



**BRIGHAM YOUNG UNIVERSITY – IDAHO**

**DEPARTMENT OF NURSING**

**STUDENT HANDBOOK**  
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## Section I

### Introduction

## **BRIGHAM YOUNG UNIVERSITY-IDAHO DEPARTMENT OF NURSING**

### **WELCOME TO THE DEPARTMENT OF NURSING!**

The Department of Nursing faculty and staff welcome you and wish you a rewarding and successful experience in nursing. The curriculum has been planned to prepare students to become excellent professional nurses in generalist nursing practice. Faculty and staff are available to assist you to progress toward that goal.

Nursing students have the same rights, privileges, and responsibilities as all other university students and are expected to abide by university standards. This Handbook contains the policies and procedures for the baccalaureate nursing program. Students are responsible for knowing and following the policies and procedures outlined in this Handbook. The Handbook is available on the [Nursing website](#).

When questions arise or information is needed during the nursing program, students should refer to the Handbook before seeking the answers from other sources. If questions are not answered in the Handbook, students may refer questions to the appropriate faculty or advisor.

May you enjoy a successful educational experience!

### **I.1 – MISSION STATEMENT**

#### **Brigham Young University- Idaho Mission Statement**

Brigham Young University-Idaho was founded and is supported and guided by The Church of Jesus Christ of Latter-day Saints. Its mission is to develop disciples of Jesus Christ who are leaders in their homes, the Church, and their communities. The university does this by:

1. Building testimonies of the restored gospel of Jesus Christ and fostering its principles in a wholesome, academic, cultural, and social environment.
2. Providing a high-quality education that prepares students of diverse interests and abilities for lifelong learning and employment.
3. Serving as many students as possible within resource constraints.
4. Delivering education that is affordable for students and the Church.

## Department of Nursing

Our Mission is to:

1. Care through inspiration and professionalism
2. Promote a high regard for quality, safety and collaboration
3. Engage in the scholarship of the discipline
4. Innovate health practice

### I.2 – OUTCOMES

#### 1. Knowledge for Nursing Practice

Develop and continually seek nursing and interdisciplinary knowledge to demonstrate safe, competent clinical judgement while innovating nursing practice.

#### 2. Person-Centered Care

Demonstrate person-centered care with an individualized, holistic, evidence-based, and just approach while exhibiting compassion, respect and developmentally appropriate care.

#### 3. Population Health

Manage population health by engaging in effective partnerships, advancing equitable population health policy, demonstrating advocacy strategies, and advancing preparedness from public health prevention and disease management to disasters and emergencies.

#### 4. Scholarship for Nursing Discipline

Seek answers to health and health care improvement questions through diligent inquiry and analysis; generate, synthesize, translate, and apply nursing knowledge to health care policy and practice; and consistently follow standards of integrity and fairness.

#### 5. Quality and Safety

Embrace quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance.

#### 6. Interprofessional Partnerships

Engage in intentional collaboration, with high regard for interprofessional partnerships, to optimize care, enhance the healthcare experience, and strengthen outcomes for patients, families, communities, and other stakeholders.

#### 7. Systems-Based Practice

Evaluate and lead within systems of healthcare that utilize the nursing process, clinical judgment, and collaborate efforts to provide safe and effective care to all populations.

#### 8. Informatics and HealthCare Technologies

Utilize information and communication technologies along with informatics processes to manage and provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for best practice.

#### 9. Professionalism

Form and cultivate a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values.

## 10. Personal, Professional, and Leadership Development

Engage in endeavors and introspection that manifest a devotion to Christ-centered principles and foster individual wholeness, endurance and thriving, continual growth in knowledge, and bolster the acquisition of nursing proficiency and exercise influential leadership.

### BYU-Idaho University Level [Outcomes and Assessment](#)

#### I.3 – BYU-IDAHO LEARNING MODEL

##### Underlying Assumptions

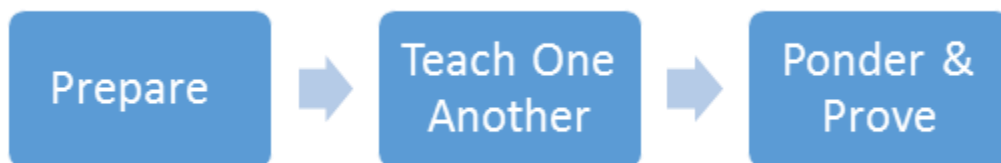
1. Everyone at BYU–Idaho is a learner and a teacher.
2. Learners and teachers at BYU–Idaho are at different levels in their individual progress toward learning by study and also by faith.
3. The principles of the Learning Model apply to all aspects of the BYU–Idaho experience.
4. Our understanding of the learning and teaching process grows as we pursue inspired inquiry and innovation.

##### Principles

Learners and teachers at BYU–Idaho:

1. Exercise faith in the Lord Jesus Christ as a principle of power.
2. Understand that true teaching is done by and with the Spirit of the Holy Ghost.
3. Lay hold upon the word of God as found in the holy scriptures and in the words of the prophets in all disciplines.
4. Act for themselves and accept responsibility for learning and teaching.
5. Love, serve, and teach one another.

##### STUDENT PROCESS



To learn more about the Learning Model click or copy/paste the following URL into your web browser:  
<http://www.byui.edu/about/defining-aspects/learning-model>

## SECTION II

### Department of Nursing Student Policies

All University Student Policies as found in the [BYU-Idaho catalog](#) are congruent with the Department of Nursing student policies. In addition, the Department of Nursing has established the following student policies:

#### II.1 PROFESSIONALISM:

Professionalism is a critical aspect of nursing and includes education. Professional behavior is exemplified by:

- **Strict adherence to patient privacy (HIPAA) guidelines**
- Punctuality
- Preparation
- Respect and civility
- Professional ethic with electronic devices
- Appropriate childcare outside of the classroom to preserve a high-quality learning environment
- Adhere to the [BYU-Idaho honor code](#), including dress and grooming standards and academic honesty
- Complete honesty in all dealings, including class assignments and tests. This means no form of plagiarism, fabricating or falsifying information, sharing information about content on exams and quizzes, cheating, submitting the same work for more than one class without disclosure and approval, and other academic misconduct.
- Promote and maintain a safe and respectful environment, including [prohibiting sexual misconduct](#) in all forms

#### Patient Privacy

Patient privacy, commonly referred to as HIPAA, is a legally protected right with [established standards](#) that must be followed at all times. HIPAA privacy rules protect all patient information that is considered individually identifiable, in any format. **Unauthorized sharing of legally protected patient information is against the law, and can result in financial penalties, dismissal from the nursing program, and even jail time.**

Any characteristic that could uniquely identify a patient is considered a violation of HIPAA patient privacy rights. No protected health information should be shared or disseminated in any format, except when needed in a clinical setting to perform patient care duties. The following are examples of protected health information (PHI) that should not be shared:

1. Name (including any parts of the name, e.g., actual name initials)
2. Photographic images – Photographic images are not limited to images of the face
3. Screenshots of any electronic documentation
4. Address (all geographic subdivisions smaller than state, including street address, city, county and zip code)
5. Any other characteristics that could uniquely identify the individual
6. All elements (except years) of dates related to an individual (including birthday, admission date, discharge date, date of death, and exact age if over 89)
7. Telephone numbers
8. Fax number
9. Email address
10. Social Security Number

11. Medical record number
12. Health plan beneficiary number
13. Account number
14. Certificate or license number
15. Any vehicle or other device serial number
16. Web URL
17. Internet Protocol (IP) Address
18. Finger or voice print

### **Social Media**

Personal social media content must **never** include protected health information (PHI). **Any characteristic that could uniquely identify a patient** is considered a HIPAA violation. Unauthorized sharing of legally protected patient information is against the law, **even if shared “privately”**, and can result in financial penalties, dismissal from the nursing program, and even jail time. **Do not share any protected health information (PHI) on any social media or electronic platforms.** See, [A Nurses Guide To Social Media](#)

### **Professional Boundaries**

Patients should expect student nurses to act in their best interests and to respect their dignity. The student nurse should abstain from obtaining personal gain at the patient’s expense and refrain from inappropriate involvement with a patient or the patient’s family. See, [Professional Boundaries in Nursing](#)

Crossing professional boundaries or improper use of social media are violations of the nurse practice act and can be cause for discipline and or dismissal from the nursing program. ([NCSBN](#))

BYU-Idaho Department of Nursing respects and honors the [Code of Ethics](#) from the American Nurses Association (ANA) in conjunction with the BYU-Idaho and [Church Education System \(CES\) Honor Code](#).

ANA Code of Ethics (2016) provisions for making decisions based on a sound foundation of ethics is an essential part of nursing practice.

1. The nurse practices with compassion and respect for inherent dignity, worth and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community or population.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work settings and conditions of employment that are conducive to safe, quality health care.
6. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

7. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy and reduce health disparities.
8. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy. <https://www.hhs.gov/>

## II.2 – NURSING DEPARTMENT CLINICAL DRESS CODE

The BYU-Idaho Nursing uniform is to be worn when the student is in any clinical practice site including the clinical learning lab or the clinical simulation suite. It is the student's responsibility to be appropriately groomed and attired for clinical practice experiences in accordance with the BYU-I honor code standard. Clinical attire is not required for open lab practice.

The basic uniform is specified by the department and must be purchased from the BYU-Idaho Bookstore. The uniform consists of a top, pants, and optional jacket. Shoes must be sturdy, closed toe, and non-skid and may be white or black in color.

### Nametags

- Students are expected to obtain a Department of Nursing nametag from the I-Card office in KIM 130. Nametags must be worn by all BYU-Idaho nursing students when in a clinical practice setting.

### Jewelry and Grooming:

- A plain watch with a second hand is required.
- Simple wedding bands may be worn. (Please be aware that there is a chance rings may be accidentally removed when gloves are removed and thrown into the trash. All rings are required to be removed during sterile procedures and could be lost during this process as well. If you choose to wear a wedding band, the Department recommends that you purchase an inexpensive smooth silicone band.)
- Earrings must be removed during clinical experiences.
- Hair is to be pulled back with a simple tie. Ornate hair accessories are not to be worn with the uniform.
- Men should be clean shaven. (If a male student has a beard card from the University, he may still be required by a healthcare facility to shave in order to complete clinical experiences).
- Fingernails must be clean and short. No nail polish, silk or acrylic wraps, or extensions to natural nails.
- Students should bathe daily. Deodorants should be used. No scented oils, creams, perfumes, after shaves, etc.
- Tattoos must be covered.

## II.3 – CPR CERTIFICATION AND IMMUNIZATION DOCUMENTATION:

- a. The student is responsible for maintaining CPR certification throughout enrollment in nursing courses. American Heart Association (AHA) **Basic Life Support CPR for Healthcare Providers is the only certification accepted** by the BYU-Idaho Department of Nursing.



- b. The student is responsible for providing immunization documentation in myClinicalExchange (mCE) immunization tracking system including the following:
  - Tdap (within the last 10 years)
  - COVID-19 Vaccine (one or two doses per manufacturer requirements to be fully vaccinated)
  - Annual verification of a negative QuantiFERON Gold TB (a negative chest x-ray will be required if TB is positive) or a two-step TB test
  - MMR (vaccination dates (2) or positive titers)
  - Hepatitis B (vaccination dates (3) and positive titer) You may receive a booster by the deadline and then 4 week later a Hep B titer to be considered “in progress.” If a hep B titer is negative and a booster was received, a repeat of 2 more Hep B vaccinations according to the appropriate timeline will be required and considered “in progress.”
  - Varicella/Chicken pox (2 Vaccinations or a positive titer)
  - Annual flu vaccine (for Fall and Winter semesters)
  - You will be required to obtain a 10-Panel Drug Test and alcohol screening at the Student Health Department. Each student will receive instructions and screening dates from the Nursing Department.
- c. Current and prospective students will be responsible for maintaining current documentation within mCE. The link and information regarding cost is found on the [BYU-I Nursing website](#).
- d. All associated costs are the responsibility of the student.

#### **II.4 –STUDENT HEALTH:**

- a. All students are required to maintain a level of personal health that will not jeopardize patient’s welfare and which will lead to successful completion of the program of nursing.
- b. Students are responsible for maintaining health insurance throughout enrollment of BYU-Idaho. Visit the BYU-Idaho policy here: <https://web.byui.edu/insurancemaint/Insurance.aspx>
- c. Any health-related concerns that may affect ability to fulfill all clinical requirements must be discussed with the instructor. Failure to complete clinical requirements within the semester may result in a course failure. All course requirements must be completed within the semester enrolled.

#### **II.5 – ADVISING/COUNSELING:**

- a. Student Academic Advising is available for nursing students by contacting the College of Agriculture and Life Science (CALS) Academic Discovery Center (ADC) through the information provided here: <https://www.byui.edu/advising/> or 208-496-9800. Students should meet with a Nursing Advisor early in the program and at least once prior to applying for graduation.
- b. Students are recommended to use the Grad Planner tools to map academic requirements. Both tools are found in the student tab on myBYUI:
  - i. The Grad Planner provides a means to map out and schedule remaining required courses.
- c. The Academic Catalog contains general information, academic policies, university standards, admission and financial policies, support services, and specifics of the various programs, including nursing. The current BYU-Idaho Academic Catalog may be found here: <http://www.byui.edu/catalog>
- d. The student will be assigned a nursing faculty mentor for general nursing and career advising. The student can locate their faculty member assigned to them under the myBYUI student tab.
- e. Counseling services are available for those students who may be experiencing considerable stress and/or interpersonal conflicts at [www.byui.edu/counselingcenter](http://www.byui.edu/counselingcenter)

- f. Students with disabilities are invited to visit the following website:  
<https://www.byui.edu/accessibility-services/>

## **II.6 – STUDENT GOVERNANCE/REPRESENTATION ON FACULTY COUNCILS:**

Nursing student input and recommendations are actively solicited in planning and improving all areas of BYU-Idaho's nursing program. The procedure for nursing student governance and representation occurs through Focus Groups as follows:

- a. The Faculty Council routinely reviews Focus Group feedback and uses feedback to plan for program improvement.
- b. Student representatives from each semester are invited to attend the first 15-20 minutes of faculty meetings to report concerns and suggestions to the faculty team.

## **II.7 – CLINICAL AGENCY REQUIREMENTS:**

In addition to the BYU-Idaho honor code, students are expected to abide by all clinical facility requirements. Approved BYU-I nursing uniform is required for all clinical experiences (including lab and simulation). Please see the following webpages for more information: BSN  
<http://www.byui.edu/nursing/pre-licensure-bsn/resources>

## **II.8 – CLINICAL CREDIT HOURS:**

Refer to your course syllabus for an explanation and breakdown of clinical hours.

## **II.9 –DEGREE PROGRESSION:**

- a. Students' progress through the nursing program according to a set sequences of nursing courses, which is prescribed upon acceptance into the program.
- b. Students must pass all nursing classes in the semester to progress to the next semester. Any student that fails more than 1 nursing course will be dismissed from the program.
- c. The BSN course sequences are shown on the following webpages:  
<http://www.byui.edu/nursing/pre-licensure-bsn/course-sequence>

## **II.10 – ELECTRONIC ACCESSORY USE:**

In keeping with the BYU-Idaho Academic Policy regarding electronic devices:

In order to promote a learning environment, the University requires, as general policy, that electronic devices be turned off during class time. These devices include laptop computers, cell phones and all other electronic devices. Instructors may, for the sake of achieving learning objectives or to meet individual student needs, authorize the use of specific electronic devices in their classrooms.  
<http://www.byui.edu/catalog/-/policies>

## II.11 – EXCELLENCE IN WRITING:

Precision and clarity of written expression is critical in the nursing profession. Review the following program requirements:

- a. All work submitted is to be original work created by the student
- b. APA format is expected for all nursing papers
- c. Correct grammar, punctuation and sentence structure must be used
- d. Content must be carefully organized in a logical, readable manner
- e. To improve your writing skills, visit the BYU-I Writing Center website here:  
<http://www.byui.edu/academic-support-centers/writing>
- f. APA style website helps: Owl Purdue: <https://owl.english.purdue.edu/owl/resource/560/01/>
- g. When writing papers, use reputable sources such as peer reviewed journals, government (.gov), and education (.edu). The BYU-Idaho McKay Library has access to many of these sources and also has an online section specific to Nursing here:  
[https://libguides.byui.edu/sb.php?subject\\_id=5360](https://libguides.byui.edu/sb.php?subject_id=5360)

## II.12 – COMMUNICATION/APEALS PROCESS:

- a. The appropriate sequential line of authority to follow when trying to resolve a problem is:
  - i. First, address the problem with the primary person(s) involved.
  - ii. If additional consultation is needed:
    - a. Contact course/clinical instructor
    - b. Course Lead
    - c. Department Chair
- b. The grievance process is designed to allow the student the ability to have an appropriate avenue to address “a cause for distress affording reason for complaint or resistance.” A phone call or email to the College Dean, Vice President or University President is not an appropriate or professional process to address grievances. An application for review or appeal should be based on one of the following criteria.
  - Failure to execute responsibilities as set out by the published University policy, regulation or rule.
  - Failure to adhere to the published University policy, regulation or rule.
  - A penalty that has been imposed that is inconsistent with the penalties contained within University policy, regulation or rule.

Initial contact, in order to address one or any combination of the above points, should be made with the faculty member who made the decision. This will provide an opportunity for the faculty member to provide further information or the student to gain an understanding of the relevant decision. [Student Academic Grievance Policy](#)

## II.13 –CLINICAL EVALUATIONS:

Each student will participate in clinical evaluations in each clinical course. This is to provide opportunity for input from the student and faculty.

## **II.14 – GRADUATION REQUIREMENTS:**

Students are responsible for meeting all university requirements for graduation as directed on the Graduation website at: <http://www.byui.edu/graduation>. Certification or graduation in this program does not imply or guarantee reciprocity or job attainment in Idaho or any other state or country.

## **II.15 – STATEMENT OF CONCERNS:**

- a) The BYU-Idaho Department of Nursing follows a progressive process directed toward student performance improvement and support. This process is initiated when a student fails to meet the expectations of the Professionalism, Integrity, and Safety Policy, or required clinical/lab/simulation performance in all instances where a student is representing BYU-I. Progression from verbal to written counseling is based on student conduct, the need to ensure client safety, and the development of professional behaviors and accountability. Depending on the severity of a given situation, immediate initiation of disciplinary action may be warranted in consultation with the Department Chair. A statement of concern will remain a permanent part of the students records.
  - i. Verbal Counseling is the first level of counseling and consists of real-time verbal discussions of behavioral or dispositional concerns. Verbal counseling discussions focus on minor errors in judgment, unintentional student errors, or initial instances of performance or communication issues. The instructor conducts a verbal counseling conference with the student. Verbal counseling is constructive: information-specific, issue-focused, based on observations, and in the context of behavioral expectations and/or professional standards. Feedback is delivered in a direct and straight-forward manner, faculty and student discuss a plan for remediating the problem with a designated timeline for remediation. Verbal counseling may be documented as a statement of concern.
  - ii. Written Counseling occurs when initial behavioral/ dispositional issues have not been resolved. While continuing to focus on specific student performance improvement and support, written counseling includes contractual requirements between the student and faculty that include an action plan and learning contract.
  - iii. Disciplinary Action. If problem is not resolved in the designated timeline, the student shall be referred to the Nursing Department Chair for formal disciplinary action.

## **II.16 –DISCIPLINARY PROCESS:**

The Faculty Decision Tree guides faculty members through the disciplinary process

- a. All nursing students are expected to:
  - i. Observe the BYU-Idaho Honor Code at all times
  - ii. Maintain safety for self and others consistently, including HIPAA considerations
  - iii. Failure to demonstrate professionalism, integrity and safe behavior at all times is grounds for disciplinary action and dismissal from the BYU-Idaho Nursing Program, regardless of performance in other aspects of the course.

## **II.17 – RISK MANAGEMENT:**

- a. Injury to Patient: The student is covered by malpractice insurance paid for by BYU-Idaho. If a patient is injured, the incident must be reported immediately to the instructor and charge nurse so the patient will receive all appropriate care. Documentation must be completed according to

facility policy. Students are required to provide safety for self and others. Review II. 15.  
Academic or Clinical Concerns

- b. Injury to Student: If a student sustains an injury in a program required clinical setting, the student is responsible for all costs incurred. Students are reminded that they are required to maintain personal health insurance throughout their nursing program. Additionally, the student must:
  - i. Seek immediate care if needed
  - i. Immediately report the accident to clinical faculty and the appropriate facility nurse
  - ii. Follow all facility policies related to accidents and injury
- c. The student must report the accident within 24 hours to the Department Chair and Campus Safety Officer. See: The Blood Borne Pathogen Exposure Procedures Safety reporting. If the student has university student health plan; the Student Health Center may be the first choice for an examination and possible referral to a private physician
- d. The Safety Officer may contact the student and conduct a thorough investigation of the student's accident and, if deemed necessary, and prepare and file additional reports as indicated
- e. HIPAA Privacy Rule:
  - i. (Health Insurance Portability and Accountability Act of 1996) The HIPAA Privacy Rule establishes national standards to protect individuals' medical records and other personal health information and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically. The Rule requires appropriate safeguards to protect the privacy of personal health information and sets limits and conditions on the uses and disclosures that may be made of such information without patient authorization. Patient information should only be accessed on a need to know basis. Such as providing treatment of that patient and in performance of professional duties.
  - ii. Students may NOT access medical records of family or friends, nor discuss a patient's care or treatment with friends or family members. Private information should not be discussed in public places like cafeterias, elevators, public hallways, or social media formats. See, [A Nurses Guide To Social Media](#)
  - iii. Patient Confidentiality: No portion of the patient's chart - electronic medical record, printed materials, or materials with patient names blacked out may be removed from any facility. *This will be strictly observed.* Failure to demonstrate professionalism, integrity and safe behavior at all times is grounds for dismissal from the BYU-Idaho Nursing Program, regardless of performance in other aspects of coursework.

## II.18 – GRADING STANDARD:

As stated in the BYU-Idaho Course Catalog BSN nursing students must maintain a minimum of a “C- “in all major courses. The faculty of BYU-Idaho Department of Nursing has adopted the following standard for letter grading for nursing courses:

93-100 = A	80-83 = B-	70-73 = D+
90-92 = A-	78-79 = C+	65-69 = D
87-89 = B+	76-77 = C	60-64 = D-
84-86 = B	74-75 = C-	Below 60 = F

## **II.19 – CHANGES IN POLICY:**

In the event of a policy or curriculum or policy change, students will be given notice of the change. Current nursing students will be notified by email, website, and/or letter.

## **II.20 – CONFIDENTIALITY:**

All student information provided by the student to the Department of Nursing is maintained in locked storage in the department. Only authorized Department employees have access to the student's information. Information cannot be revealed to any third party by Department employees without written permission from the student. Students are responsible for keeping their contact information current with the Department at all times.

## **II.21 – ACADEMIC HONESTY:**

Academic honesty in the nursing department requires all students to do their own work. Exceptions include group work assignments. Academic honesty also includes integrity with Elsevier products, especially exam questions. Copying, photographing or writing down exam questions, even for personal use, is not within academic honesty standards. Any violations to this standard may result in consequences up to and including suspension or expulsion from the nursing program and the university. See [CES Academic Honesty Standards](#) and policies for further clarification.

## **BYU-Idaho Nursing Student Handbook Acknowledgement Form**

I acknowledge that I have read the entire Department of Nursing BSN Student Handbook:

I understand that I am responsible for the policies and procedures stipulated in this handbook.

If I have questions, I will contact the appropriate Department of Nursing representative.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_