

## **Nursing Program Rules**

These regulations establish the behavior of students in courses in which they are registered. It their responsibility to know and comply with them. These rules will be observed in all courses of the nursing program and will be applied by all faculty members.

### **Attendance**

"The University requires for the achievement of expected outcomes, satisfactory attendance. The student will be responsible for the compliance of the requirements of the course as they are stipulated in the syllabus." It gives administrative (AW) to any withdraw student who does not attend classes according to the institutional policy of the system (**UIPR General Catalogue**). For adjustments and information, visit the Office of Enrollment Management. The BSNP faculty approved other explicit rules to implement the institutional standard due to:

1. The poor use that is exhibiting the students in the courses of concentration.
2. The frequent breach by the students of the requirements of the courses and;
3. The non-compliance with the clinical courses.

### **Attendance to theoretical and clinical courses**

1. To be applied the standard of attendance according to the norms and institutional policy of the University System.

### **Part I: Attendance and punctuality to theoretical courses**

1. The student must be in the classroom when the course starts or within the first 10 minutes. Three tardies equal an absence.
2. The student who is absent is responsible for acquiring material that is distributed, assignments, class content or any other information that is offered.
3. The student is responsible for mastering the skills of the content of the lessons discussed in their absence.
4. Attendance at classes and clinical areas is compulsory. Thers, to justify the absence students should submit immediate evidence of:
  - a. a hospitalization
  - b. legal appointment
  - c. close family death (parents, siblings, children)
  - d. a communicable condition/ diseaase
5. In case of emergency that you can not attend classes or activities of

clinical practice, notify the professor or to the Secretary of the Department of Health Sciences during the first 24 hours by any means of communication available (telephone, written, family, etc.).

## **Part II: Administration of tests**

The administration of exams will be limited to absences in exceptional cases and in accordance with the following conditions:

1. Test will only be administered in the academic term of the course. The replacement of exams to students who are absent will be at the discretion of the professor.
2. Test will only be administered to students who applied, according to rule # 4 of part I.
3. There will be no quizzes or panels management students who are absent.
4. Exams are not replenished students who failed them.

## **Part III: Attendance, punctuality and compliance with the requirements of clinical courses:**

1. Apply the standard of absences of the institution.
2. The student must be 10 minutes before the time designated for the start of the clinical area. The student must be punctual to his/her clinical area; and plan well in order to carry materials. Two tardiness are equal an absence.
3. In contrast to theoretical courses, the absences cannot be allowed by the nature of the skills that must be developed. Exceptions for just cause must be evaluated by the professor immediately, during the same week of the absence. The student who is absent on two occasions will be referred to the professional counselors.
4. For each absence to the clinical laboratory, 5% of his enforceable clinic will be deducted.
5. Students be responsible of handing the following documents during the first two weeks that classes begin.
6. The student who does not comply with the requirements of rule # 5 of this subsection, can not attend practice areas. The absence will be counted to him and will apply the rule # 4 of this subsection. Original documents will not attend the clinical course as long as not present.

## **Part IV: Responsibility with academic work**

1. Academic be handed in to the date and time stipulated and in the classroom. Under no circumstances any other person is authorized to receive work or any

other requirement of the courses. It not be accepted as received if work is under office doors or secretaries.

2. In case of standard # 4, part I, the works can be reached with a partner, family member or friend, as the case may be, and will be delivered personally to the professor in charge of the course.
3. Dishonesty, fraud, and plagiarism - apply appropriate rules according to the general regulations of the University.

## **Part V: Uniform**

With the purpose of guiding students in their practice and theoretical courses, the BSNP established the following standards for courses:

1. **Uniform** - the distinctive uniform of the program will be used.
  - a. Ladies: suit or pant set,  $\frac{3}{4}$  sleeve, long no more high costume of the knee and carving that allows free movement.
  - b. Male: long white trousers (not jeans), green with sleeve shirt short; in case of using short sleeve, which is white.
2. **Footwear** - white shoes under sale and low heel. Do not shoe string. Ladies pants stockings must be at the level of the knee, white without designs.
3. **Identification** - all students will use his/her photo ID card validated with name and logo of the University.
4. **Clothes, hair, and nails.**
  - a. Ladies: keep hair short or tied up in the back, simple makeup and use of moderate hair accessories. Nail natural short (1/8) inches. Clean and natural Nail Polish must be white or transparent. The use of artificial nails is prohibited according to administrative order # 284. Enamel, should be transparent. Not screens, not rings, or chains.
  - b. Male: keep short hair (classic haircut) and well-groomed beard. All student limited the use of garments to watch with second hand. Not screens, not rings, and chains.
5. The rules of the different hospitals, especially visible tattoos are not allowed.
6. **Equipment** - the student should bring to the clinical area a notebook, black ballpoint pen and other article required for the course. The BSNP is not responsible for the loss of items brought to the clinical area.
7. Gray (uniform) 'scrub' is required to practice in the Skill Laboratory as well as in the Nursing Simulation Skills Laboratory.

## **Part VI: Other rules**

1. When the student arrives late and the professor has already handed-out the materials to be discussed, the student should not interrupt the class to get the

materials. The professor will give these materials to the student at the end of the class.

2. If there is any unusual situation in the course, the student must use the channels of communication and should first contact the Professor, if it cannot be solved, the corresponding channels will be used.
3. The use of cell phones and other electronic devices is forbidden in Hospitals because most of them interfere with the various electronic equipment used in hospitals.
4. The student will attend the nursing skills lab two additional hours per week for each clinical course, including pharmacology course. The student must inform the nursing skills lab technician to make arrangements.
5. The student behavior during the period of study in the BSNP has to be professional at all times. Any academic or disciplinary infraction of a student will be subject to the penalties provided in the *IAUPR Student handbook*.
6. The student is not allowed to chew gum, to smoke, or eat food in classroom, labs, or other activities. Smoking is strictly forbidden when using the uniform of the nursing program. (See Manual about drug and alcohol abuse of IAUPR).
7. For safety regulations the university will only accept in the classroom – officially enrolled students. Persons who are not officially enrolled in the course will not be allowed, nor pets.
8. The student must make an appointment with his/her professor to discuss situations related to their academic achievement.
9. The student should make sure that he/she understands the rules that appear in this handbook; and he/she must sign the provided document certifying that it was discussed by the professor of the course.

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