



UNC GREENSBORO
School of Nursing

Prelicensure BSN Student Handbook



2023-2024

Prelicensure BSN Student Handbook

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Forward any suggestions, corrections, or comments to the Director of Pre and Post Licensure Programs.

Last revised 7/24/2023/kdc

Introduction and Welcome

About this Handbook

Welcome to UNCG! This School of Nursing Prelicensure BSN Student Handbook is designed to provide students seeking the Bachelor of Science in Nursing (BSN) degree, and who are not currently registered nurses, with important information. Students who are in the RN-BSN Concentration should refer to the RN-BSN Student Handbook for information. In addition to this Handbook, students should be familiar with pertinent information and policies in other important documents, including the UNCG Catalog, the UNCG Student Policy Handbook, and information on the Office of Student Rights and Responsibilities website.

Welcome from the Administrative Team

Dean's Welcome



Hello friends,

UNC Greensboro is a unique place, and I am glad that you [found your way here](#). The UNCG School of Nursing embraces a rich history dating back to its early days at the Women's College. I am proud to be part of the Spartan family as the School's fifth dean of nursing and the first dean of color. Here we are committed to an **inclusive community**, where diverse perspectives, experiences, talents, learning styles, and backgrounds fuel our extraordinary passion in pursuit of the ultimate goal of providing the best healthcare for patients and their families.

We are a team of **passionate people** that includes

our faculty and staff, and we are educators, scientists, practitioners, advocates, innovators, active-duty service members, veterans, and so much more. We are leaders! Our school is a place to find your way to a meaningful and rewarding career, whether through education or as a member of our team. **Innovative practices** are our norm, whether in our research, teaching/learning operations, active learning classrooms, online learning environments, skills and simulation labs, or through partnerships with our more than 700 clinical agencies in the community. All this culminates into our **extraordinary outcomes**. We have world-renowned faculty who are leaders in the field, staff who are among the best in their areas of expertise, and students who consistently demonstrate great success, such as high graduation rates, high licensure and certification pass rates, and great employment success. UNCG nursing graduates are highly sought after and are leaders in the field of nursing and healthcare.

This year, we are committed to a "Culture of Care" to facilitate student, staff, and faculty wellbeing. We have adopted the theme of "I CARE":

C – ompassion

A – compassion needs action

R – eflection (what we learn to improve upon in interactions)

E – energy (it takes work to care, but it yields cultural energy and positivity)

Welcome to the UNCG School of Nursing! I CARE!

Debra J. Barksdale, PhD, FNP-BC, CNE, FAANP, ANEF, FAAN
Dean

Director of Pre and Post Licensure Program's Welcome – Kristie Davis-Collins, PhD, RN, CNE



We are sincerely honored that you have chosen UNC Greensboro School of Nursing to begin your nursing career. We are a family of dedicated, caring faculty, and exceptional students. You should be proud of your accomplishments that have set you on the road to becoming a Spartan Nurse. Study hard, take care of yourself and those around you, and engage in the many available activities to make a difference in the lives of other people. You are the reason we are here. Please let us know what we can do to support your

success. Go Spartans!!

BSN Program Support Staff

Academic Enhancement Coordinator – Dr. Kymberly Hoffman

Administrative Support – Kimberly Smith

Clinical Placement Coordinator – Vacant

SON Overview

SON Mission

At the UNCG School of Nursing, we are taking giant steps anchored by transformation and focused on:

- Inclusive Communities
- Passionate People
- Innovative Practices
- Extraordinary Outcomes

SON Strategic Vision

Transforming the Future of Nursing: Inclusive Communities, Passionate People, Innovative Practices, Extraordinary Outcomes

SON Philosophy

The philosophy of the faculty at the School of Nursing is a statement of the beliefs and values they hold about the discipline and profession of nursing as well as nursing education. The conceptual framework and the goals of the undergraduate and graduate programs are built upon this philosophy. Nursing is both a practice discipline and a profession. Comprising the discipline is a unique body of knowledge that is integral to nursing practice, nursing education, and nursing administration. The body of knowledge is continuously developing and refined as an outcome of scientific, historical, philosophical, and ethical inquiry. Nursing knowledge is generated about health experiences and behaviors of persons across the life span. Testing and validation of interventions used in nursing practice generates evidence to support best practices. The metaparadigm concepts of person, environment, health, and nursing form the foundation upon which inquiry and the profession are based.

Nurses use knowledge developed by the discipline to promote optimal health and achieve professional goals. Nursing is an essential component of the healthcare delivery system and includes the promotion of wellness, the detection of alterations in health, and the provision of care for those with illness, disease, or dysfunction. Professional nursing is characterized by inquiry, caring, and practice. Nurses are professionally, ethically, and legally accountable for the care they provide; and their practice includes independent and collaborative functions.

Nursing education is built upon a foundation of a broad general education and professional nursing curriculum that provides opportunities for learners to attain knowledge and competencies required to practice nursing. Mature learners identify their own learning needs and assume responsibility for continued learning. Effective teachers establish a learner-centered environment that promotes collaboration among themselves and their learners for achievement of educational goals. Baccalaureate education prepares nurses to practice as generalists, while specialty education at the master's level prepares nursing administrators and educators. At the doctoral level, nurses are prepared as scientists for academia and industry, and as advanced practice nurses for the delivery of healthcare.

Conceptual Framework

The conceptual framework of the School of Nursing may be summarized in the following statements: **Health** is a result of the interaction of a person with the environment and constantly changes across time. **Nursing** is the resource in the environment that can influence the health of a person through use of the processes of inquiry, caring, and practice. The conceptual framework serves as a guide for the selection of nursing content, ordering of courses, and sequencing of meaningful learning experiences. The movement through the curriculum has as bi-determinants both content and process components.

Content Components

The four concepts central to the curriculum are person, environment, health, and nursing. The concepts are defined as follows:

Person

Person incorporates the concepts of learner, self, individuals, families, groups, and communities. Human beings are unique individuals who have worth, rights, and inherent dignity. Persons have biological, psychological, social, spiritual, and cultural traits that influence their development. Throughout the lifespan, individuals exist within a cultural and social milieu and encounter phenomena that have an impact on optimal health and development.

Environment

Environment is the sum-total of all internal and external phenomena and processes that have an impact on people. The environment includes physical, psychological, social, spiritual, and cultural elements as well as historical, political, and economic conditions. Nursing is a resource in the environment that can influence the health of a person.

Health

Health represents a dynamic state of being resulting from interaction of person and environment. Health is actualized through competent personal care, goal directed behavior, and satisfying relationships with others. Adjustments are made as needed to maintain stability and structural integrity. A person's state of health can vary from optimum wellness to illness, disease, and dysfunction and changes throughout an individuals' lifespan, including at the end of life.

Nursing

Nursing is the teaching of health promotion practices, the continuous care of the acutely or chronically ill; the restorative care during convalescence and rehabilitation; the supportive care given to maintain the optimum level of health of diverse individuals, families, groups, and communities; the teaching and evaluation of those who perform or are learning to perform these functions; the support and conduct of research to extend knowledge and practice; and the management of health care delivery.

Process Components

Interwoven with the concepts which determine content are those process concepts which nursing uses to maintain and improve the health of persons in their environment. These processes include inquiry, caring, and practice and are conceptualized as follows:

Inquiry

Inquiry is the process of seeking, developing, and applying knowledge. Inquiry includes the nursing process, scientific process, and research process. It also includes critical thinking, a deliberate and systematic process, which involves analysis and interpretation, inductive and deductive reasoning, drawing logical inferences, and evaluating and justifying conclusions. Inquiry is the basis of evidence-based practice and the cornerstone of high quality, safe and effective nursing care.

Caring

Caring is an active process. In a caring relationship, a person or idea is experienced both as an extension and as something separate from oneself. The recipient of care is treated as having dignity and worth with potential for growth and development. Caring is the antithesis of possessing, manipulating, or dominating. In any actual instance of caring, there must be someone or something specific that is cared for. Caring cannot occur in the abstract, nor can it occur by sheer habit. An essential ingredient of caring is communication: a dynamic, developmental process of transmitting perceptions, thoughts, and ideas in verbal, non-verbal, and written interactions. Within an intentional caring process, messages are effectively conveyed by persons or through technology. Other essential ingredients of the caring process are knowledge, self-awareness, patience, honesty, trust, humility, hope, and courage.

Practice

The ability to provide evidence-based nursing interventions is the core of professional nursing practice. Nursing interventions are those direct or indirect interactions that occur between a nurse and client to diagnose and treat human responses to actual or potential health problems. Furthermore, nursing interventions have cultural and ethnic relevance for the client and are carried out within the ethical and legal domains of practice. In clinical practice, nurses use the nursing process to interact with diverse clients in achieving mutual goals. The nursing process is informed through nursing research and consists of activities related to assessment, diagnosis, analysis, planning, implementation, and evaluation. Professional nurses acquire and maintain current knowledge and are willing to participate in peer review and other activities that ensure quality of care. Nurses also communicate effectively with clients, families, and interprofessional healthcare providers to promote a safe, effective quality care environment.

Commitment to Inclusive Excellence, Student Success, and Human Thriving

The UNCG School of Nursing (SON) is committed to inclusive excellence, belonging, and civility in our learning environment. We fully commit to the work of promoting excellence and innovation in all that we do. It is our expectation that every member of our SON community, whether inside or outside the classroom, will uphold a standard of civility and respect for others. The SON supports students, faculty, and staff from many and various backgrounds and those with diverse perspectives and learning styles and needs. We value the experiences and contributions that differences bring to the classroom and to our community.

The SON strives to create a community of belonging and civility where all can thrive. We acknowledge the breadth of diversity that includes but is not limited to race, age, ethnicity, national origin, creed, socioeconomic class, geographical location, veteran status, gender identity and expression, sexual orientation, intellectual and physical ability, cognitive style, communication style, and political ideology. Each of these diverse identities formulate the perspectives that students, staff, and faculty bring to create our SON community and learning environment.

In the SON, we vow to approach difference from the perspective of cultural humility and embrace its major principles, which includes a personal lifelong commitment to self-evaluation and growth and a commitment to care for and advocate for others. Further, we commit to a culture of care and embrace the concepts of renewal, resilience, and resourcefulness in our everyday interactions. [Equity, Diversity, and Inclusion](#)

SON Operating Principles and Practices

We have G.R.I.T.

Good Intentions and Will:

Assume best intentions in all interactions.

Practices:

- Listen generously first, do not jump to conclusions.
- Be aware of verbal and nonverbal communication.
- Ask, listen, verify, and confirm.

Respect:

Respect ourselves and others. Embrace and value all relationships. Engage in direct, transparent, honest, and respectful communication.

Practices:

- Do not interrupt/talk over, everyone gets a voice
- Do not gossip.
- Be committed to getting something resolved by talking directly within 24-48 hours

Inspire:

Innovate and aim for excellence, be open to all possibilities (fun, joy, humor, challenges). Create an inclusive and supportive environment for learning (collegial, collaborative, innovative, supportive, learner-centered).

Practices:

- Include positive staff, student, and faculty stories in communications.
- Listen openly to new ideas and new possibilities.
- Organize, be involved, bring your full self to relaxing, fun school activities.

Teamwork & Unity:

Celebrate differences and foster unity. Value individuals, their expertise, and contributions. Be committed to work outside of “comfort zones,” across boundaries of gender, race, ethnicity, sexual orientation, culture, religion, and disabilities.

Practices:

- Engage in shared governance.
- End every meeting with 5 min. of acknowledgement.
- If you cannot resolve differences in a few emails (3), meet or call.
- Call out unacceptable behavior when witnessed.

BSN Program Overview

BSN Program Goals

The baccalaureate program prepares graduates for the following:

1. Practice professional nursing based on inquiry, caring, and standards of practice.
2. Function independently and collaboratively within the health care system to deliver evidence-based nursing care to individuals, families, groups, and communities.
3. Provide high-quality and safe nursing care as a member of an interdisciplinary team.

BSN Program-Level Outcomes

At the conclusion of the sophomore year (summer), the student should:

4. Demonstrate awareness of self and uniqueness of individuals in their environment (person).
5. Demonstrate how environment impacts on the health of self and individuals (environment).
6. Demonstrate basic nursing concepts and skills as they apply to self and diverse individuals to promote health (nursing).
7. Demonstrate application of the wellness component of health to self and selected individuals throughout the life span (health).
8. Demonstrate a beginning knowledge of the inquiry process and evidence-based practice to promote high quality safe and effective care (inquiry)
9. Demonstrate art of caring with self and diverse individuals (caring).
10. Practice as nurse generalist in assessing diverse well individuals across the life span (practice).

At the conclusion of the junior year, the student should:

1. Demonstrate awareness of self, uniqueness of individuals and families in their environment (person).
2. Demonstrate how environment impacts on the health of self and individuals (environment).
3. Demonstrate nursing concepts and skills as they apply to diverse individuals and families to promote health (nursing).
4. Demonstrate application of the wellness, illness, disease, and dysfunction components of health to individuals with common physiological and psychosocial problems and to emerging and developing families (health).
5. Apply the inquiry process and evidence-based practice to promote high quality safe and effective nursing care (inquiry).
6. Apply the art of caring in practice with diverse individuals and families (caring).
7. Practice as a nurse generalist in promoting the well-being of diverse individuals and families (practice).

At the conclusion of the BSN program, the student should:

1. Demonstrate awareness of self, uniqueness of individuals, families, groups, and communities in their environment (person).
2. Demonstrate how the environment impacts on the health of individuals, families, groups, and communities (environment).
3. Demonstrate nursing concepts and skills as they apply to diverse individuals, families, groups, and communities to promote health (nursing).
4. Examine the wellness, illness, disease, and dysfunction components of health as they apply to the community of older adults and selected groups and communities (health).
5. Integrate inquiry and evidence-based practice to promote high quality safe and effective nursing care (inquiry).

6. Apply the art of caring in practice with the diverse individuals, families, groups, and communities (caring).
7. Practice as a nurse generalist in promoting the well-being of diverse individuals, families, groups, and communities (practice).

Prelicensure BSN Plan of Study

Class of 2025:

Year 2 Summer Session: NUR 210 Fundamental Concepts in Nursing (3:3), NUR 210L Fundamental Concepts in Nursing Lab (1:0:2), NUR 220 Nursing Assessment of Well Individuals (1:1), & NUR 220L Nursing Assessment of Well Individuals Lab (2:0:4)

Fall Semester Junior Year	Spring Semester Junior Year
<p>NUR 380: Nursing Skills: (2:0:4)</p> <p>NUR 355A: Pathophysiology and Pharmacology for Nursing: (3:3)</p> <p>NUR 310: Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan (4:4) & NUR 310L: Practicum for Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan (1:0:3)</p> <p style="text-align: center;">AND</p> <p>NUR 320: Nursing Care of Individuals with Chronic Physiological Problems (3:3) & NUR 320L: Practicum for Nursing Care of Individuals with Chronic Physiological Problems (2:0:6)</p> <p style="text-align: center;">OR</p> <p>NUR 360: Childbearing and Reproductive Health (3:3) & NUR 360L: Practicum for Childbearing and Reproductive Health (1:0:3)</p> <p style="text-align: center;">AND</p> <p>NUR 340: Health and Illness in Infants, Children and Adolescents (3:3) & NUR 340L: Practicum for Health and Illness in Infants, Children and Adolescents (1:0:3)</p>	<p>NUR 355B: Pathophysiology and Pharmacology for Nursing: (2:2)</p> <p>NUR 365: Interprofessional Education Seminar (1:0:3) <i>(take only if enrolled in NUR 340/340L & 360/360L this semester)</i></p> <p>NUR 375: Nursing Informatics and Technology (2:2)</p> <p>NUR 360: Childbearing and Reproductive Health (3:3) & NUR 360L: Practicum for Childbearing and Reproductive Health (1:0:3)</p> <p style="text-align: center;">AND</p> <p>NUR 340: Health and Illness in Infants, Children and Adolescents (3:3) & NUR 340L: Practicum for Health and Illness in Infants, Children and Adolescents (1:0:3)</p> <p style="text-align: center;">OR</p> <p>NUR 310: Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan (4:4) & NUR 310L: Practicum for Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan (1:0:3)</p> <p style="text-align: center;">AND</p> <p>NUR 320: Nursing Care of Individuals with Chronic Physiological Problems (3:3) & NUR 320L: Practicum for Nursing Care of Individuals with Chronic Physiological Problems (2:0:6)</p>

<p>Fall Semester Senior Year</p> <p>NUR 410: Health and Illness in Older Adults (3:3) & NUR 410L: Practicum for Health and Illness in Older Adults Population Health Nursing (2:0:6)</p> <p>NUR 420: Population Health Nursing (4:4) & NUR 420L: Practicum for Population Health Nursing (1:0:3)</p> <p>NUR 450: Evidence Based Practice and Nursing Research (3:3)</p> <p>NUR 365: Interprofessional Education Seminar (1:0:3) <i>(take if didn't take in junior year)</i></p>	<p>Spring Semester Senior Year</p> <p>NUR 430: Nursing Care of Individuals with Acute Physiological Problems (3:3) & NUR 430L Practicum for Nursing Care of Individuals with Acute Physiological Problems (2:0:6) (clinical 7 weeks)</p> <p>NUR 440: Senior Capstone (4:0:12) (clinical 7 weeks)</p> <p>NUR 415: Nursing Leadership and Management (3:3)</p> <p>NUR 490: Synthesis of Nursing Concepts (2:2)</p> <p>62 hours total for nursing major</p>
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Class of 2024:

Year 2 Summer Session: NUR 210 Fundamental Concepts in Nursing (3:3) and NUR 220 Nursing Assessment of Well Individuals (3:2:3)

<p>Fall Semester Junior Year (Starts with Class of 2019)</p> <p>NUR 380: Nursing Skills: (2:0:4)</p> <p>NUR 355: Pathophysiology and Pharmacology for Nursing: (4:4)</p> <p>NUR 310: Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan (4:4) & NUR 310L: Practicum for Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan (1:0:3)</p> <p style="text-align: center;">AND</p> <p>NUR 320: Nursing Care of Individuals with Chronic Physiological Problems (3:3) & NUR 320L: Practicum for Nursing Care of Individuals with Chronic Physiological Problems (2:0:6)</p> <p style="text-align: center;">OR</p> <p>NUR 360: Childbearing and Reproductive Health (3:3) & NUR 360L: Practicum for Childbearing and Reproductive Health (1:0:3)</p> <p style="text-align: center;">AND</p> <p>NUR 340: Health and Illness in Infants, Children and Adolescents (3:3) & NUR 340L: Practicum for Health and Illness in Infants, Children and Adolescents (1:0:3)</p>	<p>Spring Semester Junior Year</p> <p>NUR 365: Interprofessional Education Seminar (1:0:3) <i>(take only once)</i></p> <p>NUR 375: Nursing Informatics and Technology (2:2)</p> <p>NUR 385: Critical Reasoning (2:21)</p> <p>NUR 360: Childbearing and Reproductive Health (3:3) & NUR 360L: Practicum for Childbearing and Reproductive Health (1:0:3)</p> <p style="text-align: center;">AND</p> <p>NUR 340: Health and Illness in Infants, Children and Adolescents (3:3) & NUR 340L: Practicum for Health and Illness in Infants, Children and Adolescents (1:0:3)</p> <p style="text-align: center;">OR</p> <p>NUR 310: Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan (4:4) & NUR 310L: Practicum for Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan (1:0:3)</p> <p style="text-align: center;">AND</p> <p>NUR 320: Nursing Care of Individuals with Chronic Physiological Problems (3:3) & NUR 320L: Practicum for Nursing Care of Individuals with Chronic Physiological Problems (2:0:6)</p>
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Fall Semester Senior Year (Starts with Class of 2019)	Spring Semester Senior Year
<p>NUR 410: Health and Illness in Older Adults (3:3) & NUR 410L: Practicum for Health and Illness in Older Adults Population Health Nursing (2:0:6)</p> <p>NUR 420: Population Health Nursing (4:4) & NUR 420L: Practicum for Population Health Nursing (1:0:3)</p> <p>NUR 450: Evidence Based Practice and Nursing Research (WI) (3:3)</p> <p>NUR 365: Interprofessional Education Seminar (1:0:3) <i>(take only once)</i></p>	<p>NUR 430: Nursing Care of Individuals with Acute Physiological Problems (3:3) & NUR 430L Practicum for Nursing Care of Individuals with Acute Physiological Problems (2:0:6) (clinical is only 7 weeks)</p> <p>NUR 440: Senior Capstone (4:0:12) clinical over 7 weeks</p> <p>NUR 415: Nursing Leadership and Management (SI) (3:3)</p> <p>NUR 490: Synthesis of Nursing Concepts (2:2)</p> <p>61 hours total for nursing major</p>

BSN Program Concentrations

Prelicensure BSN

This concentration is designed for students who wish to pursue a Bachelor of Science in Nursing (BSN) degree and are not currently licensed as a registered nurse. Entry into UNC Greensboro does not guarantee entry into the BSN program.

RN to BSN

This concentration is designed for students who have an Associate’s Degree in Nursing, wish to pursue a Bachelor of Science in Nursing (BSN) degree, and are currently licensed as a registered nurse. Please see the RN-BSN Student Handbook for additional information.

BSN as a Second Degree

The School of Nursing does not currently offer an accelerated BSN for second degree students. Second degree students complete the same nursing courses as other prelicensure students. The BSN program may take three to four years plus one summer to complete for students with a previous bachelor’s degree. The BSN is made up of general education courses (Minerva’s Academic Curriculum (MAC)), which are waived for students with baccalaureate degrees from approved, accredited institutions; cognate requirements that are prerequisite for the upper-level nursing courses; and free electives (if needed to total the second-degree hours to 120 semester hours). Additional information can be found in the [UNCG Catalog](#) and on the School of Nursing website under [Academics](#)

Veterans Access Program (VAP)

The Veterans Access Program provides military veterans, active reservists, and active-duty military access and specialized support in an innovative educational program to obtain a Bachelor of Science in Nursing degree and be employed in the high demand field of nursing. Individualized plans of study allow some veteran students who had medical military specialties the ability to accelerate through the program. The faculty have received specialized training with materials from the Bob Woodruff Foundation and From Soldier to Student II (McBain, et al. 2012) to support student success. The students follow the guidance for prelicensure BSN students.

Prelicensure BSN Program Information

Academic Integrity and Student Conduct

The School of Nursing adheres to and supports the UNCG Academic Integrity Policy, the UNCG Student Code of Conduct, and the ANA Code of Ethics for Nurses. Additional information about the UNCG documents can be found on the Office of Student Rights and Responsibilities website at <https://osrr.uncg.edu/> The ANA Code of Ethics for Nurses with Interpretive Statements can be found at <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

The School of Nursing supports the core values identified by the Dean of Students Office as the foundation for academic integrity: fairness, honesty, respect, responsibility, and trust. All breaches of academic integrity, including cheating, facilitating academic dishonesty, falsification, misuse of academic resources, plagiarism, and unauthorized behaviors are violations of the Academic Integrity Policy and are subject to disciplinary actions. Students are expected to read, understand, and adhere to the UNCG Academic Integrity Policy and the UNCG Student Code of Conduct. Students should review and be familiar with the nine provisions in the ANA Code of Ethics for Nurses.

Admission, Advising, Registration, and Progression

Technical Standards for Admission, Academic Progression & Graduation

Admission and Progression

Students pursuing a Bachelor of Science in Nursing (BSN) must be formally admitted to the upper division major in the School of Nursing. Minimum criteria for admission, criteria for progression, technical standards for academic progression and graduation, and the process for requesting reasonable accommodation are listed in the *University Catalog* at <https://catalog.uncg.edu/nursing/nursing-bsn/#admissionsandpoliciestext>

The criteria for prelicensure students to progress in the nursing major are as follows:

1. Students must earn a grade of C (2.0) or better in all required 200- to 400-level nursing courses in order to progress and graduate. An overall grade point average of 2.0 or better is required to graduate.
2. Failure to earn a grade of C (2.0) or better will result in immediate dismissal from the School of Nursing.
3. Students in the upper division clinical nursing courses who interrupt their studies for personal or academic reasons for longer than one year must reapply for admission to the upper division.
4. The required 200- to 400-level courses in the prelicensure program are designed to be completed in two academic years. Students who voluntarily withdraw from one or more of these required courses are considered to have withdrawn from the program and must apply for readmission prior to enrolling in the next semester.

Advising

Upon admission to the School of Nursing, each student is assigned to a faculty member who will serve as an academic advisor. Advisors guide students by answering questions about their program of study, completing forms, registration, and addressing any academic concerns the student may have. When calling or emailing an advisor, students should anticipate that the advisor might not be in the office to

respond immediately. Students should 1) contact the advisor early (several days before you need an appointment or assistance); and 2) leave your name, telephone number, with area code, and a brief message. Faculty and staff telephone numbers and e-mail addresses can be found on the School of Nursing website at <https://nursing.uncg.edu/about/faculty-directory/>

Registration

Registration for students who are currently enrolled and have met all financial obligations to the university begins in **February** for the summer, in **March** for the fall and in **October** for the spring semester. Continuing students who did not register during their normal registration window must register the week before classes and are at risk for not being able to be cleared for clinical placement. **Students are required to be registered during the semester in which they graduate.**

The final responsibility for meeting the BSN degree requirements rests with the student. Students can check progress toward degree requirements by using Degree Works in UNCGenie. Students should check their degree evaluation at least once per semester. All currently enrolled students should meet with their academic advisor each semester to obtain their advising code to access the UNCGenie registration system.

Faculty begin coordinating clinical placements and documents are submitted to clinical agencies 60 to 90 days before a semester starts. Any changes to nursing course registrations, including section selections, after November 15th and May 15th must be approved by the course chair or the Director of Pre and Post Licensure Programs. If a student changes the section or course, they are registered for after these dates without prior coordination they may be moved back to their original course or section. Every effort will be made to accommodate special requests, but a change is not guaranteed.

Drop/Add

Courses can be added or dropped without penalty during the designated Drop/Add period at the beginning of each semester. Check the Academic Calendar at <https://reg.uncg.edu/faculty/calendars/> to identify the last day to change course(s) or course section(s) for each semester. Additional information can be found on the Registrar's website at <https://reg.uncg.edu/registration/general-information/?panel=2>

Transfer of Courses

Students may transfer courses into UNCG to meet degree requirements. Currently enrolled UNCG students should discuss their plans with their advisor prior to taking one or more courses at another institution. Students should keep in mind that hours of credit, but not grades, transfer into their program of study. There are limits on the total number of credits that can be transferred into the University. Additional information can be found in the *University Catalog* under Course Credit Regulations and Limits at <https://catalog.uncg.edu/academic-regulations-policies/undergraduate-policies/>

Math Competency Assessment

An initial assessment of math competency related to unit conversions, medication dosages, and IV flow rates will be administered to all prelicensure students during the summer prior to the fall semester of the Junior year. A minimum score of 90% equates to a passing grade. If a student is not successful on the first attempt, the student must attend a required tutoring session prior to retaking the exam and may not retest within 1 week of the previous attempt with two mandatory tutoring sessions with the Academic Enhancement Services between each failed attempt. Inability to pass the math competency

test by the add/drop period in the fall semester will result in the inability to progress to clinical courses.

Most students complete this requirement during NUR 210. If a student is not able to complete this requirement prior to the end of their NUR 210 class, or they are not required to take NUR 210, they are responsible for coordinating any required testing with the Academic Success Coordinator prior to the start of the fall semester. Veterans Access Program (VAP) students will arrange testing with VAP Coordinator. Preparation resources will be provided to all student whether they are required to take NUR 210 or not. It is a student's responsibility to schedule tutoring and a time to retest when needed. No student may progress into fall nursing courses or begin clinical until they have successfully completed the math competency assessment.

Appeals Process Related to Progression Policies

If a student wishes to appeal a decision based on the Progression Policy in the School of Nursing, the student should read and complete a Student Appeal Request Form located on the School of Nursing website at: <https://nursing.uncg.edu/academics/student-resources/documents-and-forms/>. The Student Appeals Committee hears student appeals. Students may obtain the request form and discuss the appeals process with the Chair of the Committee or the Senior Associate Dean for Academics. If a student wishes to appeal a grade, they should follow the University Grade Appeal Policy. Information related to this policy can be found in the section on Grading in the *University Catalog* at this link <https://catalog.uncg.edu/academic-regulations-policies/undergraduate-policies/>. The complete policy can be found in Appendix A of this *Handbook*.

Graduation Requirements

All undergraduate students are required to file an application for graduation with the University Registrar's Office at the beginning of the semester in which they plan to graduate. In order to graduate, students must have fulfilled all requirements of their program and have completed all financial obligations to the university. The online degree application is available via *UNCGenie*, or students can apply in person at the Registrar's Office. **The deadline is published in the official academic calendar each year, and it is the student's responsibility to meet the deadline.** If graduation does not occur in the semester/year for which the student has originally applied, the student must reapply. There is an application fee.

Clinical Requirements

Clinical Vaccination and Screening Requirements

NOTE: To meet clinical requirements documentation submitted must indicate that all individual vaccinations or vaccination series were administered according to the current Centers for Disease Control and Prevention (CDC) Immunization Schedule.

Newly admitted students: Information about clinical requirements is included in the packet sent to each student admitted to the School of Nursing and is also posted on the Canvas site for the newly admitted class, e.g., Class of 2025. **ALL** requirements for newly admitted students **MUST** be completed and uploaded in MyRecordTracker by **June 1** or the student is at risk of being dropped from their nursing classes. Deadlines for submission of required documents are based on timelines set by our clinical partner agencies to ensure students meet the requirements to participate in clinical at their agency. The agency timelines are not negotiable. The UNCG Student Health Center and the School of Nursing do NOT share copies of student vaccination records. You must upload the information requested to your

personal MyRecordTracker account to be considered current. All clinical requirements must remain current, or the student will be removed from clinical until proof or currency is verified in MyRecordTracker. Any clinical days missed due to failure to maintain current requirements will be an unexcused absence and may result in a reduction in grade or failure in the clinical course.

Continuing students: All continuing students must submit documents by **July 1** for any requirements that will expire before the start of the fall semester (most commonly tuberculosis testing, CPR, and/or tetanus vaccination). All clinical requirements must remain current, or the student will be removed from clinical until proof or currency is verified in Rotation Manager. Any clinical missed due to failure to maintain current requirements will be an unexcused absence and may result in a reduction in grade or failure in the clinical course.

Clinical requirements include:

1. **Negative annual tuberculosis screening:** annual QuantiFERON-TB Gold or T-Spot. TB blood test for tuberculosis. If a test is positive, a chest x-ray and screening form is required annually. TB skin tests results do not meet this screening requirement.
2. A **tetanus toxoid vaccination every ten years** with at least one Tetanus, Diphtheria and Pertussis (Tdap) vaccination since age 12 years.
3. **Rubella (German measles) vaccination** is required if you were born in 1957 or after. You must have proof of vaccine or proof of immunity by blood test titer (submit lab results). History of disease is not acceptable.
4. **Rubeola (measles) vaccination** is required if you were born in 1957 or after. You must have proof of live vaccine on or after first birthday, or physician-verified history of the disease. You may choose to have a titer drawn and provide documentation of the titer and a copy of the lab results. If the titer is negative, you will need to provide proof of vaccination.
5. **Evidence of a positive titer for Mumps** (submit lab report) **or evidence of two doses of Mumps vaccine** (evidence of 2 MMR vaccinations is acceptable).
6. **Report of a positive Varicella (chicken pox) titer** (submit lab report) **or evidence of Varicella vaccination** (2 vaccination series). History of the disease is not acceptable.
7. **Evidence of Hepatitis B vaccination.** Students who began their series of vaccination after January 1, 2007, must also have evidence of a postvaccination positive titer, or evidence of revaccination unless they are still in the initial course of vaccination. If not previously immunized, the first of the three Hepatitis B vaccinations must be completed by **June 1** prior to the start of the fall semester clinical courses. The series of injections should be completed by the next spring and documentation of all three injections must be submitted no later than **the next June 1**. Students must provide one of the following:
 - Evidence of a completed Hepatitis B vaccination (three vaccination series) and a documented positive titer if the series was started after January 1, 2007,
 - A letter from a health care provider that confirms previous medical illness with Hepatitis B,
 - Positive titer results for Hepatitis B (submit lab report), or
 - A letter signed by a health care provider on official letterhead that indicates that there are medical reasons why the student should not be vaccinated against Hepatitis B.
8. Completion of the **Acknowledgement of Influenza (Flu) Vaccination Requirement** by the initial submission deadline and completion of vaccination every fall when the vaccine is available (due dates will be posted on the class Canvas site). All students in the upper division must have had a flu

shot each year OR have on file in the School of Nursing a Declination Form available in Nursing & Instructional Building Room 294F. In some years flu transmission is of particular concern and clinical agencies may require additional vaccinations for emerging strains of flu or not accept students who decline vaccination.

9. Evidence of **certification by the American Heart Association (AHA) Basic Life Support (BLS) Provider (CPR and AED) Program**. Only official American Heart Association approved courses that includes a hands-on skills session are acceptable. The AHA symbol must be on the card issued after completing the course. Certification by the American Red Cross, or certifications other than Health Care Provider, are not accepted by our clinical agencies. **Purely online courses that do not include a hands-on check-off are not AHA approved and are not acceptable**. Students must remain continuously certified as an AHA BLS Provider or they will not be allowed to attend clinical. Absence from clinical because of lapsed BLS will be considered an unexcused absence and may result in a reduced grade or failure in the course.

10. An **Evaluation of Physical and Emotional Health Form** must be completed and signed by the student's health care provider indicating the applicant's physical and emotional health is satisfactory for provide nursing care. This form is required by the North Carolina Board of Nursing and must be uploaded to MyRecordTracker or Rotation Manager prior to starting any clinical courses.

11. **Satisfactory completion of a criminal background check**. The School of Nursing has contracted with Rotation Manager to perform this service. Two consent forms related to the criminal background check are included in each student's admission letter. These forms must be signed and submitted to the School of Nursing. The cost is the responsibility of the student. Students unwilling to have a background check completed are not eligible to participate in clinical. The background check results will be kept in the student's School of Nursing file and will be destroyed upon graduation, withdrawal, or dismissal from the program. The School of Nursing will use this information to verify that students meet clinical agency requirements for background checks. The information will be released to the agency if requested. If you have questions, please contact the Director of the Office of Student Success. This background check does not replace the one required by the NC Board of Nursing prior to initial licensure as a registered nurse.

12. **A negative urine drug screen by a National Institute of Drug Abuse (NIDA) approved lab** prior to clinical activity. The cost of the test is paid by the student. The screen must test for the following drugs: AMP (amphetamine), BAR (barbiturates), BZO (benzodiazepines), COC (cocaine), THC (marijuana), MTD (methadone), mAMP (methamphetamine), MDMA (ecstasy), OPI (opiate), PCP (phencyclidine), PPX (propoxyphene), and OXY (oxycodone). In some cases, such as when results are inconclusive, e.g., diluted, it will be necessary to repeat the test. If a test result is positive the individual will be contacted by a physician to discuss the results. The test will be completed through MyRecord Tracker or Rotation Manager. Note: Many labs in North Carolina are not NIDA approved so it is important to follow the MyRecordTracker or Rotation Manager instructions exactly.

13. The **Assumption of Risk Form** must be completed and uploaded to MyRecordTracker or Rotation Manager by the deadline. The form is sent as part of the admission packet. The complete form policy can be found in Appendix B of this *Handbook*.

If there is any reason why any of the above requirements cannot be met there must be a letter from a health care provider uploaded in MyRecordTracker or Rotation Manager stating the reason the student cannot meet the requirements. If you have questions about any of these requirements, please contact the Clinical Placement Coordinator. **Students should keep a personal copy of all their vaccination records and any letters from health care providers**. Students are responsible for all costs associated with their own health care and screening requirements for clinical. On-campus students taking six (6) or more credit hours are required to have health insurance.

If none of the clinical agencies under contract with the School of Nursing are willing to allow a student to participate in clinical activities at that agency because of information gathered from urine drug screen testing, background check, or other pre-clinical screening required by the clinical agencies, the student will be required to withdraw from the nursing program.

Sometimes clinical agencies change vaccination requirements on short notice to protect the public. Students will be informed of changes as soon as they occur, and the required deadline for accomplishing any new requirements will be posted in Canvas.

Uniforms and Other Expenses

1. Nursing majors are required to purchase uniforms. Uniforms are required for clinical activities in the 200- to 400-level nursing courses. Students must be fitted for their uniforms with the local vendor between May 1st and June 1st so the order will arrive in time for summer or fall semester labs or clinicals.
2. Students will be charged a program fee for costs associated with course activities, including the cost of liability (malpractice) insurance (required for students in any clinical course), junior level lab kits, and nursing specific learning resources and standardized assessment tests.
3. **Students enrolled in 200- to 400-level courses with a clinical component are responsible for their own transportation to and from the agencies used for clinical activities/practicum experiences.** Clinical experiences may be in Greensboro or in one of multiple counties in central North Carolina. **Reliable transportation is mandatory.** Car owners are reminded that current liability insurance is required by North Carolina law.
4. All students must have access to a computer with a functioning camera and microphone or attached webcam with microphone, that can be used for in-class testing and synchronous class meetings. Most tablets and are not compatible with the ATI testing platform used in the School of Nursing. Chromebooks are not compatible with the online proctoring software that is sometimes used for standardized tests. If a student does not own a laptop, or their laptop is not currently functional, a laptop may be available for check-out from the Technology Checkout desk in the Jackson Library or from the ITS Help Desk in the SuperLab in the library. Loan periods and availability vary, so students should make arrangements in advance of their class. The University offers a Student Laptop Purchasing Program which includes free on-campus support and warranty repair, if needed. More information is available at https://uncg.service-now.com/support?id=kb_article&sys_id=3de7e252dbe7b2044d125e65ce961952&bus_serv=8eb5cabadbef204369a5e65ce961918
5. Additional information about University and nursing program fees can be found in Appendix C of this *Handbook* and on the Cashiers and Student Accounts webpage at <https://csh.uncg.edu/>

Course Related Information

Appointments

Office hours for faculty are posted in the course syllabus. Most faculty identify in class or in the syllabi the preferred method of communication. In general, appointments can be requested by phone, email, Starfish, or in writing. Students should:

1. contact the faculty member early (if possible, several days before you need an appointment or assistance),
2. provide your name, telephone number, with area code, and a brief message, and

3. if you cannot make the scheduled appointment or will be late, call or email as soon as possible.

Faculty and staff telephone numbers and e-mail addresses can be found on the School of Nursing website at <https://nursing.uncg.edu/about/faculty-directory/>

Academic Concerns/Complaints

Students with academic concerns should contact their course faculty **first**. If the concern remains unresolved, the student should contact the course chair (if it is someone different). If the concern is still not resolved, the student should contact the Director of Pre and Post Licensure Programs. If there is still no resolution, the next step is to take the concern to the Associate Dean for the Academic Programs. If all other avenues do not result in resolution of the concern, the Dean of the School of Nursing should be consulted. The key to successfully addressing concerns is early/open communication. Don't wait to talk to your faculty if you think an issue is developing! The complete policy can be found in Appendix D of this *Handbook*.

Learning Management System - Canvas

Courses in the School of Nursing use an online learning management system called Canvas to enhance learning and instruction. Canvas allows faculty and students to create and interact with educational and collaborative content beyond the traditional classroom. Students who have activated their UNCG computer accounts will have access to Canvas. Canvas also may be used for communication among groups of students, such as the junior class, senior class, and project groups. Students can access Canvas either through University computer resources (UNCG computer labs) or their own personal computers (laptops, desktops, tablets, etc.). To access Canvas, navigate to <http://canvas.uncg.edu>. Use your UNCG credentials (username and password) to log in. You will have direct access to your dashboard where all your courses are located.

Class Attendance

Regular class attendance is expected from the student to gain the maximum benefit from their nursing education. Students must attend class regularly and must be thoroughly prepared for each class. The School of Nursing supports and adheres to the University Class Attendance Policy <https://catalog.uncg.edu/academic-regulations-policies/university-policies/>. Faculty indicate attendance requirements in the course syllabi. To support success, students are responsible for understanding and adhering to the attendance policy of each course they are enrolled in. Penalties for absences may include a lower course grade, including a grade of F, and in extreme circumstances being dropped from the course. The faculty must be notified, usually in advance, for a student to obtain an excused absence. If a student has multiple class absences the Failure to Attend Policy will be followed. The complete policy can be found in Appendix F of this *Handbook*.

Classroom Etiquette

The School of Nursing supports and expects students to adhere to the University Student Code of Conduct <https://osrr.uncg.edu/wp-content/uploads/2020/09/Student-Code-of-Conduct-8-27-2020-1.pdf>. Your individual attention in the classroom is critical and an atmosphere of mutual respect should be maintained at all times. Students are expected to come to class on time, remain for the entire period, and refrain from "private" conversations, use of electronic devices for activities not related to the class attending, naps, and other disruptive behaviors. Faculty may determine the appropriate use of technology for each course they teach, and it is the student's responsibility to use technology in an appropriate manner. Students disrupting class may be asked to leave the classroom.

Communication

At the beginning of each course, faculty will identify performance expectations, methods of evaluation, and what constitutes passing performance. Faculty also identify policies regarding quizzes and exams for the course. The evaluation methods are located in the course syllabus and includes a description of the grading system. Open and frequent communication between students and faculty will help support success in all courses. The student, as well as the faculty, carries responsibility for maintaining an open channel of communication. If a student thinks they are not receiving enough feedback, they are responsible for discussing this with their faculty.

Students should receive oral and/or written feedback throughout a course at regular intervals. Students need to be aware of their faculty's perceptions of their performance. Students are expected to critique their own clinical performance at periodic intervals, to document their conclusions with behavioral examples, and to validate their self-perceptions with faculty feedback.

In didactic courses, faculty feedback usually occurs in the form of scores on quizzes/exams, individual and group discussion, and faculty comments on papers, projects, and discussions that may occur both in class and online through the learning management system.

In clinical courses, faculty feedback usually occurs in the form of dialogue during clinical practice and in conferences with students, faculty comments on written assignments, and faculty's written student evaluations.

Official School of Nursing electronic communications regarding academic courses or other administrative matters will only occur through University-sanctioned channels, e.g., Spartan mail, Canvas, or UNCG websites. **Students should check their UNCG email and Canvas account daily.** Personal email and other non-University electronic communication methods should not be used for academic purposes.

Grades and Grading Scale

The course faculty determines the methods and measures of evaluation in that course; however, all core nursing courses in the prelicensure BSN program require an average of 77% to pass the course. The information on evaluation is included in the course syllabus. The following grading scale has been adopted by the School of Nursing for all undergraduate nursing courses:

Grading Scale *:			
95 – 100 =	A	77 – 79 =	C
92 - 94 =	A-	76 – 74 =	C-
89 – 91 =	B+	73 – 71 =	D+
86 – 88 =	B	70 – 68 =	D
83 – 85 =	B-	67 – 65 =	D-
80 – 82 =	C+	< 64 =	F

*Grade average rounds off at 0.5 to the next point.

Only the final course grade is rounded.

Written Assignments

Written guidelines for each paper or written assignment will be provided by the course faculty in the syllabus and/or on Canvas and must be followed. Points may be deducted from the total score if the guidelines are not followed. Papers or written assignments must be submitted by the designated time on the indicated date. Points may be deducted from the grade earned or a grade of zero may be

assigned on any assignment turned in after the specified time.

Clinical writing assignments must follow the guidelines of the Health Insurance Portability and Accountability Act (HIPAA). No protected health information should be included in any patient documentation other than the official medical record. Follow faculty instructions on identifying individuals in any clinical written work. The complete policy can be found in Appendix G of this *Handbook*.

The field of nursing is rapidly changing, and the School of Nursing is responsible for preparing graduates with knowledge of current practice. To achieve this goal, it is expected that references cited in assignments are no older than five years. Any exceptions to this policy, e.g., writing a historical review, should be approved in advance by the faculty member teaching the course.

The following style manual is to be used when preparing all written assignments:

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.). Washington, DC: Author.

This is a required resource for all classes and should be used for all assignments including didactic, clinical, simulation, or laboratory assignments.

Incomplete Grades (Grade of I)

A grade of I (Incomplete) indicates that the completion of some part of the work for a course has been deferred because of prolonged illness of the student or because of some serious circumstances beyond the student's control. The incomplete can be removed by completing the deferred work. The timeline for completing the work is at the discretion of the course faculty and should be clearly identified in a written document shared with the student summarizing the course work to be completed and any deadlines for submission. An Incomplete received during a semester or in summer session must be removed within six months from the last day of examinations in the term in which the course was taken. An incomplete not removed within this time limit is automatically converted to an F on the student's academic record by the University Registrar's Office. A graduating senior who incurs an incomplete and who has completed all requirements and enough semester hour credits and grade points to graduate may do so even though the Incomplete grade is outstanding. If the Incomplete is not removed within the required six months, it will be converted to F at the end of that period. When an Incomplete is removed, it may be replaced by A, B, C, D, F, or, in certain designated courses, P, NP, S, or U. **It is the responsibility of the student to maintain contact with the faculty member and complete the required work by the deadline, to prevent the Incomplete from turning to a grade of F.** See the UNCG Catalog for additional information <https://catalog.uncg.edu/academic-regulations-policies/undergraduate-policies/grading/>

Prelicensure BSN Test Policy

The purpose of the Test Policy is to provide faculty guidance on test preparation, administration, and evaluation to ensure a fair and optimal testing environment for students. The complete policy can be found in Appendix H of this *Handbook*.

Academic Enhancement Services

The School of Nursing faculty are here to guide and support student success. There are times when students find content difficult to process and need additional assistance to gain a full understanding of the material. The BSN Academic Enhancement Office provides student tutoring on course content and

remediation of standardized exams. **It is extremely important that students take advantage of the support services available early** to ensure they develop a strong foundation in all nursing content areas. See additional information concerning Academic Enhancement Services can be found in Appendix J of this *Handbook*.

Dress Code Policy

Students engaged in clinical activities both on and off campus are expected to dress in an appropriate and professional manner. **The complete Student Dress Code, including (but not limited to) hair, jewelry, nails, and name tags, must be followed anytime a student is wearing their UNCG nursing uniform.** The clothing and behavior of the student reflects on the student, the School of Nursing, and the University. Students must also conform to any requirements of the clinical agency, such as the requirement for wearing a nametag with a photograph and use of personal protective equipment (PPE). The complete policy can be found in Appendix J of this *Handbook*.

Clinical Information Sheet

Students in clinical courses must provide their clinical faculty a completed Clinical Information Sheet at the beginning of each clinical course. The form can be found in Appendix K of this *Handbook*.

Procedure for Needle Stick or Bloodborne Pathogen Exposure

Students are encouraged to keep a copy of this procedure with them at all times in clinical practice. See Appendix L of this *Handbook* for the complete procedure.

Unsafe Practice

The nursing faculty of the School of Nursing have an academic, legal, and ethical responsibility to prepare graduates who are safe and competent nurses and to protect the public and healthcare community from unsafe nursing practice. Within this context that students can be disciplined or dismissed from the School of Nursing for practice or behavior which threatens, or has the potential to threaten, the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider. Students are expected to have a thorough understanding of behaviors that might be considered unsafe practice and to have carefully reviewed the entire policy located in Appendix M of this *Handbook*.

Professional and Service Organizations

Student Nurses Association/NC Association of Nursing Students (NCANS)

The National Student Nurses Association's (NSNA) mission is to "mentor students preparing for initial licensure as registered nurses, and to convey the standards, ethics, and skills that students will need as responsible and accountable leaders and members of the profession."

Meetings of the UNCG Chapter of the NC Association of Nursing Students (ANS) are open to all interested students interested in nursing and are held once a month in the School of Nursing. Programs are relevant to all areas of nursing. Membership entitles the individuals to receive the Imprint, the official publication of NSNA, and to be eligible for scholarships. Additional information is available on the School of Nursing website at <https://nursing.uncg.edu/academics/student-resources/nursing-organizations/>.

Chi Eta Phi Sorority, Inc.

Chi Eta Phi Sorority, Inc. is a national sorority founded October 16, 1932, at Freedmen's Hospital in Washington, DC. Members of the sorority are registered professional nurses and nursing students. UNCG is home to the Sigma Chi Alpha Beta Chapter of Chi Eta Phi Sorority, which was chartered February 27, 1999. The motto is "Service for Humanity", and the aims are Character, Education, and Friendship.

The purpose and mission of Chi Eta Phi Sorority, Inc. is to:

- promote higher standards and educational levels in the nursing profession;
- have a continuous recruitment program for nursing and the health profession;
- develop collaborative relationships with other professional groups for the improvement and delivery of healthcare;
- stimulate a close and friendly relationship among the members; and
- constantly identify nursing leaders within the membership who will function as agents of social change on the national, regional, and local levels.

Members of the Sigma Chi Alpha Beta Chapter are eligible for awards (academic, leadership, and community service) and scholarships given during local, regional, and national conferences. Membership is by application for students in the undergraduate (prelicensure) nursing program. Additional information about the sorority can be obtained from their website at www.chietaphi.com and the School of Nursing website at <https://nursing.uncg.edu/academics/student-resources/nursing-organizations/>.

Multicultural Nursing Student Association

The major goal of this organization is to facilitate the personal and professional development of nursing students by:

- serving as a support network for nursing students
- promoting unity and communication among all levels of students in the nursing program
- fostering academic, personal and professional development of students
- enhancing understanding and awareness of the needs and concerns of all nursing students within the School of Nursing and the University
- promoting recognition of the achievements of nursing students and nursing professionals
- facilitating the integration of nursing students into the university community
- developing leadership potential of nursing students
- providing community service to enhance the health and wellbeing of the community

Meetings are open to anyone interested in the goals and purposes of the Association. Both undergraduate and graduate nursing students are served by the Association. Additional information is available on the School of Nursing website at <https://nursing.uncg.edu/academics/student-resources/nursing-organizations/>

Nurses Christian Fellowship

Nurses Christian Fellowship is a division of Inter-Varsity Christian Fellowship. Its objective is to develop disciples who influence nursing for Jesus Christ. Its stated initiatives are to:

- Bring the good news of Jesus Christ to nursing education and practice
- Foster growth of Christian community among students, faculty, and nurses

- Prepare nurses to practice nursing from a Christian worldview
- Mentor students and new graduates to prepare the next generation of nurses who view nursing as a ministry for Jesus Christ
- Develop leaders for ongoing Christian influence in nursing
- Equip students and nurses for opportunities in worldwide mission through nursing

NCF strives to better prepare nurses to assist persons spiritually, psychosocially, and physically through Bible study and fellowship meetings. Various outreach projects are conducted by NCF within the school and community. Membership is open to all students, faculty, and nurses in the community. Additional information is available on the School of Nursing website at <https://nursing.uncg.edu/academics/student-resources/nursing-organizations/>

Sigma Theta Tau (Sigma), Gamma Zeta Chapter

Sigma Theta Tau International Honor Society for Nursing (Sigma), is a professional organization with purpose and functions which may be compared to other honor societies. Founded in 1922, Sigma recognizes the achievement of superior scholarship, fosters high professional standards, encourages creative work, recognizes leadership, and strengthens the individual commitment to the ideals and goals of the nursing profession. For students, eligibility for membership in Sigma is based on demonstrated excellence in scholarship. These are the Sigma criteria for undergraduate student membership:

- have completed half of the nursing curriculum.
- achieve academic excellence. o For universities/institutions of higher education that use a 4.0 grade point average system to measure academic achievement, baccalaureate students must have a cumulative grade point average (GPA) of at least 3.0. GPAs should be computed according to the policies of the university.
- rank in the top 35% of the graduating class.
- meet the expectation of academic integrity.

Additional information about Sigma can be found on their website at <https://www.sigmanursing.org/>. Information about the local chapter of Sigma, Gamma Zeta, can be found on the School of Nursing website at <https://nursing.uncg.edu/academics/studentresources/nursing-organizations/>.

School of Nursing Alumni Association

The School of Nursing Alumni Association maintains an active network with our alumni through communication and activities and affirms a sense of pride in the School and its alumni. The association promotes the School's programs and activities and supports current students in a variety of ways including annual scholarship awards. The School of Nursing Alumni Association also selects and awards a distinguished alumnus/a annually. In addition, the Association recognizes an outstanding graduate of the undergraduate program at the School of Nursing graduation exercises in May. The School of Nursing Alumni Association is directly affiliated with the UNCG Alumni Association.

All graduates are strongly encouraged to maintain active membership in the Alumni Association. Information on the School of Nursing Alumni Association can be accessed at <https://nursing.uncg.edu/alumni/assoc/> Contact information can be updated on the Alumni Association website at <https://www.alumni.uncg.edu/s/1659/index.aspx?sid=1659&gid=2&pgid=532>

Other Policies, Procedures, and Guidelines

Emergency Preparedness at UNCG

UNCG wants you to be informed of emergency events that have a significant impact on the campus community. There are several ways you may be notified, including SMS text messages, pop-up messages on university computers, classroom intercoms, and emails. Pay attention to all warnings, fire alarms, and emergency notifications. In the event of an emergency, follow the directions given by faculty or the University Police and other emergency personnel. Make sure you know the locations of evacuation routes, designated assembly areas, severe weather shelter areas, and emergency blue light phones. Develop a plan of action before an emergency occurs. To learn more about how to register for SMS text message alerts or what to do in an emergency, visit <http://spartanalert.uncg.edu/emergency-notification-system/>. Also consider downloading the Spartan Safe app made available by the University Police, visit [Spartan Safe App - Spartan Safe \(uncg.edu\)](http://Spartan Safe App - Spartan Safe (uncg.edu)). Talk with your faculty or contact the Office of Emergency Management (336) 256-8632 or <http://emg.uncg.edu/> if you have questions or concerns. Remember, if you experience any emergency while on campus, contact University Police at (336) 334-4444.

Honors Program

UNCG offers an Honors Program for highly qualified students. Students may participate in the Global Honors Program throughout their time at UNCG or Disciplinary Honors while in the upper division in the School of Nursing. Global Honors allows students to explore and develop intercultural learning, global citizenship, and cultural competence inside and outside the classroom. In Disciplinary Honors you'll work one-on-one with faculty in your major, study topics in depth, and do original, sophisticated research, scholarly work, or creative projects that will help prepare you to enter graduate or professional school or embark on a career. More information can be found on both programs on the Lloyd International Honors College website at <https://honorscollege.uncg.edu/>

Independent Study (NUR 492)

Independent Study is designed to permit students to work individually with a faculty member for course credit. NUR 492 is intended for students who wish to pursue a subject not offered in the traditional curriculum and should not be routinely used in place of electives. The student should contact the faculty member with whom they wish to work and discuss with the faculty member the project or topic the student wishes to study. The student should make preliminary contact with the faculty member during the advising/preregistration period for work to be done during the next semester, or no later than the first week of school of the semester in which the student is enrolled. The procedure and forms required to register for an independent study course can be found on the School of Nursing website under the Documents of Interest tab <https://nursing.uncg.edu/academics/student-resources/documents-and-forms/>.

Lockers

Lockers on the first floor of the Nursing and Instructional Building are available for students to use on a first-come, first-served basis. Each person must provide their own lock. All personal belongings and locks should be removed at the end of every school year in May.

Name and Address Changes

Any changes in name, address, or telephone number need to be filed with both the School of Nursing and the University. In the School of Nursing, undergraduates should submit changes in writing to the

Director of the Office of Student Success. The information should include your complete name (old and new), your university ID number, and both your old and new address, telephone number, etc. Changes to your UNCG records can be made through the Registrar's Office or online through UNCGenie.

NCLEX-RN (the RN Licensing Exam)

At the end of ungraduated course work, you must take a national exam known as the National Council Licensure Examination (NCLEX-RN). The NCLEX reflects the amount of nursing ability currently required to practice competently at the entry level. Graduating prelicensure students must apply to take the licensing examination. The application requires a health verification, photograph, fingerprints, a fee, and finally, verification by the University that the student has completed degree requirements. For more information about the NCLEX-RN, visit <https://www.ncsbn.org/nclex.page>.

The North Carolina Board of Nursing also conducts a criminal background check for those seeking NC licensure. Each student is responsible for applying to the Board of Nursing in the state where they will take the licensing exam. This process should be started early in the final semester. If you are testing in NC see the detailed information about licensure by examination on the Board of Nursing website at <https://www.ncbon.com/licensure-listing-apply-licensure-by-examination-nclex> Plan ahead – check the application requirements early on the applicable Board of Nursing website if you are testing out of state!

Personal Reference Requests

Students and graduates often contact faculty to complete references or write letters of recommendation for employment or graduate school. Faculty members are glad to help with this, but there is a professional way to ask for a reference:

- It is a courtesy to *ask* the faculty member for a reference, not just leave the reference form in the faculty member's mailbox or submit their name and contact information to a potential employer or educational program.
- While it is best to ask the faculty member in person, second best is to leave a courteous, detailed request via voice mail or email, and leave your contact information where the faculty member can call to confirm their willingness to do this. The third option is to write out your request. A written request should not be scribbled in pencil on a torn piece of notebook paper, but rather, typed in the form of a letter.
- Allow sufficient time for a faculty member to complete the reference, at least two weeks is standard. Be sure to include the time frame or deadline for the faculty member to complete the reference or recommendation. Let the faculty member know if they need to prepare a physical letter or form, or if the agency will be sending a link for an electronic response.
- If the faculty member is able to complete a reference for you, provide them with your full name, student ID number, and a resume, curriculum vitae, or other summary of your work experience, or if you do not have a resume, a list of honors, achievements, campus involvement, or other summary of information that would assist the faculty member in writing the best recommendation for you, and which highlights your strengths. This is especially important if the agency will be sending the faculty an electronic form to complete. Letting the faculty member know the position or program you are applying for can also help them focus their comments to best illustrate your strengths.
- Include a pre-addressed, stamped (if necessary) envelope the faculty member can use to mail the letter/form. Also, include any special instructions and the deadline, unless they are on the form. An example of special instructions might be having the faculty member sign across the sealed edge of an envelope after completing the letter/form or submitting the form directly to an employer.

- Be sure to take the time to thank the faculty member. If the outcome of the letter or recommendation is that you obtain the job, or receive the award or scholarship, or are admitted to graduate school, be sure to let the faculty member know. We love to hear about the successes of our students!

Research and Scholarship Activities

All student research and scholarship activities in the School of Nursing must comply with the University policies on research. Prior to participation in any research activities, students should review the School of Nursing Guidelines for Research and Scholarship Activities in Appendix N for information on required training and applicable policies.

Review of Student Work

Any assignment submitted by a student in the UNCG School of Nursing is subject to review by the School of Nursing Curriculum Committee or an accreditation organization for the purpose of evaluating the University of North Carolina at Greensboro. The focus of such review would be on assessing the curriculum or program, not on evaluating the student's work.

ROTC (Reserve Officer Training Corps)

Nursing students who are also participating in the Reserve Officers' Training Corps (ROTC) should inform the Director of the Office of Student Success of your ROTC involvement. The ROTC involves completion of specific paperwork, and both the ROTC and the nursing major both have extensive obligations for students. To facilitate completion of both sets of requirements, the School of Nursing has designated Dr. Susan Letvak as faculty advisor for all ROTC nursing majors.

Scholarships

Nursing students may apply for general university scholarships and for specific School of Nursing scholarships using the Spartan Scholarship System. Undergraduates should review the information on the Financial Aid website for additional information <http://fia.uncg.edu/>.

An announcement is posted on Canvas early in the Spring semester with instructions on how to apply for School of Nursing scholarships. **ALL** students should complete a FAFSA (Free Application for Federal Student Aid) for scholarship consideration regardless of need because students with a current FAFSA are given preference for scholarship consideration. Scholarships are awarded in May for the following academic year.

Occasionally the School of Nursing receives notification of other scholarships that are available. Notices about scholarship opportunities for undergraduate students are posted as announcements on the appropriate class Canvas site. In addition, the UNCG Office of Financial Aid maintains a database of non-UNCG scholarships on their website at <https://fia.uncg.edu/outside-scholarships/>

Social Media Policy

Use of social media related to nursing school activities presents concerns for privacy and confidentiality. It is important that all students in the School of Nursing are aware of, understand, and abide by the School of Nursing Social Media Policy. The complete policy can be found in Appendix O of this *Handbook*.

Student Concerns and Complaints Process

The faculty and staff of the School of Nursing care about our students. We strive to provide the best educational experience possible but understand that concerns can arise. Below is the process to follow should you have a concern or complaint. The link to the UNCG Academic Regulations and Policies, found in the University Catalog, is here: <https://catalog.uncg.edu/academic-regulations-policies/>

The School of Nursing defines a formal complaint as a written Grade Appeal which is not resolved at the level of the instructor, a written notice of violation of university policy, or an Academic Integrity Board submission verified by filing the academic Integrity Violation Report Form. It is always best to first try to resolve the concern with the person immediately involved. If you have a concern with your faculty member, staff member, or another student, please speak to them first. Usually, concerns can be resolved with a conversation. If your concern arises with a preceptor or other employee of a clinical agency in which you are a student, please inform your faculty member immediately. If the concern involves a nursing classroom, lab, or clinical course, and the concern cannot be resolved by speaking with your faculty member, the next step would be to speak to the course chair. It is best if the concern can be put in writing (an email is fine for this purpose). If not able to be resolved at this level, the next step would be the Director of your program. If unable to be resolved at this level, the next step would be to contact the Dean of the School of Nursing.

Other Resources for Concerns and Complaints

If you wish to appeal a dismissal or an allegation of unsafe practice in the clinical area, you may appeal to the School of Nursing Appeals Committee. Information about this process can be found on the School of Nursing website under Academic Programs, Student Resources, Documents and Forms, Documents of Interest: <https://nursing.uncg.edu/academics/student-resources/documents-and-forms/>

The School of Nursing Appeals Committee does not hear grade appeals. If you wish to appeal a grade, first discuss your concerns with your instructor, and follow the reporting process described above. If still unresolved, the link to the University Grade Appeal process is: <https://aas.uncg.edu/documents/students/GradeAppealPolicy.pdf>

If you wish to report sexual misconduct, here is the link to the relevant information:

https://cm.maxient.com/reportingform.php?UNCGreensboro&layout_id=8

The Dean of Students Office is also a resource for any student having trouble. The link to this office is: <https://sa.uncg.edu/dean/certification/>

Substance Abuse and Drug/Alcohol Testing Policies

Nurses have a legal and ethical duty to provide safe care to all clients. Use of legal or illegal substances and alcohol that may impact a nurse or nursing student's ability to provide safe care will not be tolerated by the School of Nursing. All students are responsible for reviewing, understanding and adhering to the information in the University Policy on Illegal Drugs (https://policy.uncg.edu/university-policies/illegal_drugs/) and the School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy found in Appendix P of this *Handbook*.

Student Resources

Information Technology Services (6-TECH)

Computing Accounts

Spartan email
Canvas
Jackson Library Super Lab

[APA Style Tutorial](#)

UNCG Phone Directory

School of Nursing Program Phone Numbers

Bachelor of Science in Nursing (BSN) 336-334-5400
Doctor of Nursing Practice (DNP) 336-553-6055
Master of Science in Nursing (MSN) 336-334-3167
Doctor of Philosophy (PhD) 336-334-3167
Registered Nurse to Bachelor of Science in Nursing (RN–BSN) 336-334-5265
Veteran Access Program 336-334-4702

[SON Website](#)

[Union Square Campus \(USC\)](#)

Some classes or special experiences are held at the Union Square Campus (USC). Parking does not currently require a tag or cost, but some days overflowing to the church parking lot across the street on the east side may be necessary for students and faculty. The backside of that lot on Arlington St. can be used except Sundays and Wednesday nights. Access is by walking through the small park adjacent to the USC building. All students are advised to exercise precautions and go to their cars in groups, especially after dark. Building hours at USC are from 7am - 9pm, Monday - Friday. Notify the security desk if you plan to be in the building past 7pm. Entry is only by two front doors on the east and west sides of the building. Do not block open doors or let people in the back doors. If you have questions or IT needs, the building staff information is posted throughout the building, and they are available to assist you. The staff person assigned to USC and the DNP program is in Room 254Q.

We STRONGLY encourage students to use EDUROAM for all devices. If too many people are on the USC guest access, the system will crash due to lower bandwidth.

Building Rules

1. No food or drink in any clinical laboratory or simulation spaces (including debrief rooms).
2. Limited food (non-spill/non greasy) and drink (hard covered) in classroom spaces.
3. Each school/agency is to inform all persons of these policies and assist with enforcement.
4. Faculty and students are responsible for straightening the clinical laboratory, classroom, and other spaces after use, clean any spills, and place refuse, trash, and hazardous waste in the appropriate containers. Furniture rearranged for class/meeting should be returned to the original set-up and should not be moved from one room to another.
5. Students should keep valuables with them or in the lockers.
6. No students are allowed in the faculty conference room or faculty lounge per agreement of all lease agencies/schools.
7. Student study, lounge and eating facilities (vending, microwaves, coffee, etc.) are on the East front of the building's first floor. A refrigerator is on the first-floor space, open to all, and emptied (all things thrown away) at 2pm on Fridays.
8. Students needing use of AV equipment in the classrooms (i.e., study groups/presentations) should contact faculty or IT staff for set-up.

Appendix A: Student Appeals POLICY

The University of North Carolina at Greensboro, School of Nursing

Approved by School of Nursing Faculty Assembly, March 2020

Revised (Amended) by UNCG General Counsel May 2020

Revised SON Faculty Assembly, May 2021

Purpose

The purpose of this policy is to resolve grievances against decisions or actions that were made by employees of UNCG that would adversely affect a student's progress toward a degree. The procedures set forth below may be use by persons who are enrolled as UNCG students in the School of Nursing.

Scope

Students requesting dismissal appeals in UNCG's School of Nursing.

Policy

Appeals for Dismissal Decisions

Students may appeal their dismissal form the School of Nursing due to violation of any School of Nursing policy.

Dismissal decisions are made by qualified faculty members who are expected to exercise academic judgement in making academic determinations. Under certain circumstances specified below, students may appeal these academic decisions. Appeals must be submitted in writing and include all documented evidence. Determinations regarding the student's appeal are to be provided in writing to the student.

Students may appeal to the School of Nursing Student Appeals Committee if:

1. The student has been dismissed from the School of Nursing due to unsafe practice in the clinical area (see the School of Nursing Unsafe Practice Policy, as outlined in Student Handbooks and the University Catalog);
2. The student has been dismissed from the School of Nursing due to a violation of any other School of Nursing OR University policy related to admitted students, including Criteria for Progression as published in the University Catalog;
3. The student has been dismissed from the school of Nursing due to a violation of the School of Nursing's Technical Standards for Academic Progression and Graduation.

The deadline to appeal is one (1) year from the date of the student's letter of dismissal.

The School of Nursing Student Appeals Committee does not hear grade appeals. If you wish to appeal a grade, first discuss your concerns with your instructor. If still unresolved, the link to the University Grade Appeal Process is: <https://aas.uncg.edu/documents/students/GradeAppealPolicy.pdf>

Appeals Hearings

The Dean of the School of Nursing will convene an Appeals Committee, including the appointment of a Chair, after receiving timely written notice of the appeal. The Appeals Committee is comprised of the School of Nursing faculty who teach at all program levels. The Chair of the Student Appeals Committee has the responsibility for ensuring that the proceedings are conducted in an orderly and fair manner.

All evidence, including personal testimony, will be heard by the Committee in the presence of all parties. All written materials submitted before the hearing (see the School of Nursing website for deadlines; <https://nursing.uncg.edu/academics/student-resources/documents-and-forms/>) will be available

electronically for all parties at least three (3) days prior to the hearing. The student may invite one support person to attend the hearing. This support person may not speak during the hearing. Following the presentation of evidence, the Committee members will have an opportunity to ask questions of the presenters. The student, the instructor, and/or appropriate representatives will have reasonable time, as outlines below, to ask questions and respond to the evidence presented.

The Student Appeals Committee conducts regular hearings three (3) times per year as needed, with dates specified on the School of Nursing website.

In the case of a violation of the Unsafe Practice Policy, the Student Appeals Committee will convene within ten (10) days of receipt of a student's request for an appeal.

The following procedures apply to all Appeals Hearings:

1. The Chair of the Student Appeals Committee will give a brief overview of the appeal. This statement shall be limited to a summary of the facts and issues present in the appeal and shall not include any opinions regarding the appeal.
2. The student will state their case. There will be no interruptions, but Committee members can ask clarifying questions by asking permission from the Student Appeals Committee Chair.
3. The department or office representatives will state their case. There will be no interruptions, but Committee members can ask clarifying questions by asking permission from the Student Appeals Committee Chair.
4. The Student will respond and ask questions of departmental or office representatives.
5. The departmental or office representatives will have time to respond.
6. The Student Appeals Committee will have the opportunity to ask final questions of both the student and the departmental or office representatives.
7. The Student Appeals Committee will deliberate in private.
8. The Student Appeals Committee Chair will send a written report within ten (10) business days of the hearing to the Dean of the School of Nursing. This report must describe the facts of the appeal as determined by the Student Appeals Committee after hearing the evidence and the Committee's recommendations for the action which should be taken.

Final Decision

The Dean of the School of Nursing will make the final decision in School of Nursing dismissal appeals. The Dean's decision will be communicated to the student in writing within a reasonable time, typically not to exceed ten (10) business days after the receipt of the report from the Committee.

Compliance and Enforcement

Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

Additional Information

Related Policies

- School of Nursing Student Handbooks: <https://nursing.uncg.edu/academics/student-resources/student-handbooks/>
- Unsafe Practice Policy: Located in The Faculty Handbook on Canvas
- UNCG's Grade Appeal Policy: <https://aas.uncg.edu/documents/students/GradeAppealPolicy.pdf>
- UNCG's University Catalog: <https://catalog.uncg.edu/>

Resources

- School of Nursing website for Appeal Hearings deadlines: <https://nursing.uncg.edu/academics/student-resources/documents-and-forms/>

Approval Authority

UNCG's School of Nursing and UNCG's General Counsel.

Contacts for Additional Information and Reporting

Appendix B: Assumption of Risk Form

Clinical Experiences Assumption of Risk

Clinical experiences (practicum, clinical rotations, supervised practice, internships, or observations) are a required component of academic programs at the UNC Greensboro School of Nursing. These experiences allow students to practice skills and techniques learned in didactic and lab courses as well as develop critical thinking skills that are important for health care providers. Clinical experiences occur in hospitals, clinics, schools, community organizations, and other appropriate settings where students can interact with patients and clients. Students may have opportunities to be placed in alternate settings, but alternative site options are not always available, and changes in circumstances within clinical settings may delay the completion of the student's degree.

Sites selected for students' clinical experiences are required to take reasonable and appropriate measures to protect students' health and safety in the clinical setting. Faculty develop appropriate policies and procedures relating to student safety and prevention of exposure to disease. Students have access to appropriate PPE during their clinical experiences, and students receive training related to potential hazards and prevention techniques.

Students have the responsibility to report any potential exposures to the supervisor at their site as well as their UNC Greensboro School of Nursing faculty member.

Even with such measures, there are risks inherent in clinical experiences. Potential risks of completing clinical experiences include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact, droplet, or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards

These risks can lead to serious complications, trauma, bodily injury, or death.

SPECIAL NOTICE REGARDING COVID-19

COVID-19, the disease caused by the novel coronavirus, is a highly contagious disease that causes symptoms that can range from mild (or no) symptoms to severe illness. COVID-19 can cause severe and lasting health complications, including death. Everyone is at risk of COVID-19. There is currently no vaccine to prevent COVID-19.

Although anyone who contracts COVID-19 may experience severe complications, the CDC has found that individuals with certain underlying health conditions are at higher risk of developing severe complications from COVID-19. These medical conditions include: chronic lung disease, asthma, conditions that cause a person to be immunocompromised, obesity, diabetes, chronic kidney disease and liver disease. COVID-19 is believed to spread primarily by coming into close contact with a person who has COVID-19 and may be also spread by touching a surface or object that has the virus on it, and then touching one's mouth, nose, or eyes. Much remains unknown about COVID-19. Further research may reveal additional information regarding the disease, including how it spreads and what health complications, including long-term complications, can result from contracting it.

Participating in clinical experiences, even when wearing recommended PPE, may increase the risk of contracting COVID-19, and these risks cannot be eliminated.

BLOOD AND BODILY FLUID EXPOSURE

Students in laboratory/clinical courses at the UNC Greensboro School of Nursing may be at risk for exposure to infected blood and **body fluid, including, but not limited to, the contracting of any communicable disease such as Hepatitis A or B or AIDS.** Students in the UNC Greensboro School of Nursing have been taught Universal Precautions regarding exposure to blood, body fluids, and other potentially infectious materials which may carry blood borne pathogens as published by the Centers for Disease Control.

ACKNOWLEDGEMENT OF RISK

I certify that I have carefully read and understand this document. I acknowledge and understand that, as explained in this document, my degree program requires the participation in clinical experiences, and that such participation carries risks that cannot be fully eliminated. I understand these risks.

I understand that it is my responsibility to follow all instructor and supervisor instructions and take all available precautions so that the risk of exposure is minimized. I will follow all program specific information relating to prevention of diseases.

Knowing these risks, I certify that I desire to pursue my chosen degree program, including the participation in clinical experiences. I expressly agree and promise to accept and assume all risks associated with doing so. I am voluntarily agreeing to be bound by this document's terms.

Student Signature

Date

Student (print name)

Appendix C: School of Nursing Special Costs

The following are **estimated costs** and are provided for general planning purposes only. The amounts listed are not necessarily all costs a student may incur and are in addition to tuition, fees, room, board, health insurance, and transportation. Items marked with an asterisk (*) are not required.

Junior Year of the BSN Program:

Books and class resources	\$1200
Uniforms- price varies with male/female and items chosen	\$300 - \$400
Initial clinical clearance (BLS, background check, drug screen, vaccinations, etc.)	\$125 - \$500
Clinical program costs (online resources, references)	\$150
Miscellaneous (e.g., stethoscope, scissors, watch with second hand, penlight, other items)	\$150
Estimated total	\$1,925 - \$2,400

Senior Year of the BSN program:

Books	\$600
Graduation Fee	\$85
*Purchase of Cap and Gown. Tassels and Honors cords are extra. (Required to attend graduation exercises.)	+/- \$60
North Carolina Board of Nursing Exam Application	\$75
North Carolina Board of Nursing Fingerprint and Criminal Background Check	\$38
NCLEX Registration paid to Pearson VUE	\$200
*Nursing School pin (not required, but many students wish to purchase one; cost varies with quality of gold chosen, guard, etc.)	\$50 - \$210
*Portrait sitting fee (even if you decide not to purchase any pictures); includes a class composite photo and two NCLEX application photos	\$20
*NCLEX Review Course (optional but strongly recommended)	\$200 - \$500
Estimated total	\$1428 - \$1788

Appendix D: Formal Complaint POLICY

The University of North Carolina at Greensboro, School of Nursing

Approved by Plenary Faculty, April 2012

Revised June 2013, January 2016

Purpose

Scope

Faculty and Students, in UNCG's School of Nursing, who have a formal complaint.

Policy

Faculty Formal Complaint

The School of Nursing faculty defines a faculty formal complaint as one directed to the University Due Process or Grievance Committees. The University policies related to Due Process and Grievances are found on the Provost's website at: <http://provost.uncg.edu/publications/personnel/grievancesfac.asp>
If a complaint were to be submitted, evidence of resolution would be filed with the Due Process or Grievance Committee Chair and Provost's Office.

Student Formal Complaint

A formal student complaint is defined as a written Grade Appeal which is not resolved at the level of the instructor, a written notice of violation of University policy, or an Academic Integrity Board submission verified by filling the academic Integrity Violation Report Form. The Grade Appeal policy is found at <https://catalog.uncg.edu/academic-regulations-policies/undergraduate-policies/> for undergraduate students, and at <https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/> for graduate students.

Student grade concerns that are resolved by communication with the instructor are not defined as formal complaints, since they typically involve misunderstanding of issues such as the grading scale. Formal complaints include grade appeals that are not resolved at the level of the instructor, or violations of University policy, and that are presented in writing to the Program Director, Senior Associate Dean for Academics, Dean or Provost. For grade appeals to the Program Director, Senior Associate Dean for Academics, Dean or Provost, documentation of resolution is filed in the official student file. A grade change form is completed and sent to the Registrar if a grade change is to be made. Integrity violation report forms are kept confidential and are filed in the Office of the Dean of Students.

Formal complaints are recorded for reporting purposes by the Associate Dean for Academic Affairs.

Compliance and Enforcement

Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

Additional Information

Related Policies

- UNCG's Academic Integrity Policy: <https://drive.google.com/file/d/0B0rFGGhJvbDHUEXSZmFFaWFmb00/view>
- UNCG's Due Process and Grievances Policies: <http://provost.uncg.edu/publications/personnel/grievancesfac.asp>
- UNCG's Graduate Students Grade Appeal Policy: <https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/>
- UNCG's Undergraduate Students Grade Appeal Policy: <https://catalog.uncg.edu/academic-regulations-policies/undergraduate-policies/>

Resources

- URL links updated annually as needed.

Approval Authority

UNCG's School of Nursing

Contacts for Additional Information and Reporting

Appendix E: Failure to Attend POLICY

The University of North Carolina at Greensboro, School of Nursing

Approved by Plenary Faculty, March 2019

Revised

1. Purpose

2. Scope

This policy applies to students who begin a School of Nursing (SoN) course (face-to-face, hybrid, or online) but cease to attend during the semester without providing official notification of intent to withdraw.

3. Definitions and Roles and Responsibilities

Definitions

*See SoN Distance Education Policy for definitions

4. Policy

Specific procedures are outlined below to meet the needs of the students enrolled in the respective SoN program. Grade determination will remain with course faculty and as per syllabus.

A student who has stopped participating in a SoN course for a period of 7 consecutive days* will be contacted by the faculty member. This contact (email, phone, or in-person conversation) should be documented in the student's permanent file along with the plan for the student to submit miss work.

Non-participation (including frequent unexplained absences) for each course is defined in the attendance policy posted in the course syllabus. Extenuating circumstances related to attendance are evaluation by the faculty on a case-by-case basis.

When a student has stopped participating in a SoN course for a period of 14 consecutive days, the following program specific procedures apply:

- **BSN Program:** The faculty member will arrange a meeting with the student and the Program Director to identify the reason for the absences and to assess if additional University resource are needed. Documentation of the meeting will be placed in the student's permanent file. The course faculty will flag the student in the early alert systems for excessive absences.
- **RN-BSN Program:** Faculty member for the course will contact the Program Director who will attempt to contact the student via email or phone and will document the outcome in the student's permanent file. The faculty member will be made aware of the outcome. The course faculty will flag the student in early alert system for excessive absences.
- **MSN Administration Concentration:** The faculty member for the course will notify the Concentration Coordinator. The Concentration Coordinator will attempt to contact the student. This attempt to contact and/or communicate with the student will be documented in the student's permanent file.
- **MSN Education Concentration:** The faculty member for the course will notify the Concentration Coordinator. The Concentration Coordinator will attempt to contact the student. This attempt to contact and/or communicate with the student will be documented in the student's permanent file.

- **PhD:** The faculty member for the course will notify the Program Director. The Program Director will attempt to contact the student. This attempt to contact and/or communicate with the student will be documented in the student's permanent file.
- **DNP:** The course faculty will notify the Program Director. The Program Director will attempt to contact the student. Faculty attempts to contact and/or communicate with the student will be documented in the student's permanent file.

When the student has stopped participating in a SoN course for a period of 21 consecutive days, the following program specific procedures apply:

- **BSN Program:** The course faculty and the Program Director will arrange a meeting with the student to identify barriers to success and discuss a plan to continue in the nursing program or withdraw. The SoN Associate Dean for Academic Programs will be informed of these actions taken and the student's continued failure to participate in one or more courses.
- **RN-BSN Program:** The course faculty and the Program Director will arrange a meeting with the student to identify barriers to success and discuss a plan to continue in the nursing program or withdraw. The SoN Associate Dean for Academic Programs will be informed of the actions taken and the student's continued failure to participate in one or more courses.
- **MSN Administration Concentration:** The Concentration Coordinator will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts to contact and/or communicate with the student, will be documented in the student's permanent file.
- **MSN Education Concentration:** The Concentration Coordinator will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts to contact and/or communicate with the student, will be documented in the student's permanent file.
- **PhD:** The Program Director will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts to contact and/or communicate with the student, will be documented in the student's permanent file.
- **DNP:** The Program Director will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts made to contact and/or communicate with the student, will be documented in the student's permanent file.

5. Compliance and Enforcement

Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

Note: Failure to attend a course and not officially withdrawing (prior to the last day to withdraw from a course without incurring a WF grade, (see UNCG's Academic Calendar

<https://reg.uncg.edu/faculty/calendars/>) will result in a grade of F or Unsatisfactory (U) assigned to the course and may affect the student's financial aid eligibility. See Satisfactory Academic Progress (SAP) policy for financial aid at <https://spartancentral.uncg.edu/wp-content/uploads/2021/03/2021SAPpolicy.pdf>.

Students are subject to the University Course Withdrawal policy <https://catalog.uncg.edu/>

Students are responsible for all resulting charges to their student account.

6. Additional Information

6.1 Related Policies

- SoN Distance Education Policy: located in the Faculty Handbook on Canvas

6.2 Resources

- Satisfactory Academic Progress (SAP) Policy for financial aid: <https://spartancentral.uncg.edu/wp-content/uploads/2021/03/2021SAPpolicy.pdf>
- Students are subject to the University Course Withdrawal Policy: <https://catalog.uncg.edu/>
- UNCG's Academic Calendar: <https://reg.uncg.edu/faculty/calendars/>
- UNCG's University Catalog: <https://catalog.uncg.edu/>

6.3 Approval Authority

UNCG's School of Nursing

6.4 Contacts for Additional Information and Reporting

Appendix F: ACADEMIC PROGRAM POLICY

The University of North Carolina at Greensboro, School of Nursing

Approved by _____, Date of Approval

Revised August 1991, July 1992, July 2003, July 2013

Purpose

The School of Nursing adheres to the Academic Integrity Policy.

Scope

Faculty, Program Directors, Program Assistants, and Students in UNCG's School of Nursing.

Policy

The School of Nursing adheres to the Academic Integrity Policy. The academic integrity policy is described in detail on the web at:

https://drive.google.com/file/d/0B0rFGGhJvbDHUEXSZmFFaWFmb00/view?resourcekey=0-j827WLPLcnwgX_Pj_dCz9Q

Course Attendance

Classroom and practicum attendance is expected according to established classroom hours and the practicum contract established with clinical agencies. Unexcused absences are unacceptable. It is the student's responsibility to initiate a request for make-up work missed because of excused absences. Absences (excused or unexcused) may jeopardize the student's ability to pass the course and progress in the major.

Notification

The student is expected to notify the instructor when it is apparent that the student must be absent or will be excessively late. It is the Instructor's responsibility to determine exaction of penalties for unsatisfactory class attendances. Possible penalties are lowering the course grade, including a grade of "F", and, in extreme circumstances, dropping the student from the course.

Refer to University Catalogue: <https://catalog.uncg.edu/>

Permission to Miss Class/Clinical Professional Meetings

Students are encouraged to attend professional meetings or other activities appropriate to course objectives. Prior to missing any class or clinical time for professional activities, students are to obtain the permission of each course leader for courses which will be missed.

Other

Permission to miss class or clinical for other reasons (personal reasons) is obtained from the instructor on an individual basis. If possible, missed clinical time will be rescheduled. See class and clinical attendance, above.

Student Records

Pre-licensure student academic records are retained in the Office of the Prelicensure BSN Program Director. RN-BSN student academic records are retained in the Office of the RN-BSN Program Assistant. MSN and PhD student academic records are retained in the Office of the MSN/PhD Program Assistant. DNP student academic records are retained in the Office of the DNP Program Assistant. Faculty advisors maintain a separate file on each advisee. Official school records may be reviewed by written request to the Associate Dean for Academic Programs.

Adverse Weather and Campus Closure

Both students and faculty are expected to meet the commitments to practicum agencies in the event of bad weather if the agency and the University remain open. All classes meet unless the University is closed. If driving conditions are judged to be exceptionally hazardous by the clinical instructor a decision may be made to postpone or delay the experience. The clinical instructor informs the course leader of the decision. It is the student's responsibility to make a judgement with regard to driving conditions, and if unable to attend clinical, to inform the agency and the instructor of this decision immediately. Clinical experiences that are postponed will be rescheduled as time is available. Ultimately, safe travel is an individual responsibility and decision. Students should be informed at the beginning of each semester of the travel policy and how to reach the individual instructor for information. The University's adverse weather telephone number is 336-334-4400.

Compliance and Enforcement

Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

Additional Information

Related Policies

- Employee weather policies from HRS: http://web.uncg.edu/hrs/Leave/Adverse_Weather/

Resources

- Adverse weather statement from the Provost website: <http://spartanalert.uncg.edu/adverse-weather/>
- UNCG's Academic Integrity Policy: https://drive.google.com/file/d/0B0rFGGhJvbDHUEXSZmFFaWFmb00/view?resourcekey=0-j827WLPcncwgX_Pj_dCz9Q
- University Catalog: <https://catalog.uncg.edu>

Approval Authority

UNCG's School of Nursing

Contacts for Additional Information and Reporting

Appendix G: Protected Health Information from Clients/Patients in All Nursing Courses POLICY

The University of North Carolina at Greensboro, School of Nursing

Approved by School of Nursing Administration, July 2017

Revised n/a

Purpose

Scope

Students in UNCG's School of Nursing.

Policy

Students may not leave any clinical agency with any of the following Personal Health Information from any clients/patients:

- Name
- Telephone number
- Any elements of dates (other than year) for dates directly related to an individual, including birth date, admission date, discharge date, date of death. For ages over 89: all elements of dates (including year) indicative of such age, except that such ages and elements may be aggregated into a single category of age 90 and older
- Any geographic subdivisions smaller than a State, including street address, city, county, precinct, zip code and their equivalent geocodes (e.g., GPs coordinates), except for the initial three digits of a zip code
- Fax numbers
- Electronic mail addresses
- Social Security numbers
- Medical record numbers
- Health plan beneficiary numbers
- Account numbers
- Certificate/license numbers
- Vehicle identifiers and serial numbers (VIN), including license plate numbers
- Device identifiers and serial numbers (e.g., implanted medical device)
- Web universal resource locators (URLs)
- Internet protocol (IP) address numbers
- Biometric identifiers, including finger and voice prints
- Full face photographic images and any comparable images

- Any other unique identifying number, code, or characteristic other than dummy identifiers that are not derived from actual identifiers and for which the re-identification key is maintained by the health care provider

All data used in clinical conference, reports, or assignments must be de-identified in any hard copy or electronic documentation that leaves the agency. Faculty must inform students of this requirement in any clinical course.

Compliance and Enforcement

Failure to comply with these regulations may result in a violation and a lack of compliance with Public Law 104—191 (August 21, 1996): Health Insurance Portability and Accountability Act (HIPAA) of 1996.

Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

Additional Information

Approval Authority

UNCG's School of Nursing

Contacts for Additional Information and Reporting

Appendix H: UNCG School of Nursing Prelicensure BSN Program Test Policy

Pre-Licensure BSN Program Test POLICY

The University of North Carolina at Greensboro, School of Nursing

Approved by Prelicensure BSN Program Faculty, August 2018

Revised

Purpose

The purpose of the Test Policy is to provide faculty guidance on test preparation, administration, and evaluation to ensure a fair and optimal testing environment for students.

Scope

Pre-Licensure BSN Faculty in UNCG's School of Nursing.

Policy

Grading

A grading scale is to be included in the syllabus for each course. In major pre-licensure didactic nursing courses, faculty-created exams will account for at least 60% of the course grade, ATI proctored standardized specialty exam (if applicable) will account for 10% of the course grade, and quizzes will be 10%. The remaining grade activities are at the discretion of faculty.

A student must achieve a weighted average of 77% (C) or higher to pass a course and progress in the program. Only the final course grade will be rounded, and the grade average rounds off at 0.5 to the next point.

For every three (3) credits of classroom-based instruction, there will be a minimum of two (2) unit exams and one comprehensive final exam. At the Senior level, a final project may be substituted for the comprehensive final exam at the discretion of the faculty. Students will have an average of 1.5 minutes allotted for each multiple-choice question. Additional time may be allowed for complex alternate item type questions and medication calculation questions if they require multi-step complex calculations.

Quizzes

A ten-item/point quiz on the assigned reading will be administered during the class period when an exam is not scheduled. Quizzes will account for 10% of the course grade. A maximum of the lowest two quiz scores may be dropped and no make-up quizzes will be offered. Information about quiz administration should be included in individual course syllabi.

Math Competency Assessment

An initial assessment of math competency related to unit conversions, medication dosages, and IV flow rates will be administered to all prelicensure students during the summer prior to the fall semester of the Junior year. A minimum passing score of 90% must be achieved. A total of two attempts may be used to receive a 90%. If a student is not successful on the first attempt, the student must attend a required tutoring session prior to retaking the exam and may not retest within 72 hours of the previous attempt. It is a student's responsibility to schedule tutoring and a time to retest prior to the beginning of the fall semester when needed. Inability to pass the math competency test after two attempts will result in dismissal from the program.

Most students complete this requirement during NUR 210. If a student is not able to complete this requirement prior to the end of their NUR 210 class, or they are not required to take NUR 210, they are

responsible for coordinating any required testing with the Academic Success Coordinator prior to the start of the fall semester. Veterans Access Program (VAP) students will arrange testing with the VAP Coordinator. Preparation resources will be provided to all students either in NUR 210 or by the VAP Coordinator if the student is not required to take NUR 210. No student may progress into fall nursing courses or begin clinical until they have successfully completed the math competency assessment.

Blueprint Development and Review

The Exam Blueprint is designed to guide the faculty in choosing/developing questions for exams. Faculty are encouraged to use evidence-based guidelines for item development and model exam content and format by the current NCLEX test plan based on course and unit learning outcomes. Exams for each course should consist of predominately multiple-choice and alternate-item format questions reflective of the NCLEX format. Alternate items may consist of select all that apply, matching, ordering of a list, case studies, or audio/video enhanced questions. Cognitive level guidelines for the pre-licensure program are included in Table 1. Medication calculation questions are encouraged in courses with an associated clinical component and the Pathophysiology & Pharmacology course.

Table 1. Cognitive Level/Alternate Format Item Guidelines

Semester	Knowledge/Comprehension (maximum)	Application/Analysis (minimum)	Alternate Format (minimum)	Medication Calculation (minimum – if applicable)
Summer/ JR year	50%	50%	10%	2
Semester 1 & 2: Junior	30%	70%	20%	2
Semester 3: Senior	20%	80%	25%	2
Semester 4: Senior	10%	90%	30%	2

An exam blueprint summary (Attachment 1) may be shared with students 3-7 days prior to each exam. Following each exam, the faculty should review the item analysis report and any item appeals forms. The exam blueprint, exam, answer key, item analysis report, and any item appeal forms should be retained on file for four years. All exams should be reviewed by at least one other faculty member with item writing experience and content expertise in the area of the exam. Additional review by a second faculty member with item writing expertise is strongly encouraged.

Proctored Assessment Technologies Institute® (ATI) Examinations (Seniors Only)

Proctored ATI Content Mastery examinations will be given in the areas of 1) fundamentals of nursing, 2) pharmacology, 3) medical/surgical nursing, 4) maternal/newborn nursing, 5) nursing care of children, 6) mental health, 7) community health, and 8) nursing leadership

The proctored ATI Content Mastery exam grades will account for 10% of the final grade for the course in which it is administered. The exams compare the student’s understanding of the content to national samples. The course grade for the ATI Content Mastery exam will be based on Criterion Referenced Proficiency Levels provided by ATI:

- Proficiency Level 3 – ATI exam grade 100%
- Proficiency Level 2 – ATI exam grade 86%

- Proficiency Level 1 – ATI exam grades 77%
- Below Proficiency Level 1 – ATI exam grade 70%

Proctored NurseThink® Clinical Judgement Exams (CJE) (Juniors Only)

Proctored NurseThink CJE's will be given in most nursing courses as identified in the syllabus. The score associated with the Benchmark Range achieved on the proctored CJE will account for 10% of the final grade for the course in which it is administered. The exams compare the student's understanding of the content to national samples. The course grade for the NurseThink CJE will be based on the following Benchmark Ranges:

- Exceeds Standard – CJE exam grade 100%
- Meets Standard – CJE exam grade 86%
- Minimally Acceptable – CJE exam grades 77%
- Does Not Meet Standard – CJE exam grade 70%

See the *Prelicensure BSN Student Handbook* Appendix F: Academic Enhancement Services information about required remediation.

Test Administration/Test Review Integrity

The following test administration expectations will apply:

- Students may be asked to use alternate seating for exams as room permits.
- Students may not wear hats or sunglasses.
- No electronic devices on desk unless the device is required for the completion of the exam.
- Personal belongings, beverage bottles, notes, papers, and texts, are to be stored to the side or front of the room.
- Earplugs are permissible, but headphones/stereo earbuds are not allowed.
- Students may not share or borrow pencils, pens, erasers, or calculators from classmates.
- School-provided calculators are to be used for in-class exams if a paper test is used by the instructor.
- Students are responsible to keep answers covered during written exams using paper provided by faculty.
- Students need to leave the testing area (including the hallway outside of the testing area) after the completion of the exam.
- For written exams, answers provided on Scantron sheets will be accepted as the official, submitted response with the exception of submission of alternate format item answers not appropriate for Scantron format.
- Faculty should employ a method for students to acknowledge the Academic Integrity Policy for each exam.
- Only typographical errors will be addressed during the exam.
- Online exams are to be proctored by at least two proctors.

Item Appeal Process

Appealing an exam item can only be done through submission of the item appeal form (See Attachment 2 below.). For security purposes, the item appeal form may only be completed in the presence of the instructor. The form may not leave with the student. Incivility (as defined by the instructor and ANA standards) will not be tolerated and may lead to referral to the BSN Program Director. All students are held to the Academic Integrity Policy which states that no exam or test item may be discussed with other students.

Test review sessions may be offered individually, in small groups, or in class at faculty discretion, but will be immediately discontinued for incivility. Test packets and quizzes are to remain within faculty presence at all times during exams and reviews, and may not be copied, photographed, or distributed in any manner.

References:

- Assessment Technologies Institute. (2019).
- Bristol, T. J. (2015). *Sample exam and testing policy*.
- Culleiton, A. L. (2009). Remediation: a closer look at nursing education. *Teaching and Learning in Nursing, 4*, 22-27.
- Heroff, K. (2009). Guidelines for a progression and remediation policy using standardized tests to prepare associate degree nursing students for the NCLEX-RN at a rural community college. *Teaching and Learning in Nursing, 4*(3), 79-86.
- McDonald, M.E. (2014). *The nurse educator's guide to assessing learning outcomes* (3rd ed.). Jones & Bartlett.
- National League for Nursing. (2012). *Fair testing guidelines for nursing education*.
- Pennington, T.D. & Spurlock, D. (2010). A systematic review of the effectiveness of remediation interventions to improve NCLEX-RN pass rates. *Journal of Nursing Educational, 49*(9), 485-49.

Compliance and Enforcement

Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

Attachments

Attachment 1: Exam Blueprint – Summary for Students

This form is an example of a blueprint that can be completed and distributed to students prior to each faculty-created exam.

Course: _____ Exam: _____
Instructor: _____ Date of Exam: _____
Allotted Time: _____ Location: (in class / online)
Total Number of Questions: (Alternate format: _____ Select all that Apply: _____ Calculations: _____)

*Test items may be in multiple categories.

Topic/Subtopic	# of Knowledge/Comp.	# of Application/Analysis
TOTAL		

Attachment 2: Item Appeal Form

This form may be utilized by students for appeal of test items.

Student Name:

Class:

Exam Date:

Question #:

Student's Answer on the Exam:

2 sentences to justify the student's chosen answer:

Page number in text or assigned supplemental course reference to support the student's chosen answer:

Correct Answer on the Exam:

Difficulty and Discrimination Statistics for this Test Item (per instructor):

Additional Information

Approval Authority

UNCG's School of Nursing

Contacts for Additional Information and Reporting

Appendix I: Academic Enhancement Services

Supplemental support is needed by many students in challenging majors such as nursing. Proactive interventions such as a clinical prep day, refresher bootcamp, and orientation are implemented before the beginning of the semester and aim both to prepare students academically, psychologically, and practically to enhance performance, satisfaction, and success. Ongoing interventions are used to maximize student success by early identification of strengths and weaknesses before academic difficulties, role conflicts, or stresses arise. (Jeffreys, 2004). Since major goals of the academic enhancement services are to ensure student success in the nursing program and on the NCLEX-RN exam, students demonstrating low performance during the program must follow a prescribed regimen of tutoring and academic support in addition to the required standardized test remediation that all students must complete.

Electronic referral forms are provided to all faculty at the beginning of each semester by the Academic Enhancement Coordinator. Faculty complete the shared form to provide information about students who need academic support.

Faculty may refer students to the Academic Enhancement Office for *Recommended* or *Required* tutoring based on their course performance. Students who are *Required* to attend tutoring by their faculty must complete the support measures described below. **Any student referred for *Required* tutoring because of an exam score must attend at least two tutoring sessions to be eligible to take the next exam or standardized test (ATI or NurseThink).** Additional guidance is listed below and in individual course syllabi.

A. Student Mandatory Course Support Measures:

Academic enhancement services are designed to assist students with many learning concerns, including:

- 1) Testing:
 - Difficulties
 - Anxiety
 - Strategies
 - Accommodations
- 2) retaining information
- 3) grasping course concepts
- 4) Personal situations that may affect academic performance

Students in need of Academic Enhancement services may be identified by instructors any time during the semester.

Each student receiving multiple Required referrals to attend tutoring by a course faculty member must do the following:

- Meet with Coordinator of Academic Enhancement to discuss:
- Factors of success
- Plan of action
- Attend tutoring until grades begin to improve
- Guidance (if needed) for further assistance outside of academic need.

- Test taking strategies
- Test anxiety
- Clinical judgement skills
- Self-care/Successful transition

The academic performance of all students Required to attend tutoring will be re-evaluated during the semester and post exams. Tutoring requirements may be adjusted based on consultation between the Academic Enhancement Coordinator and the course faculty if a student has achieved satisfactory performance in the class.

Student Appeals

Any prelicensure student allowed to progress in the program by the Dean after a low academic performance, will be **Required** to attend tutoring **the entire semester** for one hour per week. Regardless of performance, tutoring will not be re-evaluated during the returning semester. Tutoring will be mandatory, and a weekly schedule will be enforced for the semester. Failure to attend weekly tutoring sessions and other required meetings will be reported to the Dean of the School of Nursing for further action.

B. Remediation: Active learning coupled with review and remediation of content is key to retaining and effectively applying knowledge. Remediation is the process of identifying the need to remedy a situation that, if left unresolved, is likely to result in unfavorable outcomes (Culleiton, 2009). For nursing students, remediation should include addressing gaps in knowledge and clinical judgement through analysis of standardized test results (Heroff, 2012). Several studies have demonstrated a link between the implementation of mandatory remediation of student exams and improved NCLEX results (Pennington & Spurock, 2010).

- Remediation Methodology:** Upon completion of a standardized tests students can find detailed information about their performance in the major content and outcome areas in the exam results area of the testing platform (ATI or ExamSoft). Students should review each of their lowest scoring areas and complete the remediation listed below. Additional guidance may also be found in individual course syllabi.
- Required Remediation for ATI Content Mastery and Comprehensive Predictor Exams (Seniors Only)**

All senior students are required to complete one hour of Focused Review remediation on the three content areas where they achieved the lowest scores after every ATI Content Mastery assessment according to these guidelines:

Students who achieve a **Proficiency Level 3** - After the minimum of 1 hour is completed, additional remediation is voluntary.

Students who achieve a **Proficiency Level 2** - After the minimum of 1 hour is completed, additional remediation is recommended to ensure all areas of weakness are reviewed.

Students who achieve a **Proficiency Level 1** are **required to complete remediation in addition to the 1 hour all students must complete:**

- This level of achievement does not meet the School of Nursing benchmark and requires mandatory academic support in low performance content area
- Students are required to meet with the BSN Academic Enhancement Coordinator to determine the individual support needed.

Students who score **BELOW a Proficiency Level 1** are **required to complete remediation in**

addition to the 1 hour all students must complete:

- This level of achievement is significantly below the School of Nursing benchmark and requires mandatory academic support in low performance content areas
- Students are required to meet with the BSN Academic Enhancement Coordinator to determine the individual support needed.

Students who score **less than 90% predicted probability of passing NCLEX on the Comprehensive Predictor Exam** should follow the remediation guidelines in the NUR 490 syllabus.

If the standardized test score is achieved during final exams, remediation must be completed prior to the start of the following semester for juniors and is strongly encouraged for seniors before taking the NCLEX exam. Additional academic support is available and encouraged after graduation and prior to taking the NCLEX-RN Exam.

Description of ATI remediation (*Focused Review*):

Focused review is a targeted review to improve areas of weakness identified by the exam. Review activities include:

- Identification of knowledge deficits during review of topics related to missed test questions
- Once gaps are identified, textbooks, notes and other study resources may be used to fill the gap in missed content areas.
- Students complete remediation for the three lowest scoring topics and record their remediation information on the form provided by the Academic Enhancement (AE) Office. They should also print the focused review report from ATI and give both documents to the AE Coordinator after remediation is complete.
- The Academic Integrity Policy applies to all remediation activities

Student accountability

Each student is expected to commit to the completing quality remediation. Upon completion of each hour of remediation the student will sign a form logging their activity.

The Academic Enhancement Coordinator will notify faculty of each student's progress with remediation.

c. Required Remediation for NurseThink Clinical Judgement Exams (Juniors Only)

All junior students are required to complete remediation after every Clinical Judgement Exam (CJE) using these guidelines:

1. The student should first review their Strengths and Opportunities Report and identify the four or five concepts where they scored the lowest.
2. Next, the student should select four or five patients (depending on benchmark score achieved) from any of the NurseThink resources (CJSim, Conceptual Clinical Cases, or NCLEX-RN Conceptual Clinical Review Guide) or from a clinical experience, to use to complete the clinical judgement activities listed below.
3. Activities to choose from to complete the remediation activities:
30-minute activities:
 - Complete one NoteBook page related to a chosen patient

- Complete one CJSim (take notes related to cues, priorities, & concerns)

45-minute activities:

- Complete one CJ medication table for a chosen patient
- Complete one CJ lab table for a chosen patient
- Complete one Nurse Think Time page for a chosen patient

1-hour activities:

- Complete a Clinical Judgement Map for a chosen patient
- Complete a Clinical Plan of Care for one chosen patient

NOTE: All documents identified above can be found in the NurseThink Module in the Class of 2024 Canvas site.

4. Minimum remediation activity requirements are based on the CJE Benchmark Range achieved listed below:

Exceeds Standard – complete 30 minutes of active remediation for each of the four weakest concepts on the CJE using the chosen patients (2 hours total)

Meets Standard – complete 45 minutes of active remediation for each of the four weakest concepts on the CJE using the chosen patients (3 hours total)

Minimally Acceptable – complete 1 hour of active remediation for each of the four weakest concepts on the CJE using the chosen patients (4 hours total)

Does Not Meet Standard – Complete 1 hour of active remediation for each of the five weakest concepts on the CJE using the chosen patients (5 hours total)

5. Students are encouraged to complete their remediation within 48-72 hours of taking the CJE but **must have remediation completed before attending their remediation review session**. Dates and times for remediation review sessions will be provided by the Academic Enhancement Coordinator and/or your course faculty. The remediation activities are designed to enhance your clinical judgement skills for clinical practice and test taking. Students are expected to use their Laundry List to record additional things they need to look up and their NoteBook to record things they have learned from the activities. These documents and any other notes taken should be brought to the remediation review session, so the student is prepared to report on their patients and discuss what they learned during remediation.

Appendix J: School of Nursing Student Dress Code Policy

Student Dress Code POLICY

The University of North Carolina at Greensboro, School of Nursing

Originated in Student Matters and approved by Plenary Faculty, May 1992

Revised July 1992, February 2000, July 2000, May 2002, July 2005, January 2006, April 2007, November 2011, January 2016, February 2016, April 2020

Purpose

Scope

Students in UNCG's School of Nursing.

Policy

UNCG nursing students are expected to dress professionally at all times when involved in any activity related to direct patient care or at any time when representing the UNCG School of Nursing. The UNCG nursing students' professional attire and personal hygiene influences both the public's image of nursing and the nursing program. The public's perception of nurses and the nursing profession may influence the effectiveness of nursing practice and should be considered at all times regardless of the patient care setting. Students have a more positive image of themselves and the nursing profession when they take pride in their professional appearance and in their school.

Professional Appearance	
Hygiene/Grooming	Cologne, Aftershave, and Perfume, Body Odor
	Not allowed in the clinical setting. These odors can be distressing to others.
	Cleanliness and personal hygiene (including but not limited to bathing/showering and dental/oral hygiene) should be maintained.
	Tobacco, electronic-cigarettes, vaporizers, Juuls and other similar products:
	Use of any type of tobacco product is not allowed at any clinical, lab, and/or classroom setting.
	Third-hand smoke and odor
	Third-hand smoke and odor on clothing, breath, skin, and/or hair is an impediment to health, can be offensive, and is not acceptable.
Professional Presentation	
Hair	Controlled, off the face, behind the shoulders without large bows, clips, adorned clips, or adorned bobby pins.
	Hair must be pulled back if shoulder-length or longer.
	Hair also must be of natural color i.e., no green, pink, purple, blue.

	Cultural headwear (such as hijab) should be white or black for hospital use with ends secured and a neutral solid color for community use with ends secured.
	If the student will potentially be using N95 facemasks, face must be clean and shaven.
	Students will adhere to agency/unit policies regarding hair.
Jewelry	Only the following jewelry is permitted:
	Earrings: One stud-type earring per ear (earring may not extend beyond the ear lobe). Hoop or dangling earrings are not permitted.
	Rings: One wedding band set.
	Necklaces per agency policy.
	One watch with second hand is required
	No other visible body jewelry is allowed i.e. tongue studs, nose rings, nose studs, eyebrow jewelry, and pinna or tragus jewelry.
	Medical alert jewelry is generally allowed in the clinical area.
Tattoos	No tattoos should be visible.
	Arm tattoos may be covered with a sleeve cover that is white, nude, or skin tone in color.
Fingernails	No false fingernails of any type, including acrylics, gels, powders, or wraps.
	Nails must be short enough to not be seen over the tips of the fingers.
	No nail polish of any kind or color is permitted.
Gum	No gum chewing is allowed in any clinical setting. Breath mints are permitted.
Attire in Direct Patient Care Setting for prelicensure undergraduate students	
	Students are required to have two properly fitted uniforms.
	No skin should be seen through the fabric of the uniform or exposed at the waist or the chest when the student bends or reach during patient care.
	Chest hair should be covered.
	Hemlines on pants and slacks must be finished and not touch the floor. Scrub pants should fit properly so as not to drag on the floor over the shoe.

	Uniforms should not be tight, revealing, dirty, torn or frayed.
	These must be purchased at the vendor designated by UNCG School of Nursing.
	All items of the uniform must be kept clean and wrinkle free.
	Name tags are to be worn at all times according to the UNCG School of Nursing and clinical site policies.
	Students are responsible for alterations if need.
Uniform	Standard blue top with UNCG monogram.
	Standard gray uniform skirt or pants (White for the Class of 2021).
	Gray lab coat with monogram (White for the Class of 2021).
	White stockings with skirts; grey or white socks with pants.
	White leather shoes with closed heel and toe.
	Approved vendor name pin.
	Long-sleeved solid white, nude, or skin tone-colored shirts may be worn under the blue top.
	Short sleeve solid white, nude, or skin toned colored undershirts are encouraged.
Shoes	Shoes must be neat and clean.
	Leather athletic shoes are acceptable if they are white and have no additional color i.e., labels, stamps, etc.
	Shoes must be closed toes and heels. No open back clogs may be worn.
When in clinical experiences that do not require wearing the official UNCG School of Nursing uniform (this will be determined by your clinical instructor and reviewed during orientation), students are required to dress professionally based on these guidelines.	
Business Casual Attire	Business casual attire includes tops/blouses that fit well, shirts with collars, cardigans/jackets, sport coat/jacket, ties, khakis, dress pants/slacks, skirts (must be at tip of fingers when they are at your side or longer), dresses, nametag, photo ID, lab coat (if required), neutral colors preferred, clean and polished shoes, no open toe/heel shoes.
RN to BSN students and Graduate Students	

	<p>When functioning in a student capacity within an agency, the following is required:</p> <p>Name tags identifying the individual as UNCG student</p> <p>Dress Professionally</p> <p>Lab coats with the approved UNCG SoN logo if appropriate to the agency/institution and the type of clinical experience.</p> <p>Note: Certain graduate courses may have an alternate dress policy that will be outlined in the course syllabus and will supersede the uniform policy stated here.</p>
All Students	The following are not allowed
	Tissue thin T-shirts, shirts with printed messages/logos, tank tops or sleeveless tops (unless covered by sweater/jacket), spaghetti straps, strapless tops, midriff tops, shorts, crop pants, mini-skirts, or leggings.
	Denim of any type (includes color denim), flip flops/open toe/heel shoes, fluorescent colors/prints, workout clothes (sweatpants, sweatshirts, "hoodies", lounge wear, yoga wear), pajamas, baseball hats or fashion head wraps/bandanas.
	Provocative clothing i.e., undergarments worn on the outside of clothing, visible undergarments, sheer/see through items.
	Sheer fabric that shows underlying skin or garment.
	No skin should be seen through the fabric of the uniform, exposed at the waist, or the chest when the student bends or reaches during patient care.
	Visible chest hair.
	Clothing that is wrinkled, torn or damaged
	Uniforms items including the logo must not be donated, loaned, or sold to anyone unaffiliated with the School of Nursing without written permission from the Associate Dean/Director of the appropriate program of the School of Nursing.
Name tag/name badge format	<p>Format:</p> <p>Sue Jones (RN if licensed)</p> <p>Student</p> <p>UNCG School of Nursing</p>
	Name tag should be purchased from the vendor designated by UNCG School of Nursing.

	Some clinical agencies require that a photo name tag be worn. In such cases, the UNCG ID card should be placed in a badge holder and used as a nametag.
	Name tags should be worn above the waist; collar and shirt-pocket heights are preferred.
Agency Requirements	In agencies in which students are participating in a clinical experience, students must comply with any additional restrictions set forth by the agencies' policy for nurses. This includes wearing a photo ID name tag if required.
Infection Prevention	To decrease the spread of the infectious/resistant organisms, students who are wearing the UNCG nursing uniform are to wear the uniform ONLY to and from the clinical setting.
Special Events	For special events such as a guest speaker, you may be asked to dress professionally for that day.

Compliance and Enforcement

Professional dress/appearance must be demonstrated and is expected when on ANY healthcare agency's campus. For example, hospital orientation, computer training, workshops, clinical prep, meetings, or any other event designated by faculty. Students who do not comply with the dress code policy will be dismissed from the clinical setting, be asked to go home, change, and return to the clinical setting, or counted as an unexcused absence. (Refer to course syllabus for attendance policy).

Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

Additional Information

Related Policies

Attendance policy in each course syllabus.

Approval Authority

UNCG'S School of Nursing

Contacts for Additional Information and Reporting

Appendix K: Clinical Information Sheet



Clinical Student Information Sheet

Name (preferred pronouns): _____

Address during this clinical rotation _____

UNCG e-mail address: _____

Cellphone Number/Best Number to be reached: _____

In case, of an emergency, please list 2-3 Local contacts that can provide transportation if needed:

Name/Phone number: _____

Name/Phone number: _____

Name/Phone number: _____

Is there any information that is important for your clinical instructor to know about you (this information will not be shared with anyone other than this rotation's clinical instructor)?

Appendix L: Student Procedure for Needle Stick or Bloodborne Pathogen Exposure

When there is a parenteral (i.e., needle stick, puncture, or cut) or mucous membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids, the student is to follow this procedure:

1. Wash the skin exposure site well with soap and water. Flush eye or mouth with water. Avoid using damaging substances such as bleach. Do not bleed tissue. Rinse well.
2. Inform the Faculty member, who will advise you.
3. Inform the Nurse in charge of the clinical unit.
4. Follow the employee needle stick or bloodborne pathogen exposure protocol/policy of the workplace/institution where the event occurs. Most institutions will arrange to draw and test source blood and provide de-identified test results to the student at the time of the incident. The student should take these results to a health care provider to be evaluated for potential treatment.
5. Inquire about the need to complete necessary incident or agency reports. Schedule a completion time for these reports with the agency. This may be as soon as possible following the exposure or at a later date, based on exposure risks.
6. The student should obtain medical consultation and evaluation as soon as possible. This could be at the Emergency Department of the health care agency where the incident occurred, at the student's own health care provider, or UNCG Gove Student Health Center (336-334-5340). It is preferable to obtain the medical care/consultation where the event occurs, since time is an important consideration if treatment is necessary, and institutions have access to post-exposure medications and source information that the student's primary care provider or the Gove Student Health Center may not.

Be sure to have as much of the following information as possible available for your health care provider:

- Date and time of exposure.
- Details of the incident: where and how the exposure occurred, exposure site (s) on the student's body; if related to sharp device, the type and brand of device.
- Details of the exposure: type and amount of fluid or material, severity of exposure.
- Details of the exposure source (obtained from the health care agency where the exposure took place)
 - o HIV+, HBV+, or HCV+
 - o If HIV infected, stage of the disease; CD4 cell count, HIV viral load, history of antiretroviral therapy & antiretroviral resistance information.
- Details about the exposed student
 - o Hepatitis B vaccination and vaccine-response status (titer)
 - o Other current medical conditions
 - o Current medications and drug allergies
 - o Pregnancy or breast-feeding

If the health care agency is unable to provide the student with source blood information, the Public Health Law (NCAC 41A.0203) can compel the screening of the source patient. Advanced Home Care should be contacted to perform the necessary blood draw from the source patient. The health care provider caring for the student should provide an order to Advanced Home Care for the lab tests, and a release form for the source individual to complete so the results can be sent to the provider. The student is responsible for any cost related to obtaining the blood specimen and may need to provide insurance information to Advanced Home Care.

7. Depending on the nature of the parenteral exposure, it may be necessary to begin drug treatment within two hours of exposure. For this reason, the School of Nursing recommends that students seek medical advice immediately after washing the site. The student should then inform their faculty member and the Nurse in Charge and seek information about the source blood test.
8. The clinical faculty will notify the nursing program director of the exposure, who will inform the Associate Dean for Academic Affairs.
9. The student, with assistance of their clinical faculty, will complete the Exposure to Blood/Infectious Material Incident Documentation Form (Attachment 1) and submit it to the OSHA Trainer for tracking.
10. Neither the clinical agency nor the University is responsible for the cost of the care that is involved in the treatment, management, or surveillance of exposure to blood or body fluids.

Approved Plenary Faculty May 2019

Attachment 1: School of Nursing Exposure to Blood/Infectious Material Incident Documentation Form
SCHOOL OF NURSING EXPOSURE TO BLOOD/INFECTIOUS MATERIAL INCIDENT
DOCUMENTATION FORM

Student Name (PRINT) _____

Date/Time of Incident: _____

Location of Incident: _____

Student's Immunization Status: HBV: # of Doses _____ Post Vaccine Titer _____

Source individual written consent obtained? _____

Circumstances as related to exposure incident (activity being performed, etc.):

Route of Exposure:

____ Accidental needle stick

____ Mucous membrane exposure (i.e. splash to eye, mouth to mouth resuscitation)

____ Open skin lesion contact with potentially infectious material

Describe the events, leading up to and including the exposure incident:

Personal protective equipment (PPE) being used during the time of exposure:

Actions taken after exposure (decontamination, clean-up, reporting, etc.)

Name of Instructor notified: _____

Date/time: _____

Recommendations for avoiding future occurrences:

Student Signature _____

Date _____

Instructor Signature _____

Date _____

OSHA Trainer/Faculty Comments:

Name of OSHA Representative documenting incident: _____

OSHA Rep. Signature: _____

Date: _____

Appendix M: UNCG School of Nursing Unsafe Practice Policy

The University of North Carolina at Greensboro, School of Nursing

Originated in Student Matters and approved by Plenary Faculty, Date of Approval

Revised by Faculty Assembly, April 2019, March 2021

Purpose

Scope

Students in UNCG's School of Nursing.

Definitions and Roles and Responsibilities

Definitions

Unsafe Practice: An unsafe practice is defined as:

1. An act or behavior of the type which violates the North Carolina Nursing Practice Act, Article 9 of Chapter 90 of the North Carolina General Statutes (NCGS §90-171.37; §90-171.44).
2. An act or behavior of the type which violates the Code of Ethics for Nursing of the American Nurses' Association.
3. An act or behavior which threatens or has the potential to threaten the physical, emotional, mental, or environmental safety of the client, a family member or substitute familial person, another student, a faculty member, or other health care provider. For prelicensure undergraduate students this is defined as any Reckless Behavior or repeated At Risk Behavior as identified on the NC BON Just Culture Nursing Student Practice Event Evaluation Tool (SPEET) (See <https://www.ncbon.com/vdownloads/just-culture/just-culture-speet.pdf>).
4. An act of behavior (commission or omission) which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

"...characteristic of an unsafe student in clinical practice include any action, attitude or behavior related to ineffective interpersonal interactions; [or] knowledge and skill incompetence..."
(Killiam, Luhanga, & Bakker, 2011, p. 445).

Policy

Student Awareness

All students are expected to be familiar with the principles of safe practice and are expected to perform in accordance with these requirements. Within courses, counseling and advising processes, and other instructional forums, student will be provided with the opportunity to discuss the policy and its implications.

Definition

An unsafe practice is defined as:

1. An act or behavior of the type which violates the North Carolina Nursing Practice Act, Article 9 of Chapter 90 of the North Carolina General Statutes (NCGS §90-171.37; §90-171.44).
2. An act or behavior of the type which violates the Code of Ethics for Nursing of the American Nurses' Association.
3. An act or behavior which threatens or has the potential to threaten the physical, emotional, mental, or environmental safety of the client, a family member or substitute familial person, another student, a faculty member, or other health care provider. For prelicensure undergraduate students this is defined as any Reckless Behavior or repeated At Risk Behavior as identified on the

NC BON Just Culture Nursing Student Practice Event Evaluation Tool (SPEET) (See <https://www.ncbon.com/vdownloads/just-culture/just-culture-speet.pdf>).

4. An act of behavior (commission or omission) which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

“...characteristic of an unsafe student in clinical practice include any action, attitude or behavior related to ineffective interpersonal interactions; [or] knowledge and skill incompetence...”
(Killiam, Luhanga, & Bakker, 2011, p. 445).

Investigation and Evaluation of Unsafe Practice

When an incident occurs which a faculty member believes may constitute an unsafe practice, he/she shall immediately notify the student and instruct the student to leave the clinical setting. The faculty member will notify the Course Chair and/or Program Director within the School of Nursing.

The Course Chair and/or Program Director will investigate the incident within three working days to determine whether there are grounds for believing that an unsafe practice has occurred. If the incident is minor, the faculty member, in consultation with the Course Chair or Program Director may require remedial work or instruction for the student.

If the incident is major, the Course Chair or Program Director, in consultation with the involved faculty member, will review the student’s clinical performance evaluations, academic record, and potential for successful completion of the major in nursing. Based upon this careful and deliberate review, a decision to reprimand the student, require withdrawal from the clinical course, or to dismiss the student from the School will be made.

The Dean will be informed of the decision and will send written notification of the decision to the student via certified mail.

Should the student wish to appeal the decision, the student will submit a written request to the School of Nursing student appeals Committee. The Program Director or course faculty will provide the accumulated correspondence or documentation related to the issue to the committee. A request for an appeal should occur within seven (7) working days of receipt of written notifications of the decision from the Dean.

Hearing Process

The Chair of the School of Nursing Student Appeals Committee will thereafter notify the student, the faculty member, Course Chair, and Program Director as to the time and place for hearing.

The Committee will hold a closed hearing within ten (10) working days of receipt of the request for an appeal, at which time the faculty member, may be present and provide documentation and other oral or written evidence regarding the incident. The student may be present and will be given an opportunity to provide documentation and other oral or written evidence regarding the incident. The student will be allowed an advocate/support person at the hearing; however, the support person cannot be an attorney, and will not be permitted to speak.

Following the factual presentation, the Committee will convene in executive session to review the actions taken against the student for unsafe practice and to make a recommendation regarding the resolution of the incident. The Committee will base its recommendation on the evidence presented at the hearing. The Committee shall make its recommendation in writing to the Dean and forward pertinent documentation.

The Committee may recommend the following remedies: support for the action taken, remedial work or instruction, a reprimand, withdrawal from the course, or dismissal from the School of Nursing.

Post-Hearing Process

The Dean may accept or reject the Committee’s recommendation. The Dean’s decision will be made after review of the minutes of the hearing and report of the Committee. The Dean will notify the student and the faculty member(s) as to the decision made.

Dismissal from the School of Nursing does not constitute dismissal from the University.

A student who has been dismissed may reapply for admission to the School of Nursing.

Compliance and Enforcement

Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

Additional Information

Resources

- Killiam, L. A., Luhanga, F., & Bakker, D. (2011). Characteristics of unsafe undergraduate nursing students in clinical practice: An integrative literature review. *Journal of Nursing Education* 50, 437-446. doi:10.3928/01484834-20110517-05
- NC BON Just Culture Nursing Student Practice Event Evaluation Tool (SPEET):
<https://www.ncbon.com/vdownloads/just-culture/just-culture-speet.pdf>

Approval Authority

Originating in the School of Nursing's Student Matters Committee and originally approved by the School of Nursing's Plenary Faculty Committee, now the School of Nursing's Faculty Assembly Committee.

Contacts for Additional Information and Reporting

Appendix N: School of Nursing Guidelines for Research and Scholarship Activities

All research activities conducted by faculty, staff or students in the School of Nursing must comply with university policies on research. The Office of Research Integrity (ORI) coordinates compliance measures on campus and acts as a resource for the university community's concerns regarding compliance requirements. Links and details about the University's required policies can be found at <https://policy.uncg.edu/category/research-it/>. It is incumbent upon each Principal Investigator and research team member to comply with the most up-to-date protocols, guidelines, and processes. These policies include:

- Ethics in Research
- Protection of Human Subjects
- Protection of Animal Subjects
- Access to and Retention of Research Data
- Responsible Conduct of Research Training Options

Several additional policies are important for scholarly activities and are included in the UNCG University Policy Manual online: <https://policy.uncg.edu/category/research-it/> or other divisions.

- Copyright Ownership and Use
- Minors in Research Laboratories
- Patents and Inventions
- HIPAA Compliance
- Conflict of Interest and Commitment
- Digital Millennium Copyright Act, <http://its.uncg.edu/DMCA/>
- [Information Security](#)
- Records Retention and Management

Forms, procedures, guidelines, and assistance may be obtained from UNCG websites, the Office of Research Integrity, or the SON Research Office. A list of research and scholarship resources is included in this handbook or online. Policies are provided to assist faculty, staff, and students in the timely, appropriate, and successful conduct of research.

Grant proposal and submission

All proposals for research funding initiated, written and to be implemented by School of Nursing faculty members, staff and students must be reviewed, discussed, and approved by the School of Nursing Senior Associate Dean for Research and Innovation (ADR) before submission to potential funding agencies. Students should discuss with their faculty advisor, faculty should discuss with their department chair/supervisor and staff should consult with their supervisor. If students are pursuing outside funding that is not associated with UNCG, consultation will be provided on a limited basis. In the planning process, the department chair and associate dean should be consulted regarding workload effort on the grant. The research associate dean and staff will assist in pre-proposal development for the research plan, submission sections, budget, obtaining approvals and submission mechanisms.

Graduate students may be asked to assist with grant writing, developing reports, or compiling information pre award and post award. The Associate Dean and administrative assistant will assist the Principal Investigator (PI) or Co-Investigator in coordinating processing and approval of the proposal through the Offices of Sponsored Programs, using the online campus CAYUSE SP system for UNCG and funding agency submission processes.

Resources for proposal development are provided on the Sponsored Programs website (<https://sponsoredprograms.uncg.edu/>)

Internal Review of research conducted by students, staff and faculty

The SON Research Office and the Research, Scholarship and Innovation Committee provide the initial review of IRB applications for human subject protection. First students develop their research proposal, DNP project or honors project plan with the appropriate faculty members. After proposal development is completed per program and faculty requirements, then the online CAYUSE IRB application is completed for each project. Please make sure to certify the application and submit for the next round review. RAs and GAs may be asked to assist with IRB applications, modification, or renewals for faculty investigators. You should be familiar with the online Cayuse IRB application required content.

Research using School of Nursing Faculty, Staff, or Students as Subjects

Proposed research involving use of School of Nursing students, staff, or faculty as subjects, whether initiated within the School or external to the School, is reviewed by the School of Nursing Research, Scholarship and Innovation Committee, in consultation with the Senior Associate Dean for Research and Innovation and the chairs of any courses involved, to determine whether the proposed activities are consistent with the goals and mission of the School, and whether they place inappropriate burdens on faculty, staff or students. Recommendations may be forwarded to the Dean for final approval. All projects must conform to the UNCG policies regarding involvement of students, FERPA, IRB and data security and storage.

Research Involving Human Participants.

The UNCG Institutional Review Board (IRB) must review and approve all plans for the use of human participants in research prior to the beginning of the research. The IRB must review and approve all revisions, modifications, or amendments to research protocols before any changes are implemented. The University uses an online system for application and tracking (CAYUSE IRB). Information, forms, and procedures are on the IRB website: <http://integrity.uncg.edu/institutional-review-board/>

IRB

A. Procedures for obtaining IRB approval for *new* research are as follows:

The principal investigator should submit the application for approval through the UNCG Cayuse IRB online system a minimum of 30 days prior to anticipated initiation of data collection. Students must include a faculty advisor. Classes and online tutorials are available for training for the Cayuse IRB application process.

1. Students must obtain review and approval from the faculty advisor.
2. Members of the Research, Scholarship and Innovation Committee will review and provide comments to the student/faculty member/advisor/staff member within 1-2 weeks. Persons can incorporate those comments into the application. Please resubmit and recertify when the rejection notice is delivered and requested in the system.
3. The UNCG campus IRB review usually takes 2-4 weeks if no major clinical site or PHI issues, or if no full board review is required. Full board review often takes 4-6 weeks. The UNCG review times do not include external organizations or clinical sites that may require their own review process.

Federal guidelines require some types of studies to be reviewed by the full IRB committee but allow

others to be reviewed by a subcommittee in an expedited process. If the application requires review by the full IRB committee, the PI will be invited to attend. It is **highly recommended** that the PI attend the review meeting, so s/he can answer any questions the IRB has about the application. When applications by students are reviewed, faculty advisors should attend. The decision about level of review is determined by the IRB, not investigators. The online CAYUSE IRB system provides prompts to assist investigators in making these determinations and the information that is required for submission.

The UNCG IRB will ask for additional information or request stipulated conditions, approve, or disapprove the study. **No data collection, recruitment of subjects, or other research activities can be conducted until formal approval of the UNCG IRB is obtained.** The IRB will notify faculty PI and team members included in the Cayuse IRB application system of the disposition of the application. Faculty and students should include their uncg.edu email address in the system to assure timely receipt of notification.

IRB approval is valid for no more than a 1-year time period, usually requiring submission of renewals at 10-11 months for review. The system will send reminders for Renewal Applications before the expiration date. If the research is completed, the PI (or faculty sponsor, for student research) must indicate this on the renewal application. Persons should close their studies after completion by the IRB approval timing.

B. Procedures for obtaining IRB approval for a *change* to an already approved study:

When a PI or student wishes to make a change to an already approved study, s/he completes the Modification portion of Cayuse IRB for a specific protocol and study. See (<http://integrity.uncg.edu/institutional-review-board/> for more details on these procedures and forms). If the study is funded or high risk, consultation and a copy should be provided to the SON Senior Associate Dean for Research and Innovation and to the Office of Sponsored Programs.

No changes in personnel or procedure may be implemented without IRB approval whether funded or not funded.

Modifications that do not change the scope of the project are not reviewed internally by the SON unless a funded grant (internal or external), or as requested, such as high-risk populations or proprietary concerns. The addition of RAs and recruitment sites, as well as minor sample size changes would be considered simple modifications. Students should consult faculty members prior to submitting modifications. The Cayuse IRB Modification system should be used. Staff, students, and faculty should retain copies of all IRB materials and not rely on just Cayuse storage system.

C. Procedures for Conducting a Study

Confidentiality forms, research records and signed consent forms from human subjects must be retained in a secure location. Storage and security should be per approved IRB protocol. The records, data, and consent forms must be available for review by the IRB and any funding agency.

****** *The PI should notify the Office of Research Integrity and IRB chair immediately if any injury or harm to subjects occurs during a study, or if any unexpected circumstances arise. In the case of harm resulting from unanticipated risks, the PI must discontinue all data collection until the IRB has reviewed the incident. If GA, RA, or student PI research, please notify the PI or appropriate faculty member immediately, and they will collect information then contact the IRB. The associate dean is available for consultation regarding the process and content issues. The online form should be completed, and any Unexpected Event or Adverse Problem reported. If external funding supports the project, follow reporting guidelines for that source.*

D. Required Trainings

The UNCG Office of Research Integrity website contains the required trainings for human subjects and animal research. The CITI training is accepted by UNCG. If your study includes biomarkers, you may be required to complete the OSHA Training and may be required to submit a specific protocol for UNCG Biosafety Committee review. UNCG Conflict of Interest Training is required for grants and some IRB approved studies, in addition to the conflict-of-interest assurances. Those requirements will be sent by email to you by the IRB, the Office of Research Integrity or other UNCG offices. Confidentiality statements are available from the SON research office.

Collaborative Institutional Training Initiative (CITI) Training

Investigators must complete an approved human subject in research training course. The CITI Training is recognized by UNCG and is relevant for 3-5 years. The Student Research Modules – Basic Course – (Behavioral, Social Sciences) is a learning activity/training which contains several modules with reading material and a quiz for each module. Faculty use the Researcher modules with similar topics and activities. The estimated time to complete the entire course is 4-6 hours. As you complete each module, your progress is saved, so you can complete modules separately and return to CITI to complete other modules later. You may be directed to complete additional research modules, if requested by the Senior Associate Dean for Research and Innovation or your assigned faculty member depending on the duties, study needs, and program milestone guidelines.

***Print these instructions and have them available when you access the CITI website.**

Please be sure to use your UNCG username as your CITI username in order to expedite the verification process for the online submission system. **You will need your 9-digit University ID to register for the CITI course.**

To start the CITI modules:

- This will transfer you to the CITI website: <https://www.citiprogram.org/>
- You will need to register to create an account as a new user. On the right side of the page, click on “register” to create an account.
- Under participating institutions, type in and select “University of North Carolina at Greensboro”.
- You may have previously affiliated with another institution, but you will need to be currently affiliated with UNCG. The software will sum the requirements of both institutions so that you need not retake modules common to the requirements of both institutions.
- You may **"View/Update your Learner Group"** This link will take you to the enrollment questions and permit you to change your **"Learner Group"** by providing new responses to the enrollment questions.
- You will be presented with a series of questions or options to enable you to enroll in the **Learner Group** appropriate to your interests or your role in human subject research.
- Your institution has prescribed your course curriculum.
- The next page is the **Learner Menu**. This page lists the courses you have chosen. The Learner menu also provides a number of **Course Utilities** designed to help you.
- To complete the Member Information, complete the boxes with an asterisk.
- Select **Basic Human Subjects**
 - Institutional email address – enter your UNCG email address
 - UNCG ID number – enter your 9-digit University ID number
 - Department – enter Nursing

- Role in human subject's research – select Student Researcher – Graduate (students only)
- Research Modules – select **Social and Behavioral Research Focus (Faculty too)**
- Scroll down to My Courses and click on Enter (in red type)
- You will see required modules and a list of elective modules, of which you will need to choose the required number. Each module has associated quizzes. Please check with your supervisor to determine which of the optional modules you should complete.
- To start, click on the Integrity Assurance Statement, and after reviewing the statements, click the first box.
- Scroll to the bottom of the screen for instructions to proceed to the next module.

To Complete the Course:

- The minimum "passing" aggregate score for the quizzes is determined by the online system. A running tally is compiled in the Grade Book. You may take quizzes for modules more than once.
- When you complete all Required Modules in your curriculum, you will be shown a link to **"Review Completed and Optional Modules"** in the Optional Course Catalog. You may return to the course site at a future time to review these modules.
- When you complete all required modules successfully, you will be shown a link to: **"View course completion history and print completion certificates"**
- Print or download a **Course Completion Report** as evidence that you have met your institutional requirements.
- Submit a voluntary, anonymous user satisfaction survey.
- Once you complete the course, **give the printed (or pdf) completion report** to the faculty advisor/supervisor and the SON Research Office Administrative Support Specialist in 271 Nursing and Instructional Building.

Conflict of Interest Training

Training is required of all individuals involved in research at UNCG and at least every four years thereafter. Such training will inform the individual of the University's policy on conflict of interest, the individual's disclosure responsibilities, and the federal regulations on financial conflict of interest.

Connect to the Conflict-of-Interest page of the "Office of Sponsored Programs" website at:

<http://sponsoredprograms.uncg.edu/conflict-of-interest/>

Click on "COI Training Login" on the right side of the page. Select the button for UNCG Faculty/Student/Staff and click Continue to Login. Use your UNCG credentials to login, as needed, and complete the training module.

Responsible Conduct of Research training

This training may be required for specific projects conducted by the school. RCR training can be completed through workshops provided/approved by the Office of Research Integrity and the CITI training RCR modules. Students will be provided information on this training requirement and can review additional information on the UNCG Office of Research Integrity website. <https://integrity.uncg.edu/rcr-training-resources/>

Research Involving Animal Subjects

The Institutional Animal Care and Use Committee (IACUC) must review all plans for the use of animals in research prior to the beginning of the research. The IACUC must review all revisions to research protocols

before the changes are implemented. Procedures for obtaining IACUC review for research are similar to those for human subjects. The PI completes the online Application for Research Animal Use found at: <http://integrity.uncg.edu/institutional-animal-care-and-use-committee/> and follows procedures similar to human subjects' review.

Scientific Integrity

Ensuring Scientific Integrity is expected by all students, staff, and faculty members. This includes not only the appropriate conduct of studies, protection of human subjects, financial disclosure, conflict of interest, and storage and use of data, but authorship and ownership issues. Please review the UNCG guidelines for copyright, conflict of interest, access to and retention of data, HIPAA compliance, responsible conduct of research and research protections. Additional federal and UNCG policies may apply.

Data and Safety Monitoring

The UNCG Office of Research Integrity and IRB are required by federal law to conduct data safety and compliance monitoring to ensure adherence to approved study procedures and consent procedures, security of data, protection of subject confidentiality, and provision of appropriate protections to subjects. The School of Nursing Research, Scholarship and Innovation Committee faculty may periodically assist with conducting safety and compliance monitoring.

Last Revised 5/2022

University of North Carolina at Greensboro

School of Nursing

GUIDELINES FOR AUTHORSHIP AND OWNERSHIP

These guidelines are to assist faculty, students, staff, and other persons in the assurance that credit, and acknowledgement of effort and responsibility for research, scholarship, and creative activity, especially for funding, publications, and patents are appropriately assigned. Research, scholarship, and creative activity is becoming an increasingly collaborative activity with both faculty, staff, students, consultants, and agency personnel involved in the initiation, conduct, evaluation and dissemination of project findings. The dissemination and legal ownership should reflect such collaboration. Several published guides provide insight into decisions of authorship and ownership. Sources particularly important are:

1. The Publication Manual of the American Psychological Association (most recent edition) Principles include authors should only take credit for work performed or that has a real contribution; early decisions regarding authorship and a written agreement; and order of authorship should reflect the contributions to the work. Authorship is defined and steps to determine this are provided.
In addition, APA provides guidance on student authorship.
<https://www.apa.org/science/leadership/students/authorship-paper>
2. National Academies of Sciences, Engineering, and Medicine; Policy and Global Affairs; Committee on Science, Engineering, Medicine, and Public Policy; Committee on Responsible Science. (2017). *Fostering Integrity in Research*, Washington (DC): [National Academies Press \(US\)](https://www.nap.edu/catalog/21896/fostering-integrity-in-research).
(<https://www.nap.edu/catalog/21896/fostering-integrity-in-research>)
3. International Committee of Medical Journal Editors (2022) provides a guide for determining authorship for publication. These guidelines are followed by many nursing, health care and medical journals and should assist in determining effort and attribution contribution. <https://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>
4. Council on Graduate Education, Scholarly Integrity, and Responsible Conduct of Research (RCR) policies and principles, including principles of student authorship. The guidelines require that faculty acknowledge student contributions to research presented at conferences, in professional publications, or in applications for copyright and patents. Likewise, students are expected to acknowledge the contributions of faculty advisors and other members of the research team to the student's work in all publications and conference presentations. Faculty, staff, students, and collaborators are expected to maintain confidentiality and integrity of other's work. (Available online at www.cgsnet.org)
5. The US Department of Health and Human Services Office of Research Integrity provides guidance on student authorship <https://ori.hhs.gov/authorship-faculty-student-collaborations>
6. UNCG University Policy Manual: Access to and Retention of Research Data describes the responsibilities and privileges for using research data while at UNCG and if an investigator leaves UNCG. In addition, student involvement in data use is discussed. These guidelines are used to assure retention of data for audit, public use, protection of faculty, staff and student investigators, IRB, and public scrutiny.
https://policy.uncg.edu/university-policies/research_data/
7. UNCG University Policy Manual: *Copyright Ownership and Use Policy*.
<https://policy.uncg.edu/university-policies/copyright/> and https://policy.uncg.edu/university-policies/patents_inventions/
8. UNCG University Policy Manual: *Conflicts of Interest and Commitment Policy*,
https://policy.uncg.edu/university-policies/conflicts_of_interest/

9. Rasmussen, L.M., Williams, C.E. Hausfeld, M.M. Banks, G.C., & Davis, B.C. (2020). Authorship Policies at U.S. Doctoral Universities: A Review and Recommendations for Future Policies. *Science and Engineering Ethics*, 26(6) 3393-3413. PMID: **33210194**, PMCID: PMC7755643 , DOI: [10.1007/s11948-020-00273-7](https://doi.org/10.1007/s11948-020-00273-7) 9
10. Miles, S., Renedo, A. & Marston, C. (2021). Reimagining authorship guidelines to promote equity in co-produced academic collaborations. *Glob Public Health*, 14;1-13. doi: 10.1080/17441692.2021.1971277. PMID: 34520317
11. Coery, K.D., Monfaredi, Z., Poole, E., Proulx, L., Fergusson, D., & Moher, D. (2021). Editors-in- chief perceptions of patients as (co) authors on publications and the acceptability of ICMJE authorship criteria: a cross-sectional survey. *Research Involving Engagement*, 14;7(1):39. doi: 10.1186/s40900-021-00290-1, PMCID: [PMC8201727](https://pubmed.ncbi.nlm.nih.gov/34520317/)

updated 5/2022

Decisions of Authorship and Ownership

The decisions of authorship should be made as early as possible in the research or creative activity process. **It is preferable that the decisions of authorship and ownership and decisions regarding dissemination are in written form and signed by all persons involved at the initiation of any project or program.** Collaborators should determine each members' contribution (noted above), what level (first, second, etc.) and the type (presentation, publication, copyright, patent, etc.) of authorship to be assigned. For example, often students participate in data collection or gathering materials to be used in a grant or manuscript. Though this may not constitute authorship on a publication, authorship on presentations at times may be granted by faculty members. Likewise, assisting to develop a tool, method, computer program or such product that is used and which may tangentially result in a copyright or patent may not constitute authorship but may warrant ownership.

No authorship rights are guaranteed for RAs, GAs, or TAs regarding SON reports/initiatives or faculty projects. Student research for an honors project, a master's thesis/project, dissertation, or directed research in which faculty are involved as a committee member or chair does not automatically award authorship to faculty members. Specific details are provided by the graduate school and PhD program if the manuscript dissertation option is used. Similarly, other students should use the author/ownership agreement form in this handbook to establish agreements. If a student is using faculty data or data collected as part of a faculty member's study/grant, this agreement should be determined at the initiation of the activity, in writing.

A second consideration is ownership. One issue is data collected either prior to or after the conduct of a specific project. For example, if a faculty member has collected, or obtained, or has access to data that is used for a secondary analysis, authorship should include the faculty member, but this may or not constitute first authorship by the faculty member depending on the written agreement. If students collect or obtain data that is later used for secondary analysis by other students, agency personnel, or faculty, the student should be included as an author. Another issue is if the data, method, or tool is deemed to be necessary for patent or copyright. Also, ownership should reflect the contribution and effort of those involved. Legal statutes, university policies on copyright and ownership, state and federal work for hire/work product, copyright, and patent laws as well as ethical principles, may assist in those decisions. It is incumbent upon all involved to assess this possibility at the initiation of a project and consult the appropriate faculty member, associate dean/dean, technology transfer offices, legal counsel, and university/agency Institutional Review Board, and UCG policies.

A third consideration is when the principal author does not follow through on dissemination or ownership efforts. In the event of the sudden incapacity or death, the principal author or investigator often remains first author. If not first author, the contributor should be an author in the order determined by the team with serious consideration of contribution. Similar consideration should be made for ownership decisions. In the event that a student or faculty member does not publish work that is co-authored by a faculty member, community or agency personnel, or another student, discussion should occur that allows the other authors to pursue dissemination that acknowledges the student contribution but allows credit for additional efforts to complete the dissemination effort. It is preferable that these discussions take place at the initiation of the study and that the contingencies be agreed to in writing. This is the most consistent and clear communication strategy.

The fourth issue is that all authors and owners assume accountability and responsibility for the integrity of the study, including but not limited to ethical treatment of human subjects or animals and accurate sampling, analyses, and reporting of results. The appropriate interpretation of the data is expected. Thus, authors should have access to and review documents prior to submission for presentation or publication. Many journals require signatures stating that each author is accountable and responsible for all conduct and content of publications. It is especially incumbent upon first authors and faculty members to protect students and other authors from fraud and scientific integrity concerns. If any issues arise, it is the responsibility of the

first author to notify all other authors.

***Reassessing authorship and ownership may occur during the research process, if additional applications for funding are submitted, if persons' efforts are not those expected and agreed upon (Preferably in writing), if required by funding application/guidelines, or if there are unexpected findings or usage for data. Any alterations may be included in the original agreement or additional written agreements may be added as amendments. The Authorship/Ownership Agreement Form is available from the SON Research Office and is recommended as a sample for use. Also, you may also wish to use the UNCG Data Use Agreement and Data Retention and Data Disposition policies and forms, the graduate school and SON dissertation manuscript option policies, and other guidelines and resources noted in this handbook and elsewhere.

***The Senior Associate Dean for Research and Innovation, the IRB representative and alternate, the Research, Scholarship and Innovation Committee chair and members, and the program directors are available for consultation. Additional information is available from the UNCG legal counsel and the technology transfer officer, as well as university, state and federal guidelines and statutes. The Office of Research Integrity and the Vice Chancellor for Research and Engagement can assist persons.

Last revised 5/2022

AUTHORSHIP/OWNERSHIP AGREEMENT FORM (Sample)

Form should be on UNCG SON Letterhead

* DATE ** _____ **

TITLE OF PROJECT/MANUSCRIPT

Principal investigator:	Name, Credentials, PhD RN
Co-Investigators:	Name, Credentials MSN, RN
	Name, Credentials, BSN RN Graduate Student

All participants will be co-authors on any presentation or publication resulting from this project. Dr. xxxxx will be first author and xxx , xxxxx will be second author, unless otherwise negotiated with the group. (Alternative statement see listing below). In further dissemination efforts, the 2nd and 3rd authors will alternate in order between xxx, and xxx. Any additions to or deletions from the participant list will be made through negotiation between the PI and other team members.

The PI retains the rights and responsibilities for determining appropriate submission of abstracts and manuscripts for presentation or publication. Team members may serve as presenters through agreed upon formats. The PI retains authority for final decisions. Team members may serve as presenters through agreed upon formats. If person do not complete their responsibilities in a timely manner, the PI reserves the right to change author order or remove authors.

Data remains shared property of the UNCG PI (and others if deemed appropriate) as is consistent the UNCG policies and procedures, and standard ethical and professional standards. If a PI leaves UNCG, the UNCG data use agreement policies will be used, including original data remaining at UNCG and authorship agreements enforced. In addition, student dissertations, thesis or other academic products that utilize the data must be completed as agreed to upon origination.

All participants must abide by the UNCG Institutional Review Board and the US Department of Health and Human Services guidelines for human subjects and animal protection and scientific integrity. All participants must also abide by UNCG’s Access to and Retention of Research Data policy: https://policy.uncg.edu/university-policies/research_data/.

The following manuscripts and presentations are expected from this project:
Title of paper, anticipated author order and assignment, journal possible if known. Title of paper, anticipated author order and assignment, journal possible if known.

Signature	date
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Signature	date
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Signature	date
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Appendix O: School of Nursing Social Media Policy

The University of North Carolina at Greensboro, School of Nursing

Adapted from UNC-CH SoN Policy 2012

Approved by SoN Faculty, March 2015

Revised by Student Matters, April 2021, and Re-approved by Faculty Assembly, May 2021

Purpose

Scope

Employees and Students in UNCG's School of Nursing.

Definitions and Roles and Responsibilities

Social Media:

Social media are defined as web-based or mobile technologies used for interactive communication. Examples include, but are not limited to, blogs and microblogs (e.g., Twitter), content communities (e.g., YouTube), social networking sites (e.g., Facebook), and virtual social worlds (e.g., Second Life).

Policy

As healthcare professionals and affiliates of a public institution, you have a responsibility to be aware of the impact your words have once published. Behavior should be respectful in all your social media encounters. Students and employees are responsible for the content they post or promote. Understanding that your views, values, and opinions may change over time, once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity. Content contributed on these platforms is immediately searchable and sharable, regardless of whether that is the intention of the contributor. Additionally, use of social media may present concerns for privacy and confidentiality.

Communication

Official SoN electronic communication regarding academic courses or academic schedules will occur through University-sanctioned channels (e.g., Spartan email, Canvas, and UNCG websites). Electronic communication outside these channels is not endorsed for academic courses.

Social Media Use

SoN students and employees are prohibited from disclosing through social media the following:

- Protected Health Information, as defined by the Health Insurance Portability and Accountability Act (HIPAA) – For example, individuals may not disclose patient names or otherwise refer to patients in any way that identifies them individually, including by their initials or by their location (e.g., hospital name or unit).
- Education Record Information, as defined by the Family Educational Rights and Privacy Act (FERPA) – Employees may not disclose FERPA-protected information regarding students.
- Confidential Personnel Information, as defined by the State Personnel Act – Employees may not disclose confidential personnel information about families, clinical facility staff or clinical institutions.

- Copyrighted or intellectual property belonging to the University, including, but not limited to course materials and examinations.
- Comments that express or imply sponsorship or endorsement by the School of Nursing or the University unless you are officially authorized to act in this capacity for this purpose on behalf of the University or the School.

Compliance and Enforcement

If a student or employee identifies themselves as affiliated with the SoN at UNCG online (e.g., list affiliation with the School in a Facebook profile) on a personal social media profile, it is best practice and strongly encouraged that a disclaimer be added that any opinions or views expressed do not represent the opinions of the School of Nursing or the University of North Carolina at Greensboro. Accordingly, the use of social media for clinical discussions that include any identifiable information related to patients or SoN-affiliated clinical facilities is prohibited.

In addition to this policy, all SoN-affiliated students and employees must adhere to the University's [Social Media Standards](#). Students in violation of this policy or other University related social media policies may be considered as having violated the UNCG Academic Integrity Policy and may face disciplinary action. Employees who violate this policy or other University-related social media policies may be subject to disciplinary action up to and including termination or dismissal.

[Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

Additional Information

Related Policies

- Additional Guidelines to be followed:
 - UNCG's Academic Integrity Policy: <https://osrr.uncg.edu/academic-integrity/>
 - UNCG's Social Media Standards: <https://uc.uncg.edu/social-media-standards/>
 - HIPAA: <https://www.hhs.gov/hipaa/index.html>
 - FERPA: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
 - NCSBN Social Media Guidelines for Nurses: <https://www.ncsbn.org/347.htm>
 - NSNA Social Media Recommendations: <https://www.dropbox.com/s/nfdwonodeiy4c5v/NSNA%20Social%20Media%20Recommendations.pdf?dl=0>
 - ANA Social Networking Principles: <https://www.nursingworld.org/social/>
 - NCBON Social Networking and Nurses: <https://www.ncbon.com/education-continuing-education-board-sponsored-bulletin-offerings-social-networking-and-nurses>

Resources

- UNCG's Social Media Standards: <https://uc.uncg.edu/social-media-standards/>

Approval Authority

UNCG's School of Nursing

Contacts for Additional Information and Reporting

Signature

By signing below, I hereby agree to abide by the terms of this policy.

Name

Signature

Date

Appendix P: Substance Abuse Policy and Drug/Alcohol Testing Policy

The University of North Carolina at Greensboro, School of Nursing

Approved by _____, December 2017

Revised

Purpose

For obvious health and safety concerns, nurses must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgement. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgement or motor coordination of nursing students in a health care setting poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in all of UNCG School of Nursing's programs, where students spend a considerable amount of time learning patients care in a variety of clinical settings. The UNCG School of Nursing recognize its responsibility to endeavor to provide a safe, efficient academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients during classroom, lab, and nursing student's clinical experiences in clinical facilities.

Therefore, the following policy has been adopted to:

- 1) Proscribe substance abuse and/or activities or behaviors a) that are prohibited by the University's Policy on Illegal Drugs, b) which may subject the involved student, other individuals, and the University to legal penalties or consequences, and c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted;
- 2) Identify enrolled nursing students in any program who may have a drug or alcohol-related impairment that may impact their ability to learn safe nursing care practices or that may create unacceptable risks for the University or clinical agencies in which students have clinical experiences;
- 3) Cooperate with affiliating clinical agencies by requiring nursing students reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate UNCG School of Nursing officials; and
- 4) Require all students enrolled in the UNCG School of Nursing, when there is a reasonable suspicion of substance abuse, to submit to drug testing.

Scope

Students in UNCG's School of Nursing.

Definitions and Roles and Responsibilities

Definitions

Drug Testing: Means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

Illegal Drug: Means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommend by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressant, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs. North Carolina Law makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Studies.

Nursing Student: Means any individual formally enrolled in the UNCG School of Nursing in pursuit of the BSN, MSN, PhD, or DNP degree, or approved certificate programs, including registered nurses (RN) and students taking courses at outreach sites, via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.

Reasonable Suspicion: Means there is evidence that forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substances abuse. Observations which could give rise to reasonable suspicion include but are not limited to: the odor of alcohol or drugs, behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained mistakes or accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

Substance Abuse: Means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical site premise or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course, lab, or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical sites premises or while participating in any University-or affiliated clinical site-sponsored or related activity, including any nursing-related course, lab, or clinical training activity; or (c) a nursing student’s use of alcohol or any drug in such a way that the student’s performance in any nursing course, including activities at any clinical site, is impaired a single positive drug test results will be considered substance abuse under this Policy.

Policy

Required Adherence to University’s Policy on Illegal Drugs

Found in the University Policy Manual: <https://policy.uncg.edu/university-policies/>

All UNCG School of Nursing students must become familiar with and comply with the University’s Policy on Illegal Drugs (https://policy.uncg.edu/university-policies/illegal_drugs/), which applies to behavior that occurs not only on the University campus, but also on property owned or controlled by the University and at University-sponsored or University-supervised activities, such as student nursing activities at affiliating clinical agencies. In addition, all students are subject to all applicable federal, state, and local laws addressing illegal drug and alcohol use, which are briefly described in the above-mentioned policy, as well as in the University’s Student Code of Conduct. The

UNCG School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy, is intended to complement the University's Policy on Illegal Drugs, and to ensure patient safety, comply with both clinical facility policies and North Carolina Boards of Nursing policy [21 NCAC 36.0320(d)] (www.ncbon.com, Nursing Practice Act, Administrative Code/Rules), and assist students in recovery.

Drug and Alcohol Proscriptions and Duty to Notify of Drug/Alcohol Convictions

1. Substance abuse as defined in this policy while enrolled in UNCG School of Nursing courses or programs is strictly prohibited. Nursing students who violate the prohibition against substance abuse are deemed to be unable to meet the essential qualifications/functions of the nursing curriculum and may be dismissed from the School pursuant to the Unsafe Practice Policy.
2. Under no circumstances should nursing students participate in nursing-related courses, labs, or clinical activities while they are impaired.
3. Nursing students determined by appropriate UNCG School of Nursing officials to have violated these proscriptions may be dismissed from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.
4. A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such violation, if substantiated, will result in the student's dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.
5. A nursing student who fails to notify the Associate Dean for Academic Affairs of the UNCG School Nursing within five days of an administrative action or legal conviction for any such violation will be subject to dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

Required Disclosure of Drug Use/Non-Use for Students in all School of Nursing Programs

1. Students in all School of Nursing will be required to provide (among all other items of information) a signed statement that he or she does or does not engage in substance abuse activities as defined herein, including in the University policy on Illegal Drugs as it may be amended from time to time. Further, he or she must disclose any legal convictions pertaining to the manufacture, use, possession, sale, or other distribution of illegal or legally controlled substances; pertaining to or related to the abuse of alcohol or any other chemical substance; and the consequences of any such conviction(s). See Section 4.4 below for Drug Policy Disclosure Statement
2. Whenever a nursing student's academic or clinical performance appears to be impaired, particularly in clinical setting, the University reserves the right to require the student to submit to drug testing. See Section 4.5 below.
3. Failure to provide the above-required information, past legal convictions for activities related to illegal or legally controlled substances, and/or information or evidence that reasonably establishes a past pattern of chemical substance abuse will be grounds for dismissal from the program, pursuant to the Unsafe Practice Policy. Prior convictions related to chemical substances will be considered along with all other information pertaining to the individual and will not produce automatic dismissal from the program. Discovery that false, fraudulent, incomplete, or misleading information was provided prior to matriculation, however, will be grounds for dismissal from the program under the Unsafe Practice Policy.

Student's Agreement to Submit to Drug Testing by Affiliating Clinical Agencies and to Consent to Release of Test Results to University Officials

1. For all affiliating clinical agencies which require nursing students to be subject to the agency's drug/alcohol testing policies, the student may be tested in accordance with the affiliating agency's policies.

2. Prior to being assigned to an affiliating clinical agency and as a pre-requisite for placement at any affiliating clinical agency, the nursing student shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned; b) to submit to any drug/alcohol testing required by the affiliating clinical agency; and c) to release a copy of any and all drug/alcohol test results to the UNCG School of Nursing Associate Dean for Academic Affairs and/or other appropriate UNCG School of Nursing officials. (see Student Drug Screen Release). Failure to sign the release shall be grounds for non-placement at an affiliating clinical agency and will result in a dismissal from the program, pursuant to the Unsafe Practice Policy.
3. The cost of all drug/alcohol testing required by affiliating clinical agencies, other than the initial drug/alcohol testing required at the beginning of the nursing program, shall be borne by the School of Nursing.
4. The Associate Dean for Academic Affairs will be notified of all test results.
5. A positive substance abuse test will result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences, pursuant to the Unsafe Practice Policy. The UNCG School of Nursing Associate Dean for Academic Affairs will notify a student who has a positive drug test. If a student asserts that such positive test is due to a lawful prescription, the student must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.
6. A student's failure to submit to a required drug screen or attempting to tamper with, contaminate, or switch a sample will result in the student being dismissed from the program, pursuant to the Unsafe Practice Policy.

Reasonable Suspicion Drug Testing Requested by UNCG School of Nursing

1. A student may be subject to testing at any time when, in the judgement of a faculty member, there is reasonable cause to suspect the student is engaging in the use of non-prescribed or illegal drugs/alcohol. Such individualized reasonable suspicion may be based on information from any source deemed reasonable by the faculty member and a variety of factors, including but not limited to:
 - Observable phenomena such as direct observation of drug use or possession, and/or physical symptoms or manifestations of being under the influence of a drug;
 - Observed erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance, including unusual patterns of absence from school or excessive tardiness that is reasonable interpretable as being caused by the use of drugs/alcohol;
 - Information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;
 - Conviction for a criminal offense related to the possession, use, or trafficking in drugs/alcohol, by a court, or being found responsible for a substance abuse-related offense in another administrative or quasi-legal proceeding.

The nursing faculty member will provide a Report of Reasonable Suspicion to document the reasons for requiring a drug test.

2. The Drug Testing Procedure set forth below will be followed when reasonable suspicion drug testing is requested by UNCG School of Nursing officials, including faculty members:

- a. Drug tests will be arranged by the UNCG School of Nursing, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be borne by the School of Nursing.
 - b. A qualified laboratory, in accordance with established methods and procedures, will conduct tests. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contained materials from that student, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.
 - c. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.
 - d. Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student's nursing records in the UNCG School of Nursing.
 - e. The Associate Dean for Academic Affairs will be notified of all test results.
 - f. If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the student will be released from further action.
3. The refusal to submit to a drug test upon a report of reasonable suspicion will be deemed to be a positive test result and may result in dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.
 4. The School of Nursing will also report information regarding licensed nursing students who (a) refuse to submit to drug/alcohol testing based upon reasonable or (b) who have positive drug test results to substance abuse, full reinstatement of licensure will be required for an unrestricted return to the educational program.

Student Self Disclosure of Prohibited Substance Use

A student who self-identifies use of a prohibited substance and is requesting help to deal with the problem should contact a member of the UNCG School of Nursing faculty or administration. The Associate Dean for Academic Affairs or Designee will institute the drug testing procedure as described in the policy. The cost of all drug/alcohol testing required by UNCG School of Nursing.

Rather than institute dismissal proceedings pursuant to the Unsafe Practice Policy, a student who has a positive test for prohibited substances after self-disclosure will be permitted to withdraw from the UNCG School of Nursing for up to 12 months to complete a program for substance abuse at a qualified treatment facility. After successful completion of the treatment program, the student is eligible to apply for readmission as outlined in Section 5, below.

Confidentiality

All drug testing results will be treated by UNCG School of Nursing as information that is received in confidence and shall not be disclosed to third parties unless (1) disclosure is required by law, (2) the information is needed by appropriate school officials to perform their job functions, (3) disclosure is needed to override public health and safety concerns, or (4) the student provided written consent to the release of the information. Nothing in this paragraph prohibits the UNCG School of Nursing and the University for the use and disclosure of the results of drug testing required by this policy in connection with internal academic purposes and/or in connection with the

defense of any student grievance and any claims filed by a student, or his/her personal representative, in any court of law or with any state or federal administrative agency.

Procedures for Readmission after Positive Drug Testing

Readmission Prerequisites

A student who is dismissed from the UNCG School of Nursing due to a positive drug test will be considered for readmission if the following conditions are met:

1. Submission of a verifiable letter from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program.
2. Submission to a drug test prior to readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for readmission.
3. Submission to drug tests as requested by the UNCG School of Nursing or clinical agencies after readmission.

Incidence of Reoccurrence after Readmission

A student who is re-admitted to the nursing program, and thereafter test positive for any drug/alcohol test or is otherwise determined to have engaged in substance abuse as defined herein, will be dismissed from the program, pursuant to the Unsafe Practice Policy, and may be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

Appeal Process

A nursing student may appeal the UNCG School of Nursing's decision to dismiss or not re-admit a student through the established Grievance Procedure.

Compliance and Enforcement

Any violation of this policy by a University student is subject to the Student Code of Conduct in the Student Policy Handbook. For employees, violation of this policy will be subject to consideration as "misconduct" under EHRA policies (faculty and EHRA non-faculty) or "unacceptable personal conduct" under SHRA policies, including any appeal rights stated therein.

If violation of the policy also results in a violation of law, the violation may also be referred for criminal or civil prosecution.

Additionally, violations of this policy may result in termination or suspension of access, in whole or in part, to University information systems at the discretion of ITS where such action is reasonable to protect the University or the University information infrastructure.

Additional Information

Related Policies

- Faculty policies: Located in Faculty Handbook on Canvas
- North Carolina Boards of Nursing Policy [21 NCAC 36.0320(d)], Nursing Practice Act, Administrative Code/Rules: www.ncbon.com
- UNCG's Policy Manual: <https://policy.uncg.edu/university-policies/>
- UNCG's Policy on Illegal Drugs: https://policy.uncg.edu/university-policies/illegal_drugs/

Approval Authority

UNCG's School of Nursing

Contacts for Additional Information and Reporting

Updated 6/11/2020