



UNC GREENSBORO
School of Nursing

RN-to-BSN Student Handbook



RN-to-BSN Student Handbook

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Introduction and Welcome

About this Handbook

Welcome to UNCG and the School of Nursing! This School of Nursing RN-to-BSN Handbook is designed to provide students seeking an RN-to-BSN degree, and who are currently registered nurses, with important information. Students should be familiar with the contents of this handbook as well as 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



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 – compassion

A – compassion needs action

R – reflection (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

RN-to-BSN Concentration Coordinator - Tammy Hall, MSN, RN, RDMS

Congratulations on making the decision to complete a bachelor's degree in nursing. We are delighted to have you as a part of the UNCG School of Nursing family. We look forward to supporting you and working with you as you pursue your degree. You will find that everyone involved in the RN-to-BSN program is dedicated to your success and desires the very best for you. As many of you are completing your degrees online, we want you to know that we are available to you. We want to get to know you and celebrate your accomplishments with you! Enjoy your time with us and Go Spartans!!

RN-to-BSN Support Roles -

Name	Title/Position	Office	Phone	email
Tammy Hall	Concentration Coordinator	465HNIB Building	336 334-5095	tfhall@uncg.edu
Mrs. Jennifer Boggs	Program Specialist, RN-to-BSN Program	294BNIB Building	336 334-5265	jaboggs@uncg.edu

SON Overview

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

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

At the UNCG SoN we are taking giant steps anchored by transformation and focused on: Inclusive Communities, Passionate People, Innovative Practices, and 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 a 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 bideterminants 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.

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.

Academic Calendars

RN-to-BSN Concentration Overview

The RN-to-BSN concentration is designed to provide working RNs with an opportunity to earn a BSN on a part-time plan of study. The program has course offerings in a hybrid or online cohort format; the hybrid cohorts are offered at multiple locations with rotating start dates. The online cohort starts each fall semester.

Online Cohort: Online classes are held asynchronously. Students in the online cohort should plan to take two required nursing courses each semester during three consecutive semesters (Fall/Spring/Summer). Required nursing courses for the online cohort are taught during the summer semester. Students take 6 credit hours of required nursing courses during the fall semester and 8 credit hours of required nursing courses during each of the spring and summer semesters. The required nursing elective choices are

offered asynchronously online in the Fall, Spring, and Summer semesters. Any additional hours for residency or general education purposes may extend a student's time at UNCG.

Hybrid Cohorts: Hybrid classes are a blend of face-to-face and online delivery and are held **one day** per week at distant locations. Students in the hybrid cohorts should plan to take two required nursing courses each semester during three consecutive semesters (Fall/Spring/Fall OR Spring/Fall/Spring). Required nursing courses in the hybrid cohorts **are not** taught over the summer semester. The first semester is 6 hours of required nursing courses; the second and third semesters are 8 hours each of required nursing courses. The required nursing elective choices are offered asynchronously online in the Fall, Spring, and Summer semesters. Any additional hours for residency or general education purposes may extend a student's time at UNCG.

The time needed to complete degree requirements for both program options depend on the number of credits already established prior to enrolling in the program, the number of required courses taken each semester, and space availability in the nursing courses during the semester. **RN students should expect 12-16 hours of work (reading, online participation, homework, writing, experiential activities, etc.) per course each week.**

RN-to-BSN cohorts are offered in collaboration with grant funding from the Northwest Area Health Education Center (NWAHEC).

RN-to-BSN Student Program Goals and Learning Outcomes

SCHOOL OF NURSING GOALS

The School of Nursing is committed to excellence in accomplishing the following goals:

1. Provide professional nursing programs at baccalaureate, masters and doctoral levels based on standards of nursing practice.
2. Conduct collaborative research and scholarly activities to advance the discipline of nursing and health of persons across the lifespan.
3. Provide professional and public service to meet regional and global healthcare needs.
4. Prepare professional nurses to deliver evidence-based practice in a variety of settings.

Baccalaureate Nursing 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 healthcare 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.

RN-to-BSN Curriculum

NUR 370	Concepts of Professional Nursing (3:3); Study of basic concepts in professional nursing.
NUR 371	Nursing Health Assessment (3:2:3); Study of the health assessment of individuals over the life span. Laboratory activities promote the development of assessment skills.
NUR 470	Community Health Nursing Concepts and Care (4:3:3); Nursing concepts and care of individuals, families, and groups within community settings.
NUR 471	Nursing Concepts and Care of Older Adults (4:3:3); Theories of aging, physiological/psychological functioning, impact of developmental changes, illness, and chronic dysfunction.

NUR 472 Nursing Leadership and Management (4:3:3); The professional nurse’s role in applying principles of leadership and management in health care organizations across the continuum of care.

NUR 473 Nursing Research (4:3:3); Introduction to nursing research and the professional nurse’s role in research.

NUR ELECTIVES**

NUR 330 Global Perspectives on the Health of Women (3:3) Global perspectives on women’s health issues.

NUR 346 Intro to Health Care Informatics (3:3) Exploration of informatics and health care technologies in the management of individuals, groups, and organizations for the improvement of patient outcomes

NUR 390 Culture and Health Care (3:3) Role of culture in structure and delivery of health care in Asia, Africa, Latin America, Eastern Europe, and with selected indigenous peoples.

NUR 405 Pharmacology in Nursing (3:3) Study of major drug groups and their action, use, side effects, and nursing care considerations. Emphasis on nursing care and teaching, built upon physiology and basic pharmacology.

** Students are required to take 1 NUR elective. Elective offerings vary by semester.

Undergraduate Program Tracks

RN-to-BSN

- **RN-to-BSN Plan of Study**

Sample Online Plan of Study – Fall Cohort Start

Fall Semester	Spring Semester	Summer Session
NUR 370 NUR 371	NUR 471 NUR 473	NUR 470 NUR 472
NUR elective	NUR elective (if not already taken)	NUR elective (if not already taken)
UNCG Residency hours	UNCG Residency hours (if not already taken)	UNCG Residency hours (if not already taken)

Sample Hybrid Plan of Study – Fall Cohort Start

1st Fall Semester	Spring Semester	Summer Session	2nd Fall Semester
NUR 370 NUR 371	NUR 470 NUR 472	NUR elective (if not already taken)	NUR 471 NUR 473
NUR elective	NUR elective (if not already taken)	UNCG Residency hours (if not already taken)	NUR elective (if not already taken)
UNCG Residency hours	UNCG Residency hours (if not already taken)		UNCG Residency hours (if not already taken)

Sample Hybrid Plan of Study – Spring Cohort Start

1 st Spring Semester	Summer Session	Fall Semester	2 nd Spring Semester
NUR 370 NUR 371	NUR elective (if not already taken)	NUR 471 NUR 473	NUR 470 NUR 472
NUR elective	UNCG Residency hours (if not already taken)	UNCG Residency hours (if not already taken)	NUR elective (if not already taken)
UNCG Residency hours		NUR elective (if not already taken)	UNCG Residency hours (if not already taken)

These are examples, and an individualized plan of study can be constructed with the Program Specialist and/or their academic advisor to fit a student’s individualized needs.

Lloyd Honors College

RN-to-BSN students may apply for and achieve Disciplinary Honors while taking the Core and Elective Nursing courses over the three semesters. Students are eligible for the Disciplinary Honors if they completed at least 31 hours of course work in residency at UNCG and maintained a cumulative GPA of 3.30 from all institutions. The required coursework includes: 12 semester hours of honors course work with at least a B (3.0) or above; 9 semester hours of honors course work in the major; and 3 semester hours of a senior honors project. For more information on Disciplinary Honors please contact Dr. Rebecca Kalinoski, the Honors Liaison for the School of Nursing at rakabatc@uncg.edu.

Program Requirements

Covid-19 Pandemic Guidance

School of Nursing COVID-19 Statement

As Centers for Disease Control (CDC), N.C. Department of Health and Human Services (DHHS) and University guidance changes related to community COVID 19 cases and hospital capacity, the faculty will post in the course Canvas page current guidance to recognize and address concerns about physical and emotional safety. As such, all students, faculty, and staff are required to uphold UNCG’s culture of care by actively engaging in behaviors that limit the spread of COVID-19 based upon current guidance. Clinical agencies may have separate guidance that requires mask wearing, vaccinations, social distancing, and other guidance to which faculty and students must adhere as part of program clinical requirements.

The best way to prevent transmission of diseases is to engage in proper hand washing hygiene when possible.

Students and faculty are expected to:

- Self-monitor for symptoms of COVID-19
- Stay home if you are ill

- Complete self-report form for symptoms or exposure
- Comply with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill.

Disposable masks will be available for students if university guidance requires it. The SoN will fit for and provide N-95 masks if required for clinical experiences.

Criminal Background and Drug Screening

The School of Nursing has contracted with Corporate Screening and Certiphi to perform these services. 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 information will be released to the agency if requested. If you have questions, please contact Philip Simpson, pasimpso@uncg.edu This criminal background check does not replace the one required by the NC Board of Nursing prior to initial licensure as a registered nurse.

Advising

Admitted students are assigned to a cohort and each cohort has an assigned faculty advisor. Once a cohort starts, students should contact their faculty advisor for assistance with their plan of study, registration needs, and overall academic concerns. **The ultimate responsibility for choosing classes, dropping classes, and meeting curriculum and graduation requirements rests with the student, not the advisor.**

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

1. contact the faculty member early (if possible, several days before you need an appointment or assistance),
2. provide their 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 to free up the time for another student.

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/>

Requirements for Registration

Current unrestricted North Carolina RN license or unrestricted RN license in a state covered by the multi-state Nurse Licensure Compact. Prior to enrollment in the nursing program, students are required to complete STA 108 or equivalent, as well as the School of Nursing Clinical Course requirements that include a drug screen, criminal background check, nine

release forms, and immunizations.

Transfer Information

Previous courses and degrees can impact the needed Minerva Academic Curriculum (MAC) requirements. All students are required to meet the University requirement of 120 (122 hours prior to Fall 2019) hours for graduation and 31 hours taken “in- residence” at UNCG. Transfer courses **require** a grade of “C” or better to transfer. There is a 64-hour limit on 2-year institution transfer hours, but no limit on 4-year institution hours. RN-to-BSN students can transfer 6 hours of credit to UNCG from other RN-to-BSN programs, however, only 3 hours will be counted towards a core course. The other 3 hours will be counted as a nursing elective course. Students will still be required to earn 6 or more hours “in-residence” at UNCG.

Transfer classification varies, depending on the institution where you took your previous courses and/or earned a degree. Please see the **Articulation Agreement:**

<https://nursing.uncg.edu/academics/undergraduate/rnbsn/>

PROGRESSION AND COMPLETION

Students must earn a grade of “C” (2.0) or better in all Nursing courses to progress. Failure to earn a grade of C (2.0) or better will result in immediate dismissal from the School of Nursing. The student would have to file an appeal to return to the program. (See the appendix for information regarding the appeals process) An overall grade point average of 2.0 or better is required to graduate from UNCG.

Students must successfully complete 120 credit hours, including 31 credit hours in UNCG courses, to earn the BSN degree from UNCG. These hours include transfer hours, hours awarded after the completion of the 300- level courses, and hours earned at UNCG. Students who successfully complete the 300-level courses on the RN-to-BSN concentration will be awarded 30 semester hours of UNCG credit for previous learning and clinical competencies.

Grading

GRADING SCALE: The following is the grading scale used in the School of Nursing. **This is NOT a 10- point scale!** Students **MUST** maintain at least a “C” (77 average) in each NUR course to continue in the program.

95 - 100 = A	77 - 79 = C
92 - 94 = A-	74 - 76 = C-
89 - 91 = B+	71 - 73 = D+
86 - 88 = B	68 - 70 = D

83 - 85 = B-	65 - 67 = D-
80 - 82 = C+	64 and below = F

Drop Policy

The last day to drop a course **without** academic penalty is listed in each semester's calendar. University calendars can be located by visiting the Registrar's Office online at <https://reg.uncg.edu/calendars/>. The student who drops a required course without penalty (in good academic standing) may choose to progress in the program, but this may necessitate the student taking the needed course(s) at another cohort location. All undergraduate students are limited to withdrawing from a **maximum of 16 semester credit hours** during their undergraduate career.

Course withdrawals after eight weeks or more than 16 semester credit hours will incur a WF grade (Withdrawn Failing).

All WX courses count as attempted hours and in tuition surcharge calculations, and are subject to academic standing, financial aid, and Satisfactory Academic Progress rules and calculations.

Withdrawing from a course with extenuating circumstances

Undergraduate students with appropriate cause, as determined by officially documented military deployment, medical, psychological, or unanticipated personal life events, or administrative reasons, may petition for an exemption from the 16- semester-hour limit and the eight-week deadline by initiating a Course Withdrawal Request through the Students First Office. Prior to initiating contact with the Students First Office, the student is encouraged to contact their academic advisor and/or the RN-to-BSN Concentration Specialist to discuss options. The Course Withdrawal Request Committee, under the purview of the Students First Office, shall be responsible for authorizing Course Withdrawal Requests in consultation with the instructor of every course, and with other departments or agencies as needed. If a Course Withdrawal Request is authorized, all requested courses will be indicated on a transcript with a grade of WE (Withdrawn with Exception).

If a student withdraws from all courses, the student is considered officially withdrawn from the university.

All WE courses count as attempted hours and are subject to financial aid and Satisfactory Academic Progress rules and calculations; they do not count in academic standing calculations, GPA calculation, or tuition surcharge calculations.

Neither the course withdrawal (WX) nor the course withdrawal with an exception (WE) can be replaced under the University's Grade Replacement Policy or forgiven as part of the

Academic Renewal Policy.

Change of Residence

Due to laws and rules governing nursing education practice and state laws governing education delivery in each state, it is your responsibility to inform your academic advisor immediately if you do not currently live in North Carolina or if you move your actual residence (not necessarily your “legal residence”) during the program. Depending on where you live, this may affect your ability to complete the RN-to-BSN concentration.

Incomplete Grade

A grade of ‘I’ (Incomplete) “indicates that the completion of some part of the work for the course has been deferred because of prolonged illness of the student or because of some serious circumstances beyond the student’s control” (Undergraduate Catalog, Grading).

The student must complete the necessary work to obtain a grade in the course within 6 months of the end of the semester in which the grade of Incomplete was earned, or the grade will automatically be converted to a grade of F by the Registrar. The actual deadline for removal of an incomplete is listed each semester in the Academic Calendar at <http://www.uncg.edu/reg/Calendar/index.html>.

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.

Academic Renewal

Formerly enrolled students who left UNCG with a cumulative GPA below 2.00 may be eligible for academic renewal. Academic Renewal allows formerly enrolled students the possibility of having grades earned during their previous attendance period to be forgiven (excluded from GPA calculations). Students initiate the request for Academic Renewal after successful completion of 12 semester hours by filing a form with the Students First Office. <https://studentsfirst.uncg.edu/academic-appeals/academic-renewal-request/>

Academic Concerns/Complaints

Students with academic concerns should contact their course professor **first**. If the concern remains unresolved, the student should contact the RN-to-BSN Concentration Coordinator, Tammy Hall. If the concern is still not resolved, the student should contact the BSN Program Director, Dr. Cathy Sykes. If there is still no resolution, the next step is to take the concern to the Associate Dean for the Academic Programs, Dr. Yvonne Eaves. 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. Do not wait to talk to your professor if you think an issue is developing! See Appendix D for the Formal Complaint Policy.

CLASS ATTENDANCE EXPECTATIONS

Students in the hybrid cohorts should plan on **weekly** class attendance. Students are expected to be present and participate in activities related to each course. This would include logging in to a course and actively participating in scheduled course activities (discussion boards, quizzes/exams, and other assignments) on a regular basis. It is the responsibility of the student to learn and comply with the guidelines set for each class. Faculty indicate attendance requirements in each course syllabus. Students are expected to review the semester calendar and not make personal plans that conflict with academic obligations.

Students in the online cohort should plan on weekly engagement in course activities. Content in the online cohort will be delivered asynchronously.

If a student is excessively absent from class or fails to participate, the professor may give the student a failing grade. The student must notify faculty prior to the learning event or assignment deadline to obtain an excused absence. **Any** absenteeism may result in reduction of the course grade or course failure. Presence and participation in class enhances student learning and missing these experiences could impact the course grade by lack of mastery of the course content.

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. This information is contained in the course syllabus and includes a description of the grading system. Open and frequent communication between students and professors will help support success in all courses. The student, as well as the professor, 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 professor.

Students should receive oral and/or written feedback throughout a course at regular intervals. Students need to be aware of their professor'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 professor feedback.

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

In clinical courses, professor feedback usually occurs in the form of dialogue during clinical practice and in conferences with students, instructor comments on written assignments, and instructor'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 e-mail daily.** Personal email and other non-University electronic communication methods should not be used for academic purposes.

Inclement/Adverse Weather or other Emergencies

The student will need to decide if road conditions are safe for travel to the cohort site. If there is a question on whether classes are delayed, canceled, or if the university is closed, call the **Inclement Weather Hotline** at 336/334-4400 or the **UNCG Switchboard** at 336/334-5000 or the UNCG Police NON- EMERGENCY phone number at 336/334-5963. A recorded message will provide the most accurate information.

In addition, delays and closing are always communicated to local television and radio. If the student believes conditions exist which prohibit safe travel to the cohort site, the student must communicate with the faculty member before the scheduled class time.

Sign up for **SpartanAlerts**, information on closings and delays will be posted on this page, as well as updates following any significant emergency or disaster.

<http://spartanalert.uncg.edu/adverse-weather/>

When the University is closed for emergencies, holidays, or breaks, it is likely that face-to-face classes will NOT meet at cohort sites. It is the responsibility of the student to determine the status of the class IF they have not received a message from the faculty member for a course. The student may email the faculty member through Spartan email. Students in the online cohort should refer to their course syllabi for guidance on University closures.

PREPARATION FOR CLASS

To gain the maximum benefit from their nursing education, students must attend class (hybrid cohorts) regularly and must be thoroughly prepared for each class. It is the student's responsibility to become familiar with the course syllabus and course calendar so assignment guidelines are followed, and scheduled deadlines are met. Preparation for classes may be specific to each course, but there are some general guidelines students are expected to follow for all courses. These include, but are not limited to,

- Access all course materials, assignments, and announcements from the online course documents a minimum of at least twice per week and preferably 3-4 times per week.
- Apply previously learned concepts to the program of study
- Plan for a minimum of 2-3 hours of study for each 1 hour of class time per week.

LEARNING ENVIRONMENTS

UNCG offers both a hybrid program and an online program. The hybrid program is **NOT an online program**, but rather classes are taught both face-to-face and online. Students are expected to attend class once a week for four hours, however, credit for two courses is

earned during this one day a week format. The online-only cohort is offered completely online in an asynchronous format.

Canvas is the Learning Management System used for online learning at UNCG. Canvas is accessible on the University home page: <http://www.uncg.edu/> by clicking the Canvas symbol that appears in the mid-upper right corner of the website.

The Nursing elective and many of the University MAC courses are offered online during Fall or Spring semesters and Winter or Summer sessions.

MINIMUM TECHNOLOGY REQUIREMENTS

Much of the course interaction for the RN-to-BSN Concentration takes place via computer/online. It is the student's responsibility to ensure access to a computer and up to date technology/software as well as a high-speed internet connection. It is the student's responsibility to ensure electronic submissions are timely, accurate, thorough, and in the correct location for grading consideration. Faculty assumes no responsibility for electronic difficulties. Students are encouraged to utilize computer services to resolve any issues prior to established deadlines.

MINIMUM TECHNICAL SKILLS

It is the student's responsibility to be familiar with and achieve proficient skill in navigating the course and common computer application software such as Microsoft Office products. It is highly encouraged that students be proficient in the use of online technology if applying for the online-only cohort. Information about Canvas and navigating courses within Canvas is available online at <https://its.uncg.edu/canvas/>

Written assignments will need to be submitted using MS Office products such as MS Word, MS Excel, MS PowerPoint, MS Publisher etc. Once admitted, students will have access to MS Office software at myCloud <https://mycloud.uncg.edu/vpn/index.html> or Office 365 <https://its.uncg.edu/Office365/> Please contact 336- 256-8324 for support and answers to questions regarding this process <https://uncg.service-now.com/support>

COMPUTER ACCOUNTS

If you have not set up your default accounts, you must do that in order to access UNCG iSpartan email and Canvas.

- **UNCGenie** is the portal for admitted and currently enrolled students. This is used to register for classes, pay your tuition and fees, and take care of other university-related business. Students need their University ID and PIN to log in to UNCGenie. (Both are sent in an email through Apply after admission.)
 - Review your Degree Works report.
 - This is your official audit on which the Registrar's Office will clear you for graduation.

- Degree Works is counting what you are registered for. You need to add hours that you have remaining.
- Everyone needs **120 overall hours** to graduate AND **31 hours** in residence at UNCG.
- Residency does not mean clinical hours. Our RN-to-BSN Concentration is only 25 hours which includes a Nursing elective, so you need to take an additional 6 hours at UNCG to satisfy this University requirement.
- **iSpartan:** A UNCG email account that students must activate after being admitted. (Visit its.uncg.edu/Accounts/New for information on activating your computer accounts.) You access it through the “i” on the UNCG main webpage, top right corner. It will pop up down at the right of the page as Gmail. It is **not** the same as your personal Gmail account.
 - After you are admitted, you will use this for **all UNCG correspondence**.

Canvas: Courses in the School of Nursing use an online learning management system called Canvas. Students who have activated their UNCG computer accounts will have access to Canvas. Students can access Canvas either through University computer resources (UNCG computer labs) or their own personal computers (laptops, desktops, tablets, etc.). Canvas also may be used for communication among groups of students, for example:

(ORG) RN-to-BSN Student in Canvas: We post important notices and information in Canvas under the RN-to-BSN Organization. Current students should already be on the list; new students will be added as they are admitted. You **must accept** the invitation to the Canvas organization. This invitation will come to you via your UNCG email.

TOPICAL OUTLINE/CALENDAR

Topical outlines and course calendars are specific to each course and will be provided by faculty with each course. The RN-to-BSN concentration abides by the UNCG Academic Calendar published by the University Registrar’s Office. These calendars may be accessed at the following site: <https://reg.uncg.edu/calendars/>

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.

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 discuss the appeals process with their Academic Advisor, the Prelicensure BSN Program Director, an advisor in the Academic Affairs Office, or the Associate Dean for Academic Programs. 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/> See the Student Appeals Policy at Appendix A.

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. 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.

Student Resources

Information Technology Services (6-TECH)

- Computing Accounts
- Spartan email
- Canvas
- Jackson Library Super Lab

APA Style Tutorial

Nursing Organizations

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

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 used 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 from 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 judgment 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 outlined 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 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.

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: 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, Associate Dean for Academic Programs, Dean or Provost. For grade appeals to the Program Director, Associate Dean for Academic Programs, 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

Appendix D: 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-to-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-to-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 E: 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-j827WLPcNwgX_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-to-BSN student academic records are retained in the Office of the RN-to-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 about 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-j827WLPLcnwgX_Pj_dCz9Q
- University Catalog: <https://catalog.uncg.edu>

Approval Authority

UNCG's School of Nursing

Contacts for Additional Information and Reporting

Appendix F: 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 G: 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 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>)
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)
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. Cobey, 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/PMC8201727/)

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 UNCG 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. If 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

Signature

date

revised 5/2022

Appendix H: 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/>
- NC BON 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 I: 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 of 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 convictions(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 reverses 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 using 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 or 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 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 UCG 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 UCG 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 UCG 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 UCG 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 UCG 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 UCG 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 UCG 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 UCG 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