



COLLEGE OF
NURSING

BSN PROGRAM STUDENT HANDBOOK 2025 – 2026



GENERAL PROVISIONS

PREFACE

The American University of Kurdistan (AUK) Bachelor of Science in Nursing (BSN) program student handbook has been developed primarily for students' use and to guide faculty and administrative staff within the College of Nursing (CoN). This reference tool is an auxiliary to the university catalog that provides general guidelines about policies, conduct, regulations, expectations, and procedures that directs the operations and decision-making within the CoN.

Students enrolled in the nursing program are required to read and understand the entirety of this manual, abide by its contents, and must refer to it whenever questions arise. Each student must sign the agreement form ([see appendix A](#)) acknowledging their understanding and compliance with the terms and conditions set therein.

DISCLAIMER

The BSN Program Student Handbook is written and issued by the American University of Kurdistan (AUK), College of Nursing (CoN). It constitutes an impartial compendium of guidelines that serve as a resource to support the welfare of the students enrolled in the nursing program. Every effort has been taken to ensure that all details in this handbook are accurate and up to date at the time of publication. However, the provisions of this document are subject to change without notice and do not constitute an irrevocable contract between any student and the CoN. Accordingly, the CoN shall not be held responsible nor liable for any misrepresentation of its provisions that might arise due to errors in preparing this publication. This document and all its content supersede and make null and void all formerly (if any) issued handbook(s).

NON-DISCRIMINATION STATEMENT

The American University of Kurdistan (AUK), College of Nursing (CoN) welcomes a diverse and inclusive environment that is committed to providing unbiased and equal opportunities for all individuals and prohibits discrimination on the basis of national origin, race, gender, age, ethnic origin, religion, marital status, disability and socio-economic background in all its administrative, academic and clinical activities, including but not limited to admissions, academics, disciplinary procedures, and co-curricular activities. In addition, the University is committed to providing a safe environment for all its faculty, staff, and students free from harassment. It will operate a zero-tolerance policy for any form of harassment on campus, treat all incidents seriously, and promptly investigate all allegations of sexual harassment. All complaints of harassment will be taken seriously and treated with respect.

MESSAGE FROM THE DEAN

Dear BSN Students,

Welcome to the American University of Kurdistan (AUK) College of Nursing.

On behalf of the faculty and staff, I extend my congratulations on your decision to pursue a Bachelor of Science in Nursing (BSN) degree at AUK. The establishment of the College of Nursing provides aspiring nurses with access to high-quality undergraduate nursing education delivered through an Americanized curriculum, instruction, and training. The program is designed to foster scientific inquiry, enhance critical thinking skills, and prepare students to become competent generalist nurses and future leaders in the profession.

As you begin your journey toward becoming a registered nurse, it is important to recognize that balancing academic requirements, clinical practice, and personal life may present challenges. However, nursing offers the opportunity to join a trusted and diverse profession where you can make a meaningful impact on the lives of others. If you are committed to promoting the health and well-being of individuals and communities, nursing provides a rewarding career path, and AUK is here to support you in achieving your goals.

The faculty and staff of the College of Nursing, together with the wider AUK community, are dedicated to providing the resources and guidance you need to succeed. You will benefit from evidence-based teaching methods, a supportive learning environment, and comprehensive clinical training, all carefully structured to prepare you for practice in a variety of healthcare settings.

The BSN Student Handbook is an essential resource that outlines the policies, procedures, and guidelines relevant to your nursing education. It is intended to help you navigate the program and progress successfully through the curriculum.

Congratulations once again, and I wish you a successful and fulfilling academic year ahead.

Jervy Bernardino, PhD, MSN, BSN, RN
Dean, AUK College of Nursing

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HISTORY

The Governorate of Duhok is grappling with a severe nursing shortage, with only 11 nurses per 10,000 population, significantly lower than the global benchmark of 29.2 per 10,000. With just 2,368 nurses currently serving the province, Duhok falls short by 3,914 nurses to meet international standards, and projections indicate this deficit will worsen by 2030. This serious imbalance is not unique to Duhok, it extends across the Kurdistan Region and Iraq. The challenge is compounded by social stigma that has hindered the progression of nursing as a profession in the region.

In response, the American University of Kurdistan (AUK) founded the College of Nursing (CoN) in 2014, demonstrating its commitment to improving healthcare and education in the region. AUK was established as a not-for-profit institution offering American-style, liberal-arts-based education with a mission to prepare future leaders through transformative learning, innovative research, ethical community service, and embracing diversity and inclusion. The launch of the College of Nursing was part of a broader vision supported by the university's Board of Trustees. It aligned with AUK's plans to develop a comprehensive medical center, including establishing a teaching hospital and other vital infrastructure to support high-quality nursing education.

Following strategic feasibility studies and consultations with the Ministry of Health and the Directorate of Health, AUK developed its nursing curriculum based on American best practices and framed policies in accordance with international quality assurance standards. In July 2018, the university received official licenses to open the College Nursing and formally commenced operations in September 2019, with the first cohort beginning their studies in fall 2020.

In the years that followed, the College expanded rapidly, developing advanced simulation laboratories funded through a grant from the U.S. Department of State and launching the AUK Life Support Training Site, which was officially accredited by the American Heart Association in February 2024. The program reached a major milestone in Spring 2025 with its first Clinical Graduation Ceremony, marking the inaugural cohort's entry into the nursing profession.

Since its inception, the College has taken steps to uphold academic rigor and accreditation standards. It is actively pursuing accreditation through the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) and aligning its program with international benchmarks.

As AUK continues to enhance academic standards, infrastructure, and experiential learning opportunities, the College of Nursing is firmly established as a regional leader in nursing education, preparing future leaders to address healthcare needs across Kurdistan and beyond.

PROGRAM MISSION, VISION, CORE VALUES, PHILOSOPHY, GOALS, AND STUDENT OUTCOMES

1.1 MISSION

The College of Nursing's mission is consistent with the American University of Kurdistan (AUK) mission, which is to support values-based liberal arts and professional education for all students in achieving their educational goals in an academic and scholarly excellence environment. The AUK College of Nursing is to prepare caring, innovative, professional nurses who are leaders in addressing the region's health care needs and improving local, national, and global communities' health and wellness.

1.2 VISION

The vision of the College of Nursing is committed to providing quality nursing education and scholarly training so that students become compassionate, highly academically qualified nurses, educators, leaders, and scholars of a diverse, sustainable, global society.

1.3 CORE VALUES

Core Values are the beliefs that describe, define, and direct the work of the College of Nursing through the University and its operations. Inspired by the Core Values of the University, the College of Nursing has discovered its Core Values that provide a fundamental set of guiding principles to promote excellence in nursing education, research, practice, and service.

- **Caring:** Caring encompasses the interest, concern, compassion, and mentoring we demonstrate for our students, our patients, our communities, and each other. Caring is central to nursing practice.
- **Diversity:** Diversity is fostering the potential of every individual through sensitivity, social justice, and cultural competence.
- **Excellence:** Excellence is supporting the highest quality in an environment of collaboration, shared knowledge, innovation, scholarship, leadership, and competence.
- **Integrity:** Integrity is acting with honesty, fairness, and sincerity in all endeavors in an ethical and professional manner.
- **Nursing Innovation:** Nursing innovation is the conversion of knowledge and ideas into meaningful work through creativity, entrepreneurship, and pushing beyond the boundaries of the current situation.
- **Scholarship:** Scholarship is to discover and disseminate new knowledge and using nursing scholarship to practice evidence-based care. As a practice profession and an academic discipline, nursing is an art and science.
- **Service:** Service is to commit to the people of the Kurdistan region and beyond by providing high-quality nursing programs to promote the health of all people. We provide nursing expertise and service at the University, Kurdistan Region, Iraq, and international levels.
- **Respect:** Respect is acknowledging the value of ourselves and others by treating them with dignity, responsiveness, courtesy, and consideration.

PROGRAM MISSION, VISION, CORE VALUES, PHILOSOPHY, GOALS, AND STUDENT OUTCOMES

1.4 PHILOSOPHIC APPROACH

The philosophic approach to the BSN curriculum of the College of Nursing is the Quality and Safety Education for Nurses (QSEN) competencies and the National League for Nursing (NLN) Education Competencies Model. The QSEN competencies serve as a foundation for enhancing nursing knowledge, skills, and attitudes (KSAs) in the context of a quality and safety-driven healthcare environment. These six core competencies: patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics, reflect the essential capabilities nurses must possess to meet the evolving demands of modern healthcare systems. When mastered within the educational setting, students will be able to identify the KSAs outlined under each competency, integrate these competencies into their daily practice after graduation, and be better prepared to provide safe, high-quality care. The NLN Education Competencies Model incorporates core values and integrating concepts, culminating in a graduate who demonstrates four essential outcomes embedded in nursing practice: human flourishing, nursing judgment, professional identity, and a spirit of inquiry. Both the QSEN competencies and the NLN Education Competencies Model are progressively integrated throughout the BSN curriculum, advancing from simple to complex concepts.

The goal of the BSN program is to prepare baccalaureate-prepared nurses to practice as generalist nurses in a variety of healthcare settings. Graduates of the AUK College of Nursing are competent nurse generalists who serve as providers of care, designers, managers, and coordinators of care, and active members of the nursing profession. Generalist nursing practice encompasses both direct and indirect care for individuals, families, groups, communities, and populations across the lifespan and throughout the continuum of healthcare environments.

Baccalaureate-prepared nurses from the AUK College of Nursing provide patient-centered care that recognizes, respects, and responds to patients' differences, values, preferences, and expressed needs. As healthcare providers, they function both autonomously and collaboratively within interdisciplinary teams. These graduates understand the complexity of care delivery and the increased utilization of healthcare resources required in today's healthcare systems. They are equipped with the knowledge and authority to delegate tasks to other healthcare personnel, as well as to supervise and evaluate their performance.

As knowledge workers, AUK nursing graduates demonstrate strong critical reasoning, clinical judgment, communication, and assessment skills. They uphold a professional image grounded in a clearly defined professional identity, accountability, and a strong ethical framework. They serve as advocates for both patients and the nursing profession, actively engaging in policy processes that influence healthcare delivery and systems of care. A commitment to lifelong learning is a hallmark of the AUK baccalaureate nurse, ensuring continuous self-improvement and professional growth.

PROGRAM MISSION, VISION, CORE VALUES, PHILOSOPHY, GOALS, AND STUDENT OUTCOMES

AUK College of Nursing BSN End-of-Program Student Learning Outcomes Core Concepts based on the NLN Education Competencies Model:

Integrating Concepts

- Context and Environment
- Knowledge and Science
- Personal and Professional Development
- Quality and Safety
- Relationship-centered care
- Teamwork

Outcomes

- Human Flourishing
- Nursing Judgement
- Professional Identity
- Spirit of Inquiry

AUK College of Nursing BSN End-of-Program Student Learning Outcomes Core Concepts based on the Quality and Safety Education in Nursing (QSEN) Competencies:

- Patient-centered care
- Teamwork and Collaboration
- Evidence-based practice
- Quality Improvement
- Informatics
- Safety

1.5 PROGRAM EDUCATIONAL OBJECTIVES (PEOs)

The BSN program's educational objectives are to prepare baccalaureate generalist nurses. Therefore, the AUK College of Nursing expects the BSN graduates within a few years of graduation to attain the following:

- Demonstrate competence in a professional role within a dynamic, multicultural, global society to provide safe, quality, holistic, evidence-based, patient-centered care to diverse patient populations across the lifespan as baccalaureate generalist nurses.
- Assimilate professional, legal, and ethical guidelines in practice as a professional nurse with accountability and independence in a variety of settings.
- Demonstrate commitment to lifelong learning for personal and professional growth for further education and/or specialization within their chosen career path.

PROGRAM MISSION, VISION, CORE VALUES, PHILOSOPHY, GOALS, AND STUDENT OUTCOMES

1.6 PROGRAM LEARNING OUTCOMES (PLOs)

At the completion of the program, graduates are expected to demonstrate:

1. **Patient-Centered Care.** Demonstrate competent and responsible practice by synthesizing and integrating knowledge from the arts, humanities, sciences, and nursing education to provide patient-centered, holistic, compassionate, and respectful care to patient populations, families, and communities that are age and culturally appropriate.
2. **Evidence-Based Practice (EBP).** Utilize scholarship to evaluate and integrate current evidence with clinical expertise and consider clients' preferences, experiences, and values to make practice decisions for quality outcomes.
3. **Safety.** Apply clinical reasoning and critical thinking to promote a culture of safety and prevent the risk of harm to populations, families, colleagues, and the community.
4. **Communication.** Demonstrate effective communication with patients, families, and colleagues by fostering mutual respect and shared decision-making to enhance knowledge, experience, and health outcome.
5. **Systems-Based Practice.** Recognize the changing healthcare system and demonstrate the ability to access resources in a safe, effective, and financially responsible manner to provide value-based care.
6. **Leadership.** Demonstrate leadership through accountability, influence, and collaboration with others in a way that will facilitate the establishment and achievement of shared goals.
7. **Quality Improvement.** Recognize a commitment to quality improvement by understanding the value of data, design, implementation, and evaluation strategies to improve the healthcare system's quality and safety.
8. **Intra- and Interprofessional Collaboration.** Demonstrate active participation and collaboration within nursing and inter-professional teams to achieve quality patient outcomes.
9. **Professionalism.** Demonstrate professionalism through consistent application and self-reflection of ethical, legal, altruistic, humanistic, regulatory principles, and self-care.
10. **Information Technology.** Demonstrate proficiency in using technology and information systems to communicate, manage knowledge, mitigate error, and support decision-making for safe practice.

BSN CURRICULUM STRUCTURE AND STUDY PLAN

2.1 BSN CURRICULUM STRUCTURE

The AUK Bachelor of Science in Nursing (BSN) program curriculum consists of 122 credit hours, 66 of which are nursing core courses that incorporate didactic, simulation, and clinical coursework. The remaining 56 credits comprise general education and nursing cognates courses. The program is designed to be completed through full-time study within eight (8) semesters.

Requirement	Type	No. of Courses	Credit Hours
General Education (G.E.)	Compulsory	13	41
Cognate Courses	Compulsory	4	15
Nursing Core Courses	Compulsory	27	66
Elective	N/A	N/A	N/A
Total		44	122

General Education (G.E.)

G.E. Category	Required Credits
1. English Oral and Written Communication Required courses are Freshman English I and Freshman English II.	6
2. Quantitative Literacy Required courses are College Algebra and Statistics.	6
3. Social Sciences Required courses are Introduction to Psychology and Introduction to Sociology	6
4. Natural Sciences Required courses are General Chemistry with Lab and Biology with Lab.	8
5. Humanities Acceptable courses are Kurdish Studies, Ethics and Social Responsibility, Middle East History, Intro to Philosophy, and any courses under the G.E. Category of Humanities.	6
6. Arts Acceptable courses are Kurdish Art, Visual Communication I, and any courses under the G.E. Category of Arts.	3
7. I.T. Literacy Acceptable courses are Computer Literacy, Computer Ethics, and any courses under the G.E. Category of I.T. Literacy.	3
8. Interdisciplinary Seminar/Capstone Acceptable courses are any courses under the G.E. Category of Interdisciplinary Seminar/Capstone.	3
Total Credits	41 units

BSN CURRICULUM STRUCTURE AND STUDY PLAN

Cognate Courses

Course	Credit Hours
BIOL1402 Human Anatomy with Lab	4
BIOL1403 Microbiology with Lab	4
BIOL2404 Human Physiology with Lab	4
PSYC2310 Human Growth and Development	3
Total Credits	15 units

Nursing Core Courses

Course	Credit Hours
NURT2301 Concepts of Professional Nursing	3
NURT2302 Health Assessment	3
NURL2103 Health Assessment Lab	1
NURT2304 Alterations in Health and Wellness	3
NURT2305 Pharmacology	3
NURT2206 Nutrition and Health	2
NURT2307 Evidenced-Based Practice Nursing and Informatics	3
NURT2308 Foundations of Nursing Practice	3
NURL2309 Foundations of Nursing Practice Lab	3
NURT2110 Human Diversity	1
NURT3211 Mental Health Nursing	2
NURL3212 Mental Health Nursing Lab	2
NURT3313 Management of the Medical-Surgical Adult and Older Adult Clients	3
NURL3314 Management of the Medical-Surgical Adult and Older Adult Clients Lab	3
NURT3315 Reproductive Health Nursing	3
NURL3216 Reproductive Health Nursing Lab	2
NURT3217 Child Health Nursing	2
NURL3218 Child Health Nursing Lab	2
NURT4319 Leadership/Management in Professional Nursing	3
NURL4220 Leadership/Management in Professional Nursing Lab	2
NURT4321 Management of the Adult with Complex Health Alterations	3
NURT4322 Management of the Adult with Complex Health Alterations Lab	3
NURT4123 Interprofessional Collaboration and Outcome Management of Health Care	1
NURT4324 Community and Population Health Nursing	3
NURL4225 Community and Population Health Nursing Lab	2

BSN CURRICULUM STRUCTURE AND STUDY PLAN

NURT4126 Nursing Capstone	1
NURL4427 Nursing Capstone Clinical	4
Total Credits	66 units

2.2 BSN STUDY PLAN

The Bachelor of Science in Nursing (BSN) Program is a traditional, full-time, cohort-style program and is designed to be completed over a four-year course of study.

First Year (Freshman)

Fall		Spring	
Course Title	Units	Course Title	Units
GE – Freshman English I	3	G.E. – Freshman English II	3
G.E. – Computer Literacy	3	G.E. – Introduction to Psychology	3
G.E. – College Algebra	3	G.E. – Statistics	3
G.E. – General Chemistry + lab	4	BIOL1402 Human Anatomy with Lab	4
G.E. – Biology + Lab	4	BIOL1403 Microbiology + Lab	4
Total	17	Total	17

Second Year (Sophomore)

Fall		Spring	
Course Title	Units	Course Title	Units
G.E. – Introduction to Sociology	3	NURT2305 Pharmacology	3
BIOL2404 Human Physiology with Lab	4	NURT2206 Nutrition and Health	2
NURT2301 Concepts of Professional Nursing	3	NURT2307 Evidence Based Practice Nursing and Informatics	3
NURT2302 Health Assessment	3	NURT2308 Foundations of Nursing Practice	3
NURL2103 Health Assessment Lab	1	NURL2309 Foundations of Nursing Practice	3
NURT2304 Alterations in Health and Wellness	3	NURT2110 Human Diversity	1
Total	17	Total	15

Third Year (Junior)

Fall		Spring	
Course Title	Units	Course Title	Units
PSYC2310 Human Growth and Development	3	G.E. – Humanities course	3
NURT3211 Mental Health Nursing	2	G.E. – Interdisciplinary Seminar	3
NURL3212 Mental Health Nursing Lab	2	NURT3315 Reproductive Health Nursing	3
NURT3313 Management of the	3	NURL3216 Reproductive Health Nursing Lab	2

BSN CURRICULUM STRUCTURE AND STUDY PLAN

Medical-Surgical Adult & Older Adult Clients		NURT3217 Child Health Nursing	2
NURL3314 Management of the Medical-Surgical Adult & Older Adult Clients	3	NURL3218 Child Health Nursing Lab	2
Total	13	Total	15
Fourth Year (Senior)			
Fall	Units	Spring	Units
Course Title		Course Title	
G.E. – Arts course	3	G.E. – Humanities course	3
NURT4319 Leadership/Management in Professional Nursing	3	NURT4123 Interprofessional Collaboration and Outcome Management of Health Care	1
NURL4220 Leadership/Management in Professional Nursing Lab	2	NURT4324 Community and Population Health Nursing	
NURT4321 Management of the Adult with Complex Health Alterations	3	NURL4225 Community and Population Health Nursing Lab	3
NURL4322 Management of the Adult with Complex Health Alterations Lab	3	NURT4126 Nursing Capstone	2
		NURL4427 Nursing Capstone Clinical	1
Total	14	Total	14

2.3 COURSE DESCRIPTIONS

NURT2301 Concepts of Professional Nursing

3 cr.

Designed to introduce and transition the freshman nursing student to the language of nursing. Provides an overview of professional nursing role within the health care environment, including historical and theoretical aspects of nursing, critical thinking, clinical judgment, ethical-legal, evidenced-based practice, patient-centered care, professionalism, safety, and team/collaboration and interpersonal communication. Highlights the influence of culture and professional values on the role of the professional nurse. This course provides students with the opportunity to expand their knowledge, values, and meaning in areas of nursing practice by utilizing the model of QSEN (Quality and Safety Education for Nurses) and developing their own nursing framework. *Prerequisite: Department permission is required. Fall semester.*

NURT2302 Health Assessment

3 cr.

This course presents a systematic, holistic approach to in-depth health history taking and physical assessment of clients of all ages. The course emphasizes developmental and culturally competent assessment skills and the ability to recognize deviations from normal. Concepts learned in the lecture will be practiced in the laboratory. Students will practice

BSN CURRICULUM STRUCTURE AND STUDY PLAN

these techniques on their peers and designated volunteers during supervised campus laboratory sessions. Students will apply lecture concepts to improve their skills and the techniques necessary to intervene and reduce patients' risks and promote patients' health. *Prerequisite: Department permission is required. Corequisite: NURL2103. Fall semester.*

NURL2103 Health Assessment Lab

1 cr.

Practice history taking, physical examination techniques, and risk identification on peers during supervised campus laboratory sessions. Application of skills and techniques acquired to intervene and reduce risks and/or promote health with individual clients during the clinical laboratory. *Prerequisite: Department permission is required. Corequisite: NURT2302. Fall semester.*

NURT2304 Alterations in Health and Wellness

3 cr.

This course focuses on the pathophysiological basis for alterations in health. Theories of disease causation will be explored. Issues of genetics and biochemical alterations in health will be presented with an emphasis on etiology, health disparities, systemic pathophysiological responses, and clinical manifestations. Issues of wellness will also be explored. *Prerequisite: Department permission is required. Fall semester.*

NURT2305 Pharmacology

3 cr.

This course focuses on the basic drug classification, concepts, and principles of pharmacology. Emphasis is on the principles of pharmacokinetics, pharmacodynamics, and pharmacogenetics in the treatment of illnesses, with special consideration for the nursing role in developing a comprehensive approach to the clinical application of drug therapy using the nursing process. Nursing implications relative to the utilization of drug therapy are examined. Safe administration and monitoring of the effects of pharmacotherapeutic agents are discussed. Dosage calculations are evaluated for competency. *Prerequisite: NURT2304. Corequisite: NURT2308; NURL2309 Spring semester.*

NURT2206 Nutrition and Health

2 cr.

This course focuses on the foundations of nutrition in the prevention of chronic disease. Evidence-based nutrition care for gastrointestinal diseases, cardiovascular diseases, diabetes, metabolic syndrome, energy balance, weight control, bone disease, and renal disease are addressed. Pathophysiology of various disease states and appropriate medical nutrition therapy is understood. Nursing's role in nutrition assessment is appreciated with respect to patient weight change, intake adequacy, gastrointestinal symptoms affecting nutrient absorption, and activities of daily living. Coverage of alternate feeding methods and issues surrounding drug-nutrient interactions are included. Opportunities to present prevention of disease through nutrition education in the community are offered. *Prerequisite: NURT2304. Spring semester.*

NURT2307 Evidence Based Practice Nursing and Informatics

3 cr.

This course explores assessing evidence-based nursing into professional nursing practice. Scientific methodologies of research are used as a focus. Utilization of evidence and

BSN CURRICULUM STRUCTURE AND STUDY PLAN

informatics will be used to implement and evaluate current nursing practice. Identification and collaboration with the healthcare team will lead to a final project that implements practice change. *Prerequisite: NURT2301. Spring semester.*

NURT2308 Foundations of Nursing Practice **3 cr.**

Concepts of physiological integrity, psychosocial integrity, safe, effective care environments, and health promotion/maintenance are examined. Focuses on beginning competencies required for the care of adult and older adult clients with acute and chronic health problems across a variety of practice settings. *Prerequisite: NURT2301; NURT2302; NURL2103; NURT2304. Corequisite: NURT2305; NURL2309. Spring semester.*

NURL2309 Foundations of Nursing Practice Lab **3 cr.**

Clinical experiences provide opportunities to acquire basic nursing skills in simulated and actual clinical settings. Emphasis is on interpersonal communication, safety, documentation, and selected basic nursing interventions required for clients with acute and chronic health problems. *Prerequisite: NURT2301; NURT2302; NURL2103; NURT2304. Corequisite: NURT2305; NURT2308. Spring semester.*

NURT2110 Human Diversity **1 cr.**

This course is designed as a role development course. Students will examine the skills used to be culturally competent and sensitive to human diversity. Nursing students will begin by gaining an understanding of the principles of delivering culturally sensitive care. The course requires that students open their minds and examine their own cultural and humanistic beliefs and values and explore the impact of those beliefs and values on clinical practice as a health care professional. Students will also explore strategies for successful patient-nurse relationships when the patients' culture, race/ethnicity, prejudice, and lifestyle beliefs conflict with the health models used in nursing science. *Prerequisite: NURT2301. Spring semester.*

NURT3211 Mental Health Nursing **2 cr.**

Integrates theory from nursing, related fields, communication, and critical thinking in providing nursing care for multicultural individuals, families, groups, and specific populations with mental illness and focuses on providing professional nursing care that promotes mental health and adaptation to mental illness. *Prerequisite: PSYC1301; NURT2308; NURL2309. Corequisite: NURL3212. Fall Semester.*

NURL3212 Mental Health Nursing Lab **2 cr.**

Experiences provide opportunities to develop interpersonal communication skills and therapeutic use of self. Emphasis on the development of the role of the nurse as a provider, designer, and coordinator of care for individuals, families, and community groups with mental health care needs. *Prerequisite: PSYC1301; NURT2308; NURL2309. Corequisite: NURT3211. Fall Semester.*

NURT3313 Management of the Medical-Surgical Adult & Older Adult Clients **3 cr.**

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Provides nursing theory for the care of adult and older adult clients with medical-surgical health alterations. The course includes diagnostic and therapeutic nursing interventions relevant to medical-surgical health alterations. The course emphasizes the nursing process and critical thinking to manage acute and chronic medical-surgical problems. Prerequisite: NURT2308; NURL2309. Corequisite: NURL3314. Fall Semester.

NURL3314 Management of the Medical-Surgical Adult & Older Adult Clients Lab 3 cr.

Clinical experiences provide opportunities to practice advanced nursing skills in simulated and actual clinical settings. This course emphasizes further development of the nursing role in providing and coordinating care for adult and older adult clients with acute and chronic medical-surgical health alterations. Prerequisite: NURT2308; NURL2309. Corequisite: NURT3313. Fall Semester.

NURT3315 Reproductive Health Nursing 3 cr.

Provides nursing theory for the care of diverse and multicultural women, newborns, and families. Emphasis on integration and application of theory from nursing and related fields, standards of clinical practice, evidence-based practice, communication, and critical thinking in the nursing process. Prerequisite: NURT3211; NURL3212; NURT3313; NURL3314. Corequisite: NURL3216. Spring Semester.

NURL3216 Reproductive Health Nursing Lab 2 cr.

Focuses on integration and application of the nursing process in providing care for multicultural women, neonates, and their families. Emphasis on the development of the role of the nurse as a provider, designer, and coordinator of care for women across the lifespan. Prerequisite: NURT3211; NURL3212; NURT3313; NURL3314. Corequisite: NURT3315. Spring Semester

NURT3217 Child Health Nursing 2 cr.

Integrating and applying the nursing process in providing age-appropriate care and advocating for infants, children, and adolescents. Collaboration with the child, family, and other members of the health care team to promote health and adapt to illness. Prerequisite: NURT3211; NURL3212; NURT3313; NURL3314. Corequisite: NURL3218. Spring Semester.

NURL3218 Child Health Nursing Lab 2 cr.

Applies the dimensions of health, health care, and nursing in addressing the health care needs of infants, children, and adolescents with a focus on health promotion, risk reduction, and disease prevention. Clinical experiences occur in pediatric and community health settings. Prerequisite: NURT3211; NURL3212; NURT3313; NURL3314. Corequisite: NURT3217. Spring Semester.

NURT4319 Leadership/Management in Professional Nursing 3 cr.

The theory in this course is designed to analyze leadership and management principles and illustrate how these concepts reflect professional nursing practice for the practicing professional nurse. The health care delivery environment will be discussed with an emphasis

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on the current and future trends in the management of nursing resources and personnel. In addition, health care policy and change theory will be further introduced as it relates to system analysis today, which will be used to evaluate individuals, policy, and organizations. Emphasis will be placed on how one makes decisions, collaborates, and works within the new health care team of the future. *Prerequisite: NURT3315; NURL3216; NURT3217; NURL3218. Corequisite: NURL4220. Fall Semester*

NURL4220 Leadership/Management in Professional Nursing Lab **2 cr.**

Theories and principles of leadership and management are synthesized in a selected clinical area within the health care system. Emphasizes decision-making, critical thinking, client advocacy, collaboration, leadership, and functioning as a team member within the health care setting. *Prerequisite: NURT3315; NURL3216; NURT3217; NURL3218. Corequisite: NURT4319. Fall Semester*

NURT4321 Management of the Adult with Complex Health Alterations **3 cr.**

Provides nursing theory for the care of adult and older adult clients with complex health alterations; includes diagnostic and therapeutic nursing interventions relevant to advanced medical-surgical health alterations. Emphasizes the nursing process and critical thinking in managing and coordinating care. *Prerequisite: NURT3315; NURL3216; NURT3217; NURL3218. Corequisite: NURL4322. Fall Semester.*

NURL4322 Management of the Adult with Complex Health Alterations Lab **3 cr.**

Experiences provide opportunities to design and coordinate advanced medical-surgical nursing care for adult and older adult clients with complex health alterations; apply concepts of advanced medical-surgical and critical care nursing. Critical thinking, organization, leadership, and time management skills are emphasized. *Prerequisite: NURT3315; NURL3216; NURT3217; NURL3218. Corequisite: NURT4321. Fall Semester.*

NURT4123 Interprofessional Collaboration and Outcome Management of Health Care **1 cr.**

This course focuses on a collaborative approach to patient-centered care. The emphasis is on the values and ethics of interprofessional practice, roles and responsibilities, interprofessional communication skills, and teamwork to manage outcomes to improve quality. This course incorporates the Core Competencies for Interprofessional Collaboration for Health Care into principles and concepts of continuous quality improvement in health care for outcomes management. *Prerequisite: NURT4319; NURL4220. Spring Semester.*

NURT4324 Community and Population Health Nursing **3 cr.**

This course introduces theories of public health nursing practice related to assessing the health of a population and applying nursing interventions to improve population health at the individual, family, community, and systems levels. Content stresses community health nursing roles in prevention and health promotion with culturally diverse families and populations in a variety of community settings. Emphasis is given to identifying risk and to using the nursing process with populations at risk. Morbidity and mortality data will also be analyzed along with relevant socio-environmental factors to prepare students to practice evidence-based nursing

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care. Prerequisite: NURT4319; NURL4220; NURT4321; NURL4322. Corequisite: NURL4225. Spring Semester.

NURL4225 Community and Population Health Nursing Lab 2 cr.

This course is designed to provide a synthesis of community/population nursing experiences that allow the student to apply the knowledge and skills from professional nursing practice and public health concepts. The clinical venues will provide students with opportunities to expand their understanding of community health nursing practice and the activities that focus upon health care promotion and disease prevention in culturally/socially diverse populations at the level of whole or aggregate communities both domestically and internationally. Prerequisite: NURT4319; NURL4220; NURT4321; NURL4322. Corequisite: NURT4324. Spring Semester.

NURT4126 Nursing Capstone 1 cr.

Synthesis of knowledge acquired in the BSN curriculum toward the development of the Professional Nursing role. Focus on the application of theory and nursing process for the purpose of planning, implementing, and evaluating care delivery for patients, both as individuals and cohorts. Integrated content expectations are evolving issues, lifelong learning, the impact of cultural issues, and the promotion of the nursing profession. Prerequisite: NURT4321; NURL4322. Corequisite: NURL4427. Spring Semester.

NURL4427 Nursing Capstone Clinical 4 cr.

Supervised practicum experience with a focus on the application of theory and nursing process for the purpose of planning, implementing and evaluating care delivery for patients, both as individuals and cohorts. This practicum course will build on the concepts and knowledge gained from previous nursing courses allowing for the application of theories and concepts associated with nursing leadership, nursing research, and management of care. Prerequisite: NURT4321; NURL4322. Corequisite: NURT4126. Spring Semester.

PROGRAM GUIDELINES, POLICIES, AND PROCEDURES

3.1 ADMISSION

All prospective students in the nursing program are required to submit an application, undergo initial screening through the Admission and Registration Department (ARD), and meet the entrance requirements. Please refer to the [Admission Requirements](#) for the most up-to-date information.

3.1.1 English Language Requirement

Students must be proficient in English to study in the nursing program. All course instruction, communication, readings, and other resources are in English. Hence, students must provide proof of English proficiency. Please refer to the [English Language Proficiency Policy](#) for more information.

3.1.2 College of Nursing Interview

Applicants who fulfill the program admission requirements and screening process will be invited to AUK for an interview with a nursing committee panel. If the applicant successfully passes the interview, the ARD will notify them of their acceptance in writing.

3.2 ADDITIONAL REQUIREMENTS UPON ADMISSION

- a. Successful completion of a health/physical examination. Students must use the designated form (see Appendix B), to be completed and signed by a licensed healthcare provider, attesting that the student has been examined and is in good health.
- b. Release Forms:
 - Audio and Visual Image Release Form ([see Appendix C](#))
 - Authorization for Release of Information ([see Appendix D](#))
- c. BSN Program Handbook Acknowledgement Form ([see Appendix A](#))

3.3 ENROLLMENT/REGISTRATION

- a. The Bachelor of Science in Nursing (BSN) program is a full-time, cohort-based undergraduate program; therefore, part-time enrollment is not offered. Official admission into the nursing major occurs once per academic year, with the cohort beginning nursing coursework in the Fall semester. Students admitted during the Spring semester may enroll in General Education courses only and will formally enter the nursing cohort in the subsequent Fall semester.
- b. Students are responsible for each course's enrollment based on the scheduled registration period. The ARD publishes the course schedule for each academic semester, which provides information about the course offerings, class period, location, and the faculty who will teach the course.
- c. Students are held responsible for every course they have registered, including meeting the prerequisites and corequisites for each course. Failure to accurately follow the registration procedure may result in the student not completing the degree plan in the predicted time frame and may even result in losing a scholarship.
- d. All nursing students must meet with their assigned academic advisor before the course registration.
- e. At the start of each academic year, nursing students are required to attend the College of Nursing Student Orientation.

PROGRAM GUIDELINES, POLICIES, AND PROCEDURES

3.4 PROGRESSION AND RETENTION

Progression and retention in the College of Nursing are based on the student's ability to meet established academic, clinical, and professional standards, as well as compliance with all program and University requirements.

3.4.1 Grade Point Average (GPA)

Students must maintain a CGPA of 2.0 to maintain good standing in the nursing program; otherwise, they will be placed on academic probation whenever their CGPA falls below 2.0 (see detailed information on [academic probation](#)).

3.4.2 Nursing Core Courses (NURT/NURL)

a. Minimum Passing Standard

Successful completion of nursing core courses (NURT/NURL) is defined as earning a final grade of "C" (70%) or better, in accordance with the University grading scale. Successful completion of all nursing core courses is required for progression in the BSN program.

b. Remediation of a Core Nursing Course

Students who earn a final grade of C- (67–69%) in a nursing core course are considered below the minimum passing standard but may be eligible for remediation, subject to approval of the course instructor and the Dean of the College of Nursing. Remediation is a structured academic support process and consists of a resit of the final examination, following faculty-guided review and academic counseling as determined by the course instructor. The student's overall course grade will be recalculated by replacing the original final examination score with the resit score, in accordance with the course grading scheme. To successfully remediate:

- The recalculated final course grade must be 70% or higher
- The final recorded grade will be "C"
- No grade higher than "C" may be awarded following remediation

Only one nursing core course per semester may be remediated. Students who fail more than one nursing core course in the same semester are not eligible for remediation. Students must successfully complete all nursing core courses to progress to the next level of the program.

c. Didactic and Laboratory/Clinical Co-Requisite Courses

Nursing core didactic courses and their associated laboratory or clinical courses are designed as co-requisites to ensure integration of theory and practice. Students must successfully complete both the didactic and the laboratory/clinical course to progress in the nursing program. If a student fails either the didactic or the co-requisite laboratory/clinical course:

- The student may not progress to the next level of the program
- The student must repeat the failed course the next time it is offered

If the student previously earned a passing grade in the co-requisite component, the original grade may be retained. However, the student is required to attend and actively participate in the co-requisite course concurrently with the repeated course for purposes of theory-practice integration and competency re-validation. Prior to progression, the student must demonstrate satisfactory laboratory and/or clinical competence as verified by faculty through approved assessment methods (e.g., skills validation, simulation, or clinical performance review). No additional grade will be awarded for repeated participation unless otherwise specified by the College.

PROGRAM GUIDELINES, POLICIES, AND PROCEDURES

d. Course Attempt Limit and Program Continuation

Each required nursing core course may be attempted no more than two times. An attempt is defined as earning a final grade in a course or withdrawing from the course after the official add/drop period.

Because nursing core courses are offered once per academic year, students who do not successfully complete a nursing course will experience program deceleration and may repeat the course the next time it is offered. During this period, students may not progress to subsequent nursing core courses until the failed course is successfully completed. Failure to achieve the required minimum passing grade in a nursing core course on the second attempt will result in the student being required to exit the nursing program. The student will be notified of this decision in writing, in accordance with University policy.

3.6 COURSE ADD/DROP

- a. Students should refer to the AUK Academic Calendar each semester for the deadline for adding or dropping a course.
- b. Students in the nursing program must inform their academic advisor of their decision to add/drop a course since this may change their study sequence and expected graduation term.

3.7 COURSE SUBSTITUTION

Please refer to the [Course Substitution Policy](#) for detailed guidelines.

3.8 COURSE WITHDRAWAL

Please refer to the [Course Withdrawal Policy](#) for detailed guidelines.

3.9 GOOD STANDING

Students who maintain a minimum cumulative grade point average (GPA) of 2.0 and earn a grade of "C" (2.0) or better in all mandatory nursing courses, including practicum/clinical courses, will be considered in good academic standing.

3.10 ACADEMIC PROBATION/DISMISSAL

Please refer to the [Probation and Dismissal Policy](#) for detailed guidelines.

3.11 ACADEMIC EXIT

- a. Medical Exit. Suppose a student is required to withdraw from the Nursing Program due to extenuating medical circumstances, whereby the healthcare provider strongly advises against continued participation in class or clinical. In that case, a student may appeal to the Dean. Application for Medical Exit can only be considered during the semester of the request. Any request that is retroactive will not be accepted, particularly if final grades have already been awarded.
- b. Program Exit. If a student decides to leave the program for whatever reason, an exit interview with the Dean must be completed during the term the student withdrew. Students

PROGRAM GUIDELINES, POLICIES, AND PROCEDURES

who have a history of two (2) unsuccessful attempts in any nursing course (NURT/NURL) will be required to exit the program.

3.12 READMISSION

Please refer to the [Admission Policy](#) for detailed guidelines.

3.13 GRADING SYSTEM

- a. The grade for both the didactic and clinical courses is determined by the student's performance on the assessment as outlined in the course syllabi. The grading scale is presented in the table below.

Letter Grade	Percentile Range	Grade Points	Description
A	90 – 100	4	
A-	87 – 89	3.67	
B+	84 – 86	3.33	
B	80 – 83	3	
B-	77 – 79	2.67	
C+	74 – 76	2.33	
C	70 – 73	2	minimum passing grade for nursing core courses
D+	64 – 66	1.33	
D	60 – 63	1	university minimum passing grade
F	0 – 59	0	failure

- b. Grades for formative and summative assessments, quizzes, homework, and other written or practical works are computed to the second decimal point.
- c. Final course grades are computed to a whole number. A grade at or above .50 will be rounded up to the next whole number; any grade at or below .49 will be rounded down to the whole number.
- d. Administrative Transcript Notations. Apart from the grading system, the University utilizes several administrative transcript notations, as shown below, to describe various situations.

Notation	Meaning	Description
I	Incomplete	A placeholder grade is issued to a student due to special circumstances in which a part of the course work has not been completed. The ARD will convert the Incomplete grade upon receipt of a Grade Change Form

I.P.	In Progress	A placeholder grade is issued to a student who is enrolled in a course extending beyond the normal end date for the semester.
W	Withdrawal	A grade of W indicates that the student withdrew from a class before the appropriate deadline and therefore has no effect on the student's GPA.
W.F.	Withdrawal Fail	A grade of W.F. indicates that the student withdrew from a class but missed the appropriate deadline and will be weighted as a '0' towards the student's GPA.
T.R.	Transfer	An administrative transcript notation in lieu of grades for the course(s) from another college or University that have been approved for transfer of credit at AUK.

3.14 ACADEMIC AND NON-ACADEMIC GRIEVANCES

The University is committed to providing effective, efficient, equitable, timely, and confidential academic and non-academic grievance procedures for all students. Accordingly, the College of Nursing adheres to such policy and procedure and ensures that all faculty and staff comply with its implementation. For details, see the [Student Grievance Policy](#).

3.15 ACADEMIC INTEGRITY

The University takes serious consideration of offenses committed against academic integrity, including but not limited to cheating, plagiarism, fabrication and falsification, academic misconduct, misrepresentation, forgery, etc. The College of Nursing adheres to all University policies. For details, refer to the [Academic Integrity Policy](#).

3.16 STUDENT RIGHTS

The University promotes an environment that protects the freedom of its students to learn to their greatest potential. It is also committed to the principle that students have a duty to respect each other and to promote a professional environment in which the educational mission of the AUK can be freely pursued to the greatest degree possible. Therefore, a student commits to the AUK's ideals, ethics, and standards of conduct. While this policy applies to students, the College of Nursing and its faculty and staff are expected to provide appropriate guidelines under this policy and act with integrity at all times. For further details, see the [Student Rights Policy](#).

3.17 COURSE LOAD

See the [Student Course Load Policy](#) for detailed information.

3.18 SCHOLARSHIP

For details, see the [Scholarship Policy](#).

PROGRAM GUIDELINES, POLICIES, AND PROCEDURES

3.19 LEARNING

- a. Learning requires engagement between instructors and students and is acquired through thinking, collaborating, discussing, interacting, and investigating. The instructor's main responsibility is to create meaningful educational experiences that would further develop student knowledge, skills, and attitude. On the other hand, students need to take responsibility for their own learning. They must manage their time effectively, prioritize tasks, and fulfill all their academic obligations.
- b. The College of Nursing recommends that a student enrolled in the program must allocate adequate time and devote themselves to fulfilling their roles effectively and successfully meeting each course's requirements.

3.20 ACADEMIC ADVISING

- a. Academic advising is crucial to students' success as it assists them in establishing meaning and context in their education. Students are assigned an academic advisor for guidance and support throughout their educational journey in the nursing program.
- b. Students and advisors are expected to meet as necessary to review study plans, program progression, and other matters related to students' welfare. In addition, faculty are available during office and consultation hours to meet with and advise students.

3.21 ATTENDANCE

- a. Students are obligated to attend class regularly and complete all assigned work on time. They are also required to participate in activities or class discussions. It is the primary responsibility of the student to become aware of each instructor's guidelines by carefully reading the syllabus.
- b. The maximum allowed absences from class are 10 percent of the scheduled class sessions. This maximum percentage of absence may increase to 15% in case of the presence of a legitimate excuse together with valid documentation, as shown in the table below.

Reasons for Absence	Required Document	Remarks
Bereavement (first-degree relative)	Documentation of the death or funeral service	Excused
Health Conditions/Illness	Medical Certificate	Excused
Participation in academic/extra-curricular activities	Documents confirming the details and date of activities	"Excused" at the discretion of the class instructor
Marriage	Documents confirming the marriage	"Excused" at the discretion of the class instructor

- c. At the instructor's discretion, other justifiable reasons may be considered grounds for an excused absence. Nevertheless, instructors are required to request valid documentation from the student.

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- d. Students must inform the class instructor via email as soon as possible to give them time to arrange make-up for any missed assignments, tests, quizzes, and class work.
- e. Students who exceed the maximum allowed absences from class in a particular course will fail that course and will not be permitted to take the final examination.

3.22 CLASSROOM BEHAVIOR

- a. Expectations for classroom student behavior include sharing their ideas and expressing their opinions in class. Students are expected to respect others' opinions and values.
- b. Students are expected to do their best work, meet assignment deadlines, and treat other members of the class and the University with courtesy and respect. Disruptive behavior will not be tolerated.
- c. Students must have their mobile phones kept in silent mode while inside the class. Using any other distracting personal devices is strictly prohibited in class.

3.23 CODE OF CONDUCT

- a. Students represent the program, the College of Nursing, the University, and the nursing profession in general. Therefore, nursing students must adhere to the code of conduct outlined in the AUK catalog, the [International Council of Nurses \(ICN\) Code of Ethics for Nurses](#), and the expected behaviors outlined in this handbook.
- b. A breach of the code of conduct, depending on the gravity of the offense, will result in discipline or dismissal from the program.
- c. For detailed information about the University Code of Conduct and Disciplinary Procedures, see the [Student Code of Conduct Policy](#).

3.23 ASSIGNMENTS

- a. An assignment or homework is any task/activity other than a formal examination that the instructor assigns to students to achieve the course's objectives.
- b. All assignments must be turned in on the due date to receive full credit. Major assignments will be announced at the beginning of the semester during the course orientation to give adequate time for the students to make the necessary preparations.
- c. No late assignments will be accepted for credit except for extenuating circumstances and at the instructor's discretion. In addition, no extensions will be granted on any assignment, especially if it has passed the final exam period.
- d. Students who fail to submit assignments by the expected deadline will receive a grade of "F" on those assignments, and the final course grade will be computed accordingly.

3.24 EXAMINATIONS

The College of Nursing employs formative and summative assessments to evaluate student learning and class performance. For detailed information, see the [Examination Procedures Policy](#).

PROGRAM GUIDELINES, POLICIES, AND PROCEDURES

3.25 COMPLETION/GRADUATION

The American University of Kurdistan conducts one (1) commencement ceremony annually. This commencement ceremony is held in the month of June. A Bachelor of Science in Nursing degree (BSN) will be conferred on students who successfully complete the curriculum for the nursing education program. To be eligible for graduation with a Bachelor of Science in Nursing (BSN) degree, all students must have:

- completed all the graduation requirements stipulated in the university catalog.
- completed the 122 semester hours of credit comprising the required general education, cognates, and nursing core courses.
- acquired a grade of "C" or above in each of the nursing core (NURT/NURL) courses
- acquired a minimum cumulative GPA of at least 2.0

See the [Conferring of Degrees Policy](#) for more information.

3.26 ACADEMIC HONORS

- a. **Departmental Academic Honors:** A tradition in the curriculum of AUK is the significance of Academic Honors. Some degree programs offer an honors track to exceptionally motivated students who wish to be challenged beyond the scope of regular degree requirements.
 - Dean's Honor List – Recognizes students who maintain a cumulative GPA of 3.50 to 3.74
 - President's Honor List – Reserved for students who achieve a cumulative GPA of 3.75 to 4.00
- b. **Graduation Honors:** Graduation Honors are awarded to candidates for the bachelor's degree using the following standards:
 - Cumulative GPA of 3.90 or above – Summa Cum Laude (highest honors)
 - Cumulative GPA of 3.70-3.899 – the Magna Cum Laude (high honors)
 - Cumulative GPA of 3.50-3.699 – Cum Laude (honors).

DRESS CODE GUIDELINES

4.1 GENERAL

Nursing students are required to adhere to attire that meets the professional standards and safety requirements of their educational program. All nursing students must conform to the dress code established by the College of Nursing. Students are expected to comply with the dress code at all times during didactic classes and clinical learning experiences. Adherence ensures professional appearance, safety, and proper infection control practices.

Failure to comply with the dress code will result in the student being marked with an unexcused absence for the affected class or clinical session. Repeated violations may lead to further disciplinary action in accordance with University policies.

4.2 UNIFORM

Students must wear the prescribed uniform once they have reached their sophomore year. Uniforms are to be worn in a professional and well-groomed manner in designated settings such as when attending classes and skills/simulation lab sessions, as well as when commuting to and from the clinical site. The College of Nursing uniform is not worn as casual wear in public places or at community gatherings.

4.2.1 Uniform Components

- a. Scrub Top and Pants
 - A dark navy-blue scrub top and matching pants, available for purchase from the University.
 - The top is embroidered with the approved "AUK College of Nursing" logo on the top left side of the front.
 - The top should cover the buttocks. Uniforms must be kept clean and pressed at all times.
- b. Short Lab Coat
 - A white, short lab coat with a traditional lapel collar, available through the University, embroidered with the approved "AUK College of Nursing" logo on the upper left front.
 - The short lab coat must be worn during all assigned clinical experiences.
- c. Name Badge
 - A name badge must be pinned on the front right of the exterior garment and must be leveled with the embroidered logo.
 - The name badge must be worn during skills/simulation lab sessions and assigned clinical experiences.
 - The name badge must also be worn in clinical placement settings where the civilian dress is required.
- d. Shoes
 - A pair of all-white, closed-toed, and closed-heeled duty shoes.
 - The material should be solid, non-mesh, and non-canvas with non-slip bottom.
 - Students are advised to purchase high-quality, professional-duty shoes for long walking and standing periods.

DRESS CODE GUIDELINES

- Plain white socks must be worn at all times, and strictly no ankle or printed socks are allowed.
- e. Optional Apparels
 - Underscrubs. Plain, dark-navy blue or black V-neck undershirts may be worn under the scrub top and tucked in.
 - Medical Hijabs. A slip-on, pinless, opaque, lightweight, and plain color medical hijabs are preferable. Printed or eye-catching decorations, bright colors, and glossy or reflective fabric must be avoided. An ear access/opening is recommended to allow easy access for mask ear-loops, stethoscope auscultation, or earbuds.
 - Jackets. Jackets or coats may be worn to and from the designated settings but must be removed upon entering the facility.

4.3 HAIR

- a. Hair must be kept clean, neat, and well-groomed.
- b. Hair must be maintained in its natural hue and off the collar.
- c. Hair longer than the collar length must be pulled back and secured to the head neatly in a tight ponytail, braid, or bun. Use a plain headband/hairband, hair net, bobby pins, or hair clips that are 100% black to secure the hair.
- d. Beards and mustaches are allowed as long as it is neatly trimmed, clean, well-groomed, and relatively close to the face. If no facial hair is preferred, it must be cleanly shaven

4.4 NAILS

- a. Fingernails must be kept clean and short (not extend beyond the fingertip)
- b. Natural nails are the only ones allowed.
- c. Nail polish, gel coatings, acrylic tips, or artificial nails of any kind are not permitted.

4.5 ACCESSORIES/BODY ART

- a. Bracelets, necklaces (wrist and ankle), armbands (except for medical alert bracelets), ribbons, pendants, or other jewelry that may impede care are prohibited at all times.
- b. A wedding band on the appropriate finger is allowed.
- c. Only one stud-style earring per earlobe is permitted.
- d. No studs/spacer/hoops earrings on other parts of the body.
- e. Watch/Fob watch with a second hand is mandatory in the clinical setting.
- f. Visible body art or tattoos must be completely covered during clinical experiences.
- g. Caps, hats, bandanas, and other headwear are not permitted in clinical settings.

4.6 PERSONAL HYGIENE

- a. Practicing good personal hygiene is an essential responsibility of each student in order to stay clean, healthy, and protected from illnesses.
- b. Students are encouraged to bathe regularly, practice good oral hygiene, and use antiperspirant or deodorant to prevent any unwanted body odors.
- c. Heavily scented products such as soaps, lotions, aftershaves, body sprays, powders, perfumes, and colognes must be avoided.
- d. Heavy make-up is not permitted and must only be applied lightly or in moderation to create a natural look and a professional appearance. Fake/artificial eyelashes are not permitted.

4.7 PROTECTIVE EQUIPMENT

The students will wear personal protective equipment (PPE) such as face masks, goggles, gloves, and gowns according to the agency policy to which they are assigned.

CLINICAL PRACTICUM GUIDELINES

5.1 INTRODUCTION

Since nursing is a practice-oriented discipline, the clinical practicum is an essential component of the student's nursing education as it links the theoretical learning acquired from the classroom to real-life practice in various clinical settings. Nursing practicum begins once the students reach their sophomore year and continue until the program's final year. It involves working with patients and their families as well as members of the healthcare team in one of the affiliated clinical training sites at community, public and private healthcare facilities.

5.2 ROLES AND RESPONSIBILITIES

- a. Course Coordinator. Responsible for coordinating the nursing practicums, overseeing the clinical instructors and clinical experiences, and acting as an academic resource/support person at the clinical site. Plan and facilitate the clinical orientation process for the faculty and students
- b. Clinical Instructor. Instruct, direct, guide, and supervise students in the clinical setting. Plan and facilitate pre-clinical/post-clinical conference sessions for the students
- c. Nursing Students. Under the supervision of a qualified clinical instructor, students provide direct and indirect patient care in the assigned clinical unit at affiliated healthcare facilities.

5.3 PRE-CLINICAL ENTRY REQUIREMENTS

Students in the nursing program are required to submit the following documents before the commencement of the first clinical learning experience. Students are expected to keep copies of all documentation and required certifications current for the duration of the program.

- a. Health/Physical Exam: Students are required to undergo an annual health/physical examination while enrolled in the nursing program. Using the form provided by the College of Nursing, a licensed physician must complete and sign the document, confirming the student's physical wellness and eligibility to participate in all clinical components of the program."
- b. Immunization Record. All required immunizations must be completed prior to the start of clinical practicums. ([see appendix F](#)).
- c. American Heart Association (AHA)/American Red Cross Basic Life Support (BLS) certification. Up-to-date BLS certification must be maintained throughout the duration of the program. Failure to comply will result in exclusion from the clinical practicums.
- d. Attend the mandatory nursing program and clinical orientation. Students who fail to attend the compulsory nursing program and clinical orientation for any reason (except for extenuating circumstances/preapproved by the course coordinator) will not be allowed to participate in clinical learning experiences until this requirement is fulfilled.

CLINICAL PRACTICUM GUIDELINES

5.4 TRANSPORTATION

Students are responsible for arranging their own transportation when commuting to the clinical practice settings. Issues related to transport are not a valid excuse for clinical absences. Hence, contingency plans must always be put in place in case the primary mode of transportation is unavailable.

5.5 CLINICAL DRESS CODE

Nursing Students must comply with the dress code established by the College of Nursing whenever they are assigned to the clinical setting or the Nursing Skill and Simulation Lab (NSSL). In addition, some of the affiliated clinical facilities may require the faculty and students to adhere to a facility-specific dress code. Faculty and clinical instructors shall observe the appearance of the students daily and ensure compliance with standards. A student not adhering to the dress code may be asked to leave the clinical facility and be considered absent for the session or day. A student who is sent home will need to make up the missed clinical day. The following is the required dress code:

- a. Clinical Rotation. Dark navy-blue scrub top and pants, Lab coat, name badge, and a pair of all-white duty shoes.
- b. Nursing Skills and Simulation Lab (NSSL). The same dress code is required for clinical rotation. Civilian clothes may be worn for drop-in hours at the NSSL.
- c. Population Health Nursing Lab. Official AUK-CoN dark navy blue polo shirt, name badge, casual pants (Khakis/Chinos), and closed-toe, safe shoes.

5.6 CLINICAL BEHAVIOR CODE

The hallmarks of professional nursing are to exhibit behaviors that reflect the practice standards and norms of ethical conduct expected of undergraduate nursing students. Therefore, nursing students must adhere to the code of conduct outlined in this handbook.

- a. The use of gadgets such as computers, smartphones, or tablets during clinical learning experiences is restricted only to researching databases or health-related sites. In no other instances will gaming or accessing social media accounts be acceptable. Personal calls or texts are not allowed while working with patients or clinical instructors.
- b. Chewing gum or tobacco are strictly not allowed during clinical experiences, and student must be mindful that smoke odors embedded in clothing/uniform can be offensive to patients and staff.

5.7 SOCIAL MEDIA POLICY

This policy is guided by the Principles for Social Networking developed by the American Nurses Association (ANA, 2011) outlined below:

- a. Nurses (and nursing students) must not transmit or place online individually identifiable patient information.

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- b. Nurses (and nursing students) who interact with patients on social media must observe ethically prescribed patient-nurse professional boundaries.
- c. Nurses (and nursing students) should evaluate all their postings with the understanding that a patient, colleague, educational institution, or employer could potentially view those postings.
- d. Nurses (and nursing students) should take advantage of privacy settings available on many social networking sites in their personal online activities and seek to separate their online personal and professional sites and information.
- e. As the patient's advocate, nurses (nursing students) have an ethical obligation to take appropriate action regarding instances of questionable healthcare delivery at an individual or systems level that reflect incompetent, unethical, illegal, or impaired practice.

5.8 CLINICAL NURSING PARAPHERNALIA

Students will be required to provide/purchase the following equipment:

- a. Penlight torch
- b. Non-mercury thermometer
- c. Stethoscope
- d. Basic two-hand aneroid sphygmomanometer with Velcro cuff (latex-free)
- e. Basic sharp/blunt surgical scissors
- f. 4-color pen
- g. Nursing pouch/organizer
- h. Silicone FOB watch (optional)
- i. Retractable ID tag holder (optional)

5.9 CLINICAL HOURS

- a. Clinical hours range between 8-hour to 12-hour shifts. Students must attend clinical at the scheduled time, days, or nights assigned. Each course has a calendar, and students must consult with the lead clinical faculty/clinical coordinator for details. Student assignments are made by the lead clinical faculty/clinical coordinator, and specific student requests may not be accommodated.
- b. Students are allowed a 30-minute break for each eight-hour shift and a one-hour break for each twelve-hour shift. Breaks must be taken off the nursing units in designated eating areas on facility grounds and require prior approval from the clinical instructor to ensure patient care and unit safety are not compromised
- c. When leaving the nursing unit for any reason, the clinical instructor must be notified. Students will not be solely responsible for a patient while accompanying them off the unit and will not substitute for hospital personnel for transport. Students may not accompany patients outside the institution alone.

5.10 MEDICATION PROFICIENCY EXAM

Students must achieve a minimum score of 90% on medication calculation assessments prior to the start of each clinical placement. Students who do not meet the required benchmark will be provided remediation and may attempt the assessment up to three

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times. Failure to achieve the required score by the third attempt will result in failure of the associated clinical course.

5.11 CLINICAL ATTENDANCE

- a. Students are responsible for attending all scheduled lab/clinical experiences. Suppose a student chooses to miss a lab/clinical experience or has an emergency that necessitates such an absence. In that case, students are responsible for notifying the course coordinator/clinical instructor that they are unable to attend a scheduled clinical assignment.
- b. Students must submit the Documentation of Clinical Absence/Lateness Form ([see appendix H](#)) with supporting evidence (e.g., medical certificate) within 24 hours of the absence. The form and documentation must be emailed to nursing@auk.edu.krd, copying the course coordinator and clinical instructor
- c. Students must make up the missed clinical hours, whether the absences are excused or unexcused. Arrangements will be made to make up the work missed in both the lab and clinical. Completing the required clinical and laboratory make-up assignment is necessary to pass the course.
- d. Absences of two (2) days or more from clinical practicum without the proper notification and justification are considered excessive and may require the student to withdraw from the course.
- e. Students must make every effort to be punctual for all scheduled lab and clinical practicum. Students who arrive late to clinical may be dismissed for the day, resulting in clinical absence.
- f. If a scheduled clinical practicum falls on a public holiday, students are required to complete a make-up clinical day to ensure they meet the required clinical hours and program competencies. Make-up arrangements will be coordinated by the course coordinator in consultation with the clinical site.
- g. Suppose the faculty cancel clinical assignments due to pending disasters. In that case, it will be the responsibility of the course coordinator and clinical instructor to determine how best the students will make up the missed clinical hours.
- h. Failure to complete required make-up clinical hours may result in an incomplete or failing grade for the clinical course, in accordance with College and University policies.

5.12 MISREPRESENTATION OF CLINICAL EXPERIENCE

The AUK College of Nursing expects each student to exhibit professional and ethical behavior. Throughout the nursing program, students will develop and progress in skill level and professionalism. However, CoN expects academic honesty from all its students. Academic honesty mandates ethical behavior in educational matters, and prohibits, among other things, plagiarism, cheating, tampering with the work of other students, or knowingly furnishing false information (refer to [Academic Integrity Policy](#)). Accordingly, any academic honesty violations may be cause for dismissal.

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5.13 PRE- AND POST-CLINICAL CONFERENCE

The conference is conducted before (pre-conference) or after (post-conference) the handover/clinical duty. Attendance in pre- and post-clinical conferences are mandatory. Conferences are informal and interactive and facilitated by the assigned clinical instructors. Students are expected to participate in every discussion by sharing insights and clinical experiences related to the learning objectives.

- a. Pre-clinical Conference. Pre-clinical conferences normally last for about 10-15 minutes between the group/individual student and the clinical instructor and occur before delivering direct patient care. During the pre-clinical conference, the clinical instructor assigns students with their patients, provides a brief overview of the day, and answers any questions regarding the clinical experience.
- b. Post-Clinical Conferences. Post-clinical conferences last 30-60 minutes, depending on the volume of patients and the clinical assignments that were carried out. During the conference, the clinical instructor recaps any critical issues for the day and any new skills the students have learned and reminds them of things they observed that need to be corrected or adjusted for the following clinical experience.

5.14 CLINICAL SUPERVISION

The assigned clinical instructor will supervise students in the clinical area at all times, particularly in performing required clinical nursing skills. Students are expected to communicate any issues or concerns that may arise professionally using the appropriate chain of command. All issues or concerns should be reported to the supervising clinical preceptor in the clinical setting. Any unresolved issues or concerns should then be reported to the lead clinical faculty/course coordinator.

5.15 CLINICAL ROLES OF STUDENTS

- a. Whenever students are assigned in the clinical area, students should be identified as AUK students by proper uniform and identification as stipulated in the dress code policy. The student is expected to exhibit a professional manner, including having a neat, clean appearance, utilizing appropriate language and behavior, and refraining from using cell phones or other electronic devices for personal matters, particularly at the bedside while performing the required nursing skills.
- b. Students are expected to arrive at the clinical area on time and are prepared to give safe client care while maintaining safety at all times. The student is expected not to enter the clinical site if impaired by physical or mental illness, medication or substance abuse, or any other problem that could jeopardize the client, themselves, or others.
- c. The student is expected to deliver care in a nondiscriminatory and nonjudgmental manner that is culturally sensitive. When providing care, the student places the client's welfare first by being accessible and prompt in answering the client's requests; establishing a priority of activities that reflects the client's needs; and being responsive and reliable when needs are identified by the client, staff or Clinical Instructor. The student delivers care in a manner that preserves and protects client autonomy, dignity, and rights.

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- d. The student interacts professionally with faculty, staff, clients, and peers when giving and receiving information. When a question or unclear situation occurs, the student follows the appropriate communication channels and chain of command for clarification. The student's written work/charting is accurate, has a professional appearance, and is completed according to the standards of the agency and the College.
- e. The student is a cooperative team member who considers the entire group's needs when working together, giving and receiving assignments, and accepting the roles and responsibilities of others in the group. The student takes and acts upon constructive criticism.
- f. The student exhibits intellectual and personal integrity by readily acknowledging mistakes and oversights and taking action to correct the situation. The student is honest and truthful when interacting with clients, peers, faculty, and staff and completing written work such as charting, care plans, and the like. The student completes her work, not representing anyone else's work as their own. The student identifies group collaboration on projects when indicated and appropriate. Refer to Policy on Academic Dishonesty in the Academic Catalog.
- g. Students should always be mindful not to use words and phrases that are considered offensive or derogatory, and keep conversations as therapeutic as possible when in the presence of patients and their families, as well as the staff at the affiliated healthcare facilities. Students must also be aware of the effect of intonation to avoid sending an unintended message. Students must also use words and phrases that express an idea simply and directly, and be mindful of the use of nursing or medical jargon.

5.16 CLINICAL DEMERITS

The Clinical Demerits establishes clear expectations for student behavior and performance during clinical experiences. It promotes professionalism, accountability, patient safety, and ethical practice.

- a. Assignment of Demerits
 - *Minor/Moderate Infractions:* Students may receive 1 clinical demerit per infraction.
 - *Major Infractions:* Behaviors that seriously compromise patient safety, ethical practice, or legal compliance are treated as major infractions and may result in immediate course failure, suspension, or dismissal, independent of the cumulative demerit count.
- b. Demerit System (Per Course)
 - Minor/moderate infractions are tracked per clinical course;
 - Accumulation of more than three (3) minor/moderate demerits within a course may result in course failure. Upon receipt of the third (3rd) demerit, a mandatory remediation plan is initiated to prevent further progression toward course failure.
- c. Program-wide Review
 - If a student accrues five (5) minor/moderate demerits across multiple courses, a program-level review is triggered.

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- Review & Hearing Process
 - Convened by the Dean and an appointed review committee.
 - Student will be notified, allowed to attend the hearing, and may bring a support person.
 - Decision (remediation or dismissal) issued in writing within 5 business days.
 - If remediation is mandated, it will include a structured plan with timelines, mentor support, and follow-up meetings. Failure to complete this plan satisfactorily may result in dismissal.
- d. Documentation
 - All demerits are documented in the student's clinical record for that course.
 - Written documentation includes the date, description of the infraction, assigned demerit, and required corrective action.
- e. Appeals
 - Students may submit a written appeal to the course coordinator within 10 working days of receiving a demerit/course failure/suspension/dismissal notification.
 - The final decision is communicated in writing.

Clinical Demerits Table (Per Course)

Infraction	Type	Progressive Discipline Steps & Notes
*Repeated Late Arrival (> 5 min)	Minor	Written warning + counseling (subsequent offenses)
Late Arrival (> 30 min)	Moderate	Written warning + counseling; may require make-up time; reported to course coordinator
Leaving Clinical Early Without Approval	Moderate	Written warning; counseling; make-up clinical; reported to course coordinator
Failure to Attend Clinical (No Valid Doc)	Moderate	Written warning; make-up clinical; reported to course coordinator
*Repeated Dress Code Violation	Minor	Written warning + corrective action (repeated offenses)
Unprofessional Behavior (toward others)	Moderate	Written warning; counseling session; reported to course coordinator
*Repeated Use of Unauthorized Devices	Minor	Written warning; removal of device
Failure to Follow Infection Control/Safety	Moderate	Written warning; counseling; remediation/training required; reported to course coordinator
Unsafe or Negligent Patient Care	Major	Immediate course failure or disciplinary action; reported to course coordinator
Falsification of Records	Major	Immediate course failure, suspension, or dismissal; reported to course coordinator
Violation of Hospital/Site Rules	Moderate	Written warning; counseling; corrective action; incident reported; reported to course coordinator

* For a first offense, a documented verbal warning will be issued. Any subsequent similar infractions will result in the assignment of clinical demerits.

CLINICAL PRACTICUM GUIDELINES

5.17 CLINICAL WARNING

The Clinical Warning Form is used to document minor or moderate infractions that result in a clinical demerit. It serves as an official record of the infraction, the corrective action required, and the student's acknowledgment ([see appendix K](#)).

5.18 HEALTH INSURANCE

The CoN does not provide health insurance coverage for students. Although the AUK clinic provides free consultation and treatment, the services provided are limited to all registered students. Nevertheless, public health facilities in the Kurdistan Region of Iraq are usually provided free of charge, but a minimal fee may be required in some circumstances.

5.19 CLINICAL INCIDENTS

The safety of students in the clinical setting is paramount. Hence, the AUKCoN will endeavor to provide students with a safe and quality learning environment and experiences. However, unforeseen and unexpected incidents, such as needle sticks, slipping, fainting, etc., may happen during the students' practicum placement. When such an incident occurs, students must notify their clinical instructor and follow the guidelines stipulated below:

- a. Seek medical attention if required. The clinical instructor/course coordinator will assist the student in getting treatment.
- b. Notify the unit in charge/agency administrator that the incident has occurred and complete the documentation required by the facility.
- c. The Clinical Instructor will complete the AUK College of Nursing "Clinical Incident Report Form" ([see appendix I](#)) and send it via email to the course coordinator within 24 hours after the incident has occurred.
- d. Although students are eligible to use the AUK clinic for consultation and treatment free of charge, students will be responsible for all out-of-the-pocket expenses incurred at another facility.

5.20 PATIENT CONFIDENTIALITY

Students are privileged to confidential information during clinical experiences. Hence, patient confidentiality must be maintained at all times throughout the clinical rotation. As a condition of admission to the CoN, students will be required to sign a "Student Confidentiality Agreement" ([see appendix J](#)).

- a. All verbal, written, or electronic information regarding a patient or organization must be kept in strict confidence and must not be disclosed to any unauthorized person.
- b. Use pseudonyms and generalized terms for any written information about a patient, and should be secured and shared only with students and faculty participating in the care of the patient.
- c. Any form of documentation used in the clinical setting should be destroyed in such a way that patient data cannot be linked to the patient's name or room number.
- d. The student may not photocopy any portion of a client's medical record. Students cannot take any photos of patients or other objects in the clinical setting, as patients could potentially be identified.

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- e. No clinical or patient information should ever be shared on social networking sites. Any breach of confidentiality can fail the course or disqualify students from the program.

5.21 PREGNANCY

- a. A student who becomes pregnant must inform the clinical instructor and course coordinator as soon as possible to develop an appropriate plan for the student's progression in the program.
- b. A pregnant student must submit a statement signed by a licensed obstetrician indicating her ability to perform clinically and whether she has any activity or lifting restrictions. If a student decides to continue with clinicals, the student is responsible for notifying the course coordinator and clinical instructor of any changes during pregnancy that might affect her ability to perform clinically. Any changes must be documented by a licensed obstetrician, and a copy of the document must be submitted to the course coordinator.
- c. It is the student's responsibility to seek the required information from her obstetrician about the recommended guidelines related to the avoidance of exposure to infectious diseases by pregnant women. It is also the student's responsibility to be aware of and avoid other hazards to her pregnancy.
- d. After the pregnancy has concluded, written authorization from the licensed obstetrician must be submitted to the course coordinator before the student may resume clinical experiences.
- e. Recommendations or restrictions submitted by the care provider may result in the student's inability to complete the course and withdrawal from the program. The student who withdraws from the course due to pregnancy is permitted to return as per the readmission policy.

5.22 MEDICATION ADMINISTRATION

Nursing students are required to adhere to the guidelines set by the College of Nursing and the clinical agency for competent medication administration. Students are not permitted to administer medications unless they have completed the related theory and lab component and have successfully passed the medication proficiency exam. When administering medications, students must always complete the seven (7) rights of drug administration and perform three (3) checks prior to administering medications. Students administering drugs classified as high alert must have them independently double-checked (including a co-signature) by two registered nurses, excluding the clinical instructor. Students are not allowed to take verbal or telephone orders on their own. The skills outlined below are to be carried out under the direct supervision of the clinical instructor.

- a. Intradermal, Subcutaneous, and Intramuscular Routes (Terms 4–8)
 - Students are permitted to administer medications via these routes under the direct supervision of the clinical instructor.
 - If the medication is a controlled substance, agency policy will determine whether the student nurse may administer the medication under supervision.
- b. Peripheral Intravenous (IV) Medication Administration (Terms 5–8)

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- Start, regulate, and discontinue peripheral IV lines.
- Flush peripheral IV lines; flushing of central lines, implanted ports, and peripherally inserted central catheter (PICC) lines is permitted only in accordance with agency policy and under direct supervision.
- Change primary IV solutions and prepare IV medications for infusion.

c. Intravenous Push/Bolus Medications (Terms 7–8)

- Nursing students in Terms 4–6 are not permitted to administer medications via IV push.
- Students in Terms 7–8 may administer IV push medications only if identified as an approved specialized clinical competency, and only with approval from the unit manager and under direct supervision of the clinical instructor/lead clinical faculty, in accordance with agency policy.

d. Central Venous Line / PICC Line Medication Administration (Terms 7–8)

- Nursing students in Terms 4–6 are not permitted to administer medications via central venous or PICC lines.
- Students in Terms 7–8 may administer medications via this route only as an approved specialized clinical competency, under direct supervision and in accordance with agency policy.

e. Venipuncture (Terms 7–8)

- Students may be provided opportunities to perform venipuncture to achieve required competence; however, agency policy will determine whether the student nurse may perform venipuncture under the direct supervision of the clinical instructor.

f. Patient-Controlled Analgesia (PCA) Infusions (Terms 5–8)

- Students may document infusion rate and effectiveness and may adjust parameters or clear the pump under direct supervision of the clinical instructor, in accordance with agency policy.

g. Blood Products (Terms 5–8)

- Students may initiate saline setup and observe and document vital signs and patient response during blood transfusion.
- The assigned registered nurse, in collaboration with another licensed RN, is responsible for hanging blood products.

h. Controlled Substances (Terms 5–8)

- Students may participate in the medication administration process to achieve required competence; however, administration of controlled substances is permitted only if allowed by agency policy and under the direct supervision of the clinical instructor.

IV Medications Nursing Students Are Not Permitted to Administer: Per the Institute for Safe Medication Practices (ISMP) and institutional standards, the following high-alert medications are restricted from student administration due to elevated risk. Students may observe or assist but not administer these agents unless exceptionally authorized and directly supervised.

Drug Class	Examples (Not Permitted)
Cardiovascular / Vasoactive	Antiarrhythmics: amiodarone, lidocaine Beta blockers: metoprolol, propranolol Calcium channel blockers: diltiazem, verapamil Vasopressors / Inotropes: epinephrine, norepinephrine, dobutamine, milrinone, digoxin

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Sedatives / Anesthetic Agents	Moderate IV sedation: midazolam (Versed), propofol, ketamine
Neuromuscular Blockers	Succinylcholine, rocuronium, vecuronium
Thrombolytics & Anticoagulants	Thrombolytics: alteplase, tenecteplase Anticoagulants: heparin, warfarin, LMWH, direct oral agents (e.g., apixaban, dabigatran) - students may observe or monitor, but must not administer or titrate
Chemotherapy Agents	Cytotoxic antineoplastics (e.g., vincristine, methotrexate)
High-Risk Infusions	Insulin infusions (including U-500) Magnesium sulfate infusions Oxytocin infusions Concentrated electrolytes (e.g., potassium chloride concentrate, hypertonic saline \geq 20%)

5.23 DOCUMENTATION

- a. Student will be allowed to provide documentation on a patient's permanent record after collaboration and approval with the clinical instructor. Such documentation must include the student's name, title, and co-signature of the clinical instructor.
- b. All documentation by students will be cosigned by the clinical instructor.

APPENDIX A



THE AMERICAN UNIVERSITY OF **KURDISTAN** **COLLEGE OF NURSING**

BSN PROGRAM STUDENT HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge that I have received a current copy of the BSN program student handbook. I understand that this manual contains important information that I would need throughout the duration of my study.

I attest that I have read and understood the contents of the handbook in its entirety and clarified any queries to the faculty or administrator of the College.

By signing this statement, I agree to comply with all the policies, conduct, regulations, expectations, and procedures contained herein, including any references or hyperlinks provided. I also understand this policy manual is subject to periodic review. Therefore, the American University of Kurdistan (AUK), College of Nursing (CoN) has the right to amend, repeal or include additional information in this handbook. I understand that such revisions may be done without prior notice, and I affirm regularly reviewing the online copy of the handbook located on the CoN website: <https://auk.edu.krd/colleges/college-of-nursing/>.

Student's Name

Student's Signature

Date (MM/DD/YYYY)

Note: Submit this form to the CoN office. Your registration is not complete until the signed form has been received

APPENDIX B



THE AMERICAN UNIVERSITY OF
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BSN PROGRAM ADMISSION PHYSICAL EXAMINATION FORM

Student Name: _____ Student ID: _____

I have obtained a complete history and performed an appropriate physical examination on the student whose name appeared above. The following summarizes my findings of this evaluation.

1. History of significant past medical, surgical, or mental health conditions, including hospitalizations:

None
 Significant History (please indicate in the text box below):

2. Medications

None
 Current Medications (please indicate in the text box below):

3. Allergies

None
 Medication/Food/Environmental Allergies. Specify nature of reaction (please indicate in the text box below):

4.

All findings within normal limits

Abnormal findings are as follows (please indicate in the text box below):

5. Student's Performance Standards

Yes	No	Performance Standards
		Critical thinking ability is sufficient for clinical judgment.
		Interpersonal abilities are sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
		Communication abilities are sufficient for interactions with others in verbal and written form.
		Physical abilities are sufficient to move from room to room and maneuver in small places.
		Gross and fine motor abilities are sufficient to provide safe and effective nursing care.

6. Overall Findings

The student is able to perform all duties expected of a Health Care Provider without accommodations.

The student is able to perform duties expected of a Health Care Provider with

the following accommodations (please indicate in the text box below):

Name of the Physician: _____

Signature and Date: _____

Address and Phone Number: _____

Note: Submit this form to the CoN office. Your registration is not complete until the signed form has been received.

APPENDIX C



THE AMERICAN UNIVERSITY OF **KURDISTAN** COLLEGE OF NURSING

AUDIO AND VISUAL IMAGE RELEASE FORM

I grant permission to The American University of Kurdistan (AUK), its employees, and agents to take and use Audio/Visual Images of me. Audio/Visual Images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips, or accompanying written descriptions. AUK will not materially alter the original images. I agree that AUK owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as university-sponsored websites, publications, promotions, broadcasts, advertisements, posters, and theater slides, as well as for non-university uses, such as those by the AUK Foundation. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them or to be compensated for them. I release AUK and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages, or liability that I may ever have in connection with the taking or use of the images or printed material used with the images.

I am at least 18 years of age and competent to sign this release. I have read this release before signing, understand its contents, meaning, and impacts, and freely accept the terms.

Student Printed Name and Date

Student Signature Telephone or E-mail address

(If you do not give consent, line through the document, write "I do not give consent," and sign and complete the bottom of the form.)

Note: Submit this form to the CoN office. Your registration is not complete until the signed form has been received.

APPENDIX D



THE AMERICAN UNIVERSITY OF **KURDISTAN** **COLLEGE OF NURSING**

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize The American University of Kurdistan (AUK) and/or its designated employees in the College of Nursing (CoN) responsible for reviewing clinical healthcare requirements to release relevant confidential information, including but not limited to immunization records, required clinical forms, background check information, grades, academic progress reports, and class attendance records, to the individual(s) or entity(ies) listed below.

I understand that this authorization shall remain valid for the duration of my enrollment at AUK or until such time that I submit a written request to revoke this authorization.

I further understand that my confidential information will be released only upon receipt of a request for specific information and solely for purposes related to clinical education and placement requirements. I acknowledge that I may revoke this authorization at any time by submitting a written request in person to:

College of Nursing (CoN)
Room #227-1, Wing C, 2nd Floor

Authorized Recipient(s):

- Clinical healthcare facility(ies where I am scheduled to complete clinical practicum experiences)

Student's Required Information:

Student Printed Name:

Student Signature: _____ Date: _____

Note: Submit this form to the CoN office. Your registration is not complete until the signed form has been received.

APPENDIX E



THE AMERICAN UNIVERSITY OF
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IMMUNIZATION REQUIREMENTS

Health care providers are commonly at risk for exposure to and possible transmission of vaccine-preventable communicable disease because of their contact with patients or infective material from patients. The health care provider has an obligation to protect patients and themselves from these transmissible infections within the healthcare setting and in the wider community.

Immunization is an important tool in preventing the transmission of infections and assists in safeguarding the health of the students during their education and beyond. The maintenance of immunity to vaccine-preventable diseases is a requirement of all nursing students.

The College of Nursing requires students to show proof of immunity against the following communicable diseases:

1. Measles, Mumps & Rubella (MMR)

- a. The College of Nursing requires evidence of immunity. Evidence of immunity is defined as documented receipt of 2 doses of MMR vaccines 4 weeks (28 days) apart; laboratory evidence of immunity or laboratory confirmation of disease. Reporting a history of having "had the disease" is not adequate evidence of immunity to MMR.
- b. Submit documentation of two vaccines or a positive surface antibody titer (lab report or physician verification of results required).
- c. If your series is in process, submit where you are in the series, and you will be notified to complete the vaccines series.

2. Varicella

- a. The College of Nursing requires evidence of immunity. Evidence of immunity is defined as documented receipt of 2 doses of vaccines; laboratory evidence of immunity or laboratory confirmation of disease. Reporting a history of having "had the disease" is not adequate evidence of immunity to Varicella; a positive titer is required.
- b. Submit documentation of two vaccines or a positive surface antibody titer (lab report or physician verification of result required) or a medically documented history of disease (Chicken Pox or Shingles accepted as history of disease).
- c. If your series is in process, submit where you are in the series and you will be notified to complete the vaccines series.

3. Hepatitis B

- a. The College of Nursing requires documentation of the standard three-dose schedule of hepatitis B vaccine and a quantitative antibody titer (anti-HBs) indicating response to the immunizations.

- b. Please note that additional blood work and potential revaccination may be required in the event that immunity is not documented after the primary series.
- c. If you do not have a record of the vaccination but have a titer documenting immunity, please submit the titer instead.
- d. If your series is in process, submit where you are in the series, and you will be notified to complete the vaccination series and provide your titer.

4. Td/Tdap (Tetanus toxoid, reduced diphtheria toxoid, and acellular pertussis vaccine)

- a. The College of Nursing requires documentation of 1 Tdap vaccine. After receiving 1 dose of Tdap, you are required to have 1 Td at least every 10 years thereafter.
- b. There is NO titer or serologic immunity test for the Td/Tdap immunization.

5. Tuberculosis (TB)

- a. The College of Nursing requires documentation of a negative Tuberculosis screening such as a Tuberculin Skin Test (TST) even for those who received the BCG vaccine as a child. A blood test (IGRA) is acceptable if a skin test is not recommended.
- b. Acceptable documentation of Negative Tuberculosis Screening includes:
 - an annual Mantoux (PPD) test results stating less than 10 mm induration
 - or an annual IGRA blood test stating negative results
 - or Healthcare Providers' documentation of negative CXR after positive skin/blood test and no current symptoms of active tuberculosis

6. Polio

- a. The College of Nursing requires documentation of a complete series of polio vaccines.
- b. Polio vaccine series consists of:
 - four (4) dose series is acceptable if the last dose is given between 4 and 6 years of age
 - three (3) doses if the primary series started after the age of 7 (adult dose).

7. COVID-19

- a. The College of nursing requires documentation of a complete series of COVID-19 vaccines
- b. **Primary Series – FDA.** The following FDA-approved vaccines are accepted for meeting COVID-19 vaccine requirements:
 - Pfizer/BioNTech (Comirnaty®) — 2 doses; current CDC recommendation on timeframe between doses is 3-8* weeks for ages 12 and older.
 - Moderna (Spikevax) — 2 doses; current CDC recommendation on timeframe between doses is 4-8* weeks for ages 18 and older.
 - Johnson & Johnson/Janssen — single dose

*The 8-week interval may be optimal in males aged 12-39. The shorter intervals are recommended for individuals who are immunocompromised, seniors, and those who need rapid protection due to increased concern about community transmission or at high risk of severe disease.

- c. **Primary Series: WHO EUL.** The following WHO-approved (emergency use listing, EUL) vaccines are accepted for meeting COVID-19 vaccine requirements:
 - AstraZeneca** (Vaxzevria)
 - Convedecia
 - Covovax™**

- Covishield™**
- Covaxin®**
- Nuvaxovid™** (Novavax)
- Sinovac** (CoronaVac)
- Sinopharm/BIBP**

**If you have received the first dose of any of these EUL-listed vaccines, you may follow up with a second dose of the Pfizer/BioNTech or Moderna vaccine. This will complete your primary series vaccination for COVID-19.

- d. **Booster Dose.** Students are recommended to receive a booster dose of a COVID-19 vaccine to complete the vaccine requirements.
- For recipients of the FDA-approved vaccines, Pfizer is recommended; Johnson and Johnson is also permitted for those who received a Johnson and Johnson primary series.
 - 5 months after the primary series of Pfizer
 - 5 months after the primary series of Moderna
 - 2 months after the single dose of Johnson and Johnson
- For recipients of the EUL-approved vaccines, Pfizer is required.
 - 5 months after the primary series of an EUL vaccine. Please see the additional information chart for EUL vaccines.

APPENDIX F



THE AMERICAN UNIVERSITY OF
KURDISTAN
COLLEGE OF NURSING

IMMUNIZATION REQUIREMENTS CHECKLIST

1. Tetanus with Pertussis Booster

Tdap received _____ date
AND
 Td received _____ date (if Tdap > 10 years ago)

2. Measles, Mumps, Rubella Vaccination

Documentation of 2 doses of MMR Vaccine
#1 _____ date #2 _____ date
OR
 Documentation of positive titers _____ date

3. Hepatitis B Vaccination Series

Documentation of titer _____ date
IF IMMUNE YOU ARE DONE, IF NOT IMMUNE start new series
 If titer NEGATIVE _____ dates of re-vaccination and second titer
Re-vaccination # 1 _____ date # 2 _____ date # 3 _____ date
Documentation of titer _____ date

4. Varicella (Chicken Pox) Vaccination

Documentation of 2 doses of Varicella vaccine
#1 _____ date #2 _____ date
OR
 Documentation of positive titer _____ date

5. Tuberculosis (TB) Skin Test: Skin test screening received

Negative (0 mm induration) TB skin test (TST) _____ date
OR
 Negative TB blood tests (QuantiFERON®-TB Gold OR T-SPOT®) _____ date
OR
 Negative TB blood test if student has received the BCG vaccine, _____ date

6. Polio Vaccination – Vaccination received and submitted

Completed Series of Vaccination _____ ; _____ ; _____ ; _____ date

7. COVID 19 Vaccination or Shot Cards

COVID 19 Shot Card

Note: Submit this form to the CoN office. Your registration is not complete until the signed form has been received.

APPENDIX G



THE AMERICAN UNIVERSITY OF
KURDISTAN
COLLEGE OF NURSING

COVID-19 LIABILITY RELEASE WAIVER FORM

In connection with the fulfillment of STUDENT's clinical requirement, STUDENT was offered the option of and agreed to (put a checkmark):

delay clinical training during the COVID-19 pandemic; or
 perform clinical training conducted onsite at a health care facility.

STUDENT has voluntarily elected to participate in clinical training conducted onsite at a health care facility (hereinafter referred to as the "ACTIVITY"). STUDENT is free to opt out of ACTIVITY at any time and informs the University of that decision.

DISCLOSURES

In electing the ACTIVITY, the STUDENT has voluntarily selected to participate in clinical training conducted onsite at a health care facility (hereinafter referred to as the "ACTIVITY").

STUDENT is free to opt-out of ACTIVITY at any time and informs the UNIVERSITY of that decision. The term "UNIVERSITY" means and refers to the American University of Kurdistan and its employees/faculty/staff, officers, directors, volunteers, and agents.

STUDENT understands, recognizes, and has taken into account the following:

- The ACTIVITY requires and involves direct contact, including physical contact, with patients or other individuals at the facility.
- Since in or about January 2020, there has existed and continues to exist a global pandemic commonly referred to as the COVID-19 pandemic.
- COVID-19 is highly contagious and capable of widespread person-to-person transmission.
- During the ACTIVITY, the STUDENT may come into direct or close contact with patients or other individuals at the facility who have contracted COVID-19 or who might otherwise be contagious.
- During the ACTIVITY, the STUDENT may be exposed to and/or contract COVID19.



- There is and can be no guarantee that the STUDENT will not be exposed to or contract COVID-19 during the ACTIVITY.
- The American University of Kurdistan/College of Nursing makes no representations and can give no assurances about the degree to which the STUDENT may be exposed to COVID-19 during the ACTIVITY.
- The American University of Kurdistan/College of Nursing makes no representations and can give no assurances about the risk or probability that STUDENT may contract or transmit COVID-19 during the ACTIVITY.

ACKNOWLEDGEMENTS

STUDENT understands the legal consequences of signing this document, including (a) releasing the UNIVERSITY from liability relating to the ACTIVITY and the COVID19 pandemic, (b) promising not to bring claims against the UNIVERSITY relating to the ACTIVITY and the COVID-19 pandemic, (c) and assuming sole responsibility for all COVID-19 pandemic risks relating to, arising out of, or associated with the ACTIVITY.

STUDENT has read and understands this document and is signing it freely and voluntarily. No other representations concerning the legal effect of this document have been made to STUDENT.

STUDENT Signature: _____

STUDENT Name (print): _____

Date (MM/DD/YEAR): _____

Note: Submit this form to the CoN office. Your registration is not complete until the signed form has been received.

APPENDIX H



THE AMERICAN UNIVERSITY OF
KURDISTAN
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DOCUMENTATION OF CLINICAL ABSENCE/LATENESS FORM

Student Name: _____ Date: _____

Clinical Instructor: _____ Clinical Site: _____

Course Code and Course Name: _____

Put a checkmark below:

<input type="checkbox"/> Absent	<input type="checkbox"/> 1 st occurrence	<input type="checkbox"/> 2 nd occurrence
<input type="checkbox"/> Late Arrival	<input type="checkbox"/> 1 st occurrence	<input type="checkbox"/> 2 nd occurrence

Student adhered to the CoN Absence and Lateness Policy? Yes No

Indicate the reason for the Absence/Lateness (enclose supporting documentation):

Advising/Action Plan:

Student's Signature: _____ Date: _____

Clinical Instructor Signature: _____ Date: _____

APPENDIX I



THE AMERICAN UNIVERSITY OF
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COLLEGE OF NURSING

CLINICAL INCIDENT REPORT FORM

Student: _____ Clinical Instructor: _____

Clinical Site: _____ Unit: _____

Course Code/Name: _____ Date/Time: _____

Was an incident report completed for this event at this agency? Yes _____ No _____

Was the unit in-charge/agency administrator Notified? Yes _____ No _____

Unit in-charge/agency administrator name/phone: _____

Describe the incident:

Describe immediate actions taken related to a patient, student, or staff involved:

Document any follow-up action indicated at this time:

Clinical Instructor Signature: _____

Clinical Course Coordinator _____ notified (date/time) _____

Notify STAT & send copies of this completed form to the Clinical Course Coordinator and
CAN

APPENDIX J



THE AMERICAN UNIVERSITY OF **KURDISTAN** **COLLEGE OF NURSING**

STUDENT CONFIDENTIALITY AGREEMENT

The American University of Kurdistan (AUK)/College of Nursing (CoN) has a legal and ethical responsibility to ensure the privacy of all patients and their health information used for the educational purposes of students enrolled in the Bachelor of Science in Nursing program. I understand that, in the course of my assignments and during my clinical experiences as a student in the College of Nursing at the AUK, I will have access to confidential patient information. I am aware that such information must be maintained in the strictest confidence. I understand that this applies to written, oral, and electronic communications.

Additionally, I agree to comply with the following:

- All documents pertaining to the patient's personal health information contained in their medical record or related files shall not be removed from the clinical facility.
- Discussions of the patient's personal health information shall be limited to my clinical instructors, faculty, nurses, and doctors assigned to the particular patient or others who have direct responsibility for the assigned patient. All discussions will be conducted in a manner that cannot be overheard by others who need not be involved. Discussion in public areas such as elevators, corridors, and cafeterias will be prohibited.
- I will not make copies of the patient's medical records or other personal health information without following the appropriate health care facility policies and procedures.
- I will exclude all patient identifiers (name, address, age, etc.) before use in a learning experience, classroom, case presentation, or research.

I understand that the violation of this agreement will result in disciplinary action, leading to possible dismissal from the nursing program and legal action against me as a professional nursing student. I have read and understand the terms of this agreement and will comply with them.

Student's Printed Name: _____

Student's Signature: _____ Date _____ (DD/MM/YYYY)

APPENDIX K



THE AMERICAN UNIVERSITY OF
KURDISTAN
COLLEGE OF NURSING

CLINICAL WARNING FORM

Student Name: _____ Date: _____

Clinical Instructor: _____ Semester: _____

Description of Problem/Incident (e.g., attendance; clinical performance/behavior; professionalism; communication; responsibility & accountability; honesty & integrity, etc):

Student's Justification:

Goal(s)/Remedial Action Plan/Expected Date(s) of Achievement:

Evaluation of Action Plan:

Student's Signature: _____ Date: _____

Clinical Instructor Signature: _____ Date: _____



COLLEGE OF
NURSING

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