated patient rooms, five exam rooms, a wet-dry procedure training lab, a walk-in practice lab, a library circulation desk, a 10-bed skills lab, supply storage, and office spaces. These learning areas incorporate audiovisual equipment that assists students to receive feedback through audio video recordings and is often used to augment debriefing. The circulation desk houses the nursing library collection and is the central information help desk for students.

The NLC provides students with a realistic learning environment to enhance environmental fidelity. In the NLC, there are high-fidelity simulators as well as low-fidelity simulators. There are task trainers and wearable simulators designed to assist students in applying skills and knowledge required for nurses. Both undergraduate and graduate students participate in simulated learning activities that involve manikins and standardized patients. During these simulations, students have access to mock Electronic Health Records (EHR) and multiple medical equipment items to provide a realistic healthcare environment.

Nursing Learning Center hours include open hours Monday-Saturday. The Center is open some evenings until 6:30 p.m. and other evenings until 9:00 p.m. During spring and summer terms, open hours are reduced based on student needs and vary from year to year. The NLC closes all areas every Tuesday from 10:45 a.m. to 12:00 p.m. for devotionals or forums. Actual hours may vary, and are posted on NLC doors.

Student Study Rooms

Two areas are set aside for undergraduate nursing students. One study room is located on the 4th floor and the other is on the 1st floor across from the NLC. Both rooms are equipped with computer dataports. Food is allowed in the study rooms.

Computers

Computers are used extensively in the College of Nursing program and in healthcare facilities; therefore computer literacy is expected when accepted to the College of Nursing. Students need access to a computer for coursework. Open computer labs are available at varying hours across campus, specifically in the HBLL; however, students will need a private, quiet study area with stable internet for coursework. It is recommended that all students have a personal laptop.

Nursing Advisement Center

The College of Nursing Advisement Center (NAC) engages in clear and professional advising practices. Academic advising takes place in "situations in which an institutional representative gives insight or direction to a college student about an

academic, social, or personal matter. The nature of this direction might be to inform, suggest, counsel, discipline, coach, mentor, or even teach" (p. 3). Kuhn, T. (2008). Historical Foundations of Academic Advising. In Gordon, Habley and Grites. *Academic Advising: A Comprehensive Campus Process*. San Francisco: Jossey-Bass.

Academic advising is defined as "a developmental process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of these goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor; it is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a facilitator of communication, a coordinator of learning experiences through course and career planning and academic progress review, and an agent of referral to other campus agencies as necessary." Winston, Jr. R. B., Enders, S. C., & Miller, T. K. (Eds.) (March 1982). Developmental approaches to academic advising. *New Directions for Student Services*, 17.

The NAC assists nursing students with planning and progressing through their life goals which include but are not limited to the nursing program as well as higher education in general. The NAC staff are prepared to answer questions in regards to the Nursing program, it's curriculum (including pre-requisites), admission and application, general education courses, College of Nursing and BYU's policies and procedures, resources on campus and in the community, scholarships, graduation requirements, etc. The NAC also assists the Clinical Placement Team in recording the records of the required documentation for student clinical experiences such as immunizations, CPR, and forms (e.g. OSHA, Student Profile). Students are encouraged to schedule appointments to meet with an advisor each semester prior to starting the Nursing program and as often as the student needs while in the program.

Location and Contact Information:

551 Spencer W. Kimball Tower (KMBL)

BYU Campus Phone: (801) 422-4173

Fax: (801) 422-0536

E-mail: nursing_advisement@byu.edu

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

COLLEGE OF NURSING INSTRUCTION MODES

The College of Nursing uses the following instruction modes based upon university definitions as found at the following link: <https://enrollment.byu.edu/registrar/instruction-modes>. Faculty determine course instruction modes to enhance student learning.

To be successful in all instruction modes, each student needs access to a computer with stable internet connection and a quiet, private study area.

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.

Clinical educational experiences are generally located in 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. Students must complete clinical placement paperwork by required deadlines in order to attend clinicals the following semester. Multicultural and international clinical experiences are also available during a specific spring term in the program.

Section II

Admission Process

APPLICATION PROCESS

Students interested in applying to the College of Nursing can access the application on-line during open application periods at <http://nursing.byu.edu/MyTasks/Apply/>, and log in with their Route Y Net ID and password. Candidates are encouraged to meet with an advisor in the Nursing Advisement Center prior to application. Applications must be filled out by the applicant himself/herself, whether home or abroad. Application dates and acceptance criteria are available online and through the Nursing Advisement Center. Final acceptance into the BYU Undergraduate nursing program is determined using a holistic admissions process. This includes review and assessment of all aspects of the admission application, the Admission Committee members' professional judgment, and the best interest of the nursing profession. The Committee's decision is final. Students who are not accepted into the nursing program may reapply only once and are encouraged to meet with a Nursing Advisor to review their application.

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.

The following minimum requirements have been established for consideration for admittance into the baccalaureate nursing program.

1. Be fully matriculated at BYU.
2. Complete with a passing grade the following pre-requisite courses: Chem 285, NDFS 100, CELL 220, and Human Development (SFL 210 or Psych 220). In addition, complete a minimum of at least 16 hours from the university core.
 - a. Grades must be posted on the BYU transcript for all pre-requisite courses by the application deadline. For transfer students, all equivalent pre-requisite classes being transferred to BYU must be posted on BYU transcripts prior to application deadline. All Independent Study classes (if taken) need to have grades posted on transcript by application deadline.
 - b. No mid-term grades will be accepted.
 - c. Credit Limit Policy: In order to be eligible to apply to the College of Nursing, a student must have at least 25 total credit hours (including pre-requisites), no more than 75 BYU credit hours, and no more than 100 total credit hours (transfer + BYU).
 - d. Students are required to maintain a "C" grade or above in all nursing courses, including prerequisite and supporting courses. A grade of "C-" or lower is not considered passing.
3. Complete an online application as described on the BYU College of Nursing website.

ACCEPTANCE TO PROGRAM

Applicants are accepted twice a year for Fall and Winter semesters. Contact the NAC for more information regarding application deadlines. Typically, 64 students are accepted to begin Fall and Winter semesters.

Applicants are evaluated on a variety of criteria, which may include some or all of:

- a. GPA
- b. ACT/SAT, TOEFL (if needed)

- c. Written communication skills (short answer essay question)
- d. Healthcare experience
- e. Recommendations from any one not related to you or a family friend
- f. Standardized assessment to measure attributes necessary to be a successful registered nurse
- g. Resume
- h. Interview
- i. Additional documents as found in the application

The College of Nursing does not defer acceptance into the program. If you intend to serve a mission, you should apply after your missionary service. Deferment from the program, for any reason, must be petitioned and approved. Therefore, there is no guarantee a deferment will be approved. (Please see the section on Deferment for more information.)

ACCEPTANCE OF TRANSFER STUDENTS

Students transferring from another college or university to Brigham Young University into the College of Nursing will follow the same application requirements and course sequence as other students. Please check with the Nursing Advisement Center in regards to the transfer of ACT scores and equivalent courses from other colleges.

The following criteria are required of transfer students:

1. Have all transcripts and ACT/SAT scores sent to BYU.
2. If any nursing pre-requisite classes (that were also approved by the College of Nursing Advisement Center) were completed at another college or university, grades must be posted on the transcripts sent to BYU.
3. Complete all requirements for BYU Admissions as found on their website:
<https://admissions.byu.edu/transfer-applicants>
4. Students may request that nursing specific courses taken at other colleges or universities be transferred to the nursing program. To do this, contact the secretary in the Nursing Advisement Center to have courses evaluated for equivalency.
5. Transfer students from other nursing programs should follow these procedures:
 - a. Students who transfer from other baccalaureate nursing programs may request that general education courses from their previous school 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 NAC (551 KMBL) 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 NAC coordinates the evaluation of nursing courses that may be transferred to the BYU degree. To initiate this process, the student needs to contact the NAC.

ENGLISH AS A SECOND LANGUAGE STUDENTS

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. After completing the TOEFL, take the OPI/IELTS package exams. OPI is a speaking exam and IELTS is a writing exam. Talk to the Nursing Advisement Center (NAC) for more details for the OPI/IELTS exam package.

ACCEPTANCE POLICY FOR LICENSED PRACTICAL NURSES

Brigham Young University College of Nursing accepts Licensed Practical Nurses who desire a baccalaureate degree in nursing. Transfer classes will need to be evaluated by the NAC. Students with LPN licensure follow the same requirements and course sequencing as generic students. (See Appendix Document 17: Curriculum Guide) Contact the NAC for additional information.

ACCEPTANCE POLICY FOR REGISTERED NURSES

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

Section III

College of Nursing Requirements

After admission/acceptance, students will have admission requirements to complete. They will need to complete the admission packet, attend all orientations, and complete associated assignments.

Various government and healthcare agencies require student compliance documents. Students are responsible to fulfill and maintain the requirements, obtain appropriate documentation, and see that the documentation gets to the appropriate office in a timely manner. Newly admitted (1st semester) students are to submit documents to the Nursing Advisement Center (NAC) in 551 KMBL. Continuing students (semesters 2-6) are to submit documents to the Clinical Placement Team in 400 KMBL. Some clinical agencies may require additional compliance documentation. Students may not attend clinical, register for classes, or select clinical preferences if the required documents are not current.

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS

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 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.

Scope

This policy applies to all students accepted to the BYU undergraduate nursing program.

Policy

1. 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.
2. Background checks and drug screens will be required of all students accepted to the program.
3. 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.
4. 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.
5. 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 and Research for review and action.
6. 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.

Procedure

1. 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 CON.

2. Waiver/Consent: The College of Nursing Informed Consent/Release form must be signed and returned by the requesting student to the CON. A copy of this release may be obtained for personal records.
3. Obtaining a Background Check and Pre-Enrollment Drug Screen
 - a. The background check and drug screen will be initiated by the student as part of the routine acceptance process. Background checks will be run by the Clinical Placement Team after acceptance into the program. Students will need to complete their background check form online and pay the fee by the date specified. 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. An email will come from the Clinical Placement Team with more information on the process.
 - b. A drug screen must be obtained from any credible drug screen company. Some suggested organizations are on the instruction page.
 - c. All expenses associated with background checks and drug screens are the sole responsibility of the requesting student.
4. Random, For-Cause, and Scheduled Periodic Drug Screens for Enrolled Nursing Students
 - a. 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.
 - b. 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.
 - c. The university reserves the right to conduct periodic testing on a regularly scheduled basis for nursing students in designated departments, classifications or workgroups.
 - d. 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: Nursing students who refuse to submit to a drug screen are subject to immediate removal from the nursing program.
5. Positive Background Checks and Drug Screens:
 - a. The existence of a positive background check (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 or has a conviction, the student will be temporarily suspended from clinical work while the matter is reviewed.
 - b. 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.
 - c. 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 Associate Dean of Undergraduate Studies and Research.
 - d. Right to Explain Screening Results
 - i. 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.
 - ii. 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.
 - e. Right to Review Records: 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. Results:

- a. Confidentiality: Reasonable efforts will be made so that results of criminal background checks. Drug screens are kept confidential with only those personnel having a legitimate need to know being authorized to review results.
- b. College of Nursing access to results: The NAC and the Clinical Placement Team 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 NAC or Clinical Placement Team will notify the student in writing requesting additional information, and will refer the report to the Associate Dean of Undergraduate Studies and Research.
- c. Admission/participation: Based on the results of the criminal background checks and drug screen, the Associate Dean of Undergraduate Studies and Research reserves the right to extend or withhold acceptance or continued participation in the BYU College of Nursing.
- d. 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.

INSURANCE

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

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.

In addition, the University Office of Cooperative Education and Internships requires that all students who have educational experiences off campus must sign and submit upon admission a Student Agreement form to the 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.

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 of 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 Appendix: [Student Incident Procedures](#))

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.

CARDIO-PULMONARY RESUSCITATION CERTIFICATION

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.

A signed copy of the front and back of your CPR certification or a signed printout of your certification is to be submitted to the appropriate office after completion of a (renewal) course. For newly admitted students the appropriate office is the NAC and for continuing students that is the Clinical Placement Team. The students' signature and expiration date are required on the card.

PHYSICAL EXAMINATIONS/HEALTH HISTORY

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 NAC and are sent with the acceptance packet. Due to the intensity of the nursing program, significant health needs should be resolved prior to beginning the program.

IMMUNIZATIONS

Measles, Mumps, Rubella or MMR

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

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 must be accompanied by the laboratory report which the student will submit to the NAC with the completed physical form.

TB Test

Students are required to get either 2-step TB tests or a QuantiFeron test upon admission to the program. A copy of the TB results must be given to the NAC upon admission to the program. Students will not be allowed in clinical without current 2 Step TB information. More information is found in the acceptance packet. If a student is exposed to TB or has lived in a high risk area for TB, they may be asked to re-submit a new 2-step TB to the Clinical Placement Team before resuming clinical.

Students who test positive for TB are required to get the QuantiFeron test. It is strongly recommended that you follow up with their health care provider. If you test positive you will not be able to begin clinical experiences. 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 may continue. Attendance at clinical and registration for subsequent Nursing semesters can be blocked if this information is not in your permanent file with the Clinical Compliance Team.

Tetanus/Diphtheria/Pertussis or Tdap

Students must have "current" Tetanus/Diphtheria/Pertussis or Tdap (a.k.a. ADACEL) and provide verification of that vaccination to the appropriate office 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. The Tdap is good for 10 years.

Polio Immunization

Students are required to report Polio immunization. Any record of this childhood immunization will work. It is called OPV or IPV.

Varicella (Chicken Pox)

Students must provide a record of 2 Varicella shots or a titer. Having contracted chicken pox and reporting that is not adequate for this requirement. Those who have not had Varicella are required to have the Varicella immunization. Documentation verifying the immunization must be provided to the appropriate office.

Influenza (Flu)

Students are required to report annual influenza vaccination. Influenza immunizations must be done in September/October annually. The Clinical Compliance Team will send out an email with a deadline.

COVID-19

Students must comply with clinical facilities' COVID-19 immunization requirements to complete clinical learning experiences and progress in the program.

Hepatitis B (HBV)

Students are required to submit the records for the HBV series and a titer proving immunity. More details are provided in the acceptance packet.

- a. **Turn in all the Hep B shots you have received in your lifetime.**
- b. **If you have NOT already received the Hep B series** you will need to start the series during your first semester of nursing. Submit your immunization documents to the CCT after each shot. The College of Nursing will pay for the Hep B series ONLY if the immunizations are administered at the BYU Student Health Center AND if you have never received any shot in the Hep B series before. Also, in order for the College to pay you must 1st come and fill out a form with the CCT and 2nd, schedule the immunization yourself. While your Hep-B vaccinations do not need to be completed in order to register for 1st semester, they will need to be completed in order to register and attend clinical for subsequent semesters.
- c. **If you cannot receive the Hep-B shot series due to a medical reason** you will need to talk the CCT, bring in a doctor's note and fill out the "Liability Release Agreement" form. Ask the CCT for the form.
- d. **Titer required** – Once you have completed the Hep B 3 shot series – students will need to wait AT LEAST 6 weeks before they can get a titer (blood draw) that shows immunity. Most students will have completed your 3 shot series as children and can go straightaway to get your titer. If your titer comes back as Non-Immune then the student will need to immediately get a Hep B shot (you can choose from the 3 shot series or the new 2 shot series), then, wait 4-6 weeks and get a titer again. The titer must show immunity. If you have questions as to the timing or instructions please ask the CCT. All documentation of shots, titers and results need to be turned into the CCT.

Occupational Safety & Health Administration (OSHA)

In the second semester of the program, students will be required to complete the OSHA training, found on the college website, prior to attending clinical. Students are required to complete all three online steps.

TECHNICAL STANDARDS

Students will sign a statement agreeing to the College of Nursing Technical Standards. (Appendix: Acceptance Packet) If a student is unable to meet the Technical Standards, they may be temporarily suspended from certain College of Nursing activities until a specified healthcare provider deems otherwise.

STUDENTS WITH DISABILITIES

If a student suspects or is aware of a disability, the student is strongly encouraged to contact the University Accessibility Center (UAC) located at 2170 WSC (801-422-2767) as soon as possible. A disability is a physical or mental impairment that substantially limits one or more major life activities. Examples include vision or hearing impairments, physical disabilities, physical and/or mental health chronic illnesses, learning disorders, and attention disorders (e.g., ADHD). When registering with the UAC, the disability will be evaluated and eligible students will receive assistance in obtaining reasonable university and college approved accommodations.

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. (Appendix: Acceptance Packet)

OTHER 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. Students must also understand and sign the Liability and Release forms sent in the acceptance packet. (Appendix: Acceptance Packet)

EXPECTATION OF NURSING STUDENTS

Professional and academic expectations of students are outlined in the acceptance packet. (Appendix: Acceptance Packet)

Section IV

Program Information

PROGRAM DESCRIPTION

The Brigham Young University College of Nursing, fully approved by the Utah State Board of Nursing, and accredited by the Commission on Collegiate Nursing Education, offers a baccalaureate program leading to a Bachelor of Science degree. 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>). All students completing the Bachelor of Science program are eligible to sit for the National Council Licensing Examination (NCLEX-RN) necessary to become a registered nurse. The baccalaureate curriculum is based on the University Mission and Aims, the College Mission, Vision, and Values, and the AACN Baccalaureate Essentials.

Following completion of prerequisites 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 than 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.

For the course schedule, please see the Curriculum Guide in the Appendix: Document 16. For course descriptions, please refer to the University Catalog at <https://catalog.byu.edu/>.

PROGRAM OUTCOMES

The following provides a description of what the undergraduate students should be able to do upon completion of the program:

1. **Integration of Gospel Values:** Integrate the principles of the Gospel of Jesus Christ as part of scientific problem solving, caring holistically for diverse populations, personal health and well-being, and life-long learning.
2. **Interprofessional Communication and Collaboration:** Communicate and collaborate among interdisciplinary healthcare professionals to foster team respect and trust, and deliver high quality patient-centered and population-based care.
3. **Professionalism:** Exemplify and advocate for the nursing profession using the values of altruism, excellence, caring, civility, autonomy, human dignity, integrity, and social justice that are fundamental to the discipline of nursing.
4. **Baccalaureate Generalist Nursing Practice:** The baccalaureate graduate nurse is prepared to practice with patients, including individuals, families, groups, communities, and populations across the lifespan and across the continuum of healthcare environments. The baccalaureate graduate understands and respects the variations of care, the increased complexity, and the increased use of healthcare resources inherent in caring for patients.
5. **Liberal Education:** Experience liberal education that provides the cornerstone for the practice and education of nurses.
6. **Quality of Nursing Care Delivery, Patient Safety, and the Health Care System:** Exhibit clinical judgment, knowledge and skills in leadership, quality improvement and patient safety that are necessary to provide high quality patient-centered and population-based health care.
7. **Clinical Prevention and Population Health:** Support health promotion and disease prevention across the lifespan by advocating for individuals, families, communities, and populations to improve population health.

8. **Healthcare Policy, Finance and Regulatory Environments:** Describe how healthcare policies, including financial and regulatory, directly and indirectly influence the nature and functioning of the healthcare system and thereby are important considerations in professional nursing practice.
9. **Information Management and Technology:** Demonstrate clinical judgment, knowledge and skills in data management and patient care technology to guide quality patient-centered care.
10. **Scholarship for Evidence Based Practice:** Deliver patient-centered and population based care grounded in the translation of current evidence into nursing practice and reflective of sound clinical judgment linking theory, practice, and research.

COURSE DESCRIPTIONS & LEARNING OUTCOMES

A complete list of courses as well as the course descriptions can be found online on the BYU Catalogue.

<https://catalog.byu.edu/courses?cd=9>

Please see the academics tab, "Undergraduate Program Outcomes" on the Nursing website at <http://nursing.byu.edu>.

CREDIT HOUR EQUIVALENT

Clock hour (50 minutes) equivalent for a credit hour is as follows:

Didactic: 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

COURSE SEQUENCING

The tables below show the tracking through the nursing curriculum for students who begin Fall or Winter semester. This tracking sequence is subject to change.

Fall Program Admits Prior to Fall 2023

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 the program is uninterrupted.

FALL	WINTER	FALL	WINTER	SPRING	FALL	WINTER
Nurs 294 Health Assessment & Promotion 3 credits	Nurs 291 Nursing Care of the Older Adult 2 credits	Nurs 300 Pharmacology in Nursing 3 credits	Nurs 339 Ethics in Nursing 2 credits	Nurs 404* 3.5 - 6 credits	Nurs 461 Psych / Mental Health Nursing 2.5 credits	Nurs 491 Nursing Capstone 2 credits
CELL 305 Human Physiology 4 credits	Nurs 292 CI Prac Nursing Older Adult 1.5 credits	Nurs 320 Scholarly Inquiry in Nursing 3 credits	Nurs 351 Nurs Care of Women & Newborns 2 credits		Nurs 462 CI Prac Psych/ Mental Health Nurs 2 credits	Nurs 492 CI Prac Nursing Capstone 5 credits
MMBio 221 General Microbiology 3 credits	Nurs 295 Fund. Nursing Concepts & Care 2 credits	Nurs 341 Acute & Chronic Illness 3 Credits	Nurs 352 CI Prac Women & Newborns 2 Credits		Nurs 471 Nursing Care of Adults in Crisis 3 Credits	
MMBio 222 Gen Microbiology Lab 1 credit	Nurs 296 Population Health Nursing 1.5 credit	Nurs 342 CI Prac Acute & Chronic Illness 3.5 credits	Nurs 361 Nursing Care of Children & Families 2 credits		Nurs 472 CI Prac Adults in Crisis 2.5 credits	
Nurs 290 Think Like a Nurse 1 credit	Nurs 298 Nursing Skills II 1 credit	Nurs 348 Nursing Skills III 1 credit	Nurs 362 CI Prac Children & Families 1 credits		Nurs 478 Nursing Skills V .5 credit	
	CELL 365 Pathophysiology 4 credits		Nurs 403 Public & Global Health 3 credits			
	Stats 121 Prin. of Statistics 3 credits		Nurs 378 Nursing Skills IV 1 credit			

			Psych 111 Intro to Psych Sci 3 credits			
12 credits	15 credits	13.5 credits	16 credits	3.5 credits	11 credits	7 credits

Winter Admits Prior to Fall 2023

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 the program is uninterrupted.

WINTER	FALL	WINTER	FALL	WINTER	SRPING	FALL
Nurs 294 Health Assessment & Promotion 3 credits	Nurs 291 Nursing Care of the Older Adult 2 credits	Nurs 300 Pharmacology in Nursing 3 credits	Nurs 339 Ethics in Nursing 2 credits	Nurs 461 Psych / Mental Health Nursing 2.5 credits	Nurs 404* 3.5 - 6 credits	Nurs 491 Nursing Capstone 2 credits
CELL 305 Human Physiology 4 credits	Nurs 292 CI Prac Nursing Older Adult 1.5 credits	Nurs 320 Scholarly Inquiry in Nursing 3 credits	Nurs 351 Nurs Care of Women & Newborns 2 credits	Nurs 462 CI Prac Psych/ Mental Health Nurs 2 credits		Nurs 492 CI Prac Nursing Capstone 5 credits
MMBio 221 General Microbiology 3 credits	Nurs 295 Fund. Nursing Concepts & Care 2 credits	Nurs 341 Acute & Chronic Illness 3 Credits	Nurs 352 CI Prac Women & Newborns 2 Credits	Nurs 471 Nursing Care of Adults in Crisis 3 Credits		
MMBio 222 Gen Microbiology Lab 1 credit	Nurs 296 Population Health Nursing 1.5 credit	Nurs 342 CI Prac Acute & Chronic Illness 3.5 credits	Nurs 361 Nursing Care of Children & Families 2 credits	Nurs 472 CI Prac Adults in Crisis 2.5 credits		
Nurs 290 Think Like a Nurse 1 credit	Nurs 298 Nursing Skills II 1 credit	Nurs 348 Nursing Skills III 1 credit	Nurs 362 CI Prac Children & Families 1 credits	Nurs 478 Nursing Skills V .5 credit		
	CELL 365 Pathophysiology 4 credits		Nurs 378 Nursing Skills IV 1 credit	Nurs 403 Public & Global Health 3 credits		
	Stats 121 Prin. of Statistics 3 credits		Psych 111 Intro to Psych Sci 3 credits			
12 credits	15 credits	13.5 credits	13 credits	14 credits	3.5 – 6.0 credits	7 credits

Fall Program Admits Fall 2023 or After

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 the program is uninterrupted.

FALL	WINTER	FALL	WINTER	SPRING	FALL	WINTER
Nurs 294 Health Assessment & Promotion 2 credits	Nurs 296 Population Health Nursing 2 credit	Nurs 320 Sci. Inquiry & Informatics 3 credits	Nurs 351 Care of the Family - Women 2 credits	Nurs 404* 3.5 - 6 credits	Nurs 461 Psych / Mental Health Nursing 2.5 credits	Nurs 491 Nursing Capstone 2 credits
CELL 305 Human Physiology 4 credits	Nurs 295 Fund. Nursing Concepts & Care 2 credits	Nurs 361 Care of the Family – Children 2 credits	Nurs 352 Care of the Family – Women CI Pr 2 Credits		Nurs 462 CI Prac Psych/ Mental Health Nurs 1.5 credits	Nurs 492 CI Prac Nursing Capstone 5 credits
MMBio 221 General Microbiology 3 credits	Nurs 292 CI Prac Fundamentals 1.5 credits	Nurs 362 Care of the Family – Ch CI Pr 1 credit	Nurs 371 Care of the Family – Older Adult 2 credits		Nurs 471 Nursing Care of Adults in Crisis 3 Credits	Nurs 339 Ethics in Nursing & Healthcare Adv. Writing 3 credits

MMBio 222 Gen Microbiology Lab 1 credit	Nurs 298 Nursing Skills II 1 credit	Nurs 341 Nurs Care of Adults w/ Illness 3 Credits	Nurs 372 CI Prac Chronic Disease Mgmt 2 credits		Nurs 472 CI Prac Adults in Crisis 2.5 credits	
Nurs 290 Think Like a Nurse 1 credit	Nurs 300 Applied Pharmacology 3 credits	Nurs 342 CI Prac Acute & Chronic Illness 2.5 credits	Nurs 403 Public & Global Health 3 credits		Nurs 478 Nursing Skills V .5 credit	
Nurs 288 Nursing Skills I 1 credit	Nurs 302 Applied Pathophysiology 3 credits	Nurs 348 Nursing Skills III 1 credit	Nurs 378 Nursing Skills IV 1 credit			
	Stats 121 Prin. of Statistics 3 credits					
12 credits	15.5 credits	14.5 credits	16 credits	3.5 credits	10 credits	10 credits

Winter Admits After Fall 2023

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 the program is uninterrupted.

WINTER	FALL	WINTER	FALL	WINTER	SPRING	FALL
Nurs 294 Health Assessment & Promotion 2 credits	Nurs 296 Population Health Nursing 2 credit	Nurs 320 Sci. Inquiry & Informatics 3 credits	Nurs 351 Care of the Family - Women 2 credits	Nurs 471 Nursing Care of Adults in Crisis 3 Credits	Nurs 404* 3.5 - 6 credits	Nurs 491 Nursing Capstone 2 credits
CELL 305 Human Physiology 4 credits	Nurs 295 Fund. Nursing Concepts & Care 2 credits	Nurs 361 Care of the Family – Children 2 credits	Nurs 352 Care of the Family – Women CI Pr 2 Credits	Nurs 472 CI Prac Adults in Crisis 2.5 credits		Nurs 492 CI Prac Nursing Capstone 5 credits
MMBio 221 General Microbiology 3 credits	Nurs 292 CI Prac Fundamentals 1.5 credits	Nurs 362 Care of the Family – Ch CI Pr 1 credit	Nurs 371 Care of the Family – Older Adult 2 credits	Nurs 478 Nursing Skills V .5 credit		Nurs 339 Ethics in Nursing & Healthcare Adv. Writing 3 credits
MMBio 222 Gen Microbiology Lab 1 credit	Nurs 298 Nursing Skills II 1 credit	Nurs 341 Nurs Care of Adults w/ Illness 3 Credits	Nurs 372 CI Prac Chronic Disease Mgmt 2 credits	Nurs 461 Psych / Mental Health Nursing 2.5 credits		
Nurs 290 Think Like a Nurse 1 credit	Nurs 300 Applied Pharmacology 3 credits	Nurs 342 CI Prac Acute & Chronic Illness 2.5 credits	Nurs 378 Nursing Skills IV 1 credit	Nurs 462 CI Prac Psych/ Mental Health Nurs 1.5 credits		
Nurs 288 Nursing Skills I 1 credit	Nurs 302 Applied Pathophysiology 3 credits	Nurs 348 Nursing Skills III 1 credit		Nurs 403 Public & Global Health 3 credits		
	Stats 121 Prin. of Statistics 3 credits					
12 credits	15.5 credits	14.5 credits	13 credits	13 credits	3.5 -6 credits	10 credits

Section V

Student Progression Through The Curriculum

REGISTRATION INFORMATION

The Nursing Advisement Center (NAC) will notify students via email regarding the registration process.

MAJOR AND MINOR POLICIES

Once accepted into the nursing program, Nursing becomes the primary major and all college policies apply. If a student has declared a minor and/or double (second) major prior to being accepted into Nursing, minors and/or double majors will automatically be dropped upon acceptance into the nursing program. In order for minors or double majors to be added, students must go through the approval process.

Double Major Policy: Double (second) majors are rare and need to be approved by the college. Contact the NAC in order to petition a second major. The official policy can be found at: <https://catalog.byu.edu/policy/graduation>.

Minor Policy: Minors can be a wonderful addition to a student's BYU educational experience. However, if not properly planned, a minor can extend a student's graduation longer than anticipated which may not only affect the student seeking the minor, but could also affect other students who desire a BYU experience. All students seeking to add a minor are required to complete the Nursing Minor Form before a minor can be added, with the exception of the Gerontology Minor. The Nursing Minor Form must be completed before a student applies for graduation in their fifth semester of the program. If adding a minor will require you to enroll in more than 8 fall/winter semesters, please include spring/summer classes in your plan. Please allow up to two weeks for the review process. You will be notified once your minor is approved or denied. Students will not be allowed to add a minor if it extends their graduation timeline. If a student reaches their Capstone semester and there is no way to complete their minor while in Capstone, the minor will be dropped automatically.

GENERAL GUIDELINES FOR ALL STUDENTS

1. Students are responsible for making certain that they are registered for the proper courses.
2. Nursing course requirements must take precedence over work, non-nursing classes, or other outside activities. Attendance is an expectation. 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 as 5:30 am. Students need to plan accordingly. Students are also 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. Clinical assignments are located in various locations along the Wasatch front. In addition, a Public & Global Health in Nursing practicum provides the opportunity for some students to travel abroad. However, local opportunities are available.
3. Students are expected to follow the prescribed curriculum plan, including the plan for general education courses. Failure to do so may impede progression in the program. Please see the Nursing Advisor for questions regarding the curriculum plan.
4. Students must complete all courses in a given semester before they can progress in the program. Students who receive an unsatisfactory grade (C- or lower) in nursing or nursing-related courses will be dismissed from the program. Students may petition to reapply to the program and repeat the class.
5. To advance in the nursing program, students are required to:
 - a. Maintain a C grade or better in all nursing-related courses (pre-requisites, supporting, and nursing core classes)
 - b. Maintain an overall and nursing grade point average (GPA) of 3.0 per semester
 - c. Maintain academic and non-academic standards of the University
 - d. Complete all courses from previous semesters as outlined in the MAP

6. 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.
7. Students should seek assistance from the Nursing Advisement Center (NAC) regarding any questions or problems related to progression through the program. Students can access their progress report on MyMAP (accessed through the BYU website) or receive one from the NAC. Students are responsible for checking for errors and should notify the NAC immediately. Failure to do so may delay graduation. Current registration status is included on MyMAP. Students check MyMAP for:
 - a. Identification information (name, address, etc.)
 - b. Correct listing of completed and uncompleted courses
 - c. Graduation deficiencies
 - d. Transfer credit
8. Students are responsible to keep all their contact information up-to-date. This can be updated on MyMAP. Students should notify both the University and the NAC of any name changes.
9. Incomplete grades in courses are only given in compliance with university policy. Refer to:
<https://enrollment.byu.edu/registrar/incomplete-contracts>

EXPERIENTIAL LEARNING

Inspired learning encompasses three sections—mentoring, innovative teaching and experiential learning. Experiential Learning allows both educational and meaningful experiences outside of the classroom through internships, studying abroad, performances, field studies, touring and service projects. These experiences deepen learning and lead to inspiration.

Experiential learning in the College of Nursing may include but is not limited to mini-internships, clinical practicums, simulation/lab experiences, research and teaching assistants, Public & Global Health experiences, etc.

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.

Research Assistants / Teaching Assistants

Students interested in becoming Research or Teaching Assistants should complete an application on the College of Nursing website (RA/TA Application).

Research Assistants (RA)

Students interested in research can find faculty specialties on the College of Nursing homepage. Students whose interests align with these faculties should contact the faculty directly.

<https://apps.nursing.byu.edu/research/FacultySpecialties/default.aspx>

Students who participate in research may have an opportunity to present findings at local, regional, national, and international venues. Experiential learning funds may be available for hourly wages, scholarships, and conference attendance.

Teaching Assistants (TA)

Students can contact faculty if interested in a TA position. Faculty will direct students in TA activities including but not limited to Learning Suite course set-up, responding to students, pre-grading assignments, entering grades, and other classroom tasks.

Public and Global Health Experience

In the spring following the completion of the fourth or fifth semester of the nursing program, students are required to participate in an in depth public and global health clinical experience. The college sponsors international and local sites. More information can be found on the College of Nursing website <https://nursing.byu.edu/public-and-global-health-nursing>

Section VI

Student Retention

STANDARDS OF CONDUCT

Honor Code

Brigham Young University, Brigham Young University-Hawaii, Brigham Young University-Idaho, and LDS Business College exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved through commitment to conduct that reflects those ideals and principles. Members of the faculty, administration, staff, and student body at BYU, BYU-H, BYU-I, and LDSBC are selected and retained from among individuals who voluntarily live the principles of the gospel of Jesus Christ. Observance of such is a specific condition of employment and admission. Those individuals who are not members of The Church of Jesus Christ of Latter-day Saints are also expected to maintain the same standards of conduct, except church attendance. All who represent BYU, BYU-H, BYU-I, and LDSBC are to maintain the highest standards of honor, integrity, morality, and consideration of others in personal behavior. By accepting appointment on the faculty, continuing in employment, or continuing class enrollment, individuals evidence their commitment to observe the Honor Code standards approved by the Board of Trustees "at all times and . . . in all places" (Mosiah 18:9).

Please refer to the following link for the complete Honor Code: <https://policy.byu.edu/view/index.php?p=26>

Integrity and Honesty

The first injunction of the 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" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist 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.

Please refer to the following link for the complete Academic Honesty Policy:

<https://policy.byu.edu/view/index.php?p=10>

Procedure for dealing with academic dishonesty

- 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.

ACADEMIC PERFORMANCE

Grading

All nursing courses will be graded with a letter grade: A, B, C, D, E.

Didactic (classroom) 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.

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 unless it is assigned as the final exam.

Specific grading criteria is outlined in individual course syllabi. However, College of Nursing grading is broken down as follows:

A	95–100
A-	90–94.9
B+	87–89.9
B	83–86.9
B-	80–82.9
C+	77–79.9
C	73–76.9

Failure in Course Work

Students are responsible to monitor their own academic progress. If a student is struggling academically, it is his/her responsibility to contact his/her faculty member. If problems, violations, or deficiencies are recognized, the faculty may notify the student, in writing, of possible failure.

Students are responsible for acknowledging receipt of notification and are strongly encouraged to meet with the faculty to discuss the issues. All documentation is to be given to the NAC Supervisor and Associate Dean of Undergraduate Studies and Research.

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

Withdrawal

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

Students who withdraw from the program will not receive special consideration but will be reviewed with all other applicants for readmission. Only one reapplication is allowed.

Deferment

The BYU Nursing Program is a lock-step sequential program. Therefore, deferments for any reason from the program must be petitioned and approved on a case-by-case basis. There is no guarantee a deferment will be approved.

If a deferment is granted, the student may have to repeat coursework. Students who defer for any reason will be assessed for nursing clinical, didactic, and lab competency prior to returning to the program. This may result in the student being required to do clinical pass-offs, comprehensive written exams, repeating the entire semester completed prior to deferral, etc. This will delay the student's expected graduation. When a student defers from the nursing program, they create a hole in the program that cannot be filled by another student. Therefore, if the student intends to serve a mission, the student should apply to the College of Nursing after the mission service has been completed.

Students need to contact the NAC for help with the deferment process. Students will need to apply for deferment online. The Dean of the College of Nursing will need to approve all requests before receiving deferment. The student will also be required to renew their CPR certification 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.

Dismissal

Students may be dismissed from the BYU College of Nursing program for a variety of reasons including, but not limited to unprofessional behavior, honor code violation, failure to comply with College of Nursing policies, failure in required coursework and/or withdrawal pending failure, etc.

Reinstatement

After dismissal, students may seek reinstatement to the nursing program by contacting the NAC Supervisor for instructions. It will include a written letter to the Associate Dean of Undergraduate Studies and Research, accompanied by a reapplication form available in the NAC. The letter should include self-reflection on reasons for dismissal and a clear plan for future success.

Students who apply for reacceptance 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 deferment. The decision for reacceptance into the program is the responsibility of the Associate Dean of Undergraduate Studies and Research who will notify the student within 30 days of receiving the reapplication packet. Students are required to contact the NAC Supervisor and Associate Dean of Undergraduate Studies and Research within one (1) week of notification of reinstatement decision.

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

- a. Recommendation of the faculty members.
- b. Past clinical and didactic performance in nursing courses (including professionalism).
- c. Student grades.
- d. Student's ability to demonstrate that he/she can be successful in nursing.
- e. Student is not on University Warning or Probation, including Honor Code, and does not have an incomplete in other courses.
- f. Space is available in the semester being repeated.
- g. Professional judgment and other documentation requested by the Associate Dean of Undergraduate Studies and Research.

Section VII

Professionalism

Professionalism is integrated throughout all aspects of nursing practice. High standards of behavior and attitude are consistent with the profession and the mission, vision, and values 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 nursing conduct. The overarching resources for this document are taken from the American Nurses Association Code of Ethics for Nurses (<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>) and BYU Honor Code (<https://policy.byu.edu/view/church-educational-system-honor-code>). The student is responsible and accountable for the specifics contained within each document.

PROFESSIONAL BEHAVIOR

Students are expected to demonstrate appropriate professional behavior in all instruction modes and settings. Failure to demonstrate professional behavior may result in a lower grade, failure in a course, and dismissal from the College of Nursing regardless of performance in other aspects of the course or program.

Attendance

Attendance is an expectation for all nursing courses, clinicals, and labs. Permission to be absent is granted only for illness and unexpected problems of grave significance. Absences without granted permission are unacceptable and may result in course failure. Excused absences, depending on the amount, may also result in course failure. An instructor may request a physician's signed statement justifying the absence of the student. If health problems interfere with the quality and completion of course requirements, the student may be asked to withdraw or take an incomplete.

When in attendance for class (in any instructional mode), conferences, or other College of Nursing sponsored activity, students are expected to participate. It is unprofessional to read, talk, or do homework during a presentation. To facilitate learning of all students, infants or children are not to be brought to lecture, lab, or conferences.

During class, lab, clinicals, or conferences cell phones should not be used for personal use.

Coursework Policy

Late Assignments

Students are expected to submit all assignments on time. If assignments are submitted late, 10% of the assignment points will be deducted per late submission day up to five days after due date. No assignments will be accepted after five late days. Faculty members have the right to state that an assignment must be turned in on time.

Failure to Complete Assignments

Students are expected to complete all assignments with a cumulative passing grade of 73%. If students fail to complete course assignments (regardless of point value), they risk course failure.

Academic Honesty

In alignment with BYU's Academic Honesty Policy <https://policy.byu.edu/view/academic-honesty-policy>, we expect academic honesty. With technology advancements, standardized test content and artificial intelligence available online, we remind students they are expected to complete assignments and examinations on their own. Obtaining test content from the internet or any other sources for tests is dishonest and may be grounds for course failure and dismissal from the program. Using artificial intelligence to write essays or complete other assignments is equally dishonest and may be grounds for course failure and dismissal from the program. As we learn the Healer's art, we have a particular obligation to care for individuals, families, communities, and populations to the best of our ability. These abilities are assessed through course assignments and tests. It is hard to imagine anyone feeling comfortable with a nurse caring for a loved

one if they knew this nurse had not passed assessments on their own. This perspective heightens the importance of academic honesty in nursing. We urge you to be honest in all your dealings, including course work.

Personal Health

Health and safety is always a priority. Students who feel sick, including but not limited to experiencing fever, cough, and sore throat, should not attend class, lab, or clinical. Students should work with their instructor to develop a study plan for the duration of the illness.

Immunizations

Students are required to complete all immunizations and necessary paperwork by deadline dates.

Online Professionalism

With the emerging prevalence of telehealth and virtual conferences, it is important to remember that professionalism extends beyond in-person experiences. All interactions, whether in-person or online, should continue to exhibit the highest degree of professionalism. This includes, but is not limited to arriving at least 5 minutes early for the scheduled start time, joining online meetings from a quiet and distraction-free room, keeping your camera on (when applicable), maintaining in-person dress and grooming standards, and refraining from eating on camera.

DRESS AND GROOMING STANDARDS

The dress and grooming of both men and women should always be modest, neat, and clean consistent with the dignity adherent to representing The Church of Jesus Christ of Latter-day Saints and any of its institutions of higher learning. Visit the BYU Registrar website for a detailed description of specific requirements.

Registration at BYU constitutes an affirmative consent to abide by these standards and to represent the university and its sponsoring church in a manner that is becoming and dignified.

Please refer to the following link for complete Dress and Grooming Standards

<https://policy.byu.edu/view/index.php?p=26&s=s1165>

Uniform and Professional Dress Standards

- a. Students are expected to purchase two BYU College of Nursing uniforms. It is expected that uniforms will be clean and wrinkle-free. If the uniform becomes faded, ill-fitting, or in need of repair, students will be expected to purchase a new uniform.
 - i. The clinical uniform consists of a white tunic top and navy blue uniform pants. The top is to be worn over the bottoms, not tucked in.
 - ii. The NLC uniform consists of a ceil blue scrub top, ceil blue scrub pants, closed-toed shoes, and a nametag. See the uniform guidelines in the [Appendix](#).
- b. In some clinical environments such as Psych and Public Health, professional dress is expected. Faculty will inform students whether the uniform or professional dress is required. Professional dress includes the following:
 - i. A dress or dress pants and top and shoes that demonstrate professionalism.
 - ii. Nametags are worn as appropriate.
- c. Jewelry may be worn in moderation.
- d. Fingernails are kept short. Nail polish, long nails, and/or artificial nails are not acceptable.
- e. Hair is groomed to remain away from the face and off the shoulders.

For more detail, see the uniform guidelines in the [Appendix](#).

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 during clinical, the supervising faculty member should be contacted immediately. Failure to demonstrate professional behavior may result in a lowered grade, failure of the course, and/or dismissal from the College of Nursing, regardless of performance in other aspects of the course.

Professional Behavior

1. Maintaining all CON and/or agency requirements such as CPR, immunizations, OSHA standards, and background checks.
2. Place patient care as a top priority. Students have an obligation to patients, families, and clinical agencies to ensure they are healthy and well prepared to care for patients. 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 a lowered grade, failure of a course, and/or dismissal from the College of Nursing, regardless of performance in other aspects of the course. Preparation includes but is not limited to the following:
 - a. 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.
 - b. Students are expected to get adequate rest prior to their clinical shift.
 - c. Students cannot work the night prior to clinical.
3. 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.
4. Be punctual. Tardiness is considered unprofessional, impolite, and discourteous.
5. Be actively involved in all aspects of clinical experiences. This includes being proactive in seeking learning opportunities.
6. Cell phone or other electronic device are to be used only when authorized by faculty (not for personal use).

PROFESSIONALISM IN THE PUBLIC AND GLOBAL HEALTH NURSING SETTING

Students are required to complete a Public & Global Health Nursing course. This may occur locally or abroad. Professionalism is especially important in different cultural settings. Regardless of the location, students are representatives of the College of Nursing, BYU, and the Church of Jesus Christ of Latter-day Saints. Therefore, the following professional standards are expected.

Dress and Grooming

Students are expected to abide by the BYU Honor Code Dress and Grooming Standards during the Public & Global Health in Nursing experience. This includes, but is not limited to, sleepwear, swimwear, etc. The BYU College of Nursing uniform may be required to be worn. Specific clinical sites may require adaptations to the uniform. For example, some clinical sites require white shoes and an all-white uniform, while others may require khaki pants and a polo shirt. The instructors will inform students prior to the experience regarding the uniform requirements. Regardless of the requirements, uniforms should be clean, crisp, and in good condition.

Behavior

The Public and Global Health in Nursing Practicum is a rigorous health-care experience and a unique opportunity, not a vacation. The faculty work hard to provide a rich cultural experience, but it is ultimately the student's responsibility to embrace and learn from the experience. As with other courses, students should follow the course expectations and direction from the faculty.

Student success hinges on their attitude and behavior throughout the course. Students should actively seek opportunities to learn from the community/population/culture to which they are assigned. Students should remember that they are guests in these settings. Therefore, students should expect to work hard and act professionally. This includes, but is not limited to being flexible, appreciative, and respectful.

Unprofessional behavior may result in a lowered grade, failure in the course, being sent home or dismissal from the program.

PROFESSIONAL ORGANIZATIONS

Active participation in professional organizations is expected of all nursing students. Each student is encouraged to actively participate in the national and state nurses associations, Sigma Theta Tau International (nursing honor society), as well as other nursing organizations. Organization membership provides opportunities to discuss problems and solutions, impact policies and procedures, and explore resources for nursing and health care advancement. Organizational membership provides a significant opportunity to network with professionals from other locations, educational backgrounds, work settings, and provides a venue for you to make an impact on the profession.

BYU 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. Check with the BYU SNA for cost. This fee pays for membership in state and national Student Nurses Associations. For more information please see <https://apps.nursing.byu.edu/students/SNA/default.aspx>.

Nurses Empowering Women (N.E.W.)

BYU College of Nursing has a Nurses Empowering Women club. This club believes nurses have a responsibility to acquire information, resources, and understanding about the unique challenges that women face around the world. By becoming informed advocates, nurses will gain the skills and abilities to empower women to speak up, reach out, and heal the world from the inside out. For more information, please contact the NAC.

Spanish for Nurses

BYU College of Nursing has a Spanish for Nurses club to equip students of the BYU College of Nursing to effectively and therapeutically communicate with Spanish-speaking patients, family members, and coworkers in the clinical setting. For more information, please contact the NAC.

STUDENT REPRESENTATION ON COLLEGE OF NURSING COUNCILS

Student representatives are invited to be members of College of Nursing councils/committees. The SNA 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 Public Relations Supervisor provides the SNA board with a list of positions to be filled.
2. The SNA board facilitates the student appointments and gives a list to Public Relations Supervisor.
3. The Public Relations Supervisor sends the list to the Dean's Executive Assistant.
4. The Dean's Executive Assistant distributes the list to the council/committee chairs.
5. The council/committee chair contacts 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.
6. The council/committee chair or council secretary notifies the students of any meetings, schedule changes, cancellations, etc.

STUDENT FEEDBACK

Students are given the opportunity to provide both formal and informal feedback to improve the College of Nursing experience/program. Students are encouraged to fill out student ratings with constructive feedback at the end of each semester for each of their nursing courses. Surveys soliciting student feedback and informal meetings of class representatives with the deans occur throughout the year.

ANNUAL CONFERENCE

The Annual College of Nursing Research & Professionalism Conference is held every Fall semester. This conference primarily focuses on research, evidence-based practice, and professional topics. A call for abstracts is initiated by the committee, with faculty oversight. Students are encouraged to submit abstracts with faculty mentors, to present at the conference. This conference is considered to be a part of the curriculum and all students, semester 2-6, are required to attend. Professional dress and behavior is expected during the conference. Please note, no infants or children are allowed at the conference. Failure to attend the entire conference will impact student's grade.

Section VIII

Student Related Policies

EQUAL OPPORTUNITY OFFICE

Unlawful Discrimination

The university prohibits unlawful discrimination in employment, education, and all other programs and activities sponsored by the university. Unlawful discrimination refers to unfair or unequal treatment of an individual (or group) based on that person's race, color, national origin, religion, sex (including pregnancy), age (40 and over), disability, genetic information, or veteran status. Harassing behavior based on a protected class that becomes so severe or pervasive that it creates a hostile environment is also unlawful.

The university also prohibits retaliation against any employee or student who (a) reports to the university a belief that unlawful discrimination is taking or has taken place, or (b) participates in any way in an investigation of a claim of discrimination. Retaliation will be considered a separate act of discrimination.

For further information, see <https://www.byu.edu/hr/?q=directory/eoo/discrimination>

Disability Accommodations

BYU prohibits unlawful discrimination against individuals with disabilities and provides reasonable accommodation to employment applicants, employees, students, and campus visitors.

For further information, see <https://www.byu.edu/hr/?q=directory/eoo/disability-acc>

Sexual Misconduct

Responding to and Preventing Sexual, Domestic and Interpersonal Violence:

Your health and well-being are of paramount importance to us. We know that sexual and interpersonal violence have devastating effects on individual's physical, psychological, spiritual, and emotional health. If you, or someone you know, is experiencing sexual or interpersonal violence, we want to help.

If you are in immediate danger, CALL 911! If not in immediate danger but need to report a crime or on-going violence, please contact law enforcement (BYU Police 801-422-2222). We also encourage you to reach out to your personal support systems including family, friends, roommates, and ecclesiastical leaders. As faculty, we are also here to help. We can help connect you to needed services.

It is important to understand that BYU faculty and staff are designated as "mandatory reporters." This means that if you share information about sexual misconduct/violence/stalking/harassment or interpersonal violence with BYU faculty or staff, we are required to report this information to the BYU Title IX Office. The Title IX office helps students in navigating their options when faced with these difficult situations. The Title IX office also conducts the investigations on reports of sexual, domestic or interpersonal violence. Students can also contact the Title IX office directly at <https://titleix.byu.edu/> or Tiffany Turley, Title IX Coordinator, tiffany_turley@byu.edu, 801-422-7256. Other options include contacting confidential resources who can help explore your options but are not required to report to the Title IX office or law enforcement unless someone is in immediate danger. These confidential resources include the following:

- Lisa Leavitt, BYU Sexual Assault Survivor Advocate (advocate@byu.edu, 801-422-9071, 1500 WSC)
- Refuge, Utah County, 24/7 hotline at 801-356-2511
- BYU Counseling and Psychological Services (CAPS) <https://caps.byu.edu/contact-us>, 801-422-3035
- Rape Recovery Center 24/7 hotline at 801-467-7273

As required by Title IX of the Education Amendments of 1972, BYU prohibits sex

discrimination against any participant in its education programs or activities. Title IX also prohibits sexual harassment—including sexual violence—committed by or against students, university employees, and visitors to campus. As outlined in university policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of “Sexual Misconduct” prohibited by the university. University policy requires any university employee in a teaching, managerial, or supervisory role to report incidents of Sexual Misconduct that come to their attention through various forms including face-to-face conversation, a written class assignment or paper, class discussion, email, text, or social media post.

CONFIDENTIALITY OF RECORDS POLICY (FERPA)

The policy of Brigham Young University concerning confidentiality of student academic records reflects a reasonable balance between the obligation of the University for the instruction and welfare of the student and the University’s responsibility to society. The University makes every effort to maintain student academic records in confidence by withholding information from individuals who are not authorized to receive it. Faculty and administrative officers who have a legitimate need to use student’s records will be allowed access to such records as needed without prior permission from the student. The Confidentiality of records Policy (FERPA) is detailed in the University Handbook and at the following website: <https://enrollment.byu.edu/registrar/records-privacy-ferpa>

GUIDELINES FOR RESOLVING ACADEMIC GRIEVANCES

Despite the well-meaning efforts of students and faculty, there may be occasions when a disagreement with a faculty or administrator in regards to their coursework or standing in the program. Usually such differences can be amicably resolved between the student and faculty member. However, when it cannot be amicably resolved, the following procedures are designed to encourage satisfactory resolution of academic grievances.

For the complete policy, please refer to the Student Academic Grievance Policy in the University Policies. For the purpose of this policy, department directors/chairs shall be known as the Associate Dean of Undergraduate Studies and Research. Questions regarding grievances should be referred to the NAC. <https://policy.byu.edu/view/index.php?p=120>

FINANCIAL ASSISTANCE

BYU scholarships are available to qualified students. Continuing students can apply for BYU scholarships 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 University Scholarship Policy: <https://financialaid.byu.edu/section/policies>).

College of Nursing scholarships are available to qualified Nursing majors. The NAC sends out an email communication in December regarding all nursing scholarships available. Students are responsible for the information found therein. Students must complete the following requirements to be considered for a nursing scholarship:

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 found on the College of Nursing website 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 <https://apps.nursing.byu.edu/MyTasks/scholarship/>. It is strongly recommended that you write, “Any scholarship” for the question “Which scholarship are you applying for?”
3. Students are required to apply for Free Application for Federal Student Aid (FAFSA). If there are circumstances that prevent a FAFSA application from being completed, contact the NAC and speak with the NAC Supervisor.

Students are responsible for all scholarship deadlines. Exceptions to College of Nursing deadlines may be petitioned through the NAC, 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 a biographical sheet and a thank-you letter(s) addressed to the donor(s) to the NAC by the deadline set forth in the scholarship letter received. Students may check with the NAC if they have any questions. Failure to do so may result in ineligibility for future scholarships.

Scholarships Petitions

It is required that students be registered for at least 12 credits in order to keep the nursing scholarship (14 credits for a BYU scholarship). Petitions may be completed to request a pro-ration of a scholarship based on credit hours. Petition the BYU Scholarship Office for a BYU scholarship and the NAC for a nursing scholarship.

For BYU scholarships, a student can petition the BYU scholarship office to pro-rate their BYU scholarship in their last semester/term. For nursing scholarships, students may petition the NAC to reduce credit hours during Capstone semester. Spring/Summer term 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 NAC.

Section IX

Graduation

Students must be officially registered for their correct major at the time they apply for graduation. The 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:

1. Submit an application for graduation at least one semester before graduation by the deadline given from the University Graduation Office. Graduation applications are available online at <https://enrollment.byu.edu/how-to-apply-for-graduation>
2. Review your Progress Report printout each semester to be sure it is accurate and contact the NAC if there are any errors. The Progress Report is available online on MyMAP.
3. Complete all University requirements and be in good standing with the University, which includes a current ecclesiastical endorsement.
4. Complete all required nursing courses and nursing-related courses (MMBio 221 & 221, PDBio 305 & 365, Stat 121, and Psych 111) with a C grade or above. (A C- is not satisfactory.)
5. Meet University deadlines and pay appropriate fees.
6. If participating in the graduation ceremonies, order cap and gown when requested by the University. Students are responsible for knowing the cap and gown deadlines.

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.

Section X

Licensure

Students enrolled in the program are eligible for three nursing licensures (CNA, LPN, RN) throughout the successful course of study. The CNA and LPN are not part of the nursing program. However, students may choose to license and/or work as a CNA or LPN while in the program. Graduates of the baccalaureate program are eligible to take the National Council Licensure Examination (NCLEX-RN) for state licensure to practice as a Registered Nurse.

CERTIFIED NURSES ASSISTANT (CNA)

Students may qualify to take the CNA licensure exam after successfully completing the first two semesters of the nursing program. For information about CNA licensure please contact the Nursing Advisement Center (NAC).

LICENSED PRACTICAL NURSE LICENSURE (LPN)

Students may qualify to take the Practical Nurse (NCLEX-PN) examination for state licensure after successfully completing semesters 1-4 of the nursing program. It is required that students meet with an Academic Advisor in the NAC to initiate the process for LPN licensure.

NURSE APPRENTICE (NA)

1. To be eligible for a nurse apprentice license, students must have completed their 5th semester of the program and be currently enrolled in their final semester of the program.
2. A nurse apprentice position can count towards your capstone hours but only during the academic semester, not before. It is the responsibility of the student to seek out and apply for a nurse apprentice position if interested in this paid position. Most hospitals require a one-to-two-year commitment to work as a nurse apprentice. Nurse apprentice positions must be finalized by the deadline given by the Capstone Clinical Coordinator. Notify the Capstone Clinical Coordinator immediately if a student receives an offer and decide to take it.
3. Contact the Nursing Advisement Center Supervisor for paperwork instructions. The Supervisor has to fill out one of the application pages.
4. Other information for NA can be found on DOPL's website: <https://dopl.utah.gov/>

REGISTERED NURSE LICENSURE (RN)

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 authorization to test information. This includes but is not limited to a final transcript showing the degree posted. Even though the University may be willing to provide an early transcript, the Division of Occupational Provisional Licensing (DOPL) will not accept them. The Supervisor of the Nursing Advisement Center (NAC) conducts an orientation during Capstone (Nurs 491 & 492) regarding licensure application in Utah and with some information regarding licensure in other states.

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. Oftentimes a form will need to be filled out by the NAC for licensing in states other than Utah. Some states have additional requirements.

APPENDIX

BRIGHAM YOUNG UNIVERSITY COLLEGE OF NURSING

Baccalaureate Curriculum Guide: Students Accepted in Nursing Program Fall 2023 & Later

<u>First Semester</u>		<u>Second Semester</u>	
*SFL 210 OR Psych 220 (Hum. Dev. Elec.)	3	*Chemistry 285 (Bio/Organic Chem)	4
*NDFS 100 (Nutrition)	3	*CELL 220 or CELL 210 (Anatomy)	3-4
Recommended University Core:		Recommended or Possible University Core:	
First Year Writing	3	Religion	2
Physical Science (<u>Chem 101</u> ***)	3	Civilization (GE)	3
Religion	2	Art/Letter (GE) or Student Development	2-3
Total: 13-16 Credits		Total: 14-16 credits	
* Indicates prerequisite courses. University Core may be taken in any order.			
<u>Spring/Summer</u> Complete 6-9 hours of University Core: (GE) Civilization, American Heritage, Art/Letter, Religion if needed. See Advisor.			
<u>Third Semester</u>		<u>Fourth Semester</u>	
@CELL 305 Physiology	4	@Stats 121	3
@MMBio 221 Micro	3	Nurs 296 Introduction to Community and Public Health Nursing	2
@MMBio 222 Lab	1	Nurs 295 Fundamentals in Nursing	2
Nurs 294 Health Assessment and Promotion	2	Nurs 292 CI Prac Fundamentals	1.5
Nurs 290 Think Like a Nurse	1.5	Nurs 298 Nursing Skills II	1
Nurs 288 Nursing Skills I	1	Nurs 302 Applied Pathophysiology	3
Rel	2	Nurs 300 Applied Pharmacology	3
14.5 credits		15.5 credits	
Spring internships may be available for international students. You may need to go a Spring/Summer to complete more University Core			
<u>Fifth Semester</u>		<u>Sixth Semester</u>	
Rel.	2	Nurs 351 Care of the Family – Women	2
Nurs 320 Sci. Inquiry & Informatics	3	Nurs 352 Care of the Family – Women CI Pra	2
Nurs 361 Care of the Family – Children	2	Nurs 378 Nursing Skills IV	1
Nurs 362 Care of the Family – Ch CI Pr	1	Nurs 371 Care of the Family – Older Adult	2
Nurs 341 Nursing Care of Adults With Illness	3	Nurs 372 CI Prac Chronic Disease Mgmt	2
Nurs 342 CI Prac Acute/Chronic Illness	2.5	**Nurs 403 Global & Pop. Health or GE	3
Nurs 348 Nursing Skills III	1	Rel	2
14.5 credits		14 credits	
		**Nurs 403 to be taken in Winter only	
		<u>Spring</u>	
		*Nurs 404 CI Prac P&G Health	
		6 credits	
<u>Seventh Semester</u>		<u>Eighth Semester</u>	
Nurs 461 Psych/Mental Hlth Nursing	2	Rel	2
Nurs 462 CI Prac Psych/Mental Hlth Nurs	1.5	Nurs 390R NCLEX Prep (optional)	2
Nurs 471 Nursing Care of Adults in Crisis	3	Nurs 390R Career Strategies II (optional)	1
Nurs 472 CI Prac Adults in Crisis	2.5	Nurs 339 Ethics in Nursing & Healthcare – Adv. Wrtg	3
Nurs 478 Nursing Skills V	.5	Nurs 491 Nursing Leadership & Health Policy	2
Rel	2	Nurs 492 CI Prac Nurs Capstone	5
**GE or Nurs 403 Global & Pop. Health	3	15 credits	
15 credits			

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; resume (includes community service); health care experience; interviewing; ACT/SAT or TOEFL score; recommendations from employers or educators, and possibly a behavioral assessment (see application for details). Acceptance to the nursing program is competitive and restricted to a limited number of openings 2x/year. 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 is not a pre-requisite to Chem 285 but is highly recommended prior to Chemistry 285 if you have not had two years of high school chemistry or passed Chemistry Placement Test. Chem 101 is the first choice, not Chem 105, although any class can be taken.

For GE advice please talk to a nursing academic advisor or visit ge.byu.edu

@ indicates a Nursing Supporting Class which is to be taken during the semester listed or before that semester.

Contact the Nursing Advisement Center if you have questions at 801-422-4173, or at nursing-advisement@byu.edu.

BRIGHAM YOUNG UNIVERSITY COLLEGE OF NURSING

BACCALAUREATE CURRICULUM GUIDE: Students Accepted in Nursing Program Prior to Fall 2023

<u>First Semester</u> *SFL 210 OR Psych 220 (Hum. Dev. Elec.) 3 *NDFS 100 (Nutrition) 3 Recommended University Core: First Year Writing 3 Physical Science (<u>Chem 101***</u>) 3 Religion 2 Total: 13-16 Credits	<u>Second Semester</u> *Chemistry 285 (Bio/Organic Chem) 4 *CELL 220 or 210 (Anatomy) 3-4 Possible University Core: Religion 2 Civilization 3 American Heritage 3 (Ask NAC about this class) Arts/Letters 3 @Psych 111 Intro to Psych 3 (completed before Nurs 461) Only take Total: 13-16 credits
* Indicates prerequisite courses. University Core may be taken in any order.	
<u>Spring/Summer</u> Complete 6-9 hours of University Core: Arts/ letters, American Heritage, Civilization, Religion if needed. See Advisor.	
<u>Third Semester</u> @CELL 305 Physiology 4 @MMBio 221 Micro 3 @MMBio 222 Lab 1 Nurs 294 Health Assessment and Promotion (lab incorporated) 3 Nurs 290 Think Like a Nurse 1 University GE 3 <u>Rel 2</u> 16-17	<u>Fourth Semester</u> @Stats 121 3 Nurs 296 Population Health Nursing 1.5 Nurs 295 Nurs Fundamentals 2 Nurs 291 Nurs Care Older Adults 2 Nurs 292 CI Prac Nurs Older Adult 1.5 Nurs 298 Nursing Skills II 1 <u>@CELL 365 Pathophysiology 4</u> 15
Spring internships may be available for international students. You may need to go a Spring/Summer to complete more University Core	
<u>Fifth Semester</u> Rel. 2 Nurs 320 Scholarly Inquiry in Nursing 3 Nurs 300 Pharmacology 3 Nurs 341 Nursing Care of Adults With Illness 3 Nurs 342 CI Prac Acute/Chronic Illness 3.5 <u>Nurs 348 Nursing Skills III 1</u> 15.5	<u>Sixth Semester</u> Nurs 351 Nurs Care of Women & Newborns 2 Nurs 352 CI Prac Women & Newborn 2 Nurs 361 Nurs Care Children & Fam 2 Nurs 362 CI Prac Children & Fam 1 Nurs 339 Ethics in Nursing 2 **Nurs 403 Didactic P&G Health or GE 3 Nurs 378 Nursing Skills IV 1 <u>Rel 2</u> 14.5 <u>**Nurs 403 offered Winter only</u> <u>Spring</u> *Nurs 404 CI Prac P&G Health 3.5-6v
<u>Seventh Semester</u> Nurs 461 Psych/Mental Hlth Nursing 2.5 Nurs 462 CI Prac Psych/Mental Hlth Nurs 2 Nurs 471 Adults in Crisis 3 Nurs 472 CI Prac Adults in Crisis 2.5 Nurs 478 Nursing Skills V .5 Rel 2 <u>**GE or Nurs 403 Didactic P&G Health 3</u> 15.5	<u>Eighth Semester</u> Rel 2 Nurs 390R NCLEX Prep (optional) 1 Nurs 390R Career Strategies II (optional) 1 Nurs 491 Nurs Capstone 2 <u>Nurs 492 CI Prac Nurs Capstone 5</u> 11

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; resume (includes community service); health care experience; interviewing; ACT/SAT or TOEFL score; recommendations (no family/friends), following application instructions, and possibly a behavioral assessment (see application for details). Acceptance to the nursing program is competitive and restricted to a limited number of openings 2x/year. 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 is not a pre-requisite to Chem 285 but is highly recommended prior to Chemistry 285 if you have not had two years of high school chemistry or passed Chemistry Placement Test. Chem 101 is the first choice, not Chem 105, although any class can be taken.

For GE advice please talk to a nursing academic advisor or visit ge.byu.edu

@ indicates a Nursing Supporting Class which is to be taken during the semester listed or before that semester.

Contact the NAC if you have questions at 801-422-4173, or at nursing-advisement@byu.edu.

Technical Standards

Technical Standards for Brigham Young University (BYU) College of Nursing^{1,2}

BYU College of Nursing has a responsibility to educate competent nurses to care for their patients (persons, families, and communities) with critical thinking, clinical judgment, broadly based knowledge, interpersonal skills, and technical skills. BYU College of Nursing has academic as well as **technical standards** that must be met by students in order to successfully progress in and graduate from their programs.

Technical Standards: Key areas for technical standards in nursing include having abilities and skills in the areas of (1) acquiring fundamental knowledge, (2) developing communication skills, (3) interpreting data, (4) integrating knowledge to establish clinical judgment, and (5) incorporating appropriate professional attitudes and behaviors into nursing practice capabilities. BYU College of Nursing program wishes to ensure that access to its facilities, programs, and services is available to all students including Students with Disabilities (SWDs), as defined by Section 504 of the Rehabilitation Act of 1973. All students with or without disabilities must meet academic requirements essential to the instructions being pursued and essential to the licensing requirements for registered nurses. BYU College of Nursing program consults with the University Accessibility Center to make modifications in its academic requirements and in alignment with legal requirements as outlined in Section 504 of the Rehabilitation Act of 1973.

I have read the Technical Standards document and agree that I can meet the standards to pursue nursing education at BYU College of Nursing and licensing requirements for registered nurses.

Printed Name: _____

Signature: _____

Date: _____

Technical Standards document based upon the following:

¹Marks, B.A., & Ailey, S. (2014). White paper on inclusion of students with disabilities in nursing educational programs for the California Committee on Employment of People with Disabilities (CCEPD). June 2014. DOI: [10.13140/RG.2.1.4741.9606](https://doi.org/10.13140/RG.2.1.4741.9606)

²Neal-Boylan, L., & Smith, D. (2016). Nursing students with physical disabilities: Dispelling myths and correcting misperceptions. *Nurse Educator*, 41(1), 13-18.

DOI: [10.1097/NNE.0000000000000191](https://doi.org/10.1097/NNE.0000000000000191)

ATTENTION STUDENTS!!!

Please make sure **to read all information** in this packet.

You will be held accountable for all information. All documents which must be returned, must be returned by the deadlines specified.

Contact the Nursing Advisement Center if you have questions.

**801-422-4173
nursing_advisement@byu.edu**

IMPORTANT INFORMATION

An Acceptance Checklist is provided to aid you in preparing for entry into the nursing program. Carefully review this page and all documents in this acceptance packet. Most of the forms require signatures and/or information. **All documents must be returned to the specified location by the deadline specified on the Acceptance Checklist.** If you have questions, call us at (801) 422-4173. Some of the important information on the check list includes the following:

- ▶ Sign and return the acceptance form to the Nursing Advisement Center by XXXX. If you are concerned that we may not receive it by the deadline, call us at (801) 422-4173. You can email as a PDF the document to nursing_advisement@byu.edu. **If we do not receive this document from you by XXXX, it may result in forfeiting your spot and we will give it to an alternate. If you do not have a scanner there are free apps, like Genius Scan, where you can take a picture and it will convert it to a PDF.**
- ▶ Drug screens and background checks are required by clinical agencies and must be completed in time for results to be available during Winter semester. **WAIT on the background check until our Clinical Compliance Team emails you instructions. You can get your drug screen on your own. Follow instructions in this packet. Due XXXX.**
- ▶ All Immunizations are due on Friday, XXXX. If for any reason you are in PROCESS of getting your immunizations done (because some immunizations require more than one shot), you still need to report to the Clinical Compliance Team on your progress. Email immunizations as a PDF to immunizations@byu.edu.
- ▶ Attendance on the first day of class is required to continue in the nursing program. Students who do not attend the first day of nursing classes will be replaced by an alternate and will have to reapply. The first day of school is XXXX. But refer to your letter from your teacher for a more accurate date.
- ▶ Registration, Uniform and Equipment information will be emailed to you.
- ▶ It is HIGHLY recommended you read “Make It Stick: The Science of Successful Learning” by Peter C. Brown before our orientation dinner.
- ▶ Attendance at ALL Orientation Sessions is Mandatory. New Student Orientation Dinner is Monday, XXXX, from 5:30-7pm in 3228 WSC. This is a mandatory dinner and orientation. It is the more formal orientation due to its attire. The 2nd mandatory orientation session will be held Monday, XXXX, from 5:30-7pm in 3228 WSC. Informal attire is fine.

Other things you will need to know:

- ▶ Familiarize yourself with the College of Nursing Handbook, which is available on-line through the College of Nursing homepage at the following link:
<https://advisement.nursing.byu.edu/student-handbooks>
- ▶ You will be covered with \$1,000,000 malpractice insurance for each semester you are enrolled in the nursing program, paid for by the College of Nursing. In order for you to be eligible for this protection, you must have current health/medical insurance either through BYU or through another insurance company. If you have questions, contact the Nursing Advisement Center at (801) 422-4173.
- ▶ Your textbooks, resources and standardized testing will cost roughly \$550/semester.

**Please be aware that the texts for nursing classes will not be available in the NLC or the BYU Library.
Please contact the Nursing Advisement Center if you have any questions
about next semester's registration or requirements.**

(801) 422-4173

W23

**Signed Documents:
Must be Turned in to
the Nursing Advisement
Center or emailed as
PDF**

nursing_advisement@byu.edu

ACCEPTANCE CHECKLIST

I have carefully read and reviewed all of the documents included in my acceptance packet.

Due no later than deadline the Clinical Compliance Team gives via an email

- ☐ I understand I need a criminal background check by the deadline outlined. Information is sent to you on how to do this by the Clinical Compliance Team.

Due no later than XXXX

- ☐ I have submitted the signed acceptance form to the Nursing Advisement Center (NAC).

Due by XXXX to the Nursing Advisement Center (NAC)

- ☐ The signed Social Media and Access and Confidentiality document.
- ☐ The signed Student Agreement (Insurance) form.
- ☐ The signed release forms [Statement of Responsibility and Release, Release of Liability, Consent form for Use of Student Work, and Photo Release Form].
- ☐ The signed Clinical Expectation form.
- ☐ This signed Acceptance Checklist.
- ☐ The Nursing Simulation Center Confidentiality Statement.
- ☐ The Technical Standards for BYU College of Nursing
- ☐ I have read the Nursing Student Handbook on the College of Nursing webpage.
- ☐ I understand the book Make It Stick by Brown, P., Roediger, H., & McDaniel, M. is highly recommended.
- ☐ I understand my orientation sessions are mandatory and will attend.
- ☐ I have updated all my contact information on MyMap including with a professional email address (a professional email address is NOT hulagirl145@gmail or ctf34@yahooo.com, but rather it will include your first and last name).

Also, due by XXXX (CPR is exception)

I have submitted to the Clinical Compliance Team the following documents related to physical forms:

***submission of documents in person or by an emailed PDF only (immunizations@byu.edu).**

- ☐ 2 Step Tuberculosis (TB) skin test results
 - ☐ Measles/Mumps/Rubella (MMR) immunization record (2 shots)
 - ☐ Tetanus/Diphtheria/ Pertussis (Tdap aka Adacel) immunization record (not TD or DT or Dtap)
 - ☐ Polio immunization date (most recent in series)
 - ☐ 2 Chicken Pox date immunization records or titer results showing immunity
 - ☐ Other immunizations received (Hep-B 3 shot series, Hep-B titer, etc.)
 - ☐ COVID – shot(s) and booster(s).
 - ☐ Completed physical form, signed by physician
 - ☐ Completed the drug screen and had the results emailed to immunizations@byu.edu.
 - ☐ I have read and understand ALL immunization specifications provided on the “Information About Immunizations” sheet.
- ☐ I understand CPR is due by the 3rd Friday of the beginning of the semester.

I also understand that I may be required to read and/or sign other important documents.

Student's Full Name (Print)

Date

Student's Signature

Please complete this checklist, sign and date it, and return it to the Nursing Advisement Center no later than 5:00 p.m. Friday, XXXX, WITH your other completed requested forms.

Acceptance Form
BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING ADVISEMENT CENTER
551 KMBL
PROVO, UT 84602
Phone: (801) 422-4173
nursing_advisement@byu.edu

*****Please return this form to us by XXXX*****

We need to know your decision either way!!

Date: _____

_____ I accept and plan to begin Nursing (Semester/Year) and to take Nurs. 294, Nurs 290, MMBio 221 & 222, and PDBio 305 if not previously taken. I will complete the admission requirements by the appropriate deadlines, which are: immunizations, background check and drug screen, acceptance packet, attend all orientation sessions and know that it is highly recommended to read Make It Stick.

Inasmuch as Nursing proceeds at a fast pace, it is important for you to be in class on the first day. **If you do not attend the first day, we will assume you are not planning to enter the program and we will assign an alternate in your place.** If for some reason you are unable to attend that first class, call the Nursing Advisement Center at (801) 422-4173.

_____ I **do not** plan to start Nursing (Semester/Year).

Comments: _____

Printed Name

Signature

Address: _____

Phone: _____

**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

**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

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

**BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING**

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.

**BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING**

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)

Name (Please print)	
Signature	Date
Phone	
Address	
Name of Parent/Guardian	
Signature of Parent/Guardian	Date

BRIGHAM YOUNG UNIVERSITY COLLEGE OF NURSING SIMULATION CENTER

CONFIDENTIALITY STATEMENT

Confidentiality

By signing below, participants in the BYU College of Nursing's Nursing Learning Center (NLC) agree to keep all events, procedures, and information used in the NLC simulation lab strictly confidential. This includes simulated patient history information and information obtained in the pre-and post-lab experience. Simulations will not be discussed with other participants after debriefing occurs in order to keep scenarios, simulations, and the learning experience, consistent among clinical groups.

To promote a secure learning environment, participants are to maintain confidentiality related to the performance of any individuals involved in the simulation. Participants will be observing fellow participants and will not discuss their performance with anyone outside the simulation laboratory. Simulation includes the use of high-fidelity manikins, low-fidelity manikins, standardized patients, task trainers, and simulated circumstances such as medication administration.

Photography/Visual Recordings

Audio/visual recordings will be used to enhance participants' learning experiences. Throughout simulation experiences, recordings and photographs may be used for debriefing and educational purposes. Participants that are taking part in learning simulations or the evaluation of clinical competencies in the NLC may be video recorded for educational use only. In the event the video/audio recording may be used for research purposes, a separate consent will be administered.

By signing below, participants acknowledge and agree that Brigham Young University, acting through its College of Nursing, has the right to utilize photographs, video, and audio of participants and their property for educational or promotional materials including, but not limited to, presentations, catalogues, brochures and other publications, thank-you letters, and presentations. The name and identity of the student may be revealed therein or by descriptive text or commentary.

I have read the statements above, understand them, and will abide by them. I agree to allow Brigham Young University College of Nursing to record and/or photograph my performance in the simulation lab for educational or promotional purposes.

Student name: _____
(Please print)

Student Signature: _____

Date: _____
W20

**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: Cara Wiley Tel. Office: 422-4173
Student Cell: _____

Nursing Curriculum Course Numbers: Nursing 294, 291, 292, 293, 295, 296, 300, 341, 342, 343, 320, 351, 352, 361, 362, 339, 390, 403, 404, 461, 462, 471, 472, 473, 491, and 492.

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

Revised 06/17



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:** Facebook, Instagram, Twitter, 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

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 Facebook, Instagram, Twitter, Texting, 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 09/15

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, weekends and, in some cases, nights. Students should not schedule work the night before an educational clinical shift. 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

**Brigham Young University
College of Nursing**

Policy Statement for Invasive Procedures on Live Participants

The only invasive procedures that may be performed on live persons in the Brigham Young University Nursing Learning Center labs include: IV starts, blood draws, finger sticks, injections (IM, ID, subcutaneous). Invasive procedures must be carried out under the supervision of an RN lab instructor. Only College of Nursing students may consent to have invasive procedures performed on them. All invasive procedures carry some risk. Students participating in the procedures do so on a voluntary basis. Students may always refuse to have an invasive procedure performed on themselves without any consequences to their grades or standing in the class. We cannot guarantee that all students will be able to practice these skills on a live participant. Mannequins/models/task trainers are used when needed.

I understand the guidelines set out in the Policy Statement for Invasive Procedures on Live Participants.

Student Signature

Date

Student Printed Name

Technical Standards for Brigham Young University (BYU) College of Nursing^{1,2}

BYU College of Nursing has a responsibility to educate competent nurses to care for their patients (persons, families, and communities) with critical thinking, clinical judgment, broadly based knowledge, interpersonal skills, and technical skills. BYU College of Nursing has academic as well as **technical standards** that must be met by students in order to successfully progress in and graduate from their programs.

Technical Standards: Key areas for technical standards in nursing include having abilities and skills in the areas of (1) acquiring fundamental knowledge, (2) developing communication skills, (3) interpreting data, (4) integrating knowledge to establish clinical judgment, and (5) incorporating appropriate professional attitudes and behaviors into nursing practice capabilities.

BYU College of Nursing program wishes to ensure that access to its facilities, programs, and services is available to all students including Students with Disabilities (SWDs), as defined by Section 504 of the Rehabilitation Act of 1973. All students with or without disabilities must meet academic requirements essential to the instructions being pursued and essential to the licensing requirements for registered nurses. BYU College of Nursing program consults with the University Accessibility Center to make modifications in its academic requirements and in alignment with legal requirements as outlined in Section 504 of the Rehabilitation Act of 1973.

I have read the Technical Standards document and agree that I can meet the standards to pursue nursing education at BYU College of Nursing and licensing requirements for registered nurses.

Printed Name: _____

Signature: _____

Date: _____

Technical Standards document based upon the following:

¹Marks, B.A., & Ailey, S. (2014). White paper on inclusion of students with disabilities in nursing educational programs for the California Committee on Employment of People with Disabilities (CCEPD). June 2014. DOI: [10.13140/RG.2.1.4741.9606](https://doi.org/10.13140/RG.2.1.4741.9606)

²Neal-Boylan, L., & Smith, D. (2016). Nursing students with physical disabilities: Dispelling myths and correcting misperceptions. *Nurse Educator*, 41(1), 13-18.
DOI: [10.1097/NNE.000000000000191](https://doi.org/10.1097/NNE.000000000000191)

Immunization

**Documents: Must be
turned in to the Clinical
Compliance Team or
Emailed as PDF**

immunizations@byu.edu

■ Brigham Young University College of Nursing: Pre-participation Physical Evaluation

■ HISTORY FORM

Date of Exam _____

Name _____ Date of Birth _____

Gender: _____ Age _____

Medicines and Allergies: Please list all of the prescription and over-the-counter medicines and supplements (herbal and nutritional) that you are currently taking

Do you have any allergies? ☐ Yes ☐ No If yes, please identify specific allergy below.

☐ Medicines

☐ Pollens

☐ Food

☐ Stinging Insects

Explain "Yes" answers below. Circle questions you don't know the answers to.

GENERAL QUESTIONS	Yes	No
1. Has a doctor ever denied or restricted your participation in sports for any reason?		
2. Do you have any ongoing medical conditions? If so, please identify below: <input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections Other: _____		
3. Have you ever spent the night in the hospital?		
4. Have you ever had surgery?		
HEART HEALTH QUESTIONS ABOUT YOU	Yes	No
5. Have you ever passed out or nearly passed out DURING or AFTER exercise?		
6. Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?		
7. Does your heart ever race or skip beats (irregular beats) during exercise?		
8. Has a doctor ever told you that you have any heart problems If so, check all that apply: <input type="checkbox"/> High blood pressure <input type="checkbox"/> A heart murmur <input type="checkbox"/> High cholesterol <input type="checkbox"/> A heart infection <input type="checkbox"/> Kawasaki disease <input type="checkbox"/> Other: _____		
9. Has a doctor ever ordered a test for your heart? (For example: ECG/EKG, echocardiogram)		
10. Do you get lightheaded or feel more short of breath than expected during exercise?		
11. Have you ever had an unexplained seizure?		
12. Do you get more tired or short of breath more quickly than your friends during exercise?		
HEART HEALTH QUESTIONS ABOUT YOUR FAMILY	Yes	No
13. Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident, or sudden infant death syndrome)?		
14. Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome, or catecholaminergic polymorphic ventricular tachycardia?		
15. Does anyone in your family have a heart problem, pacemaker, or implanted defibrillator?		
16. Has anyone in your family had unexplained fainting, unexplained seizures, or near drowning?		
BONE AND JOINT QUESTIONS	Yes	No
17. Have you ever had an injury to a bone, muscle, ligament, or tendon that caused you to miss a practice or a game?		
18. Have you ever had any broken or fractured bones or dislocated joints?		
19. Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast, or crutches?		
20. Have you ever had a stress fracture?		
21. Have you ever been told that you have or have you had an x-ray for neck instability or atlantoaxial instability? (Down syndrome or dwarfism)		
22. Do you regularly use a brace, orthotics, or other assistive device?		
23. Do you have a bone, muscle, or joint injury that bothers you?		
24. Do any of your joints become painful, swollen, feel warm, or look red?		
25. Do you have any history of juvenile arthritis or connective tissue disease?		

MEDICAL QUESTIONS	Yes	No
26. Do you cough, wheeze, or have difficulty breathing during or after exercise?		
27. Have you ever used an inhaler or taken asthma medicine?		
28. Is there anyone in your family who has asthma?		
29. Were you born without or are you missing a kidney, an eye, a testicle (males), your spleen, or any other organ?		
30. Do you have groin pain or a painful bulge or hernia in the groin area?		
31. Have you had infectious mononucleosis (mono) within the last month?		
32. Do you have any rashes, pressure sores, or other skin problems?		
33. Have you had a herpes or MRSA skin infection?		
34. Have you ever had a head injury or concussion?		
35. Have you ever had a hit or blow to the head that caused confusion, prolonged headache, or memory problems?		
36. Do you have a history of seizure disorder?		
37. Do you have headaches with exercise?		
38. Have you ever had numbness, tingling, or weakness in your arms or legs after being hit or Falling?		
39. Have you ever been unable to move your arms or legs after being hit or Falling?		
40. Have you ever become ill while exercising in the heat?		
41. Do you get frequent muscle cramps when exercising?		
42. Do you or someone in your family have sickle cell trait or disease?		
43. Have you had any problems with your eyes or vision?		
44. Have you had any eye injuries?		
45. Do you wear glasses or contact lenses?		
46. Do you wear protective eyewear, such as goggles or a face shield?		
47. Do you worry about your weight?		
48. Are you trying to or has anyone recommended that you gain or lose weight?		
49. Are you on a special diet or do you avoid certain types of foods?		
50. Have you ever had an eating disorder?		
51. Do you have any concerns that you would like to discuss with a doctor?		
FEMALES ONLY		
52. Have you ever had a menstrual period?		
53. How old were you when you had your first menstrual period?		
54. How many periods have you had in the last 12 months?		

Explain "yes" answers here

I hereby state that, to the best of my knowledge, my answers to the above questions are complete and correct.

Signature of student _____ Date _____

Brigham Young University College of Nursing: Pre-participation Physical Evaluation

PHYSICAL EXAMINATION FORM

Name _____ Date of Birth _____

PROVIDER REMINDERS

- Consider additional questions on more sensitive issues
 - Do you feel stressed out or under a lot of pressure?
 - Do you ever feel sad, hopeless, depressed, or anxious?
 - Do you feel safe at your home or residence?
 - Have you ever tried cigarettes, chewing tobacco, snuff, or dip?
 - Do you drink alcohol or use any other drugs?
 - Have you ever taken anabolic steroids or used any other performance supplement?
 - Have you ever taken any supplements to help you gain or lose weight or improve your performance?
 - Do you wear a seat belt, use a helmet, and use condoms?
- Consider reviewing questions on cardiovascular symptoms (questions 5-14).

EXAMINATION			
Height _____	Weight _____	<input type="checkbox"/> Male	<input type="checkbox"/> Female
BP _____ / _____ (_____ / _____)	Pulse _____	Vision R 20/ _____	L 20/ _____
		Corrected <input type="checkbox"/> Y <input type="checkbox"/> N	
MEDICAL	NORMAL	ABNORMAL FINDINGS	
Appearance <ul style="list-style-type: none"> Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency) 			
Eyes/ears/nose/throat <ul style="list-style-type: none"> Pupils equal Hearing 			
Lymph nodes			
Heart ^a <ul style="list-style-type: none"> Murmurs (auscultation standing, supine, +/- Valsalva) Location of point of maximal impulse (PMI) 			
Pulses <ul style="list-style-type: none"> Simultaneous femoral and radial pulses 			
Lungs			
Abdomen			
Genitourinary (males only) ^b			
Skin <ul style="list-style-type: none"> HSV, lesions suggestive of MRSA, tinea corporis 			
Neurologic			
MUSCULOSKELETAL			
Neck			
Back			
Shoulder/arm			
Elbow/forearm			
Wrist/hand/fingers			
Hip/thigh			
Knee			
Leg/ankle			
Foot/toes			
Functional <ul style="list-style-type: none"> Duck-walk, single leg hop 			

^aConsider ECG, echocardiogram, and referral to cardiology for abnormal cardiac history or exam.

^bConsider GU exam if in private setting. Having third party present is recommended.

^cConsider cognitive evaluation or baseline neuropsychiatric testing if a history of significant concussion.

☐ Student can stand/walk for 12 hours, with minimal breaks, providing nursing care which includes but is not limited to: physically moving a patient and equipment, attending to written and verbal communications and complicated medical protocols.

☐ Cleared for all nursing school related/patient care activities without restriction

☐ Cleared for all nursing school related/patient care activities without restriction with recommendation for further evaluation or treatment for:

☐ Not cleared

☐ Pending further evaluation

☐ For any nursing school related/patient care activities

☐ For certain nursing school related/patient care activities

Reason _____

Recommendations _____

I have examined the above-named student and completed the pre-participation physical evaluation. The student does not present apparent clinical contraindications to participate in nursing school related/patient care activities as outlined above. A copy of the physical exam is on record in my office and the student should submit a copy to the BYU College of Nursing. If conditions arise after the student has been cleared for participation, the provider may rescind the clearance until the problem is resolved and the potential consequences are completely explained to the student.

Name of provider _____

(print/type)

Date _____

Address _____

Phone _____

Signature of provider _____

_____, MD, DO PA, or NP

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Information About Immunizations REQUIRED (MUST READ!!! Keep in your Records!)

You will need to provide proof of your immunization history via certification cards or other immunization records with dates to your physical form. **A doctor's signature on the physical form is not a copy of the immunization record.** Please write your name and BYU ID number at the top of all documents submitted with your physical form. Submit these documents to Clinical Compliance Team via PDF in an email or in person (400 KMBL). **If you do not provide copies of all required immunizations, and/or if you fail to keep your immunizations current, you can be restricted from attending clinical or registering for subsequent semesters. Always submit these documents to the Clinical Compliance Team (CCT)—not your instructor.** For guidelines for correct documentation please see the next page.

- **HEPATITIS B or HBV (shots AND a Titer):**
 - a. Turn in all the Hep B shots you have received in your lifetime.
 - b. If you have NOT already received the Hep B series you will need to start the series before the first semester of nursing. Submit your immunization documents to the CCT *after each shot*. **The College of Nursing will pay for the Hep B series ONLY if the immunizations are administered at the BYU Student Health Center AND if you have never received any shot in the Hep B series before.** Also, in order for the College to pay you must 1st come and fill out a form with the CCT and 2nd, schedule the immunization yourself. While your Hep-B vaccinations do not need to be completed in order to register for 1st semester, they will need to be completed in order to register and attend clinical for subsequent semesters.
 - c. If you cannot receive the Hep-B shot series due to a medical reason you will need to talk the CCT, bring in a doctor's note and fill out the "Liability Release Agreement" form. Ask the CCT for the form.
 - d. **Titer required** – Once the Hep B 3 shot series has been completed – students will need to wait AT LEAST 6 weeks before they can get a titer (blood draw) that shows immunity. Most students will have completed the 3 shot series as children and can go straightaway to get the titer. If the titer comes back as Non-Immune then the student will need to immediately get a Hep B shot (choose between the 3 shot series or the new 2 shot series), then, wait 4-6 weeks and get a titer again. The titer must show immunity. If you have questions as to the timing or instructions please ask the CCT. All documentation of shots, titers and results need to be turned into the CCT.
- **TUBERCULOSIS TESTS (TB):** Need TB immunization record; Updates may be required.

Will need to get either 2 Step TB tests or a QuantiFeron (a.k.a. T-Spot) blood test:

 - **For the 2 step TB:**
 - Have the first test (intradermal injection) placed and read within 72 hours.
 - Then at least 7 days later and no more than 21 days later (1-3 weeks) get a second TB test placed and have it read within 72 hours.
 - **Failure to meet this time requirement in the 2-Step TB test will result in starting over with the 2-Step TB series.**
 - Example Dates: First TB placed on 12/2/13 and read on 12/4/13. Second TB placed on 12/11/13 and read on 12/13/13
 - The documentation for the TB tests must include both the dates the 2- Step TB tests were placed and read, along with the results (negative <10 mm or positive >10 mm).
 - Submit TB test results to the Clinical Compliance Team. Be sure to keep a copy for your personal records.
 - If you test "positive" for TB, you are required to have a blood draw called QuantiFeron or T-Spot. You must give the CCT a copy of the QuantiFeron results. It is strongly recommended that you complete the "INH" medication series. If you choose not to complete the INH series, you will need to give the CCT a statement that you elect not to complete the series and that you understand the risks related to that decision.
 - If the TB test is positive and your QuantiFeron test 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 will be eligible to apply again to enter the nursing program.
 - **For the QuantiFeron:**
 - You can choose to get the 2 step TB or the QuantiFeron (aka – T-Spot) which is a blood draw.
 - You are responsible for the costs associated with the TB tests/QuantiFeron tests.
 - **For International Students:** We recommend you get the QuantiFERON Gold TB test. It is a more comprehensive TB test for students who often test positive (International Students).
- **MEASLES, MUMPS & RUBELLA (MMR):** (a.k.a. Rubeola/Mumps/Rubella) Need immunization record of two shots. First shot must have been received when you were *at least* 1 year old. If you can only find record of one vaccination, you may choose to either get a new vaccination or get a titer drawn to determine if you are immune. Titer results that show immunity from measles, mumps *and* rubella are acceptable as long as the most recent MMR booster was received *at least* three months prior to the titer. Cost of immunization paid by the student.
- **TETANUS/DIPHTHERIA/PERTUSSIS (Tdap):** (a.k.a. ADACEL) Need immunization record. If a student has received a TD shot within the past two years, they cannot receive the Tdap until the 2 year expiration. Tdap is not the same as Dtap per our clinical facilities. Dtap is for children, Tdap is for adults. Tdap lasts for 10 years. Cost of immunization paid by the student. **If you haven't received either the Tdap or the TD, you must get the TDAP.**
- **POLIO:** (a.k.a. OPV, IPV) Need immunization record. Any record of this childhood immunization will work. If you've never had a polio vaccination as a child, then come talk to the Clinical Compliance Team.
- **FLU:** Need immunization record. Students are required to have a seasonal flu shot/H1N1 and other flu immunizations for their 2nd semester in Nursing. **You will need to get the immunization each September** when the shots are available. So if you are accepted for a FALL semester start date – you don't need to get this shot until September. If a student refuses to get a flu shot, a waiver must be filled out

with the Clinical Compliance Team (CTT). However, a hospital may not accept a waiver so it's best to just get the shot every September because you need to attend your clinical which are in the hospitals.

- **CHICKEN POX:** (a.k.a. varicella) **Need to provide documentation of your current immunization or a record of a titer. Having contracted chicken pox and having your doctor report that you had chicken pox is not adequate for this requirement. You must either submit proof of TWO shots or a titer to verify immunity.** If you are not immune, you need to have the vaccination series (2 shots) and give the CCT a copy of the verification (shot record).
- **CPR:** You will need to get an American Heart Association (AHA) CPR certification for Basic Life Support (BLS) for Healthcare Providers. Bring your signed CPR card into the CCT (400 KMBL) or email a PDF of the front AND back of the CPR card. Your CPR course (BLS for Healthcare Providers) covers 1-man and 2-man for the Adult, Child and Infant on the **professional level**, and will include training with the automatic external defibrillator (AED). The Student Nurses Association (SNA) offers CPR classes to students for a discounted price (see SNA flyer for more details), but you can also go to any chapter of the AHA anywhere in the country to get a BLS certification. **CPR must be valid at all times!**
- **DRUG SCREEN:** You will need to get at least a 9-panel drug screen for the following drugs: marijuana, cocaine, PCP, opiates (codeine & morphine), methamphetamine, methadone, amphetamines, barbiturates, and benzodiazepines. Your drug screen report will need to list the drugs tested and the negative results. For more information, **please see the instructions in the acceptance packet.** Must be updated every 3 years.
- **OSHA:** THE FIRST TIME YOU DO OSHA IS in 2nd SEMESTER – after that, it's an annual requirement. Instructions for OSHA (procedures for blood-borne pathogens) can be found on the Nursing website. Log into our website, go to your "Tasks" and under "Resources" you will see the "OSHA Requirement". There is a 3-step process for completing this requirement, please be sure you do ALL 3 steps!
- **COVID:** Our clinical facilities are requiring COVID-19 vaccination. At this time, a growing number of clinical facilities also require one booster vaccination as well. ALL the skilled nursing facilities for 2nd semester clinical (Nursing 292) require COVID-19 vaccination + a booster vaccination. These facilities do not allow exceptions. To be adequately prepared for clinical experiences, newly admitted nursing students must provide documentation of COVID-19 immunization and booster immunization.

****Please note that vaccines, along with other requirements, are requirements by our clinical partners in order to be able to use their facilities, which we need for your education. They are not required by BYU. Keep in mind that hospitals are not a totally "safe" environment. They require these procedures to help protect you and to help make your nursing experience as positive and safe as possible.**

RECOMMENDATION: Keep copies of your immunization documents for your own records. You will be required to provide documentation that you have had your immunizations when you begin working, before you complete your degree (as a CNA or LPN, for example), and after graduation.

Immunization Record Requirements/Documentation Guidelines

In order to meet Utah hospital requirements, we want to make sure that your immunization records have all the necessary information. When you turn in any record (TB, Hep B, MMR, Polio, Tdap or Td, CPOX, Flu/H1N1) you need to make sure that the facility where the vaccination was received is printed on that form including the phone number and address. **A doctor's signature alone on the physical form is not a copy of the immunization record.** In the case where the record has a signature, please, make sure that the doctor or nurse prints their name as well. Please write your name and BYU ID number at the top of all documents submitted with your physical form.

For your TB test specifically, the record must include the following:

- Date placed
- Date read
- Measurements (mm)
- Whether it was negative or positive

All TB requirements must be printed or written. In the case of a written record, a signature from a doctor or nurse is required. If your TB test does not include all of these requirements, we will not accept it.

COLLEGE OF NURSING

CRIMINAL BACKGROUND CHECK, AND DRUG SCREEN

GENERAL INFORMATION

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 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.

SCOPE:

This policy applies to all students accepted to the BYU undergraduate nursing program.

POLICY:

1. Brigham Young University College of Nursing requires a current (defined as within 3 years) criminal background check and a drug screen to enable clinical practice within the nursing program.
2. Background checks and drug screens will be required of all students accepted to the program and must be renewed every 3 years.
3. Participation in the nursing program is contingent upon satisfactory results of the background check and drug screen. Failure to comply may result in denial of acceptance or dismissal from the program.
4. Criminal background and drug screen results released to the College of Nursing will be used for the purpose of assisting in making acceptance decisions, and helping promote the safety of patients.
5. If a background check or drug screen identifies issues that may preclude acceptance, the case will be referred to the Associate Dean—Undergraduate Studies for review and action.
6. 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.

PROCEDURE:

1. **Condition of Enrollment:**
It is an express condition of acceptance for applicants and continued participation for current nursing students that the student agree to release information from background checks to the Associate Dean—Undergraduate Studies and the Baccalaureate Acceptance Committee in the College of Nursing.
2. **Waiver/Consent:**
The signed copy of the College of Nursing Informed Consent/Release form submitted with the application documents will be kept on file by the Clinical Compliance Team (CCT). A copy of this release may be obtained for personal records.
3. **Obtaining a Background Check & Drug Screen:**
 - a. The background check and drug screen will be initiated by the student as part of the routine acceptance process. Students currently in the nursing program will also be required to submit background check and drug screen results for continued participation. Background checks will be due to the CCT, along with the informed consent/release form by their due dates previously listed. Please allow six to eight weeks to complete the process. Failure to submit materials on time may result in denial or dismissal from the program.
 - b. Obtain a background check. Instructions and the form are on the following pages.
 - c. A 9-panel drug screen must be obtained from any credible drug screen company. Some suggested organizations are attached on the instruction page.

- d. All expenses associated with background check, and drug screens are the sole responsibility of the requesting student.
- 4. **Convictions & Positive Drug Tests:**
 - a. The existence of a conviction or positive drug test does not automatically disqualify an individual from acceptance or continued participation. 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. 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.
 - b. 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.
- 5. **Results:**
 - a. **Confidentiality:** Reasonable efforts will be made so that results of criminal background checks and drug screen are kept confidential with only those personnel having a legitimate need to know being authorized to review results.
 - b. **College of Nursing access to results:** The Associate Dean--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--Undergraduate Studies will notify the student in writing requesting additional information, and will refer the report to the Baccalaureate Acceptance Committee.
 - c. **Admission/participation:** Based on the results of the criminal background checks and drug screen, the Baccalaureate Acceptance Committee and the Associate Dean--Undergraduate Studies reserve the right to extend or withhold acceptance or continued participation in the BYU College of Nursing.
 - d. **Student access to results:** The student may review the background check and drug screen results by submitting a written request to CCT.
 - e. **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 – Undergraduate Affairs. When appropriate, the student may be asked to meet with the committee in person to answer questions.
 - f. **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.

INSTRUCTIONS

Please begin the background check/drug screening process by date listed on checklist (which means schedule your appointment – not that the drug screen needs to be complete, just started) and bring in the Background Check form and check by listed due date. Please call if you have questions, 801-422-4173. Please note that these requirements must be completed after admission to the program, not prior.

BACKGROUND CHECK –More information will follow. Stay tuned. An email from the Clinical Compliance Team will notify you as to the instructions for the background check.

DRUG SCREEN – must be updated every 3 years.

Obtain **AT LEAST** a 9-panel drug screen from any credible organization (see below). It must cover all drugs listed below. Results should be available in about 24 hours for you to pick up and bring to the Clinical Compliance Team in 400 KMBL. 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. Must be updated every 3 years.

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 listed below. They are covered in a 9-panel drug screen at the places listed 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.

NOTE: Many of these facilities are walk-in only. You do not need to schedule an appointment.

COMPANY	ADDRESS	PHONE NO.	NOTE
Orem Work Med	830 N. 980 W. Orem	(801)724-4000	Need photo ID.
Concentra	601 N. 1200 W. Orem	(801)224-4211	Need photo ID.
Occupational Health Center International (OHCI)	327 E. 1200 S. Plaza West Suite 6, Orem	(801)224-0451	*There are also two locations in SLC

9-panel drug screens test for: marijuana, cocaine, PCP, opiates (codeine & morphine), methamphetamine, methadone, amphetamines, barbiturates, and benzodiazepines

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 KMBL

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/2018) 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

REAPPLICATION FORM CONTINUED

ANSWER THE FOLLOWING QUESTIONS ACCURATELY:

<i>Qualifying Questions</i>	<i>Yes</i>	<i>No</i>
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?		
2. Have you ever been denied the right to sit for a licensure examination?		
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?		
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?		
5. Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?		
6. Have you ever had hospital or other health care facility privileges denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?		
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?		
8. Is any action related to your conduct or patient care pending against you now at any hospital or health care facility?		
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?		
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?		
11. Is any action pending against you now by Medicaid, Medicare, or any other state or federal health care payment reimbursement program?		
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?		
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?		
14. Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?		
15. Have you been named as a defendant in a malpractice suit?		
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?		
17. Have you ever had any malpractice insurance coverage denied, conditioned, curtailed, limited, suspended, or revoked in any way?		

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 of 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

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 the deferment so it is still valid after the deferment. 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.

**AGREEMENT FOR DEFERMENT
FROM THE BACCALAUREATE NURSING PROGRAM
BRIGHAM YOUNG UNIVERSITY**

The information contained on this page must be completed fully and submitted before a student's request for deferred enrollment will be considered. Please carefully read the information in this document in order to understand and agree to all requirements.

You must meet the following requirements:

1. If you are requesting deferment of enrollment you must be currently enrolled at Brigham Young University- College of Nursing.
2. You must have current certification in **professional level CPR** (Cardio-Pulmonary Resuscitation) and the **required immunizations** turned into the Advisement Center by the first Friday of the semester designated for you to return or before the first clinical day (whichever comes first). You may contact the Advisement Center to inquire after 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 above.

Name: _____ Jang

Final Semester Before Deferment: Spring 19 ▼

Semester/Year that you intend to return to the Nursing Program: Fall 19 ▼

Reason for Deferment: Full-time Mission ▼

If you selected "Other" for the deferment reason, or if there are any details to add, please enter them here:

☐ Have you deferred a College of Nursing Scholarship Award?

☐ Have you attended your Spring Term Nursing Global and Public Health Course?

*NOTE: You will not be able to return to classes at any semester earlier than the one selected above (corresponding to "Semester that Student will Return"). If you do not return to classes by this noted semester, you will be required to re-enroll to the college. We will attempt to accommodate all deferred students, however, some circumstances may require the College of Nursing to postpone your return semester, in which you or a parent will be notified immediately.

Personal Information for Deferment (if applicable)

Mailing Address:

Phone Number:

Email Address:

By providing the parent contact information below, you give consent to the College of Nursing to contact your parents for the purpose of coordinating your enrollment in the College during your deferment period.

Parent Contact Information:

Name(s) of Contact:

Address:

Phone Number(s):

Email(s):

Student Incident Procedure

BRIGHAM YOUNG UNIVERSITY
COLLEGE OF NURSING
STUDENT INCIDENT PROCEDURE

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, contact the Assistant Dean of Resource Management at 801-422-7189. Your health and welfare are the most important aspects of incident procedures. Please follow these steps so you will obtain the maximum care possible.

1. Obtain Necessary Medical Care
 - a. Emergences on campus: dial 911
 - b. Emergences 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 the Assistant Dean of Resource Management immediately following the incident and BEFORE going to the Health Center whenever possible. (Student Health Center Urgent Care Hours: M-F: SAM-5:30PM, Saturday: SAM-12PM)
2. 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.
3. Complete College of Nursing Protocol
 - a. Notify your instructor immediately
 - b. Contact the Assistant Dean of Resource Management immediately. If she is not in her office, leave a voicemail. 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 of 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 two hours of exposure at the hospital E.R. The hospital/clinic determines if post exposure prophylaxis is recommended. Contact the Assistant Dean or Resource Management ASAP.
4. If the patient is NOT considered “high risk”, Contact the Assistant Dean or Resource Management, leave clinical and go to the Student Health Center Urgent Care within two 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 healthcare coverage.

Uniform Guidelines

BYU College of Nursing Uniform Guidelines

In the College of Nursing we require professional clinical dress. The uniform requirements include the following: 1) Clinical uniform – white scrub top and navy pants, 2) NLC uniform – ceil blue scrub top and pants, and 3) Name tag which will be provided by the College of Nursing.

	Clinical Uniform	NLC Uniform
Scrub Top	<ul style="list-style-type: none"> • Solid white color • Short-sleeve • Modest neckline • Pockets • No buttons • Opt: BYU College of Nursing logo on sleeve 	<ul style="list-style-type: none"> • Solid ceil blue color • Short-sleeve • Modest neckline • Pockets • No buttons
Scrub pants	<ul style="list-style-type: none"> • Solid Navy blue color • Fit at waist or slightly below • Pants go to ankles, do not drag on floor • Style of choice (i.e. jogger-style, straight leg, cargo); avoid multiple zippers on pants 	<ul style="list-style-type: none"> • Solid, Ceil blue color • Fit at waist or slightly below • Pants go to ankles, do not drag on floor • Style of choice (i.e. jogger-style, straight leg, cargo); avoid multiple zippers on pants
Tags and Badges	<ul style="list-style-type: none"> • College of Nursing nametag with student's first name and clinical badge (as needed) • Nametag and clinical badge must be visible at all times 	<ul style="list-style-type: none"> • College of Nursing nametag with student's first name
Socks	<ul style="list-style-type: none"> • Ankle, crew, or knee socks • White, black, or navy blue • Primarily solid color 	<ul style="list-style-type: none"> • Ankle, crew, or knee socks • White, black, or navy blue • Primarily solid color
Shoes	<ul style="list-style-type: none"> • White, black, or navy blue (primarily solid color) • Close-toed • Non-slip sole • Non-porous (no mesh top) <p>Comfortable and supportive water resistant shoes are recommended. The shoes should be worn only in clinical and not in recreational settings.</p>	<ul style="list-style-type: none"> • White, black, or navy blue (primarily solid color) • Close-toed • Non-slip sole • Non-porous (no mesh top) <p>Comfortable and supportive water resistant shoes are recommended.</p>
Misc.	<ul style="list-style-type: none"> • 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. • Long fingernails, fingernail polish, and/or artificial nails are not acceptable. • Hair needs to remain away from the face and off the shoulders. Male students are to be clean shaven. 	
Optional	<ul style="list-style-type: none"> • Solid white tank top, short-sleeve, or long-sleeve shirt can be worn under white scrub top <i>if allowed</i> at clinical site for additional warmth or modesty. No hoods on shirts allowed. • Jacket (highly recommended as <i>only approved jacket allowable in clinical setting</i>). Please check with clinical instructor as some clinical sites do not allow jackets to be worn. Student nametag and clinical badge must be visible at all times. <p>https://www.byustore.com/CON-Cherokee-Jacket-Unisex-WW320?quantity=1&color=240 https://www.byustore.com/College-of-Nursing-BYU-Zip-Jacket-Sport-Tek?quantity=1&color=206</p>	