



Undergraduate Policy Addendum

Undergraduate Students

Student Responsibilities

Students are responsible for understanding and following all policies of the College of Nursing and University of Nebraska Medical Center.

UNMC Student Policies and Procedures are found at [UNMC Student Handbook/Catalog/General Information](#).

Applicable sections include but are not limited to:

Academic and Professional Performance

Compliance

Financial Aid/Tuition/Fees

Registration/Records/Enrollment

Safety/Security

College of Nursing Policies and Procedures are found at [UNMC Student Handbook/Catalog/College of Nursing/Student Policies](#).

American Nurses Association	Purpose/Details
ANA Code of Ethics	The Code of Ethics for Nurses with Interpretive Statements was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession.

UNMC Policy Name	Purpose/Details
Student Code of Conduct	Students at the University of Nebraska are members of an academic community in which academic integrity and responsible conduct are essential for the community to function. To ensure that students know what is expected of them, the University has adopted the Standards of Academic Integrity and Responsible Conduct.
Accommodation Policy (ADA Policy)	UNMC takes pride in its diverse population and is committed to providing all students the opportunity to take full advantage of its programs and facilities. In keeping with this philosophy, UNMC strives to eliminate architectural and programmatic barriers that may prevent qualified students with disabilities from obtaining an academic or professional degree. The ASC provides reasonable accommodations to students with disabilities and/or medical conditions an equal opportunity to participate in academic programs and to promote and facilitate the integration of students with disabilities into the mainstream of university academic life. Students in need of accommodations should reach out to the ASC as soon as possible to initiate the request, as accommodation are not retroactive in nature. However, the accountability and responsibility

	of accommodations is shared among faculty, students, administrators, and staff. Reasonable accommodations for students with disabilities are designed to provide equal access in a manner that does not compromise essential elements of academic programs.
Title IX Information	Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs receiving Federal financial assistance. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
Deadly Weapons Policy	It is the policy of the UNMC to prohibit possession of deadly weapons on University property.

CON Policy Name	Number	Purpose/Details
Philosophy Statement	2.2	The nursing metaparadigm (human being, health, environment, and nursing) guides students and faculty in teaching and learning at all levels of nursing education at the College of Nursing.
Organizing Framework	2.3	The organizing framework illustrates the relationships between human beings and their health, the environment and professional nursing. The framework represents the College of Nursing's view of nursing and the ways faculty and students work together to enable students to enter into and advance the profession of nursing.
Attendance	5.1.2	Establishes guidelines for class attendance.
Student Responsibility to Provide Information	5.1.3	Establishes guidelines regarding the responsibility to inform the College of Nursing of changes in status in a timely manner.
Emotional Health Policy and Guidelines	5.1.4	Establishes guidelines for supporting the emotional well-being of all students.
Plan of Study Requirements for Undergraduate Nursing Students	5.1.6	Establishes the requirement for students to follow a plan of study.
Course Enrollment	5.1.7	Establishes minimum enrollment in courses and determines decision makers for enrollment issues.
Student Ratings of Instruction	5.1.8	Provides students an opportunity to have an impact on the quality of courses and instruction.
Undergraduate Grade of Incomplete	5.1.9	Establishes the circumstances under which a student may receive an incomplete grade for a course.
International Nursing Student Exchange	5.1.10	Guides visits during a formal educational exchange program, either graduate or undergraduate, for international students visiting the University of Nebraska Medical Center College of Nursing.
Proctors for Off Campus Testing	5.1.11	Provides guidelines for using proctors for off-campus examinations.
Access to Student Emergency Assistance/Educational/Development Funds	5.1.12	Provides emergency funds to students in need of financial assistance.

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Background Checks Disclosure Statements	5.1.13	Establishes the requirement for background checks.
Undergraduate/Professional Graduate Student Disciplinary Appeal	5.1.14	Establishes a mechanism for formal student appeal of any charge(s) or disciplinary action brought against a student.
Student Formal Complaints and Formal Grievances	5.1.15	Students can provide formal complaints or formal grievances.
Technical Standards for Undergraduate Program	5.2.1	Identifies general abilities necessary to meet the technical standards for progression.
Medication Math Competency Requirements	5.2.2	Establishes criteria for math competencies.
Undergraduate Admission Requirements	5.2.3	Establishes criteria for admission into the undergraduate program.
English as a Second Language - Undergraduate Students	5.2.5	Establishes criteria for evaluating English language proficiency for applicants.
Awarding of Credit by Examination for Non-Nursing Courses	5.2.6	Establishes criteria by which non-nursing credit can be accepted.
Advanced Placement	5.2.7	Establishes criteria by which students may qualify for advanced placement.
Undergraduate Transfer Credit	5.2.8	Establishes criteria by which transfer credit can be accepted.
Auditing of Courses	5.2.9	Establishes the criteria by which a nursing course may be audited or changed to a credit course.
Undergraduate Unclassified Student	5.2.10	Establishes the criteria by which courses may be taken by unclassified students.
Undergraduate Guaranteed Admission to the BSN Program	5.2.11	Establishes criteria for guaranteed admission to the BSN program..
Student Clinical Attire	5.2.12	Establishes the appropriate attire for each division specific clinical agency.
Enrollment in Course by Permission of Instructor	5.2.13	Establishes the criteria for admission to a course by special permission.
Undergraduate Scholarship Awards	5.2.14	Establishes the criteria for awarding scholarships for University of Nebraska Foundation Scholarships and the University of Nebraska Medical Center College of Nursing Scholarships.
Evaluation of Undergraduate Students	5.2.15	Establishes criteria for student evaluation and ongoing, systematic and comprehensive feedback regarding their performance.
Undergraduate Grading System	5.2.16	Establishes criteria for awarding grades, quality points, Pass/Fail, withdrawal and incomplete.
Undergraduate Progression	5.2.18	Establishes criteria for progression in undergraduate program regarding cumulative grade point average, passing of clinical courses and documentation of immunizations and certifications.
Undergraduate Student Grade Appeal	5.2.19	Establishes opportunity for appeal of academic performance.
Makeup of Clinical Laboratory	5.2.21	Establishes expectations for making up time due to absence from clinical experience.
Undergraduate Academic Probation, Dismissal, Withdrawal	5.2.23	Establishes criteria for academic probation, academic dismissal, and readmission/reinstatement of students

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Undergraduate Readmission/Reinstatement	5.2.28	Establishes criteria for academic suspension, academic readmission, and academic reinstatement of students
Transfer of Division	5.2.29	Establishes criteria for transferring from one campus to another
Dean's List	5.2.30	Establishes criteria for placement on the Dean's List each semester.
Requirements for Undergraduate Graduation	5.2.31	Establishes criteria for graduation and conferral of diploma
Recognition for Outstanding Academic Achievement and Graduation with Honors	5.2.35	Establishes criteria for graduation with honors "with highest distinction," "with high distinction," and "with distinction" for BSN and "Award of Academic Excellence" to RN to BSN students
Undergraduate Professional Performance	5.2.36	Establishes the expectation that students conduct themselves in a professional manner and assumes the rights and responsibilities of student citizenship.
Undergraduate Simulation Hours	5.2.37	Establishes the ratio of simulation hours to clinical clock hours. Provides simulation definitions.
Undergraduate Testing	5.2.38	Establishes criteria for testing procedures.
Student Use of Clinically Related Lab Supplies and Equipment	6.2.5	Establishes the criteria for the use of clinically related lab supplies and equipment. Provides definitions of consumable supplies and equipment.
Cancellation of Classes or Clinical Experiences	4.2.6	Provides guidelines for all campuses for class cancellation, arranging make-up of classes or clinical experiences during inclement weather.

Appendix Name	Letter	Purpose/Details
Student Complaint Procedure	Appendix C1	Details the procedure for a student to resolve a complaint or report a formal complaint against a student, faculty or staff member.
Student Grievance Procedure	Appendix C2	Details the procedure for a student to resolve a grievance or report a formal grievance against a student, faculty or staff member.
Procedures for Handling Undergraduate Student Appeals of Academic Evaluations	Appendix N	Provides procedures for student appeals of academic evaluations.
Proctoring Process for Off Campus Examinations	Appendix V	Provides proctoring responsibilities for the course coordinator, student and proctor.