



UNC GREENSBORO

School of Nursing



PhD STUDENT HANDBOOK

PhD Student Handbook Template

Table of Contents

Introduction and Welcome	5
About this Handbook	5
Faculty and Support Roles –	6
SON Strategic Vision.....	6
SON Philosophy.....	6
Conceptual Framework.....	7
Content Components.....	7
Process Components.....	8
Equity, Diversity and Inclusion	9
SON Operating Principles and Practices	9
Academic Calendars.....	9
PhD Program Overview.....	9
PhD Student Program Goals.....	9
PhD Learning Outcomes.....	10
PhD Curriculum	10
• Plans of Study.....	10
• PhD Seminars	12
Program Requirements.....	12
Covid-19 Pandemic Guidance	12
Health and Certification Requirements	12
Criminal Background and Drug Screening	12
SON Academic Policy - (Academic Integrity Policy)	12
UNCG School of Nursing Policies	15
Registration	15
Process for Student Concerns and Complaints.....	15
Unsafe Practice Policy.....	16
Investigation & Evaluation of an Unsafe Practice.....	16
Hearing Process.....	17
Post Hearing Process.....	17
Student Procedure for Needlestick or Bloodborne Pathogen Exposure	17
Student Academic Progression	19
Technical Standards for Admission, Academic Progression & Graduation	19
▪ Planning in advance for major milestones in the PhD Program	21
▪ Engaging in Dissertation Research.....	21

	3
▪ Selecting your Dissertation Chair and Advisory/Dissertation Committee	21
▪ Preliminary Exam/Qualifying Exam	21
▪ Dissertation Proposal Defense (Written & Oral).....	23
▪ Dissertation Proposal Approval	23
▪ Apply for Candidacy	23
▪ Dissertation Defense.....	24
▪ Dissertation Options	25
❖ Traditional Option	25
❖ Manuscript Option	25
❖ Authorship and Publication.....	25
❖ Dissertation Format for Manuscript Option	26
❖ Nontraditional Dissertations	26
Grading Policies.....	27
• Required Withdrawal/Dismissal	27
• Recommending Dismissal	27
• Transfer of Courses	27
Student Appeal Process	28
Commencement Participation Policy.....	28
Student Resources	28
Information Technology Services (6-TECH).....	28
APA Style Tutorial.....	28
Nursing Organizations & Memberships	28
UNCG Phone Directory.....	28
School of Nursing Program Phone Numbers	28
Emergency, SON & UNCG Phone Numbers	28
SON Website	28
Student Travel.....	28
APPENDICES	28
Research Scholarship Guidelines	28
Sexual Harassment Policy	28
Social Media Policy.....	28
.....	29
Assumption of Risk.....	29
.....	31
University of North Carolina at Greensboro School of Nursing Failure to Attend Policy	31
.....	33
University of North Carolina at Greensboro School of Nursing Student’s Consent to Drug/Alcohol Testing and Release of Test Results to UNCG School of Nursing	33

..... 35

The University North Carolina at Greensboro School of Nursing Report of Reasonable Suspicion of Drug/Alcohol Use 35

..... 36

University of North Carolina at Greensboro School of Nursing Procedure for Student Drug Testing for Cause 36

University of North Carolina at Greensboro School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy 38

Substance Abuse Policy Notification and Disclosure Statement For Students in the Upper Division of the BSN, RN-BSN, Post-Baccalaureate Certificate, MSN, PhD and DNP programs..... 44

Introduction and Welcome

About this Handbook

This handbook should be used to guide the PhD student through the processes required for the PhD degree. With forethought, diligence, and integrity, the PhD student will know success in all milestones of the PhD program.



Hello friends,

UNC Greensboro is a unique place, and I am glad that you [found your way here](#). The UNCG School of Nursing embraces a rich history dating back to its early days at the Women’s College. I am proud to be part of the Spartan family as the School’s fifth dean of nursing and the first dean of color. Here we are committed to an **inclusive community**, where diverse perspectives, experiences, talents, learning styles, and backgrounds fuel our extraordinary passion in pursuit of the ultimate goal of providing the best healthcare for patients and their families. We are a team of **passionate people** that includes our faculty and staff, and we are educators, scientists, practitioners, advocates, innovators, active-duty service members, veterans, and so much more. We are leaders! Our school is a place to find your way to a meaningful and rewarding career, whether through education or as a member of our team. **Innovative practices** are our norm, whether in our research, teaching/learning operations, active learning classrooms, online learning environments, skills and simulation labs, or through partnerships with our more than 700 clinical agencies in the community. All this culminates into our **extraordinary outcomes**. We have world-renowned faculty who are leaders in the field, staff who are among the best in their areas of expertise, and students who consistently demonstrate great success, such as high graduation rates, high licensure and certification pass rates, and great employment success. UNCG nursing graduates are highly sought after and are leaders in the field of nursing and healthcare.

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

C – ompassion

A – compassion needs action

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

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

Welcome to the UNCG School of Nursing! I CARE!

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



Dear Future Nurse Scientist: Welcome to the University of North Carolina Greensboro School of Nursing’s PhD Program! We are glad you have chosen to further your education here with us. UNCG School of Nursing has a long tradition of excellence and we look forward to engaging with you in your journey to become a PhD

prepared research-oriented nurse scientist. This handbook is meant to be a resource for all nursing PhD students related to School of Nursing and PhD program policies and procedures. I also encourage you to become familiar with The Graduate School's website at <http://grs.uncg.edu/> and with the Graduate Bulletin linked from this page <http://grs.uncg.edu/bulletin/>. Each of these contain a wealth of useful information that can guide you through the program and answer many of your questions. If you are unable to find the answer you seek, feel free to contact myself, your advisor, or The Graduate School for help.

With warm wishes,

Susan Letvak PhD, RN, FAAN
 Eloise R. Lewis Excellence Professor
 Director PhD in Nursing Program
 #270 NIB
Saletvak@uncg.edu
 336-256-1024

Faculty and Support Roles –

PHD FACULTY	PHONE	EMAIL
Bacon, Cynthia	336-334-5111	c_bacon@uncg.edu
Barksdale, Debra	336-334-5016	djbarksdale@uncg.edu
Eaves, Yvonne	336-334-3735	ydeaves@uncg.edu
Johnson Rowsey, Pam	336-334-4943	pjrowsey@uncg.edu
Kennedy-Malone, Laurie	336-553-6072	lmkenne2@uncg.edu
Letvak, Susan (PhD Program Director)	336-256-1024	saletvak@uncg.edu
Lewallen, Lynne	336-334-5170	lplewall@uncg.edu
McCoy, Tom	336-334-3733	tpmccoy@uncg.edu
Pickett, Stephanie	336-256-1462	s_picke2@uncg.edu
Snyder, Audrey	336-334-5182	aesnyde2@uncg.edu
Sykes, Cathy	336-256-1025	cisykes@uncg.edu
Vermeesch, Amber	336-334-5105	alvermeesch@uncg.edu
Wallace, Debra	336-256-0572	dcwallac@uncg.edu
Felder, Terri (Program Asst.)	336-334-3167	tmfelder@uncg.edu

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 developed and refined as an outcome of scientific, historical, philosophical, and ethical inquiry. Nursing knowledge is generated about health experiences and behaviors of persons across the life span. Testing and validation of interventions used in nursing practice generates evidence to support best practices. The metaparadigm concepts of person, environment, health, and nursing form the foundation upon which inquiry and the profession are based.

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

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

Conceptual Framework

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

Content Components

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

Person

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

Environment

Environment is the sum-total of all internal and external phenomena and processes that have an impact on people. 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

PhD Program Overview

PhD Student Program Goals

- Practice as nurse scientists to advance the discipline and nursing profession through scholarly inquiry

- Assume leadership roles in promoting optimal health for ethnic minorities, women, children, and older adults
- Meet the academic and healthcare industry needs for nursing scholars in North Carolina and the nation

PhD Learning Outcomes

- Evaluate knowledge of ethnic minorities, women, children, and older adults (person)
- Evaluate the impact of health systems and the environment on specific populations (environment)
- Generate nursing knowledge related to health promotion and elimination of health disparities in ethnic minorities, women, children, and older adults (nursing)
- Promote health and eliminate health disparities in specific populations through research (health)
- Advance nursing knowledge through the inquiry process (inquiry).
- Demonstrate the art of caring in the nurse scientist's role in academia and industry (caring)
- Practice as a nurse scientist in promoting health and eliminating health disparities in health systems and specific populations (practice)

PhD Curriculum

- **Plans of Study**

Full-time PhD Program Plan

Course Number-Course Title	Credit Hours
Semester I – Fall 1	
NUR 701-Statistical Applications for Nursing Research I	3
NUR 710-Philosophy of Knowledge Development in Nursing	3
Elective	3
Semester II – Spring 1	
NUR 702-Statistical Applications for Nursing Research II	3
NUR 712-Theory Analysis in Nursing Science	3
Cognate	3
Semester III – Summer 1	
NUR 781-Health Promotion Models & Interventions	3
Semester IV – Fall 2	
NUR 704-Quantitative Research in Nursing	3
NUR 782-Health Disparities & Outcomes	3
Cognate	3
Semester V – Spring 2	
NUR 703-Qualitative Methods for Nursing	3
NUR 707-Measurement in Nursing and Health Care Research	3
NUR 790-Directed Research	3
Semester VI – Summer 2	
NUR 799-Dissertation*	3
Semester VII – Fall 3	
NUR 783-Advanced Health Policy & Ethics	3
NUR 799-Dissertation*	6
Semester VIII-Spring 3	

NUR 741-Nurse Scientists in Academia & Industry I	3
NUR 799-Dissertation*	3
TOTAL CREDITS	57

**dissertation hours are variable (minimum of 12 up to 18 credit hours)*

Half-time PhD Program Plan

Course Number-Course Title	Credit Hours
Semester I – Fall 1	
NUR 701-Statistical Applications for Nursing Research I	3
NUR 710-Philosophy of Knowledge Development in Nursing	3
Semester II – Spring 1	
NUR 702-Statistical Applications for Nursing Research II	3
NUR 712-Theory Analysis in Nursing Science	3
Semester III – Summer 1	
NUR 781-Health Promotion Models & Interventions	3
Semester IV – Fall 2	
NUR 704-Quantitative Research in Nursing	3
NUR 782-Health Disparities & Outcomes	3
Semester V – Spring 2	
NUR 703-Qualitative Methods in Nursing	3
NUR 707-Measurement in Nursing and Health Care Research	3
Semester VI – Summer 2	
NUR 790-Directed Research	3
Semester VII – Fall 3	
NUR 783-Advanced Health Policy & Ethics	3
Cognate	3
Semester VIII-Spring 3	
NUR 741-Nurse Scientists in Academia & Industry I	3
Elective	3
Semester IX-Summer 3	
NUR 799-Dissertation*	4
Semester X-Fall 4	
Cognate	3
NUR 799-Dissertation*	4
Semester XI-Spring 4	
NUR 799-Dissertation*	4
TOTAL CREDITS	57

**Dissertation hours are variable (minimum of 12 up to 18 credit hours)*

- **PhD Seminars**

Seminars are held on some Fridays during the academic year, between the morning and the afternoon classes. The seminar schedule is available at the beginning of each semester. Attendance at seminars is expected.

Program Requirements

[Covid-19 Pandemic Guidance](#)

Health and Certification Requirements

- **IMPORTANT:** The School of Nursing requires that all nursing students have health insurance coverage. Criteria for all undergraduate and graduate students to be eligible for the Student Health Insurance Plan: Enrolled in a BSN, MSN, DNP, or PhD degree program at UNCG for at least 3 hours of nursing courses.

A student who meets the above criteria must:

1. . Enroll in the Student Health Insurance Plan each semester prior to the beginning of the semester.

OR

2. Prove that you have outside health insurance each semester by submitting an on-line waiver to Student Blue that shows evidence of existing creditable health coverage, or you will “later” be default enrolled into the Student Health Insurance Plan and the premium will remain on your student account.

Criminal Background and Drug Screening

As part of the clinical clearance process, students are required to submit immunization documentation as well as complete a drug screening and criminal background check. The UNC System has a contract with Certiphi to complete criminal background checks for students. Students will receive an email invitation through their UNCG email account to begin the background check after admission to the program. The cost for this portion of the process is approximately \$18. The School of Nursing has a contract with Mediat/ImmuniTrax to manage students’ urine drug screens and immunizations. Directions and a code specific to the plan of study will be sent. The total cost of this portion is \$98 (\$48 for the drug screen and \$50 for immunization tracking through ImmuniTrax). Additional information and instructions will be sent to students after being admitted to the program. For questions, students can contact Emily Watkins, Clinical Placement Coordinator at Emily.watkins@uncg.edu or 336-553-6082.

SON Academic Policy - ([Academic Integrity Policy](#))

1. Purpose

The School of Nursing adheres to the [Academic Integrity Policy](#).

2. Scope

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

3. Policy

The School of Nursing adheres to the [Academic Integrity Policy](#).

3.1 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.

3.1.1 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 Catalog](#)

3.1.2 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.

3.1.3 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.

DISTANCE EDUCATION POLICY

The University of North Carolina at Greensboro, School of Nursing Approved by Plenary Faculty, January 2019.
Revised July 2020

1. Purpose

The U. S. Department of Education's Office of Inspector General has set regulations for distance education courses (online and hybrid) to ensure federal Title IV (financial aid) funds are used appropriately. While the details and expectations of these regulations are vague, the UNCG SON has developed the following definitions and guidelines to protect the integrity of all SON programs; differentiate our online programs; differentiate our online and hybrid courses as distance education; and limit the university's risk of being liable to repay Title IV funds. Our overall goal is to create an excellent and consistent experience for our students!

2. Scope

The School of Nursing's faculty and students.

3. Definitions and Roles and Responsibilities

3.1 Definitions

Definitions below are specific to courses, not programs. A program approved for face-to face instructional delivery may include a limited number of online courses within the program. Please contact the appropriate Program Director for specific questions.

3.1.1 Week of Instructional Time

Any seven (7) day period.

3.1.2 Non-attendance

The number of consecutive days that the student does not engage in academic-engagement activity, except:

- In situations where permission is granted by the instructor;
- Days on which the campus is closed due to university holidays or breaks (as noted on the official academic calendar), weather or another emergency.

3.1.3 Face-to-Face

SON courses in which faculty meet in person with students during times scheduled by the alternate assignment are used in place of face-to face meeting, faculty should ensure substantial interaction (defined below) occurs during the week of instructional time. Any assignments or documentation of interaction should be uploaded into the learning Management System (LMS). Any course that deviates from this definition must be discussed and approved by the appropriate Program Director on a per semester basis.

3.1.4 Hybrid

A hybrid course is one that combines face-to-face instruction (contact hours*) with web-based content and

academic-engagement activities. Any course that deviates from 50% online and 50% face-to-face instructional delivery must be discussed and approved by the appropriate Program Director on a per semester basis.

*Contact hours per week are based on the UNCG course credit structure guide standard: A minimum of 750 scheduled minutes of instructional time or the equivalent per non-clinical credit hours.

3.1.5 Online

SON courses that meet 100% online. These courses may include synchronous and/or asynchronous activities during a specific week of instructional time.

3.1.6 Last date of Attendance

The last date a student interacted in the course through an academic-engagement activity (see example below).

3.1.7 Academic-Engagement Activity

Academic activities used to demonstrate that the student is actively participating in learning in the course.

They are used to document last date of

attendance within each week of instructional time. See detailed description below.

4. Policy

4.1 Last Date of Attendance

The University of North Carolina at Greensboro (UNCG) does not require faculty to take attendance. For students receiving financial aid, the UNCG Financial Aid Office is required by the U.S. Department of Education (34 CFR 668.22) to determine the last date that the student was actively participating in the course, the financial aid office is required to document actual attendance to the time they withdrew to determine the amount of the award the student may retain. Students may apply for and receive financial aid at any point throughout the academic year; therefore, this information must be collected for all students to determine financial aid eligibility.

[University class attendance policy](#)

According to the policies above the UNCG faculty member is (1) responsible for setting the policy concerning the role of attendance in determining grades for their classes (i.e., the attendance policy), (2) communicating this attendance policy to all students in the course, and (3) maintaining class attendance records of enrolled students as appropriate for the attendance policy. It is the responsibility of the students to learn and comply with the policies set forth in each course's attendance policy, as explained in the course syllabus. Therefore, the faculty member is the only person at UNCG who can document whether a student has attended class or participated in an academic-engagement activity. In accordance with this requirement, all UNCG SON faculty are required to include an attendance policy in their syllabus (according to the syllabus template found in the SON Faculty handbook) and are required to document attendance in face-to-face, hybrid, and online courses. Attendance is based on a week of instructional time which is any seven-day period defined above. Faculty and student interactions should be documented in the LMS as appropriate. Attendance will be documented via the date of the student's last course interaction through an academic-engagement activity. 34 CFR 668.22(c)(3); 34 CFR 668.22(l)

4.2 Failure to Attend Policy

Program Directors are currently working to develop a school-wide policy that may be amended for each program to address when students fail to attend a course and/or engage in an academic-engagement activity.

4.3 Academic-Engagement Activities

May include but are not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the student and the faculty member
- Submitting a class assignment
- Taking an exam, tutorial, or computer-assisted instruction
- Attending a study group that is assigned by the institution
- Participating in online discussion related to course content
- Initiating contact with a faculty member regarding the course content via the LMS
- PDF of email exchange (or summary of conversation) related to the substantial course content

added to LMS to document conversation between faculty and students.

- Logging into the LMS does not, by itself, constitute an academic-engagement activity and is not considered attendance
- Living in institutional housing
- Participating in school's meal plan
- Academic counseling or advising
- Questions concerning clinical placements, preceptors, or other clinical placement logistics.

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.

UNCG School of Nursing Policies

Registration

For the first semester in the program, the PhD Program Assistant will register students for courses. Thereafter, prior to the beginning of each semester, students have the opportunity for early registration for course enrollment. Registration dates can be found here: <https://reg.uncg.edu/registration/> In order to register, you must have your personal ID as well as an advising code for each registration period. All registration, including drop/add, is conducted online. The generic advising code changes each Fall and Spring semester. Students are encouraged to contact their advisors before registering for courses. The Registrar's Office sends emails to all students reminding them of registration periods.

Process for Student Concerns and Complaints

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

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

Other Resources for Concerns and Complaints

If you wish to appeal a dismissal or an allegation of unsafe practice in the clinical area, you may appeal to the School of Nursing Appeals Committee. Information about this process can be found on the School of Nursing website under Academic Programs, Student Resources, Documents and Forms, Documents of Interest:

<https://nursing.uncg.edu/academics/student-resources/documents-and-forms/>

The School of Nursing Appeals Committee does not hear grade appeals. If you wish to appeal a grade, first discuss your concerns with your instructor, and follow the reporting process described above. If still unresolved, the link to the University Grade Appeal process is:

<https://aas.uncg.edu/documents/students/GradeAppealPolicy.pdf>

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

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

The Dean of Students Office is also a resource for any student experiencing difficulty. The link to this office is:

<https://sa.uncg.edu/dean/>

Compiled September, 2019LPL; Revised January 2021

Unsafe Practice Policy

The nursing faculty of the School of Nursing have an academic, legal, and ethical responsibility to prepare graduates who are competent as well as to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the School of Nursing for practice or behavior which threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider.

Student Awareness

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

Definition

An unsafe practice is defined as: An act or behavior of the type which violates the North Carolina Nursing Practice Act, Article 9 of Chapter 90 of the North Carolina General Statutes (NCGS 90-171.37; 90-171.44). An act or behavior of the type which violates the Code of Ethics for Nurses of the American Nurses Association. An act or behavior which threatens or has the potential to threaten the physical, emotional, mental or environmental safety of the client, a family member or substitute familial person, another student, a faculty member or other health care provider. An act or behavior (commission or omission) which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

Investigation & Evaluation of an Unsafe Practice

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

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

The Dean, in consultation with the involved faculty members, will review the student's clinical performance evaluation(s), academic record and potential for successful completion of the major in nursing. Based upon this careful and deliberate review, a decision to reprimand the student, require withdrawal from the clinical course, or to recommend dismissal of the student from the School of Nursing will be made. The Dean of Nursing will send written notification of the decision to reprimand or to require withdrawal from the clinical course to the student. If the Dean of Nursing recommends dismissal from the School of Nursing, the

recommendation will be forwarded to the Vice Provost for Graduate Education for approval and notification of the student.

Should the student wish to appeal the decision, the student will submit a written request to the School of Nursing Appeals Committee. The Dean of Nursing will provide to the Committee the accumulated correspondence documentation related to the issue. A request for an appeal should occur within seven working days of written notification of the decision from the Dean of Nursing or the Vice Provost for Graduate Education.

Hearing Process

The Chair of the School of Nursing Appeals Committee will thereafter notify the student, the faculty member, Course Chair and Program Director as to the time and place for a hearing to determine whether an unsafe act or behavior occurred and, if so, what resolution to recommend.

The Committee will hold a closed hearing within ten days at which time the faculty member, Course and Program Director will be present and will provide documentation and other oral or written evidence regarding the incident. The student will be allowed an advocate/support person at the hearing; however, the support person cannot speak at the hearing and cannot be an attorney.

Following the factual presentation, the Committee will convene in executive session to determine whether an unsafe practice occurred and to recommend a resolution to the incident. The Committee will base its recommendation on the evidence presented at the hearing.

The Committee shall make its recommendation in writing to the Dean and forward pertinent documentation. The Committee may recommend the following remedies: no finding of an act of unsafe practice; a reprimand to the student; or dismissal from the School of Nursing major.

Post Hearing Process

The Dean of Nursing may accept, reject, or modify the Committee's recommendation. The Dean's decision will be made after review of the minutes of the hearing and report to the Committee. If the Dean of Nursing accepts the Committee's recommendation to dismiss the student from the School of Nursing, the recommendation will be forwarded to the Vice Provost for Graduate Education who will notify the student. The Dean of Nursing will notify the faculty member(s) as to the determination. A student who has been dismissed may reapply for admission to the School of Nursing.

Student Procedure for Needlestick or Bloodborne Pathogen Exposure

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

1. Wash the skin exposure site well with soap and water. Flush eye or mouth with water. Avoid using damaging substances such as bleach. Do not bleed tissue. Rinse well.
2. Inform the Faculty member, who will advise you.
3. Inform the Nurse in charge of the clinical unit.
4. Follow the employee needlestick or bloodborne pathogen exposure protocol/policy of the workplace/institution where the event occurs. Most institutions will arrange to draw and test source blood and provide de-identified test results to the student at the time of the incident. The student should take these results to a health care provider to be evaluated for potential treatment.
5. Inquire about the need to complete necessary incident or agency reports. Schedule a completion time for these reports with the agency. This may be as soon as possible following the exposure or at a later date, based on exposure risks.

6. The student should obtain medical consultation and evaluation as soon as possible. This could be at the Emergency Department of the health care agency where the incident occurred, at the student's own health care provider, or UNCG Gove Student Health Center (336-334-5340). It is preferable to obtain the medical care/consultation where the event occurs, since time is an important consideration if treatment is necessary, and institutions have access to post-exposure medications and source information that the student's primary care provider or the Gove Student Health Center may not.

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

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

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

7. Inquire about the need to complete necessary incident or agency reports. Schedule a completion time for these reports with the agency. This may be as soon as possible following the exposure or at a later date, based on exposure risks.

8. The clinical faculty will notify the nursing program director of the exposure, who will inform the Associate Dean for Academic Affairs.

9. The student, with assistance from their clinical faculty, will complete the XXX Form and submit it to the OSHA Trainer for tracking. Neither the clinical agency nor the University is responsible for the cost of the care that is involved in the treatment, management, or surveillance of exposure to blood or body fluids.

Approved 5/18

Student Academic Progression

Technical Standards for Admission, Academic Progression & Graduation

The PhD degree is designed to be completed in three years if attending full time and four years if attending half time. The Graduate School allows for seven years to complete the degree. The below timeline will give you guidance as you progress through the program.

Year One

- **Doctoral Advisory Committee (DAC).** Students should choose their formal advisor and file (should be submitted before the student has completed 18 credit hours of coursework). Once the DAC is in place, discussion should begin regarding the student's research interests if it has not begun already. Any subsequent changes in the advisory/dissertation committee must be submitted to The Graduate School for approval. Your **DAC may or may not be your Dissertation Committee. All changes in committee membership must be filed with the Graduate School.**
- **Plan of Study (POS).** The first draft of the Plan of Study should be submitted with the Doctoral Advisory Committee Appointment Form before the student has completed 18 credit hours of coursework.
- **Complete CITI (human subjects training)** prior to the directed research course.

Year Two and Three

- Satisfy the residence requirement (for residential programs), if not already completed.
- Complete all course requirements in the student's approved program of study..
- Become familiar with the thesis and dissertation requirements set forth by the Graduate School (<https://grs.uncg.edu/enrolled/etd/>). Avoid the formatting crunch and inevitable anxiety by registering for and completing the Canvas Course on formatting, attending the Graduate School formatting workshops, or making an early appointment with our formatting expert. I highly recommend students to complete all written work for classes and the Dissertation Proposal to adhere to the Guide's standards.
- Schedule Doctoral Preliminary Exams. May be held upon completion of **75% of required coursework**. The written and the oral preliminary examinations together constitute a comprehensive examination of the student's command of the field. The examination is preliminary in that you must pass both the written and oral portions before being officially admitted to candidacy for the degree by the Graduate School.

The overarching purposes of the preliminary exam are to:

- assess the extent and currency of the candidate's knowledge in a manner that is as comprehensive and searching as the best practices of that field require. test the candidate's knowledge of any transferred courses.
- discover any weaknesses in the candidate's knowledge that need to be remedied by additional courses or other instruction; and
- Satisfactory completion of the preliminary written and oral examination and any additional work that may be required as a result of this examination.
- Satisfactory Defense of the Dissertation Proposal. The purpose of this exam is for students to demonstrate depth of understanding of the research topic, ability to perform independent work, have the requisite technical writing skills, and can synthesize material from courses and self-study into a plausible, testable hypothesis. The proposal should state the goals and aims of the dissertation research, justify the research, and provide a detailed plan to carry out the objectives of the research. Proposals should be treated like contracts. When you sign off on a proposal, you are giving up some of your rights to object later on. Done properly, a good proposal protects students from remarks like, *I thought you were going to do X*, or *I'd like you to delve into nostalgia theory because your research revealed X*, or my personal favorite, *where's the originality in that?*
- An approved Dissertation Topic Form, to be filed in The Graduate School.

- File the Dissertations with Multiple Authors form, if necessary. This information should be included as part of the written dissertation proposal.
- File Final Plan of Study. Be sure the final POS exactly matches your transcript.
- Admission to candidacy upon the satisfaction of the above requirements. File an Application for Admission to Candidacy with the Graduate School. Doctoral education should focus more on the creation of new knowledge and less on acquisition of content. Therefore, students should be encouraged to advance to candidacy as soon as appropriate for the discipline.

Year Four and Five (as needed)

- Application for Graduation. This application is always due by the end of the first week of classes of the semester in which the student plans to graduate. Students should visit the Graduate School website to view all pertinent information regarding graduation.
- Dissertation Document. To provide adequate time for committee input and revisions, students must submit a complete draft of the dissertation document to the PhD Committee Chair no later than the end of the first week of classes in the semester you plan to graduate. Students should expect multiple revisions before the document is sent out for PhD Committee review. The Final Dissertation must be sent to the PhD Dissertation Committee *no fewer than two weeks prior to the scheduled defense (and some committee members may require a longer period of time)*. Students who fail to meet either of these deadlines will not be allowed to defend the doctoral document in that semester.
- Schedule the Final Dissertation Defense. It is required that all final PhD dissertation defenses include a public component. Therefore, AT LEAST TWO WEEKS PRIOR to the final defense date, you MUST submit the Final Oral Examination Schedule Form and Dissertation Abstract to the Graduate School for inclusion on the defense calendar. This will be strictly enforced! Please check the Graduate School Calendar for the FINAL day for Final Oral Exam completion. For guidance preparing the Abstract, please consult the Graduate School page at <https://grs.uncg.edu/enrolled/etd/>.
- Dissertation Defense. The doctoral candidate who has successfully completed all other requirements for the degree must defend the dissertation orally. At least two weeks prior, the Graduate School will publish the dissertation title and date, time, and location of the final oral exam. The exam is open to the public.
*NOTE: On the day of the exam, the PhD Program Assistant will fill out and submit the Results of the Oral Examination in Defense of Dissertation form to the committee chair, who will sign it and submit it to the Graduate School following the exam.
- File one *signed* approval copy of dissertation. **The process for submitting the approval copy of the dissertation to the Graduate School has two components: submitting the signed approval and title pages, and electronically submitting the document.
- File a final Dissertations with Multiple Authors form if there were changes from the proposal. Discuss filing an embargo form with your Committee Chair and applying for copyright of your dissertation.
- File FINAL copy of dissertation with the Graduate School. **After completing the formatting revisions requested by the Graduate School, submit the FINAL electronic copy of the dissertation.
- Attend your doctoral hooding ceremony. There, you may thank and celebrate with your committee members and dissertation mentor.

**** You will need to be very DILIGENT, as deadlines pertaining to the dissertation document change each semester. You may access these deadlines and others by viewing the Academic Calendar (<https://grs.uncg.edu/calendar/>) on the Graduate School or Registrar's websites. Ms. Terri Felder, the PhD Program Assistant, will assist you with filling out necessary paperwork, however, the student is ultimately responsible.**

- **Planning in advance for major milestones in the PhD Program**

Please be advised that dissertation decorum requires allowing about two weeks for committee chair(s) and members to read and respond to submitted materials (excluding weekends and holidays).

Most faculty members in the School are employed from August until May. Students preparing for their directed research, preliminary exam, proposal defense, or dissertation defense should plan accordingly.

- **Engaging in Dissertation Research**

Prior to dissertation research, it is important that students follow the University policies, procedures, practices, and protocol administered by the Office of Institutional Research. Students will learn more about this process and will work with their advisor and dissertation committee. Refer to PhD Project Procedures as detailed in this handbook.

- **Selecting your Dissertation Chair and Advisory/Dissertation Committee**

The advisory/dissertation committee, consisting of at least three members of the UNCG School of Nursing graduate faculty and one qualified “external to the School of Nursing” member, will assist the student with the preparation of the plan of study and will guide and evaluate the doctoral dissertation. This committee will be appointed by the Dean of The Graduate School upon the recommendation of the Director of the PhD Program and must be mutually acceptable to the student and committee members. The process to create the committee is described in a later section.

Once an advisory/dissertation committee is formed, it is recommended that students meet as a group as early as possible, to discuss the student’s plan of study, timeline, and dissertation topic. Involving all committee members in planning for cognates, electives, timelines, and the dissertation promotes collaboration, clarity of roles in supporting the student, and avoidance of misunderstandings.

- **Preliminary Exam/Qualifying Exam**

Preliminary examinations are conducted in accordance with Graduate School policies as outlined in the most current Graduate School Bulletin.

- ❖ Purpose

The preliminary examination is designed to provide a challenging learning experience for the PhD student to demonstrate synthesis and mastery of a broad range of nursing knowledge and its application to the student’s general area of research. The preliminary examination should address the theoretical foundation, methodology, and state-of-science related to the student’s chosen area of research. Content of any courses transferred from another university must be addressed.

- ❖ General Criteria

- ~synthesis and mastery of a broad range of nursing knowledge
- ~application of nursing knowledge to student’s general area of research
- ~clarity, logic, and parsimony in communicating and defending ideas
- ~substantive knowledge of content related to theory, method, and current literature
- ~originality of thought and conceptual and theoretical sophistication

- ❖ Procedure

- ~ Student must meet with faculty advisor/chair to ascertain readiness to take the preliminary examination with the approval of the student's doctoral advisory or dissertation committee.
- ~ The Chair of the Advisory/Dissertation Committee must notify the Director of the PhD Program when the examination will be administered including a date for the oral component. The Chair may seek assistance from the PhD Program Assistant to secure space if needed.
- ~The Advisory/Dissertation Committee members prepare materials for the written examination in the format of a paper or set of questions. The materials should include instructions regarding onsite or offsite requirements.
- ~The written examination must be completed in a time frame designated by the committee.
- ~The oral examination must be scheduled within one month following receipt of the written examination by the committee members.
- ~The complete Advisory/Dissertation Committee of at least four members must participate in the oral examination. A minimum of three committee members must be physically present. It is permissible for one member to participate by electronic means.
- ~The entire examination, including the written and oral components, must be evaluated by all members of the Advisory/Dissertation Committee.
- ~Unanimous approval is required for passing the preliminary examination, including both written and oral components.
- ~The ***UNCG Results of the Doctoral Preliminary Examination Form*** can be obtained from the PhD Program Assistant and should be completed by the Committee Chair. This form must be submitted to the Office of the PhD Program and will be forwarded to the Graduate School by the Doctoral Program Director.
- ~In a case in which a student fails the preliminary examination on the first attempt, the student must petition their committee for the opportunity for a second examination as per the policies and procedures in the Graduate School Bulletin academic regulations. No more than one additional examination is allowed, and the student is not permitted to take the second examination during the same semester in which the first examination was failed. The second examination must be comprised of both written and oral components and must be as comprehensive as the first examination, addressing all elements outlined in the purpose of the examination specified at the beginning of this document.
- ~The student must pass the preliminary examination before a dissertation proposal defense may occur.

❖ Structure and Process

- ~The preliminary examination consists of written and oral components consistent with UNCG Graduate School policies. The written examination is scheduled and prepared by the dissertation advisor with assistance of the advisory/dissertation committee members.
- ~The length and exact format requirements of the written examination will be determined by the advisory/dissertation committee.
- ~The advisory/dissertation committee will determine the exact time frame for preparation of the written examination.
- ~All students must submit the written examination in order to take the oral examination. Completion of both the written and oral examinations is required for progression in the program.
- ~The oral examination must be held within one month following the written examination.
- ~The complete Advisory/Dissertation Committee of at least four persons must participate in the conduct of the preliminary oral examination.
- ~The oral examination consists of a series of questions by the advisory/dissertation committee. It ***may*** include a brief presentation by the student. The oral examination must be scheduled within one month following the written examination.
- ~Unanimous approval is required for passing the preliminary examination, including both written and oral components. If the student does not pass the preliminary examination at least one semester must elapse

before re-examination is permitted. If the student fails to pass the examination on the second attempt, The Graduate School will send a letter of dismissal.

~Upon completion of the oral examination, the advisor will submit the **Results of the Preliminary Examination** form to the Director of the PhD Program.

❖ **Format of Examination**

- ~The written component can be in the form of a paper or set of responses to questions that address the theoretical foundation, methodology, and state-of-science related to the student's chosen area of research. Any courses the student has transferred must also be addressed.
- ~The paper or set of questions can be administered as an onsite or offsite activity.
- ~The written examination should be completed within one month after the student receives instructions from the committee. References may be used by the student following the latest version of APA guidelines.
- ~The oral examination consists of a series of questions by the Advisory/Dissertation Committee. It may include a brief presentation by the student.

▪ **Dissertation Proposal Defense (Written & Oral)**

All PhD students must write and defend a proposal which states the goals and aims of the dissertation research, justifies the research, and provides a detailed plan to carry out the objectives of the research.

The purpose of the proposal defense is to ensure that the PhD student has a clear and complete articulation of the research to be conducted for the dissertation. The student must prepare the first three chapters of the dissertation and have it reviewed for readiness by the dissertation chair and committee members to proceed to the proposal defense. The traditional components of a dissertation by chapter are noted below. The dissertation committee will assess the chapters and make recommendations for changes and revisions. The proposal defense meeting is an opportunity for committee members to assess the student's capability of conducting the research through questions related to the proposal. These oral questions posed by the committee members are designed to ensure that the student may move forward to submit an IRB proposal for review and approval through the University system.

For the Proposal Defense, the format Chapter 1 = Introduction; Chapter 2 = Literature Review or manuscript; Chapter 3 = Methods or manuscript

▪ **Dissertation Proposal Approval**

The committee approves the dissertation proposal only if there is full agreement that the student has a written proposal that is fully complete and clear consistent with standards of scholarship for the form of research being proposed and that the student completely demonstrates readiness to move forward to conduct the research under the guidance of the Chair.

▪ **Apply for Candidacy**

When a student has completed all major and minor required courses, has passed the preliminary written and oral examinations, satisfied any language or skill requirements, successfully defended the dissertation proposal, the student may then make formal application to The Graduate School for admission to candidacy for the doctoral degree using the **Application for Admission to Candidacy** form. The PhD Program Assistant

will help complete the form, secure the necessary signatures, and forward the completed form to the Dean of The Graduate School.

- **Dissertation Defense**

The doctoral candidate who has successfully completed all other requirements for the degree will be scheduled by the chair of the advisory/dissertation committee, in consultation with the other committee members, to take a final oral examination. The Final Oral Examination Schedule form must be completed by the chair of the Dissertation Committee and submitted to the PhD Program Assistant at least **two weeks prior to the final oral examination** (dissertation defense). The Graduate School will publish the dissertation title, date, time, and location of the oral examination at least two weeks prior to the examination.

The dissertation is the product of a thorough investigation of a basic and significant problem or question within the major area of study. An appropriate plan of research must be developed and executed by the student under the general guidance of the chair and the advisory/dissertation committee. The dissertation requirement is designed to develop the capacities of originality and generalization in the candidate. It should foster and attest to the development of the candidate's abilities in scientific inquiry, understanding, and mastery of the techniques of scholarship, and the art of exposition within the field of specialization. The advisory/dissertation committee, with such other professors as may be appointed by the Dean of The Graduate School, shall examine the dissertation; and no dissertation shall be accepted unless it secures unanimous approval of the advisory/dissertation committee.

Please note that the process for submitting the dissertation to The Graduate School has two components: submitting the signed approval copy and submitting the final copy. Be sure to note the specific instructions and deadline dates affiliated with each step. These dates are available in the **Calendar of Events**.

Students file the dissertation electronically via the online submission system available on The Graduate School's website. In final form, the dissertation must comply with the rules prescribed by the Graduate Studies Committee in the **Guide for the Preparation of Theses and Dissertations**. The approved electronic submission must be uploaded by the deadline date as specified in the Calendar of Events. Publication of the dissertation by **UMI Dissertation Publishing/ProQuest Information and Learning** is required by The Graduate School. The candidate must pay the associated publishing fee.

Dissertation hours vary in the program but are never fewer than 12 semester hours, typically taken in units of three semester hours. Students must register for NUR 799 for dissertation hours listed in their plan of study with a minimum of 12 hours and a maximum of 18. For a complete explanation of requirements affecting dissertation registration, see the **Policy on Continuous Enrollment in the Graduate School Bulletin**.

The examination is open to all members of the University community who may wish to attend. The final oral examination is administered by the advisory/dissertation committee as per program guidelines. The examination is largely related to the dissertation field of study including courses taken here and elsewhere. Approval of the examination must be attested to by all members of the advisory/dissertation committee.

▪ **Dissertation Options**

❖ **Traditional Option**

Students choosing this option typically include at least five chapters in their final dissertation. This includes the three chapters from the dissertation proposal, as well as a fourth results chapter, and a fifth chapter that includes an overall discussion of the dissertation, recommendations, limitations, and other elements as appropriate for the particular dissertation.

❖ **Manuscript Option**

If the student wishes to pursue the dissertation manuscript option, s/he should discuss this with the dissertation chair and committee prior to the proposal defense date to obtain appropriate guidance. At the proposal defense meeting, the student should bring a description of plans for the individual manuscripts, a list of proposed journals, and a timeline for completion and submission of manuscripts. The committee will determine if this option is feasible and approve the dissertation manuscript plans at the proposal defense meeting.

Review and approval of the student's authorship agreement on each of the manuscripts will be endorsed at the proposal defense meeting. See the ***UNCG School of Nursing PhD Student Handbook Guidelines for Authorship and Ownership, The University Policy Manual, Policy on Data Classification and Access to and Retention of Research Data, and the Dissertation with Multiple Authors form from The Graduate School.***

The manuscript dissertation must be comprised of at least two manuscripts for publication. The manuscript dissertation should form a cohesive body of work that presents new/original knowledge of the main findings. All manuscripts must represent the dissertation work carried out while a PhD student at UNCG and be approved by the committee at the time of the student's final dissertation defense.

Manuscripts should be suitable for publication defined as being written in the style, substance, and format of specific peer-reviewed professional journals relevant to the content of the manuscript. It is not required that the manuscript be submitted for publication or published. The dissertation chair makes the determination when a manuscript is considered suitable for publication; with input from the PhD committee members and other authors (if applicable).

At least one of the manuscripts should be based on data that is analyzed by the student for the dissertation.

❖ **Authorship and Publication**

The student must be first author on all manuscripts. As first author, the student is responsible for all aspects of the research development, design, implementation, and analysis, as well as writing major portions of the manuscript. If the student has faculty coauthors and the student does not submit the manuscripts within 18 months after degree completion, the faculty coauthors may submit the manuscripts with same author agreements.

No other students can be co-authors on any of the manuscripts. Committee members who are co-authors must be identified at the student's dissertation proposal defense. The manuscripts and the roles of the co-authors must be approved by the committee, as well as any changes. For more information about principal authorship, refer to Section 8.12 of the [APA Code of Conduct \(2010\)](#) and the UNCG School of Nursing PhD Student Handbook *Guidelines for Authorship and Ownership* and [The University Policy Manual, Policy on Data Classification.](#)

All manuscripts should be ready for submission to a peer-reviewed journal at the time of dissertation defense. Journals to which manuscripts are submitted must be approved by the committee so that the journals offer a reasonable chance of publication success.

Manuscripts may be published before the final defense if approved by committee chair, members, and other authors; if so, the student must obtain copyright permission from the publishing journal to include the article in her/his dissertation. The student should notify the journal that the dissertation will be available online.

If a manuscript is rejected by a journal during the dissertation process, the student must submit to another journal approved by the committee. In the case of needed revisions, any changes to the manuscripts must be approved by the committee and other co-authors.

❖ **Dissertation Format for Manuscript Option**

Chapter 1. The introduction

Chapter 2. The literature review or manuscript

Chapter 3. Methods or manuscript

Chapters 4 (& possible 5). The manuscripts

Chapter 6 (if Chapters 4 and 5 are findings manuscripts). The conclusion will briefly summarize the dissertation's major findings, limitations, discussion, and recommendations for practice and future research. The student should also discuss the linkages, similarities, and differences among the separate manuscripts that are included in the dissertation, with the goal of presenting the dissertation as a coherent body of work that is a contribution to the knowledge base regarding the research problem.

Appendices. As appropriate

❖ **Nontraditional Dissertations**

More and more, universities are finding that Departments are turning to nontraditional forms of the dissertation. While we appreciate innovation that leads to a better learning experience, the Graduate School must be certain that the dissertation is a demonstration of the student's ability to identify a problem, develop a methodology, carry out the necessary steps to gather data, analyze the findings, and form a defensible conclusion. At times, the nontraditional dissertation may take the form of a group project or a series of journal articles with multiple authors. This approach is often the result of students working together on a similar problem either in the laboratory or as part of a faculty member's research. The resulting dissertation may include additional contributors beyond the dissertating student.

When chapters with multiple authors are submitted as part of the dissertation, it is expected that the student will have taken the major responsibility for the research and will be listed as the primary author in any of the publications that have been submitted externally and that are part of the dissertation. It is expected that within the dissertation appropriate attribution will be given to the other authors who have contributed to the chapters.

In situations where dissertations have chapters or sections with multiple authors, the role of the student is not always clear. Therefore, when sections of the dissertation have more than one author, it is necessary for the Chair of the Dissertation Committee to identify the specific role of the student in the research and writing and to identify the percentage of the product that has been developed by each of the contributors.

While there are various approaches to writing a dissertation based upon the discipline, the basic format includes the following chapters: introduction, literature review, methodology, results, and conclusion. The introduction to the dissertation must be solely authored by the dissertating student and must contain the theoretical framework that unifies the chapters that follow. Also, the dissertating student must be the sole author of the concluding chapter in which the significance of the various articles is explained.

Grading Policies

Grading policies will be clearly identified in each course syllabi.

- **Required Withdrawal/Dismissal**

A doctoral student must earn a grade of B (3.0) or better in all non-dissertation courses that are applied to the degree. Additional hours must be taken for any hours earned with a grade less than a B.

Students will become academically ineligible to continue when any of the following occur:

1. Grades of U, F, or WF for any semester hours of credit.
2. Grades of C, C+, or B- in 6 semester hours.
3. Degree requirements not completed within the time limit (7 academic years).

- **Recommending Dismissal**

Recommending dismissal of a student from a program represents the determination of the faculty that the student has not demonstrated an expected level of performance in academic work, including research tasks, or in other critical areas of professional conduct. At the point of recommended dismissal, the student will not be given additional opportunities to remediate the deficiency. Depending on the circumstances, recommended dismissal might follow a period of academic probation. In other cases, it might not involve probation.

- **Transfer of Courses**

In some instances, work done at other institutions may be counted toward the degree. The Doctoral Program Director may waive up to fifteen credits of course work for students who have recently completed doctoral level courses. If the student proposes the transfer of credit from another recognized graduate school, the work for which the credit was received must be covered by the preliminary examination, and the transfer must be recommended by the student's advisory/dissertation committee before The Graduate School will credit the work to the student's doctoral program.

The following conditions apply to transfer credit for doctoral programs:

1. All credit offered in transfer must have been taken at a recognized, accredited graduate school.
2. Such work must be no more than seven years old when the degree requirements are completed.
3. The student must have earned a grade of B (3.0) or better on all transfer credit. In a four-letter grading system, only credit earned with either of the top two grades is transferrable.
4. The credit must be recorded on an official transcript placed on file with The Graduate School.
5. The student must submit a copy of the course syllabus to the PhD Director.
6. The credit must be approved by both the student's doctoral advisory/dissertation committee and by the Dean of the Graduate School. The course must appear on the student's approved Doctoral Plan of Study.
7. The credit must be necessary to meet specific degree requirements.
8. Hours only, not grades, may be transferred from other institutions. Quarter-hours do not transfer as semester hours. A fraction of an hour of credit will not be transferred.

[Student Appeal Process](#)

[Commencement Participation Policy](#)

Student Resources

[Information Technology Services \(6-TECH\)](#)

[APA Style Tutorial](#)

[Nursing Organizations & Memberships](#)

[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

[Emergency, SON & UNCG Phone Numbers](#)

[SON Website](#)

[Student Travel](#)

APPENDICES

[Research Scholarship Guidelines](#)

[Sexual Harassment Policy](#)

[Social Media Policy](#)



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)



University of North Carolina at Greensboro School of Nursing School of Nursing Failure to Attend Policy

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

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 Academic Calendar <https://reg.uncg.edu/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://fia.uncg.edu/forms/2018-19/1819SAPpolicy.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.

***See SoN Distance Education Policy for definitions**

New 03/2019



University of North Carolina at Greensboro School of Nursing
Student's Consent to Drug/Alcohol Testing and Release of Test Results to
UNCG School of Nursing

I, _____, a ____ year-old student enrolled in the UNCG School of Nursing, having read the UNCG School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy, understand I may be required to submit to pre-clinical placement drug testing, random drug testing, or drug testing when there is reasonable suspicion to believe that I may be impaired or have been engaged in substance abuse as defined by the UNCG School of Nursing's substance abuse policy or by an affiliating clinical agency. I understand that the cost of the pre-clinical placement drug testing shall be borne by me, and that the cost of the subsequent drug testing, either random or due to reasonable suspicion of impairment, shall be borne by the School of Nursing. By my signature below, I hereby give my complete and voluntary consent to submit to any such drug test(s) at a designated laboratory or other location as required by the School of Nursing or any affiliated clinical agency at which I am placed for nursing school requirements.

I further understand that I may be subject to drug tests based on reasonable suspicion for substance abuse while attending any UNCG School of Nursing courses, labs, or clinical activities.

I understand that pursuant to the UNCG School of Nursing's policy, a positive drug test for substance abuse will result in dismissal from the program in which I am enrolled, pursuant to the Unsafe Practice Policy. I also understand that if I refuse to submit to drug testing required by the affiliating clinical agency, the UNCG School of Nursing will have no responsibility to find me another clinical placement and I may be dismissed from the nursing program, for failure to complete the requisite clinical placement hours. I understand that if I refuse to submit to drug testing based upon reasonable suspicion for substance abuse, such refusal will be deemed to be a positive test result, and I may be dismissed from the nursing program, pursuant to the Unsafe Practice Policy.

I understand that the clinical agency and UNCG School of Nursing have a legitimate need to receive the results of my drug tests performed in accordance with this policy. My signature below constitutes my authorization for any drug testing facility and its physicians, including the Medical Review Officer, employees, and representatives, that conducted drug testing and that has control over any documents, records, or other information pertaining to any drug testing of me, to furnish originals or copies of any such documents, records, or other information to the affiliating clinical agency requesting the test and/or to the UNCG Gove Student Health Center and to the UNCG School of Nursing and/or its officers, employees, and representatives. I further consent to and hereby authorize any drug testing entity to answer the UNCG School of Nursing's questions and

inquiries concerning me and those documents, records, and other information, including, without limitation, drug testing results, medical records, medical reports, analyses, questionnaires, and other materials which may have been made or prepared pursuant to or in connection with my drug tests.

I waive, release, and discharge forever the drug testing facility and its physicians, including the Medical Review Officer, employees, and representatives that conducted drug testing required by the UNCG School of Nursing’s Policy and every other person, firm and institution (including, but not limited to, the University of North Carolina at Greensboro, its School of Nursing and/or Gove Student Health Center) which shall comply in good faith with this authorization and consent from any and all claims of whatsoever kind and nature arising out of or resulting from the drug testing, disclosing, inspection, releasing and furnishing of such documents, records, or other information.

Student’s printed Student’s signature Date

Student ID Number

This form will be maintained by the UNCG School of Nursing and will be disclosed to appropriate clinical agencies upon their request.

December 2017



UNCG
School of Nursing

The University North Carolina at Greensboro School of Nursing

Report of Reasonable Suspicion of Drug/Alcohol Use

To be completed by the faculty member supervising the nursing student to be tested.

1. Name and UNCG ID number of student suspected of substance abuse as defined in policy.
2. Reasons why you suspect the student of substance abuse. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, and the names of any witnesses to the incidents/behavior.) [Staple additional comments/observations to this document]

NOTE: Please include information such as observations of: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unsafe practices, unsatisfactory work); alertness (changes in alertness, sleepy, confused); demeanor (changes in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); appearance (clothing dirty or disheveled; odor of alcohol on breath); unexplained absences or tardiness; whether student was found with drugs/alcohol or admitted to use of drugs/alcohol; whether other students or personnel have complained of student behavior (if so list witnesses to the behavior.)

3. Based on the information above, it is my opinion that there is reasonable suspicion to believe the student is impaired and needs to be tested.

Faculty name: _____ Date _____

This form will be maintained by the UNCG School of Nursing and will be disclosed to appropriate clinical agencies upon their request.

December 2017



University of North Carolina at Greensboro School of Nursing Procedure for Student Drug Testing for Cause

This documents the procedure for requiring students to undergo a urine drug test for cause, pursuant to the *“Substance Abuse Policy and Drug/Alcohol Testing Policy.”*

All new students will sign a consent form at the beginning of the academic year/beginning of the program acknowledging that they may be asked to submit to a drug test for cause, and a form acknowledging the substance abuse policy. (*“Student’s Consent to Drug/Alcohol Testing and Release of Test Results to UNCG School of Nursing”* and *“Substance Abuse Policy Notification and Disclosure Statement”*). Students will have to sign the forms only once; they are in effect during the student’s entire time in the program.

In each student’s first semester in the nursing program, both forms will be given to the student and collected by the faculty. The forms can then be submitted to the Assistant to the Associate Dean for Academic Affairs.

This policy is in effect in the classroom or clinical area. Faculty who suspect that a student is under the influence of a substance must report it and require a drug screen, using this procedure.

If a student is identified as being likely under the influence of a substance, the faculty member will remove the student from the classroom or clinical unit and will require the student to undergo a urine drug screen as soon as possible.

The faculty member will complete the form *“Report of Reasonable Suspicion of Drug/Alcohol Use,”* and submit it to the Associate Dean for Academic Affairs; it will be placed in the student file. All these forms are available in the Faculty Handbook; it is suggested that each clinical faculty print a copy to have with them.

Procedure

1. A student is identified by a faculty member or preceptor as being likely under the influence of a substance.
2. Faculty members document student behavior on a *“Report of Reasonable Suspicion of Drug/Alcohol Use”* form. This form eventually goes to the student's academic folder. If a student is in a remote location from the faculty, the preceptor (or whomever is in charge of the student) contacts the

faculty member on call and the faculty member documents on the form using information obtained by speaking with the preceptor.

3. Faculty members must authorize students to take the test (if during office hours, the Associate Dean for Academic Affairs or the Director of Student Affairs can do this from school if a faculty member calls). If not during office hours, faculty will have a paper form that can be used; the student would then present the form at the site. Faculty members who teach clinical classes that meet after 5:00 p.m. on weekdays, or meet on weekends, should obtain paper forms from the Associate Dean for Academic Affairs. Please safeguard these forms carefully and return when the semester is over.
4. Students must present at the site for drug testing as soon as possible after being identified by faculty. ***Each faculty member should identify at the beginning of each clinical rotation how a student might get to a drug testing site without driving him/herself, and how they would then get home from the site.*** For example, the pre-licensure BSN faculty are asking each student to identify two people who could come pick them up in case of an emergency. The faculty member should not drive the student, and another student should not leave a clinic to drive the student who is suspected of being impaired.
5. Please make sure the Associate Dean for Academic Affairs is notified of each incident.

Developed 12/2017



University of North Carolina at Greensboro School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy

I. Required Adherence to University's Policy on Illegal Drugs

(found in the University Policy Manual- IV:B:007). https://policy.uncg.edu/university-policies/illegal_drugs/)

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 the North Carolina Board of Nursing policy [21 NCAC 36.0320(d)] (www.ncbon.com, Nursing Practice Act, Administrative Code/Rules), and assist students in recovery.

II. Purpose of Substance Abuse and Drug/Alcohol Testing Policy

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 judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment 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 patient care in a variety of clinical settings. The UNCG School of Nursing recognizes 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 students' 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.

III. Definitions of Terms Used in Policy

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 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 recommended 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, depressants, 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 Statutes.

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 substance 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 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; (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 site 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 result will be considered substance abuse under this Policy.

IV. Policy Requirements

A. 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 circumstance should nursing students participate in nursing-related courses, labs, or clinical activities while they are impaired.
3. Nursing students determined by appropriate UNCG School of Nursing officials to have violated these proscriptions may be dismissed from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.
4. A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such violation, if substantiated, will result in the student's dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.
5. A nursing student who fails to notify the Associate Dean for Academic Affairs of the UNCG School Nursing within five days of an administrative action or legal conviction for any such violation will be subject to dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

B. Required Disclosure of Drug Use/Non-Use for Students in all School of Nursing programs

1. Students in all School of Nursing will be required to provide (among all other items of information) a signed statement that he or she does or does not engage in substance abuse activities as defined herein, including in the University Policy on Illegal Drugs as it may be amended from time to time. Further, he or she must disclose any legal convictions pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances; pertaining to or related to the abuse of alcohol or any other chemical substance; and the consequences of any such conviction(s). (see Drug Policy Disclosure Statement, Attachment A)
2. Whenever a nursing student's academic or clinical performance appears to be impaired, particularly in the clinical setting, the University reserves the right to require the student to submit to drug testing. See Section III D 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.

C. 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 prerequisite 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.

D. Reasonable Suspicion Drug Testing Requested by UNCG School of Nursing

1. A student may be subject to testing at any time when, in the judgment of a faculty member, there is reasonable cause to suspect the student is engaging in the use of non-prescribed or illegal drugs/alcohol. Such individualized reasonable suspicion may be based on information from any source deemed reasonable by the faculty member and a variety of factors, including but not limited to:
 - observable phenomena such as direct observation of drug use or possession, and/or physical symptoms or manifestations of being under the influence of a drug;
 - observed erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic

performance, including unusual patterns of absence from school or excessive tardiness that is reasonable interpretable as being caused by the use of drugs/alcohol;

- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;
- conviction for a criminal offense related to the possession, use, or trafficking in drugs/alcohol, by a court, or being found responsible for a substance abuse-related offense in another administrative or quasi-legal proceeding.

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

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

a) Drug tests will be arranged by the UNCG School of Nursing, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be borne by the School of Nursing.

b) A qualified laboratory, in accordance with established methods and procedures, will conduct tests. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.

c) The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.

d) Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student's nursing records in the UNCG School of Nursing.

e) The Associate Dean for Academic Affairs will be notified of all test results.

f) If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the student will be released from further action.

g) The refusal to submit to a drug test upon a report of reasonable suspicion will be deemed to be a positive test result and may result in dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

4. The School of Nursing will also report information regarding licensed nursing students who (a) refuse to submit to drug/alcohol testing based upon reasonable suspicion or (b) who have positive drug test results to the appropriate state board of nursing. In the event that a nursing student's license is revoked due to substance abuse, full reinstatement of licensure will be required for an unrestricted return to the educational program.

E. Student Self Disclosure of Prohibited Substance Use

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

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

F. Confidentiality

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

V. Procedures for Readmission after Positive Drug Test

A. Readmission Prerequisites

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

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

B. Incidence of Reoccurrence after Readmission

A student who is re-admitted to the nursing program, and thereafter tests 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.

C. 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.

December 2017



**Substance Abuse Policy Notification and Disclosure
Statement for Students in the Upper Division of the
BSN, RN-BSN, Post-Baccalaureate Certificate, MSN,
PhD and DNP programs**

By my signature below I acknowledge that I have read the Substance Abuse Policy/Drug/Alcohol Testing Policy of The University North Carolina at Greensboro School of Nursing and agree to comply with all aspects of the policy.

I understand that if I engage in substance abuse as defined in the policy¹, or if I violate the University of North Carolina at Greensboro School of Nursing Policy while engaged in any clinical, lab, or classroom experience, or if I violate any drug/alcohol related state or federal statute and/or fail to notify the Associate Dean of Academic Affairs of the UNCG School of Nursing within five days of being found guilty of such violation, that I may be dismissed from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

I understand that it is a requirement for students in the upper division of the BSN, RN-BSN, MSN, Post-Baccalaureate Certificate, MSN, PhD and DNP programs with The University of North Carolina at Greensboro School of Nursing to provide a true and accurate, signed statement indicating whether I do or do not engage in chemical substance abuse or misuse and whether I am involved in any administrative actions or have prior legal convictions pertaining to the abuse/misuse of alcohol or any other chemical substance. I further understand that this affirmation is effective throughout my course of study, and that if the information stated herein changes, it is my responsibility to update this form with the School of Nursing.

In compliance with this requirement, I hereby verify² (circle the appropriate response):

I (am) (am not) over the age of 18.

I (am) (am not) using any chemical substance for any reason other than its intended proper use.

I (am) (am not) personally using a chemical substance that is specifically proscribed or prohibited by law or by regulation pursuant to legal authority.

I (am) (am not) personally misusing any legally controlled substances or personally using any normally legal chemical substance (e.g., alcohol) in a manner that produces significant impairment or that produces the likelihood of the development of an impairment.

I (have been) (have not been) convicted of a crime pertaining to the manufacture, use, possession, sell, or other distribution of illegal or legally controlled substances or pertaining to or related to the abuse of alcohol or any other chemical substance.

Student Signature

Student Printed Name

Date

Student ID Number

This form will be maintained by the UNCG School of Nursing and will be disclosed to appropriate clinical agencies upon their request.

-
1. 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 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; (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 site 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; and (c) a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing school course, including activities at any lab or clinical site, is impaired. 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 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 recommended by the manufacturer, or being used for 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, depressants, 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.
 2. Explanatory information may be provided on the reverse side

December 2017