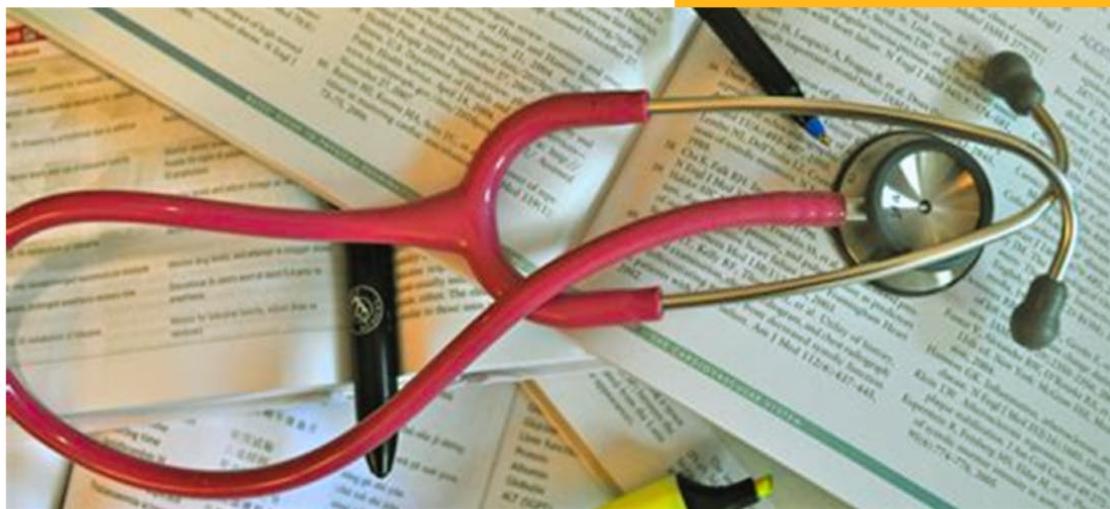




**UNC GREENSBORO**  
School of Nursing

# Undergraduate Student Handbook 2025-2026



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# Undergraduate Student Handbook 2025-2026

## Introduction and Welcome

### About this Handbook

Welcome to UNCG! This School of Nursing Undergraduate BSN Student Handbook is designed to provide students seeking the Bachelor of Science in Nursing (BSN) degree, with important information. In addition to this Handbook, students should be familiar with pertinent information and policies in other important documents, including the UNCG Catalog, the UNCG Student Policy Handbook, and information on the Office of Student Rights and Responsibilities website.

## Welcome from the Administrative Team

### Dean's Welcome



Hello friends,

UNC Greensboro is a unique place, and I am glad that you [found your way here](#). The UNCG School of Nursing embraces a rich history dating back to its early days at the Women's College. I am proud to be part of the Spartan family as the School's fifth dean of nursing and the first dean of color. Here we are committed to an **inclusive community**, where diverse perspectives, experiences, talents, learning styles, and backgrounds fuel our extraordinary passion in pursuit of the ultimate goal of providing the best healthcare for patients and their families. We are a team of **passionate people** that includes our faculty and staff, and we are educators, scientists, practitioners, advocates, innovators, active-duty service members, veterans, and so much more. We are leaders! Our school is a place to find your way to a meaningful and rewarding career, whether through education or as a member of our team. **Innovative practices** are our norm, whether in our research, teaching/learning operations, active learning classrooms, online learning environments, skills and simulation labs, or through partnerships with our more than

700 clinical agencies in the community. All this culminates into our *extraordinary outcomes*. We have world-renowned faculty who are leaders in the field, staff who are among the best in their areas of expertise, and students who consistently demonstrate great success, such as high graduation rates, high licensure and certification pass rates, and great employment success. UNCG nursing graduates are highly sought after and are leaders in the field of nursing and healthcare.

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

**C** – compassion

**A** – compassion needs action

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

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

Welcome to the UNCG School of Nursing! I CARE!

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

Dean

## Director of the Prelicensure BSN Program's Welcome –



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

### **Kristie Davis-Collins, PhD, RN, CNE, ACUE**

#### **Prelicensure BSN Support Roles**

<b>Name</b>	<b>Title/Position</b>	<b>Office</b>	<b>Phone</b>	<b>Email</b>
Dr. Kristie Davis-Collins	Director, Prelicensure BSN Program	NIB Building Rm 366 K	336-334-4115	<a href="mailto:kedaviscoll@uncg.edu">kedaviscoll@uncg.edu</a>
Philip Simpson	Director, Office of Student Success	NIB Building Rm 294 G	336-334-5288	<a href="mailto:pasimpo@uncg.edu">pasimpo@uncg.edu</a>
Dr. Kymberly Hoffman	Academic Enhancement Coordinator	NIB Building Rm 296	336-334-5110	<a href="mailto:kahoffm2@uncg.edu">kahoffm2@uncg.edu</a>
Dr. Koyah Rivera	Student Success & Retention Specialist	NIB Building Rm 294 F	336-334-5280	<a href="mailto:kdrivera@uncg.edu">kdrivera@uncg.edu</a>
Jeannine Terrio	Clinical Placement Coordinator	NIB Building Rm 366 R	336-334-5034	<a href="mailto:j_terrio@uncg.edu">j_terrio@uncg.edu</a>
Kimberly Smith	Administrative Support	NIB Building Rm 366 M	336-334-5400	<a href="mailto:K_smi22@uncg.edu">K_smi22@uncg.edu</a>

## Director of the RN to BSN Program's Welcome –



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

**Tammy Hall, PhD, RN, RDMS**

## RN to BSN Support Roles

Name	Title/Position	Office	Phone	Email
Dr. Tammy Hall	Director of the RN to BSN program	NIB Building Rm 465H	336-334-5095	<a href="mailto:tfhall@uncg.edu">tfhall@uncg.edu</a>
Kat Roesel	Program Specialist, RN to BSN Program	NIB Building Rm 294B	336-334-5617	<a href="mailto:karoesel@uncg.edu">karoesel@uncg.edu</a>
LaVonne James	Academic Success Advisor	NIB Building Rm 294A	336-334-4098	<a href="mailto:lwjames2@uncg.edu">lwjames2@uncg.edu</a>

## **SON Overview**

### **SON Mission, Vision, and G.R.I.T. Principles**

Learn more about the foundational goals and guiding principles that shape the UNCG School of Nursing. The mission and vision reflect the school's commitment to excellence in nursing education, research, and service. For detailed information, please visit the [UNCG School of Nursing Mission & Vision page](#).

### **Undergraduate BSN Program Concentrations**

#### *Prelicensure BSN*

This concentration is designed for students who wish to pursue a Bachelor of Science in Nursing (BSN) degree and are not currently licensed as a registered nurse. Please see the prelicensure BSN section of this handbook for additional information. Please see below to learn more about the specific pathways to the traditional prelicensure BSN program.

#### *First Year Direct Admit*

The School of Nursing at UNC Greensboro offers a First-Year Direct Admit option for highly qualified incoming students. This pathway allows you to secure a place in the nursing program at the time of your admission to UNCG, rather than waiting to apply during your sophomore year. As you complete prerequisite coursework, you'll already be part of the nursing major, benefiting from early access to nursing resources, advising, and a clear path toward upper-division coursework.

#### *Nursing Interest*

The nursing interest pathway is designed for students who apply after completing prerequisite coursework, offering a focused, upper-division nursing education. This program emphasizes a competitive admissions process and a cohort-based model that fosters strong peer collaboration and professional growth.

#### *RN to BSN*

This concentration is designed for students who have an associate's degree in nursing, who wish to pursue a Bachelor of Science in Nursing (BSN) degree and are currently licensed as a registered nurse. Please see the RN to BSN section of this handbook for additional information.

#### *Veterans Access Program (VAP)*

The Veterans Access Program provides military veterans, active reservists, and active-duty military access and specialized support in an innovative educational program to obtain a Bachelor of Science in Nursing degree and be employed in the high demand field of nursing. The faculty have received specialized training with materials from the Bob Woodruff

Foundation and From Soldier to Student II (McBain, et al. 2012) to support student success. The students follow the curriculum and policies for the undergraduate program in which they are enrolled.

# **Prelicensure**

# **BSN**

## **Prelicensure BSN Program Overview**

### **Prelicensure BSN - Up to Class of 2028**

#### *Prelicensure BSN Program Goals*

The baccalaureate program prepares graduates for the following:

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

#### *Prelicensure BSN Program Outcomes*

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

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

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

1. Demonstrate awareness of self, uniqueness of individuals and families in their environment (person).
2. Demonstrate how environment impacts on the health of self and individuals (environment).
3. Demonstrate nursing concepts and skills as they apply to diverse individuals and families to promote health (nursing).
4. Demonstrate application of the wellness, illness, disease, and dysfunction components of health to individuals with common physiological and psychosocial problems and to emerging and developing families (health).

5. Apply the inquiry process and evidence-based practice to promote high quality safe and effective nursing care (inquiry).
6. Apply the art of caring in practice with diverse individuals and families (caring).
7. Practice as a nurse generalist in promoting the well-being of diverse individuals and families (practice).

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

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

## **Admission, Advising, Registration, and Progression**

Students pursuing a Bachelor of Science in Nursing (BSN) must be formally admitted to the upper division major in the School of Nursing. Only students who have formal, written acceptance into the School will be permitted to register in nursing courses and complete work for the major. Admission should normally be sought during the sophomore year. Minimum criteria for admission, criteria for progression, technical standards for academic progression and graduation, and the process for requesting reasonable accommodation are listed in the [University Catalog](#).

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

1. Students must earn a grade of C (2.0) or better in all required 200- to 400-level nursing courses in order to progress and graduate. An overall grade point average of 2.0 or better is required to graduate.

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

### **Prelicensure BSN Plan of Study (Up until Class of 2028)**

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

<b>Fall Semester Junior Year</b>		<b>Spring Semester Junior Year</b>	
NUR 310: Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan &	4:4	NUR 360: Childbearing and Reproductive Health &	3:3
NUR 310L: Practicum for Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan	1:0:3	NUR 360L: Practicum for Childbearing and Reproductive Health	1:0:3
<b>AND</b>		<b>AND</b>	
NUR 320: Nursing Care of Individuals with Chronic Physiological Problems &	3:3	NUR 340: Health and Illness in Infants, Children and Adolescents &	3:3
NUR 320L: Practicum for Nursing Care of Individuals with Chronic Physiological Problems	2:0:6	NUR 340L: Practicum for Health and Illness in Infants, Children and Adolescents	1:0:3
<b>OR</b>		<b>OR</b>	
NUR 360: Childbearing and Reproductive Health &	3:3	NUR 310: Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan &	4:4
			1:0:3

NUR 360L: Practicum for Childbearing and Reproductive Health  <b>AND</b>  NUR 340: Health and Illness in Infants, Children and Adolescents &  NUR 340L: Practicum for Health and Illness in Infants, Children and Adolescents	1:0:3  3:3  1:0:3	NUR 310L: Practicum for Nursing Care of Individuals with Neurobehavioral Problems across the Lifespan  <b>AND</b>  NUR 320: Nursing Care of Individuals with Chronic Physiological Problems &  NUR 320L: Practicum for Nursing Care of Individuals with Chronic Physiological Problems	
NUR 355A: Pathophysiology and Pharmacology for Nursing:	3:3	NUR 355B: Pathophysiology and Pharmacology for Nursing	2:2
NUR 380: Nursing Skills	2:0:4	NUR 365: Interprofessional Education Seminar ( <i>take only if enrolled in NUR 340/340L &amp; 360/360L this semester</i> )	1:0:3
		NUR 375: Nursing Informatics and Technology	2:2
<b>Fall Semester Senior Year</b>			
NUR 365: Interprofessional Education Seminar ( <i>take if didn't take in junior year</i> )	1:1	NUR 415: Nursing Leadership and Management	3:3
NUR 410: Health and Illness in Older Adults &  NUR 410L: Practicum for Health and Illness in Older Adults Population Health Nursing	3:3  2:0:6	NUR 430: Nursing Care of Individuals with Acute Physiological Problems &  NUR 430L Practicum for Nursing Care of Individuals with Acute Physiological Problems (clinical 7 weeks)	3:3  2:0:6
NUR 420: Population Health Nursing &  NUR 420L: Practicum for Population Health Nursing	4:4  1:0:3	NUR 440: Senior Capstone (clinical 7 weeks)	4:0:12

NUR 450: Evidence Based Practice and Nursing Research	3:3	NUR 490: Synthesis of Nursing Concepts	2:2
		<b>62 hours total for nursing major</b>	

## **First Year Direct Admit & Nursing Interest Prelicensure – Class of 2029 and Beyond**

### **Prelicensure BSN Outcomes**

By the end of the prelicensure BSN program, graduates will demonstrate competence when they:

1. Provide culturally relevant, equitable, compassionate, and ethical person-centered care to coordinate and manage health and illness care for diverse individuals including families, communities, and populations. (**Knowledge for Nursing Practice (Domain 1) & Person-Centered Care (Domain 2)**)
2. Implement clinical judgment and decision-making skills as evidenced by integration of evidence-based practice and clinical reasoning to optimize patient and nursing outcomes. (**Knowledge for Nursing Practice (Domain 1), Person-Centered Care (Domain 2), & Scholarship for the Nursing Discipline (Domain 4)**)
3. Collaborate with other healthcare professions to improve health care delivery, quality, and safety in complex systems across the healthcare continuum. (**Quality and Safety (5), Interprofessional Partnerships (Domain 6), & Systems-Based Practice (7)**)
4. Use information and communication technologies to support clinical decision-making, evaluate systems of care, and improve health outcomes according to regulatory guidelines. (**Quality and Safety (5), Systems-Based Practice (7), & Informatics and Healthcare Technologies (Domain 8)**)
5. Embody resiliency, capacity for leadership, personal and professional responsibility, and life-long learning to foster personal and professional growth. (**Population Health (3), Professionalism (9), Personal, Professional, and Leadership Development (10)**)
6. Assess the impact of social determinants of health to enhance the wellbeing of individuals, communities, populations, and healthcare teams. (**All Domains (1-10)**)

## **Integrated Curriculum Concepts (Based on 2021 BSN Essentials and 2023 NCLEX-RN test plan)**

1. Clinical Judgment: Clinical judgment in nursing involves the application of knowledge, skills, and critical thinking to make informed decisions about patient care. It includes the ability to recognize and analyze clinical situations, outline priority concerns, generalize solutions to deliver quality care, and evaluate outcomes.
2. Communication: Communication reflects the effective exchange of information between nurses, clients, families, and healthcare team members. It includes verbal, non-verbal, written, and electronic forms of communication, and is essential for ensuring safe and effective client care. Communication is also an essential component of collaborative interprofessional care.
3. Compassionate Care: Compassionate care involves providing care with empathy, respect, and concern for the patient's physical, emotional, and spiritual needs. It includes building trusting relationships and ensuring the patient's dignity and comfort. Integral elements of compassionate care are emotional intelligence, cultural sensitivity, honesty, patience, respect, trust, encouragement, empathy, and hope.
4. Ethics: Ethics incorporates the application of moral principles and values to ensure the dignity, rights, and well-being of clients. It includes making decisions that are in the best interest of clients and adhering to professional codes of conduct. Ethical principles are used in conjunction with clinical judgment to guide clinical decision-making, client care, and healthcare policy.
5. Scholarship: Scholarship in nursing embraces the pursuit, development, and dissemination of knowledge through research, evidence-based practice, and continuous learning. It includes contributing to the nursing body of knowledge, applying research findings to improve patient care, and engaging in professional development activities. Scholarship requires the merger of evidence-based practice, clinical expertise, and client preferences to advance healthcare delivery and the nursing profession.
6. Advocacy: Advocacy concerns the persistent, passionate, proactive support for patient, nursing, and healthcare rights to improve the health and wellbeing of individuals, families, communities, and populations. Advocacy, coupled with health policy, promote change in healthcare, leading to safe, equitable, and high-quality nursing care.

## Plan of Study - Class of 2029 and beyond

Fall Semester (freshman year)		Spring Semester (freshman year)	
† BIO 111/111L – Principles of Biology & Principles of Biology Lab (MAC Critical Thinking in the Natural Sciences)	3/1	† NTR 213 Introductory Nutrition (MAC Health & Wellness)	3
MAC Written Communication	3	† STA 108 – Elementary Introduction to Probability and Statistics (MAC Quantitative)	3
MAC Foundations  Suggested: FYE 101/Nursing Interest – Succeed at the G	3	† CHE 103 – General Descriptive Chemistry I and CHE 110 Introductory Chemistry Laboratory I (CHE 103 is MAC Data Analysis & Interpretation)	3/1 3/1
† SOC 101 – Introduction to Sociology  (MAC Critical Thinking and Inquiry in Behavioral and Social Sciences)	3	† **BIO 271 Anatomy <u>OR</u> BIO 277 Physiology † **BIO 271L Anatomy lab <u>OR</u> BIO 277L Physiology lab -OR- † **KIN 291 Clinical Human Anatomy <u>OR</u> KIN 292 Clinical Human Physiology † **KIN 291L Clinical Human Anatomy lab <u>OR</u> KINL 292 Clinical Human Physiology lab	4/0
† PSY 121 – General Psychology <u>OR</u> HDF 111 Human Development Across the Life Span (MAC Critical Thinking and Inquiry in Behavioral and Social Sciences)	3		
Total Credits	16	Total Credits	14
Summer Semester (between freshman/sophomore year; recommended to lighten student's course load)			
MAC Global Engagement/Intercultural Learning	3		
MAC Oral Communication	3		
Total Credits	6		
Fall Semester (sophomore year)		Spring Semester (sophomore year)	
† **BIO 280/280L Microbiology & Microbiology Lab	3/1	MAC Civics & Community	3

<b>† PHI 121 Contemporary Moral Problems <u>OR</u> PHI 220 Medical Ethics (MAC Critical Thinking &amp; Inquiry in the Humanities and Fine Arts)</b>	3	<b>NUR 304 – Professional Identity and Professionalism in Nursing</b>	3:3
<b>NUR 301 – Essentials of Medical Math and Terminology***</b>	3:3	<b>NUR 307 – Assessment and Skill Development I</b>	4:1:9
<b>† **BIO 271 Anatomy <u>OR</u> BIO 277 Physiology † **BIO 271L Anatomy lab <u>OR</u> BIO 277L Physiology lab -OR- † **KIN 291 Clinical Human Anatomy <u>OR</u> KIN 292 Clinical Human Physiology † **KIN 291L Clinical Human Anatomy lab <u>OR</u> KINL 292 Clinical Human Physiology lab</b>	3/1 4/0	<b>NUR 308 – Pathophysiology in Acute and Chronic Conditions</b>	3:3
Total Credit Hours	14	Total Credit Hours	13
<b>Fall Semester (junior year)</b>		<b>Spring Semester (junior year)</b>	
<b>NUR 309 – Assessment and Skill Development II</b>	3:0:6	<b>NUR 321 – Person-Centered Care of Adults II</b>	3:3
<b>NUR 311 – Pharmacological Interventions</b>	3:3	<b>NUR 321L – Person-Centered Care of Adults II Clinical</b>	2:0:6
<b>NUR 313 – Person-Centered Care of Adults I</b>	4:4	<b>NUR 322 – Population and Community Health Principles</b>	3:3
<b>NUR 313L – Person-Centered Care of Adults I Clinical</b>	2:0:6	<b>NUR 322L – Population and Community Health Principles Clinical</b>	2:0:6
<b>NUR 316 – Informatics and Healthcare Technologies***</b>	3:3	<b>NUR 323 – Emerging Issues in Nursing***</b>	3:3
Total Credit Hours	15	Total Credit Hours	13
Total Clinical Hours	90	Total Clinical Hours	180
<b>Fall Semester (senior year)</b>		<b>Spring Semester (senior year)</b>	
<b>NUR 401 – Integrated Family Care: Managing Illness, Loss, and Crisis***</b>	3:3	<b>NUR 408 – Scholarship for Nursing Innovation***</b>	3:3
<b>NUR 402 – Reproductive Health</b>	3:3	<b>NUR 409 – Leadership Development and Systems-Based Practice</b>	3:3
<b>NUR 403 – Pediatric Care and Family Dynamics</b>	3:3	<b>NUR 413 – Immersive Clinical Practicum</b>	5:0:15

<b>NUR 404 – Psychiatric and Mental Health Nursing</b>	3:3	<b>NUR 416 – Transition to Practice</b>	3:3
<b>NUR 407 – Family and Mental Health Nursing Clinical</b>	3:0:9		
Total Credit Hours	15	Total Credit Hours	14
Total Clinical Hours	135	Total Clinical Hours	225

Please note that the plan of study for MAC requirements and prerequisite nursing courses may be subject to change based on transfer credits and other factors. It is strongly recommended to meet with your academic advisor to tailor these specific courses to your individual circumstances.

<sup>†</sup>Indicates nursing prerequisite courses that must be completed prior to the spring sophomore semester.

<sup>\*\*</sup>The upper-level Biology courses (BIO 271/271L, BIO 277/277L and BIO 280/280L) may be taken in a different order; the only requirement is that either BIO 271/271L or BIO 277/277L be taken before BIO 280/280L; discuss the best order for you with your advisor.

<sup>\*\*\*</sup>Indicates an online, part-term nursing course.

## Information Applicable to the Prelicensure BSN Program

### ATI Integration Guidelines

As part of the Prelicensure BSN Program, the Assessment Technologies Institute (ATI) is a required, curriculum-integrated resource designed to enhance NCLEX-RN® preparedness and nursing practice readiness. ATI offers tools such as learning modules, eBooks, practice assessments, proctored exams, and personalized Focused Reviews to support content mastery and remediation. These resources complement coursework and provide early insights into student progress. The complete policy can be found in your appropriate program's canvas course.

Students must complete all assigned ATI practice and proctored assessments, along with required remediation, as outlined in the syllabus. Practice assessments aid preparation for proctored exams, which evaluate content mastery and inform NCLEX-RN® readiness. Grading for ATI assessments and remediation, accounts for 10% of the overall course grade, with points distributed as follows: Practice Assessment A & remediation (2 points), Practice Assessment B & remediation (2 points), Proctored Assessment Score (up to 4 points), and Proctored Assessment Remediation (2 points). Specific instructions for remediation will be provided in Canvas. Non-compliance with ATI requirements impacts course grades. Faculty and ATI's Pulse dashboard provide ongoing feedback to guide student success.

### Clinical Scope of Practice for Nursing Students

Below you will find a list of skills students might perform with guidance from the clinical instructor or nurse preceptor if the student is competent with performing the skill (as demonstrated by formal evaluation). Supervision and guidance are defined as being onsite and

physically present during the procedure. Additionally, below is a list of skills students are not allowed to perform regardless of competency. The list is not exhaustive but is a general guide. Questions about specific skills can be directed to the course lead of the clinical course.

**Examples of skills students might perform WITH supervision & guidance:**

- Administering medications by all routes
- Administer narcotics
- Admission/Discharge/Transfer procedures
- Assessments & monitoring
- Patient education
- Basic hygiene & patient positioning
- Basic skills: insertion & maintenance of FT/NG/OG tubes, Foley catheters, Peripheral IVs, trach care, wound care/dressing changes, suctioning, management of drains, ostomies, wound VAC, etc.
- BLS interventions (CPR, document)
- Documentation
- Oral care for patients with and without ETTs

**Examples of skills students CANNOT perform but can observe:**

- Administration of blood products (although they could be involved in the process, they may not assume an RN role)
- Care and management of advanced hemodynamic monitoring lines or procedures (cardiac output, PAWP, etc.)
- Care and management of invasive hemodynamic devices & interventions (a-lines, CVPs, SGCs, CRRT, LVADS, balloon pumps, impalas, etc.). The students should learn about these & their uses but not perform these advanced skills.
- Initiation, titration, and management of intravenous vasoactive drugs, chemotherapy, thrombolytics, insulin, heparin, or other medications requiring dual sign-off.
- Insert and/or manipulate intraosseous and intrathecal medication.
- Draw blood via central or arterial lines.
- Insert, tape, retape, extubate, or reposition endotracheal tubes.
- Act as a witness for procedures or sign legally binding documents on a patient's behalf.
- Take verbal, telephone, or written orders from a healthcare provider.
- Be a sitter for a patient in their capacity as a student nurse.
- Perform skills outside the scope of the registered nurse.

## **Cohort Canvas Course**

Your Prelicensure BSN Cohort Canvas Course (e.g., Class of ...) is your central hub for success in the School of Nursing. It provides essential onboarding materials, academic resources, School of Nursing and Prelicensure BSN Program policies, NCLEX preparation guidance, and important program updates—all in one convenient location. Be sure to check this page regularly, as it serves as your one-stop shop for staying informed and supported throughout your nursing journey.

## **Math Competency Assessment**

An initial assessment of math competency related to unit conversions, medication dosages, and IV flow rates will be administered to all prelicensure students during the summer prior to the fall semester of the Junior year. A minimum score of 88% equates to a passing grade. If a student is not successful on the first attempt, the student must attend a required tutoring session prior to retaking the exam and may not retest within 1 week of the previous attempt with two mandatory tutoring sessions with the Academic Enhancement Services between each failed attempt. Inability to pass the math competency test by the add/drop period in the first semester of clinical courses will result in the inability to progress to clinical courses.

Most students complete this requirement during NUR 210. If a student is not able to complete this requirement prior to the end of their NUR 210 class, or they are not required to take NUR 210, they are responsible for coordinating any required testing with the BSN Academic Enhancement Coordinator prior to the start of the fall semester. Veterans Access Program (VAP) students will arrange testing with the VAP Coordinator. Preparation resources will be provided to all students whether they are required to take NUR 210 or not. It is a student's responsibility to schedule tutoring and a time to retest when needed. A student may not begin clinical until they have successfully completed the math competency assessment.

## **NCLEX-RN (the RN Licensing Exam)**

Graduating prelicensure students must apply for a state nursing license and take a national exam known as the National Council Licensure Examination (NCLEX-RN) to practice as a registered nurse (RN).

The North Carolina Board of Nursing (NC BON) conducts a criminal background check for those seeking NC RN licensure. Each student is responsible for applying to the Board of Nursing in the state where they will take the licensing exam. The NC BON application requires a fee that covers the criminal background check and the license. Students are financially responsible for the fees, fingerprint testing, and additional costs associated with licensure. This process should be started early in the final semester. If you are testing in NC, see the detailed information about licensure by examination on the [NC Board of Nursing](#) website. Plan ahead – check the

application requirements early on the applicable Board of Nursing website if you are testing out of state!

The NCLEX reflects the amount of nursing ability currently required to practice safely and competently at the entry level. [Pearson VUE](#) is the company that administers the NCLEX, and students will need to register with PearsonVue to schedule and pay for the NCLEX. Students are financially responsible for the fees and additional costs associated with taking the NCLEX and receiving the NCLEX result. Once the NCLEX result is available, it is then communicated to the state Board of Nursing for licensure by PearsonVUE. For more information about the NCLEX-RN, visit the [NCSBN NCLEX](#) website.

## **Testing Guidelines for Students**

### *Exam Scoring and Structure*

In pre-licensure didactic nursing courses that focus on core content (e.g., Fundamentals, Medical-Surgical, Mental Health, Pediatrics, Reproductive Health, Pathophysiology, Pharmacology, Geriatrics, Critical Care, Leadership, and Population Health):

- Faculty-developed exams will account for at least 70% of the course grade.
- ATI proctored standardized specialty exams (if applicable) will account for 10% of the course grade (see ATI Integration Guidelines for more details).
- The remaining graded activities in the course are determined by faculty.
- To pass a course and progress in the program, students must achieve a weighted average of 77% (C) or higher across all exams.
- Rounding is only applied at the end of the semester and follows the policy in the Undergraduate Student Handbook.
- Exams will include multiple-choice and alternate item formats similar to the NCLEX (e.g., select-all-that-apply, cloze, drag-and-drop, matrix, bow-tie, etc.).

### *Cognitive Level Expectations*

Exams are developed using Bloom's Taxonomy and the NCSBN Clinical Judgment Measurement Model to promote clinical reasoning. The table below outlines expected item distribution by semester:

*Cognitive Level/Alternate Format Item Guidelines*

Semester	Knowledge and/or Comprehension (maximum)	Application and/or Analysis (minimum)	Alternative Format (minimum)	Medication Calculation (minimum – if applicable)	Next Gen Case Study Questions
Sophomore	35%	65%	10%	2	1 - 2
Junior First and Second Semester	30%	70%	20%	2	1 - 2
Senior First Semester	20%	80%	25%	2	2 - 3
Senior Second Semester	10%	90%	30%	2	2 - 3

*Test Administration Expectations*

The School of Nursing follows guidelines that reflect the NCSBN Examination Candidate Rules to prepare students for the NCLEX. Students are expected to follow these expectations:

*Before the Exam*

- Students can be provided with an exam blueprint by the course faculty.
- Students may be asked to use alternate seating.
- Faculty will provide scratch paper and pencils, if needed. Students may not write on the scratch paper before the exam begins.
- Personal items, notes, papers, and course resources must be stored at the front or side of the testing environment.
- Food is not allowed unless a documented medical exception exists. Beverages must be stored at the side or front of the room unless otherwise permitted.
- If a mobile phone is required for authentication purposes, it may be used solely for that function and must then be silenced and stored away (e.g., with personal belongings, in a

backpack, or on the floor away from the desk). Phones should not be accessible or visible during the exam.

### *During the Exam*

- All exams will be administered using approved secure testing software (e.g., LockDown Browser, Proctorio, ExamSoft, ATI Secure Testing).
- Internet use, search engines, or outside resources are not permitted.
- Other electronic devices (e.g., meta glasses, smart watches, fitness bands, cameras, USB drives, smart lenses, etc.) are strictly prohibited unless the device is required for the completion of the exam (e.g. laptop, tablet).
- No talking is allowed once the exam begins.
- Students must maintain clear visibility of their face and testing area during the exam.
- Only School of Nursing-provided earplugs are allowed—no headphones, earbuds, or other audio devices are permitted unless allowed as an approved accommodation.
- Students are expected to focus on their own screen or paper at all times to maintain exam integrity.
- No sharing of materials (e.g., pencils, calculators) is allowed.
- Only typographical or formatting issues will be addressed during the exam. Content-related questions will not be answered.
- Any attempt to gain unauthorized assistance—such as looking at another student's exam, using concealed notes, communicating with others in any format, or using unauthorized electronic devices—will be considered academic misconduct and will result in immediate disciplinary action in accordance with the Academic Integrity Policy.
- Faculty may stop the exam if academic misconduct is suspected.

### *Breaks*

- Students should meet physical needs before the exam begins.
- If a break is needed:
  - Raise your hand and wait to be escorted.
  - Only one student may leave the room at a time.
  - Breaks are limited to 5 minutes.

- No access to electronic devices is allowed during breaks.
- Exam time does not pause, and no time will be added back when a break is utilized.

### *After the Exam*

- All scratch paper must be turned in to faculty before leaving. It will be shredded securely.
- Students may be asked to leave the testing room, hallway, or building quietly to maintain a secure environment.
- Students must follow all instructions from faculty or proctors.
- **Exam content may not be discussed with anyone** after the exam. Students may not disclose, copy, or discuss exam questions with anyone before, during, or after the exam. Doing so violates the academic integrity policy.
- Students will not immediately see the exam scores. Release of grades should be done within 2 business days of the exam, after the faculty have completed an exam analysis.

### *Make-Up Exams*

- Make-up exams must be taken within one week of the original exam unless extenuating circumstances apply. It is the student's responsibility to request a make-up exam.
- The format and questions of the make-up exam may differ from the original exam.
- See attendance policy for details on attendance and required documentation.

### *Test Review*

- Faculty may offer test reviews individually, in small groups, or in class.
- Reviews will end immediately if there is incivility or violation of academic integrity.
- Exam keys and answers may not be copied, photographed, or removed from faculty presence.
- No electronic devices are allowed during reviews.
- Faculty may use “exam wrappers” to help students reflect on their exam performance and develop a plan for improvement.

### *Item Appeals*

- If you believe an exam question is inaccurate or unfair, you may submit an Item Appeal Form, which is available in your cohort Canvas page.

- The appeal must be completed in the presence of the instructor—it may not be removed or submitted later.
- Appeals require a written justification for your selected answer and citation of supporting material (e.g., textbook page). Appeals will be reviewed using data and instructional alignment. Not all appeals result in item changes.

# **RN to BSN**

# **Program**

## **RN to BSN Program Overview**

### **Program Goals**

The baccalaureate program prepares graduates for the following:

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

### **Admission, Advising, Registration and Progression**

RNs interested in completing the B.S.N. degree need to meet the University's requirements for admission. A registered nurse who brings advanced placement may build a minor to complete the 120 credits required for graduation.

Registered nurse students must make a C (2.0) or better in the qualifying courses\* to be admitted into the 400-level nursing courses. Thirty (30) hours of credit will be awarded to RN to BSN students for completion of associate or diploma nursing courses upon satisfactory completion of the qualifying courses\*.

Registered nurse students must provide evidence of current, active, unrestricted RN licensure prior to admission to the required 300-level courses, and must have a current, active, unrestricted North Carolina RN license prior to enrollment in the required 400-level courses.

Registered nurse students who hold unrestricted RN licenses in states covered by the multi-state Nurse Licensure Compact do not need to be licensed separately in North Carolina, unless they become residents of North Carolina. See the NC Board of Nursing website at [www.ncbon.com/](http://www.ncbon.com/). The length of time required to complete the program varies with everyone.

Students must earn a grade of "C" (2.0) or better in all Nursing courses to progress. Throughout the nursing program, a student may repeat a maximum of two different courses one time due to failure. Failure of the repeated course or a third course will result in dismissal from the nursing program. An appeals process is provided for students who have been dismissed. (see the appendix for information regarding the appeals process) An overall grade point average of 2.0 or better is required to graduate from UNCG.

*\*Qualifying Courses:*

NUR 370

NUR 371

Please see specifics regarding the RN to BSN curriculum here: [RN to BSN webpage](#)

Students that have completed an Associates of Applied Science in Nursing from a NC Community College prior to Fall Semester 2015, are required to meet the following competencies of the UNC Greensboro General Education Program - Minerva's Academic Curriculum (MAC):

- Quantitative Reasoning - **3** credits
- Health and Wellness - **3** credits
- Critical Thinking and Inquiry in the Humanities and Fine Arts - **3** credits
- Global Engagement and Intercultural Understanding through Humanities and Fine Arts or through Social and Behavioral Sciences - **3** credits
- Civics and Community – **3** credits

Students that have completed an Associates of Applied Science in Nursing from a NC Community College prior to Fall Semester 2015, are NOT required to meet the following competencies of the UNC Greensboro General Education Program - Minerva's Academic Curriculum (MAC):

- Foundations - **3** credits
- Critical Thinking and Inquiry in the Natural Sciences - **3-4** credits
- Critical Thinking and Inquiry in the Social and Behavioral Sciences - **3** credits
- Data Analysis and Interpretation in the Natural Sciences - **3** credits
- Written Communication - **3** credits
- Oral Communication - **3** credits

Students who have graduated from associate degree nursing programs after 2015 that are part of the N.C. Uniform Articulation Agreement are exempt from all MAC requirements.

Students who graduate from diploma nursing programs or associate degree nursing programs that are not part of the Articulation Agreement will be expected to meet requirements for all MAC competencies (see complete MAC requirements and approved course listings). Graduates of foreign nursing programs will be advised on an individual basis.

This program of study is congruent with the N.C. Uniform Articulation Agreement.

North Carolina graduates of an Associate in Applied Science in Nursing program will fall under the RN to BSN Uniform Articulation Agreement, jointly approved by the NC Community College and the University of North Carolina Systems. To be eligible for the Uniform Articulation Agreement, a potential student must:

- **Enter a NC Community College Nursing program on or after Fall Semester, 2015**
- Earn an Associate Degree in Nursing at a NC Community College with a GPA of at least 2.0
- Earn a C or better in all courses included in the first three blocks of the plan.
- Be licensed as an RN prior to applying to the RN to BSN program.

#### *Second Degree RN to BSN students:*

Students with a previous baccalaureate degree are considered to have met the liberal education requirements with their first degree.

#### *Students who do not fall under an Articulation Agreement*

Students who graduated from out-of-state schools, private NC institutions, diploma nursing programs, or associate degree nursing programs that are not part of the Articulation Agreement will have to meet all degree requirements including all General Education (MAC) requirements.

### **Plan of Study**

#### *RN to BSN Curriculum*

<b>NUR 370</b>	<b>Concepts of Professional Nursing (3:3);</b> Study of basic concepts in professional nursing.
<b>NUR 371</b>	<b>Nursing Health Assessment (3:2:3);</b> Study of the health assessment of individuals over the life span. Laboratory activities promote the development of assessment skills.
<b>NUR 470</b>	<b>Community Health Nursing Concepts and Care (4:3:3);</b> Nursing concepts and care of individuals, families, and groups within community settings.

**NUR 471** **Nursing Concepts and Care of Older Adults (4:3:3);** Nursing concepts and care of older adults: theories of aging, physiological/psychological functioning, impact of developmental changes, illness, and chronic dysfunction.

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

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

**NUR ELECTIVES\*\***

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

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

**NUR 390** **Culture and Health Care (3:3)** Role of culture on the health and wellbeing of individuals and selected global communities, including indigenous peoples.

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

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

**Sample Online Plan of Study**

	<b>First Semester 1<sup>st</sup> Session</b>	<b>First Semester 2<sup>nd</sup> Session</b>	<b>Second Semester 1<sup>st</sup> Session</b>	<b>Second Semester 2<sup>nd</sup> Session</b>	<b>Third Semester 1<sup>st</sup> Session</b>	<b>Third Semester 2<sup>nd</sup> Session</b>
<b>Accelerated</b>	370 371	472 Res/Elec	470 Res./Elec	471 Res/Elec	473	N/A
<b>Standard</b>	370	371 Res/Elec	470 Res/Elec	471 Res/Elec	473	472 Res/Elec*
<b>Part-time</b>	370	371	Courses taken when offered at own pace			

\*if needed

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

## **Orientation to Online Learning**

RN to BSN students who are considered new transfer students are required to complete the ONL 100/101 online learning orientation course prior to beginning coursework. This may be found on the UNCG SOAR website at <https://newstudents.uncg.edu/online-students/>.

Attestation of completion of orientation will be expected in NUR 370.

### *Preparation for an Online Course*

It is the student's responsibility to become familiar with the course syllabus and course calendar, so assignment guidelines are followed, and scheduled deadlines are met. Preparation for classes may be specific to each course, but there are some general guidelines students are expected to follow for all courses. These include, but are not limited to,

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

### *Learning Environments*

Success in an online degree program requires the intentional preparation of a personal learning environment. Students should plan to find a quiet place to engage in course material and schedule regular study times within each day. Organization is key. Speak to the Academic Success Advisor, faculty, or a Peer Academic Leader early in the program for help in developing skills for successful completion of the program.

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

### *Computer Accounts*

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

**UNCGenie** is the portal for admitted and currently enrolled students. This is used to register for classes, pay your tuition and fees, and take care of other university-related business. Students need their University ID and PIN to log in to UNCGenie. (Both are sent in an email through Apply after admission.)

- Review your Degree Works report.
  - This is your official audit on which the Registrar's Office will clear you for graduation.
  - Degree Works counts the courses for which you are registered. You need to add hours that you have remaining.
  - Everyone needs **120 overall hours** to graduate AND **31 hours** in residence at UNCG.
  - Residency does not mean clinical hours. The RN to BSN Concentration is 25 hours which includes a Nursing elective, an additional 6 hours at UNCG must be completed to satisfy this University requirement.

**iSpartan** is a UNCG email account that students must activate after being admitted. (Visit [its.uncg.edu/Accounts/New](https://its.uncg.edu/Accounts/New) for information on activating your computer accounts.) You access iSpartan through the “i” on the UNCG main webpage, top right corner. Access your email account by choosing “Outlook”. After **you are admitted, you will use this for all UNCG correspondence.**

**Canvas:** Courses in the School of Nursing use an online learning management system called Canvas. Students who have activated their UNCG computer accounts will have access to Canvas. Students can access Canvas either through University computer resources (UNCG computer labs) or their own personal computers (laptops, desktops, tablets, etc.). Canvas also may be used for communication among groups of students, for example: **(ORG) RN to BSN Student** in Canvas. Important notices and information concerning the RN to BSN program are frequently posted in Canvas in the RN to BSN org site. Current students should already be on the list; new students will be added as they are admitted. You **must accept** the invitation to the Canvas organization. This invitation will come to you via your UNCG email.

# **Resources for Undergraduate Student Achievement**

# Resources for Undergraduate Student Achievement

## Academic Advising and Progression

### *Academic Concerns/Complaints*

#### Student Concerns and Complaints Process

The faculty and staff of the School of Nursing care about our students. We strive to provide the best educational experience possible; however, we understand that concerns can arise. Below is the process to follow should you have a concern or complaint. The link to the UNCG Academic Regulations and Policies, found in the [University Catalog](#).

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.

Students with academic concerns should contact their course faculty **first**. If the concern remains unresolved, the student should contact the course lead (if it is someone different). If the concern is still not resolved, the student should contact the Director of Prelicensure Programs. If there is still no resolution, the next step is to take the concern to the Department Chair for the Professional Nursing Education Department. If there is still no resolution to the concern, the next person of contact is the Senior Associate Dean for Academics. If all other avenues do not result in resolution of the concern, the Dean of the School of Nursing should be consulted. The key to successfully addressing concerns is early/open communication. Don't wait to talk to your faculty if you think an issue is developing! The complete policy can be found in your appropriate program's canvas course.

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 [Documents of Interest](#).

The School of Nursing Appeals Committee does not evaluate 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. If you wish to [report sexual misconduct](#), fill out the [sexual misconduct form](#).

The [Dean of Students Office](#) is also a resource for any student having difficulties or barriers that affect their academic and professional life.

## *Advising*

A nursing faculty advisor in a school of nursing plays a pivotal role in guiding students through their academic and professional journeys. Upon admission to the School of Nursing, each student is assigned to a faculty member who will serve as an academic advisor. Faculty advisors provide personalized support and mentorship, helping students navigate course selections, clinical placements, and career planning. Additionally, they foster students' academic growth and ensure they meet the program's requirements. By offering expertise and encouragement, nursing faculty advisors help students succeed and prepare them for their roles as competent and compassionate healthcare professionals. When communicating with an advisor, students should be respectful and professional in their communication, provide necessary details for assistance, and contact the advisor early (several days before you need an appointment or assistance). Faculty and staff telephone numbers and e-mail addresses can be found on the [School of Nursing Directory](#).

## *Appeals Process Related to Progression Policies*

If a student wishes to appeal a decision based on the Progression Policy in the School of Nursing, the student should read and complete a Student Appeals Request Form, which can be found under [Documents of Interest](#) on the SoN website. The Student Appeals Committee hears student appeals. Students may obtain the request form and discuss the appeals process with the Chair of the Committee or the Senior Associate Dean for Academics. If a student wishes to appeal a grade, they should follow the University Grade Appeal Policy. Information related to this policy can be found in the section on Grading in the [University Catalog](#). The complete policy can be found in your appropriate program's canvas course.

## *Coordinated Care for Your Success*

The School of Nursing faculty and staff are committed to helping you succeed both academically and personally. We recognize that nursing school can be challenging, and many students benefit from additional support at different points in the program. That's why a wide range of student success services are available to support you and help you feel connected. These include tutoring, academic coaching, goal setting, time management and organization support, and help developing effective study habits. You can also access support for personal or life-related challenges, including managing stress, financial resource referral, staying motivated, or balancing school and home responsibilities.

Just as important, you'll find opportunities to build a strong support network through peer and professional mentoring, study groups, and student engagement activities. Whether you're looking for encouragement, want to get more involved, or simply need a positive space to

regroup, there are resources and people here to help. We encourage you to take advantage of these services early and often as you build your foundation for success. A full list of available services and how to access them can be found on your cohort's Canvas page.

### *Drop/Add*

Courses can be added or dropped without penalty during the designated Drop/Add period at the beginning of each semester. Check the [Academic Calendar](#) to identify the last day to change course(s) or course section(s) for each semester. Additional information can be found on the [Registrar's website](#).

### *Grades and Grading Scale*

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

Letter	Range	Letter	Range
A	100-95	C	79-77
A-	94-92	C-	76-74
B+	91-89	D+	73-71
B	88-86	D	70-68
B-	85-83	D-	67-65
C+	82-80	F	64 & below

\*Only the final course grade average rounds off at 0.5 to the next point.

### *Graduation Requirements*

All undergraduate students are required to file an application for graduation with the University Registrar's Office at the beginning of the semester in which they plan to graduate. To graduate, students must have fulfilled all requirements of their program and have completed all financial obligations to the university. The online degree application is available via [UNCG](#) or students can apply in person at the Registrar's Office. **The deadline is published in the official academic calendar each year, and it is the student's responsibility to meet the deadline.** If graduation does not occur in the semester/year for which the student has originally applied, the student must reapply. There is an undergraduate graduation fee. A \$50 late graduation application fee will be charged to all undergraduate degree applicants who miss the initial deadline to apply to graduate, in addition to the non-refundable undergraduate graduation fee. Additional

information can be found on the [Apply for Graduation](#) page and the [Steps to Graduation in the UNCG Catalog](#).

### *Incomplete Grades (Grade of I)*

A grade of I (Incomplete) indicates that the completion of some part of the work for a course has been deferred because of prolonged illness of the student or because of some serious circumstances beyond the student's control. An Incomplete grade may be removed by completion of the deferred work. The timeline for which all deferred work must be submitted by a student is determined at the discretion of the instructor and should be clearly outlined via a written document summarizing the course work to be completed and any deadlines for submission. A student should not re-register for the course in order to remove the Incomplete. An Incomplete received during a semester or in summer session must be removed within six months from the last day of examinations in the term in which the course was taken. This deadline indicates the final date that an instructor may submit a grade change to remove the incomplete grade. If an incomplete grade is taken for a course, the student must make an appointment with their advisor to ensure appropriate progression through the program.

An incomplete not removed within this time limit is automatically converted to an F on the student's academic record by the University Registrar's Office. A graduating senior who incurs an incomplete and who has completed all requirements, and enough semester hour credits and grade points to graduate may do so even though the Incomplete grade is outstanding. If the Incomplete is not removed within the required six months, it will be converted to F at the end of that period. When an Incomplete is removed, it may be replaced by A, B, C, D, F, or, in certain designated courses, P, NP, S, or U. **It is the responsibility of the student to maintain contact with the faculty member and complete the required work by the deadline, to prevent the Incomplete from turning to a grade of F.** See the [UNCG Catalog](#) for additional information.

### *Name and Address Changes*

Any changes in name, address, or telephone number need to be filed with both the School of Nursing and the University. In the School of Nursing, undergraduates should submit changes in writing to the Director of the Office of Student Success. The information should include your complete name (old and new), your university ID number, and both your old and new address, telephone number, etc. Changes to your UNCG records can be made through the Registrar's Office or online through UNCGenie. For last semester seniors, it is imperative for the name on your most recent government-issued identification to match exactly the name that will be listed on your degree. If it does not match, it will delay your authorization to test (ATT) for the NCLEX.

## *Process for Requesting Reasonable Accommodation (OARS)*

### **Optional Disclosure Prior to Admission**

Candidates for admission to the School of Nursing are not required, prior to admission, to disclose that they will require reasonable accommodations in order to meet the Technical Standards. Candidates may, however, voluntarily disclose prior to admission the fact that they will require reasonable accommodations to meet the Technical Standards. If the student elects voluntarily disclosure before admission, this information will not be considered by the university on the question of whether the student should be admitted. Instead, assuming the student is admitted, the information will be used after admission to determine whether the student will be provided any requested accommodations pursuant to the process described below.

### **Disclosure After Admission**

In all cases where a student has requested an accommodation, the student must cooperate with the Office of Accessibility Resources and Services to determine qualification for accommodations and what, if any, accommodations will be provided pursuant to applicable laws. The Office of Accessibility Resources and Services will assist the student in coordinating documentation and evaluation of the student, which may include asking the student to provide requested documentation of a qualified disability.

No accommodation will be offered that would jeopardize the safety of patients or clients or the university student. No accommodation will be offered that would fundamentally alter or substantially compromise these technical standards or any other academic standards deemed essential to graduation by the university, including all course work, fieldwork, clinical experiences, and internships.

Students are encouraged to work with the appropriate faculty members to discuss their approved accommodations from the Office of Accessibility Resources. If there are concerns about the implementation of these accommodations, students may schedule a meeting with the undergraduate program director and the Senior Associate Dean for Academics to ensure their needs are appropriately addressed.

### ***Registration***

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

**The final responsibility for meeting the BSN degree requirements rests with the student.**

Students can check progress toward degree requirements by using Degree Works in UNCGenie. Students should check their degree evaluation at least once per semester. All currently enrolled students should meet with their academic advisor each semester to review the degree requirements and obtain their advising code to access the UNCGenie registration system.

For prelicensure students, the clinical placement coordinator and faculty begin coordinating clinical placements, and documents are submitted to clinical agencies 60 to 90 days before the semester starts. Any changes to nursing course registrations, including section selections, after November 15<sup>th</sup> and May 15<sup>th</sup> must be approved by the course chair and/or the Director of Prelicensure BSN Program. If a student changes the section or course, they are registered for after these dates without prior coordination, they may be moved back to their original course or section. Every effort will be made to accommodate special requests, but a change is not guaranteed.

*Review of Student Work*

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

*Student Records*

Undergraduate student academic records are retained in the office of the relevant undergraduate program director. Faculty advisors maintain a separate file on each advisee. Official school records may be reviewed by written request to the Senior Associate Dean for Academics.

*Substance Abuse and Drug/Alcohol Testing Policies*

Nurses have a legal and ethical duty to provide safe care to all clients. Use of legal or illegal substances and alcohol that may impact a nurse or nursing student's ability to provide safe care will not be tolerated by the School of Nursing. All students are responsible for reviewing, understanding and adhering to the information in the [University Policy on Illegal Use or Abuse of Alcohol and Other Drugs](#) and the School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy found in your appropriate program's canvas course.

### *Transfer of Courses*

Students may transfer courses into UNCG to meet degree requirements. Currently enrolled UNCG students should discuss their plans with their advisor prior to taking one or more courses at another institution. Students should keep in mind that hours of credit, not grades, transfer into their program of study. There are limits on the total number of credits that can be transferred into the University. Additional information can be found in the [University Catalog](#).

### *Withdrawing from a Course under Extenuating Circumstances*

During your time at UNCG, you may encounter unexpected and extenuating circumstances that significantly inhibit your ability to succeed academically. When situations like this arise, an [Appeal to Withdraw for Extenuating Circumstances](#) (WEC) may be an option to help you recover academically from these events. Students can initiate this option through the [Students First Office](#). Before contacting the Students First Office, the student should contact their academic advisor and/or the relevant undergraduate program director to discuss options. Students can review the [Guide to Appeal to Withdraw for Extenuating Circumstances](#) and [UNCG Course Withdrawal Policy](#) for additional guidance.

### *Written Assignments*

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

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

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

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

American Psychological Association. (2020). *Publication Manual of the American Psychological*

Association (7th ed.). Washington, DC.

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

## **Clinical Requirements**

**Clinical requirements for all prelicensure BSN and RN to BSN students include:**

1. **Negative annual tuberculosis screening:** Annual negative results from either a QuantiFERON or T-Spot blood test. Students with a positive result from a QuantiFERON or T-Spot test should see their Health Care Provider for a chest x-ray. TB skin tests results do not meet this screening requirement.
2. **A tetanus toxoid vaccination every ten years** with at least one Tetanus, Diphtheria and Pertussis (Tdap) vaccination since age 12 years.
3. **Rubella (German measles) vaccination** is required if you were born in 1957 or after. You must have proof of vaccine or proof of immunity by blood test titer (submit lab results). History of disease is not acceptable.
4. **Rubeola (measles) vaccination** is required if you were born in 1957 or after. You must have proof of live vaccine on or after first birthday, or physician-verified history of the disease. You may choose to have a titer drawn and provide documentation of the titer and a copy of the lab results. If the titer is negative, you will need to provide proof of vaccination.
5. **Evidence of a positive titer for Mumps** (submit lab report) **or evidence of two doses of Mumps vaccine** (evidence of 2 MMR vaccinations is acceptable).
6. **Report of a positive Varicella (chicken pox) titer** (submit lab report) **or evidence of Varicella vaccination** (2 vaccination series). History of the disease is not acceptable.
7. **Evidence of Hepatitis B vaccination.** Students who begin their series of immunizations after January 1, 2007, must also have evidence of a post-vaccination positive titer, or evidence of revaccination, unless they are still in the initial course of immunization. For students in the prelicensure program, the initial series must be started prior to the first year of clinical, and a positive titer or evidence of beginning the second series of immunization is required prior to the start of the second year of clinical.
  - Evidence of a completed Hepatitis B vaccination (three vaccination series) and a documented positive titer if the series was started after January 1, 2007,
  - A letter from a health care provider that confirms previous medical illness with Hepatitis B,
  - Positive titer results for Hepatitis B (submit lab report), or
  - A letter signed by a health care provider on official letterhead that indicates that

there are medical reasons why the student should not be vaccinated against Hepatitis B.

8. Evidence of **immunization against influenza** (seasonal flu shot) in the last 12 months or declination form on file in the School of Nursing—annual requirement every fall when the vaccine is available (due dates will be posted on the class Canvas site). All students in the upper division must have had a flu shot each year OR have on file in the School of Nursing a Declination Form available in the School of Nursing. In some years flu transmission is of particular concern and clinical agencies may require additional vaccinations for emerging strains of flu or not accept students who decline vaccination.
9. Evidence of **certification by the American Heart Association (AHA) Basic Life Support (BLS) Provider (CPR and AED) Program**. Only official American Heart Association approved courses that includes a hands-on skills session are acceptable. The AHA symbol must be on the card issued after completing the course. Certification by the American Red Cross, or certifications other than Health Care Provider, are not accepted by our clinical agencies. **Purely online courses that do not include a hands-on check-off are not AHA approved and are not acceptable.** Students must remain continuously certified as an AHA BLS Provider or they will not be allowed to attend clinical. Absence from clinical because of lapsed BLS will be considered an unexcused absence and may result in a reduced grade or failure in the course.
10. An **Evaluation of Physical and Emotional Health Form** must be completed and signed by the student's health care provider (physician, nurse practitioner, or physician's assistant) indicating the applicant's physical and emotional health is satisfactory for provide nursing care. This form is required by the North Carolina Board of Nursing and must be uploaded to MyClinicalExchange and/or Rotation Manager prior to starting any clinical courses. The letter of physical and emotional health to provide nursing care is not required for Registered Nurse students.
11. **Satisfactory completion of a criminal background check.** Beginning January 1, 2005, all nursing students must have an approved criminal background check prior to beginning clinical activity. For RN to B.S.N. students, results must be submitted prior to beginning the Nursing Practicum course work or any other course with a clinical component (by August 1 for fall semester or December 1 for spring semester). For students in the prelicensure program, results must be submitted prior to enrolling in the required 300-level clinical nursing courses. The School of Nursing uses clinical compliance services to track clinical requirement documentation. Two consent forms related to the criminal background check are included in each student's admission letter. These forms must be signed and submitted to the School of Nursing. The cost is the responsibility of the student. Students unwilling to have a background check completed are not eligible to

participate in clinical. The results are kept using a clinical compliance online platform and will be destroyed upon graduation, withdrawal, or termination from the program. The School will not use this information in any way except to verify to clinical agencies that students have been subjected to the background check and to release a copy of the information to the agency, if requested. Directions on obtaining the background check are provided by the Office of Student Success. This criminal background check does not replace the one that will be done by the N.C. Board of Nursing prior to initial licensure as a registered nurse.

12. **A negative urine drug screen by a National Institute of Drug Abuse (NIDA) approved lab** prior to clinical activity. The cost of the test is paid by the student. The screen must test for the following drugs: AMP (amphetamine), BAR (barbiturates), BZO (benzodiazepines), COC (cocaine), THC (marijuana), MTD (methadone), mAMP (methamphetamine), MDMA (ecstasy), OPI (opiate), PCP (phencyclidine), PPX (propoxyphene), ALC (alcohol), and OXY (oxycodone). In some cases, such as when results are inconclusive, e.g., diluted, it will be necessary to repeat the test. If a test result is positive the individual will be contacted by a physician to discuss the results. The test will be completed through MyClinicalExchange and/or Rotation Manager Note: Many labs in North Carolina are not NIDA approved so it is important to follow the MyClinicalExchange and/or Rotation Manager instructions exactly.
13. The **Assumption of Risk Form** must be completed and uploaded to MyClinicalExchange and/or Rotation Manager by the deadline. The form is sent as part of the admission packet. The complete form policy can be found in your appropriate program's canvas course.

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

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

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

***Clinical Vaccination and Screening Requirements by Program***

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

**Clinical Requirements for Students Entering the Prelicensure BSN Program Starting Fall 2026:**

Information about clinical requirements is posted on the Canvas site for the newly admitted class, e.g., Class of 2025. **ALL** requirements for newly admitted students **MUST** be completed and uploaded in MyClinicalExchange and/or Rotation Manager by **March 1** (in the sophomore year) or the student is at risk of being dropped from their nursing classes. Deadlines for submission of required documents are based on timelines set by our clinical partner agencies to ensure students meet the requirements to participate in clinical at their agency. The agency timelines are not negotiable. The UNCG Student Health Center and the School of Nursing do NOT share copies of student vaccination records. You must upload the information requested to your personal MyClinicalExchange and/or Rotation Manager account to be considered current. All clinical requirements must remain current, or the student will be removed from clinical until proof or currency is verified in MyClinicalExchange and/or Rotation Manager. Any clinical days missed due to failure to maintain current requirements will be an unexcused absence and may result in a reduction in grade or failure in the clinical course.

**Clinical Requirements for Students Entering the Prelicensure BSN Program Before Fall 2026:**

Information about clinical requirements is posted on the Canvas site for the newly admitted class, e.g., Class of 2025. **ALL** requirements for newly admitted students **MUST** be completed and uploaded in MyClinicalExchange and/or Rotation Manager by **June 1** or the student is at risk of being dropped from their nursing classes. Deadlines for submission of required documents are based on timelines set by our clinical partner agencies to ensure students meet the requirements to participate in clinical at their agency. The agency timelines are not negotiable. The UNCG Student Health Center and the School of Nursing do NOT share copies of student vaccination records. You must upload the information requested to your personal MyClinicalExchange and/or Rotation Manager account to be considered current. All clinical requirements must remain current, or the student will be removed from clinical until proof or currency is verified in MyClinicalExchange and/or Rotation Manager. Any clinical days missed due to failure to maintain current requirements will be an unexcused absence and may result in a reduction in grade or failure in the clinical course.

Continuing Prelicensure BSN students:

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

Prelicensure BSN students are required to purchase uniforms. Uniforms are required for clinical activities in the 200- to 400-level nursing courses. Students must purchase uniforms before starting nursing courses. Students enrolled in 200- to 400-level courses with a clinical component are responsible for their own transportation to and from the agencies used for clinical activities/practicum experiences. Clinical experiences can take place at any clinical agency within the state of North Carolina. Clinical sites may be within a 150-mile radius of the program location (not the student's individual residence). While efforts will be made to place students in this radius, this is not guaranteed. Clinical placements for all clinical courses may be assigned on any day of the week, including weekends, evenings, and nights. The student's personal and work schedules are expected to accommodate the required number of hours required in each course. Clinical faculty, clinical agency, day, and time are subject to change at any time based on program and agency needs. Students must meet all orientation, health and safety, and administration expectations of the facility before participating in clinical experiences. Students are not permitted to begin hours PRIOR to the start date of the course or complete them after (unless a grade of incomplete is assigned). Furthermore, students are not permitted to begin clinical experiences if they have NOT received clinical clearance. Clinical settings may include but are not limited to hospitals, long-term care facilities, community health agencies, rehabilitation facilities, outpatient clinics, home health, and other healthcare settings. Exposure to those settings now will enhance competence, regardless of your future employment or career plans. Students must be prepared to participate and actively engage in any assigned setting. Students are responsible for their own transportation to and from clinical sites and other off campus locations for clinical experiences. While ride-share options (e.g., carpooling) may be appropriate in some cases, they are not guaranteed for all clinical placements. Students must have an individual reliable transportation plan to the distances described above. Failure to attend clinical due to lack of transportation or clinical clearance is not an excused absence and may impact progression in the program. Car owners are reminded that current liability insurance is required by North Carolina law.

## RN to BSN

The RN to BSN curriculum includes clinical experiences in the 400 level courses, therefore students must be compliant in upholding and completing clinical clearance.

Lab results and proof of vaccinations must be uploaded to the MyRecordTracker software by the initiation of 400 level courses. The final drug screen report and background check must be completed through Certiphi.

### *Dress Code Policy*

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

### *Procedure for Needle Stick or Bloodborne Pathogen Exposure*

Students are encouraged to keep a copy of this procedure at all times in clinical practice. See your appropriate program's canvas course for the complete procedure.

### *Unsafe Practice*

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

## **Professional Expectations and Communication**

### **Appointments**

Office hours and communication expectations for faculty are posted in the course syllabus or course Canvas page. In general, appointments can be requested by email, phone, office hours, Canvas, Starfish, in person, or in writing. Students should:

1. Contact the faculty member in advance (if possible, several days before you need an appointment or assistance) and avoid last-minute requests for non-urgent issues.
2. Research if the request or need has been addressed in the course syllabus, Canvas course, course announcement, previous email, and/or course resources.
3. Faculty and staff telephone numbers and e-mail addresses can be found on the [School of Nursing Directory](#).

## **Attendance**

### *Attendance for Prelicensure BSN Students*

The Prelicensure BSN Program Attendance Policy at the University of North Carolina Greensboro School of Nursing outlines the expectations for student attendance and the consequences of tardiness and absences. Punctual attendance is required for all educational activities to ensure students can meet competency and course objectives, pass the course, and progress in the major. Punctual attendance is defined as being prepared and ready to participate in the educational activity, arriving at (or before) the designated start time of the educational activity, and remaining for the entirety of the educational activity. Tardiness, absences, and leaving the educational activity prematurely disrupt the learning environment and can result in penalties such as point deductions, reduced assessment time, failing grades for assessments and assignments, and potential course failure. Excused absences must have appropriate documentation and may include military service, illness requiring medical attention, hospitalization of an immediate family member, death of an immediate family member, pre-approved student athlete expectations, jury duty summons, and court appearance. Unexcused absences, employment interviews, family and/or personal events, family and/or person vacations, student lack of preparedness, transportation issues, and work requirements, are penalized. Students must communicate promptly with instructors about any absences or tardiness, but this does not absolve them from the associated penalties.

The School of Nursing supports and adheres to the [University Class Attendance Policy](#). Faculty indicate specific attendance expectations and requirements in the course syllabi. To support success, students are responsible for understanding and adhering to the attendance policy for the Prelicensure BSN Program and of each enrolled course. The detailed Pre-Licensure BSN Program Attendance Policy can be found in your appropriate program's canvas course.

Students may be scheduled for classes, clinical, laboratories, simulations, out-rotations, orientations, seminars, and/or community experiences during day, evening, or night shifts, any day of the week. Flexibility is essential, as assignments may vary to meet the educational requirements of the program and the healthcare needs of a population.

### *Attendance for RN to BSN Students*

Students should plan on weekly engagement in course activities as engagement is synonymous with attendance in the online platform. Although course content is delivered asynchronously, there will be opportunities for weekly involvement through discussions, course assignments, reflection exercises, and other learning activities.

If a student fails to participate, the professor may give the student a failing grade. When necessary, the student must notify the course faculty prior to the learning event or assignment deadline to obtain an excused absence. **Any absenteeism may result in reduction of the course grade or course failure.** Participation in class enhances student learning and missing these experiences may impact the course grade due to lack of mastery of the course content.

### **Communication**

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

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

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

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

Official School of Nursing electronic communications regarding academic courses or other administrative matters will only occur through university-sanctioned channels, e.g., UNCG email, Canvas, or UNCG websites. **Students should check their UNCG email and Canvas**

**account daily. It is recommended for students to turn on Canvas notifications to receive email or push notification alerts.** Personal email and other non-University electronic communication methods should not be used for academic purposes.

When emailing faculty or staff with your UNCG email address, include the following in the communication:

1. Subject line that clearly states the purpose of your email.
2. A greeting that formally addresses the individual using the proper salutation.
3. A brief introduction of yourself and your connection to the person (i.e. student in the course, graduating senior, etc.).
4. A clearly stated purpose of your email with all necessary details to help the individual understand and respond to your need. When providing details, utilize standard grammar and a professional, respectful tone.
5. A polite closing that thanks the individual and expresses appreciation.

## **Course Etiquette**

As a nursing student at the University of North Carolina Greensboro School of Nursing, you are expected to uphold the highest standards of professionalism. These expectations are designed to prepare you for your future role as a healthcare professional and to ensure a respectful and productive learning environment. The School of Nursing supports and expects students to adhere to the [University Student Code of Conduct](#). By adhering to these professionalism expectations, you will contribute to a positive learning environment and prepare yourself for a successful career in nursing. Your commitment to professionalism reflects not only on you as an individual but also on the reputation of the UNCG School of Nursing and the nursing profession.

The list below provides professionalism expectations for students enrolled in the undergraduate programs in the School of Nursing. Inability to abide by the professionalism expectations can affect progression in the major.

- Listen attentively without interruption when others are speaking, including both instructors and fellow students.
- Avoid side conversations that may disrupt the learning process.
- Communicate with others with kindness, respect, and professionalism at all times. Avoid derogatory or offensive language that may be hurtful to others.
- Maintain a professional demeanor in both verbal and non-verbal communication.
- Arrive to class and clinical experiences 10-15 minutes before the start of the experience, prepared, and for the full duration, demonstrating respect for instructors, classmates, patients, and healthcare staff.

- Submit assignments by the designated deadlines in the appropriate format.
- Collaborate with classmates, faculty, and staff in a spirit of cooperation and mutual support.
- Offer assistance to classmates who may be struggling academically or clinically.
- Respect the privacy and confidentiality of classmates, instructors, and patients.
- Refrain from discussing personal or sensitive information shared within the classroom outside of appropriate contexts.
- Embrace diversity and foster inclusivity by respecting differences in backgrounds, perspectives, and experiences.
- Contribute to creating a safe and welcoming environment for all students, regardless of race, gender, ethnicity, religion, disability, sexual orientation, or socioeconomic status.
- Actively engage in class discussions, activities, and group work.
- Share insights and ask questions respectfully to enhance learning for oneself and others.
- Uphold academic honesty and integrity by avoiding plagiarism and adhering to ethical standards in all academic work and settings.
- Demonstrate a commitment to lifelong learning.
- Give proper credit to sources used in assignments and avoid cheating or dishonest behavior.
- Provide constructive feedback to peers and instructors in a respectful and constructive manner.
- Accept feedback graciously and use it as an opportunity for growth and improvement.

## **Emergency Preparedness at UNCG**

As students, your safety and wellbeing are of the utmost importance to us. To ensure that you all have all the safety tools available to you, we strongly recommend that you download the Spartan Safe app. This is a valuable tool designed to keep you informed and safe on campus.

The Spartan Safe app is designed to make all our experiences on campus as safe possible. The app empowers our campus community with the tools we need to be prepared, mitigate dangers, and respond appropriately to situations that occur. The app includes emergency alerts, tools for staying safe on campus, emergency response guides, campus maps, and a variety of other resources.

Some of the key features of the Spartan Safe app include:

- **Mobile Blue Light** – The Mobile Blue Light feature places an emergency blue light in your pocket. When you activate this emergency feature on campus, it simultaneously

places an emergency call to UNCG Police Dispatch and shares your location with Police Communicators.

- **Friend Walk** – The Friend Walk feature allows you to share your location with a family member or friend so that they can remotely monitor your location while you walk to your destination and ensure you arrive safely.
- **Chat with UNCG Police** – You don't always have to call. The chat with UNCG Police feature provides users with the ability to chat with a UNCG Police Communicator.
- **Report a Tip** – Have something to report? This feature provides you with several options to contact UNCG Police – including options to remain anonymous.
- **Action Guides** – What do you do when something bad happens? Don't Worry, we have you covered. Tones of guides and tips on what to do so you can be prepared before an emergency occurs.

Please take a few minutes now to download the app. Please scan the QR code below or review [Spartan Safe App | Spartan Safe](#). Follow the instructions provided to download the app on your iOS or Android device.



### *Inclement Weather for Online Courses*

The asynchronous delivery of the course content should not affect course engagement during inclement weather. However, if a student should lose power or internet access during a weather event, the faculty of the course(s) should be notified promptly when possible. If a course assignment demands travel to a site, the student will need to decide if road conditions are safe for travel. Furthermore, the course syllabi will provide specific expectations related to weather events. If there is a question on whether classes are delayed, canceled, or if the university is closed, call the **Inclement Weather Hotline** at 336/334-4400 or the **UNCG Switchboard** at 336/334-5000 or the UNCG Police NON-EMERGENCY phone number at 336/334-5963. A recorded message will provide the most accurate information

### **Personal Reference and Recommendation Requests**

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

- Faculty and staff have the ability to approve or deny a request for a personal reference at their discretion.
- It is a courtesy to *ask* the faculty member first for a reference, not just email the reference form to the faculty member or submit their name and contact information to a potential employer or educational program.
- While it is best to ask the faculty member in person, the second best is to leave a courteous, detailed request via voice mail or email, and leave your contact information where the faculty member can call to confirm their willingness to do this.
- Allow sufficient time for a faculty member to complete the reference; at least two weeks is standard. Be sure to include the time frame or deadline for the faculty member to complete the reference or recommendation. Let the faculty member know if they need to prepare a physical letter or form, or if the agency will be sending a link for an electronic response. Include any special instructions for the reference. An example of special instructions might be having the faculty member sign across the sealed edge of an envelope after completing the letter/form, submitting the form directly to an employer, or providing an electronic reference via a link.
- If the faculty member is able to complete a reference for you, provide them with your full name, student ID number, and a resume, curriculum vitae, or other summary of your work experience, or if you do not have a resume, a list of honors, achievements, campus involvement, or other summary of information that would assist the faculty member in writing the best recommendation for you, and which highlights your strengths. This is especially important if the agency will be sending the faculty an electronic form to complete. Letting the faculty member know the position or program you are applying for can also help them focus their comments to best illustrate your strengths.
- Be sure to take the time to thank the faculty member. If the outcome of the letter or recommendation is that you obtain the job, or receive the award or scholarship, or are admitted to graduate school, be sure to let the faculty member know. We love to hear about the successes of our students!

## **Scholarship, Research, and Achievement**

### **Honors Program**

UNCG offers an Honors Program for highly qualified students. Students may participate in the Global Honors Program throughout their time at UNCG or Disciplinary Honors while in the upper division in the School of Nursing. Global Honors allows students to explore and develop intercultural learning, global citizenship, and cultural competence inside and outside the

classroom. In Disciplinary Honors you'll work one-on-one with faculty in your major, study topics in depth, and do original, sophisticated research, scholarly work, or creative projects that will help prepare you to enter graduate or professional school or embark on a career. More information can be found on both programs on the Lloyd International [Honors College](#) website

## **Professional and Service Organizations**

### *NC Association of Nursing Students (NCANS)*

The UNCG Chapter of Association of Nursing Students (ANS) serves to provide a safe space for nursing-interest students to collaborate, learn, and support each other to promote the next generation of Spartan Nurses. Through ANS, members can have dynamic discussions regarding the healthcare system, foster community and university engagement, and aid in their own development of the whole person, their professional role, and their responsibility for the health care of people in all walks of life. Yearly GBMs include Nurse Externship Information, ATI TEAS Preparation, and Residency Programs! Additional information is available on the [School of Nursing Organization website](#).

### *Chi Eta Phi Sorority, Inc.*

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

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

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

Members of the Sigma Chi Alpha Beta Chapter are eligible for awards (academic, leadership, and community service) and scholarships given during local, regional, and national conferences. Membership is by application for students in the undergraduate (prelicensure) nursing program. Additional information about the sorority can be obtained from the [Chi Eta Phi Sorority website](#) and the [School of Nursing Organization website](#).

### *Multicultural Nursing Student Association*

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

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

Meetings are open to anyone interested in the goals and purposes of the Association. Both undergraduate and graduate nursing students are served by the Association. Additional information is available on the [School of Nursing Organization website](#).

### *Nurses Christian Fellowship*

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

- Bring the good news of Jesus Christ to nursing education and practice
- Foster growth of Christian community among students, faculty, and nurses
- Prepare nurses to practice nursing from a Christian worldview
- Mentor students and new graduates to prepare the next generation of nurses who view nursing as a ministry for Jesus Christ
- Develop leaders for ongoing Christian influence in nursing
- Equip students and nurses for opportunities in worldwide mission through nursing

NCF strives to better prepare nurses to assist persons spiritually, psychosocially, and physically through Bible study and fellowship meetings. Various outreach projects are conducted by NCF within the school and community. Membership is open to all students, faculty, and nurses in the community. Additional information is available on the [School of Nursing Organization website](#).

### *Sigma Theta Tau (Sigma), Gamma Zeta Chapter*

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

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

Additional information about [Sigma](#) can be found on their website. Information about the local chapter of Sigma, Gamma Zeta, is available on the [School of Nursing Organization website](#).

### *Undergraduate Research Society for Emerging Allied Health Professionals*

The Undergraduate Research Society for Emerging Allied Health Professionals is a student-led organization dedicated to introducing undergraduates to research opportunities in nursing and allied health sciences. The purpose is to grow the knowledge and interest of undergraduate students in research methodology and integration. Through regular meetings featuring faculty guest speakers, students can learn about ongoing research, discover opportunities to get involved, and explore the impact of evidence-based practice. Additional information is available on the [School of Nursing Organization website](#).

### *School of Nursing Alumni Association*

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

exercises. The School of Nursing Alumni Association is directly affiliated with the UNCG Alumni Association.

All graduates are strongly encouraged to maintain active membership in the Alumni Association. Information on the School of Nursing Alumni Association is available on the [School of Nursing Organization website](#). Contact information can be updated on the [Alumni Association website](#).

## **Research and Scholarship Activities**

All student research and scholarship activities in the School of Nursing must comply with the University policies on research. Prior to participation in any research activities, students should review the School of Nursing Guidelines for Research and Scholarship Activities in your appropriate program's canvas course for information on required training and applicable policies.

### ***Scholarships***

Scholarships for the academic year will be awarded using platform, [Scholarship Universe](#). Students are automatically considered for Nursing scholarships just by being a current student in a Nursing degree program. **If you are recommended for any Nursing scholarships, you will be notified in Scholarship Universe.** In addition, Scholarship Universe will match you with scholarship opportunities from UNCG and the UNC system, as well as outside funding. To qualify for additional scholarships, you can answer supplemental questions by clicking on the green box from your dashboard. The more questions you answer, the more scholarships you might qualify for. Undergraduates should review the information on the [Financial Aid](#) website for additional information. An announcement is posted on Canvas early in the Spring semester with information about School of Nursing scholarships. **ALL students should complete a FAFSA (Free Application for Federal Student Aid) for scholarship consideration regardless of need** because students with a current FAFSA are given preference for scholarship consideration. Scholarships are awarded in the summer for the following academic year.

Occasionally the School of Nursing receives notification of other scholarships that are available. Notices about scholarship opportunities for undergraduate students are posted as announcements on the appropriate class Canvas site. In addition, the UNCG Office of Financial Aid maintains a database of non-[UNCG scholarships](#) on their website.

## **Technology and Digital Expectations**

### **Learning Management System - Canvas**

Courses in the School of Nursing use an online learning management system called Canvas to enhance learning and instruction. Canvas allows faculty and students to create and interact

with educational and collaborative content beyond the traditional classroom. Students who have activated their UNCG accounts will have access to Canvas. Canvas also may be used for communication among groups of students, such as the junior class, senior class, and project groups. Students can access Canvas either through university computer resources (UNCG computer labs) or their own personal computers (laptops, desktops, tablets, mobile devices, etc.). To access Canvas, navigate to [the UNCG Canvas login page](#). Use your UNCG credentials (username and password) to log in. You will have direct access to your dashboard where all your courses are located.

### **Minimum Technology Requirements**

It is the student's responsibility to ensure access to a computer, up-to-date technology and software, and a high-speed internet connection. It is the student's responsibility to ensure electronic submissions are timely, accurate, thorough, and in the correct location for grading consideration. The faculty assumes no responsibility for electronic difficulties. Students are encouraged to utilize computer services to resolve any issues prior to established deadlines. If a student encounters technical difficulties, they should reach out to [6-TECH](#). Minimum requirements for hardware and software can be found on the [6-tech website](#). Minimum technical requirements for ATI usage can be found on the [Technical Requirements ATI website](#). UNCG also offers a [Student Laptop Program](#) to provide students with the tools necessary to learn and develop technology skills for the 21st century. All students must have access to a computer with a functioning camera and microphone or attached webcam with microphone, that can be used for in-class testing and synchronous class meetings. Most tablets are not compatible with the ATI testing platform used in the School of Nursing. Chromebooks are not compatible with the online proctoring software that is sometimes used for standardized tests. If a student does not own a laptop, or their laptop is not currently functional, a laptop may be available for check-out from the Technology Checkout desk in the Jackson Library or from the ITS Help Desk in the SuperLab in the library. Loan periods and availability vary, so students should make arrangements in advance of their class. The University offers a Student Laptop Purchasing Program which includes free on-campus support and warranty repair, if needed.

### **Social Media Policy**

Use of social media related to nursing school activities presents concerns for privacy and confidentiality. It is important that all students in the School of Nursing are aware of, understand, and abide by the School of Nursing Social Media Policy. The complete policy can be found in your appropriate program's canvas course.

## **Student Resources**

### **Information Technology Services (6-TECH)**

Computing Accounts

Spartan email

Canvas

Jackson Library Super Lab

### **University Libraries Tutorials for Research Assistance**

### **UNCG Phone Directory**

### **School of Nursing Program Phone Numbers**

Bachelor of Science in Nursing (BSN) 336-334-5400

Registered Nurse to Bachelor of Science in Nursing (RN to BSN) 336-334-5617

Veteran Access Program 336-334-4702

### **SON Website**

### **Grading Policy**

### **School of Nursing – Other Resources**

### **Undergraduate Final Grade Appeal Policy**

### **Sex-Based Harassment and Sex Discrimination Reporting Form**

### **Dean of Students Office**