



Graceland
UNIVERSITY | 1895

Graceland University School of Nursing
RN-BSN Student Handbook
2026-2027 Academic Year

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1-816-833-0524

www.graceland.edu

<https://www.graceland.edu/programs/nursing/>

Table of Contents

Welcome to the School of Nursing	5
Important Contact Information	6
Emergency, Campus, and Student Services Phone Numbers	6
Full-Time Faculty Phone Numbers	7
General Education Goals/Requirements.....	8
Accreditations and Approvals	8
About Graceland University	9
Lamoni Campus.....	9
Independence Campus	9
University History & Church Affiliation	9
School of Nursing History.....	9
Graceland Traditions & Trivia	10
Graceland University Vision, Mission, and Values	11
School of Nursing Mission, Goals, Philosophy, Standards, and Framework.....	12
Mission.....	12
Goals	12
Philosophy Statement.....	12
Professional Standards	13
AACN Essentials: Core Competencies for Professional Nursing Education.....	13
School of Nursing Organizing Framework.....	14
Matriculation, Nursing Recognition, and Commencement	15
Nursing Recognition and Commencement	15
The Significance of the Nursing Cap and Pin.....	15
The Nursing Cap	15
The Nursing Pin	16
Commencement	16
Bachelor of Science in Nursing Curriculum Plans	17
Academic Calendar, 2026-2027	18
Student Learning Outcomes	19
RN-BSN Student Learning Outcomes	19
Integration of AACN Essentials: Core Competencies for Professional Nursing Education.....	19
Student Learning Outcomes and Assignments	19
Student Life and Services	22
Communication.....	22
Graceland University Email	22
Faculty Availability	22
Visits with Faculty	23
Individual Issues with Faculty.....	23
Academic Advisement	23
Student Services.....	23
Undergraduate Program Administrative Assistant	23

Counseling Services.....	24
Student Disability Services	24
Bookstore	24
Writing Center.....	25
Tutoring.....	25
Dr. Charles F. Grabske, Sr. Library, Independence Campus	25
Library Hours.....	25
Library Services for Nursing Students	25
Student Awards.....	26
Student Organizations	27
General Expectations and Policies	28
Graceland University Code of Conduct	28
Expectations And Violations	28
Disciplinary Hearings And Councils	30
Harassment, Discrimination, and Sexual Misconduct.....	33
Missing Student Policy	33
***School of Nursing Addendum to the Missing Student Policy.....	34
Obscene or Profane Materials	34
***School of Nursing Addendum to the Photo and Videotape Policy	34
Safety and Security Equipment.....	35
Solicitation	35
Dismissal or Removal	35
Incomplete Grades.....	35
Course Withdrawals.....	35
Visitors	36
Student Responsibility	36
Personal Information	36
Academic Expectations and Policies	37
Academic Integrity Policy.....	37
Technology Expectations and Policies	39
Technology Ethics and Use Policy (Acceptable Use Policy)	39
***School of Nursing Addendum to the Technology Ethics and Use Policy	41
Computer/Device Use at Clinical Sites	41
Safeguarding Patient Information.....	41
Professional Conduct	41
Academic Integrity	41
Key Principles	42
Technology Requirements and Support	42
Canvas Technology Requirements	42
Respondus Lockdown Browser Requirements.....	42
Ethical Expectations and Policies.....	44
ANA Code of Ethics for Nurses*	44
Code of Academic and Clinical Conduct.....	45
A Code For Nursing Students	45
Statement of Ethical Practice.....	46
HIPAA Regulations Policy	47

HIPAA: 18 identifiers for Protected Health Information	48
Classroom Expectations and Policies	49
Exceptions to Academic Policy.....	49
RN-BSN Admissions Requirements	50
Grading Policy	52
Practice Experience Information.....	53
Copyleaks Artificial Intelligence and Plagiarism Detection Service – Submission Statement.....	54
Upper Division Progression, Retention, and Dismissal (RN-BSN)	55
Appeal Policy & Procedure	60
Clinical Expectations and Policies	64
Nurse Practice Acts	64

Welcome to the School of Nursing

Welcome to the RN-BSN Program! Many new and exciting challenges lie ahead as you integrate the knowledge accumulated in your previous education, learning, and experience with the new content in the RN-BSN Program. We hope the time you spend in your professional studies with Graceland will be all that you had hoped for and more.

This handbook includes policies you need to know to stay on the most direct route to success. Stay focused on your goal to become a BSN prepared nurse, and your probability of success will be high. As you progress through the nursing program at Graceland, you will begin to feel the "Graceland experience."

That experience results from your connections with your classmates and the caring concern of our faculty and staff for you, our students. We are here to facilitate your success. You are here to be successful. You will work hard, and we will coach and encourage you all the way!

Welcome to a new chapter in your life and thank you for choosing Graceland!

Sam Byrnes, DNP, RN
RN-BSN Track Coordinator
Assistant Professor of Nursing

Important Contact Information

Emergency, Campus, and Student Services Phone Numbers

Independence Campus	Phone: 816-833-0524 Fax: 816-833-2990 To call a specific location: 816-423-xxxx[Extension]
Financial Advisor	Toll free: 866-472-2352, option 3 Fax: 641-784-5242 myfinancials@graceland.edu
Campus Bookstore and Spirit Shop	ext. 4714 IndependenceBookstore@graceland.edu https://spiritshop.graceland.edu
UWill- Counseling Services, Student Assistance Program	24-Hour Hotline: 833-646-1526 Log in using your university email address to access services: https://uwill.com/
Practice Experience Contracts	soncontracts@graceland.edu
Academic Advising Sam Byrnes	Sbyrnes1@graceland.edu
Appeals, Petitions, Grievances Sam Byrnes	Sbyrnes1@graceland.edu
Transcripts-Registrar's office	ext. 5223
Admission Counselor Kyle Lee	ext. 4676 KCadmissions@graceland.edu Kyle.lee@graceland.edu
Talisa Shepherd	talisa1@graceland.edu
Undergrad Admin Asst. Randi Ward	ext. 4679 randi2@graceland.edu
Dean of the School of Nursing Dr. LaVerne Manos	ext. 4670 elm2@graceland.edu
Associate Dean of Undergraduate Programs Dr. Elise Hector	ext. 4684 Elise.hector@graceland.edu

Full-Time Faculty Phone Numbers

Faculty	Credentials	Title	Contact
LaVerne Manos	DNP, MS, RN, NI-BC, FAMIA	Dean of the SON Professor	ext. 4670 elm2@graceland.edu
Elise Hector	PhD, RN, CPN	Associate Dean of Undergrad Associate Professor	ext. 4684 elise.hector@graceland.edu
Samantha Byrnes	DNP, MSN-NE, RN	Associate Professor BSN-RN and RN-BSN Track Coordinator	ext. 4698 sbyrnes1@graceland.edu
Jane Garrow	DNP, MSN-NE, RN	Associate Professor Clinical Coordinator	ext. 4680 garrow@graceland.edu
Shawwna Jackson	DNP, RN, PHNA-BC	Associate Professor Clinical Coordinator	ext. 4691 sdjackso@graceland.edu
Jeri Sindt	PhD, RN	Professor Simulation Lab Coordinator	ext. 4690 jerjones@graceland.edu
Stephanie Jacques	MSN-NE, RN	Assistant Professor	ext. 4692 jacques1@graceland.edu
Wendy Berdych	MSN-NE, RN	Assistant Professor	ext. 4669 wendyb1@graceland.edu
Mallory Willeke	MSN-Ed, RN	Assistant Professor	ext. 4746 mallory7@graceland.edu
Mary Kate Shaefer	DNP, FNP-C	Assistant Professor	ext. 4750 mkh4@graceland.edu
Laura Byle	MSN, PMHNP	Assistant Professor	ext. 4687 laura18@graceland.edu

General Education Goals/Requirements

Your liberal arts education prepares you to think broadly and gives you transferable skills required in many work situations. Essential Education courses are required to provide you with these skills. Review the current Graceland University catalog carefully prior to completing your registration.

The university catalog may be accessed through this link:

<https://www.graceland.edu/academics/academic-catalogs/undergraduate-catalog/>

Accreditations and Approvals

The nursing programs have full approval status from the Missouri and Iowa State Boards of Nursing and adhere to the minimum standards set forth by the Nurse Practice Acts of both states.

Iowa Board of Nursing
400 SW 8th Street, Suite B
Des Moines, IA 50309
Phone: 515.281.3255
Fax: 515.281.4825

Missouri Board of Nursing
PO Box 656
Jefferson City, MO 65102-0656
573.751.0681 Telephone
573.751.0075 Fax

Graceland University is accredited by the **Higher Learning Commission** (hlcommission.org) of the **North Central Association**, an institutional accreditation agency recognized by the US Department of Education

Higher Learning
Commission
230 South LaSalle Street,
Suite 7-500
Chicago, Illinois 60604
800-621-7440



Commission on Collegiate
Nursing Education (CCNE)
655 K Street, NW, Suite 750,
Washington, D.C. 20001
(202) 887-6791



About Graceland University

Lamoni Campus

Graceland University is a co-educational liberal arts institution located in Lamoni, Iowa, a rural community of fewer than 1500 people 120 miles north of Independence, MO. The campus covers 177 acres and has 34 buildings. It is a beautiful pastoral setting and is frequently called our "Hilltop Home."

Independence Campus

The Independence, Missouri, location is home to the prestigious Graceland University School of Nursing. Programs include a campus BSN-RN program and programs in undergraduate and graduate nursing. The faculty and staff for our distance education program reside within the Independence campus. Our other online programs offer undergraduate and graduate degree programs in various fields. In addition, the campus is the home for the award-winning Dr. Charles F. Grabske, Sr. library, one of the best nursing resource libraries in the Midwest.

University History & Church Affiliation

Graceland was established as a direct result of legislative action taken by the delegates of the 1890 General Conference of the Reorganized Church of Jesus Christ of Latter-Day Saints, now known as The Community of Christ. September 17, 1895, Graceland University (formerly College) admitted its first students to the four-year liberal arts curriculum in Lamoni, Iowa. The first graduating class was a class of one, F. M. Smith, one of the church's prophets. The F.M. Smith Library was named after this graduate. The University was initially accredited by the North Central Association Higher Learning Commission in 1920, and accreditation has been continuous since. In 1969, the Division of Nursing became the sixth academic area of the University when the World Church and the University decided to move its educational base for the former diploma nursing program from the Independence Sanitarium and Hospital (most recently, Independence Regional Health) into its collegiate setting at Graceland. The Independence Campus (formerly Educational Center) became the home of the upper division of the BSN program for nursing majors in 1970. Margaret McKeit was the first Chairperson of the Division of Nursing (now School of Nursing) and is credited, along with Professor Emerita Lola Tordoff, with establishing our tradition of excellence in nursing education. Graceland is grateful to these nurse educators and many others who have contributed to our rich heritage.

School of Nursing History

Graceland College admitted its first students to the Lamoni, Iowa campus on September 17, 1895. Frederick M. Smith, for whom the college library is named, was the first graduate. On June 1, 2000, Graceland officially became Graceland University. The University, sponsored by the Community of Christ formerly known as the Reorganized Church of Jesus Christ of Latter Day Saints (RLDS), now has graduates all over the world. The university was initially accredited by the North Central Association in 1920 and has enjoyed continuous accreditation since that time.

The Division of Nursing became the sixth academic area of the university in 1969 when administrators of the diploma program at the Independence Sanitarium and Hospital in Independence, Missouri, recognized the need for baccalaureate degrees in nursing, and worked collaboratively with Graceland to move its educational base into the four-year collegiate setting. In recognition of the need to support

nursing educational experiences in a variety of clinical settings, the university established the Independence, Missouri, campus, located in the Greater Kansas City area, for upper division nursing courses.

Since its inception, the Graceland nursing program has provided opportunities for registered nurses to obtain their bachelor's degree. In 1987, the distance learning component was added providing additional flexibility for nurses who preferred to work at their own pace in their home setting. Enthusiastically received by Registered Nurses coast-to-coast, students are enrolled from all over the United States.

In 1995, a Master of Science in Nursing degree program was approved by the North Central Association and became Graceland University's first graduate program. It was patterned after the RN-BSN Distance Learning Program, allowing nurses the opportunity to combine directed independent study at home with on-campus Focus Session courses as a means of earning a graduate degree in advanced practice nursing.

Baccalaureate, graduate, and doctorate distance learning programs are in an online delivery format. The online format offers valuable opportunities for interaction among student groups and between students and faculty.

In 1997, approval was obtained to change the division name to Division of Health Care Professions. In 2001, the Division was again renamed School of Nursing.

Graceland Traditions & Trivia

Colors: Old Gold and Navy Blue

Motto: Prudens futuri (Wisdom for the future)

Newspaper: The Tower

Athletic Team/Mascot: Yellow Jackets, Sting

Yearbook: Acacia

Nursing "House": McKevit Manor (named for Margaret L. McKevit, who was the first Chair of the Graceland College Nursing Program)

School Song: Graceland Forever Graceland

*Forever, dear Alma Mater Long may she ever firm
keep her stand. Her sons and daughters carry to
others*

*Her fame throughout the land, Rah, rah, rah.
Graceland College, we're all for you, Strong,
united, loyal, and true.*

*We'll carry on 'til victory is won, Oh, Graceland,
we're all for you!*

Warren McElwain, 1925

Alma Mater Hymn

*Come Graceland sons and daughters all, And join
our happy throng.*

With loyal voices let us raise

*Our Alma Mater song. O hillcrest home of vision
side,*

Where bonds of love holds sway,

*Where all may learn in life and lore 'Tis thee we
praise today.*

*Through memory a thread shall run Of golden
richness made.*

*Cementing there the treasure rare In thy
foundation laid.*

O Alma Mater, guide us on,

*Thy standard e'er unfold And call us on with
memories*

Of days 'neath the Blue and Gold.

*Through years and decades long to come Thy
battlemented tower*

*Shall rise to call the youth of lands To answer to
the hour.*

*And while thy work shall carry on, Our benisons
are told*

In lives of honor, truth and right,

The seal of the Blue and Gold.

-Roy A. Cheville 1942

Graceland University Vision, Mission, and Values

Vision Statement

Graceland University will become a recognized educational leader, inspiring and empowering persons for transformational service and leadership.

Mission Statement

Graceland creates learning communities where students develop their potential for meaningful and productive lives.

Statement of Values

Graceland values learning, wholeness, and community. Graceland encourages the adoption of these values for the enrichment of lives and the betterment of the world.

Learning

We believe in the life long process of the open and free pursuit of truth.

Wholeness

We believe that the development of the intellectual, physical, social, and spiritual dimensions of all persons is necessary for healthy and fulfilling lives.

Community

We appreciate and welcome diversity and, as an institution sponsored by the Community of Christ, believe in the inherent worth of all persons expressed through relationships built on the foundation of unconditional love and acceptance.

School of Nursing Mission, Goals, Philosophy, Standards, and Framework

Mission

The mission of the School of Nursing is to create learning communities where professional nursing students develop their potential for meaningful and productive lives as generalists and advanced practice specialists.

Goals

The School of Nursing strives to:

1. Promote the achievement of the mission of the University and the School of Nursing.
2. Provide curricula that prepare students according to professional nursing standards, including The Essentials of Baccalaureate, Master's Nursing Education, and Doctor of Nursing Practice, which meets the needs of communities of interest.
3. Utilize teaching-learning practices implemented by faculty who are academically and experientially qualified and who are effective teachers engaged in scholarship and service.
4. Provide a foundation for advanced study in nursing.
5. Prepare a graduate who has met the expected student outcomes of a program, including licensure/certification.
6. Prepare a graduate who is satisfied with the educational preparation provided within the learning community.
7. Prepare a graduate who elicits satisfaction from communities of interest, including employers of graduates.

Philosophy Statement

As an integral part of Graceland University, the School of Nursing was framed by Christian beliefs, as set forth in the Value Statements of the University, which further enhance the achievement of University General Education Goals by nursing students.

The goal of the School of Nursing is to enable students to become professional nurses who respect and care about the worth of all individuals, who are capable of thinking critically, and who can provide quality nursing care in diverse settings to individuals, families, communities, and societies within the global health environment. Consequently, the School of Nursing educates students to become professional nurses who synthesize and apply concepts from the liberal arts, nursing curricula, and nursing practice.

As reflective practitioners, professional nurses apply the nursing process in a holistic and caring way to promote the optimal health of individuals, families, and communities. The roles of the professional nurse include Learner, Clinician, and Leader. Development within each role occurs along a novice-to-expert level continuum.

Learning is life-long. Learners possess intellectual curiosity fostered by the incorporation of current research findings (evidence) in their nursing practice. Clinicians provide competent, holistic care across the lifespan. Nurse Leaders collaborate with other health disciplines to develop policies and institute changes in healthcare.

Professional Nursing Standards, the AACN Essentials with core competencies for BSN, MSN, and DNP Education, and the missions, goals, and philosophies of the University and School of Nursing guide curricular development and delineation of expected student learning outcomes. Curricula are developed to instill professional nursing values and a commitment to Evidence-Based practice. Effective learning is best facilitated by employing active learning and self-reflective strategies.

Central to the mission, goals, and curricular design of Graceland University's School of Nursing programs is the development and achievement of student learning outcomes necessary for practice as baccalaureate generalist nurses, nurse practitioners, and nurse educators. All graduates are expected to achieve university student learning outcomes related to higher-level thinking, communication, and nursing role performance. NVO – Higher Order Thinking, Character, Nursing Role Performance, Holistic Well-Being, and Digital Citizenship.

Entry into professional nursing begins with education at the baccalaureate level. At all levels, the educational process is a shared endeavor between students and faculty. Opportunities for theoretical and experiential learning are provided in an atmosphere that stimulates each learner. The faculty supports learning communities for traditional as well as nontraditional students. Each student has the right and responsibility to develop their highest personal and professional potential.

Professional Standards

The School of Nursing adheres to:

- Iowa and Missouri State Board of Nursing regulations regarding programs of professional nursing (All programs)
- Other State Board of Nursing regulations as appropriate for our online nursing programs (RN-BSN, MSN, and DNP).
- The following professional guidelines are in progress of transitioning to the most current version:
 - [AACN The Essentials Core Competencies for Professional Nursing Education \(2026\)](#)
 - [AACN Essentials of Doctoral Education for Advanced Nursing Practice \(2006\)](#)
 - [CCNE Accreditation Standards for Accreditation of Baccalaureate and Graduate Degree Nursing Programs \(2018\)](#)
 - [Standards for Quality Nurse Practitioner Education \(6th Edition\) \(2022\)](#)
 - [Iowa Board of Nursing Educational Program Survey Information](#)
 - [Nurse Practitioner Core Competencies \(NONPF, 2022\)](#)
 - [QSEN Competencies, Graduate \(2012\)](#)

AACN Essentials: Core Competencies for Professional Nursing Education

The AACN Essentials details core competencies for professional nursing practice and expectations of educational preparation for a baccalaureate-prepared professional nurse. The AACN Essentials also provide an essential framework for designing and assessing baccalaureate education programs for professional nursing practice ([AACN Essentials, 2026](#)).

Domain 1: Knowledge of Nursing Practice

Domain 2: Person-Centered Care

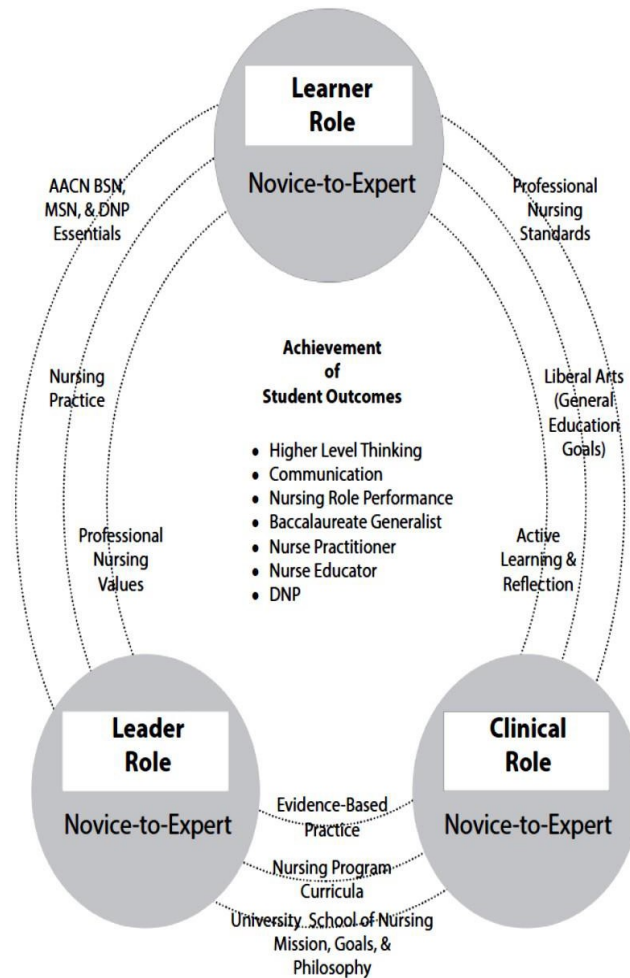
Domain 3: Population Health

Domain 4: Scholarship for Nursing Discipline

Domain 5: Quality and Safety

Domain 6: Interprofessional Partnership
Domain 7: Systems-Based Practice
Domain 8: Informatics and Healthcare Technologies
Domain 9: Professionalism
Domain 10: Personal, Professional, and Leadership Development

School of Nursing Organizing Framework



Matriculation, Nursing Recognition, and Commencement

It has been a long-standing tradition at Graceland University to celebrate incoming nursing students as they begin their first clinical courses. The Matriculation Ceremony is a mandatory ceremony held at the beginning of the fall semester to congratulate the 'sophomore' students as they officially move to junior status in the nursing program. The administration, faculty, staff, and senior nursing students proudly welcome the new junior students wearing their nursing uniforms as they officially "matriculate." Senior students also wear professional attire. Students also have the option to participate in the White Coat Ceremony, which is an extension of the Matriculation Ceremony.

The Significance of the White Coat Ceremony: Intended for first-year students in medical, nursing, and physician assistant programs, the White Coat Ceremony is a rite of passage that often occurs during the initial days of orientation. It welcomes students to healthcare practice and elevates the value of humanism as the core of healthcare. It provides a powerful emphasis on compassion in combination with scientific excellence. The most important element of the ceremony is the oath that students take in front of family members, school leadership, and their peers to acknowledge their central obligation of caring for the patient."

-Gold Foundation: White Coat Ceremony

Nursing Recognition and Commencement

The Nursing Recognition Ceremony and commencement ceremonies are held each December in Independence, Missouri. The traditional event symbolizes the completion of the nursing major. Candidates for graduation are honored while parents and loved ones are in attendance. Check for updates frequently, as previous commencement information will remain posted until Fall of the following year ([Commencement and Nursing Recognition Ceremony Website](#)).

The Significance of the Nursing Cap and Pin

It has been a long-standing tradition at Graceland University to celebrate the achievements of each group of graduating nursing students during an annual Nursing Recognition Ceremony during the week of Commencement. The traditional event symbolizes the completion of the nursing major. Candidates for graduation are honored while parents and loved ones are in attendance. Graduating students from each major nursing discipline are recognized during the ceremony for their achievements and properly "Pinned." The undergraduate BSN-RN students wear the Graceland school jacket and, if they prefer, the Graceland nursing "cap." The design for the cap and pin were chosen by a student committee made up of the first Division of Nursing graduating class in 1971 and Professor Lola Tordoff, advisor.

The Nursing Cap

The cap the students chose was similar to the one worn by graduates from the Independence Sanitarium and Hospital, whose program was the predecessor to the current School of Nursing at Graceland University. The all-white, stiffly starched cap is simple in design. The graduate band, which is placed length-wise across the folded front of the cap, is composed of a blue and gold velvet ribbon.

The Nursing Pin

The pin, unique to Graceland University, was chosen after a great deal of research and deliberation. The final design was created by Professor Lola Tordoff in consultation with the first Chairperson of the Division of Nursing, Professor Margaret McKevit. The Graceland Tower is centered on the pin and has the appearance of reaching upward. This symbolizes the growth experienced by students in the nursing program. Laurel leaves, which form a half-circle beneath the tower, were first used by the ancient Greeks to crown the victor and later came to be associated with academic honors. The colors of the pin are also symbolic. The pin itself is gold which symbolizes worthiness. A band of blue enamel surrounds the tower; the color stands for truth and loyalty and the unbroken circle for constancy. The two colors together complete the University colors of blue and gold. Underneath the blue band is simply inscribed, Graceland University Nursing.

Commencement

Commencement exercises occur twice a year. Spring exercises take place in April or May in Lamoni, Iowa. Winter exercises are held in December in Independence, Missouri. Primarily, students graduating from seminary, nursing or education programs participate in December commencement, although students graduating with any major at Graceland are welcome to choose to participate in the winter commencement exercises. Check for updates frequently as previous commencement information will remain posted until the Fall of the following year ([Commencement and Nursing Recognition Ceremony Website](#)).

Bachelor of Science in Nursing Curriculum Plans

RN-BSN Sample Plans of Study, 12-Month Completion

	FALL START			SPRING START			SUMMER START		
Fall A	A	NURS3110	Hlth Assmt for Practice Nurses (3)						
	A	NURS3460	Professionalism in Nursing (3)						
Fall B	B	NURS4280	Global Health & Policy (3)						
Spring A	A	NURS3430	Patho related Pharm (3)	A	NURS3110	Hlth Assmt for Practice Nurses (3)			
				A	NURS3460	Professionalism in Nursing (3)			
Spring B	B	NURS3160	Evid Based Practice (3)	B	NURS3160	Evid Based Practice (3)			
	B	NURS4411	Informatics for Nurses (2)	B	NURS4411	Informatics for Nurses (2)			
Summer A	A	NURS4160	Leadership Roles in Nurse (3)	A	NURS3430	Patho related Pharm (3)	A	NURS3430	Patho related Pharm (3)
	A	NURS4420	Current Issues in HC (2)	A	NURS4420	Current Issues in HC (2)	A	NURS3460	Professionalism in Nursing (3)
Summer B	B	NURS4460	Senior Capstone (3)	B	NURS4350	Population Health Nursing (3)	B	NURS3160	Evid Based Practice (3)
	B	NURS4350	Population Health Nursing (3)						
Fall A				A	NURS4160	Leadership Roles in Nurse (3)	A	NURS3110	Hlth Assmt for Practice Nurses (3)
							A	NURS4160	Leadership Roles in Nurse (3)
Fall B				B	NURS4460	Senior Capstone (3)	B	NURS4411	Informatics for Nurses (2)
				B	NURS4280	Global Health & Policy (3)	B	NURS4280	Global Health & Policy (3)
Spring A							A	NURS4420	Current Issues in HC (2)
Spring B							B	NURS4460	Senior Capstone (3)
							B	NURS4350	Population Health Nursing (3)

Academic Calendar, 2026-2027

Fall 2026	
Classes Begin, 16 Week Fall Session:	Monday, August 24, 2026
Classes Begin, 8 Week Fall Subsession A:	
Classes End, 8 Week Fall Subsession A:	Saturday, October 17, 2026
Classes Begin, 8 Week Fall Subsession B:	Monday, October 19, 2026
Classes End, 8 Week Fall Subsession B:	
Classes End, 16 Week Fall Session:	Saturday, December 12, 2026
Commencement - Independence, MO:	Saturday, December 12, 2026
Spring 2027	
Classes Begin, 16 Week Spring Session:	Monday, January 4, 2027
Classes Begin, 8 Week Spring Subsession A:	
Classes End, 8 Week Spring Subsession A:	Saturday, February 27, 2027
Classes Begin, 8 Week Spring Subsession B:	Monday, March 1, 2027
Classes End, 8 Week Spring Subsession B:	
Classes End, 16 Week Spring Session:	Saturday, April 24, 2027
Baccalaureate - Lamoni, IA:	Saturday, April 24, 2027
Commencement - Lamoni, IA:	Sunday, April 25, 2027
Summer 2027	
Classes Begin, 16 Week Summer Session:	Monday, May 3, 2027
Classes Begin, 8 Week Summer Subsession A:	
Classes End, 8 Week Summer Subsession A:	Saturday, June 26, 2027
Classes Begin, 8 Week Summer Subsession B:	Monday, June 28, 2027
Classes End, 8 Week Summer Subsession B:	
Classes End, 16 Week Summer Session:	Saturday, August 21, 2027

Drop/Add Deadlines 2026 - 2027									
Sub-session:	Fall	Fall A	Fall B	Spring	Spring A	Spring B	Summer	Summer A	Summer B
Last day to Add, Change or Drop courses	Sept. 8	Aug. 31	Oct. 26	Jan. 19	Jan. 11	Mar. 8	May 17	May 10	July 6
Last day to Withdraw	Oct. 29	Sept. 25	Nov. 20	Mar. 11	Feb. 5	Apr. 2	July 8	June 4	July 31

See website for current and future calendars: [Academic Calendars](#), [Events Calendars](#)

Student Learning Outcomes

RN-BSN Student Learning Outcomes

Student Learning Outcomes (SLOs) are core learning outcomes developed to reflect the essential competencies of the graduate professional nurse. Five domains related to Higher Order Thinking, Character, Social Responsibility, Holistic Well-being, and Digital Citizenship) each includes three SLOs scaffolded from understanding, demonstrating, and applying. The curriculum and learning activities are designed to provide a logically sequenced plan for developing and achieving course objectives and SLOs. Courses are scaffolded so that understanding-level learning is reinforced by demonstration-level learning and application-level learning.

Integration of AACN Essentials: Core Competencies for Professional Nursing Education

The AACN Essentials details core competencies for professional nursing practice and expectations of educational preparation for a baccalaureate-prepared professional nurse. The AACN Essentials also provide an essential framework for designing and assessing baccalaureate education programs for professional nursing practice ([AACN Essentials, 2026](#)).

The AACN Essentials describe 45 Core Competencies organized into ten essential competence domains reflective of unique professional nursing practice across diverse practice settings. Eight foundational concepts are integrated into the competencies and sub-competencies to help support knowledge transfer from the classroom to clinical practice. These competencies are designed to be relevant across the human lifespan and applied to diverse populations in diverse healthcare settings. Each competency is further broken down into two levels of sub-competencies reflecting the expected knowledge and skills for entry-level and advanced nursing education. Level 1 comprises 230 sub-competencies expected of new registered nurses entering professional practice. Level 2 consists of 204 sub-competencies expected of registered nurses returning to school to advance their education. These sub-competencies illustrate the pathway towards achieving each core competency at different stages of a nurse's career.

Foundational Concepts

1. Clinical Judgment
2. Communication
3. Compassionate Care
4. Access, Connection, and Engagement
5. Ethics
6. Evidence-Based Practice
7. Health Policy
8. Social Determinants of Health

Domains

1. Knowledge of Nursing Practice
2. Person-Center Care
3. Population Health
4. Scholarship for Nursing Discipline
5. Quality and Safety
6. Interprofessional Partnership
7. Systems-Based Practice
8. Informatics and Healthcare Technologies
9. Professionalism
10. Personal, Professional, and Leadership Development

Student Learning Outcomes and Assignments

Higher-Order Thinking

Learners possess complex thinking skills.		
Demonstrate	2. Demonstrate higher order thinking skills through problem recognition, planning, delivery of care, and evaluation of the need for change in the client, family, community, and society.	
Apply	3. Apply higher order thinking skills through problem recognition, planning, delivery of care, and evaluation of the need for change in the client, family, community, and society.	Presentation (NURS4460 Senior Capstone) Self Discovery Paper (NURS4160 Leadership)
Character Learners positively influence others and work collaboratively		
Demonstrate	5. Demonstrate essential interpersonal skills to collaborate with interprofessional teams in the delivery of care for clients, families, communities, and society.	Self Discovery Paper (NURS4160 Leadership)
Apply	6. Apply essential interpersonal skills to collaborate with interprofessional teams in the delivery of care for clients, families, communities, and society.	Health Education Program Plan Assignment (NURS4460 Senior Capstone)
Social Responsibility Learners value social responsibility and can lead and serve the world.		
Demonstrate	8. In the multi-dimensional roles of nursing, demonstrates social and emotional literacy, advocacy, empathy, safety, quality improvement, and scholarship in the care of clients, families, communities, and society.	Self Discovery Paper (NURS4160 Leadership)
Apply	9. In the multi-dimensional roles of nursing, applies social and emotional literacy, advocacy, empathy, safety, quality improvement, and scholarship in the care of clients, families, communities, and society.	Health Education Program Plan Assignment (NURS4460 Senior Capstone) Self Discovery Paper (NURS4160 Leadership)
Holistic Well-Being Learners maintain a balance of dimensions of wellness necessary for productive lives.		
Demonstrate	11. Demonstrate holistic components of well-being in the care of self, clients, families, communities, and society.	
Apply	12. Apply holistic components of well-being in the care of self, clients, families, communities, and society.	Health Education Program Plan Assignment (NURS4460 Senior Capstone)
Digital Citizenship Learners demonstrate digital literacy for quality of life.		
Demonstrate	14. Demonstrate elements that comprise digital citizenship to ethically, successfully, and responsibly navigate the healthcare environment in the care of clients, families, communities, and society.	
Apply	15. Apply elements that comprise digital citizenship to ethically, successfully, and responsibly	Professional Sharing Module 3 (NURS4460 Senior Capstone)

navigate the healthcare environment in the care of clients, families, communities, and society.

Self Discovery Paper (NURS 4160 Leadership)

Student Life and Services

Dear Student,

As a member of the Graceland community, you play an essential role in shaping this program's learning environment. You must identify your goals and expectations to receive the full benefit of your Graceland experience. Please contemplate the list below as you create your learning plan for success. It is your life and your challenge: do what it takes to succeed!

In general, you will learn more when you:

- Are actively engaged in your academic work
- Set and maintain high but realistic expectations and goals
- Provide, receive, and make use of regular, timely, specific feedback
- Become aware of how you learn so you can better monitor and direct energies and efforts
- Become explicitly aware of your values, beliefs, preconceptions, and prior learning – and be willing to expand and adjust when necessary
- Connect new information to prior knowledge
- Look for real-world applications
- Work regularly and productively with faculty
- Spend a minimum of 37.5 hours/semester/credit hour on course-related activities
- Work regularly and productively with other students
- Read all assignments before class
- Invest as much time and high-quality effort as possible

-(modified) T.A. Angelo – AAHE Assessment Forum – 6/06

Communication

Students are expected to treat everyone with respect. Students may only use the personal contact information of a faculty member with prior permission from that faculty member.

Graceland University Email

Email is the primary method of communication between the student, the faculty, and the university. Faculty will send important information or instructions via Graceland email. Check it daily to ensure effective, timely communication. The student may access it anytime, anywhere, with a device connected to the Internet and with mobile devices (see options in MS Office 365). Benefits include a Cloud storage capacity of 50 GB, access to student email even after graduation, free download of Microsoft Office 365, and the ability to set reminders of important events. To access the student email account, go to <https://my.graceland.edu/>, then click the "Direct Link to Email" button on the left side of the screen (<https://outlook.office365.com/>). Did you forget your username or password? Email Tech Support at techsupport@graceland.edu OR call 641-784-5400 using a personal phone.

Faculty Availability

Faculty members are not required to respond to phone calls or emails during evenings, weekends, or official school breaks. Faculty may choose to do so in some situations. However, each faculty member will communicate how best to be reached and how quickly the student should expect a response. Faculty members want to be available to students to facilitate learning, but expectations regarding work hours must be reasonable.

Visits with Faculty

Faculty members want to develop strong professional relationships with students and help them meet their academic goals. Each faculty member will communicate how best to be reached to schedule a meeting.

Individual Issues with Faculty

To maintain professionalism, it is necessary to follow a chain of command by contacting the person involved directly as soon as an issue occurs. Please respect the chain of command.

1. First, discuss issues concerning a professor/instructor privately with that person.
2. If the issue is not resolved directly with the professor/instructor, then it is appropriate to contact the Course Coordinator.
3. If the issue is not resolved directly with the Course Coordinator, then contacting the RN-BSN Track Coordinator(s) is appropriate.
4. If the RN-BSN Track Coordinator(s) cannot resolve the issue, the student will be referred to the Associate Dean of the School of Nursing.
5. If the Associate Dean cannot resolve the issue, the student will be referred to the Dean of the School of Nursing.

Academic Advisement

Academic Advising is the KEY to student success at Graceland University. Academic advisors will be assigned during the student's first semester and are listed in your my.graceland advising account. All advisors are full-time faculty members who are interested in helping students succeed. Advisors may not have set office hours but will be available via email during regular business hours. Some of the ways advisors can help include:

- Address academic concerns and suggest material/study aids
- Review graduation requirements
- Make referrals for counseling and community resources (SAP: Student Assistance Program)

An advisor can only help if the student is willing to be responsible for their learning. Advisee responsibilities include:

- Schedule appointments directly with the assigned advisor
- Attend scheduled appointments, and please be prompt
- To cancel or reschedule, provide at least 24-hour notice
- Be prepared at each appointment with questions or concerns
- Complete all assignments and recommendations given by the advisor
- ASK questions when unsure about university or school policies

Student Services

Undergraduate Program Administrative Assistant

The Undergraduate Program Administrative Assistant provides various services to students in the School of Nursing. These services include:

- Helping students complete state nursing license applications and scholarship application forms.
- Providing verification letters for various entities such as government agencies, insurance companies, or employers.

Counseling Services

Graceland offers confidential counseling services to students through UWill. UWill provides immediate access to licensed therapists, eliminating barriers to mental health care. Services include same-day appointments, a crisis hotline, wellness events, and more. All students are encouraged to utilize this valuable resource. Log in using your university email to access services: <https://uwill.com/> or call the 24-Hour Hotline: 833-646-1526.

Student Disability Services

Graceland University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). As part of the implementation of this law, the university will continue to provide reasonable accommodations for students with disabilities so that they can participate fully in the university's educational programs and activities. Although Graceland is not required by law to change the fundamental nature or essential curricular components of its programs, the university will provide reasonable academic accommodations for qualifying individuals.

Students who qualify for accommodations are encouraged to contact the Office of Student Disability Services before classes start or as early as possible. The office will work with the course instructor and the student to arrange for reasonable accommodations. Students are required at their own expense to provide documentation verifying disability. All information for accommodations can be found here.

Contact your student disability services coordinator: <https://www.graceland.edu/student-life/support-services/disability-services/>

Independence Campus & Online Programs
Jamie Curtis
1401 W Truman Rd, Independence, MO 64050
816.423.4732
SDS-INDP@graceland.edu

Graceland University is committed to providing equal access to all students. Students seeking accommodations should complete an Accommodations Request form at <https://www.graceland.edu/student-life/support-services/disability-services/>

Bookstore

The Independence campus bookstore is located on the second floor. Textbooks, access codes, nursing supplies, school spirit wear, and Graceland merchandise are available for purchase. If the bookstore is unattended, please see the administrative office across the hall for assistance. Graduation cap and gown orders are made online. Students will receive a notification on the ordering website with the timeframe. Upon arrival, caps and gowns can be picked up at the Independence Campus Bookstore.

Students should order books through their program consultant when they register for courses. Students wishing to purchase their books elsewhere should let the Program Consultant know at the time of registration

Course materials will be shipped to all U.S. Zip Codes by FedEx Ground, except for Hawaii and Alaska. All Post Office Boxes will be shipped by Priority Mail. Students residing overseas are reminded that surface mail may take several weeks. If your address does not have a U.S. Zip Code designation, you must order and pay for Air Mail delivery of course materials.

Writing Center

The Writing Center supports students in all programs at any writing level. Consultations can help students improve specific assignments or overall writing skills. Nursing students can receive help asynchronously (through Word comments) or synchronously (via Zoom). Students can utilize services by calling (641-784-5077), visiting <https://www.graceland.edu/student-life/support-services/writing-center/> (login required), or emailing writingcenter@graceland.edu.

Tutoring

Tutoring services are available virtually. Students are enrolled in the BSN Tutoring Brightspace course when they begin the program. This course lists the active tutors and how to set up sessions. There is also a repository of resources from past study sessions. These tutoring services are free to the student and can be accessed by visiting <https://graceland.brightspace.com/d2l/home/52679> (login required). Email the Associate Dean with questions.

Dr. Charles F. Grabske, Sr. Library, Independence Campus

<https://www.graceland.edu/academics/library/dr-charles-f-grabske-library/>

641-784-5361

Library Hours

The library is open when the building is open. A screen is in the library where you can access a librarian technician using Zoom. They are available for contact:

Monday – Friday: 8:00 am-5:00 pm (closed from lunch 12:00 pm-1:00 pm)

If the library does not own the articles you need, you can order them by using the article request form on the library homepage. We do our best to get books/articles from other libraries at no charge. If we cannot obtain the articles for free, we will notify you of the charges to see if you are still interested.

Library Services for Nursing Students

Gabriel Chrisman (gabrie1@graceland.edu) is the library director, and Hayley Condit (hnc1@graceland.edu) is the resource manager. We welcome you to the Library. We look forward to serving you through our Library holdings and services. We offer:

- Nursing and Evidence Based Practice Resources.
- Online databases with searching capabilities and full-text articles.

Databases

There are several databases available through the library. Using these databases to locate nursing journal articles is a requirement of most nursing courses. Some of those databases include UpToDate, CINAHL with full text, Pub Med, OVID Total Access, Google Scholar, and Science Direct.

<http://www.graceland.edu/grabske>

How to log on when prompted (at database sites):

Username and password are the same as your online course and my.graceland login.

If you cannot log on, call or email tech support at:

Phone: (M-F 8 am-5 pm and Non-Holidays) 641-784-5400

Email: techsupport@graceland.edu

<https://my.graceland.edu/http://revisor.mo.gov/main/OneSection.aspx>

How to find a full-text article:

If the direct links do not work, check out the Full-Text finder from the library's homepage by clicking and typing in the journal's name. If the journal is available online, follow the links to access the full text. Try to submit article requests to the library 3-4 working days before you need them! Most medical libraries are not open on the weekends, so articles requested on Friday are usually not received until Monday or Tuesday of the following week.

For how-to videos on ordering articles in the various databases, go to

<http://www.graceland.edu/grabske/video-tutorials>

Student Awards

The following awards are presented during the Nursing Recognition Ceremony. The award recipients are chosen from eligible undergraduate senior nursing students who have been nominated.

Iola Tordoff Award for Excellence: Sponsored by Graceland University

This award is presented in honor of Iola Tordoff, an exceptional nurse leader who, in her 35 years of nursing, was an educator and leader in nursing organizations. She was instrumental in establishing the Graceland nursing program by helping to develop the initial curriculum and obtaining accreditation. In addition, she designed the Graceland nursing pin and cap. Although she retired in 1982, she continued contributing to the University and mentoring nursing students until her passing in 2012. Her legacy at Graceland will live on forever. The recipient of this award must have achieved the highest grade point average in the graduating class and demonstrated initiative, quality care to clients, and leadership ability. The recipient of this award must meet the following criteria:

1. Enrollment in the RN-BSN program at Graceland University
2. Highest cumulative GPA in the graduating class.
3. Have completed 75 graded hours recorded at Graceland University.
4. Demonstrated initiative, quality care to clients, and leadership ability.

Evelyn Berryman Barritt for Creativity: Sponsored by Evelyn Berryman Barritt

The purpose of the award is to recognize nurses for their creative accomplishments in or outside of the nursing profession. The recipient of this award is chosen from among Graceland University Alumni, Students, or Faculty. Examples of creative accomplishments may include but are not limited to the following:

1. Made a meaningful contribution to others/community
2. Revitalized an old theme in a creative manner
3. Achieved in the area of the arts such as literature, visual arts, music, and performing arts.
4. Achieved in creative entrepreneurial endeavors
5. Included an altruistic and/or aesthetic component in accomplishments

Special Recognition Award: Sponsored by Pi Eta Chapter of Sigma Theta Tau International Honors Society of Nursing

Chapter board members and faculty recognize a student who has made a special contribution to the School of Nursing and is a member of the Pi Eta Chapter.

Student Organizations

- **Missouri Nurses' Student Association (MONSA)**- <https://missourinurses.org/> (automatic membership with NSNA)
- **National Student Nurses' Association (NSNA)**- <https://www.nсна.org/>
- **Pi Eta Chapter of Sigma Theta Tau (ΣΘΤ) International Honor Society of Nursing**- Membership is based on academic achievement and integrity. Visit <https://www.sigmanursing.org/> for more information.

General Expectations and Policies

Graceland University Code of Conduct

As a Christian institution, Graceland University seeks to foster relationships that reflect mutual concern, dignity and individual worth. Consistent with its religious heritage, Graceland's values of "learning, community, and wholeness" shape the community that we strive to be. Our Code of Conduct reflects these values, and consequently there are some behaviors that are not acceptable at Graceland University. For the sake of clear expectations, those are named below.

Expectations And Violations

You are an important member of the Graceland community. Like all communities, we have expectations about how we live, study, work, and play together. All members of the Graceland community are expected to respect one another, to respect themselves, to respect personal and university property, and to respect the principles of integrity, hard work and personal responsibility. With this being the case, the following behaviors have been identified as inappropriate, and a violation may result in disciplinary action. Although specific violations have been identified, it is recognized that other types of inappropriate behavior, which are detrimental to the best interests of the University or members of its faculty, staff, or student body, may be referred for disciplinary review.

Class A Violations

1. Possessing candles and/or incense in university housing.
2. Excessive noise, including violation of courtesy and quiet hours.
3. Littering.
4. Pets (other than fish) in university housing.
5. Removal of window screen in university housing.
6. Violation of the visitation policy which is contained in the Guide to Community Living in the Student Handbook – Lamoni campus. (first offense)
7. Violations of other stated residence hall rules and regulations contained within the Guide to Community Living in the Student Handbook.

Class B Violations

1. Consumption or possession of alcoholic beverages or their containers on university property or at a university event (first offense). Please note: Possession also means being in the presence of alcohol or their containers. (first offense)
2. Destroying, damaging, endangering or vandalizing private, public or university property (first offense)
3. Failure to present identification, identify self, falsely identifying self, and/or failure to comply with the directions of a university officer acting in the performance of their duties. (first offense)
4. Illegal gambling on university property or at a university event.
5. Use or evidence of use of tobacco in any form or use of electronic cigarettes/vaporizers on university property or at a university event (first offense)
6. Use of university property or services without proper authorization.
7. Violation of the visitation policy which is contained in the Guide to Community Living within the Student Handbook – Lamoni campus. (second offense).
8. Violation of Residence Hall Probation.

9. Any disruptive and/or abusive behavior which disrupts a class, an official university function or the living/learning environment of the university Please note: impairment due to substance use may be deemed disruptive behavior. (first offense)

Class C Violations (Anywhere, Anytime)

1. Any disruptive and/or abusive behavior which disrupts a class, an official university function or the living/learning environment of the university. Please note: impairment due to substance use may be deemed disruptive behavior. (second offense)
2. Any form of theft or stealing.
3. Consumption or possession of alcoholic beverages or their containers on university property or at a university event (second offense). Please note: Possession also means being in the presence of alcohol or their containers.
4. Destroying, damaging, endangering or vandalizing private, public, or university property. (second offense)
5. Destroying, tampering with or altering smoke detectors, fire alarms or other safety equipment.
6. Discrimination or harassment, including but not limited to racial, sexual, ethnic, national or religious discrimination or harassment (see Harassment, Discrimination, Sexual Misconduct Policy in Student handbook).
7. Endangering the health or safety of any member of the community, or threats of endangerment.
8. Failure to present identification, identify self, falsely identifying self and/or failure to comply with the directions of a university officer acting in the performance of their duties. (second offense)
9. Hazing.
10. Intentional misuse/abuse of the university computer system, or repeated unintentional misuse/abuse. (See Technology Ethics and Use Policy contained in the Student Handbook)
11. Lying to University officials or to a disciplinary council.
12. Sexual behavior that is offensive or fails to respect other's rights. (see Harassment, Discrimination, Sexual Misconduct Policy in Student handbook)
13. Sexual contact or sexual touching of another person without consent. (see harassment, Discrimination, Sexual Misconduct Policy in Student handbook)
14. Striking another person without consent.
15. Use or evidence of use of tobacco in any form, or use of electronic cigarettes/ vaporizers on University property or at a university event. (second offense)
16. Use or possession of synthetic marijuana (e.g. K2, Spice, Black Mamba) or any controlled substance, including, but not limited to, narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs, unless prescribed by a licensed physician. Possession of drug paraphernalia. Please note: possession also means being in the presence of a controlled substance, synthetic marijuana, or drug paraphernalia
17. Distribution of marijuana, synthetic marijuana, or any controlled substance including, but not limited to narcotic drugs, marijuana, stimulants, barbiturates and/or hallucinogenic drugs.
18. Use or possession of firearms, ammunition, fireworks (including smoke bombs), explosives, incendiary devices, weapons, dangerous substances, and/or materials prohibited by law while on campus or in attendance at university sponsored activities. Please note: possession also means being in the presence of any of the aforementioned items.
19. Viewing or displaying pornography in a public access area or computer lab.
20. Violation of university policies, city ordinances and/or state and federal laws.
21. Violation of Conduct Probation or Strict Campus Conduct Probationary status.

Lack of mention in the Code of Conduct with regard to objectionable actions does not imply approval and may result in disciplinary action.

Disciplinary Hearings And Councils

The following disciplinary hearings and councils have been formed to hear cases based upon where the violation took place, the severity of the violation, and which council, in the opinion of the Dean of Students or designated Residential Life Professional is best equipped to handle the hearing of a particular violation. Students who admit they are “in violation” may ask for an administrative hearing with either a Residence Hall Director (Class A and Class B violations) or the Director of Residence Life or the Dean Students (Class C violations). The administrator has the right to not hear a case. If the case is not heard by the administrator, the case will be referred to the Council on Student Welfare.

The Council on Student Welfare (CSW) is a council composed of faculty administrators and students as outlined in the GSG Constitution. A quorum of five CSW members, with representation from student, faculty, and administrative members is required to conduct a hearing. The Dean of Students or Residence Life Director will serve as advisory members to the CSW. The Council on Student Welfare may hear Class C violations and any case in which dismissal from the University is a possible sanction.

PLEASE NOTE: The Dean of Students may opt to handle any alleged violation at any time. Local authorities may also be called to handle potentially dangerous situations. Actions taken by local authorities will be in addition to disciplinary action by the University.

Sanctions

Graceland’s values of community, learning, and wholeness guide its approach to justice. We see restorative justice (reconciliation and reparative action), distributive justice (all parties receive what is fair and due), and procedural justice (practical wisdom of due process) over retributive justice whenever possible and practical. The purpose of sanctions is not to punish, but to help a student grow in their understanding of personal responsibility, to protect the community, and to help the student become an accountable member of the community. Consequently, there is no prescriptive formula for applying sanctions, as each student will be treated as a unique individual. Therefore, the list of sanctions below are options for university authorities and councils to consider, but the actual measures taken will depend upon the severity of the violation, previous offenses, degree of involvement, and individual circumstances. These sanctions and their descriptions shall serve as guidelines for the university and may be modified and used in any combination to meet the needs of the university and the individual student involved.

A record of the disciplinary action will go to the student. A copy of the action will be kept in the Dean of Student’s Office. Disciplinary actions are not recorded on a student’s permanent file unless a student is dismissed from the University.

Acquittal

Student is found not to be in violation of the charge against them and the matter is dismissed.

Facilitated Conversation

In facilitated conversation, the student found in violation of the Code of Conduct must engage in a conversation with the offended parties regarding the incident in question. The conversation is facilitated by a third party selected by the administrator or council hearing the case.

Reflection Or Research Paper

The student is required to write a paper that involves research and/or reflection on a matter pertinent

to the Code of Conduct violation that they were found in violation of. Students given this sanction will meet with a person designated by the administrator or council hearing the case, in order to discuss the paper.

Restitution

Payment for repair or replacement costs of property damaged or lost. Full payment is due in the Student Life Office within 21 calendar days (three weeks) from the date the sanction is issued.

Community Service

The work, not less than five hours and not more than ten hours per violation, may be assigned. Community service may be administered as a sanction in place of or in addition to a fine. It is most appropriate when it is believed that the student will learn the consequences of their actions as a result of the service. It is also appropriate when the action that brought the student to disciplinary review involved a lack of concern for the community. Community service must be completed within 21 calendar days (three weeks) from the date the sanction is issued. If hours are not completed within this time frame, a fine (amount to be determined by the administrator/council) will be applied to the student's account.

Fines

Fines will depend upon the severity of the violation, previous offenses, degree of involvement, and the circumstances. Fines may be levied as a sanction according to the following guidelines:

- Class A violations: Fines may be assessed up to \$50 per violation.
- Class B violations: Fines may not exceed \$100 per violation.
- Class C violations and other cases heard: The fine will not exceed \$250 per violation – with the exception of violations of C5 which will not exceed \$500 per violation. Full payment is due in the Student Life Office within 21 calendar days (three weeks) from the date the sanction is issued.
- The student may be ordered to make restitution to the University for vandalism or to another injured party, in addition to any fine that may be given.

Alcohol Education

Offenders of the alcohol policy may be required to complete an alcohol awareness course and/or meet with a personal counselor.

Drug Response Program

The student will be required to undergo a substance abuse assessment and, if recommended by the administrator of the assessment, must engage in subsequent substance abuse counseling. The expense of the assessment and required sessions will be the responsibility of the student. The initial session must be scheduled by the student within one week from the date the sanction is issued.

Anger Management Counseling

A student issued this sanction will be required to meet with a counselor until released by the counselor. The first session must be scheduled by the student within one week from the date the sanction is issued.

Computer Usage Restrictions

A student may be restricted from certain privileges for a given time.

Parental Notification

A decision to notify parents depends upon the severity of the violation, degree of involvement and the circumstances surrounding the incident. Students may choose or may be requested to join the administrator when parental contact is made.

Program Director Notification

Program directors, including coaches, will be notified if a student is in violation of a Class C Violation. The program director may impose further sanctions at their discretion.

Residence Hall Probation

This is a formal probationary status for a period of time not to exceed one semester. The terms and conditions will be set by the RLC, CSW, Dean of Students or Residence Life Director, depending on the circumstances and the individual needs of the student.

Required House Change

The student will be required to change Houses. If the student is living in the residence halls, the student will be required to change floors. The student will not be allowed to attend House-sponsored events of the previous House membership.

Conduct Probation – Class C Only

This is a formal probationary status for a period of time determined by CSW, residence life director, or the Dean of Students. Restrictions and provisions of this probation are individualized to allow for the particular need of the student, the University and/or the situation. The student will be prohibited from holding office in extracurricular clubs and/or house councils. Any further violations while on probationary status means that the student is subject to further disciplinary action.

Strict Conduct Probation – Class C Only

This term describes a set of conditions making it possible for a student to remain a student in the university in spite of a serious violation. This action is a formal probationary status during which the student is removed from good standing at the university. This status is very near dismissal from the university and indicates the extreme seriousness of the probation. The student will may have one or more of the following conditions imposed when removed from good standing. These conditions will remain in effect until the student is returned to good standing at the university.

- The student will be ineligible to graduate until the student is returned to good standing.
- The student will be restricted from representing the university in any public performance or exhibit, sporting event, intramural event, committee assignment or in running for and/or holding any governmental office or any office in a recognized student organization.
- The student will be ineligible to receive scholarships and/or or grants from the university with the exception of need-based aid.
- Any further violation of university standards while on probationary status means that a student is subject to suspension from the university.

Dismissal From Residence Halls – Class C Only

The student will be required to move out of the residence halls within 72 hours after issue of this sanction. The terms of the dismissal as well as the length of time this dismissal will remain in effect will be determined by the CSW, Residence Life Director, or the Dean of Students. A student placed on probationary status will be banned from all residence halls and may not attend House sponsored events without the specific permission of the Dean of Students.

Dismissal From The University – Class C Only

A student may be dismissed immediately from the university for a period of time to be designated by the CSW or the Dean of Students.

Appeal Procedures

Any student found in violation of the Code of Conduct has the right to appeal their case. In cases heard by the Hall Director or the Residence Life Council, appeals will be heard by the Residence Life Director. In cases heard by the Residence Life Director, appeals will be heard by the Vice President for Student Life/Dean of Students. In cases heard by the Council on Student Welfare or the Vice President for Student Life/Dean of Students, appeals will be heard by the Vice President Council. The Vice President Council is composed of the Vice President for Academic Affairs (chair) and one other Vice President (other than the VP for Student Life).

If a student wishes to appeal a decision, they must submit a written appeal within three days (72 hours) after the student has been notified of the decision. Appeals will be heard based on the following:

- Insufficient evidence
- Lack of due process
- Prejudice on part of person/council hearing the case
- Improper notification of the hearing

Questions concerning policies or procedures may be directed to Jared Doty, Vice President for Student Life and Dean of Students (doty@graceland.edu). **(Note: Please see the [Upper Division Progression, Retention, and Dismissal policy for the Appeals Process](#) for the School of Nursing. For questions, contact Elise Hector (elise.hector@graceland.edu).**

Harassment, Discrimination, and Sexual Misconduct

Please see the Harassment, Discrimination, and Sexual Misconduct Policy available [online](#) or in the Dean of Students office by request.

Missing Student Policy

Graceland's [Missing Student Policy](#) is designed to guide a collaborative response if a student living in university-owned, on-campus housing, who based on the facts and circumstances known to the university is determined to be missing.

Anyone who believes a residential student is missing needs to report their concern to the Dean of Students' Office which will investigate each report and make a determination whether the student is missing.

A student will be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. This policy is in compliance with the Higher Education Opportunity Act of 2008.

Each residential student will have the opportunity to identify an individual to be contacted by the university in case the student is determined to be missing. This confidential, emergency information will be available to the Dean of Students and may be updated at any time by the student in [My Graceland](#).

If a missing student is under the age of 18 the university is required to notify the parent or guardian of the missing student, no later than 24 hours after the determination by the Dean of Student's office that the student is missing. The Dean of Students' office will also notify the Lamoni Police Department no later than 24 hours after it is determined a student is missing.

*****School of Nursing Addendum to the Missing Student Policy**

Approved: UAC 4.29.24, FGA: 9.16.24

Effective date: 9.1.2024

Reviewed: 4.28.25

Amended:

Criteria for determining a missing commuter student

- Unexcused Absence and Unresponsiveness: Absence from critical courses or multiple classes in a row without a documented excuse and no response to attempts to contact the student for more than 48 business hours.
- Missed Clinicals Without Notification: Absence from a scheduled clinical or capstone placement without prior notification.

Each commuter student will have the opportunity to identify an individual to be contacted by the University in case the student is determined to be missing. This confidential, emergency information will be maintained by the Undergraduate Program Administrative Assistant. The Dean or Associate Dean will ensure the appropriate Police Department is contacted no later than 24 hours after it is determined a student is missing.

Obscene or Profane Materials

Faculty, students and all other persons associated with Graceland University are prohibited from distributing and/or displaying in any manner, including but not limited to the mail, computer transmission or posting, of any material that is obscene or profane. This is not intended to prohibit the use of materials that may have an obscene or profane content for demonstrable educational purposes. Accessing obscene or profane materials in public areas is forbidden. The determination that material is inappropriate is at the sole discretion of the university and will be made based on the university's understanding of prevailing community standards. Violation of this policy will result in referral to the Dean of Students office for disciplinary action.

*****School of Nursing Addendum to the Photo and Videotape Policy**

Approved: 11.13.12

Effective date: 11.13.12

Reviewed: 4.23.18; 4.27.20; 4.27.21; 4.25.22, 5.1.2023, 4.28.25

Amended:

Students are prohibited from photographing or video recording faculty at any time. Students may only audio record faculty in the classroom during lectures. Students must request and receive permission in advance, via email, to audio record the faculty. Any audio recording of class lecture is for that student's personal use only, and may not be copied, transmitted, posted, or shared in any format with any other person or entity.

Safety and Security Equipment

Severe disciplinary action will be taken against persons tampering with security and safety equipment or other acts that put the campus community at risk (e.g. loaning an ID card to someone else for unauthorized entrance to a building, propping a locked door open or allowing unauthorized access to secured areas).

Solicitation

The selling of items or solicitation of funds, by anyone including students, is prohibited on campus. Any exception to this policy must be cleared through the Council on Student Life. If you are approached on campus to make a purchase, please notify your Residence Hall Director or the Vice President for Student Life/Dean of Students.

Dismissal or Removal

The university may dismiss or remove a student whose mental or physical condition constitutes a threat or undue burden to himself/herself or others. A student may also be suspended/expelled for cause if his or her actions are found to be detrimental to the university community. In case of suspension/expulsion for cause, the student will receive failing grades for the semester. Re-enrollment requires permission from the Dean of Students.

Incomplete Grades

Taking an incomplete grade may inhibit a student's progression in the program. Please see the complete policy in the Undergraduate Catalogue ([Incomplete Grades](#)).

University policy requires that an incomplete grade be initiated by the student; however, instructors may assign an "I" in cases when students are unable to complete the work for a course due to reasons beyond their control, or in cases when the instructor deems an "I" the most appropriate grade to give. The grade of "I" should not be abused and should be used only in cases where the incomplete is unavoidable and legitimate.

An electronic "Incomplete Grade Contract" is required when an "I" is submitted as a course grade. The "Incomplete Grade Contract" will indicate the reason the incomplete is requested, the work that must be completed in the course to earn a final course grade, and the anticipated completion date. The "I" is a temporary grade and will be automatically converted to an "F" if the course has not been completed by the end of the next major semester. An "Incomplete Extension" may be filed electronically with the Registrar's Office. An extension fee is charged to the student, unless the reason for the extension is beyond the student's control.

Course Withdrawals

Call or see a financial aid representative to discuss financial concerns. Each course is a prerequisite for the next sequenced course. Usually, courses are not offered again until the next academic year. Do not run the risk of failure or being dismissed from the program. The student should contact their faculty advisor to discuss all options before making a hasty decision. Withdrawing from a course or from the entire nursing program requires following the necessary steps. See the Undergraduate Program Administrative Assistant for further details about the procedure.

Dropping a class can push you back a year because most courses only run once annually, and each course is a prerequisite for the courses in the following semester. Before dropping a class or leaving the program altogether, talk to your faculty advisor. They can help you explore all your options, including methods to improve your grades.

Graceland University students may withdraw from a course through the 13 percent point of the semester without a “WD” grade. A grade of “WD” is recorded in any course when the student withdraws after the 13 percent point and through the 60 percent point of the semester. After 60 percent of the semester is complete, the student is not allowed to withdraw from the course and will be awarded the appropriate grade in the course. Please refer to the Class Attendance Policy regarding Course Withdrawal by Instructor and Administrative Withdrawals.

Course withdrawals must be initiated by students. Non-attendance does not constitute withdrawal notification. Notification dates are used to calculate withdrawal credit and financial aid award adjustments for mid-semester withdrawals as per the Refund Policy. When Official Notification is not provided by the student, the date the university determines the student needs to be withdrawn is used as the notification date.

Contact your Program Consultant, Site Coordinator or the Registrar’s Office with specific questions. Call or see a financial aid representative to discuss financial concerns.

Visitors

For academic integrity and safety, only enrolled students are allowed in classrooms, labs, and clinical settings.

Student Responsibility

Review school policies (online catalog and handbook) for important information like add/drop deadlines. Find them on My Graceland.

Personal Information

Clinical agencies may require personal information including name, address, phone number and social security number. All agencies require proof of immunizations and completion of all clinical requirements before allowing clinical participation. Most clinical documentation requirements are stored in ClinicalStudent, but some facilities may require additional documents. Maintain your own records; the school will not provide copies.

Academic Expectations and Policies

Active participation, academic honesty, and professional conduct are required in all settings. The nursing program emphasizes both theoretical knowledge and the development of professional behaviors.

- **Respect:** Treat all classmates, faculty, staff, and clinical personnel with respect.
- **Commitment:** Upper-division coursework is demanding. Expect to dedicate at least 37.5 hours of study per credit hour, with nursing courses potentially requiring even more.
- **Academic Performance:** Due to the critical nature of nursing, a minimum grade of C (75%) is required in both theory and clinical components of each course.
- **Preparation and Participation:** Learning activities occur in every class. Come prepared by reading materials beforehand and actively engage to maximize your success.
- **Attendance and Communication:** Attend all scheduled classes on time and complete assignments even if absent. Notify instructors via Graceland University email of tardiness or absences.
- **Classroom Etiquette:** Minimize side conversations and silence electronic devices to avoid disruption. Laptops are permitted for note-taking but stay focused on class content.
- **Consequences:** Disruptive behavior may result in removal from class at the instructor's discretion.

Academic Integrity Policy

Academic integrity is a highly valued principle that undergirds all facets of academic life at Graceland University. Adherence to principles of honesty is a requisite for preparing students as competent responsible persons. Students admitted to the university are expected to uphold standards of academic integrity, i.e. the avoidance of fraud, plagiarism and cheating in any form.

1. **FRAUD.** Fraud is the act of deceit or misrepresentation. The following list describes ways to avoid the most common forms of fraud.
 1. Altering, falsifying or misrepresenting an academic document alter or falsify or misrepresent an academic document.
 2. Helping someone else alter, falsify or misrepresent an academic document.
 3. Communicating false information by any means: oral, written, electronic or nonverbal.
 4. Forging a signature.
2. **PLAGIARISM.** Plagiarism is representing someone else's work as your own. The following list describes ways to avoid the most common forms of plagiarism.
 1. Submit papers that consist substantially of your own work. Do not buy, borrow or use complete, or nearly complete, papers from any source, electronic or otherwise.
 2. Set off all direct quotations within quotation marks or within the text in a block quote form. To fail to indicate direct quotations by one of these two methods is to commit plagiarism even if the failure is accidental and even if you give the source of the quotation. In a speech you must also indicate the beginning, ending and source of all direct quotations to the audience.
 3. If you derive an idea from another source, cite the source unless the idea is common knowledge, that is, unless people familiar with the subject you are discussing are aware of the idea.
 4. Cite the source of paraphrased material and avoid excessive paraphrasing. Too much paraphrasing minimizes your contribution.
 5. Use the citation style required by your professor for attribution.

6. Do not use your own work from previous papers or projects on a current paper or project without the express permission of your instructor.
3. CHEATING. The following list describes ways to avoid the most common forms of cheating.
 1. **Do not give assistance** to another person, or use unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
 2. **Do not receive assistance from** another person, or use unauthorized notes, books, etc., when an examination or assignment is supposed to be your own work.
 3. Do not falsify research results or violate codes for the treatment of human or animal subjects.
 4. Do not violate the policies of proctors, preceptors or supervisors.
 5. Do not use an electronic copy of another person's work as the starting point of your own work without the instructor's permission.
 6. On collaborative works, include the names of all participants on any copies that are submitted for evaluation.

All employees are to comply with and enforce this policy, any questions and concerns should be directed to Academic Affairs. An instructor may assign a grade of "F" for the course in cases of fraud, plagiarism and/or cheating. When an "F" grade is assigned, the student may not drop the course. All cases of fraud, plagiarism and/or cheating will be reported to the respective dean or department chair, Program Director and the Vice President for Academic Affairs/Dean of Faculty (VPAA). The VPAA may impose additional consequences including sanctions or dismissal from a program or from Graceland University. The student may appeal the imposition of sanctions by the VPAA to the President.

Technology Expectations and Policies

Technology Ethics and Use Policy (Acceptable Use Policy)

SUBJECT: Technology Ethics and Use Policy (Acceptable Use Policy)

PURPOSE: To communicate expectations for the appropriate use of Graceland-owned technology.

POLICY:

Users of Graceland's technological tools will respect the human dignity, privacy, and sensitivity of each other and the general public while using the tools made available by Graceland. Graceland reserves the right to routinely monitor technology resources. While the privilege of privacy of personal files or messages on Graceland-owned computers and voice mail systems will be respected to the extent possible and subject to the right of Graceland to access any files to officially investigate or to accomplish necessary system maintenance, users of Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored on the computer hard drive or stored in or transmitted through Graceland's system/servers. Additionally, users of non-Graceland-owned computers have no legal expectations of privacy with respect to personal files or messages stored in or transmitted through Graceland's system/servers.

All technology provided by Graceland is covered by this policy, including computers, networks, Internet services, telephones, voice mail, fax machines, photocopiers, cable TV and all associated software and data. Such technology is provided to accomplish Graceland's educational mission in accordance with Internal Revenue Code Section 501(c)(3), under which Graceland receives its tax-exempt status.

Graceland's network enables access to external facilities, systems, and other networks over which Graceland has no control, including related capabilities which are incidental to providing such access. Certain of these resources may not support Graceland's goals and objectives.

Although Graceland does not exercise editorial or censorship control of such external resources, Graceland expects that the technology will not be used for purposes which are illegal, immoral, or inconsistent with Graceland's mission.

Academic and professional work pertaining to Graceland's goals and objectives take precedence over the use of resources for entertainment.

Graceland may establish additional standards of conduct with designated technology or in specific areas (e.g. Microlabs, classrooms, etc.) Inappropriate uses of technology include, but are not limited to those specifically prohibited by local, state or federal law. Without limitation, examples of inappropriate uses of technology include:

- harassment - sending of harassing, threatening or obscene material to minors and/or non-consenting adults or any attempts to confuse or frustrate another user in achieving their objectives;
- random or unauthorized bulk sending or mailing of messages; inappropriate use of access, any disregard for the security mechanisms that are in place or other attempts to gain unauthorized access to Graceland's technical resources. This includes possession of or attempts to acquire another user's password or allowing others access to technology resources that are not allocated for their use;
- failure to comply with software license restrictions - All licenses for software that are licensed by Graceland will be filed by ITS.

- disruption of service - damaging any resource in such a way that it creates a disruption of the normally expected service from that resource, including generating excessive network traffic and/or interfering with the normal functioning of the network;
- cheating - use of technology resources to achieve academic credit by dishonest or deceitful means;
- copyright infringement; forgery; malicious transmission of a computer virus;
- malicious alteration of system files or configuration;
- abuse of established storage space limitations;
- use of any resource to inure benefit for private or political gain in violation of Graceland's tax-exempt status under IRC Section 501(c)(3).

Content shared by “peer-to-peer” (p2p) applications may be violation of the Digital Millennium Copyright Act (DMCA), and violates Graceland University policy by generating excessive network traffic and interfering with the normal functioning of the network. These applications are prohibited on the Graceland University network. This means that:

- ▪ Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers owned or managed by Graceland University.
- ▪ Peer-to-peer file sharing applications including, but not limited to, Napster, Gnutella, Kazaa, AudioGalaxy, iMesh, and others, may not be installed or used on computers attached to the Graceland University network, regardless of their ownership.
- ▪ The Graceland University Information Technology staff may, in order to ensure compliance with Graceland policies and Federal or State Law, inspect and remove any of the prohibited software from any equipment currently or previously attached to the Graceland University network.

Consequences:

Graceland reserves the right to take corrective/disciplinary action in the event of inappropriate use of technology, which may include but not be limited to the following:

Cases involving suspicion of inappropriate use of technology by students will be investigated by the Information Technology Services Department. If violations are confirmed, a referral for disciplinary action will be made to the Dean of Students. A determination of serious misuse may result in suspension from the university. In cases involving misuse of resources allocated for a particular course, the course instructor may assign a failing grade.

Cases involving inappropriate use of technology by employees, including student workers, will be handled in accordance with existing personnel policies. Serious misuse may result in termination of university employment. Cases involving violation of local, state or federal laws will be referred to external authorities as directed by the Vice President of Business Services of Graceland University.

Cases involving non-students or non-employees will be referred to the area supervisor who will take action appropriate to the incident. This may include contact with Graceland security and/or referral to other external authorities for action. Serious misuse may result in expulsion from all Graceland facilities for an indefinite period of time.

*****School of Nursing Addendum to the Technology Ethics and Use Policy**

Approved: UAC 4.29.24, 9.16.24

Effective date: 9.1.2024

Reviewed: 4.28.25

Amended:

Nursing students will have access to various computer systems and devices during their clinical rotations and time on campus. To ensure proper security, privacy, and professional conduct, the following rules must be followed:

Computer/Device Use at Clinical Sites

- Do not change any computer settings, wallpapers, or screensavers on clinical site computers.
- Do not download, save, or transfer any files onto clinical site computers.
- Only access websites/systems required for clinical duties. Do not visit unauthorized sites like social media, personal email, etc.
- No unauthorized photography, video recording, printing, or photocopying at clinical sites.

Safeguarding Patient Information

- Never remove any patient information or data from the clinical site in any form (written, photographic, etc.).
- Do not post, share, or disclose any patient information or details about your clinical experiences on social media or other public platforms.

Professional Conduct

- Use professional judgment when accessing technology during clinicals - only for clinical duties.
- No unauthorized use of personal devices (phones, tablets, smartwatches etc.) in client care areas.

Academic Integrity

- All exam answers must be entirely your own work without any unauthorized assistance.
- Reasonable AI assistance is allowed for assignments, but the expressed ideas, analysis, and majority of content creation must still come from you as the student.
 - You may use AI language models as an aid for research, writing mechanics assistance, proofreading, etc.
 - However, AI cannot be used to fully generate or complete the assignment. The core ideas, analysis, and majority of the content must be your own original work.
 - Do not directly copy or submit work generated entirely by AI as your own.
- Do not provide or receive exam/assignment help from others through sharing content, notes, files, etc. unless approved by the instructor.
- Reusing or repurposing your own past assignment work for a new submission (self-plagiarism) is prohibited without instructor approval.
- Never purchase, borrow, or obtain completed assignments/papers from any other source to submit as your own work.

Key Principles

- 1) Exams must be entirely your own work
- 2) For assignments, AI can assist but not fully generate the core work
- 3) No unauthorized collaboration or reusing past work
- 4) No obtaining assignments from other sources

Violations of this policy will initiate disciplinary proceedings. Maintaining privacy, ethics, and professionalism with technology is critical for nursing professionals.

Technology Requirements and Support

Student learning is facilitated through online resources and activities in each nursing course. The following technology requirements are essential to ensure seamless access to all content and proper functioning of testing software:

- **Device Requirement:** Students are required to have either a laptop or a tablet. They may opt for a personal computer or utilize the iPad mini provided during the first semester of the program.
- **Usage:** Computers/tablets will be utilized for online testing and completing class assignments. Some testing may occur during class sessions, while others may be asynchronous and conducted outside of class. Students are encouraged to bring an internet-accessible device to classes daily.

Tech Support

For technical assistance, please contact Tech Support at 641-784-5400 between 8 a.m. and 5 p.m. Central time, Monday through Friday, and on weekends. Alternatively, you can reach out via email at TechSupport@graceland.edu. When contacting Tech Support, please provide your ID number and the last 4 digits of your social security number for identity verification purposes. Personal email addresses should not be used for official communications.

Canvas Tech Support

For technical support related to Canvas, please reach out to Canvas Technical Support at +1-877-884-1673 or refer to the basics guide available at <https://community.instructure.com/en/kb/canvas-lms-basics-guide>.

ATI Products

For assistance with ATI products, including learning activities, exams, and remediation, please contact ATI Nursing at 800-667-7531. Ensure to verify the technical requirements on the ATI website to optimize your product experience.

Canvas Technology Requirements

Graceland University employs Canvas as the platform for online and hybrid classes. Please refer to the technical requirements outlined at this link: <https://community.instructure.com/en/kb/articles/662718-what-are-the-browser-and-computer-requirements-for-instructure-products#javascript>.

Respondus Lockdown Browser Requirements

Respondus LockDown Browser is a secure browser utilized during SON exams and ATI proctored assessments. It restricts activities such as copying, printing, accessing other URLs, or using other applications during a test. If an ATI test requires the LockDown Browser, you must use it; otherwise,

standard web browsers won't suffice. The Monitor records during the exam, which will only be reviewed if there are suspicions of test protocol breaches.

System Requirements for Students:

- **Windows:** 10 or 11
- **Mac:** macOS 10.15 to 14.0+
- **iOS:** 15.0+ (iPad only)
- **Additional Hardware:** Web camera (internal or external), microphone (internal or external)
- **Internet Connection:** Broadband connection
- **Permissions:** Administrator rights required to install Respondus

Ethical Expectations and Policies

ANA Code of Ethics for Nurses*

The Nonnegotiable Nature of the ANA Code of Ethics for Nurses with Interpretive Statements.

Summary: The American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements (Code of Ethics) explicates the goals, values and ethical precepts that direct the profession of nursing. The ANA believes the Code of Ethics is nonnegotiable and that each nurse has an obligation to uphold and adhere to the code of ethics.

Background: Health care ethics is concerned with the rights, responsibilities, and obligations of health care professionals, institutions of care, and clients. Upon entering the profession of nursing, nurses accept the responsibilities and trust that have accrued to nursing over the years and also the obligation to adhere to the profession's code for ethics. The Code of Ethics, published by the American Nurses Association, is the standard by which ethical conduct is guided and evaluated by the profession. It provides a framework within which nurses can make ethical decisions and discharge their professional responsibilities to the public, to other members of the health team, and to the profession. The Code of Ethics is not open to negotiation in employment settings, nor is it permissible for individuals, groups of nurses, or interested parties to adapt or change the language of this code. The Code of Ethics encompasses all nursing activities and may supersede specific policies of institutions, of employers, or of practices. Therefore, the content of the Code of Ethics with Interpretive Statements is nonnegotiable.

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of recipient(s) of nursing care.
4. Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
5. The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
6. Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
7. Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends. Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

10. Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

** From American Nurses Association (2025). Code of Ethics. Washington DC, ANA Publishing. National Student Nurses' Association, Inc.*

Code of Academic and Clinical Conduct

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments. The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code For Nursing Students

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we;

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Adopted by the NSNA Board of Directors, October 27, 2009 in Phoenix,
AZ. Amendments were adopted by the House of Delegates at the NSNA Annual Convention on April 8, 2022, in Salt Lake City, Utah

Statement of Ethical Practice

Approved: SON Faculty 5.23.2007

Effective Date: 5.23.2007

Reviewed: 4.23.18, 4.27.20; 4.27.21; 4.25.22 , 4.18.2023, 4.28.25, 4.27.26

Amended: 2.27.2006

Purpose: To delineate ethical beliefs relevant to educational practice.

Policy: Graceland University and the School of Nursing believe that each student is unique. Each person brings their own beliefs, goals, strengths, potentialities, motivations and life experiences to the university community. We believe that the university and the division programs promote the professional and personal actualization of each student toward greater expression of each one's unique creativity.

A. The student has the right:

1. and responsibility to develop to the highest potential, physically, emotionally, intellectually, and spiritually.
2. to objective, clear, accurate, up to date information, verbal and written about the university and the nursing major. This includes information about the philosophy, goals, objectives, academic programs, cost, requirements and admission policies to the university and the major.
3. to be notified as soon as possible about acceptance.
4. to information regarding written policies for admission, progression in the major, graduation from the university, or dismissal from the major.
5. to information regarding students' own academic standing.
6. to be notified of any changes before the changes occur.

HIPAA Regulations Policy

Approved: SON-FGA 4.19.10, 8.18.2008

Effective date: 8.18.2008

Reviewed: 4.23.18; 4.27.20; 4.25.22, 4.28.25; [4.27.26](#)

Amended: 4.19.10; 4.27.21

A. Policy:

1. Graceland University School of Nursing faculty and students will comply with the HIPAA Privacy and Security Regulations, the Health Information Technology for Economic and Clinical Health Act (HITECH) and corresponding regulations in clinical, research, and institutional areas by implementing, maintaining and using appropriate administrative, technical and physical safeguards to prevent the improper use or disclosure of all Protected Health Information (PHI), including Electronic Health Information (EHI).

B. Procedure

1. Students and instructors will comply with current HIPAA and corresponding HITECH Regulations to ensure the confidentiality of health or health-related information.
2. HIPAA and corresponding HITECH regulations will be followed in all areas that involve PHI and EHI.
3. All students will be familiar with HIPAA Privacy Rule and Security Regulations, and HITECH policies and procedures in each of their clinical settings.
4. Current guidelines will be available to students and instructors at all times in the School of Nursing Student Handbook and course syllabi.

C. Reporting of Unauthorized Disclosures or Misuse of PHI

1. The student is responsible for immediately reporting to their preceptor, and instructor any violation of HIPAA and HITECH regulations.
2. The instructor shall report to the Facility any use or disclosure of PHI or EHI other than what is provided for by the facility agreement on the first day or no later than three 3 business days. The School of Nursing will document such disclosures and will take prompt action to correct any unauthorized disclosures as required by applicable federal and state laws and regulations.

HIPAA: 18 identifiers for Protected Health Information

1. Names (including initials)
2. All geographic subdivisions smaller than a state, including street address, city, county, precinct, ZIP Code, and their equivalent geographical codes
3. All elements of dates (except year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89 and all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 or older.
4. Telephone Number
5. Fax Number
6. E-mail Address
7. Social Security number
8. Medical Record number
9. Health Plan Beneficiary number
10. Account numbers
11. Certificate/License number
12. Vehicle Identifiers and Serial numbers (including license plates)
13. Device identifiers and Serial numbers
14. URL Address
15. IP Address
16. Biometric identifiers, like fingerprints and voiceprints
17. Full-face Photos and Any Comparable Images
18. Any other unique identifying number, characteristic (including tattoos) or code, social media handles, and name of employer.

Classroom Expectations and Policies

Exceptions to Academic Policy

The School of Nursing follows the University Exceptions to Academic Policy as outlined in University Catalog. Requests for exceptions to undergraduate academic policies regarding major, minor and program requirements are reviewed and acted upon by the School of Nursing. Requests for all other academic policies are reviewed and acted upon by the Curricular Adjustment Committee. Appeals may be made to the appropriate Academic Council. The full policy may be reviewed in the online University Catalog.

RN-BSN Admissions Requirements

RN-BSN Admission Requirements:

- Current RN licensure in the United States.
- Minimum of 2.50 cumulative grade point average on all previous college work.
- Completed application and supporting documents.

The RN-BSN curriculum builds on a Registered Nurse's knowledge and experience. Students complete the requirements for graduation through a combination of online courses and practice experiences. Courses are organized into eight modules which may include professional sharing, assignments, quizzes, and/or direct care practice hours. Each module begins on Monday and ends on Sunday. Students will have the option to finish the coursework earlier by working ahead, if desired, but all coursework must be submitted to pass each course and completed in the order outlined in the course schedule. While students may choose to work ahead, students may not get behind as there are weekly due dates. Upon early course completion, students must notify the faculty via email when all course materials are complete. Students following the full eight-week schedule do not need to notify faculty of course completion. Each course has a calendar which outlines the recommended schedule that has been successful for students, which includes completion of one module per week, for eight weeks. Please see the individual course for the recommended schedule.

Students may receive up to 28 semester hours of credit for previous undergraduate nursing courses, regardless of how long ago they were completed. General education credit may be awarded through transfer, CLEP, or online courses. Graduates will be awarded the BSN degree upon completion of all requirements.

The following required nursing courses will be met by the Iowa Articulation Program or escrow credit:

NURS2420 Introduction to Nursing – 3 s.h.
NURS3120 Fundamentals of Health Care – 4 s.h.
NURS3250 Adult Health Care I – 4 s.h.
NURS3260 Adult Health Care II – 4 s.h.
NURS3270 Psychosocial Aspects of Client Care – 4 s.h.
NURS4220 Maternal and Newborn Care – 4 s.h.
NURS4240 Pediatric Nursing – 4 s.h.
NURS4910 Leadership Roles in Nursing – 1 s.h.

Nursing courses required to be taken at Graceland:

NURS3110 Health Assessment for Practicing Nurse – 3 s.h.
NURS3170 Evidence Based Practice for Practicing Nurse – 3 s.h.
NURS3430 Pathophysiology and Related Pharmacology – 3 s.h.

NURS3460 Professionalism in Nursing – 3 s.h.
NURS4160 Leadership Roles in Nursing – 3 s.h.
NURS4280 Global Health and Policy Issues – 3 s.h.
NURS4350 Population Health Nursing – 3 s.h.
NURS4411 Informatics for the Practicing Nurse – 2 s.h.
NURS4420 Current Issues in Healthcare – 2 s.h.
NURS4460 Senior Capstone – 3 s.h.

Required Supporting Courses:

BIOL3420 Human Anatomy – 4 s.h.
BIOL3440 Human Physiology – 4 s.h.
BIOL2350 Introduction to Microbiology – 4 s.h.
HLTH2560 Nutrition – 3 s.h.
MATH1380 Introduction to Statistics – 3 s.h.
SOCI1300 Introduction to Sociology (preferred) or
SOCI1350 Cultural Anthropology – 3 s.h.
PSYC1300 Introductory Psychology – 3 s.h.
PSYC2250 Developmental Psychology – 3 s.h.

Grading Policy

Approved by: SON-FGA 8/30/2010 Effective date: 2/27/06

Reviewed: 4/23/18, 02/2019, 4/27/20; 4/25/22

Amended: 02/27/06; 08/08/03; 8/30/2010, 04/15/2019; 4/27/21; 4/28/25

A. Policy

1. All courses required for the nursing major must be completed on a graded basis.

B. Procedure

1. Grades will NOT be rounded; for example, a 74.9 does not equal 75%.

C. Grading Scale:

1. The grading scale for BSN-RN undergraduate nursing courses is:

91-100	A
82-90	B
75-81	C
66-74	D
Below 66	F

2. The grading scale for RN-BSN undergraduate nursing courses is:

90-100	A
82-89	B
73-81	C
66-72	D
Below 66	F

3. The grading scale for graduate nursing courses is:

90-100	A
80-89	B
70-79	C
60-69	D
Below 59	F

Practice Experience Information

Some courses will require that students go into a health care or community organization to complete a practice experience. These practice experiences are required to fulfill the specific course objectives. All practice experience requirements within the specific courses must be completed in the United States and its territories. Some may be completed at the student's place of employment if that organization will assist the student in meeting the objectives of the course. Students must follow all requirements of the facility regarding completion of paperwork (for example HIPAA) and personal identification. If a Graceland ID is needed, please contact soncontracts@graceland.edu.

Copyleaks Artificial Intelligence and Plagiarism Detection Service – Submission Statement

Graceland University's School of Nursing highly values academic integrity and is committed to the fundamental value and obligation of preserving academic honesty among our faculty, students and graduates.

Students agree that by taking this course all required papers may be subject to submission, at the discretion of the faculty member, for text comparison by Copyleaks, an artificial intelligence and plagiarism detection service, and other means of detecting artificial intelligence use and plagiarism.

Upper Division Progression, Retention, and Dismissal (RN-BSN)

Approved: FGA 4.16.2018

Effective date: 3.19.2018

Reviewed: 3.12.2018, 4.27.20, 4.27.2021

Amended (last five years): [Policy reflects a combination of the previous RN-BSN Academic Progress and the RN-BSN Probation Policy (formerly AD-18)] 03.12.18; 08.08.03; 11.14.03; 5.25.01, 04.28.25 4.15.26

A. **Policy:** Students must fulfill the requirements for theoretical and clinical components of the major, demonstrate academic integrity, and display professional behavior, which contributes to their meeting course objectives.

B. Academic Progression:

1. Students may progress successfully by completing the courses in sequence with a minimum grade of C in all nursing and required support courses. When circumstances necessitate changes in the School of Nursing curriculum delivery, every effort will be made not to disadvantage students who started in the previous curriculum sequence.
2. Satisfactory progression occurs when a student successfully passes all courses taken each term. To maintain satisfactory progress a student must earn a grade of "C" or better in all nursing undergraduate courses.
3. A student who earns less than a "C" in a BSN course will be placed on academic probation.
 - a. A student may enroll in the "failed" course one additional time. The repeated course must be successfully completed with a grade of "C" or above on the first repeat.
 - b. Students may not withdraw from a course that is being repeated due to a failing grade. Courses dropped while the student is failing is considered a failure regardless of the "W" designation.
4. A second "D" or lower in undergraduate coursework will result in the student's dismissal from the BSN Nursing Program.

C. Exemplary Performance:

1. Students demonstrating exemplary performance in the course; clinical setting or professional activity may receive an Exemplary Performance Form commending their achievement. A copy of the form will be placed in the student's permanent file.

D. Student Feedback Form and Flag Form:

1. The Student Feedback Form (see form in the handbook) is an official document used to communicate with students when there are issues with Clinical or Professional behaviors which affect progression in the program.
2. Faculty, adjuncts, or administrators may initiate the form.
3. A copy of the form is sent to the Undergraduate Affairs Committee (UAC) and the student's advisor.
4. A copy of the form is placed in the student's permanent record.
5. The student will have 48 hours to respond in writing to the contents of the Student Feedback Form.
6. Students are required to sign and date the form with or without a written statement and return to the course instructor, advisor and the chair of the UAC.
7. The UAC will review behavior(s) outlined in the Student Feedback Form and determine if further action is required.

8. Flag forms will be submitted for academic performance concerns as well mental health concerns affecting health and wholeness. Students, faculty or adjuncts may initiate the form.

E. Academic Progression Procedure for Students at Risk

1. Students who fail to meet the program benchmark are at risk.
2. Students will receive a Student Feedback Form from the academic instructor for performance concerns, such as failing to submit assignments deemed critical to passing the course. The completed form with or without the student response will be sent to Undergraduate Affairs Committee (UAC) for review. Concerning course grades be reported via FlagForms and will be addressed by the Track Coordinator and/or Associate Dean. Flag Form details will be reported to the Undergraduate Affairs Committee (UAC).
3. If, at any time, the UAC determines a student is at academic risk, the student may be:
 - a. Placed on probation
 - b. Required to engage in a remediation plan
 - c. Required to create a student plan for success
 - d. Required to meet with the course instructor and/or advisor on a regular basis
4. Any student whose cumulative grade point average is below 2.00 at the end of any semester will be placed on academic probation and subject to review by UAC. If the student is permitted to continue in the program, a grade point of at least 2.00 must be attained by the end of the following semester or the student will be dismissed for poor academic performance.

F. Professional Behavior Violations:

1. Students will receive a Student Feedback Form from an instructor for Behaviors Violation that include but are not limited to:
 - a. Code of Conduct violation*
 - b. Disrespect
 - c. Dishonesty, Cheating, Plagiarism (i.e., integrity issues) *
 - d. Impaired (see Impaired Nursing Policy) *
 - e. Inappropriate language
 - f. Irresponsibility
 - g. Poor attitude
 - h. Misconduct
 - i. Technology Ethics Violation*
2. Students will receive a Student Feedback Form for any of the above violations. Violations that result in immediate Unsatisfactory Professional Conduct (UPC) are designated by a (*).
 - a. The student will have 48 hours to respond to the contents of the Student Feedback Form. The course coordinator will schedule a conference with the student to discuss the clinical behaviors.
 - b. The UAC will review the Student Feedback Form and determine if further action is required.

G. Unsatisfactory Professional Conduct (UPC)

1. Unsatisfactory Professional Conduct (UPC) is a designation of a single incident or a pattern of unsafe or unprofessional behavior.
2. The instructor will complete a Student Feedback Form and make a recommendation to UAC if the behavior is to be designated as an Unsatisfactory Professional Conduct (UPC).
3. Upon receipt of the Student Feedback Form, the student will have an opportunity to respond to the Feedback Form in writing within 48 business hours. The form must be

signed and dated by the student and returned to the instructor. The form with the student response will be sent to UAC for review.

4. UAC will determine if the student's behavior requires an Unsatisfactory Professional Conduct (UPC) designation. If the UAC determines the student is to receive a UPC, the student will be notified by letter from the committee and meet with either lead course instructor or the advisor to discuss a success plan if required by the UAC.
5. A success plan for the student may include:
 - a. Required meeting(s) with course instructor
 - b. Required/recommended meeting(s) with advisor
 - c. Required completion of a remediation plan
 - d. Complete incident follow-up based on the UPC offenses.
 - e. Program Probation
6. Documentation of five (5) cumulative "Unsatisfactory Professional Conduct" (UPC) may result in dismissal from the program.

H. Incomplete Grades

1. A grade of "I" (incomplete) is assigned at the discretion of the course faculty in emergency or extraordinary circumstances such as the following:
 - a. Medical illness: a medical certificate may be requested by faculty. Compassionate grounds: those situations for which compassionate leave is normally granted in employment.
 - b. Natural disasters/extreme circumstances: documentation may be requested by faculty
2. Procrastination or poor planning are not valid reasons for requesting an "Incomplete". An incomplete grade request must be initiated by the student after discussion with the instructor. Decision of course faculty is considered final.

I. Student Initiated Course Withdrawal

1. Students must send a written request to withdraw to the appropriate Program Consultant. Students may drop a course through twenty percent (Monday of the second week) without a "W". A grade of "W" is recorded in any course from which the student withdraws after twenty and through sixty percent of the session. After sixty percent of the session is complete, the student is not allowed to withdraw from the course and will be awarded the appropriate grade in the course.

J. Administrative/Academic Withdrawal

1. Students not returning to Graceland for the next semester, term, or session are required to be placed on a "stop out". Students not enrolling for the next semester, term, or session following a "stop out" will be withdrawn from Graceland University. Additionally, two weeks of non-participation could result in academic withdrawal.

K. Assignment Guidelines

1. Due dates and times for graded assignments are clearly posted by faculty on the course website.
2. Course policies regarding late submission of assignments are posted in the course syllabus.
3. Students are responsible for carefully reviewing the course syllabus and schedule.
4. It is expected that students submit all assignments by the posted due date & time.
5. Submission of assignments for faculty to review prior to grading or re-grading is not permitted unless otherwise specified in the assignment guidelines.

L. Late Assignments

1. Students should submit requests for extensions to faculty in writing at least 24 hours in advance of the specified due date. Extensions are usually only granted for a maximum of one week (see specifics in course syllabi)
2. Extensions are granted at the discretion of course faculty in emergency or extraordinary circumstances such as the following:
3. Medical illness: a medical certificate may be requested by faculty.
4. Compassionate grounds: those situations for which compassionate leave is normally granted in employment.
5. Natural disasters/extreme circumstances: documentation may be requested by faculty
- 6. Work or other study commitments, or computer crashes are not valid reasons for late submission.**
7. Penalties for late submission of assignments are imposed at the discretion of course faculty. Penalties may be imposed for part or all of an assignment.
8. Faculty decisions regarding penalties for late work are considered final.
9. No penalty will apply if an extension is sought and granted by the responsible person or delegate. If the assignment is handed in after the extension period then established penalties will apply.
10. Students whose circumstances require extensions longer than 1-2 weeks are advised to meet with faculty to discuss available options.

M. Program Probation Procedure

1. The UAC will determine the dates of the probationary period. The student and the student's advisor will be notified of the probationary status by a letter from the UAC.
2. The purpose of the probationary status is to support the student's progression through the nursing program and make arrangements for academic, clinical, and professionalism support to meet this end.
3. The designated advisors will provide meeting notes to student academic folder concerning progress on the UAC stipulations.
4. The UAC will notify the student and the specified advisor when the probationary status has been discontinued.

N. Dismissal Procedure

1. Academic Dismissal from the program:
 - a. After failing one nursing course, students who earn a D or F in a second nursing course will be dismissed from the program.
 - b. After failing one nursing course, students who withdraw while failing (from the course being repeated or a different nursing course) will be dismissed from the program.
 - c. Failing or withdrawing while failing two courses simultaneously will result in immediate program dismissal.
 - d. The UAC will issue a letter of dismissal to the student. The student will be advised to have an exit meeting with the Associate Dean.
2. Nonacademic Dismissal:
 - a. The UAC, on behalf of the nursing faculty, reserves the right to dismiss any student from the program whose personal, professional or clinical conduct/performance demonstrates an inability to continue preparation for a career in nursing. This may

include violation of the academic integrity policy, breach of confidentiality, substance abuse/ impairment or other infractions.

Appeal Policy & Procedure

Approved by date: FGA 9.15.08

Effective date: January 1, 2009

Reviewed: 4.25.22, 4.28.25

Amended: 5.18.2010

A. Policy

1. Graceland University School of Nursing (SON) has three codes of conduct: academic conduct, clinical conduct and professional conduct. A student may be disciplined or dismissed from the nursing program for misconduct in any of the three areas.
2. The standards of academic conduct address meeting established academic criteria and behavioral integrity in performing the academic work of the SON. The standards of clinical and professional conduct relate to matters outside the context of academic courses.
3. Honesty and integrity are prerequisites to academic life and more specifically, to the practice of nursing. Honesty is defined as being truthful, free of deceit and having integrity (Webster, 1976). Integrity is defined as utter honesty and adherence to a code of values (Webster, 1976). Integrity also encompasses "being truthful, avoiding acts of cheating, fraud or outright lying, and refusing to engage in deception or false representation in practice" (Hoyer, Booth, Spelman & Richardson, 1991, p. 171). Clinical and Professional integrity in nursing is reflected in the American Nurses Association (ANA) Code of Ethics for Nurses (2001), National Student Nurses Association (NSNA) Code of Academic and Clinical Conduct (2001), ANA Standards of Professional Nursing Practice and Performance (1991) and the Scope and Standards of Advanced Practice for Registered Nursing (1996). Nursing practice is further guided by state legislation and institutional standards. Nursing students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community to meet the School's standards of conduct.
 - a. Sanctions imposed by faculty for academic misconduct include but are not limited to:
 - (i) Written notification of the student's act of academic misconduct and potential consequences placed in the student's file.
 - (ii) Assigning a zero (no points) for a test, assignment or paper.
 - (iii) Assigning a failing course grade.
 - (iv) Placing the student on probation.
 - (v) Recommending dismissal from the program.
 - b. Guidelines for Students
 - (i) Students often become aware or suspicious of academic misconduct first. For the School to maintain an environment that is supportive of academic integrity, students are encouraged to maintain the standards for academic conduct. In situations where students are in doubt as to the integrity of one's own or one's peer's actions, it is advisable to consult one of the following: course faculty, course coordinator, specialty track/program coordinator, or faculty advisor. As noted in a previous section, students must adhere to both institutional and professional standards in the classroom, clinical sites, and the community.
 - c. Suspension
 - (i) A student may be suspended from any classroom, lab or clinical session for inappropriate or unsafe behavior or failure to adhere to any GU School of Nursing Academic or Ethics Policies. Suspension may last from several hours to one calendar

year. Students are automatically placed on suspension during the appeal process pursuant to dismissal.

- (a) Faculty imposed: Faculty are solely responsible for making the immediate decision to suspend a student from classroom, clinical, or lab sessions in progress for inappropriate or unsafe behaviors. At the time of a suspension by the faculty, conditions for reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure.
- (b) School imposed: The Assistant Dean is solely responsible for imposing suspension for failure to adhere to Graceland University School of Nursing Academic Progression Policy. At the time of a suspension by the Assistant Dean, the conditions of reinstatement are explained. Failure to meet the conditions of reinstatement may result in course failure or dismissal from the nursing program. The student may not attend classroom, lab or clinical sessions during the suspension.

d. Academic Appeal

- (i) A student may appeal any of the following:
 - (a) Failing final course grade (C or below for graduate; D or below for undergraduate).
 - (b) Dismissal.
- (ii) Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are responsibilities of the course faculty. Grade appeal is available only for the review of allegedly capricious grading and not for review of the faculty's evaluation of the student's academic performance. Capricious grading, as the term is used here, consists only of any of the following:
 - (a) The assignment of a grade to a particular student on some basis other than the performance in the course.
 - (b) The assignment of a grade to a particular student by resorting to more exacting or demanding standards than were applied to other students in the course.
 - (c) The assignment of a grade by a substantial departure from the instructor's previously announced standards.

e. Conduct or Professionalism/Conduct Appeal

- (i) A student only appeal program dismissal.
- (ii) Students are responsible for meeting the standards of conduct, clinical and professional performance established for each course in which they are enrolled, the University and the School of Nursing. Students may appeal if they feel the dismissal was unwarranted, unjust or unethical.

B. Procedure

1. An appeal is initiated by submitting a typed statement to the Chair of the Undergraduate or Graduate Student Affairs Committee (UAC/GSAC), no later than seven (7) working days after documentation of the failing final course grade or recommendation for dismissal. The typed appeal statement submitted by the student must include the following:
 - a. A statement of the issue.
 - b. Specific steps that have already been taken to resolve the issue with the course faculty, course coordinator and/or Specialty Track/Program Coordinator.

- c. Evidence supporting why the student believes the decision made was inconsistent with existing GU School of Nursing or course policy, was arbitrary, or lacked sufficient evidence.
2. In preparing the appeal, it is the student's responsibility and burden to prove:
 - a. In the case of academic appeal - that the action taken by the faculty was inconsistent with existing policy, arbitrary, or lacked sufficient evidence.
 - b. In the case of conduct/professionalism appeal - that the dismissal was unwarranted, unjust or unethical.
3. The student may seek assistance from a GU School of Nursing faculty member as an adviser in preparing the statement for an appeal. The role of the adviser is to assist the student in understanding the policy and procedure. The adviser's role does not include gathering information or presenting evidence.
4. The student will submit the letter of appeal with supporting documents to the Chair of the appropriate (undergraduate or graduate) Student Affairs Committee (SAC).
5. The Chair will forward appeal documents to faculty involved in the subject matter of the appeal or its resolution.
6. Faculty will submit to the Chair of the SAC within ten (10) working days their response to the appeal document including their supporting documentation.
7. The Chair of the SAC will forward the faculty's response to the student.
8. The Chair of the SAC will appoint the appropriate/additional members to the SAC for the hearing.
9. The SAC will meet within ten (10) working days of receiving all the written appeal documents to hear the appeal. The student may request one continuance, not to exceed one week, for good cause.
10. The student and faculty will be notified 72 hours before the hearing of the time, date and location of the hearing. The initial appeal documents will be reviewed by members of the appropriate SON Undergraduate Affairs Committee. The involved student and/or faculty may be asked to participate in the hearing (in person or via teleconference) to answer questions or provide clarification of the written appeal documents.
 - a. The committee shall be charged to weigh evidence, deliberate, and find for or against the appeal.
 - b. The meeting is confidential and restricted to those persons listed. If an incident involves more than one student, each student will be heard individually.
 - c. An UAC member, who has been directly involved in the awarding of a failing course grade or recommending dismissal will not vote during the appeal process.
 - d. The UAC will make a decision within five (5) working days after the hearing.
11. In an appeal of a failing course grade, the UAC can either:
 - a. Uphold the assigned grade, or
 - b. Return the grade to the faculty for reconsideration.
12. In an appeal of a dismissal, the UAC can either:
 - a. Uphold the dismissal
 - b. Overturn the dismissal and return the case to the UAC for reconsideration.
13. If the faculty is asked to reconsider a grade by the UAC, the faculty may uphold the assigned grade or change the grade. The faculty member will notify the SAC of their decision within 72 hours. The UAC will notify the Assistant Dean and the student of the outcome of the appeal. The student may receive and sign for the UAC's written decision in person, receive email notification, and/or by certified mail.

14. If the student wishes to appeal the decision made by UAC during the appeal process, the student must send a typed statement and supporting documentation to the Dean of the School of Nursing, no later than seven (7) working days after notification of the UAC's decision.
 - a. The Dean will forward appeal documents submitted by the student to faculty involved in the subject matter of the appeal or its resolution.
 - b. Faculty will submit to the Dean within ten (10) working days their response to the appeal document including their supporting documentation.
 - c. The Dean will forward the faculty's response to the student.
 - d. The Student will notify the Dean within seven (7) working days to formally appeal the UAC decision.
 - e. The Dean will initiate the Graceland University academic appeals procedure at the request of the student.
15. If the student wishes to appeal the decision made by the Dean during the appeal process, the student must send a typed statement and supporting documentation to the Vice President of Academic Affairs, no later than seven (7) working days after notification of the Dean's decision. The appeal process and timeline are at the discretion of the Vice President of Academic Affairs.
16. If the student wishes to appeal the decision made by the Vice President of Academic Affairs during the appeal process, the student must send a typed statement and supporting documentation to the University President, no later than seven (7) working days after notification of the Dean's decision. The appeal process and timeline are at the discretion of the University President.

Clinical Expectations and Policies

Nurse Practice Acts

State law ensures safe nursing care through licensing. Each state has a Nurse Practice Act (NPA) that defines the legal scope of nursing practice and protects patients. These NPAs are overseen by Boards of Nursing (BON) with the authority to set and enforce specific rules and regulations. The BON enforces these laws and can discipline nurses who violate them, ensuring public safety.

It is the responsibility of all nursing students to know the NPA in Iowa and Missouri. Students planning to get licensed in any other state should review the NPA of the relevant state: [Find NPAs for your State](#)

Missouri Division of Professional Registration

Missouri State Board of Nursing
P.O. Box 656 Jefferson City, MO 65102
(573) 751-0681
Nursing Practice Act and Rules
October 2019

The Missouri Nursing Practice Acts and Rules may be located online through the following link:
<https://pr.mo.gov/boards/nursing/npa.pdf>.

Iowa State Board of Nursing

400 SW 8th St Suite B Suite B,
Des Moines, IA 50309
[\(515\) 281-3255](tel:5152813255)

CHAPTER 6 NURSING PRACTICE FOR REGISTERED NURSES/LICENSED PRACTICAL NURSES
may be located through the following link: <https://www.legis.iowa.gov/perma/102320217415>.
The entirety of the nursing practice act may be found through the following link:
<https://www.legis.iowa.gov/law/administrativeRules/chapters?agency=655>