



School of Nursing

Bachelor of Science in Nursing

Student Handbook

Academic Year 2026–2027

Clinical-site requirements may change during the academic year. The current HPU and assigned clinical-agency requirements control.

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WELCOME TO THE BSN PROGRAM

Aloha and welcome to the Hawai'i Pacific University (HPU) School of Nursing (SON) Bachelor of Science in Nursing (BSN) program. Congratulations on taking the next step toward a rewarding career in nursing. You are joining a community dedicated to excellence in nursing education, clinical practice, scholarship, leadership, and service. We are honored to be part of your journey as you prepare to become a compassionate, knowledgeable, and competent registered nurse.

At the SON, we are guided by the values of Kuleana, Pono, and Aloha. Kuleana reminds us that learning is a shared responsibility. Students, faculty, staff, preceptors, and clinical partners each play an important role in creating an environment that fosters learning, professionalism, and success. Pono calls us to act with integrity, accountability, and ethical judgment in every interaction. Aloha reminds us to lead with kindness, humility, compassion, and respect while embracing the diverse backgrounds, experiences, and perspectives that strengthen our profession and the communities we serve.

Nursing school is both challenging and rewarding. Throughout the BSN program, you will develop the knowledge, clinical judgment, technical skills, and professional values needed to provide safe, evidence-informed, person-centered care. You will learn in classrooms, simulation laboratories, and a variety of clinical settings alongside dedicated faculty and experienced healthcare professionals. Success will require curiosity, resilience, professionalism, and a commitment to lifelong learning.

This handbook is an important resource that outlines program expectations, academic policies, clinical requirements, and the support services available to you throughout your time at HPU. I encourage you to become familiar with its contents and to refer to it whenever questions arise. Your faculty and staff are committed to your success and are here to support you throughout your educational journey.

On behalf of our faculty and staff, welcome to the HPU School of Nursing. We are excited to partner with you as you begin this transformative journey toward becoming a professional nurse. I wish you every success as you prepare to make a meaningful difference in the lives of individuals, families, and communities.

Warm Aloha,

Jessica Nishikawa

Chief Nurse Administrator
School of Nursing
Hawai'i Pacific University

ABOUT THIS HANDBOOK

The Bachelor of Science in Nursing (BSN) Student Handbook is the program-specific guide to academic, clinical, professional, and student-support expectations for prelicensure BSN students at Hawai'i Pacific University (HPU). It supplements the current HPU Academic Catalog and HPU Student Handbook. When a University policy and a School of Nursing policy address the same matter, students must follow the more specific or more restrictive requirement unless the University directs otherwise.

Policies, clinical-agency requirements, course sequencing, technology platforms, personnel assignments, and contact information may change. Students are responsible for reviewing HPU email, Blackboard announcements, course syllabi, CastleBranch notifications, and official University webpages. The current officially published policy or written School of Nursing communication controls when this handbook is superseded.

Students should retain this handbook throughout the program and complete the verification form at the end of the document. Questions about interpretation should be directed first to the faculty member or course coordinator and then through the chain of communication described in this handbook.

Current University handbook: The 2026–2027 HPU Student Handbook is maintained online at studenthandbook.hpu.edu. University policies on academic integrity, appeals, student conduct, Title IX, accessibility, complaints, and related procedures remain fully applicable to BSN students.

ACCREDITATION & PUBLIC DISCLOSURES

Institutional Accreditation

Hawai'i Pacific University is accredited by the WASC Senior College and University Commission (WSCUC). Current accreditation status and institutional reports are available through the WSCUC directory and HPU accreditation webpages.

State Approval

The HPU prelicensure BSN program is approved by the Hawai'i Board of Nursing in accordance with applicable Hawai'i statutes and administrative rules. Students seeking licensure outside Hawai'i must review the professional licensure disclosure section of this handbook and the current requirements of the applicable board of nursing.

Specialized Nursing Accreditation

The baccalaureate degree program in nursing at Hawai'i Pacific University is accredited by the Commission on Collegiate Nursing Education (CCNE). The current BSN accreditation term extends through June 30, 2028. The next scheduled review is listed by CCNE for Fall 2027.

Accrediting/Approving Body	Contact Information
Commission on Collegiate Nursing Education (CCNE)	655 K Street NW, Suite 750, Washington, DC 20001 • 202-887-6791 • ccneaccreditation.org
WASC Senior College and University Commission (WSCUC)	Current institutional status: wscuc.org
Hawai'i Board of Nursing	DCCA Professional and Vocational Licensing Division • cca.hawaii.gov/pvl/boards/nursing/

Public Information and Program Outcomes

HPU is committed to accurate, consistent, and accessible public information. The School of Nursing reviews published admissions information, curriculum requirements, costs, licensure disclosures, and program outcomes at least annually and when substantive changes occur. Current program-outcome information—including licensure examination, completion, and employment indicators—is maintained through official HPU School of Nursing communications and webpages.

Source-of-truth notice: For accreditation status, professional licensure determinations, and state or clinical-agency requirements, the current official external directory or HPU webpage controls over a printed copy of this handbook.

HISTORY OF THE SCHOOL OF NURSING

Hawai'i Pacific University began in 1965 as Hawai'i Pacific College and received its first regional accreditation in 1973. In 1992, HPU merged with Hawai'i Loa College, adding an established Bachelor of Science in Nursing program and several nursing completion pathways. The nursing program subsequently expanded its undergraduate and graduate offerings and achieved national nursing accreditation.

In 2017, HPU's baccalaureate, master's, and post-graduate APRN certificate nursing programs received CCNE reaccreditation. The University also launched its first doctoral program, the Doctor of Nursing Practice. In 2019, nursing moved to the downtown Waterfront Plaza campus, providing proximity to clinical and community partners and a dedicated simulation environment. In January 2022, nursing became a stand-alone school. The program continues to evolve in response to student needs, professional standards, community priorities, workforce needs, and accreditation expectations.

PROGRAM LEADERSHIP & DIRECTORY

The following leadership structure reflects the administrative arrangement in effect for this July 2026 review draft. Current titles and contact information must be confirmed against the HPU Faculty Directory before publication.

Role	Name
Interim Dean	Tricia Catalino, PT, DSc
Chief Nursing Administrator and Accreditation Liaison Officer	Jessica Nishikawa, DNP, FNP-C
BSN Program Chair	Joy A. Bliss, PhD, RN
Clinical Facilities/Placements Coordination	School of Nursing clinical coordination team
Simulation and Skills Support	Experiential Simulation Center faculty and staff

Full-Time and Continuing Nursing Faculty

Name	Title	Contact
Amanda Anue, PhD, MSN, MBA	Lecturer	alaune@hpu.edu
Joy Bliss, PhD, RN	Assistant Professor and BSN Chair	jbliss@hpu.edu
Patricia Burrell, PhD, APRN-BC, CNE	Professor	pburrell@hpu.edu
Kelly Collins, PhD, RN	Assistant Professor	kcollins@hpu.edu
Hazel Downing, EdD, RN	Associate Professor and Simulation Educator	hdowning@hpu.edu
Tandrea Jackson, DNP, FNP-BC	Assistant Professor and Graduate Chair	tajackson@hpu.edu
Leeah Javier, DNP, RN	Assistant Professor	lnjavier@hpu.edu
Cymbree Haisuka, MN, RN	Lecturer	chaisuka@hpu.edu
Michelle Higgins-Mahe, DNP, RN	Assistant Professor	mhigginsmahe@hpu.edu
Nancy Mitchell, MSN, AGACNP-BC	Lecturer and AGACNP Track Coordinator	nmitchell@hpu.edu
Christine Nguyen, DNP, FNP	Assistant Professor and FNP Track Coordinator	canguyen@hpu.edu
Vincent Pair, DNP, MPH, PMHNP-BC, FNP-BC	Associate Professor and PMHNP Track Coordinator	vpair@hpu.edu
Shea Brock, DNP, PMHNP-BC, FNP-BC	Assistant Professor	slbrock@hpu.edu

Shante Gleaton, DNP, FNP-BC	Assistant Professor	sgleaton@hpu.edu
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Current profiles, office locations, telephone numbers, and email addresses are available in the HPU Faculty Directory: hpu.edu/faculty

Program Communication Structure

Student Question or Concern	First Contact	Escalation When Unresolved
Course content, assignment, examination, or grade	Course faculty	Course coordinator → BSN Program Chair
Clinical performance or clinical-site concern	Clinical faculty	Course coordinator → BSN Program Chair
Registration, progression, or degree planning	Assigned advisor/BSN advising contact	BSN Program Chair
Clinical compliance or placement	Clinical compliance/placement contact	BSN Program Chair → Chief Nursing Administrator
Formal complaint or unresolved program matter	BSN Program Chair	Chief Nursing Administrator → Interim Dean/University process

MISSION, VISION, VALUES & PROGRAM OUTCOMES

Hawai'i Pacific University

Mission: Hawai'i Pacific University is an international learning community set in the rich cultural context of Hawai'i. Students from around the world join us for an American education built on a liberal arts foundation. Innovative undergraduate and graduate programs anticipate the changing needs of the community and prepare graduates to live, work, and learn as active members of a global society.

Vision: Hawai'i Pacific University strives to provide a highly personalized, student-centered educational experience distinguished by applied, experiential, and innovative learning in Hawai'i's unique cultural and geographic context.

Value	Meaning in the HPU Learning Community
ALOHA	Kindness, grace, humility, patience, unity, collaboration, and care for the community.
PONO	Integrity, honesty, ethics, trust, respect, civility, transparency, and purposeful action.

Value	Meaning in the HPU Learning Community
KULEANA	Responsibility, stewardship, student focus, academic rigor, sustainability, and shared governance.

School of Nursing

Mission: Hawai'i Pacific University School of Nursing is committed to educating competent and caring professionals in health promotion and health care. Graduates are lifelong learners and leaders dedicated to delivering holistic care in the spirit of aloha for a global community.

Vision: The School of Nursing seeks to provide a distinctive transcultural health-care educational experience and to prepare practice-ready graduates who contribute to health, equity, quality, and community well-being.

Philosophy: The School of Nursing's philosophy is grounded in the metaparadigms of person, environment, health, learning, and nursing. Person-centered care, cultural humility, collaboration, evidence, safety, ethical practice, health equity, and lifelong learning guide the curriculum.

BSN Program Learning Outcomes

PLO Concept	The BSN Graduate Will
1. Knowledge for Nursing Practice	Integrate knowledge from the sciences, humanities, and nursing history to inform their clinical practice by applying critical thinking and clinical reasoning to assess, plan, implement, and evaluate nursing care for individuals and groups.
2. Person Centered Care	Demonstrate the ability to engage patients and families in shared decision-making, recognizing and respecting their preferences, values, and cultural beliefs by prioritizing holistic care that addresses the physical, spiritual, emotional, and psychosocial needs of individuals across the lifespan.
3. Population Health	Identify the pertinent determinants of health for diverse populations and recognize the impact of social, economic, and environmental factors on health outcomes by integrating health promotion and disease prevention strategies into their nursing practice, advocating for the well-being of individuals, families, and communities.
4. Scholarship for the Nursing Discipline	Critically evaluate nursing research and evidence by utilizing scholarly resources and research findings to support clinical decision-making integrated into their lifelong learning and in advancing their nursing practice.
5. Quality and Safety	Integrate evidence-based practices to provide safe and effective care, adhering to clinical guidelines and protocols by mitigating potential risks, prioritize patient safety, and actively participate in quality improvement initiatives.
6. Interprofessional Partnerships	Evaluate the value of diverse perspectives and expertise in optimizing patient care outcomes by contributing actively to shared decision-making, demonstrating respectful communication and professionalism when interacting with colleagues from various healthcare disciplines.

PLO Concept	The BSN Graduate Will
7. Systems-Based Practice	Demonstrate the ability to navigate the complexities of healthcare systems; understanding their structure, policies, and processes, by collaborating effectively with interdisciplinary teams to provide coordinated care that addresses the needs of individuals and communities within diverse healthcare settings, while advocating for patient safety, and participating in quality improvement initiatives.
8. Informatics and Healthcare Technologies	Effectively navigate electronic health records, personal health information, evidenced-based clinical decision support systems, and other technological platforms to manage patient information. Make shared-decisions by communicating and collaborating with interprofessional teams, ensuring coordinated and patient-centered care, and providing identified credible patient-centered education resources.
9. Professionalism	Demonstrate commitment to ongoing self-assessment and reflective practice, continually striving to enhance nursing skills and knowledge by maintaining professionalism and accountability in interactions with patients, families, and interdisciplinary teams.
10. Personal, Professional, and Leadership Development	Demonstrate readiness for practice through leadership in ongoing self-reflection, cultural competence, ethical behavior by practicing professional accountable interactions with patients, families, and healthcare teams.

AACN Essentials and Program-Outcome Crosswalk

The BSN curriculum is mapped to the AACN Essentials: Core Competencies for Professional Nursing Education (2026 edition) and assessed through course, simulation, clinical, standardized, and program-level measures. The formal curriculum map is maintained by the School of Nursing; the summary below demonstrates the principal relationship among the HPU mission, AACN domains, and BSN outcomes.

Mission/Philosophy Emphasis	AACN 2026 Domain(s)	HPU BSN PLO(s)	Illustrative Evidence	Review Indicator
Holistic care in the spirit of aloha	Person-Centered Care; Population Health	Person-Centered Care; Safety	Clinical evaluation, simulation/OSCE, community assignments	Program-established competency benchmark
Competent and caring professionals	Knowledge for Nursing Practice; Professionalism	Evidence-Based Practice; Professionalism	Course examinations, clinical judgment activities, professionalism evaluation	Course and clinical outcome attainment
Lifelong learners and leaders	Scholarship; Personal, Professional, and Leadership Development	Leadership; Quality Improvement	Evidence-based project, QI assignment, capstone/preceptorship	Program outcome and graduate feedback

Mission/Philosophy Emphasis	AACN 2026 Domain(s)	HPU BSN PLO(s)	Illustrative Evidence	Review Indicator
Global and transcultural community	Population Health; Interprofessional Partnerships	Teamwork and Collaboration; Person-Centered Care	Community/population health experiences, interprofessional learning	Clinical and course evaluation data
Safe, technology-enabled care	Quality and Safety; Informatics and Healthcare Technologies; Systems-Based Practice	Safety; Information and Healthcare Technology	Medication competency, simulation, EHR/technology activities, standardized assessment	Safety and technology competency attainment
Curriculum-map control: Course numbers, assessment methods, and benchmarks may change through approved curriculum processes. The current official curriculum map and course syllabi control.				

STANDARDS & REQUIREMENTS OF THE BSN STUDENT

Essential Skills and Abilities

A candidate for professional nursing must be able to engage in the nursing process and demonstrate the knowledge, judgment, communication, motor, sensory, cognitive, behavioral, ethical, and interpersonal abilities required for safe participation in classroom, laboratory, simulation, community, and clinical learning. Reasonable accommodations may be available; however, essential program requirements and patient-safety obligations cannot be waived.

Observation: Observe patients and the care environment at a distance and close at hand using relevant sensory information, with or without approved accommodations.

Communication: Communicate effectively, efficiently, respectfully, and sensitively in spoken, written, electronic, and nonverbal forms with patients, families, peers, faculty, and health professionals.

Motor and Physical Ability: Perform assessment and nursing-care activities; access varied care environments; manipulate equipment; maintain balance and coordination; and tolerate the physical demands of clinical learning. Students must meet clinical-agency lifting and mobility requirements.

Conceptual, Integrative, and Quantitative Ability: Measure, calculate, reason, analyze, synthesize, prioritize, and solve problems; understand spatial relationships; and make timely clinical judgments.

Behavioral, Ethical, and Social Attributes: Demonstrate emotional stability, accountability, flexibility, self-awareness, mature judgment, stress tolerance, ethical conduct, cultural humility, and effective professional relationships.

Technology: Use required learning, communication, simulation, documentation, testing, and health-care technologies safely and independently.

Accessibility and Accommodations

Students who may need accommodations should contact HPU Accessibility Services as early as possible. Accommodations are determined through an individualized interactive process. The School of Nursing collaborates with Accessibility Services to implement approved accommodations that preserve essential academic and clinical requirements, patient safety, confidentiality, and applicable board-of-nursing and clinical-agency expectations.

A student who cannot meet an essential requirement, with or without reasonable accommodation, may be unable to progress or participate in a specific learning environment. The University and School of Nursing will follow applicable review and appeal procedures.

PROFESSIONAL ETHICS & NURSING STANDARDS

ANA Code of Ethics for Nurses

HPU nursing students are expected to conduct themselves in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements (2025), applicable laws and regulations, the Hawai'i Nurse Practice Act, University policies, clinical-agency rules, and course expectations. The 2025 Code includes ten provisions and addresses ethical duties to persons receiving care, professional relationships, advocacy, accountability, the work environment, advancement of the profession, health equity and human rights, the integrity of the profession, and nursing's global responsibilities.

Current professional source: American Nurses Association. (2025). Code of Ethics for Nurses with Interpretive Statements. The official Code and corrections/errata are maintained at codeofethics.ana.org.

ANA Nursing Scope and Standards of Practice

Students are also expected to develop practice consistent with Nursing: Scope and Standards of Practice, 4th Edition (ANA, 2021), and current specialty, regulatory, and clinical-agency standards. The standards describe the nursing process and the professional behaviors expected of registered nurses, including ethics, advocacy, respectful and equitable practice, communication, collaboration, leadership, education, scholarship, quality, professional evaluation, resource stewardship, and environmental health.

Professional Identity and Conduct

- Protect the dignity, privacy, rights, safety, and preferences of every person.
- Practice only within the student role, demonstrated competence, faculty direction, and clinical-agency authorization.
- Communicate honestly and promptly; report changes in patient condition, errors, near misses, safety concerns, and limitations in competence.
- Maintain confidentiality and appropriate professional boundaries in person and online.

- Accept feedback, engage in self-assessment, complete remediation, and seek assistance before safety is compromised.
- Demonstrate civility, cultural humility, accountability, and respect for patients, peers, faculty, staff, and interprofessional partners.

CLINICAL COURSE POLICIES & PROCEDURES

Clinical Facilities and Placement Assurance

The School of Nursing uses a variety of health-care, community, and simulation settings for clinical learning. HPU assumes responsibility for obtaining, approving, and monitoring clinical placements; students are not required to self-secure clinical sites. Placements are negotiated through the School of Nursing and may occur only at locations covered by an HPU agreement and approved for the course.

Clinical placements depend on course requirements, agency capacity, faculty availability, regulatory requirements, and competing requests from health-professions programs. Assignments, dates, times, units, and locations may change. Students are not guaranteed a preferred day, time, site, unit, preceptor, or geographic location and must be prepared for early mornings, evenings, weekends, or travel within the approved service area.

Clinical facilities choose to include students as part of their commitment to nursing education. There is no reimbursement for the educators who perform student orientations or computer training or for the nurses who work with students on the units. Both students and faculty should consider themselves guests in the facilities and abide by any requests or requirements. Unprofessional behavior by students or faculty can jeopardize the collaborative relationship that HPU and the School of Nursing have with the clinical agencies. This can potentially lead to the loss of the facility for educating students. Unprofessional behaviors in clinical nursing courses are considered serious and unacceptable practices which may result in dismissal from the nursing major.

Clinical Preceptorships

Some clinical experiences utilize a clinical preceptor, in addition to a faculty instructor, to facilitate a student's learning experience in a particular agency. Preceptors are registered nurses, preferably with a minimum of a baccalaureate degree in nursing. Preceptors are selected by the clinical facility on the basis of a high level of clinical expertise in a particular area and the ability to provide a positive learning experience for the student. HPU faculty coordinates and oversees the overall clinical preceptor experience.

Students can apply for a select number of clinical preceptorship placement opportunities in the semester prior to their final semester in the nursing program. If accepted, the student works with their RN preceptor to fulfill the clinical hours associated with the final Comprehensive Nursing Care course rather than attending traditional group clinical hours of the course.

Community and Home Visits

In some clinical courses, students will provide patient teaching and/or nursing care in community and/or home settings. All clinical course policies and procedures apply to these learning experiences and

students are expected to strictly adhere to confidentiality guidelines. Student attire must be professional and follow any guidelines provided by the course instructor and/or student nurse association faculty advisor. Name tags must be worn. Students are reminded that they represent HPU and the School of Nursing when in the clinical, community, and/or home setting. Impeccable professionalism is therefore expected. Also, note that transportation to and from these sites is the responsibility of the student.

Background Check and Clinical Eligibility

A criminal background check is not used as a general BSN admission requirement unless specifically stated in current admissions materials. After acceptance and before the first clinical experience, students must complete the background-check package designated by HPU and renew or update screening as required by HPU or a clinical agency. Students must report new alleged or confirmed violations of federal, state, or local law in accordance with University, School of Nursing, and clinical-agency requirements.

A clinical agency may deny or discontinue a student's placement based on background, drug-screen, health, conduct, or other eligibility information. Because clinical experiences are required for degree completion, inability to secure an approved placement may prevent progression or completion. Boards of nursing may independently review criminal, disciplinary, or health-related history when determining eligibility for examination or licensure; students should consult the board in the jurisdiction where they intend to practice.

Transportation and Parking

Transportation to and from clinical facilities and parking fees are the student's responsibility. Some agencies offer discounted parking fees to students or have designated parking areas. Students are encouraged to carpool and at some facilities carpooling may be required. Due to very limited parking at some facilities, students may need to park on the street in nearby neighborhoods. Students are expected to follow the guidelines for parking provided to them by their assigned clinical facility and to utilize respectful and responsible parking behaviors.

Clinical Orientation

Each clinical facility has specific orientation and onboarding requirements. Information may include health documentation, background or drug screening, learning modules, computer training, confidentiality forms, parking, dress, scheduling, and site-specific preparation. Students must review the HPU Nursing Undergraduate Student Community, course announcements, email, and site instructions each time they register for a clinical course.

Attendance and punctuality at required HPU and clinical-agency orientation are mandatory. A student who misses, arrives late to, or fails to complete a required orientation may be removed from the clinical course and its associated theory course because the agency may not permit the student to participate. Site and course instructions determine required attire.

Confidentiality, HIPAA, and Clinical Information

Students must protect patient and clinical-agency information at all times and in every format. Protected or identifiable information may not be included in assignments, presentations, personal notes, email, cloud storage, photographs, recordings, text messages, social media, or unapproved artificial-intelligence

systems. Use only the minimum information authorized by faculty and the clinical agency, and follow all de-identification and destruction instructions.

Students may be required to sign HPU and agency confidentiality agreements and complete annual HIPAA and information-security training. Misuse of confidential information, unauthorized access to a record, sharing credentials, photographing a patient or record, or removing information from a facility may result in course failure, dismissal from the program, University discipline, loss of placement, and civil or criminal consequences under applicable law. See Appendices A and B.

- Do not use a patient's name, initials, exact date of birth, medical-record number, address, contact information, photograph, or other identifying detail in coursework or discussion.
- Do not print, copy, photograph, download, email, or remove any part of a clinical record unless the facility and faculty have specifically authorized the activity.
- Log off clinical systems, protect passwords, secure devices, and report suspected privacy or security incidents immediately.
- Information learned about peers, faculty, staff, patients, or agencies in a learning setting must not be discussed outside the authorized teaching context.

Clinical Registration

All students who maintain standard progression in the nursing program are guaranteed a clinical experience for their clinical courses. However, as noted above, personal preferences for clinical facility assignments cannot be accommodated due to the many variables impacting clinical placement availabilities. In addition, clinical course registrations will be locked to changes prior to the start of each semester, on the following deadlines due to clinical agency requirements for submission of final student rosters, health requirement attestations, and other paperwork. Dates for locked registration for administrative processes subject to change each semester. Students may not change a clinical section after final registration has been completed unless approved by the BSN Program Chair and/or Director of Clinical Coordination.

Clinical Attendance

Students are expected to be on time and are required to attend all assigned clinical days and complete all required clinical hours. This is to maintain the clinical hour curriculum requirements of the Hawai'i State Board of Nursing, and School of Nursing accrediting bodies.

Students who are acutely ill, potentially contagious, injured, impaired, or advised by a health-care professional not to participate must notify clinical faculty before the scheduled start time. Clinical-agency infection-prevention rules, including current COVID-19 or other communicable-disease requirements, must be followed. Documentation may be required before return.

If needing to be absent from, or late to, a scheduled clinical session, the student must call their clinical instructor directly by phone. Text message is not acceptable if late or absent. This must be done no later than 2 hours prior to the start of the clinical. It is not acceptable to send a message to the clinical instructor indirectly (i.e. via message from a classmate or family member). Failure to notify the clinical instructor of an absence or lateness a minimum of 2 hours prior to the start of clinical will result in an unacceptable practice violation.

More than one missed clinical day in a course constitutes excessive absence and may prevent the student from demonstrating required outcomes. Only one missed clinical day may be eligible for an alternative

learning or make-up experience, subject to course requirements, faculty approval, agency availability, and the academic calendar. A make-up opportunity is not guaranteed. Tardiness, early departure, or incomplete required hours may be treated as an absence.

Students who are tardy to clinical, may be sent home from clinical at the discretion of their clinical instructor. In the event that student is sent home for tardiness for clinical, this will count as an unexcused absence and may affect progression in the nursing major.

Students are not permitted to provide patient care in the clinical area unless under the supervision of a faculty member or they are assigned specifically by a faculty member to a specialty unit or community setting with specific performance guidelines.

Attendance by students and/or faculty on days not included in the HPU calendar for the designated clinical course and/or during university holidays/breaks is strictly prohibited due to liability issues. This includes preceptorship, community, and home visitation hours.

Illness or Injury in the Clinical Setting

A student who becomes ill or injured in a clinical setting must immediately notify the clinical instructor and follow the agency's employee/student-health, exposure, incident-reporting, and emergency procedures. HPU and agency reports must be completed as directed. Students are responsible for maintaining current health insurance and for costs associated with evaluation or treatment unless another policy applies.

Clinical Health Record and Documentation Requirements

Students must maintain a complete and current CastleBranch profile and satisfy HPU and assigned clinical-agency requirements throughout enrollment. Requirements may be more restrictive than general University requirements and may change with little notice. Records are reviewed first through CastleBranch and then by HPU/clinical-agency personnel. A CastleBranch upload is not complete until the item is approved and the student is cleared for the assigned site.

Category	Minimum BSN Requirement for 2026–2027 Review Draft
Tuberculosis screening	Before the first clinical rotation: documentation of a negative two-step tuberculin skin test (TST/PPD) or a negative QuantiFERON-TB Gold/approved IGRA completed within the preceding 12 months. Thereafter: annual one-step TST/PPD or approved blood assay. Positive results require symptom review, chest-imaging documentation, and clearance as directed.
Immunity/vaccination	Evidence required by HPU and the assigned agency, commonly including MMR, varicella, hepatitis B, Tdap, annual influenza, and COVID-19 or other vaccination/testing requirements when required by a clinical partner. Titers, boosters, declinations, or medical documentation must meet the specific package rules.
Health status	Current physical examination/health-clearance documentation and any site-specific functional or fit-for-duty requirements.
Life support	Current American Heart Association Basic Life Support (BLS) for Healthcare Providers. ACLS or PALS is required only when specified by a course or site.

Category	Minimum BSN Requirement for 2026–2027 Review Draft
Insurance and identifiers	Current health-insurance documentation and authorized demographic/identity information required for placement.
Annual training/forms	HIPAA, bloodborne pathogens, confidentiality, safety, declarations, background-check renewal, drug screening, and other HPU or agency modules as assigned.

CastleBranch Clearance Process

- Upload every required document early and verify that each item shows an approved/complete status.
- Correct rejected, expired, or overdue items promptly; monitor the account rather than waiting for an alert.
- Complete additional site requirements when notified, even when the general CastleBranch profile is complete.
- Do not attend orientation or clinical unless the School of Nursing has confirmed clearance for that site.

A student whose profile is incomplete by the published deadline may be administratively removed from the clinical course and the associated theory course. The official deadline communicated by the School of Nursing and displayed in the current CastleBranch package controls. The standing public planning dates are July 1 for Fall and November 1 for Spring; students should expect earlier internal or site-specific deadlines when necessary for roster submission.

Clinical requirement changes: A clinical partner may add or revise health, vaccination, testing, background, drug-screen, orientation, or training requirements at any time. HPU cannot waive an agency requirement. Students who do not meet it may be reassigned only when an appropriate alternative placement is available; an alternative is not guaranteed.

Students are expected to dress in an appropriate manner for both clinical and classroom activities. Failure to conform to appearance standards in a clinical setting will result in the student being sent home and received an absence for the day, that may affect their progression in the program

The mandatory pre-clinical attire (worn for pre-clinical sessions/orientations) consists of:

- Blue Nursing polo shirt (available in HPU Bookstore).
- Black slacks, socks, and shoes.
- Shirts may be worn untucked or tucked with a plain black belt.
- HPU name badge on left upper lab coat.

The mandatory clinical uniform (worn for clinical /patient contact hours/simulation activities) consists of:

- Blue scrubs set (pants and top with school logo) sold exclusively by Barnes and Noble College Campus
- White or black closed-toe and closed-heel shoes with white socks. Shoes should be of leather or other sturdy material. Low topped, white athletic shoes worn exclusively for nursing rotations may be acceptable.
- HPU name badge on left upper lab coat.
- Nursing badge with photo must be worn.

- During mental health rotations, students may be instructed to cover their last names on the nametags
- With the exception of on-campus labs, uniforms will not be worn in the classroom setting at HPU.

Scrub Attire

- In some specialty areas (labor & delivery; perioperative) students may be required to wear hospital- issued scrub attire. Students will not wear their own scrub clothing outside of school uniform, or hospital-issued scrubs.

Street Clothes

- The wearing of street clothes is generally confined to mental health and community health clinical rotations and may involve a combination of street clothes (top) and blue uniform (bottom). Before you wear street clothes check with the Course Coordinator.
- If street clothes are worn to or in the agency, they are to be conservative. Shirts and blouses are to have sleeves and finished necklines. Tee shirts are not acceptable. Clothes must be non-clinging, non-flesh revealing; Navels may not be exposed in any setting. Street clothes must be professional-type.
- Shoes will be closed-toe and heel and appropriate to the dress and agency (NOTE: students are not allowed to wear logo bearing athletic shoes, tennis shoes, or dress shoes in mental health settings – wear flats).

Jewelry

- Students may only wear one pair of stud earrings. No hoops, loops, or dangling earrings are permitted.
- Jewelry in other body parts (i.e. noses, tongues, eyebrows, cheeks, etc.) and bracelets, rings, and other jewelry are not to be worn in the clinical setting.
- Students may wear a non-raised, plain wedding band.
- Watches should have a second hand and are generally not considered jewelry.

Grooming and Hygiene

- Students must be meticulous about personal and dental hygiene.
- Body tattoos are to be covered when in the clinical setting, based on site policy.
- Acrylic and other fake-type nails and long nails are unacceptable for clinical. Nails need to be at fingertip, with clear polish only..
- NO perfume or cologne. Deodorants and antiperspirants should be unscented.
- Uniforms and/or other clothing for clinical rotations must be clean, neat, and ironed.
- Hair will be clean and neat in appearance and secured in barrettes or bands sufficient to prevent obstruction of the student’s view or interference with client care and to meet agency standards. Students are required to put hair up off their collars.
- Students will be clean-shaven or have neatly trimmed beards and/or mustaches.

Clinical Equipment

- Students are expected to report for the clinical experience equipped with the following items:
- Stethoscope, bandage scissors, a pen with black ink, penlight, and a watch with a second hand. Students may contact Accessibility Services to request an accommodation (e.g., use of an auxiliary aid).
- Clinical instructors may request additional items based on clinical facility policy, patient population served, and/or other identified learning need.

ACADEMIC POLICIES & PROCEDURES

Grading Policy

All nursing students must achieve a minimum final course grade of C (73%) in each nursing course. Failure to achieve a grade of C or better in a nursing course constitutes a failure of the course and will prevent the student from continuing to the next sequential nursing course.

Failed Clinical or Failed Lecture: A nursing student who fails to achieve a grade of “Credit (CR)” in the clinical course will receive a grade of “NC” for the course and must repeat both the clinical and corresponding lecture courses. If a student receives a “C-”, “D (+)” or “F” in the lecture course, then the corresponding clinical course grade is an automatic “NC.” The student must repeat both courses. A nursing student who fails (“NC”) to successfully repeat the required nursing courses will be dismissed from the nursing major even if a 2.75 GPA is maintained. Corresponding lecture and clinical courses count as one nursing course failure. Two course failures/”NC” will lead to dismissal from the School of Nursing. The student dismissed from the nursing major

is not eligible for readmission into the nursing major.

GRADING SCALE: Course grades are assigned based on the numerical percentages achieved.

Letter Grade	Percentage	Grade Points per Credit
A	93–100	4.0
A-	90–92	3.7
B+	87–89	3.3
B	83–86	3.0
B-	80–82	2.7
C+	77–79	2.3
C	73–76	2.0
C-	70–72	1.7
D+	67–69	1.3
D	63–66	1.0
F	62 and below	0.0

A final course grade below C (73%) is a failure in a nursing course. The School of Nursing does not round final grades and does not offer extra-credit assignments unless an approved course policy explicitly states otherwise.

Grade Point Average (GPA)

Progression to the next semester of clinical nursing courses requires an HPU GPA of 2.75 or higher and NUR GPA of 2.75 or higher in each semester. See the progression policy for full details.

The GPA is determined by dividing the total grade points per credit earned by the total number of course credits. Transfer credits and P/F grades are not included in calculating the GPA. The following sample shows how to calculate your GPA:

*NOTE: GPAs are calculated to the hundredth place, so a 2.49 does not equal 2.5. The Nursing (NUR) GPA is calculated in an identical manner, except only NUR courses are used in the calculation.

INCOMPLETE (INC) GRADES: Occasionally, due to illness or other extenuating circumstances, students may be unable to complete a course within the confines of a semester. If the instructor feels there is a valid reason for an incomplete grade, a contract is written in which the student agrees to complete specified work within a particular time. The student must complete the work within the specified time frame (and no later than the end of the following semester) or the “INC” will automatically convert to an “F”. The student cannot progress to the next level until the incomplete has been resolved.

GRADE APPEALS: A course grade should be based on the evaluation methods and standards stated in the course syllabus. A student who believes a grade was incorrectly calculated or assigned should first meet with the course faculty. If unresolved, the student should follow the University academic grade-appeal process and the School of Nursing communication sequence: course coordinator, BSN Program Chair, Chief Nursing Administrator or designee, and the applicable University appeal authority. The current HPU Student Handbook controls deadlines and procedural requirements.

Progression in the Nursing Major for BSN Students

All nursing students must achieve a minimum final course grade of C (73%) in each nursing course. Failure to achieve a grade of C or better in a nursing course will prevent the student from continuing to the next sequential nursing course. Two course failures in the nursing program will lead to final dismissal from the nursing program, but not the university.

Nursing courses must be taken in the approved sequence, and theory and corresponding clinical courses must be taken concurrently. A deviation or part-time plan requires a documented exception approved through the BSN Program Chair and Chief Nursing Administrator or designee and is subject to course and clinical availability.

Nursing Program Probation Policy

Probation in the nursing program occurs with a single nursing (NUR) course failure and/or when the student fails to attain or maintain a cumulative NUR course GPA of 2.75 or greater in semesters 1-4.

Nursing students who fail a single NUR course will be placed on nursing program probation and trigger additional remedial support. The student must re-take the failed course during the following semester and complete it successfully. If the student fails to register for the failed course, is unsuccessful on a second attempt, or withdraws from it during the semester, the student will be recommended for dismissal from the nursing program by the faculty member, BSN Program Chair, or Dean. The Chief Nursing Administrator or designee makes the program-level decision, subject to University appeal rights.

Nursing students whose NUR GPA falls below 2.75 at the end of a semester will be placed on nursing program probation and trigger additional remedial support. If the student fails to achieve a NUR GPA of 2.75 or greater in their courses in the following semester, the student will be recommended for dismissal from the nursing program by the faculty member or BSN Program Chair. The Chief Nursing Administrator or designee makes the program-level decision, subject to University appeal rights.

Nursing Program Probation Procedure:

- Nursing students will be notified when placed on Nursing Program Probation. A letter will detail recommendations and steps to be followed by the student who is on probation.
- Nursing students are responsible for scheduling an appointment with their academic advisor and meeting with them no later than the 3rd week of the semester to discuss strategies for improvement and to develop an action plan.
- Students are placed on a Learning Contract at the time of their first face-to-face meeting. This document details the student's action plan and is signed by the faculty member, advisor, or BSN Chair, and student.
- The student and designated faculty member will meet regularly during the semester to review the Learning Contract and to follow-up on student progress. Meetings (virtual or face-to-face) should occur every 2-3 weeks until the end of the student's probation.
- Students who fail to comply with the above procedures are at risk for failure in the nursing program.
- At the end of the semester, both student and designated faculty member must once again sign the Learning Contract and a copy of the completed Learning Contract will be placed in the student file.

Clinical Course Grading

Clinical courses provide nursing students with an opportunity to apply nursing principles in a practice setting. Student clinical performance is evaluated by the clinical instructor and graded as CR/NC. Clinical evaluation is based on a student's ability to make accurate clinical decisions for safe, quality, patient care. A clinical evaluation tool outlining the expected student competency in Patient-centered care, Teamwork and Collaboration, Evidence-based Practice, Quality improvement, Healthcare Informatics, Safety, Professionalism, and Leadership is utilized as a numerical grading rubric (see below). Students enrolled in semester long clinical courses are evaluated in the clinical setting at the semester mid-point and end of the semester. Students enrolled in shortened semester clinical courses are evaluated at the end of the clinical rotation.

When a student is not meeting clinical course expectations, an Academic Warning will be issued by the clinical instructor with a recommended remediation plan and student goals. It is the responsibility of the student to take adequate remediation measures to improve their clinical performance. Failure to make needed improvements following an Academic Warning will result in a failing grade for clinical. In addition, a student who, in the opinion of their clinical instructor (and in consultation with the BSN Chair and/or Chief Nursing Administrator or designee), has demonstrated a behavior, action, or performance that is sufficiently egregious in nature may be dismissed from the clinical area and receive a course failure (NC) and possible dismissal from the program.

Clinical Skills Policy

Nursing students are responsible for achieving competency in all nursing skills taught throughout the program and to maintain their skill level throughout the program. Students are expected to engage in continuous critical self-evaluation to determine if they are underperforming or unsure of performing any clinical skill, and then taking action toward improvement if necessary. This should include consultation with the clinical instructor and/or nursing faculty, as well as independent actions such as reviewing of skills videos and physical practice in the Experiential Simulation Center and any other remediation recommended by their faculty member. Students who do not attain or maintain clinical skill competencies will receive an academic warning and may ultimately receive a failing grade in clinical lab courses.

Medication Calculation Competency Policy

BACKGROUND: In that students are required to demonstrate safe practice in their clinical care of clients; the School of Nursing provides Medication Calculation Competency Assessment (MCCA) every semester to ensure the students’ ability to calculate medication dosages accurately. The MCCA score will be a weighted component (2%) of the course grade in NUR2720, NUR2740, NUR3720, NUR3740, and NUR4770. The successful completion of the MCCA is a pre-requisite to dispensing medications in clinical practicums. Delay in passing the MCCA may, therefore, put a student in jeopardy of not being able to fulfill clinical course objectives and of failing clinical.

A PowerPoint Tutorial on Dosage Calculation and practice questions are available to students on the HPU Nursing Undergraduate Student Community site. Students are responsible for reviewing the tutorial and its accompanying instructions regarding semester-by-semester competency expectations, completing practice questions and seeking whatever additional support they need from HPU and School of Nursing resources before MCCA testing.

Adequate preparation for success in passing the MCCA on the first attempt is an expectation of all students.

Pathway for Semester 1	Pathway for Semesters 2,3,4
Students in their first semester of the nursing program will take the MCCA in either NUR2720 or NUR2740 during week 5. If the student passes (a score of 90% or higher), they will receive the full 2 points toward the weighted component (2%) in NUR2720 or NUR2740.	Students entering semester 2,3,4 of the nursing program will take the MCCA either the week prior to the start of the semester, or during the first week of the semester. Several MCCA testing sessions will be offered, and students will register for one of these sessions on a first-come/first-served basis. If the student passes (a score of 90% or higher), they will receive the full 2 points toward the weighted component (2%) in NUR 3720, NUR3740, or NUR4770.

Pathway for Semester 1	Pathway for Semesters 2,3,4
If the student fails (a score less than 90%): The student must attend a remediation session and take a re-assessment during Week 6 of the semester. The student will not be permitted to dispense medications in any of the clinical courses they are enrolled.	If the student fails (a score less than 90%): The student will receive 0 points toward the 2% weighted component of NUR 3720, NUR3740, or NUR4770. An Academic Warning will be placed in the student's file, which may have a negative bearing on their future selection for enhanced learning experiences such as participation in medical missions, senior preceptorships, and SNA leadership positions. The student must attend a remediation session and take a re-assessment during Week 2 of the semester. The student will not be permitted to dispense medications in any of the clinical courses they are enrolled.
If the student fails an MCCA re-assessment: The student will receive 0 points toward the 2% weighted component of NUR 2720 or NUR2740. An Academic Warning will be placed in the student's file, which may have a negative bearing on their future selection for enhanced learning experiences such as participation in medical missions, senior preceptorships, and SNA leadership positions. The student must remediate and retake the MCCA	If the student fails an MCCA re-assessment: Another Academic Warning will be placed in the student's file. The student must remediate and retake the MCCA.
A repeated need to remediate and retake the MCCA will place the student in jeopardy of failing all of the clinical courses they are enrolled. Policy note: A failure of a clinical course also results in a failure of the accompanying didactic course.	A repeated need to remediate and retake the MCCA will place the student in jeopardy of failing all of the clinical courses they are enrolled. Policy note: A failure of a clinical course also results in a failure of the accompanying didactic course.

- The student must pass the MCCA with a minimum score of 90%.
- Thirty-five (35) minutes will be allowed for completion of the MCCA.
- Only non-programmable calculators are allowed. Programmable calculators, phones, or other smart device calculators are not permitted.
- All calculations must be shown to receive credit for an answer.
- All answers must be correctly rounded, as stated in the exam instructions.
- No partial credit is given for any answers. All answers must be notated correctly.

Students are NOT allowed to give medications in the clinical setting until they have passed the MCCA.

Test Preparation Program Policy

Research has demonstrated a strong correlation between the integration of test preparation programs in nursing curricula and successful first-time pass rates on the NCLEX-RN. Therefore, such programs are included as a requirement in the HPU nursing program. Students are required to complete preparation and practice as well as proctored assessments as part of the course requirements for specific courses in the undergraduate curriculum.

Students will be assigned the Kaplan Nursing test preparation program and will follow the Kaplan Nursing policy outlined below.

- Access to test preparation programs are linked to a student's cohort-specific product code. Any student who is repeating a course or in any other way out of their usual sequence of progression in the program **MUST** notify their course instructor at the beginning of the semester to get their new applicable cohort-specific product code.
- Currently licensed RN and national exchange students are exempt from the test preparation program requirement. Alternate assignments and a final exam may be required in place of these tests.

Kaplan Nursing

The Kaplan Nursing test preparation program supplies practice assessments and integrated proctored exams as well as an end-of-program live review to assist students in their preparation for the NCLEX-RN. In most HPU nursing courses, the Kaplan Nursing products that correspond to course objectives will be included as a weighted component of the course. In preparation and practice for Kaplan proctored exams, students must first complete practice assessments and focused reviews designed to identify and assist each student in remediating their particular areas of weakness. Before taking a proctored integrated exam, student practice and preparation work must be completed. Both the practice preparation work and the scores on integrated proctored exams are weighted into course grades as outlined in the table below.

Proctored integrated exams are administered within the last 4 weeks of the semester and are given in the classroom, requiring the student to have and bring a laptop with HPU WI-FI capability and Kaplan Nursing Program access to the testing session. Students are not permitted to re-take proctored integrated exams unless they are repeating a course.

In addition, a process of student remediation is an expectation for all Kaplan focused reviews and exams. Students are required to review results and work to improve their understanding of the curriculum content on which they scored incorrectly. Remediation is required for at least ONE minute on all incorrect exam answers (to be done for both Focused Reviews and Integrated Tests).

* NCLEX-RN Live Review: Attendance at a Live Kaplan Review will be an additional weighted component in NUR 4711. This review will be held at the end of the final semester and is designed to improve competency on nursing topics as well as to enhance NCLEX test-taking strategies. Attendance at this review is mandatory. In addition, access to Kaplan products continues for three months post-graduation from the program, and students are encouraged to use them as a resource for NCLEX-RN success.

Course Integration of Kaplan Focused Review Practice and Integrated Exams	BSN Course Kaplan Occurs	Weighted Total in Course
Pharmacology	NUR 2300	5%
Pathophysiology	NUR 2930	5%
Fundamentals	NUR 2720	5%
Health Assessment	NUR 2730	5%

Course Integration of Kaplan Focused Review Practice and Integrated Exams	BSN Course Kaplan Occurs	Weighted Total in Course	
Management of Professional Issues	NUR 3710	5%	
Psychosocial	NUR 3730	5%	
Medical-Surgical 1	NUR 3720	5%	
Medical-Surgical 2	NUR 3740	10%	
Pediatrics	NUR 3750	10%	
Obstetrics	NUR 3760	10%	
Gerontology	NUR 4710	10%	
Kaplan Secure Predictor/Diagnostics & NCLEX-RN Review	NUR 4711	TBD	
Medical-Surgical Comprehensive	NUR 4770	10%	
Community	NUR 4780	10%	
Preparation/Practice	Integrated Exam	Remediation	Course Weight
Complete assigned focused-review practice and preparation activities.	Points are assigned according to the percentile/benchmark published in the course syllabus.	Complete assigned remediation within the stated time and documentation requirements.	The course syllabus states the current percentage and scoring method.

***Please refer to your faculty of record for any changes in your KAPLAN assessment.**

Attendance (Engagement) Policy

Both the Hawai'i Pacific University (HPU) and School of Nursing (SON) attendance and engagement policies apply to all nursing courses. Students are expected to attend and actively participate in all scheduled classes, laboratories, simulation experiences, and clinical experiences. Attendance and engagement are essential to meeting course outcomes and clinical requirements.

Students are expected to arrive on time, prepared to begin class, laboratory, simulation, or clinical experiences at the scheduled time and to remain until the session has concluded. A pattern of tardiness, leaving early, or absences from lecture, laboratory, simulation, or clinical experiences may negatively

affect the student's course grade. Excessive absences or repeated tardiness may result in course failure, as outlined in the course syllabus.

Students are expected to notify the course faculty as soon as possible if they will be absent or late for class or clinical. Planned absences or anticipated tardiness should be discussed with the instructor before the scheduled class or clinical experience whenever possible.

Students arriving after a quiz or examination has begun may be permitted to take the assessment at the discretion of the course faculty. If permitted, students will receive only the remaining allotted testing time.

A student may not have more than one clinical absence in a clinical course during a semester. A second clinical absence may require the student to withdraw from the course or may result in course failure. Additional requirements regarding clinical attendance are outlined in the Clinical Course Policies and Procedures section of this handbook.

Students who experience extenuating circumstances, including illness or injury requiring additional absences, may be eligible for a medical withdrawal in accordance with HPU policy. A medical withdrawal requires submission of the appropriate university documentation and approval through the established university process. Students returning from a medical leave must provide documentation of medical clearance before resuming coursework or clinical experiences.

Students are responsible for obtaining missed course materials and completing missed assignments. The course faculty will determine whether make-up examinations, laboratory activities, simulation experiences, clinical experiences, or other assignments will be permitted and the method by which they will be completed, consistent with the course syllabus and program policies.

Student Code of Conduct

In addition to the student expectations outlined in this BSN Student Handbook, students in the School of Nursing are subject to the student conduct policies and procedures of HPU. Please refer to the HPU Student Handbook.

Academic Integrity

Academic integrity is fundamental to professional nursing practice and scholarly achievement. Nursing students are expected to demonstrate honesty, accountability, and ethical conduct in all academic activities.

Students are responsible for submitting original work, appropriately acknowledging the contributions of others, and complying with all HPU policies related to academic integrity. Academic misconduct includes, but is not limited to, plagiarism, cheating, fabrication, falsification, unauthorized collaboration, submitting work completed by another individual, or misuse of artificial intelligence (AI) or other technologies when prohibited by University or course policy.

Academic exercises include all forms of work submitted for academic credit, whether completed electronically or in print, including examinations, quizzes, assignments, discussion posts, papers, projects, presentations, clinical documentation, and other graded activities.

Violations of academic integrity may result in academic or disciplinary action, up to and including dismissal from the School of Nursing or expulsion from the University, in accordance with HPU policies and School of Nursing requirements.

Students should also refer to the Artificial Intelligence (AI) Use section of this handbook and the applicable course syllabus for course-specific expectations regarding the appropriate use of AI technologies.

Academic Warning

Students experiencing academic or professional performance concerns in the classroom, laboratory, simulation, or clinical setting (e.g., unsatisfactory academic performance, repeated tardiness, failure to complete required assignments, or unprofessional behavior) may receive a written Academic Warning from the course faculty or the BSN Program Chair.

Following issuance of an Academic Warning, the student will meet with the course faculty and/or BSN Program Chair to review the identified concerns and develop a remediation plan. The remediation plan may include specific learning objectives, behavioral expectations, and timelines for improvement. Students are expected to actively participate in the remediation process and demonstrate satisfactory progress toward the identified goals.

Failure to complete the required remediation, achieve the established learning or behavioral objectives, or receipt of additional Academic Warnings and/or an Unacceptable Practice Citation may result in course failure or other academic action, consistent with School of Nursing and University policies.

Unacceptable Practice

The School of Nursing (SON) is committed to preparing graduates who demonstrate safe, ethical, and competent nursing practice. Faculty have an ethical and legal responsibility to protect patients, families, students, healthcare personnel, and the public from unsafe, unethical, or illegal nursing practice. Accordingly, students may be subject to disciplinary action, course failure, or dismissal from the nursing program for conduct or practice that threatens, or has the potential to threaten, the safety or well-being of others or that violates professional, ethical, or legal standards.

An Unacceptable Practice Citation is issued when a student's behavior or performance is determined to constitute unacceptable nursing practice. The citation serves as formal notification that the student's continuation in the course and/or nursing program is at risk. Unacceptable practice may result from a single serious incident or from a pattern of behaviors.

Students are expected to be familiar with and practice in accordance with:

- The Hawai'i Nurse Practice Act (Hawai'i Revised Statutes Chapter 457 and Hawai'i Administrative Rules, Title 16, Chapter 89);

- The American Nurses Association (ANA) Code of Ethics for Nurses;
- Applicable ANA Scope and Standards of Practice;
- School of Nursing policies, course requirements, and clinical agency policies.

Examples of Unacceptable Practice

Examples include, but are not limited to:

- Actions that violate the Hawai'i Nurse Practice Act or other applicable laws and regulations.
- Unsafe practice that threatens, or has the potential to threaten, the physical, emotional, or psychological safety of patients, families, peers, faculty, healthcare personnel, or self.
- Performing nursing skills or procedures without appropriate instruction, authorization, or supervision.
- Unethical, dishonest, fraudulent, or illegal conduct.
- Falsification of documentation or clinical records.
- Unauthorized access to or misuse of electronic health records or confidential information.
- Violations of patient privacy or confidentiality.
- Repeated failure to adequately prepare for clinical experiences.
- Inability to safely perform required clinical activities despite faculty supervision and remediation.
- Threatening, disruptive, or abusive behavior toward patients, peers, faculty, staff, or others.
- Academic dishonesty in clinical assignments or documentation, including plagiarism.
- Unsatisfactory attendance or repeated tardiness that compromises safe clinical practice.

Procedure

When a faculty member determines that a student's behavior may constitute unacceptable practice, an Unacceptable Practice Citation will be completed. When appropriate, the student will be informed immediately and may be required to leave the classroom, laboratory, simulation, or clinical setting. Failure to comply with a faculty directive to leave may result in additional disciplinary action.

The citation will be reviewed by the Course Coordinator and BSN Program Chair. The student will have an opportunity to respond in writing before a final determination is made. Following review, the BSN Program Chair, in consultation with the Chief Nurse Administrator (CNA) or designee, will determine the appropriate action consistent with School of Nursing and University policies.

Students who are removed from a clinical setting because of unacceptable practice may not return to that clinical setting until authorized by the BSN Program Chair in consultation with the CNA or designee.

Possible Outcomes

Depending on the severity and circumstances of the incident, consequences may include:

- Remediation or additional instruction;
- Physical and/or mental health evaluation, when appropriate;
- Failure of the course;

- Withdrawal from the course;
- Removal from concurrent clinical courses when student safety is a concern;
- Dismissal from the School of Nursing.

Students have the right to appeal disciplinary decisions by following the applicable HPU student grievance procedures.

Withdrawal During an Investigation

Students who are the subject of an active Unacceptable Practice investigation or who have received an Unacceptable Practice Citation may not withdraw from the nursing course while the matter is under review. Withdrawal from a nursing course during this period requires approval from the Chief Nurse Administrator or designee.

Course Withdrawal/Course Drop

Students may withdraw from nursing courses in accordance with Hawai'i Pacific University (HPU) policies and published academic deadlines. Students are responsible for reviewing the HPU Academic Calendar each semester for withdrawal deadlines, tuition refund schedules, and applicable University procedures.

Because the Bachelor of Science in Nursing (BSN) curriculum follows a prescribed sequence, students who withdraw from a nursing course must successfully complete that course before enrolling in subsequent nursing courses for which it is a prerequisite. Withdrawal from a nursing course will delay progression in the program and may postpone the anticipated graduation date.

Students experiencing academic difficulty are strongly encouraged to meet with their course faculty, faculty advisor, and HPU academic advisor as early as possible to develop a plan for academic success. Repeated course withdrawals to avoid academic failure are not considered an appropriate strategy for academic progression.

Students who withdraw from a nursing course because of failing academic performance are not eligible to enroll in an accelerated summer nursing course.

Requests for withdrawal after the University's published withdrawal deadline require approval through the established HPU process. In addition, nursing students requesting a late withdrawal from a nursing course must obtain approval from the Chief Nurse Administrator (CNA) or designee. Students who are the subject of an active Unacceptable Practice investigation or who have received an Unacceptable Practice Citation may not withdraw from the course until the matter has been resolved, as described in the Unacceptable Practice policy of this handbook.

Students are responsible for completing all required University withdrawal procedures and are encouraged to consult with their HPU academic advisor and the Financial Aid Office regarding the potential academic and financial implications of withdrawing from a course.

Withdrawal from the University and/or Nursing Major

Any student who officially withdraws from the University and/or from the Nursing Major for any reason must complete a Withdrawal or Change of Program Form and submit the form to their academic advisor for approval. Financial aid and business offices should also be consulted. Nursing students must also notify the BSN Program Chair and Chief Nursing Administrator or designee.

Leave of Absence

Students who have achieved satisfactory clinical and/or academic performance, yet for reasons other than academic need time away from their studies, can request a leave of absence. Students wishing to request a leave of absence should inform their nursing faculty, the BSN Program Chair and Chief Nursing Administrator or designee, as well as their HPU academic advisor.

A student who has been granted a leave of absence (for no more than one calendar year) may continue, upon return, in the program in which he or she was last enrolled. However, a student who has decided to take a leave of absence for more than a year is no longer considered a nursing major. If the student desires to resume nursing courses after the one-year period, the student must reapply to the School of Nursing and the University. If readmitted to the School of Nursing, the student may be required to retake nursing courses or restart the nursing curriculum depending on the length of the leave of absence. Students returning after a leave of absence are subject to fulfilling any changes in the School of Nursing curriculum, policies, procedures, and other requirements.

Medical Leave: Upon the recommendation by a certified health care provider, a medical withdrawal may be granted by HPU. A medical withdrawal cannot be approved unless documentation and proper paperwork are submitted to the university. When returning from medical leave, the student must produce proof of medical/health clearance before re-starting classes.

Dismissal from the BSN Program

A student who has not achieved satisfactory clinical and/or academic performance and has been dismissed from the nursing major is considered transferred from/no longer having nursing major status. This student retains status within the University, but as other than a nursing major. The student dismissed from the nursing major is not eligible for readmission into the nursing major.

Student Problem Resolution System

In professional conflict resolution, it is important to follow a specific course of action and to begin by clearly identifying and defining the problem. The problem should first be discussed with the person with whom you have the conflict. If you have unsuccessfully tried to resolve the problem with the individual involved, then your concerns should be presented to the next level of authority within the School of Nursing.

- Step 1: Schedule a meeting with the faculty member to discuss the problem. If unresolved, proceed to Step 2.
- Step 2: Schedule a meeting with the course coordinator. If unresolved, proceed to Step 3.
- Step 3: Schedule a meeting with the BSN Program Chair. If unresolved, proceed to Step 4.

- Step 4: Schedule a meeting with the Chief Nursing Administrator or designee. If unresolved and the University process permits further review, proceed through the applicable dean or formal University grievance process.

When these measures do not result in a resolution, a student should follow the formal HPU grievance procedure as outlined in the HPU Academic Catalog and HPU Student Handbook.

Syllabus control: Course grading components, standardized-testing weights, medication-calculation schedules, required learning activities, and remediation procedures may be updated. The approved course syllabus and written School of Nursing policy distributed for the term control when they differ from an older handbook table.

TECHNOLOGY & DISTANCE-EDUCATION EXPECTATIONS

BSN learning may include Blackboard Ultra, video conferencing, electronic textbooks, testing and remediation platforms, virtual simulation, high-fidelity simulation, electronic health-record training, online proctoring, and other instructional technologies. Students are responsible for maintaining access to a computer and reliable internet connection that support required activities. A smartphone or tablet alone is not sufficient for all coursework.

Requirement	Baseline Expectation
Computer	Current Windows or macOS laptop/desktop capable of running a supported browser, video conferencing, secure testing/proctoring, and course software; 8 GB RAM minimum and 16 GB recommended unless HPU ITS publishes a different standard.
Internet	Stable broadband suitable for live video, testing, and simulation; approximately 10 Mbps download/3 Mbps upload minimum and 25/5 Mbps recommended. Students should have a backup access plan.
Audio/video	Working webcam, microphone, speakers/headset, and a private or appropriately controlled setting for exams, patient-related discussion, or confidential advising.
Software/security	Current supported browser, operating-system updates, antivirus/security controls, multifactor authentication, and HPU-approved storage and communication tools.
Technical support	Report access problems promptly to HPU ITS Help Desk: 808-566-2411, help@hpu.edu , or hpu.edu/help . Technical difficulties do not automatically extend a deadline; notify faculty before or as soon as a problem occurs.

Online Proctoring, Recording, and Privacy

Courses may use identity verification, browser lockdown, room scans, audio/video recording, or other proctoring controls. Students will receive notice of the technology used and should review the provider's

privacy terms. Recordings and testing data are used only for authorized educational, integrity, security, accessibility, or legal purposes and are retained according to HPU/provider requirements. Students may not record, copy, photograph, distribute, or post course, simulation, examination, or clinical content without written authorization.

Artificial Intelligence and Digital Tools

Use of generative artificial intelligence or other automated tools must follow the course syllabus, assignment directions, academic-integrity policy, copyright requirements, and confidentiality rules. Patient information, clinical-agency information, examination content, faculty materials, or personally identifiable student information may never be entered into an unapproved public AI system. Students remain accountable for the accuracy, originality, citation, clinical judgment, and ethical implications of submitted work.

DIVERSITY, ACCESS, CIVILITY & WELL-BEING

The School of Nursing values a learning community in which students, faculty, staff, patients, and partners are treated with dignity and respect. The program seeks to foster access, belonging, cultural humility, equitable opportunity, civil dialogue, and learning environments free from discrimination, harassment, retaliation, and bias. HPU's nondiscrimination, Title IX, accessibility, student conduct, and complaint policies apply in classrooms, online spaces, laboratories, simulation, community activities, and clinical settings.

Civility and Professional Relationships

- Communicate directly, respectfully, and through the appropriate channel; avoid intimidation, humiliation, threats, retaliation, gossip, and disruptive conduct.
- Address disagreements using evidence, curiosity, cultural humility, and professional conflict-resolution practices.
- Report safety concerns, discrimination, harassment, incivility, or retaliation through the applicable HPU or clinical-agency process.
- Support peers without sharing unauthorized academic work, examination content, patient information, or confidential personnel matters.

Well-Being and Help-Seeking

Nursing education can be stressful. Seeking assistance early is a professional strength. Students should use faculty, advising, tutoring, counseling, health, accessibility, peer-support, and emergency resources before academic or personal difficulties threaten safety or progression. Faculty may refer a student to appropriate support when concerns arise.

Urgent safety concern: For an immediate emergency, call 911 or go to the nearest emergency department. HPU Security at Aloha Tower Marketplace is 808-544-1400. Hawai'i's crisis line listed by HPU is 808-832-3100. Current contacts should be verified on the HPU Counseling and Title IX webpages.

RESOURCES FOR STUDENT SUCCESS

Resource	Current Contact/Access
Academic Advising	808-544-1198 • advising@hpu.edu • Waterfront Plaza Building 6, 4th floor
Center for Academic Success / Tutoring	808-544-9334 • tutoring@my.hpu.edu • Waterfront Plaza Building 6, Suite 440
Accessibility Services	808-544-9334 (or current posted number) • access@hpu.edu • Waterfront Plaza Building 6, Suite 440
Counseling and Behavioral Health Services	808-687-7076 • counseling@hpu.edu • Waterfront Plaza Building 6, Room 402; no-cost confidential services for currently registered students in Hawai'i
Virtual well-being for eligible online/hybrid students outside Hawai'i	TimelyCare, 24/7/365; current access instructions are on the HPU Counseling webpage
Library and Learning Commons	808-544-0210 • library@hpu.edu ; hours and locations vary
Information Technology Services	808-566-2411 • help@hpu.edu • hpu.edu/help
HPU Security and SafeWalk	Aloha Tower Marketplace: 808-544-1400
Title IX	hpu.edu/titleix ; use the current reporting form and coordinator contact displayed on the page
Registrar	808-544-0239 • registrar@hpu.edu

Experiential Simulation Center

The Experiential Simulation Center supports skills practice, health assessment, simulation, remediation, and competency development. Access outside scheduled class times is subject to staffing, equipment, safety, and course procedures. Students must follow dress, equipment, confidentiality, recording, and clean-up expectations and may perform procedures only as authorized.

Transcultural and Global Learning

The School of Nursing supports transcultural learning, community engagement, global health awareness, and educational exchange. Participation in optional travel, service, research, or exchange activities may

require separate applications, eligibility review, costs, health clearance, passports/visas, and conduct expectations.

Student Nurses Association

The HPU Student Nurses Association (SNA) provides opportunities for leadership, service, professional development, peer connection, and participation in state and national nursing-student organizations. Eligibility for elected or appointed roles may depend on academic standing and professional conduct.

Practical Strategies for Success

- Read the handbook, syllabus, calendar, Blackboard announcements, and HPU email frequently.
- Plan approximately two to three hours of preparation and study per credit each week, adjusted for individual learning needs and clinical preparation.
- Maintain CastleBranch and clinical requirements well before deadlines.
- Attend class, laboratory, simulation, clinical, orientation, advising, and remediation as required.
- Use faculty office hours, advising, tutoring, accessibility, counseling, library, and technology support early.
- Practice clinical skills regularly and complete standardized-test remediation with integrity.
- Protect sleep, nutrition, movement, relationships, and recovery time; develop a realistic work-school-life plan.
- Follow the communication chain and address problems before they become emergencies.

STUDENT RESPONSIBILITIES, SHARED GOVERNANCE & PROGRAM IMPROVEMENT

Communication

HPU email is the official individual communication channel for enrolled students. Students must check HPU email and Blackboard frequently, respond within stated timeframes, maintain a professional message format, and use only University-sanctioned channels for academic or clinical communication. Failure to read a message does not excuse failure to meet a requirement.

- HPU email and official University notifications
- Blackboard course and Nursing Undergraduate Student Community announcements
- Course syllabi, calendars, class/clinical announcements, and orientation materials
- Official HPU and School of Nursing webpages
- Direct written communications from faculty, advisors, compliance staff, and clinical partners

Changes to Personal Information

Students must promptly update their legal name, preferred name where applicable, mailing and local address, telephone number, emergency contact, and other required information through the appropriate University office and notify the School of Nursing when a change affects clinical placement or compliance. Students are responsible for ensuring that HPU can reach them.

Program Evaluation and Continuous Improvement

Program evaluation is a shared responsibility. Faculty, students, alumni, employers, clinical partners, advisory groups, and other stakeholders contribute evidence used to evaluate curriculum, resources, support services, clinical learning, outcomes, and the learning environment. Information is reviewed in aggregate and used to identify strengths, priorities, and improvement actions.

Evaluation Activity	Timing	How Findings Are Used
Course and clinical evaluations	Each term	Course delivery, learning activities, resources, and faculty development
Student progression, retention, completion, and standardized outcomes	Each term/annually	Academic support, curriculum sequencing, and resource allocation
NCLEX-RN and graduate/employer feedback	At least annually	Program outcomes, practice readiness, and improvement priorities
Clinical partner/site feedback	Each semester or annually	Placement quality, capacity, safety, and partnership improvement
Curriculum and program committee review	Ongoing; formal annual review	Curriculum alignment, policy revision, and action plans
Annual program-evaluation review/retreat	Annually	Documented improvement plan, responsible parties, timeline, and follow-up evaluation

The School of Nursing documents whether improvement actions were implemented and whether they achieved the intended result. Public outcome reporting is updated according to institutional and accreditation requirements.

Student Representation and Shared Governance

BSN students may serve as representatives or invited participants on School of Nursing committees and working groups. The specific committee structure may change. Student representatives are selected through SNA election, class/level nomination, faculty invitation, or an open call, depending on committee requirements. Representatives must maintain confidentiality, disclose conflicts of interest, communicate constituent perspectives, and report nonconfidential information back to students.

Committee/Forum	Student Contribution
Undergraduate/BSN Program Committee	Curriculum implementation, progression, policy, student experience, and program recommendations
Curriculum or teaching-learning workgroups	Course sequencing, competency development, learning resources, and assessment

Committee/Forum	Student Contribution
Program Evaluation/Quality Improvement	Interpretation of student feedback and improvement priorities
Simulation or clinical learning forums	Safety, realism, access, preparation, and learning-environment feedback
Nursing Faculty Assembly or town hall	Shared-governance discussion when student participation is invited

Letters of Recommendation

In a number of instances such as scholarships, employment applications, and general letters of reference, students request letters of recommendation from faculty members and nursing administrators. Such requests are generally accommodated; however, please provide both a reasonable lead time (10 days), resume, and a written summary of any information that may be pertinent to the recommendation.

Students should request a recommendation well in advance, ask whether the faculty member can provide a supportive reference, provide a résumé/CV and relevant instructions, identify the deadline and recipient, and waive or retain access rights as required by the application. Faculty are not obligated to provide a recommendation and may decline when they lack sufficient knowledge of the student’s performance.

PROFESSIONAL LICENSURE DISCLOSURE

Completion of the HPU BSN degree is designed to prepare graduates to apply for registered nurse licensure and the NCLEX-RN. Licensure requirements, eligibility reviews, fees, background questions, jurisprudence or law requirements, fingerprinting, English-language requirements, and application procedures differ among jurisdictions and may change. Graduation does not guarantee eligibility for examination or licensure.

HPU maintains a live state-by-state educational-requirements disclosure. As of the July 2026 handbook review, HPU’s public BSN table identifies the curriculum as meeting educational requirements in the listed states except the District of Columbia, which is marked “No.” Because state determinations can change, the live HPU disclosure and the relevant board of nursing control over this summary.

Status in HPU Public Disclosure (July 2026 Review)	Jurisdiction Summary
Meets (“Yes”)	All U.S. states listed by HPU, including Hawai‘i, except the District of Columbia.
Does Not Meet (“No”)	District of Columbia. Students interested in D.C. licensure must consult D.C. Health and HPU before enrollment in or continuation of the licensure pathway.

Status in HPU Public Disclosure (July 2026 Review)	Jurisdiction Summary
Not Yet Determined	None shown in the HPU table reviewed for this draft; students must verify the current live table.

Current HPU BSN disclosure: hpu.edu/nursing/bsn_professional_licensure_disclosure1.html

Students who reside outside Hawai‘i, relocate during the program, participate in an out-of-state learning experience, or plan to seek licensure elsewhere must notify the appropriate University office and verify requirements directly with the board of nursing. HPU will provide individualized information when required by federal regulation, but the licensing authority makes the final determination.

HONOR SOCIETY

Sigma Nursing

Sigma Nursing is the international honor society of nursing. The Gamma Psi at-Large Chapter includes eligible students and nurse leaders from participating Hawai‘i institutions. Membership recognizes academic achievement, leadership potential, service, scholarship, and commitment to professional nursing.

Eligibility, invitation, application, induction, and chapter-participation requirements are determined by Sigma and the chapter and may change. Students are reviewed for eligibility after completing the required portion of the nursing curriculum and meeting the current academic and integrity standards. An invitation is not automatic and membership is not required for graduation.

END-OF-PROGRAM EVENTS

Pinning Ceremony

The nursing pinning ceremony recognizes completion of the nursing curriculum and entry into the profession. A student/faculty/staff planning group may coordinate the ceremony, subject to University requirements, available resources, and current eligibility criteria. Participation in a pinning ceremony does not confer the degree or replace University commencement requirements.

University Graduation

The BSN degree is conferred only after all University and program requirements are completed and verified. Students must submit the University graduation application/petition by the published deadline, resolve holds, and follow Registrar and commencement instructions. Participation in commencement or pinning does not by itself establish degree completion.

NCLEX-RN and Initial Licensure

Graduates apply to a board of nursing for authorization to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN) and separately register with the testing vendor. The board evaluates eligibility and determines required documentation. After passing the NCLEX-RN and satisfying all jurisdiction requirements, the graduate may be licensed in that jurisdiction. Licensure in another jurisdiction generally requires endorsement or another process; it is not automatic reciprocity in every state or territory.

Students should begin reviewing the intended board's application requirements during the final semester, complete all HPU exit and transcript steps, use the required NCLEX preparation resources, and test as soon as they are adequately prepared and authorized. The School of Nursing will provide current graduation and NCLEX instructions through official channels.

Application accuracy: Applicants must answer board-of-nursing questions truthfully and submit requested records. Criminal, disciplinary, health, substance-use, or other history may require additional review but does not produce the same outcome in every jurisdiction. The board of nursing—not HPU—makes the licensure decision.

GLOSSARY & ACRONYMS

Term / Acronym	Definition
AACN	American Association of Colleges of Nursing.
ACLS	Advanced Cardiovascular Life Support certification when required for a course or site.
Appeal	A formal written request to review, reconsider, or overturn an academic, clinical, conduct, progression, or dismissal decision under the applicable procedure.
BLS	Basic Life Support for Healthcare Providers; the School of Nursing requires the current approved course/provider specified in clinical requirements.
CastleBranch	The compliance platform used to collect and track health, background, training, and clinical onboarding requirements.
CCNE	Commission on Collegiate Nursing Education, the specialized accreditor for the BSN program.
Clinical clearance	HPU/agency confirmation that a student has satisfied the requirements to participate at a specified clinical site.
CR / NC	Credit / No Credit. Clinical courses are commonly evaluated using this grading basis.
FERPA	Family Educational Rights and Privacy Act, the federal law governing access to and disclosure of student education records.
HIPAA	Health Insurance Portability and Accountability Act and related privacy/security requirements protecting health information.
IGRA / QFT-Gold	Interferon-gamma release assay, including QuantiFERON-TB Gold, used for tuberculosis screening.
LOA	Leave of absence: an approved, time-limited interruption in enrollment.
MCCA	Medication Calculation Competency Assessment.
NCLEX-RN	National Council Licensure Examination for Registered Nurses.
OSCE	Objective Structured Clinical Examination, a standardized performance-based assessment.
PALS	Pediatric Advanced Life Support certification when required for a course or site.

Term / Acronym	Definition
PHI	Protected health information.
PLO	Program learning outcome.
Preceptorship	A clinical learning experience in which an approved registered nurse preceptor supports the student under HPU faculty oversight.
TEAS	Test of Essential Academic Skills, when used in the current admission process. Consult current admissions requirements for the required score.
TST / PPD	Tuberculin skin test using purified protein derivative.
Virtual simulation	Computer-based simulated patient or clinical learning activity.

APPENDICES

Appendix A: Social Media, Electronic Communication, and Recording

This appendix applies to social networking, messaging, collaborative platforms, blogs, forums, video/audio platforms, cloud services, artificial-intelligence systems, and other digital communication. Content can be copied, searched, redistributed, preserved, or traced even when a user expects privacy.

Authorized Communication

Official course and program communication must occur through HPU-approved channels such as HPU email, Blackboard, approved video-conferencing systems, HPU forms, and authorized clinical-agency systems. Faculty may establish additional communication procedures in the syllabus. Students must not move patient, examination, advising, or other confidential information to personal messaging, email, social media, or unapproved apps.

Prohibited Disclosures and Conduct

- Any PHI or information that could identify a patient, family, clinical event, agency, unit, or staff member.
- Confidential student, faculty, staff, personnel, advising, disciplinary, or education-record information.
- Examination questions, secure assignments, simulation scenarios, answer keys, copyrighted materials, or faculty intellectual property without authorization.
- Photographs, audio, video, screenshots, livestreams, or recordings from class, laboratory, simulation, clinical, or meetings without prior written authorization from every required party.
- Statements that falsely imply official HPU or School of Nursing sponsorship, endorsement, or representation.
- Harassment, threats, discrimination, retaliation, bullying, incivility, or conduct inconsistent with professional nursing expectations.

A student who identifies an HPU affiliation in a personal online profile should make clear that personal views are their own. A disclaimer does not excuse disclosure of confidential information or unprofessional conduct. Violations may result in academic, clinical, program, University, employment, licensure, civil, or criminal consequences.

Appendix B: HIPAA and Privacy Policy

Policy Statement

The HIPAA Privacy and Security Rules establish protections for individually identifiable health information. All School of Nursing students must complete required privacy, security, and confidentiality education and comply with HPU and clinical-agency policies. Course syllabi and clinical orientations reinforce these obligations. Students must immediately report a suspected privacy, security, or confidentiality incident to clinical faculty and follow agency reporting procedures.

Key Definitions

Protected Health Information (PHI): Individually identifiable health information in oral, written, electronic, photographic, or other form.

- Electronic PHI (ePHI): PHI created, received, maintained, or transmitted electronically, including information in an electronic health record, email, device, recording, or cloud service.
- Minimum necessary: Use, access, or disclose only the least information needed for an authorized purpose.
- Unauthorized access: Viewing, searching, using, or disclosing information without a legitimate assigned educational or care-related need.
- Breach/incident: A suspected or confirmed unauthorized acquisition, access, use, disclosure, loss, alteration, or destruction of protected information.

Examples and Program Response

Level / General Type	Illustrative Examples	Possible Educational/Disciplinary Response
I – Accidental/low-level incident	Misdirected communication, failure to log off, leaving information unsecured, or accidental discussion in an inappropriate area.	Immediate report; fact review; re-education/process correction; written documentation as appropriate.
II – Failure to follow policy	Sharing credentials, using an unsecured method, failing required training, or not following de-identification/security procedures.	Immediate report; re-education; academic/clinical warning or additional action based on risk and impact.
III – Repeat or significant negligence	Repeated Level I/II conduct or disregard of prior instruction.	Formal review; removal from activity/site, probation, course consequence, or dismissal depending on circumstances.
IV – Intentional unauthorized access/disclosure	Accessing a record out of curiosity, posting information online, or allowing another person to use credentials.	Immediate removal from access/activity; formal School/University/agency review; possible course failure, suspension, or dismissal.
V – Malicious, harmful, or personal-gain misuse	Using information for personal gain, harassment, harm, tampering, or deliberate destruction.	Immediate formal review and notification; severe academic/program discipline up to dismissal; agency/legal/licensure reporting as applicable.

The level assigned and the response depend on intent, risk, actual disclosure, harm, pattern, agency rules, University policy, and applicable law. A preliminary review will occur before a final determination. Nothing

in this appendix limits a clinical agency, HPU, regulator, or law-enforcement authority from taking independent action.

Appendix C: Sources and Annual Review Checklist

Before final publication and each annual update, the School of Nursing should verify the following source-of-truth items:

Item	Current Source
HPU Student Handbook	studenthandbook.hpu.edu
HPU Academic Catalog/BSN program page	catalog.hpu.edu and hpu.edu/nursing
HPU mission, leadership, faculty directory, and department contacts	hpu.edu
Clinical health requirements and CastleBranch package	hpu.edu/nursing/health-requirement and current CastleBranch package
BSN professional licensure disclosure	hpu.edu/nursing/bsn_professional_licensure_disclosure1.html
CCNE accreditation directory and standards	ccneaccreditation.org
WSCUC accreditation directory	wscuc.org
Hawai'i Board of Nursing and applicable state boards	cca.hawaii.gov/pvl/boards/nursing and jurisdiction websites
ANA Code of Ethics and Nursing Scope and Standards	nursingworld.org / codeofethics.ana.org
AACN Essentials	aacnnursing.org/essentials

STUDENT VERIFICATION FORM

Student Copy

I acknowledge that I have received or accessed the HPU BSN Student Handbook for Academic Year 2026–2027. I understand that it supplements the HPU Student Handbook and Academic Catalog; that policies and clinical-agency requirements may change; that official written communications and current published policies control; and that I am responsible for meeting academic, clinical, professional, health, technology, and conduct requirements.

Student name (print): _____

HPU student ID: _____ Level/Semester: _____

Student signature: _____ Date: _____

Program/Department Copy — submit as directed

I acknowledge that I have received or accessed the HPU BSN Student Handbook for Academic Year 2026–2027 and agree to comply with the responsibilities described above.

Student name (print): _____

HPU student ID: _____ Level/Semester: _____

Student signature: _____ Date: _____

Administrative note: Retain the signed verification according to the School of Nursing's approved records-retention process. Electronic acknowledgement may be used when implemented through an approved HPU system.