



The University of North Carolina Wilmington

SCHOOL OF NURSING

STUDENT HANDBOOK

2006-2008

Academic Programs

Bachelor of Science

Nursing:

Prelicensure Option

RN Access (RN-BS) Option

Clinical Research

Master of Science in Nursing

Family Nurse Practitioner Option

Nurse Educator Option

RN-MSN Option

December 2006

**UNIVERSITY of NORTH CAROLINA WILMINGTON
SCHOOL of NURSING STUDENT HANDBOOK**

PREFACE

The purpose of this student handbook is to assist in understanding the policies, procedures, and general information specific to the programs of the University of North Carolina Wilmington (UNCW) School of Nursing (SON). The information in this guide is a supplement to the published current issues of *The University of North Carolina Wilmington Undergraduate Catalogue*, *The University of North Carolina Wilmington Graduate Catalogue*, and the *University of North Carolina Wilmington Student Code of Student Life*.

Successful matriculation and graduation from any of the programs requires adherence to all policies, procedures and regulations as stipulated by both the University of North Carolina Wilmington and the UNCW School of Nursing. If you have questions regarding requirements or policies, do not hesitate to refer them to the student services director, academic advisor, curriculum council chair, associate deans, dean, or other appropriate person(s).

The University of North Carolina Wilmington
School of Nursing
Student Services Office
Friday Annex, Suite 112
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Wilmington, NC 28403-5995

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Email: son@uncw.edu

The University of North Carolina Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex (such as gender, marital status, and pregnancy), age, color, national origin (including ethnicity), creed, religion, disability, sexual orientation, political affiliation, veteran status or relationship to other university constituents—except where sex, age or ability represent bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for state-funded employee benefit programs. (*The University of North Carolina Wilmington Undergraduate Catalogue 2006-2007*).

December 2006

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Dear Students,

I am pleased to welcome you to the School of Nursing at The University of North Carolina Wilmington. You have come at an exciting time in the history of UNCW and the School of Nursing. Growth in the undergraduate programs is unprecedented and the anticipation of a new School of Nursing building is expected to accommodate the growth. Your addition to the School of Nursing helps to strengthen our many community partnerships. Our sole goal is to prepare you for the 21st century health care environment as you develop into one of its leaders. Respectfully, I offer a paraphrase from the "Lessons from Geese."

"People who share a common direction and sense of community can get where they are going quicker and easier because they are traveling on the thrust of one another."

Competent committed administration, faculty and staff have built academic programs in which you are able to emerge as strong leaders and nursing professionals in a dynamic health care delivery system. Each of you brings unique skills, talents, and resources that combine with those of our administration, faculty and staff to produce a synergistic effect. Success requires us to continue to work together, support each other and applaud each other's accomplishments. Strength lies in our open and honest communication with each other. Only when we share a common vision are we able to work with communities and help them address their health needs easier and quicker. Together, let us strive for the common direction and sense of community.

Again, it is a privilege and my personal pleasure to welcome you into our growing School of Nursing. I wish you tremendous success and I delight in your choice of UNCW. If I may offer you any assistance, please let me know.

Respectfully,

Virginia W. Adams

Virginia W. Adams, R. N., Ph. D.
Dean

UNCW SCHOOL OF NURSING OFFICES

Administration:

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131 Friday Annex, (910) 962-7927, <taylorjs@uncw.edu>

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<Claudia.campese@nhhn.org

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Grant, Nancy, RN, MSN, lecturer

Highsmith, Carol, RN, MPA, lecturer, 154 Friday Annex, (910) 962-7574, <highsmithc@uncw.edu>

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Simpson, Debra, office assistant, 115 Friday Annex, (910) 962-3200, <simpsond@uncw.edu>

Williams, Robin, budget assistant, 145 Friday Annex, (910) 962-3106, <williamsr@uncw.edu>

Student Services Office, 112 Friday Annex (910) 962-3208, Fax (910) 962-7656

The Student Services Office of the School of Nursing provides students with a variety of academic and non-academic services, which include:

- Orientation for new students
- Advising
- Registration
- Clearing students for comprehensive examinations
- Certification for graduation
- Administering School of Nursing Scholarships, and traineeship awards
- Assisting with professional liability insurance
- Providing information about other student support services within the School of Nursing and on the campus

- School of Nursing policies and procedures
- Completion of forms/documents related to programs
- Facilitating and approving programs of study
- Class schedules
- “First line” of information related to various questions

Learning Resource Center, (vacant) learning resource center director, 122 Friday Annex (910) 962-3203,
Fax (910) 962-4921

Simulation Laboratory, Ezzell, Debra, RN, MSN, FNP, lecturer and simulation laboratory coordinator, 170 Friday
Annex, (910) 962-4285, Fax (910) 962-4921, <ezzeld@uncw.edu>

UNCW CAMPUS OFFICES

For additional information, please reference the current issues of *The University of North Carolina Code of Student Life*, *The University of North Carolina Wilmington Undergraduate Catalogue*, and *The University of North Carolina Wilmington Graduate Catalogue*, and any supplements.

Auxiliary Services, Vehicle Registration & Parking, Warwick Center, (910) 962-3060, auxiliary@uncw.edu

Bookstore, Fisher Student Center (910) 962-3188, www.uncw.edu/bookstore

Calendar of Events, (910) 962-3841

Career Services, Student Center Modular Unit 1, (910) 962-3174

The central purpose of Career Services is to prepare students for academic and career success. The center assists with self-assessment, values clarification and occupational data to help students make informed career choices. Career Services also provides opportunities for experimental learning, and discovering the relationship of skills acquired to the broader work world. Career Services helps graduating students translate their academic achievements, co-curricular activities and work experiences into successful job campaigns or additional graduate school applications. For more information, visit Career Services on the internet at careersers@uncw.edu.

Center for Leadership Education and Service, Modular Unit 3, Lot E, (910) 962-3877,

<http://www.uncw.edu/stuaff/leadserv/>

Center for Teaching Excellence, Randall Library, (910) 962-3034, www.uncw.edu/cte

Dean of Students, Modular Unit 3, Lot E, (910) 962-3119, <http://www.uncw.edu/stuaff/doso/contact.htm>

Disability Services, Westside Hall, First Floor, (910) 962-7555, www.uncw.edu/stuaff/disability

UNCW provides equal opportunity for higher education to academically qualified students with visual, hearing, physical, or learning disabilities. Students are encouraged to be as independent as possible within the limits of their capabilities. A student with disabilities who believe that he or she may need assistance in meeting the Core Performance Standards should contact Disability Services.

Financial Aid/Scholarships, King Hall, (910) 962-3177, finaid@uncw.edu

Graduate School, James Hall, Second Floor, (910) 962-3135, gradstudies@uncw.edu

Hurricane Emergency Center, Environmental Health & Safety, Plyler Drive, Building 42A, (910) 962-3108,

www.uncw.edu/ba/safety

I.D. Office, Auxiliary Services, Warwick Center, (910) 962-3178, UNCW Student I. D. cards (UNSea Cards),

auxiliary@uncw.edu

Name Tags: Please note specific information—available only through an outside vendor. All admitted nursing majors must purchase UNCW/FNP identification name tags. Validated names/instructions will be submitted to the vendor so pins can be printed. It is the

student's responsibility to pay for/pick up name tags. If identification name tags are lost or there has been a name change, it is the student's responsibility to order a new name tag as soon as possible.

Information Technology Systems, Hoggard Hall (910) 962-4357, www.uncw.edu/itsd

Institutional Research, Hoggard Hall, (910) 962- 3520, www.uncw.edu/oir

Learning Assistance—

School of Nursing LRC, (910) 962-3203

University Learning Center, Westside Hall, (910) 962-7857, <http://www.uncw.edu/stuaff/uls/tutoring.htm>

The Writing/Reading Place, Westside Hall, (910) 962-7857, <http://www.uncw.edu/stuaff/uls/writing.htm>

The Math Lab, Bear Hall 101, (910) 962-7215, www.uncw.edu/mathlab

Libraries—

Randall Library, (910) 962-3863, or -3078, or -7306, library@uncw.edu

AHEC Coastal Library, (910) 343-0161, Ext. 226

Non-Traditional Student Services, UNCW Seahawk Perch, Fisher Student Center, Room 1012,
(910) 962-7371, <http://www.uncw.edu/stuaff/doso/commuternontrad.htm>

Office of Campus Diversity, Randall Library, (910) 962-7498, www.uncw.edu/diversity

Publications— (Student)

The Seahawk newspaper, (910) 962-3229, www.theseahawk.org, or www.editor@theseahawk.org

The Atlantis Literary Journal, (910) 962-3548

Registrar, James Hall, (910) 962-3125, registrar@uncw.edu

Safety Department, Environmental Health & Safety, Plyler Drive, Building 42A, (910) 962-3108,
www.uncw.edu/ba/safety

Seahawk Club, Nixon Annex, Southside of Trask Coliseum, (910) 962-7737,
<http://www.uncw.edu/athletics/seahawkclub/>

Students Accounts, King Hall, 2nd Floor (910) 962-4281, studentaccouts@uncw.edu

Student Affairs, Alderman Hall 101, (910) 962-3117, studentaff@uncw.edu

Student Development Center, Westside Hall, (910) 962-3746; Evening Crisis Line (910) 962-7408;

The UNCW Student Development Center provides a variety of counseling, testing, developmental and information services to students. The Center provides counseling to students with personal concerns. The services of the center are provided, on a strictly confidential basis, by professional licensed or certified counselors/educators. They include:

Counseling Center, Westside Hall, (910) 962-3746, www.uncw.edu/stuaff/counseling

CROSSROADS, Westside Hall, (910) 962-4136, www.uncw.edu/stuaff/crossroads

Disability Services, Westside Hall, (910) 962-7555, www.uncw.edu/stuaff/disability

Health Promotion (104 Student Recreation Center), (910) 962-4135,
www.uncw.edu/stuaff/healthservices/promotion.htm

Nutrition Services (104 Student Recreation Center), (910) 962-4135
www.uncw.edu/stuaff/healthservices/promotion.htm

Pharmacy, Westside Hall 2nd Floor, (910) 962-3016,
www.uncw.edu/stuaff/healthservices/pharmacy.htm

Tutoring & Learning Center, Westside Hall, (910) 962-7857, www.uncw.edu/stuaff/uls

Writing Center, Westside Hall, (910) 962-7857, www.uncw.edu/stuaff/uls
University Testing Services, Westside Hall 1021, (910) 962-7444, or -4093,
<http://www.uncw.edu/stuaff/testing/>

Student Government Association, Fisher Student Center 2029-L, (910) 962-3553,
<http://student.uncw.edu/org/sga/services.htm>

Student Health Center, Westside Hall 2nd Floor, (910) 962-3280,
<http://www.uncw.edu/stuaff/healthservices/shc.htm>

The Student Health Center complements the academic mission of the university by providing high quality, accessible, cost effective health services that address students' health needs. Services include the confidential diagnosis and treatment of general and acute medical problems, allergy injections, immunizations, laboratory services, sports medicine clinic, women's health care, contraceptive services, and preventive services. There is a nominal charge for some of these services over and above the health fee. The health fee is included in student fees and entitles students taking six or more credit hours to health services. Students taking less than six hours will be entitled to health services upon payment of the health fee. The Student Health Center does not issue excuses for class absences due to illness.

Student Organizations, Fisher Student Center 2029, (910) 962-3553,
<http://www.uncw.edu/stuaff/activities/StudentOrgs/directory.htm> or www.uncw.edu/stuaff/activities or
instant message at AOL – uncwCAIC

Please reference the current issue of the *University of North Carolina at Wilmington Student Handbook and Code of Student Life* for a listing of student activities.

UNCW Volunteers, Alderman Hall, (910) 962-3751, <http://www.uncw.edu/uniadv/vollead.htm>

University Police, Walton Drive, Police Department, (910) 962-3184, www.uncw.edu/ba/police

University Union, Modular Unit 4, (910) 962-3285, www.uncw.edu/stuaff/union

U. S. Post Office, Warwick Center, (910) 962-3182, www.uncw.edu/ba/postal_services

SECTION I — THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON SCHOOL OF NURSING

HISTORICAL/PRELIMINARY INFORMATION

Overview and History of the School of Nursing

In the early 1960's, the County Commissioners of New Hanover County consolidated the three-year diploma programs of James Walker Memorial Hospital and Community Hospital. The result of the consolidation was the construction of the New Hanover Memorial Hospital, which has since become the New Hanover Regional Medical Center. The New Hanover Memorial Hospital Board of Directors decided not to continue its diploma nursing program. In response, county officials requested that Wilmington College establish a two-year associate degree program in nursing. The first nursing class graduated with an Associate of Arts degree in nursing in 1967.

During the 1970's, while the associate degree program continued at UNCW, plans were begun to develop a Bachelor of Science program with a concentration in nursing. A feasibility study conducted in 1978 and updated in 1980 recommended a baccalaureate program at UNCW, which would meet the needs of both pre-licensure nursing students and registered nurses wishing to return for a four-year degree. The nearest baccalaureate nursing programs are at East Carolina University in Greenville, NC, about 125 miles from Wilmington, and the University of North Carolina at Chapel Hill, about 150 miles from Wilmington.

In 1981, the Board of Governors of the University of North Carolina granted permission to plan the BS program and hired the Chair of the Nursing Department. In 1984, a request to establish the baccalaureate program in nursing was honored by the University of North Carolina Board of Governors. The curriculum was granted provisional approval by the North Carolina Board of Nursing in June 1984. Having acquired approvals from the University system and from the North Carolina Board of Nursing, UNCW established the School of Nursing on July 1, 1984 with Dr. Marlene Rosenkoetter as acting dean with a subsequent appointment as dean confirmed on July 26, 1985. The first RN Access (RN to BS) Director, Dr. P. Allen Gray, Jr., was hired in the fall of 1984 to develop a course sequence for registered nurse students.

The first class of pre-licensure and registered nurse students enrolled in the School of Nursing in May 1985. As the baccalaureate program was established, the associate degree program was phased out. The last class from the associate degree program graduated in May 1986. Ten pre-licensure students and eight registered nurse students, the first to obtain the Bachelor of Science degree with a concentration in professional nursing at UNCW, graduated in May 1987. At that time there were nine full-time faculty, one full-time secretary to the dean, one full-time secretary to the faculty, and one part-time secretary for the National League for Nursing (NLN) Self-Study.

In the spring of 1994, Dr. Rosenkoetter resigned her position as dean and continued as a professor in the School of Nursing. Dr. Betty Reynolds, the associate dean, served as acting dean until July 1, 1994, when Dr. Virginia W. Adams was appointed dean.

In 1987, the North Carolina Board of Nursing granted full approval to the School of Nursing. The baccalaureate program was visited again in 1992, 1997 and 2002. Full approval by the North Carolina Board of Nursing was continued on all visits. The graduate program was fully approved by the NC Board of Nursing in October 1999.

Initial accreditation from the National League for Nursing was received in 1987 and continuing eight-year accreditation was granted in 1996. The School of Nursing maintains full membership in the Council of Baccalaureate and Higher Degree Programs of the National League for Nursing, the National Organization of Nurse Practitioner Faculties, the Southern Regional Educational Board's Council on Education for Nursing, and the American Association of Colleges of Nursing.

Authorization to plan the graduate program was given by the University of North Carolina General Administration in the fall of 1997 and authorization to establish the program was granted in July 1998. The first cohort of students (10 full-time and 10 part-time) was admitted for the fall classes beginning August, 1998. The planning year and the first two years of the program were partially supported by grants totaling over one million dollars from the United States Department of Health and Human Services and the Cape Fear Memorial Foundation. The first class of nine students graduated in May 2000. The graduate program received initial accreditation from the National League for

Nursing Accrediting Commission in February, 2000. In 2004, continuing accreditation was granted by the National League for Nursing Accrediting Commission (NLNAC) for the maximum period of eight years.

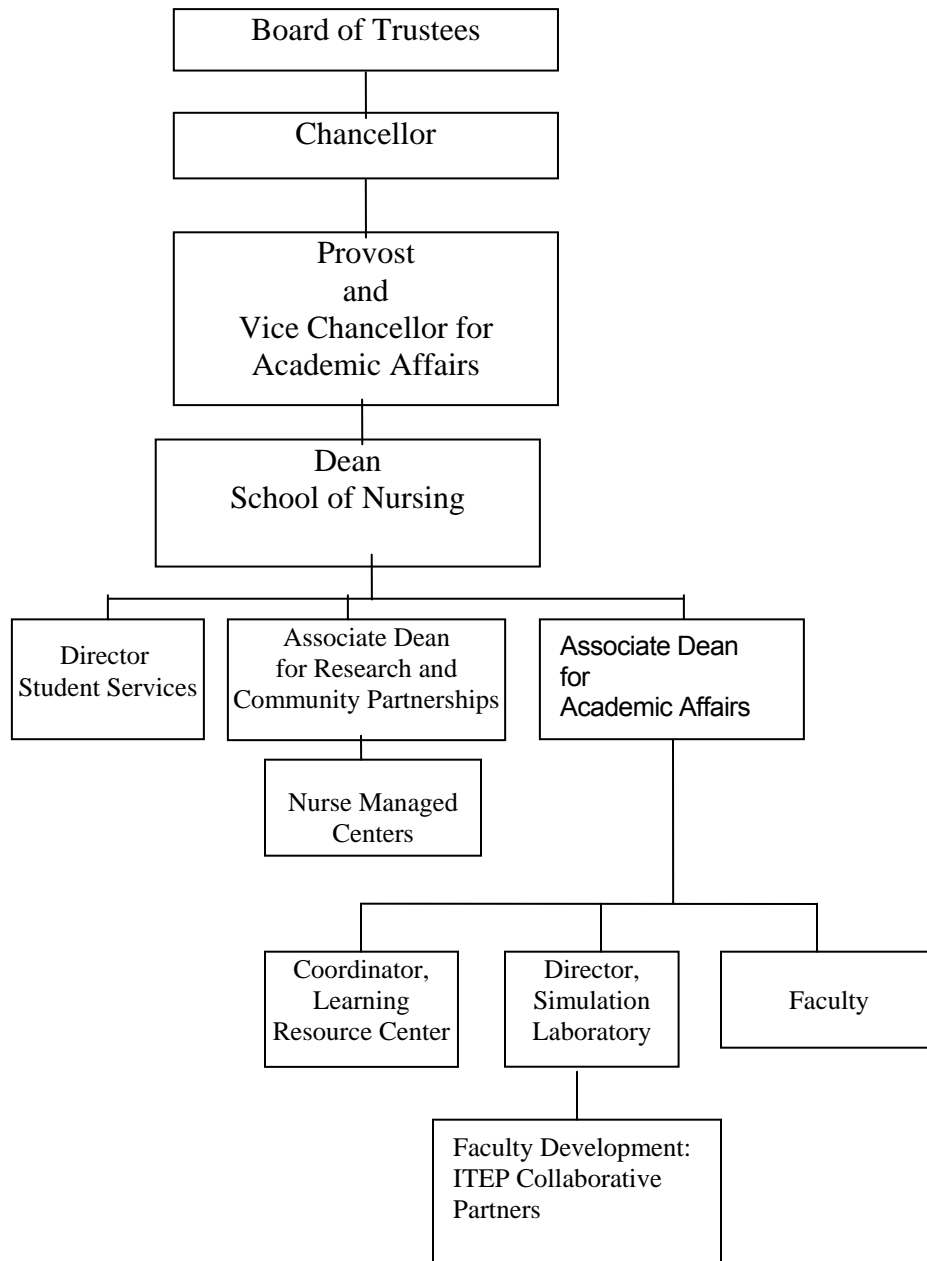
In 2004, the SON admitted three students into the inaugural class of the Master of Science in Nursing – Nurse Educator Option (MSN-NE). In response to the critical shortage of registered nurses in professional practice, and the need to produce more faculty to accommodate increased student enrollment, the Nurse Educator Option designed and approved as the second option in the MSN program. The three students in the first cohort were all Nurse Educator fellows supported by the newly established scholarship/loan program implemented in North Carolina through federal grant funding. All students graduated and are currently on faculty at local community colleges and one is part-time at UNCW. The second cohort in the MSN-NE Option is primarily a group of staff nurses from New Hanover Health Network. With the award of a Duke Endowment grant, NHHN, our principal clinical partner, engaged the SON in a collaborative initiative to increase the number of available clinical instructors to the university and the local community colleges, while enhancing the educational quality and competencies of their professional nurse workforce.

Initial accreditation of all programs in the School of Nursing (SON) was awarded in 2004 by the Commission on Collegiate Nursing Education (CCNE); this is the second national accreditation sought by this School of Nursing. CCNE accredits only baccalaureate and higher degree programs in nursing. The maximum accreditation of five years was granted. Additionally, the SON was reviewed and reaccredited by the Southern Association of Colleges and Schools (SACS), as apart of the overall UNCW reaccreditation review. The university was awarded the maximum ten-year reaccreditation.

In June 2003, the Office of the President of the University of North Carolina approved the intent to plan the Bachelor of Science in Clinical Research. The following year in fall 2004, a cohort of five students commenced the program of study. This inaugural class of five students graduated in May 2006. The program tripled enrollment in fall 2005 with the second class and projects increased enrollment for the foreseeable future. This initiative was a collaboration of the UNCW SON and Pharmaceutical Product Development, Inc. (PPD).

Since 2004, the School of Nursing offers health education programs in nursing and clinical research (a non nursing degree program). With both nursing and clinical research, the School of Nursing is beginning to actualize the vision reflective of a College of Nursing and Health Professions.

Organizational Chart
University of North Carolina Wilmington
School of Nursing



MISSION STATEMENTS

UNCW Mission:

Please reference the “University of North Carolina Wilmington, Expanded Statement of Institutional Mission” in the current issues of *The University of North Carolina Undergraduate Catalogue* and *The University of North Carolina Graduate Catalogue*, and any supplements.

School of Nursing Mission:

The University of North Carolina Wilmington School of Nursing is dedicated to excellence in teaching, scholarship and service to support the development of health care professionals who are leaders in providing quality health care to diverse populations in a variety of roles and settings. Emphasis is placed on stimulating intellectual curiosity, creativity, and reflective practice through strong collaborative partnerships.

Revised 9/06

School of Nursing Vision:

The UNCW School of Nursing and Health Professionals will be recognized as a center of excellence in education, practice, and research that prepares professionals to shape a dynamic healthcare environment and to serve a diverse community.

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON CAMPUS

Please reference the sections entitled “History of the University of North Carolina,” “The University of North Carolina Wilmington,” and “The Campus,” of the current issues of *The University of North Carolina Wilmington Undergraduate Catalogue* and *The University of North Carolina Wilmington Graduate Catalogue*.

School of Nursing Philosophy:

The faculty of the School of Nursing subscribes to the stated purpose and objectives of the University of North Carolina at Wilmington. The faculty further states its beliefs regarding Individual, Environment, Health, Nursing, Teaching-Learning, and Nursing Education.

The School of Nursing actively promotes dedication to the professional values of client-centered care, lifelong learning, and quality improvement. We believe that these professional values are essential to the unique discipline of nursing and the holistic perspective that is inherent in all aspects of professional nursing. The conceptual framework for the School of Nursing curriculum reflects the complex interactions of these core values and the concepts of Client, Environment, and Health to define Professional Nursing. The core values and concepts have been adapted to the framework are from the standards of the National Research Council, The National Academies Report (2003), the AACN Essentials of Baccalaureate Education for Professional Nursing Practice (1998), the NCLEX-RN Test Plan Structure, Client Needs and Integrated Concepts and Processes (2003), and the ACHNE, Essentials of Baccalaureate Nursing Education for Entry Level Community/Public Health Nursing (2000).

- Client-centered Care supports autonomy by promoting collaborative partnerships with individuals, families, communities, and peers. Collaboration supports human dignity, diversity, and altruism in health care delivery.
- Lifelong learning is essential for professional development to ensure professional integrity and sound clinical reasoning in a dynamic health care environment. Active involvement in the learning process along with integration of information and health care technology prepares students and graduates to refine their practice as they adapt to emergent health care systems. Reflective practice, creativity and strong clinical reasoning skills enhance Client-centered Care and support Quality Improvement.
- Quality Improvement focuses on excellence and social justice in health care delivery in all settings and for all clients. Through evidence-based practice, advocacy, and innovations in research, students, alumni, and faculty contribute to the evolution of technology, enhanced care delivery models, and expert Professional Nursing practice.

Outline for Concepts within a Nursing Course

- I. **Client – client centered care, quality improvement, life-long learning**
 - A. Safe Effective Care Environment
 - B. Health Promotion
 - C. Psychosocial integrity
 - D. Physiologic integrity
- II. **Environment – client centered care, quality improvement, life-long learning**
 - A. Public/global health
 - B. Respect for environment
 - C. Health care systems/policies
- III. **Health Maintenance – client centered care, quality improvement, life-long learning**
 - A. Risk reduction
 - B. Disease prevention
 - C. Illness management
- IV. **Nursing – client centered care, quality improvement, life-long learning**
 - A. Nursing process
 - B. Communication
 - C. Technical skills
 - D. Nursing role
 - E. Information technology

Pre-Licensure Curriculum Concepts

Conceptual Matrix	Professional Values* (vertical threads)						
	Client Centered Care ~^			Life Long Learning~^		Quality Improvement~^	
Core Concepts* (horizontal threads)	Altruism Caring	Human Dignity Competency Confidentiality Sensitivity	Autonomy Partnerships Clients Families Peers	Integrity Accountability Responsibility	Clinical Reasoning Ways of thinking Reflection	Social Justice Legal & ethical issues	Research Evidence based practice
Client^~# Cultural awareness Self care Basic Needs a. Safe, Effective Care Environment b. Health Promotion c. Psychosocial Integrity d. Physiologic Integrity							
Environment^~ Public Health Global Health Epidemiology and Biostatistics Respect for environment Health care systems and Policies							
Health Maintenance ~# Risk reduction Disease prevention Illness management							
Nursing*~# Nursing Process Communication and documentation Technical skills Role development Information and health care Technology							

*National Research Council, The National Academies Report, 2003

~AACN, The Essentials of Baccalaureate Education for Professional Nursing Practice, 1998

NCLEX-RN Test Plan Structure, Client Needs and Integrated Concepts and Processes, 2003

^ ACHNE, Essentials of Baccalaureate Nursing Education for Entry Level Community/Public Health Nursing, 2000

Revised Fall 2005

UNCW SCHOOL of NURSING PROGRAMS

BACCALAUREATE PROGRAM

Purpose

The purpose of the baccalaureate program in nursing is to prepare a generalist who possesses the knowledge, skills, and attitudes with which to practice family-centered professional nursing in a variety of current and emerging health care delivery systems. In addition, the program is designed to provide a foundation for graduate nursing education. Through interactions with clients – individual persons, families and communities – and other health care professionals, nursing graduates will contribute toward meeting the wide-ranging needs of the region, state, and the larger community.

BS Program Objectives – www.uncw.edu/son/academic-bs-pre.htm

The graduate of the University of North Carolina at Wilmington baccalaureate program in nursing is able to:

- Design client-centered care through an altruistic concern for the welfare of others while supporting autonomy and respecting human dignity.
- Demonstrate integrity based on accountability and responsibility by engaging in clinical reasoning skills and life long learning.
- Plan quality improvement measures that support legal/ethical standards through the use of evidence-based practice.
- Improve health of clients through support and promotion of care within the appropriate cultural context.
- Promote public and global health integrating the knowledge of epidemiology, considering healthcare systems, healthcare policies and respect for the environment.
- Maximize health maintenance of clients through interdisciplinary management of risk reduction, disease prevention and the management of illness.
- Demonstrate competence in nursing roles through the use of the nursing process, communication, documentation, technical skill and information and healthcare technology.

Pre-Licensure Option

The UNCW School of Nursing provides an integrated curriculum for nursing students who are preparing for the registered nurse licensure examination. The main objection of the curriculum incorporates the professional values of client-centered care (altruism, human dignity, and autonomy), life long learning (clinical reasoning and integrity), and quality improvement (research and social justice). These professional values are vertical threads which are emphasized during the course offerings that address each of the horizontal core concepts.

Junior Year Objectives

- Select the functional, physiological, and environmental domains to assess and deliver client centered care through an altruistic concern for the welfare of others while supporting autonomy and respecting human dignity.
- Demonstrate integrity based on accountability and responsibility by engaging in clinical reasoning skills of the beginning learner working with clients with medical-surgical problems.
- Choose quality improvement measures that support legal/ethical standards through the use of evidence based practice for medical-surgical clients in a variety of clinical settings.
- Explain health maintenance of clients in the community as achieved through support and promotion of care within the appropriate cultural context.
- Describe public and global health integrating the knowledge of epidemiology, considering healthcare systems, healthcare policies, and respect for the environment.
- Identify health maintenance activities for clients with medical-surgical problems through interdisciplinary management of health promotion and risk reduction in the management of illness.

- Demonstrate competency in the nursing role of clients with medical-surgical problems in acute care and the community through the use of the nursing process, communication, documentation, technical skill, and information and healthcare technology.

Senior Year Objectives

- Evaluate the physiological domain to assess and deliver client-centered care through an altruistic concern for the welfare of others while supporting autonomy and respecting human dignity.
- Demonstrate integrity based on accountability and responsibility by engaging in clinical reasoning skills for the care of clients with complex health problems.
- Plan quality improvement measures that support legal/ethical standards through the use of evidence based practice for nursing care of complex health problems.
- Appraise health maintenance of clients with complex health problems as achieved through support and promotion of care within the appropriate cultural context.
- Manage public and global health integrating the knowledge of epidemiology, considering healthcare systems, healthcare policies and respect for the environment.
- Design health maintenance activities for clients with complex health problems through interdisciplinary management of risk reduction and the management of illness.
- Demonstrate competency in the nursing role of clients with complex health problems through the use of the nursing process, communication, documentation, technical skill and information and healthcare technology.

RN Access (RN-BS) Option – www.uncw.edu/son/academic-rnaccess.htm

The UNCW School of Nursing RN Access Option (RN-BS) allows the working RN prepared at the associate degree or diploma level to obtain a Bachelor of Science with a Concentration in Professional Nursing in an online format. Any nurse that holds an unrestricted license to practice as a Registered Nurse in the State of North Carolina, or in one of the states participating in the Nurse Licensure Compact, may be eligible for admission. Courses in the RN Access (RN to BS) curriculum focus on human client systems across the lifespan. Client systems range from individuals to families and communities.

RN to BS Objectives

- Design client-centered care through an altruistic concern for the welfare of others while supporting autonomy and respecting human dignity.
- Demonstrate integrity based on accountability and responsibility by engaging in clinical reasoning skills and life long learning.
- Plan quality improvement measures that support legal/ethical standards through the use of evidence-based practice.
- Improve health of clients through support and promotion of care within the appropriate cultural context.
- Promote public and global health integrating the knowledge of epidemiology, considering healthcare systems, healthcare policies and respect for the environment.
- Maximize health maintenance of clients through interdisciplinary management of risk reduction, disease prevention and the management of illness.
- Demonstrate competence in nursing roles through the use of the nursing process, communication, documentation, technical skill and information and healthcare technology.

Clinical Research (BSCR) – www.uncw.edu/son/academic-bscr.htm

The purpose of the baccalaureate program in clinical research is to prepare health science professionals to participate in the science and business of developing health care products and protocols, from discovery to market and human utilization.

Clinical Research Objectives

The curriculum is designed to provide competency in:

- Clinical research methodologies, including protocols and regulatory compliance,
- Data collection, analysis and synthesis derived from human-oriented research,
- Research ethics,
- Assessment and evaluation of the safety and efficacy of investigational products,
- Application of knowledge and skills gained in the basic sciences to clinical situations,
- Oral and written scientific presentation,
- Collaborative team membership.

MASTER'S PROGRAM

Purpose

The Master of Science in Nursing (MSN) prepares advanced practice nurses who possess the knowledge, skill, attitudes, and values to meet the challenges of the 21st Century Health Care Delivery System in the following areas (1) Family Nurse Practitioner (FNP) and (2) Nurse Educator (NE). The two-year full-time MSN Program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and the Commission on Collegiate Nursing Education (CCNE).

Family Nurse Practitioner Option – www.uncw.edu/son/academic-msn-fnp.htm

The purpose of the UNCW Master of Science in Nursing-Family Nurse Practitioner (MSN-FNP) option is to prepare an advanced practice generalist who possesses knowledge, skills, and attitudes to provide community focused primary care for culturally diverse families in rural or medically underserved areas. The 47-credit hour, primarily online, Family Nurse Practitioner options provides advanced theory and clinical education emphasizing:

- Primary health across the life span for underserved rural or urban populations.
- High quality, cost-effective, unique health care that results in a high level of patient satisfaction.

A graduate of the program will be eligible to take the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP) certification exam for Family Nurse Practitioners and seek approval to practice as an FNP in North Carolina or other state of choice.

Objectives

The family nurse practitioner, as a primary care provider, implements community focused health care and education for culturally diverse families in rural and/or medically underserved, as well as urban areas. The graduate of the UNCW School of Nursing Master of Science, family nurse practitioner option is able to:

- Deliver family-centered advanced practice nursing services, based upon a conceptual framework, in underserved rural or urban settings.
- Assume a leadership role in providing and coordinating healthcare through multidisciplinary collaborative relationships.
- Interact with individuals, families, and communities to promote health, provide anticipatory guidance, health promotion/disease prevention, and health counseling to facilitate maximum health status.
- Influence present and emerging roles of advanced nursing practice to meet the health needs of persons in changing social and health systems.
- Base advanced nursing practice on synthesis of knowledge from social, behavioral, and natural sciences in addition to nursing theory and research.
- Demonstrate commitment and accountability to health consumers and to professional standards.

- Assume responsibility for continued personal and professional development.

Nurse Educator Option – www.uncw.edu/son/academic-msn-educator.htm

The Master of Science nurse educator program prepares a professional who uses educational theory in instructional situations. The program is designed to produce a professional with the values, knowledge and skills to prepare nurses for the current and future health care delivery systems.

The 40 credit hour nurse educator option prepares the graduate for full-time faculty roles in the community college, part-time or non-tenure-track positions in universities, and helps advanced clinicians make the transition to the role of educator.

Objectives

The graduate of the UNCW School of Nursing Master of Science, nurse educator option will:

- Design client-centered care through advanced practice and education with an altruistic concern for the welfare of others while supporting autonomy and respecting human dignity.
- Demonstrate integrity through accountability and responsibility for clinical decisions and life long learning.
- Manage quality improvement measures that support legal/ethical standards through the use of evidence-based practice.
- Impact the health of underserved populations/clients through support and promotion of culturally competent care.
- Evaluate domestic and global health integrating the knowledge of healthcare delivery systems, healthcare policies, epidemiology, and the environment.
- Promote the health of clients through education and multidisciplinary management of risk reduction, disease prevention and the management of illness.
- Demonstrate professional role competence in education and advanced nursing practice.

RN to MSN Option – www.uncw.edu/son/academic-rn.htm

RN to MSN is an accelerated option to prepare nurse leaders for the specialty of primary care practitioner (or other specialties that will be offered in the future). The option is designed for the exceptional registered nurse who possesses leadership expertise and has considerable experience working with acute and chronic illness and families. In addition, this option is designed for exceptional registered nurses with a baccalaureate degree in another discipline who seek the master's in nursing. The educational objectives are the same for the traditional MSN option and the accelerated option.

The family nurse practitioner (FNP) or the nurse educator (NE) option is currently available. Forty hours of placement credit is awarded upon completion of the FNP or NE option; therefore, the RN to MSN option reduces the time ordinarily required to achieve the baccalaureate and the MSN, from approximately four years of full-time study to approximately three years of full-time study.

The student will be admitted as a non-degree seeking graduate student until qualified for full admission to the MSN degree program. Students must complete the undergraduate and graduate nursing courses required in the first year of the RN to MSN program in one academic year. Enrollment as a non-degree seeking student does not guarantee admission to the graduate nursing program, but does require the remittance of course fees based on the Graduate School credit-hour cost. Admission is to the Graduate School as a non-degree student for the first year of this option.

Part-time Program

Students must complete the undergraduate and graduate nursing courses required in the first year of the RN to MSN program in one academic year. **Students may enroll in the second and third years of the RN to MSN program (graduate nursing courses) part-time.** The program must be completed in five years. Each student will work with his/her advisor in designing his/her part-time program of study.

COURSE DESCRIPTIONS

For complete course descriptions, please see the current issues of *The University of North Carolina t Wilmington Undergraduate Catalogue* and *The University of North Carolina Wilmington Graduate Catalogue*, respectively. www.uncw.edu/catalogue

DISTANCE LEARNING

The School of Nursing reserves the right, at any time, to use distance learning technologies (e.g. interactive video to and from remote sites) in the delivery of educational offerings.

NORTH CAROLINA RESIDENCY

All students who are classified as out-of-state residents are strongly encouraged to review the manual on claiming North Carolina Residency. Also, please reference the current issues of *The University of North Carolina Wilmington Undergraduate Catalogue* and *The University of North Carolina Wilmington Graduate Catalogue* at www.uncw.edu/catalogue.

ASSISTANTSHIPS

Occasionally, opportunities arise to offer stipends and/or tuition reimbursement for research and teaching responsibilities. Some student positions require clinical activities. Students in those positions must present a current North Carolina License to practice nursing and evidence of personal liability and health insurance prior to hiring.

ORIENTATIONS

To welcome School of Nursing students, and to assist entry into the specific programs, orientation activities are planned, which require student attendance. Clinical course faculty will provide orientation for clinical courses. Online programs, e.g. RN to BS (RN Access), Clinical Research (CLR), and MSN provide online orientation.

TUITION/FEES

Please reference the current UNCW *Class Schedule* publication to obtain the most recent listing of tuition and fees. Also, reference “Expenses,” in the current issues of *The University of North Carolina Wilmington Undergraduate Catalogue* and *The University of North Carolina Wilmington Graduate Catalogue* any supplements, respectively.

PERSONAL COMPUTERS

Computers are an essential learning tool, with cost dependent upon vendor and configuration. If a student plans to purchase his/her own computer, the minimum configuration should include a computer that can access the Internet and support the latest version of *Windows*. The hardware specifications necessary should be consistent with those of your Internet provider. (See Learning Resource Center.)

INSURANCE

Liability insurance—Required by the first day of clinical classes for coverage while working in a **student capacity only**. Each student is required to have liability insurance with minimum coverage of \$2,000,000 incident/\$4,000,000 aggregate, and must present a copy of his/her policy. **RNs should be aware that most if not all, employment coverage does not transfer to student coverage.** Professional liability insurance can be purchased at the University Cashier’s Office in James Hall at an annual cost of \$17.50 (cost subject to change), due prior to class. A receipt form can be obtained in the Student Services Office for use if coverage is purchased through UNCW. Please have receipt completed at the Cashier’s Office, and present to the Student Services Office.

Health Insurance— Students are required to provide proof of coverage of Health Insurance. Each student must present a copy of his/her policy. Students have the option of purchasing individual policies through the Student

Health Center located in Westside Hall, 2nd Floor. Coverage must be maintained while enrolled in the School of Nursing.

REQUIREMENTS FOR CLINICAL COURSES

The following are required prior to the start of classes:

- **Liability insurance**—See “Insurance.”
- **Health Insurance**— See “Insurance.”
- **Unrestricted NC RN license**— RN Access (RN to BS) and MSN programs only—Each RN student must present his/her North Carolina unrestricted nursing license for verification annually.
- **Immunization records**—You must present a copy of your records for verification.
 1. **Rubella**: Evidence of one of the following—1) documentation receipt of rubella vaccine (or MMR) at 12 months after birth or later; or 2) Rubella titer indicating proof of immunity. The rubella titer can be completed as part of your physical examination. Women may have had the rubella titer or the vaccine during maternity care. Students born in 1957 or later must provide one of the following—1) Documented receipt of mumps vaccine (or MMR); 2) illness documented by health care provider; or 3) titer indicating proof of immunity.
 2. **Measles**: 1) For all students born after January 1, 1957, UNCW requires official documentation of two doses of five measles containing vaccines (measles or MMR), documentation of prior physician-diagnosed measles disease, or laboratory evidence or measles immunity before enrollment; and 2) students born after January 1, 1957, who have no documentation of live measles vaccination or other evidence of measles immunity must receive two does no less than one month apart.
 3. **Polio**: 1) proof of immunity or signed HCP or health department statement; and 2) for adults, an inactivated polio vaccine (IPV) may be recommended.
 4. **Diphtheria/Tetanus**: 1) signed HCP or health department statement for original series; and 2) tetanus must be documented within the last ten years.
 5. **Chicken Pox**: 1) statement of having/not having had chicken pox; 2) recommendations for varicella vaccine (chicken pox) may include health care workers; and 3) students will be informed of any new requirements as soon as possible.
 6. **Other Requirements**: Annual infection control (OSHA) and hazardous materials training must be documented in your student file. This training is generally completed in a clinical course at the beginning of the semester.
- **Health/Assessment/Physical Examination**—
Admission policies require an assessment of physical and emotional health which indicated an applicant’s ability to provide safe nursing care to the public, proof of immunizations, proof of a TB Skin Test, and Hepatitis B (see School of Nursing Physical Data Sheet in Appendix) along with Drug Screening (see Substance Abuse Policy Appendix B Notice of Drug Testing).

While enrolled each student’s physical examination and immunizations must be up-dated annually and remain in current status.

Health services are available on campus and emergency health care services are available during clinical experiences. Any student who is pregnant, suffers an injury, develops a physical or emotional problem, takes medications that may alter clinical decision making evaluations to interfere with safety to practice, has the responsibility of notifying all appropriate faculty so that appropriate measures can be taken. Any student who presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time, or any student who demonstrates behavior which conflicts with safety essential to nursing practice, can be dismissed from the nursing program (North Carolina Board of Nursing Standards).

- **TB test report**—Annually, each student must present a copy of his/her records for verification. (Once PPD is positive, chest X-rays are required annually for two years.)
Tuberculosis Screening:
 1. Prior to the first day of enrollment, students are required to submit documentation of PPD Tuberculosis Skin Test (Mantoux) within the past 12 months and the results, unless the test is contraindicated upon a health care provider’s written advice. Students are also required to submit additional documentation of a TB Skin Test prior to the first *day of enrollment of the beginning of each academic year*. Written verification of the contraindication must be submitted to the Student Services Office and Student Health Services. Failure to submit written documentation of TB screening shall

result in the student being withdrawn from clinical practice/research assignments (Skills Lab Practice) by the designated academic administrator or clinical faculty, and may be dropped from course work.

2. A student with a positive TB Skin Test shall: a) Present evidence of negative chest X-ray within the past 12 months; b) **Adhere to the follow-up/therapeutic regime of his/her health care provider;** and/or c) Submit written documentation of adherence to and prescribed follow-up/therapeutic regime from his/her health care provider to the Student Services Office.
3. A student who has diagnosed pulmonary symptoms suggestive of TB shall refrain from contact with patients/subjects until his/her *health care* provider submits written documentation that the health of patients/subjects is no longer jeopardized. This required documentation must be submitted to the Student Services Office and Student Health Services.

- **Hepatitis**—Immunization is required.

Complete series: Three doses according to the following schedule—first dose, at elected date; second dose, one month later; third dose, six months after the first dose.

1. Hepatitis B immunization, or signed declination, is required of each student who participates in clinical practice/research activities unless contraindicated upon a health care provider's advice. Written verification of the Hepatitis B vaccination contraindication or official deferral must be submitted to the Student Services Office of the School of Nursing.
2. Students engaged in clinical practice/research activities shall begin the HBV 3 dose vaccination series prior to enrollment in the School of Nursing. It is required that students complete the HBV vaccination series no later than six (6) months from the date of the initial injection of the three injection series.

- **CPR certification**—Annually, each student must present a copy of your certification for verification.

All students in the School of Nursing are required to present official documentation of cardiopulmonary resuscitation (CPR) certification prior to being able to participate in any clinical nursing course. The certification/recertification must be from a certified instructor endorsed by either the American Red Cross or the American Heart Association. This certification includes infant, child and adult CPR.

Current CPR certification is required of all students enrolled in the School of Nursing. Documentation is to be presented to the Student Services Office no later than the first day of the academic year (August start date) and before expiration. A copy will be made and placed in the student School of Nursing file.

Yearly CPR certification training and renewal is the responsibility of the students, including readmitted students. Documentation in the Student Services Office will be handled the same way. To assist the students in acquiring the necessary training, the following information is made available:

Resources for CPR certification training and renewal:

1. The UNCW Department HAHS offers a contract class, when there is a demand—at least six students/personnel needing renewal. Check with the HAHS Department for availability.
2. Some area hospitals offer CPR to students through their education departments. The schedule of classes can be obtained by calling the main hospital number and asking for Nursing Education.
3. Community rescue squads, lifesaving crews, fire departments, EMT services, and the American Red Cross offer CPR through their organizations. Call those agencies for schedule information. At the time of certification renewal, a student may challenge the renewal class requirement by contacting the specific CPR training program office, to set up an individual test date.

- **Unrestricted NC RN license or Nurse Licensure Compact**—only for those who are registered nurses—those in the RN Access (RN to BS) and the graduate programs.

Student Injuries in Clinical Settings

The faculty member should contact the course/graduate coordinator or the associate dean for academic affairs to report student injuries, illnesses, etc. requiring emergency care. Clinical facilities typically provide emergency care, but at the expense of the student. Health insurance coverage will be required; therefore, students should have appropriate information at all times. The student also has the option of seeing his/her private physician or the UNCW Student Health Center (910) 962-3280.

The faculty member and student are responsible for completing the appropriate Incident form of the clinical agency and the Incident form for the School of Nursing. A copy of both forms should be forwarded through the Associate Dean for Academic Affairs to the Office of the Dean for review, disposition as appropriate, and filing in School records.

POLICY ON DISMISSAL FOR UNSAFE PRACTICES

The faculty of the School of Nursing have an academic, legal and ethical responsibility to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the School of Nursing for practice 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.

- I. **Student Awareness:** In Orientation to courses (traditional or virtual classroom) and during counseling and other instructional forums, appropriate faculty and/or staff of the School of Nursing, will provide students the documents and policies to promote student awareness of policies and procedures. All students in the School of Nursing are expected to be familiar with relevant policies and guidelines/procedures and are further expected to adhere to said policies, guidelines/procedures.
- II. **Definition:** an unsafe practice is defined as
 - A. An act or behavior of the type which violates the North Carolina *Nursing Practice Act*, Article 9 of Chapter 90 of the North Carolina General Statutes (NCGS 90-171.37; 90-171.44), and North Carolina Administrative Code. (July 2005)
 - B. An act or behavior, which violates the *Code for Nurses* of the American Nurses' Association (www.nursingworld.org).
 - C. An act or behavior which threatens or has the potential to threaten the physical, emotional, mental or environmental safety of the client, a family member or substitute familial person, another student, a faculty member or other health care provider.
 - D. An act or behavior, which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.

III. INVESTIGATION AND EVALUATION OF AN UNSAFE PRACTICE

- A. When an incident occurs which a faculty member believes may constitute an unsafe practice, the faculty member shall immediately notify the student and instruct the student to leave the clinical setting. The faculty member will then notify the Course Coordinator or the Prelicensure, RN-BS, or Graduate Council chair, as appropriate, and /or the associate dean for academic affairs.
- B. The course coordinator, the council chair, and/or the associate dean for academic affairs will investigate the incident to determine the grounds that support or refute an unsafe practice incident(s). If the incident is minor, the faculty member, in consultation with the course coordinator, council chair, and/or the associate dean for academic affairs, may prescribe remedial work, simulation, or other appropriate instruction for the student. If the incident is not minor, the course coordinator and/or the council chair will notify the associate dean for academic affairs.
- C. The associate dean for academic affairs will review the findings and the recommendation of the faculty and will notify the School of Nursing dean of the resolve of the case. The associate dean for academic affairs will notify the student if the decision is Dismissal from the School of Nursing. The student may appeal his/her case to the Dean of the School of Nursing.

IV. HEARING PROCESS

- A. The Dean will refer the appeal to the Faculty Affairs and Student Affairs Committees for review. The respective committee chairpersons, will thereafter notify the student, the faculty member and the associate dean for academic affairs as to the time and place for a hearing to determine whether an unsafe practice occurred and, if so, what resolution is recommended.
- B. The combined committee (Faculty Affairs and Student Affairs Committees, jointly) will hold a closed hearing at which time the faculty member and the associate dean for academic affairs will be present and will provide documentation and other oral or written evidence regarding the incident. The student

will be present and will be given an opportunity to provide documentation and other oral or written evidence regarding the incident. A transcription of the hearing will be made.

- C. Following the factual presentation, the combined committee will convene in executive session to determine whether an unsafe practice occurred and to recommend a resolution of the incident. The committee will base its recommendation on the evidence presented at the hearing.
- D. The committee shall make its recommendation in writing to the dean. The committee may recommend the following resolutions: no finding of an unsafe practice; a reprimand to the student; remedial work or instruction for the student; or dismissal.

V. POST HEARING PROCESS

- A. The dean may accept, reject or modify the committee's recommendation. The dean's decision will be based on the transcript of the hearing and report of the joint committee. The dean will notify the associate dean for academic affairs, the faculty member and the student of the determination and sanction, if any.
- B. Dismissal from the School of Nursing does not constitute dismissal from the university.
- C. A student who has been dismissed may reapply to the School of Nursing for readmission, under the provisions stated in the "Readmission" section(s).

ACADEMIC ADVISEMENT

It is essential that each student, either graduate or undergraduate, obtain advisement throughout his/her course of study in order to progress smoothly through the sequence of courses. The following policies and procedures are designed to facilitate the student's progression throughout the nursing programs:

1. Upon enrollment in the School of Nursing, each student will be assigned an academic advisor.
2. The student must meet with his/her major academic advisor at least once each semester prior to the pre-registration period to discuss and update the student's program of study. The meeting is to be documented.
3. To change a major academic advisor, the student must submit a written request for approval to the Student Services Director of the School of Nursing.

The process of academic advisement is one of information exchange, communication, teaching and guidance. Not only does the advisor/advisee relationship supply the opportunity for the student to obtain information needed to maintain status as a student and stay abreast of the rules and regulations of the School of Nursing and the university, but it also should provide the student with a trusted guide or academic consultant. The advisor should be the advisee's most accurate source of information about the system, at the school and university levels. The advisor makes sure that the advisee receives relevant notices, is available on a regular basis for questions or consultation, and helps the student manage problems that interfere with the student's educational progress.

As a guide or academic consultant, the advisor has the opportunity to assist the student with articulating and realizing some segment of her/his career goals. Advisors are responsible for and instrumental in guiding the student to plan and pursue a program of study that meets all requirements for graduation as well as focusing on the student's goals. The advisor is more than a source of information about registration; s/he is a coordinator of a student's entire educational experience.

How To Get an Advisor:

Each student admitted to the School of Nursing is assigned to an academic advisor. Assignments are made by the Student Services Director. (Graduate students are advised to reference the "Thesis and Research Project Guidelines" section, "Committee Chair" subsection, as well.)

How to Change Advisors:

Students may request a change in advisor at any time by completing the advisor change form, available in the Student Services Office, after first consulting with the Student Services Director. When approved, the change will be communicated to the previous academic advisor, the new advisor, the graduate coordinator, the Associate Dean for Academic Affairs, and the student. Advisors are consistent throughout a student's program, unless the student requests a change or the advisor retires/resigns.

How to Develop a Plan of Study:

Prior to your initial registration, a meeting will be held between the advisor and student to develop an initial plan of study. (See Degree Requirements Checklist form.) While the outcome of the meeting is the development of the plan, there are actually several goals for this meeting. First, the entire program should be overviewed, so that the student has a context for the plan of study. The investment of time needed for the program should be addressed, so the student can make necessary adjustments to work or personal schedules to accommodate any unanticipated demands.

To assist in planning the course of study, the advisor will explore with the student both long-and short-term goals, as well as any aids the student perceives s/he will need to complete the program. Knowledge of the student's goals will help the advisor in the recommendations of electives or courses that will support the student's goals. The advisor can link the student with campus resources that might be of assistance to the student. The advisor will inform the student how s/he handles advisement appointments and provide the student with information about the advisor's availability and ways s/he can be contacted.

Pre-registration for Classes:

SeaNet is UNCW's solution to Internet access – www.uncw.edu, click on Student information, and click on SeaNet. You may register for classes, drop/add classes, and have access to your student data using the SeaNet system. Text is written around the various options instructing you on how to use SeaNet. SeaNet will require that you enter your 6-digit personal access code (PAC#). Your PAC is originally your birthdate in the format of MMDDYY. You will also be required to enter your 4-digit registration number the first time you access the system for a specific term.

Your registration number is a different number each semester, and can be obtained through your academic advisor during your pre-registration meeting.

Meeting With Your Advisor on a Regular Basis:

Faculty members will meet with each advisee during the advisement period each semester to help with registration for the subsequent semester. Should any issues come up in between official advising meetings, it is your responsibility to schedule an appointment with your advisor to discuss those matters.

Academic Concerns:

If there are any additional issues regarding registering for your courses, time conflicts regarding your courses, or other concerns regarding your academics while at the School of Nursing, it is your responsibility to notify the Associate Dean of Academic Affairs of your situation. Notification does not equate resolution of your specific situation, however every effort will be made to review your particular case.

Locating Your Advisor:

First, check whether or not your advisor has scheduled office hours; observe those posted hours, if possible. If no hours are posted, contact your advisor via e-mail or telephone to set an appointment. If the faculty advisor is unavailable/away, please contact the Student Services Director, to provide alternative assistance with advising.

Knowledge of the School of Nursing policies:

It is the student's responsibility to know and understand all policies regarding the University of North Carolina Wilmington School of Nursing. All policies can be found on the School of Nursing web-site www.uncw.edu/son and in the School of Nursing Handbook. It is also the student's responsibility to keep apprised of any new changes in the curriculum, mandates, and School of Nursing requirements.

Audit Review:

Although the student will meet with his/her advisor throughout the course of the enrollment period, the responsibility to ensure that all courses have been completed and all hours toward graduation have been met rests with the individual student. The student must work closely with his/her advisor to ensure that all academic mandates for graduation have been met.

Access to Files:

In addition to the educational records kept by the University, the School of Nursing will maintain files on each student's admission and progress through graduation. A student may, upon completion of the appropriate forms, have access to his/her official files housed in the School of Nursing, except for those items to which the student has waived access for review. The student is to contact the Student Services Director where the files are maintained, and sign the Student Access to Official Record Form, which will be placed in the file. The student must review the file in the presence of the Student Services Director or a UNCW nursing faculty member. No items may be removed from the file; however, items from the file may be duplicated upon request. A fee of 25 cents per page will be charged to the student for duplication and handling. If the student wishes to have items added to the file, these should be processed through the appropriate faculty member or the student's advisor and the associate dean for academic affairs.

An inventory of file contents will be made by the secretary prior to releasing the file and following review by the student.

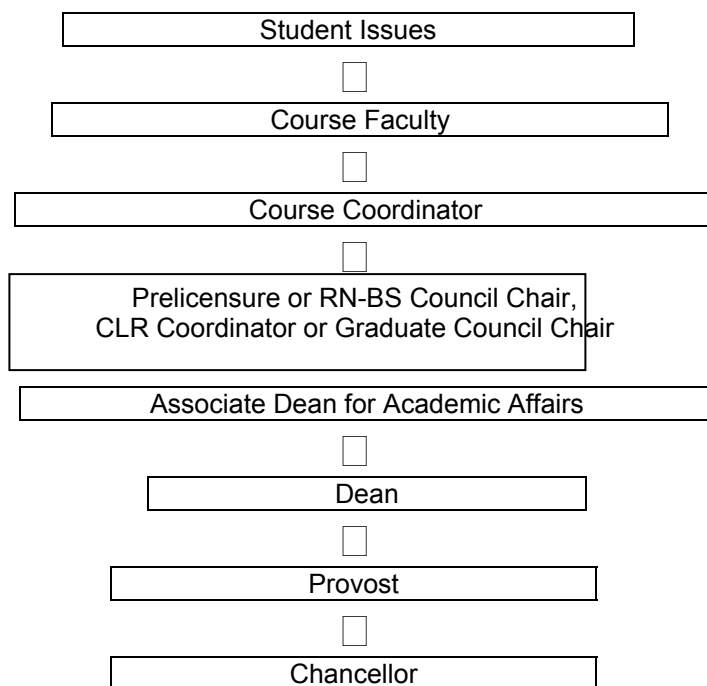
RESOLVING ACADEMIC CONCERNS

Students experiencing academic difficulty are expected to schedule an appointment with the relevant course faculty for assistance. Students unable to resolve academic problems in nursing courses should consult individuals in the following order:

1. Classroom or clinical instructor
2. Course coordinator, council chair (Prelicensure, RN Access, Clinical Research, or Graduate) if different from above
3. Associate Dean for Academic Affairs of the School of Nursing
4. Dean of the School of Nursing
5. Office of the Chancellor and Provost of Academic Affairs

Appeal of any assigned grade follows the school of nursing/university policy. Please refer to grade appeal procedure in this handbook. For additional assistance/information, contact the school's Student Services Director.

Steps in Seeking Assistance regarding grades
and course issues in the School of Nursing*



*To expedite resolution students are encouraged to manage conflict/issues/concerns using this process. It is the desire of all School of Nursing faculty to facilitate faculty-student dialogue in order to promote a positive environment for learning.

CODE OF ETHICS

All School of Nursing programs subscribe to the Code of Student Conduct of the University of North Carolina Wilmington.

Please reference the following:

“Code of Student Life” section(s) I and II of the current issue of *The University of North Carolina Wilmington Code of Student Life*. This publication can be found in the Office of the Dean of Students site: <http://www.uncw.edu/stuaff/doso>.

Student Standards of Conduct:

Students share in the responsibility for maintaining an environment in which the rights of each member of the academic community are respected. When asked to report to any university office, a student is expected to appear at the time specified or to arrange another appointment. All students and their guests shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

In addition, students and faculty of UNCW SON subscribe to the American Nurses Association (ANA) Code of Ethics; whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the university, school, or the nursing profession.

Academic Conduct

All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned school work.

Professional Conduct

Professional misconduct is construed as any violation of the following provisions:

1. Faculty and students assume responsibility for individual and professional judgments and actions. Also, it is expected that they will seek consultation and clarification on professional actions in which there is uncertainty. It is expected further that they will continue to maintain the competence of their practice.
 - 1.1. The student nurse assumes responsibility and accountability for individual nursing judgments and actions at his/her level of knowledge and expertise.
 - 1.2. Nursing faculty and nursing students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
2. It is expected that faculty and students will respect and uphold the rights of all their clients.
 - 2.1. By providing services with respect for human dignity and the uniqueness of the client unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
 - 2.2. By safeguarding the client's right to privacy by judiciously protecting information of a confidential nature.
3. It is expected that faculty and students will protect the client against incompetent, unethical, or illegal practice.
 - 3.1. By participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality of nursing care.
 - 3.2. By participating in the profession's efforts to implement and improve standards of nursing.
 - 3.3. By participating in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
 - 3.4. By collaborating with members of the health profession and other citizens in promoting community and national efforts to meet the health needs of the public.
 - 3.5. By assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.)
4. It is expected that faculty will respect and uphold the rights of students.
 - 4.1. By maintaining confidentiality of students' records.
 - 4.2. By obtaining or disseminating to the appropriate persons only information strictly pertinent to student's current academic performance.
 - 4.3. By treating the student as a person of worth and dignity.
5. It is expected that students will respect and uphold the rights of faculty.

- 5.1. By maintaining confidentiality of faculty records.
- 5.2. By obtaining or disseminating to the appropriate persons only information strictly pertinent to faculty's current academic performance.
- 5.3. By treating the faculty member as a person of worth and dignity.

CONFIDENTIALITY STATEMENT

A signed Confidentiality Statement should be on file in the Student Services Office for each student. Forms are distributed at new-student orientations and are available in the Student Services Office. (Copy provided in the Appendix.)

As a student, assigned to a clinical agency via Contractual Agreement or Memorandum of Understanding between the School of Nursing and the agency, you are allowed access to patient records. Patient information from any source and in any form, including paper records, oral communication, audio recording, and electronic display, is **strictly confidential**. Access to confidential patient information is permitted only on a need-to-know basis.

It is the policy of the UNCW School of Nursing that students, faculty, and staff of the school shall respect and preserve privacy and confidentiality of patient information, regardless of the agency to which the student or faculty is assigned. Violations of this policy include, but are not limited to:

- accessing information that is not within the scope of one's assignment;
- misusing, disclosing without proper authorization, or altering patient or personnel information;
- disclosing to another person one's sign-on code and password for accessing electronic or computerized records;
- using another person's sign-on code and password for accessing electronic or computerized records;
- leaving a secured application unattended while signed on; and
- attempting to access a secured application without proper authorization.

Violation of this policy by students, faculty or staff to any agency with which the UNCW School of Nursing has a Contractual Agreement or Memorandum of Understanding, may constitute grounds for corrective action up to and including loss of agency privileges, dismissal or termination from the school in accordance with applicable agency, school or university procedures. Violation of this policy by any member of the school's student body, faculty or staff may constitute grounds for termination of the contractual relationship or other terms of affiliation between the school and the agency. Unauthorized release of confidential information may also result in personal, civil, and/or criminal liability and legal penalties.

Information Security Policy:

Policy—

Information, as defined hereafter, in all its forms and throughout its life cycle will be protected in a manner consistent with its sensitivity and value to any agency to which a student or faculty member is assigned via Contractual Agreement or Memorandum of Understanding between the equipment and software used to process, store, and transmit information.

This policy applies to all information, which includes clinical information generated in the context of patient care. Examples of this policy include laboratory data, x-ray results, results of other tests and procedures, and dictated and written notes detailing patient histories and physical exam findings. Such patient-related data may be available electronically or in written form in standard records and patient charts; it may be available for individual patients or for groups of patients. Such information may reside in large central computer databases, such as those maintained by large hospitals and academic health centers, where it is available via computers to clinical workstations or other clinical databases maintained by individual agency personnel. It may also reside in databases that are separate from the centrally maintained database, such as the clinical databases developed for certain agency personnel members.

Scope—

The scope of information security is protection of information that is written, spoken, recorded electronically or printed from accidental or intentional modification, destruction or disclosure. Information will be protected through its life cycle, including origination, entry, processing, distribution, storage and disposal.

SAMPLES OF BREACHES OF CONFIDENTIALITY

<p>Assessing information that is not within the scope of your job/role as a student, faculty, or staff member:</p> <ul style="list-style-type: none"> • Unauthorized reading of patient account information • Unauthorized access of personnel file information • Unauthorized reading of a patient's chart • Accessing information that you do not need to know for the proper execution of your job function 	<p>Misusing, disclosing without proper authorization, or altering patient or personnel information:</p> <ul style="list-style-type: none"> • Making unauthorized marks on a patient's chart • Making unauthorized changes to a personnel file • Sharing or reproducing information in a patient's chart or personnel file with unauthorized personnel • Discussing confidential information in a public area, including but not limited to waiting room, restroom or elevator.
<p>Disclosing to another person your sign-on code and password for accessing electronic or computerized records:</p> <ul style="list-style-type: none"> • Telling a co-worker your password so that he or she can log in to your work • Telling an unauthorized person the access codes for personnel files or patient accounts 	<p>Using another person's sign-on code and password for accessing electronic or computerized records:</p> <ul style="list-style-type: none"> • Using a co-worker's password to sign in to and/or "Log on" to the hospital's computer system • Unauthorized use of a log-in code for access to personnel files or patient accounts
<p>Leaving a secured application unattended while signed on:</p> <ul style="list-style-type: none"> • Being away from your desk while you are logged into an application • Allowing a co-worker to use your secured application for which he or she does not have access after you have been logged in 	<p>Attempting to access a secured application without proper authorization:</p> <ul style="list-style-type: none"> • Trying passwords and log-in codes to gain access to an unauthorized area of the computer system • Using a co-worker's application for which you do not have access after he or she is logged in

ACADEMIC HONOR CODE

As stated in the current issues of *The University of North Carolina Wilmington Undergraduate Catalogue* and *The University of North Carolina Wilmington Graduate Catalogue*, respectively:

The University of North Carolina Wilmington is committed to the proposition that the pursuit of truth requires the presence of honesty among all involved. It is therefore this institution's stated policy that no form of dishonesty among its faculty or students will be tolerated. Although all members of the university community are encouraged to report occurrences of dishonesty, honesty is principally the responsibility of each individual.

Academic dishonesty takes many forms, from blatant acts of cheating, stealing, or similar misdeeds to the more subtle forms of plagiarism, all of which are totally out of place in an institution of higher learning. Reporting and adjudication procedures have been developed to enforce the policy of academic integrity, to ensure justice, and to protect individual rights.

For complete details, please reference the current issue of *The University of North Carolina Student Handbook and Code of Student Life*. The publication can be found on the Dean of Students site: <http://www.uncw.edu/stuaff/doso>.

Discriminatory Personal Conduct and Sexual Harassment Policy

The School of Nursing follows the general policy guidelines found in *The University of North Carolina Wilmington Student Handbook*. (See "Discriminatory personal conduct and sexual harassment" policy.)

In the case of a student who believes that he or she has been the victim of discriminatory behavior, including sexual harassment, from employees of contracted agencies and/or outside agents working in those agencies:

- a. The person should report the matter to the Dean or Associate Dean for Academic Affairs.
- b. The Dean or Associate Dean for Academic Affairs, after listening to the complaint, will contact the office of Legal Affairs of the UNCW campus. Together they will attempt to determine if the allegation constitutes discriminatory personal conduct.
- c. If it is determined that the charges fall within the policy as prescribed by the EEOC guidelines, the Dean or Associate Dean for Academic Affairs, in conjunction with the compliance officer at UNCW, will notify the

- chief administrator of the contracted agency.
- d. Documented evidence of the investigative steps and resolution of the incident by the contracted agency must be expeditiously received by the compliance office at UNCW as well as the Dean or Associate Dean for Academic Affairs at the School of Nursing.
 - e. All files must be kept confidential.
 - f. Following the completion of the grievance mechanism, the person who filed the complaint may request an appeal through pre-existing channels.

Contracts with clinical agencies may be terminated for cause if discriminatory/harassing behaviors are not summarily dealt with in an expeditious manner.

LITERARY FORMAT

In order to provide consistency, uniformity, clarity, and standardization for written documents in all School of Nursing programs, the *Publication Manual of the American Psychological Associate* (latest edition) is the adopted style for all written documents in the School of Nursing. This format should be used by all students in writing papers as part of course requirements (unless otherwise specified.) The above titled book is often referred to as the "APA Style Manual."

EMPLOYMENT OF STUDENTS

- There is no policy limiting the number of hours a student enrolled full-time in the School of Nursing may be employed, since the ability to handle the combined responsibilities of college and employment is determined by the individual. However, if a student is employed as a graduate assistant, there is a limit placed on the number of hours one may work. (Designated by the Graduate School and/or the Financial Aid Office upon appointment.)
- It is crucial that the student consider the rigor of the nursing program when determining the feasibility of additional employment. Any additional employment done above the recommended number of hours will be done at the discretion of the individual student. The student will bear all responsibility for the final decision of employment beyond his/her academic studies.
- **Students are advised not to exceed a total of forty (40) clock hours including employment, class and clinical practicum.**
- **Students who fail to meet the established academic standards in the School of Nursing due to employment cannot receive special consideration.**
- Students who need to work to pay for college expenses should consult the Office of Student Services and the UNCW Financial Aid Office regarding available scholarships, loans, and/or work study opportunities.
- Students may need to stop academic work for a period, choose part-time status to help insure success, or take advantage of certain loans and scholarships.

Students employed as RN's or as any other health care associate should be aware that neither the university nor the School of Nursing assume any responsibility for their activities as employees of an agency.

INFECTIOUS/COMMUNICABLE DISEASE POLICY

Introduction:

Infectious/communicable diseases are common and may be a threat to students and faculty of the School of Nursing. During the performance of clinical practice/research activities, students may have contact with patients/subjects with AIDS (HIV), Tuberculosis (TB), Hepatitis B (Hep B), and other infections. This contact may expose the student to infectious agents, and may result in the student transmitting an infectious disease to other students, faculty, patients, family members, and subjects. During pregnancy, the fetus may also be at risk.

To help protect the health and safety of its students, as well as that of patients and subjects, the School of Nursing requires:

- A. Initial Infectious Disease Screening for nursing students
- B. Pre-exposure prophylactic immunization against specified infectious/communicable diseases for nursing students
- C. Post-exposure prophylactic follow-up/treatment of students following exposure to specified infectious diseases such as AIDS, tuberculosis and Hepatitis B

Communicable Disease Policies at Clinical Sites:

Students must comply with the communicable/infectious disease policy of the agency or facility with which they are currently associated for their clinical experience, as well as with the policies of the UNCW School of Nursing.

Enrollment and Health Screening:

- A. All students enrolled by the School of Nursing are required by North Carolina State Law to present to the University on or before the first day of enrollment a certificate of immunizations which indicates that the student has received the immunizations required by both the University and the School of Nursing. A deferral of the required immunizations for medical reasons may be granted, provided written documentation is presented to Student Health Services and the Student Services Office of the School of Nursing.
- B. If documentation of the School of Nursing's required immunizations [excluding the last injection of the Hepatitis B series (due no later than 6 months from the initial injection)], is not presented to the Student Services Office prior to the first day of enrollment in the School of Nursing, or the student does not provide a signed declination form (see Forms), the student shall be withdrawn from clinical practice/research assignments, including Skills Lab Practice, by the designated academic administrator or clinical faculty, and may be dropped from course work.

Health Costs and Coverage:

Students may become ill, injured or exposed to infectious/communicable diseases while engaging in clinical practice/research activities. Illness, injury, or exposure to disease may require, but may not be limited to, counseling, prophylactic intervention, diagnostic procedures and/or follow-up treatment.

- A. The School of Nursing is not liable for health care costs associated with a student's illness or injury resulting from clinical practice/research activities.
- B. Any student who experiences a blood or body fluid exposure incident is responsible for any and all medical costs incurred for his/her counseling, follow-up care/treatment and/or diagnostic tests/procedures conducted.
- C. Any student who exposes another to his/her blood/body fluids and/or an infectious disease during clinical practice/research activities is responsible for all costs that may be incurred as a result of that exposure.

All School of Nursing students who engage in clinical practice/research activities are required to submit documentation to the Student Services Office of current enrollment in a health insurance plan. Students may carry any health insurance plan that provides coverage for blood/body fluid exposure. Students without current health insurance coverage are strongly encouraged to enroll in the UNCW Student Health Insurance Plan. For information related to specific coverage and coverage costs of the Plan, students are to contact:

Student Health Center
(910) 962-3280

Students who fail to provide documentation of health insurance prior to the first day of enrollment in the School of Nursing, and on-going coverage while enrolled in the school, will not be allowed to engage in clinical practice research activities, and may be dropped from course work.

Education and Training:

As required by the Occupational Safety and Health Administration (OSHA), students will be instructed in the use of universal precautions and precautions applicable to individuals with infectious communicable diseases, including AIDS, tuberculosis, and Hepatitis B. The specific communicable disease policies of the facility or agency providing the clinical experience will be reviewed by faculty and students prior to clinical practice/research activities in that facility. Students assigned to on-site and off-site clinical agencies will receive information/training regarding HIV and Hep B exposure follow-up through the Office of the Infectious Disease Coordinator or designee.

Clinical Agency Infectious/Communicable Disease Policies/Protocol:

Students must comply with the communicable infectious disease policy/protocol of agencies or facilities to which they are assigned for clinical practice/research activities, as well as with the policies of the UNCW School of Nursing, the university, state and federal statutes/regulations/mandates.

Student Refusal to Care for Patients with HIV-1 Disease, HBV, and Tuberculosis:

Refusal to provide care to persons with HIV-1, HBV, Tuberculosis, and/or other infectious diseases is not in keeping with performance expectations for students at the School of Nursing and is inconsistent with the ethics of the nursing profession. It is expected that students will provide care to persons with HIV infection, Hep B, and Tuberculosis. In cases when continuing clinical practice/research activities present more than a minimal risk, such as when a student is immunosuppressed, the student may be temporarily reassigned.

Nursing's mandate to provide care is exquisitely expressed in a recent ANA publication:

Nursing is a caring profession, oriented toward patient advocacy. Because of nursing's long history of standing ready to assist the ill and vulnerable in society, society has come to rely on nursing and to expect that it will rise to the health demands of virtually any occasion. In a sense, this reciprocity is crucial to the profession. All must know that care will be given when needed and that it will not be arbitrarily, prejudicially or capriciously denied." (American Nurses Association, April 1992.)

Exposure Incidents:

Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties [a student's clinical practice/research activities] (OSHA). Students who follow the recommendations developed by the Centers for Disease Control (CDC Universal Blood and Body Fluid Precautions) have minimal danger of contracting any infection in the course of their clinical practice/research activities.

Follow-Up to Exposure to Blood/Body Fluids:

Initial and subsequent care and follow-up activities including recommendations related to counseling, prophylactic/treatment regimes, continued or restricted practice activities after a student's exposure incident will be determined by the student's health care provider (in collaboration with the student) and other appropriate health care professionals. See Appendix 11-A, Follow-up to Exposure to Blood/Body Fluids, for more details.

ALL determinations regarding source of exposure, including contact with source, notification of the source's health care provider, testing of the source, and applicable laws/regulations regarding confidentiality, will be made by Student Health Services.

1. In the case where source and student testing has been performed and evaluated, Student Health Services will provide the student with information regarding the health care professional's opinion.
2. Exposure incidents are reported to the appropriate sources by Student Health Services. Documentation maintained by the School of Nursing is strictly anecdotal.

References:

- American Association of Colleges of Nursing (1992, March). *Policy and guidelines for addressing human immunodeficiency virus and Hepatitis B virus infection in the nursing education community* (position statement). Washington, DC: Author.
- American Nurses Association (1992, April). *Compendium of HNI/AIDS positions, policies, and documents*. Washington, DC: Author.
- American Nurses Association (1992, April). Statement regarding Risk, #V: Responsibility in providing nursing care (Appendix B, p. B2). *Compendium of HIV/AIDS positions, policies, and documents*. Washington, DC: Author.
- Communicable Disease Control Section (1990, April). *Control measures for communicable diseases* (North Carolina Administrative Code, T15A: 19A .0220, pp. 1-11). Raleigh, NC: Author.
- Donowitz, L G. (1994). *Infection control for the health care worker*. Baltimore, MD: Williams & Wilkins.
- Environmental Health and Safety Department (1997). *UNC hospitals infection control and general safety training manual*. Chapel Hill, NC: University of North Carolina Hospitals.
- National League for Nursing (Undated). *NLN AIDS guidelines*. New York, NY- Author.
- National Safety Council (1997). *Bloodborne pathogens* (2nd ed.). Sudbury, MA: Jones and Barlett Publishers.

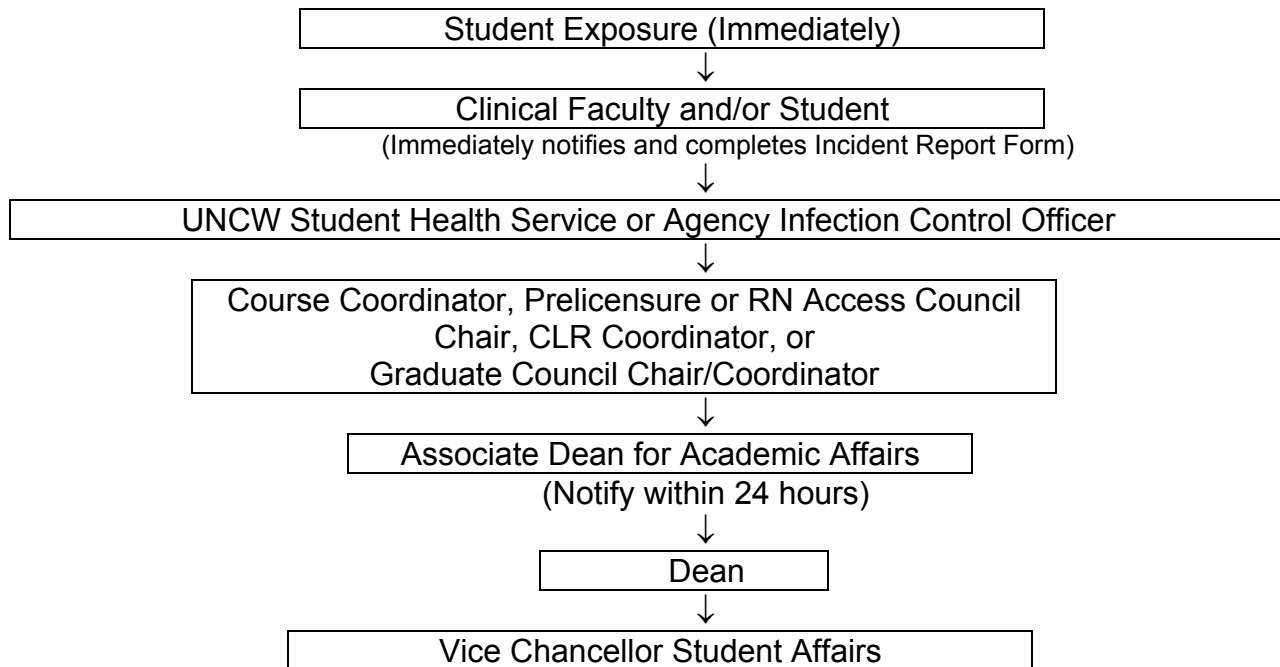
STANDARD PRECAUTIONS

Universal Precautions are presented on pages 652 – 653 of Kozier, B., Erb, G., Berman, A. J., & Burke, K. (2000). *Fundamentals of nursing: Concepts, process, and practice (6th ed.)*. Upper Saddle River, NJ: Prentice-Hall, Inc.

Exposure to Blood Borne Pathogens:

If exposed to a blood borne pathogen, student should follow procedures per those in the Simulation Laboratory. The following immediate action must be taken:

Decision Tree for Exposure to Blood Borne Pathogens*



*Consult the UNCW Safety Manual for additional information.

HAZARDOUS CHEMICALS

Please reference “Safety Department” in the current issue of the *Student Handbook and Code of Student Life: University of North Carolina Wilmington*, as well as the information materials provided by the director of the Simulation Laboratory.

Additional information regarding OSHA regulations can be found at the OSHA web site: <http://www.osha.gov>.

For quick reference, you may call the UNCW Safety Department at (910) 962-3108 and/or the Simulation Laboratory director at (910) 962-3206.

INSTITUTIONAL REVIEW BOARD PROCESS

Institutional Review Board (IRB) for the Protection of Human Subjects:

Chairperson—Dr. Candace Gauthier, Department of Philosophy and Religion, (910) 962-3558, <gauthierc@uncw.edu>

The members of the IRB are responsible for insuring all research using human subjects conducted at UNCW or by UNCW faculty/staff, and/or students at any location, including research conducted as part of classroom exercises or course requirements, complies with federal/state regulations. The Office of Sponsored Programs (OSP) is the responsible administrative unit for all human subjects research. Forms for documenting a specific research project and receiving approval can be obtained from OSP, second floor Hoggard Hall. Completed forms as well as questions concerning policy or procedures pertaining to human subjects research should be directed to Dr. Gauthier.

Depending on the nature of the research, a proposal may be:

1. exempt from IRB review,
2. appropriate for an expedited review by the Chairperson or a subcommittee of the IRB, or
3. subject to review by the full IRB.

Researchers should not assume their proposal is exempt from review. Only the IRB or its designate, typically the Chairperson, can determine which type of review is applicable. In any case, a record must be kept on file by the IRB of all research using human subjects at UNCW. All proposals involving humans must be reviewed prior to submission to an external agency.

Institutional Animal Care and Use Committee (IACUC):

Chairperson—Dr. Steven Dworkin, Department of Psychology, (910) 962-7378, <dworkins@uncw.edu>

The IACUC is a committee appointed by the Chancellor and is responsible for assuring the following charge:

“All uses of live vertebrate animals within the institution be reviewed and approved for their appropriateness by the IACUC prior to experimental or teaching use. This review process pertains to all vertebrate animals used in research, teaching, or testing with UNCW facilities (field and laboratory) regardless of source of funding, as well as students involving animals and supported by funds administered by UNCW at affiliated institutions.”

Forms for IACUC review are available from OSP in either hard copy or on disk. Completed protocols are to be sent to OSP for processing. All proposals involving vertebrate animals must be reviewed prior to submission to an external agency.

Human Subjects Approval:

1. All theses and research projects and doctoral dissertations involving human subjects must be approved by a federally approved multiple assurance Institutional Review Board (IRB) (sometimes called Human Subjects Committee). Research is considered to involve human subjects if the investigator will have any direct or indirect contact with individuals or pathological specimens. Research using only anonymous databases or published resources is not considered human subjects research, but the student is covered by the faculty IRB approval as long as the student is directly working with the faculty researcher.
2. It is School of Nursing policy that a thesis or research project may not be submitted to an IRB until it has been approved by the research advisory committee. In rare instances (for example, studies that require pilot work prior to the final development of the proposal), exceptions may be made to this policy with the consent of the committee chair and the School of Nursing IRB Chair, but exceptions will not be made purely to decrease the time spent in the research process.
3. Students who are working with a faculty member on that faculty member's data for their research project or thesis do not need to get separate IRB approval for their research project. They are covered under the faculty member's IRB approval. They do need to submit an IRB Tracking form at the time of their proposal defense that is signed by their chair and says that they are working with a faculty member on that member's data.
4. If, on the other hand, students are using data collected by a faculty member (or anyone else) who is not on their committee, they need to submit an IRB proposal to do a secondary analysis, unless the data is completely anonymous (no direct or indirect social security numbers, medical record numbers, addresses, etc.—identifiers). Secondary analyses of completely anonymous data are not considered to be human subjects research.
5. MSN only—After passing the thesis or research project defense, the student submits the Research Proposal IRB Tracking Form to the associate dean for Graduate Studies. On this form, the student and committee chair indicate which IRB the study will be submitted to, and the approximate date of this submission.
6. UNCW has its own federally approved IRB, which has meetings on an as needed basis. It is imperative that one give the IRB at least ten days prior notice of a request for a review meeting to be called. The guidelines must be followed carefully. The committee chair is listed as the principal investigator of the

study and must approve all forms prior to submission. Both the student and the committee chair sign the form. The committee chair is listed as the principal investigator of the study and must approve all forms prior to submission. Both student and the committee chair sign the form. The chair of the IRB will communicate any changes that need to be made to the proposal to the faculty member by e-mail. If for some reason the committee chair will be unavailable when the proposal is submitted and reviewed, another faculty member on the committee should be designated to receive communications.

7. Students who involve patients or their families at hospitals or clinics must be approved by the hospitals and/or clinics. However, research involving hospital staff may be approved by the UNCW IRB.
8. IRBs at other institutions may be used to approve the study as long as they have a federal multiple assurance approval and the Student's research is not being supported by a research grant submitted through UNCW. (If grant supported, a UNCW IRB must approve the study.)
9. All consent forms must be retained for at least three years after the closing of the project. Depending on the preference of the research advisory committee chair, the consent forms can be retained by either the student or faculty.

Institutional Approval:

All research in which data are to be collected through the cooperation of a hospital or other institution/ agency must have the approval of that institution. IRB approval does not, of itself, grant institutional access. These policies and procedures should be discussed with the committee chair prior to approaching anyone at the institution.

Students need to be aware that many institutions have their own subjects committees that must approve the study before institutional approval for access to subjects is granted. These committees cannot be utilized in place of a UNCW IRB unless they have a federal multiple assurance approval. In fact, some of these committees will not be willing to review a study until it has approval from a UNCW IRB.

Scientific Integrity:

It is the responsibility of students to utilize the same high ethical standards when conducting research as during their professional practice. Deliberate falsification of data, plagiarism, or misinterpretation of findings are violations of the UNCW Honor Code as well as violations of the rights of human subjects who took part in the study believing that it would contribute to scientific knowledge.

Many of the standard procedures associated with research including management of data, protection of confidentiality, and collaboration policies differ from those of clinical practice with which students are familiar. For example, it is recognized that raw data and all analyses are retained for a minimum of five years after publication, and theses are published by the University. Therefore, students should expect to receive instruction about these standards during research classes and informal discussions with the committee chair. Also, research dilemmas, such as a conflict between the clinical needs of a research subject and the role of the researcher or a disagreement about the relative contributions of two students to a research project, may occur during the conduct of the study. A major role of the committee chair is to help students work through these dilemmas. If at any time students find that the committee chair is unable to help, they should feel free to discuss the problem with other members of the research advisory committee, the School of Nursing IRB chair or the associate dean for academic affairs.

SUBSTANCE ABUSE POLICY

Students, faculty members, administrators, and other employees of the University of North Carolina Wilmington are responsible, as citizens, for knowing about and complying with the provisions of North Carolina Law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as "controlled substances" in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the university community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by UNCW. It is not "double jeopardy" for both the civil authorities and the university to proceed against and punish a person for the same specified conduct. The university will initiate its own disciplinary proceedings against the student, faculty member, administrator, or other employee when the alleged conduct is deemed to affect the interest of the university.

For a complete account, please reference the current issue of *The University of North Carolina Wilmington Student Handbook and Code of Student Life*. The Code of Student Life: <http://www.uncw.edu/stuaff/doso>.

Policy:

The SON will be responsible for appropriately identifying and referring students who are abusing substances. The SON will monitor the student's recovery process; however, students are accountable for their own recovery.

Rationale: Our philosophy regarding student substance abuse evolves around protecting the public's health and assisting the student in recovery. To ensure patient safety, comply with clinical facility policies and the North Carolina Board of Nursing policy [21 NCAC 36.0320(d)] (www.ncbon.com, Nursing Practice Act, Administrative Code/Rules), and assist students in recovery, the School of Nursing (SON) has adopted a substance abuse policy.

Informed consent: As a condition of admission to the Nursing Program, students are required to comply with this policy and submit a written statement of informed consent. (Appendix A).

Definitions: A nursing student is any full-time or part-time student admitted to the School of Nursing inclusive of all degree programs.

Substance abuse is the non prescribed use of any legal drug as well as the use of illegal drugs or alcohol.

Procedure

A. Drug Screening Program

1. Preclinical Drug Screen

Prior to a nursing student's initial clinical/internship experience, the student must obtain a drug screen at a NIDA certified laboratory. Confidential written results of the drug screen must be forwarded to the SON Dean's Office. Individual test results of the drug screen will not be provided to clinical agencies. Written verification of qualified student will be provided each clinical agency. Students are not eligible to attend off-campus clinical experiences, if the results of the drug screen has not been received and reviewed by the administration in the SON. Therefore, students should arrange appointments for testing in time for results to be forwarded to the SON before the first day of classes in the first semester in which clinical courses are taken. All expenses associated with drug testing are the responsibility of the student.

2. Testing based on Reasonable Suspicion

- a) A student may be subject to testing at any time when, in the judgment of a faculty member, there is reasonable cause to suspect the student is engaging in the use of non prescribed or illegal drugs. Such individualized reasonable suspicion may be based on information from any source deemed reasonable by the faculty member, including but not limited to:
 - 1) observed possession or use of substances that reasonably appear to be illegal drugs or legal drugs used illegally
 - 2) conviction for a criminal offense related to the possession, use or trafficking in drugs
 - 3) observed abnormal appearance, conduct or behavior, including unusual patterns of absence from school or excessive tardiness, that is reasonably interpretable as being caused by the use of drugs
- b) Individualized reasonable suspicion means: if the available facts were conveyed to a (hypothetical) reasonable person unfamiliar with the student, that person would conclude that there is a factual basis for determining that the student is using a prohibited drug.
- c) When individualized reasonable suspicion is found to exist, the student shall be subject to the SON Policy on Dismissal for Unsafe Practices.

- d) In the case of individualized reasonable suspicion drug testing, the SON shall contract with a private laboratory. Once the student has been confronted by the faculty member of the need for reasonable suspicion drug testing, the faculty member will remove the student from the clinical setting and will coordinate transportation for the student to be screened by the identified laboratory. For student and public safety, the faculty member may request that the student take a cab to the drug testing laboratory. The student must present for drug testing within 2 hours of being confronted by the faculty member. The student is responsible for all expenses associated with drug testing. A consent and release form will be signed by the student for drug testing (Appendix B). Validated copies of the drug test results will be sent to the SON and subsequently to the student.
- e) Once the faculty member has confronted and removed the student from the clinical setting, the faculty member shall notify the course and/or graduate coordinator, as well as the associate dean for academic affairs.

B. Consequences of failure to participate in or cooperate with testing

An instance of failure or refusal to participate in or cooperate with testing shall be deemed to be an occasion of impermissible drug use that justifies dismissal under the SON Policy on Dismissal for Unsafe Practices.

C. Consequences of Impermissible Drug Use

When prohibited drug use has been confirmed through positive test results, the student shall meet with the Dean of the School of Nursing or designed representative of the Dean and the following consequences may apply.

1. Student may be subject to dismissal under the SON Policy on Dismissal for Unsafe Practices.
2. Referral to Student Development Center for assessment, treatment recommendations, and follow up monitoring.
 - a) If a student chooses not to participate in the referral and/or treatment prescribed by the Student Development Center, the student will be subject to dismissal under the SON Policy on Dismissal for Unsafe Practice.
 - b) If a student chooses to participate in the treatment prescribed by the Student Development Center, the student may continue theory courses. The student may not attend clinical until the prescribed treatment program has been completed. The treatment program must contain at least the following:
 - c) Student agrees to assistance, to be drug free, and if there is a relapse, the student must report this to the counselor immediately.
 - d) Student will obtain the prescribed counseling for a specified length of time and provide documentation to the Student Development Center on a regular basis.
 - e) Student will submit to random drug testing as determined by the Student Development Center.
3. Once a student has successfully completed the treatment program and is released by the Student Development Center, they may reapply to the SON for readmission. In addition, the student will continue to be subject to the SON substance abuse policy and must report any relapse immediately to the Level Coordinator.

D. Confidentiality of Information Concerning Drug Use

Any information concerning a student's alleged or confirmed use of drugs shall be restricted to UNCW institutional personnel, North Carolina Board of Nursing, and Division of Facility Services, as require, and to parents of minors or dependent students. Individual test results of the drug screen will not be provided to clinical agencies. Written verification of qualified student will be provided as proof of eligibility to attend clinical/internship experiences. No other release of information will be made without the student's written

consent, except in response to appropriate judicial process. The institution, however, will not voluntarily disclose such information in the absence of a subpoena or court order.

E. Grievance Policy

At any time during this process the student is eligible to pursue the University grievance policy as outlined in the University of North Carolina Wilmington Code of Student Life.

**Student/Handbook Copy to be signed and retained in this Handbook.
Signature copy to be submitted is found in the Appendix.**

**Appendix A
Student's Consent Form
SON Substance Abuse Policy**

Consent to the Substance Abuse Policy

I have read the UNC-W SON Substance Abuse Policy. I have been given an opportunity to ask any questions I may have about the policy. I understand my responsibilities in complying with the SON Substance Abuse Policy and any consequences regarding violation of the policy. I am voluntarily agreeing to participate in the UNCW SON program and abide by the Substance Abuse Policy.

Signed this _____ day of _____, 200_.

(nursing student's signature)

(printed name of student)

(witness)

**Student/Handbook Copy to be signed and retained in this Handbook.
Signature copy to be submitted is found in the Appendix.**

**Appendix B
Notice of Drug Testing**

To: _____
(Name of Student)

From: _____
(Faculty, School of Nursing)

Re: Reasonable Suspicion Drug Testing

Based on individual reasonable suspicion that you may be engaging in the impermissible use of drugs prohibited by the School of Nursing Program of the University of North Carolina Wilmington, you are to report to the Doctor's Urgent Care Center located at 4815 Oleander Drive no later than _____ (time) on _____ (date). You will be required to provide a urine and/or blood sample and/or submit to an alcohol breathalyzer test at that time, in accordance with

- a) the policies and procedures established by the School of Nursing Program at the University of North Carolina Wilmington.
- b) your signed consent to the provisions of the policy and the program for Substance Abuse.

Confirmed confidential written results shall be sent to:

Dean Virginia Adams
School of Nursing
University of North Carolina Wilmington
601 South College Avenue
Wilmington, North Carolina

Signed: _____
(nursing student) (date & time)

Clinical Faculty: _____
(date and time)

In addition, please reference the "Substance Abuse" section in the current issue of the *University of North Carolina Wilmington Student Handbook and Code of Student Life*.

STUDENT REPRESENTATION

SCHOOL of NURSING COUNCILS and COMMITTEES

Student representation is expected on committees within the School of Nursing. These include: **Student Affairs Committee**, a committee to recommend student related activities, special events, awards, scholarships, admissions, policy changes and other as charged; **PreLicensure, RN Access and the CLR councils**, a working group of undergraduate faculty to review the undergraduate programs and all proposed curricular changes and procedures and instruments for program evaluation, recommending the changes to the faculty; **Graduate Council**, a working group of graduate faculty to review the graduate program and all proposed curricular changes and procedures and instruments for program evaluation, recommending the changes to the faculty; and other as charged.

ASSOCIATION of NURSING STUDENTS

The UNCW Chapter of the North Carolina Association of Nursing Students (ANS) is an officially recognized organization of the School of Nursing and the University. Members function under the Charter of the organization and the leadership of elected officers. An advisor is elected/appointed from the School of Nursing faculty. The faculty advisor is expected to be in attendance at the meetings of the organization. The advisor's role is to provide clarity, to interpret School of Nursing and University policies/procedures, and to provide general consultation. The purpose of ANS is to provide networking and mentoring opportunities for the nursing student to foster their developing professional role. The organization promotes active engagement at the local, state, and national levels to contribute to advances in nursing education, promote advocacy for health care, and provide service opportunities. This organization is affiliated with the UNCW Student Government Association. (See Bylaws, Appendix.)

GRADUATE STUDENT ASSOCIATION

UNCW has a campus-wide Graduate Student Association (GSA), which requires representation of one student from each graduate program, with one "back-up." The GSA is a rather casual organization; however, it was in the stage of creating a charter for the 1998-99 academic year, to provide structure. Once chartered, the GSA can request some/limited funding from the university for various activities, have limited lobbying power, etc. GSA representatives attend graduate counsel and chancellor meetings, as well. Master of Science in Nursing students have their own Graduate Student Association, in addition to the campus-wide organization. Participation is encouraged. (See Bylaws, Appendix.)

Class President Duties

Junior Year

- Meet periodically with your officers to plan social functions and/or other activities to boost class morale, and to discuss class issues/problems.
- Be an advocate for students by meeting with faculty when necessary to discuss issues/problems.
- Attend scheduled graduation committee meetings. These should begin no later than February of each year.
 - Learn from senior officers how to plan, coordinate and conduct the pinning ceremony.
- It is tradition that each year the juniors present the graduating senior class with a plaque at the pinning ceremony.
 - Learn from senior officers how, when and where to purchase the plaque.
 - It is a good idea to have junior class fundraisers to fund for the plaque; if not it will have to come out of individual students' pockets.
- Along with you officers, plan, coordinate and conduct the pinning ceremony in May.
- Make plans to keep in touch with the departing senior class president, in case you have any questions next year!
 - Make sure you get all the information that you will need (i.e. graduation pin ordering information) for next year from the senior class president before he/she departs!

Senior Year

- Meet periodically with your officers to plan social functions and/or other activities to boost class morale, and to discuss class issues/problems.

- It is a good idea to plan functions with the junior class.
- Be an advocate for students by meeting with faculty when necessary to discuss issues/problems.
- Create a mentoring program where willing senior students mentor willing junior students. Encourage students to participate.
- Attend scheduled graduation committee meetings. These should begin no later than February of each year.
 - Teach the junior officers how to plan, coordinate and conduct the pinning ceremony.
- Starting early spring semester, pass out order forms and start taking orders for the graduation pins. You should have this information from the previous senior class president.
- Coordinate with faculty to get information to students about graduation, i.e. caps, gowns, NCLEX.
- Attend pinning ceremony, graduation, pass your NCLEX and be a great nurse!

SCHOLARSHIPS

UNCW offers several federal and institutional funding opportunities. Students who wish to be considered for financial aid provided by the US Department of Health and Human Services must complete the parental sections of the (Free Application For Student Aid) FAFSA even if they are considered independent for financial aid purposes. As a result, all UNCW students with interest in a major from the School of Nursing are strongly encouraged to complete all sections of the FAFSA. Questions may be directed to the financial aid counselors in the UNCW Financial Aid Office. For details contact the Financial Aid Office, King Hall, (910) 962-3851.

The following is a listing of those currently available:

- Graduate Assistantships
- Fellowships/Scholarships
 - Summer Research Award
 - The Alumni Association Scholarship Program
 - The Champion McDowell Davis Scholarship
 - The Sylvia and B. D. Schwartz Graduate Fellowship Award
- Loans/Federal Work Study Program
 - Federal Stafford Loan Program
 - Federal Unsubsidized Stafford Loan Program
 - Federal Perkins Loans
 - Federal Work Study Program
- School of Nursing (MSN/FNP)
 - North Carolina Nurse Education Scholarship Loan Program
 - U.S. Department of Health and Human Services Rural and Urban Family Nurse Practitioner Traineeship Grant Program
- School of Nursing (Undergraduate and/or Graduate)
 - The Angela Christine King Scholarship
 - To attract and retain high ability students.
 - The Carolyn B. and Joseph F. Augustine Scholarship
 - Based on merit/demonstrated academic ability,
 - The Barry C. and Janet E. Burkholder Scholarship
 - Based on merit/demonstrated academic ability. Must be from Jackson County or the western or mountain counties of North Carolina
 - Maintain 3.0 GPA
 - The Charlotte Emily (Billie) Burney Memorial Scholarship
 - Based on academic achievement.
 - The Champion McDowell Davis Nursing Scholarship
 - Based on financial need. Preference to student from Southeastern North Carolina.
 - Edith Graham Toms Scholarship
 - Based on academic achievement.
 - Forty and Eight American Legion Nursing Scholarship
 - Based on financial need. Must be New Hanover, Pender, Columbus, or Brunswick County high school graduate.
 - The Friends of UNCW
 - The Henry Harrell, Sr. Scholarship
 - Awarded to a Junior, continued through the senior year.
 - Hilda W. Fredericks Scholars Program

Based on scholarship achievement, participation in professional and community activities, actual or potential contribution to nursing and the community, and adherence to guidelines.
Available to seniors only.

Jean Jordan Memorial Scholarship

Demonstrated financial need.

Residency in Pender or New Hanover County.

Sophomore or junior nursing or med-tech student.

Agreement to release information regarding his/her GPA or change in major to the Medical Society Alliance.

The John J. Wilson Scholarship in Nursing

Awarded to a Senior in the final semester of school.

Based on merit/demonstrated academic ability.

overall GPA

The Jonathon deMeza Nursing Scholarship

Based on merit as a primary consideration and financial need as a secondary consideration.

The Kay Whitfield Scholarship in Nursing

Based on financial need/academic merit.

William Allen King Scholarship

Based on academic achievement.

The Ministering Circle of Wilmington

Special Application (available to seniors only).

New Hanover Regional Medical Center Auxiliary Sylvia Brown Scholarship

Open to students in health-related fields.

Based on academic achievement with financial need as a secondary factor.

The R. Bertram Williams, Jr., M. D. Scholarship

Based on academic achievement.

The R. T. Sinclair, Jr., M. D. Scholarship.

Based on merit as a primary consideration and financial need as secondary.

Resident of, or high school graduate from, Duplin, Pender, Brunswick, Columbus, Bladen or New Hanover County.

Minimum GPA of 3.25.

The Sadie Edens Sessoms Scholarship in Nursing

Based on merit/demonstrated academic ability and special achievement.

Must be an in-state student.

overall GPA

Betty Ann Sanders Nursing Scholarship

Based on academic achievement. Resident of the nine county **MSN** target area (New Hanover, Bladen, Brunswick, Columbus, Duplin, Onslow, Pender, Robeson, and Sampson).

Theresa Bentsen Warrick Memorial Scholarship

Demonstrated financial need. Proven academic and clinical achievements.

Must be North Carolina high school graduate.

The W. C. "Billy" Mebane, Jr., M. D. Scholarship

Based on merit first, need second.

Must be a high school graduate from, or be a permanent resident of Bladen, Brunswick, Columbus, Duplin, New Hanover or Pender County.

Minimum GPA 3.25.

UNCW Bookstore Scholarships

- State of North Carolina

The North Carolina Nurse Scholars Program, Master's Program (M-NSP).

The M-NSP application deadline is May 1. The Nurse Scholars Commission meets in mid-June to select M-NSP recipients. For information, please contact: NC Nurse Scholars Commission, North Carolina State Education Assistance Authority, PO Box 14223, Research Triangle Park, NC 27709; (919) 549-8614.

Twenty-five new full-time awards of \$6,000 can be made each year. Part-time awards at \$3,000 a year can be made if funds are available. Full-time awards may be renewed for one year; part-time awards may be renewed up to three years.

- Philanthropic Educational Opportunities (P.E.O.): Scholar Award, International Peace Scholarship, and Educational Loan Fund Multiple criteria and application procedures. Open to women students only, of all university majors/interest, nationwide, per specific qualifiers.

Grant

Program for Continuing Education

Grant funding, no repayment.

Given readily at a maximum of \$1,500.

Women student(s) with dependent children.

Grant award may be used for tuition, books, or child-care.

Student(s) must be returning after an educational interruption.

Any/all other sources of income/funding are taken into consideration for decision. Must have a real financial need.

Educational Loan

Educational Loan Fund for Graduate Students and/or Seniors

Loan up to \$7,000 at 4% or lower interest rate, payable in two \$3,500 yearly installments.

On occasion, the entire \$7,000 loan amount may be issued in single year. Mainly for MSN student(s).

STUDENT AWARDS

The UNCW School of Nursing offers multiple academic program options; whereby, students graduate both in December and in May of each academic year. The intent of the Student Awards is to have worthy students recognized by both the faculty and their fellow students.

Award of Excellence—Pre-licensure NSG—Faculty Category— Awarded in December and in May (1 senior student—from the Pre-licensure Nursing major)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding clinical/academic performance.
3. Nominations accepted from all SON faculty—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the Faculty Council—name of selected students presented to the Dean.

An individual plaque for this award will be given to the student and an annual collective plaque will be placed in the lobby of the School of Nursing building.

Award of Excellence—RN to BS—Faculty Category— Awarded in December and in May (1 senior—from the RN to BS major)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding clinical/academic performance.
3. Nominations accepted from all SON faculty—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the Faculty Council—name of selected students presented to the Dean.

An individual plaque for this award will be given to the student and an annual collective plaque will be placed in the lobby of the School of Nursing building.

Award of Excellence—CLR—Faculty Category— Awarded in May (1 senior—from the Clinical Research major)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding academic performance.
3. Nominations accepted from all SON faculty—with justification statement.
4. Must be graduating at the May commencement.
5. Endorsement by the Faculty Council—name of selected students presented to the Dean.

An individual plaque for this award will be given to the student and an annual collective plaque will be placed in the lobby of the School of Nursing building.

Award of Excellence—Graduate (Inclusive of RN to MSN)—both FNP and NE—Faculty Category— Awarded in December and in May

(1 graduate student—from each the FNP and NE majors)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding clinical/academic performance.
3. Nominations accepted from all SON faculty—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the Faculty Council—name of selected students presented to the Dean.

An individual plaque for this award will be given to the student and an annual collective plaque will be placed in the lobby of the School of Nursing building.

Award of Excellence—Pre-licensure NSG—Peer Category—Awarded in December and in May

(1 senior student—from the Pre-licensure Nursing major)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding clinical/academic performance.
3. Nominations accepted from all SON students—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the Student Affairs Committee—name of selected students presented to the Dean.

An individual plaque for this award will be given to the student and an annual collective plaque will be placed in the lobby of the School of Nursing building.

Award of Excellence—RN to BS—Peer Category—Awarded in December and in May

(1 senior—from the RN to BS major)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding clinical/academic performance.
3. Nominations accepted from all SON students—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the Student Affairs Committee—name of selected students presented to the Dean.

An individual plaque for this award will be given to the student and an annual collective plaque will be placed in the lobby of the School of Nursing building.

Award of Excellence—CLR—Peer Category—Awarded in May

(1 senior—from the Clinical Research major)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding academic performance.
3. Nominations accepted from all SON students—with justification statement.
4. Must be graduating at the May commencement.
5. Endorsement by the Student Affairs Committee—name of selected students presented to the Dean.

An individual plaque for this award will be given to the student and an annual collective plaque will be placed in the lobby of the School of Nursing building.

Award of Excellence—Graduate (Inclusive of RN to MSN)—both FNP and NE—Peer Category—Awarded in December and in May

(1 graduate student—from each the FNP and NE majors)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding clinical/academic performance.
3. Nominations accepted from all SON students—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the Student Affairs Committee—name of selected students presented to the Dean.

An individual plaque for this award will be given to the student and an annual collective plaque will be placed in the lobby of the School of Nursing building.

Achievement Award—Pre-licensure NSG—Faculty Category— Awarded in December and in May

(1 junior and 1 senior—from the Pre-licensure Nursing major)

Criteria:

1. Demonstrates growth and mastery of nursing concepts and practices.
 2. Utilizes resources effectively to develop potential.
 3. Takes initiative for own responsibility for learning growth.
 4. Nominations accepted from all SON faculty—with justification statement.
 5. Senior student must be graduating at the respective December or May commencement.
 6. Endorsement by the Faculty Council—name of selected students presented to the Dean.
- An individual plaque for this award will be given to the student.

Achievement Award—RN to BS—Faculty Category— Awarded in December and in May
(1 junior and 1 senior—from the RN to BS Nursing major)

Criteria:

1. Demonstrates growth and mastery of nursing concepts and practices.
 2. Utilizes resources effectively to develop potential.
 3. Takes initiative for own responsibility for learning growth.
 4. Nominations accepted from all SON faculty—with justification statement.
 5. Senior student must be graduating at the respective December or May commencement.
 6. Endorsement by the Faculty Council—name of selected students presented to the Dean.
- An individual plaque for this award will be given to the student.

Achievement Award—CLR—Faculty Category— Awarded in May
(1 junior and 1 senior—from the Clinical Research major)

Criteria:

1. Demonstrates growth and mastery of clinical research concepts and practices.
 2. Utilizes resources effectively to develop potential.
 3. Takes initiative for own responsibility for learning growth.
 4. Nominations accepted from all SON faculty—with justification statement.
 5. Senior student must be graduating at the May commencement.
 6. Endorsement by the Faculty Council—name of selected students presented to the Dean.
- An individual plaque for this award will be given to the student.

Achievement Award—Graduate (Inclusive of RN to MSN)—both FNP and NE—Faculty Category— Awarded in
December and in May

(1 graduate student—from each the FNP and NE majors)

Criteria:

1. Demonstrates growth and mastery of nursing concepts and practices.
 2. Utilizes resources effectively to develop potential.
 3. Takes initiative for own responsibility for learning growth.
 4. Nominations accepted from all SON faculty—with justification statement.
 5. Must be graduating at the respective December or May commencement.
 6. Endorsement by the Faculty Council—name of selected students presented to the Dean.
- An individual plaque for this award will be given to the student.

DEPARTMENTAL HONORS

This honors program is a special program for interested students who meet the university departmental honors criteria (see the university catalogue). The nursing Departmental Honors Program is a three semester sequence of seminar classes and activities (2 semester hours of NSG 499 each semester) beginning second semester junior year.

SIGMA THETA TAU INTERNATIONAL

www.uncw.edu/son/sigmatheta.htm

UNCW School of Nursing is affiliated with Sigma Theta Tau, International, as the Nu Omega Chapter. Sigma Theta Tau is the world's largest nursing honor society with chapters in over 300 universities in six countries. It sponsors international research around the world. The Nu Omega Chapter exists in order to promote nursing scholarship, leadership, creativity, and commitment to nursing. The chapter regularly sponsors meetings for its members and the entire nursing community in the region. It is a member of the North Carolina Coalition of Sigma Theta Tau Chapters. Members come from the student body and nursing leaders in the community. Membership is open to students in the top 35% of the class with at least a 3.0 grade point average.

The purposes of the organization are to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage and support research and other creative work in nursing, and to strengthen commitment on the part of individuals to the ideas and purposes of the profession of nursing.

Membership in Sigma Theta Tau is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs.

Membership is available by invitation through active chapters and assumes acceptance of the purposes of the society and responsibility to participate in achieving the goals consistent with the professional scholastic character of Sigma Theta Tau International.

Membership Criteria:

Undergraduate students must have:

- a. Completed one-half of the nursing curriculum
- b. At least a 3.0 GPA (based on a 4.0 scale)
- c. Rank in the upper 35% of their graduating class
- d. Meet the expectation of academic integrity
- e. Obtain two endorsements

RN students must have:

- a. Completed 12 credit hours at current school
- b. Completed one-half of the nursing curriculum
- c. At least a GPA of 3.0 (based on a 4.0 scale)
- d. Rank in the upper 35% of their graduating class
- e. Meet the expectation of academic integrity
- f. Obtain two endorsements

Master's degree students must have:

- a. Completed one-quarter of the nursing curriculum
- b. At least a GPA of 3.5 (based on a 4.0 scale)

Doctoral degree students must have:

- a. Completed one-quarter of the nursing curriculum
- b. At least a GPA of 3.75 (based on a 4.0 scale)

Community Leaders/nurse professionals must:

- a. Be a registered nurse
- b. Hold at least a baccalaureate degree in nursing or other field
- c. Have demonstrated marked achievement in nursing education, practice, research, administration or publication

LEARNING RESOURCE CENTER

Learning Resource Center

The Learning Resource Center (LRC) exists primarily to serve the students and faculty in the School of Nursing at UNCW. The LRC provides specialized audiovisual and educational materials, as specified by the curriculum and on recommendation by the faculty, and facilitates optimum and efficient use of those materials. The LRC augments campus library and computer facilities. The Learning Resource Center Coordinator will serve as the primary contact for information and support of student use of the LRC.

Use of Computers at UNCW School of Nursing—

Facilities

Computer labs managed by the UNCW's Information Technology Systems are found in Randall Library, Bear Hall, Social & Behavioral Science Building, and several other campus locations. The School of Nursing has its own computer lab in Room 136 Friday Annex—the School of Nursing Learning Resource Center. It contains twenty-five IBM-compatible Pentium PCs with connections to the campus thernet. That means that students can read e-mail, browse the Internet, and view the Randall Library catalog (including Medline and other electronic databases) through the campus homepage at <www.uncw.edu>.

All LRC computers are equipped with CD-RW drives and have mixed drive options including 3.5 floppy, DVD-ROM and AIP disk drives. Each station will also accept compatible USB memory drives. One station contains a scanner with graphic editing software. All station software includes the most up-to-date Microsoft office suite, and a variety of computer-assisted instructional programs related to nursing. All the PCs are networked to a laser printer. The LRC computer lab is open 8 am until 5 pm, weekdays. (For additional computer resources, see UNCW Libraries section).

Learning Resource Center Computer Lab Rules

1. Sign in one of the logs at the entrance.
2. Absolutely No Food or Drinks in the Lab.
3. Computers are on a First Come First Serve basis with the exception of reserved events.
4. Offensive or abusive language is unacceptable.
5. Please do not remove or move equipment, cables, etc.
6. Please clean up after yourself.
7. Paper is available for student academic use. DO NOT ABUSE PRINTING PRIVILEGES.
8. Please do not save any materials to the hard drive of lab computers.
9. Please close out of all programs and windows when finished.
10. All users must follow the UNCW Responsible Use of Electronic Resources Policy. (Review posted document).

Violation of this policy (#10) will result in suspension of lab privileges. The user may be asked to leave the computer lab.

Using Campus E-Mail

All UNCW students receive an e-mail account after they register. E-mail addresses consist of students' three initials, four random numbers plus the UNCW domain name, e.g. EBS1234@uncw.edu. Student and faculty e-mail addresses are listed in the campus phone directory, both the paper phone book and the Web directory. Students who have been at UNCW for a couple of years, but have forgotten their passwords, may go up to the ITS Help Desk on first floor of Hoggard Hall (or call **962-4357**) and get their passwords reset to their student ID numbers. New students should enter their student ID numbers as the password the first time they use e-mail. The system will probably also ask for the user's registration PAC number the first time e-mail is used. Anyone who has his/her ID number as password needs to change it to a more personal word or number that only he or she knows. UNCW students and faculty can read their e-mail from any computer that has a web browser (Netscape, Explorer, etc.) and internet access. The Web address (URL) is: <http://webmail.uncw.edu>.

When dialing in from a computer modem at home, if someone does not have Web access, he or she can still read e-mail from the University VAX system by setting the computer's dial-in program (such as Hyperterminal) to dial 962-4270.

UNCW has launched an electronic portal, *Seaport*, which integrates the university's Student Information System (SIS), course-specific message boards, chat rooms and more, to enhance communication across the campus. This will allow students and faculty to communicate more effectively in regards to class information and changes. To allow for maximum efficiency of this new communication portal, the UNCW e-mail address each student (three initials and last four digits of social security number) and faculty (last name or last name/first initial) is assigned, is to be the official electronic address that will be used by the School of Nursing. As such, all faculty and students will need to access his/her UNCW e-mail account on a daily basis, or use the automatic forwarding function to have his/her UNCW e-mail automatically go to a personal e-mail account, as needed. To eliminate any lost or undeliverable messages, please make certain that there is room in the UNCW e-mail-box, and set up your link immediately. (No longer will the School of Nursing use any personal/home/other electronic addresses for e-mail messages.) If you choose not to have/use an "outside" personal account, you may continue to access your UNCW account on a regular basis. Much important information is sent on a daily basis; therefore, easy access is a necessity.

To check your UNCW WebMail account and/or forward to your personal e-mail account, the following instructions are provided:

1. Go to the UNCW Homepage
2. Go to "Current Students"
3. Go the "OWA (campus email)"
4. Insert your Username and your Password
5. Select "Rules"
6. Create a "New" rule that forwards your emails to the designated personal email address.

If you have questions or difficulty forwarding your mail, contact the HELP DESK in Hoggard Hall, located on the 1st floor (962-4357 or 962-HELP). Through a call to the Help Desk, students can have their campus e-mail account messages routed to another e-mail address that they already use frequently, such as Yahoo or AOL; however, some students like to keep their campus e-mail separate from personal mail. Campus Web mail provides for saving messages into folders, sending documents by attachment and can be configured to do about whatever other email programs do.

Computer Safety and Precautions

The lack of standardized formal instruction about working with computers and informal methods of learning have resulted in gaps in knowledge for nearly all of us who use them. Many people are not aware of precautions that need to be taken if they are to avoid damaging expensive machinery, loosing valuable data from disks and machines, and using computerized transfer of information in unethical ways. Here are some basics:

Operate shared-use machines with respect. They are expensive, complicated machines. Get help from the LRC director or student assistant immediately if a program does not function as it should. Report any equipment problems to the LRC Coordinator or Faculty Secretary if the LRC Coordinator is unavailable. Do not turn off one of the PCs or change the settings. If printers malfunction, report the situation and **never** leave a machine in an unusable state for the next student.

Always close out of the program you are using when finished working at the computer station. You should log off or close out of any password protected account you are accessing when finished. Check the disk drive and USB ports to be sure you have removed all storage media before leaving the lab. Push your chair back to the station and tidy items around the station before leaving the lab. Dispose of trash and papers properly.

Do not repeat print commands without finding out the cause for the failure to print. The computers and printers store the command to print, and when the printer is turned off it does not forget print jobs stored in its memory. Close out all programs back to the Windows opening screen when you finish working.

Keep food and beverages away from computer stations. These items are not only harmful to the computer equipment, but can present a hazard to you and other students using the lab.

Familiarize yourself with the UNCW Responsible Use of Electronic Resources Policy.
<http://www.uncw.edu/policies/07-100-useelectronicres.htm>

LIBRARIES

Randall Library <http://library.uncw.edu/>

1. Holdings at the 165,000 square foot William Madison Randall Library include over 415,000 bound volumes, 460,000 government documents, 560,000 micro format items, 5,400 periodicals, and 3,400 videos. Audiovisual holdings include filmstrips, slides, audio cassettes, compact discs, records, kits, films, and computer software programs.
2. Nursing and health-care related holdings include 16,422 bound volumes, 366 periodicals, and 478 audiovisuals. The library's 22,000 piece audiovisual collection includes 478 nursing and health-care titles.
3. Randall Library has a large number of indexes and full text databases available directly from the web-based online catalog. Several of these databases are useful in searching the health-related literature, such as CINAHL (Cumulative Index to Nursing and Allied Health Literature), MEDLINE, Health Source Plus, CRS (Clinical Reference Systems), and ERIC.
4. A 1998 listing of the journal holdings at Coastal AHEC Library is in a black notebook in one of the open shelves in Room 109 of the Learning Resource Center in Hoggard Hall.
5. The library homepage can be reached from any place providing an Internet connection.
6. ROCK, the Randall On-Line Catalog, is available both in the library, and from any location supporting TELNET or a world wide web browser via computer, to search the library's holdings for books, audiovisual resources, and United States documents since 1990.
7. Randall Library Interlibrary Loan Service obtains books, periodicals, and documents not available at UNCW.
8. Additional equipment and services include twenty laptops (available for checkout), photo copiers, telephones, calculators, compact disc players, study rooms for groups, and handicapped services such as parking spaces, access ramps, and elevator.
9. The library houses the two largest informational technology labs on campus, including a special computer cluster for graduate students only.
10. The library is open 96 hours per week during the academic school year and 42 hours per week during the summer sessions.

Using Randall Library—Computer Access:

1. On the VAX: At the "\$" prompt, type in the words "telnet rock." The computer screen asks you what kind of terminal you have; type in the letter "v." It will ask you if you said "v." Type in the letter "y" for "yes." Wait just a moment and the library catalog, looking just like the one in Randall, will pop up on the screen.
2. If Randall does not seem to have what you want: Note that one of the choices on that main opening screen is "G" to "Get an item on interlibrary loan." If you choose "G," the screen display will then ask you for your last name, your social security number, and your "PIN" number. If you have never before used your library PIN number, then you create one. It is a password that you use from now on (anything 4 or more letters or numbers) and remember for next time. With that PIN number you can also check your library record (what you have checked out, etc.). Items requested on interlibrary loan can be books, photocopies of journal articles from journals held by other libraries, etc. It takes, on average, a week for Randall to get times requested and let you know, by way of a letter sent to you by campus mail, that your request is ready to be picked up. Some items can be sent out by as early as the next day from other libraries if they are readily available; others can take a long time if there is a waiting list of other people trying to borrow them.
3. On the Web, using Netscape: From the UNCW homepage, click on "Inside UNCW," then choose "Library," then "UNC Coastal Consortium." After that, choices include "Search the library catalog," "Request materials on interlibrary loan," etc. You type in the same kinds of information as you would using the VAX, clicking first inside the boxes where you are going to type in the requested information. You can either use your mouse to move from one of the blank boxes to another or use the tab to move from one box to the next.
4. Randall Library's Web Page: Configuration of Randall Library's webpage is changing frequently in 1998 as index databases (formerly available only on CD-ROM's in the building) are being made accessible to all students and faculty, both on and off campus, with access to a web browser, because of the NC-LIVE statewide purchase of access to these copyrighted databases. From the library's online catalog webpage, you can gain access to CINAHL and other indexes and many full-text resources through the web by entering your name, university ID number and PIN, when requested. Follow the directions on the screen to see the citations and articles, and be aware that search procedures will change as web pages change design.

5. Checking-Out Items from Randall: Books owned by Randall are checked out to faculty for the entire semester. Graduate students can check out books (or government documents) in the general collection for four weeks. Interlibrary loan items vary according to times set by the lending institution. It is usually 3-4 weeks; Randall videos not on reserve go out for a week. The library card for faculty is his/her UNSea ID card, and must be presented to check out items. If a faculty member wants to send a student assistant, or anyone else, with his/her card to check out items, he/she can call circulation (910) 962-3272 or the reserve desk at (910) 962-3790 and tell the person on duty that a student is to use the faculty card. If a student is to have "faculty access" on a regular basis, a letter can be sent at the beginning of the semester to Joyce Johnson, circulation supervisor, stating that that person has permission to check out items for a particular faculty member. Faculty ID card will still be needed.
6. Putting items on reserve (For faculty and/or RA/TA use): Send or take photo-copies articles or your own personal books to be put on reserve to the Reserve/AV desk on the first floor. Photo books that the library owns to be put on reserve send Carolyn Andrews, reserve librarian, a list of the titles, authors, and editions. The staff will retrieve the books and put them on reserve. All reserve items are loaned out for either 2 hours, 24 hours, or three days. You choose which period you want for your students. You also need to tell the reserve staff the course number which the items are to be listed, and the name of the instructor.

The School of Nursing Library (LRC):

- The School of Nursing has its own two-room Learning Resource Center under the direction of the learning resource center director.
- Students have access to reference materials, and extensive audiovisual library, and networked computer lab.
- There are several video tape players for use with the over 200 instructional videotapes.

Coastal AHEC Library:

1. An excellent library facility is maintained by Coastal Area Health Education Center (AHEC) located in the building adjoining New Hanover Regional Medical Center; 2131 South 17th Street (Cameron Building), Wilmington, NC 28402, (910) 343-0161, Ext. 226.
2. Materials are cataloged according to the National Library of Medicine cataloging scheme. Anyone may use the materials in the building, including viewing of videotapes, photocopying of journal articles from the extensive Medicine, Nursing, Allied Health, EMT and Paramedical periodicals collection, using the electronic and online data indexes, etc.
3. Healthcare professionals from the community may also register as borrowers and check out materials from the Coastal AHEC collection.
4. Since many nurse practitioner program students may already have position in the health care field in the region, they may already be registered as borrowers in the Coastal AHEC Library. However, students wishing to check out materials solely for use with classwork are not considered "health professionals" as defined by the AHEC library mission policies. A 1998 listing of the journal holdings at Coastal AHEC Library is in a black notebook in one of the open shelves in Room 106 (the computer lab) of the Learning Resource Center in Hoggard Hall.
5. Educational institution libraries where students are registered for their classes are expected to meet the needs of their students for course materials.
6. As a general policy, Master's program students who need books not available from the Randall Library collection for longer periods of time for research projects, etc. should try to obtain them through the Interlibrary Loan Office at Randall Library.

Note: Library hours are as follows: Monday – Thursday, 7:30 a.m. – 9:00 p.m.; Friday, 7:30 a.m. – 8:00 p.m.; Saturday, 8:30 a.m. – 2:30 p.m.; and, Sunday, 2:00 p.m. – 6:30 p.m.

Keeping up with the Nursing Literature:

The UNCW Library is to provide the Master of Science in Nursing students a service, which to this point, has been available only to faculty. With one's e-mail account, the "Uncover Reveal" service will be accessible. This electronic service provides articles from 20, more as service grows, current nursing journals. Details and usage instructions will be presented by library personnel during the first Informatics course. To access this service away from campus, one must have his/her own web server.

INFORMATION TECHNOLOGY SYSTEMS

Where can I get computing help?

Your best resource for information in Information Technology Systems (ITS) is the Help Desk, located in Hoggard Hall, Room 218. The Help Desk can assist you with many computing problems including converting files, bad/unreadable disks, modem connections and e-mail account problems. For more information, come by the Help Desk, call 962-HELP, or go to the Help Desk Web site <http://www.uncw.edu/itsd/tac.htm>

What is E-mail and how do I get an account?

E-mail is electronic mail, and is commonly used by faculty to communicate with their students. An e-mail account will be automatically set up for you when you enroll at UNCW. (See Using Campus E-Mail.)

Do I really need a computer?

Professors require that projects are typewritten, and may list their assignments on the Web. It is advised that you have your own computer, or direct access to one; however, if you don't have a computer, ITSD has several computer labs located on campus. Computer labs are available in Randall Library, Social & Behavioral 221, Union 105, Bear 202, Schwartz, Galloway, Belk and Graham. Each lab has access to e-mail, word processing, spreadsheets, Power Point and the World Wide Web. Check the ITS Computing Lab home page (<http://www.uncw.edu/itsd/labs>) to get lab schedules.

How do I find out about other campus resources?

The easiest way to find out about other campus resources is to visit the UNCW Home Page at <http://www.uncwil.edu>. From here you can access the following and much more:

- schedule of classes
- library resources
- university phone directories
- institutional facts
- academic calendars

What access to computing resources are available from my residence?

The university provides a pool of modems (962-4270) for access to text-based computing resources such as e-mail and searching the library's on-line catalogue. For Internet or Web surfing access from their residence, students must contract with an ISP (Internet Service Provider). Look in the Yellow Pages under "Computers—On-line Services". Check with Information Technology Systems (ITS) for the latest information. (See Using Campus E-mail.)

SIMULATION LABORATORY

The School of Nursing Simulation Laboratory (Sim Lab) is equipped with human patient simulators and other manikins, hospital beds with oxygen and suction simulators, monitors and other instrumentation for physical assessments and nursing care skills. The faculty has redesigned the Sim Lab (Friday Annex) to include stations that reflect primary care health assessment settings and home care adaptation. To support the primary care/family nurse practitioner program, equipment is in place to provide health assessment and practice for the MSN students. The Sim Lab upgrades create a state of the art health assessment environment.

PROFESSIONAL DRESS

Students must wear appropriate professional attire or required uniforms, and follow agency guidelines during any clinical experiences. Guidelines specific to clinical sites will be given by clinical instructors. Except in special situations (as determined by clinical faculty), sportswear or jeans are not appropriate attire. Students must have proper identification, and required equipment needed for clinical experiences.

PRE-LICENSURE NURSING MAJORS: CLINICAL DRESS CODE

Nursing students are representatives of UNCW and must present themselves as professional role models. Behavior and dress must not violate agency policy and must comply with generally acceptable norms of professional behavior among the healthcare community. The dress code may be changed and additional restrictions may be added if necessary.

1. Uniform Requirements:

- a) Uniforms are to be neat, clean, fit appropriately and be in a good state of repair, and not wrinkled

- b) Uniform consists of white oxford shirt, navy blue cargo pant, and navy blue cardigan warm-up jacket (uniforms are ordered through Castle Uniforms)
 - c) School patch must be on left pocket of oxford shirt and on left side of warm-up jacket (Patches are purchased at UNCW bookstore)
 - d) Shirt is to be tucked-in, no rolled-over waistbands, no frayed hems on pants
 - e) Plain white, blue or black socks (Solid colored)
 - f) Plain black or navy blue shoes—closed toe and closed, flat heel. No clogs.
 - g) Appropriate white under garments are to be worn and undetectable through the professional attire. (No undergarments to be showing outside the uniform or showing through the uniform.)
 - h) When going to the clinical site for clinical assignments, appropriate attire must be worn. Lab jackets may be worn over attire as defined in item 6, below.
2. The UNCW photo identification badge must be worn at all times when in uniform and must be visible (i.e. not turned so identification is not visible). No stickers are to be placed on the identification badge.
 3. Hair must be neat, clean, pulled back and secure with small, simple hair accessories so hair does not come in contact with the patient. Long pony-tails must be secured. Hair color of an unnatural tone is not permitted. Unnatural hair color refers to purple, orange, green, etc.—colors not found in natural hair colors/shades.
 4. Male students must be neatly shaven. If a mustache and/or beard is worn, it must be short, clean and well groomed.
 5. Jewelry permitted when in the clinical (for both male and female students) includes the following:
 - a) A wrist watch capable of timing seconds.
 - b) No jewelry other than one plain, banded ring
 - c) If a religious medal or other neck chain is worn, it must not be visible on the uniform.
 - d) Facial and oral jewelry is not permitted, and no visible body piercing jewelry is permitted other than one pair of earrings (one piercing per ear) less than ½ -inch in diameter, non-dangling.
 6. Students must follow the dress code of the affiliating clinical agency or specialty area/unit and always wear photo ID badge. Professional attire may be used in some clinical experiences as directed by the faculty. Shorts, jeans, tightly fitted clothing, and see-through, low-cut midriff revealing tops and bottoms, sneakers, spaghetti-strap tops are all inappropriate attire. No spike high-heel shoes, nor open-toed shoes or sandals.
 7. Students who do not follow this professional appearance code will be asked to leave the clinical area and will be counted absent for the clinical experience.
 8. Students are not permitted to wear fragrant products in patient care settings (cologne, perfume, aftershave lotion, etc.).
 9. Nails must not extend beyond the fingertips and must be rounded and clean.
 10. The use of artificial nails or nail polish is not permitted.
 11. Supplies to be carried when in uniform are black and red pens, scissors, and stethoscope.
 12. No visible tattoos are permitted.
 13. Per professional protocol, chewing gum or tobacco products are not allowed in the clinical setting.

CLINICAL RESEARCH PROGRAM DRESS CODE

Clinical Research (CLR) students are representatives of UNCW and must present themselves as professional role models. Behavior and dress must not violate agency policy and must comply with generally acceptable norms of professional behavior among the healthcare/industry community. The dress code may be changed and additional restrictions may be added if necessary.

Internship Dress Code Requirements:

Unless otherwise specified by the company or institution sponsoring the Clinical Research Internship, all CLR students must abide by the Clinical Research Program Dress Code

1. Apparel worn for the CLR Internship should be business casual, as defined by the following:
 - a) Business length or longer skirts
 - b) Business casual or dress slacks
 - c) Business suits or sports jackets
 - d) Shirts (no T-shirts) and sweaters
 - e) Apparel is to be neat, clean, fit appropriately, be in a good state of repair, and not wrinkled
2. The following apparel is not permitted :
 - a) Shorts, jeans, tightly fitted clothing, and low-cut midriff revealing tops, sneakers, and spaghetti-strap tops
 - b) See-through attire of any kind permitting viewing of undergarments
 - c) Skirts shorter than business length
 - d) Rolled-over waistbands and frayed hems on pants are not permitted
 - e) T-shirts
3. Unless a badge is provided by the company or institution sponsoring a Clinical Research intern, the UNCW photo identification badge must be worn at all times while working as an intern. No stickers are to be placed on the identification badge.
4. Hair should be neat and clean. Hair color of an unnatural tone is not permitted. Unnatural hair color refers to purple, orange, green, etc.—colors not found in natural hair colors/shades.
5. Male students must be neatly shaven. If a mustache and/or beard are worn, it must be short, clean and well groomed.
6. The following jewelry restrictions apply while working as an intern (for both male and female students):
 - a) Facial and oral jewelry is not permitted
 - b) Visible body piercing jewelry is not permitted
 - c) One pair of earrings (one piercing per ear) less than ½ inch in diameter is permitted
7. No visible tattoos are permitted.
8. Students the do not follow this professional appearance code will be reviewed for continuance in the Clinical Research Program

Per professional protocol, no chewing tobacco products are allowed while working hours of the Clinical Research Internship.

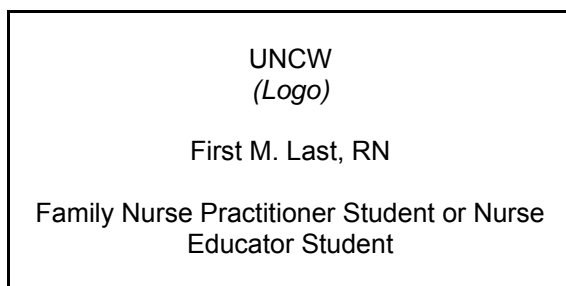
Name Tags and Badges

Patches are required only for the pre-licensure students, and are not considered name tags, but rather part of the uniform. A separate statement about patches will be included in the letter the pre-licensure students receive regarding ordering uniforms. Patches are to be purchased at the UNCW Bookstore, as part of the uniform requirement.

It is required that UNCW SON students be identified by school, name and role. Pre-licensure students will accomplish this by maintaining the same picture ID name tag they have used. Since NHRMC, as the primary agency for pre-licensure students, requires the picture ID, instructions for obtaining the picture ID will continue to be stated in the letter to pre-licensure students, and addressed in orientations. Any reference to this particular picture ID will not be stated for the RN or the MSN students.

Should an RN or MSN student be assigned to an agency that requires a picture ID, it will be the student's responsibility to obtain that agencies' standard ID, in addition to the badge-type name tag, which will be required of the UNCW SON.

- **NAME TAGS**—All admitted MSN students must purchase UNCW name tags. It is the student's responsibility to pay for pins and pick up these pins. Each student must obtain a name tag with the following information, using a consistent format:



(Not to scale)

Two vendors in Wilmington are prepared to assist you in obtaining name tags—brushed gold background with black lettering, 1 ½ " by 3" plastic tag with magnetic clasp.

- Coastal Engraving, 118-A S. Kerr Ave., Wilmington, NC 28403, (910) 392-5340.
 - Four Seasons Trophy Shop, 221 S. Kerr Avenue, Wilmington, NC 28403, (910) 799-8840.
- (For additional information, please reference the "Expenses and Equipment" section.)

ADDRESS/NAME CHANGE

Students who change addresses or names must submit the change(s) to the School of Nursing Student Services Office and the UNCW Registrar's Office, James Hall, (910) 962-3125.

CANCELLATION of CLASSES

<http://www.uncw.edu/catalogue/PDF%20Cat/06-07%20Undergraduate%20Cat.pdf>

The School of Nursing follows the policies of the greater University with regard to scheduled class times. In the case of inclement weather (such as hurricanes, ice storms, etc.) the School of Nursing will follow the schedules established by the University. Students are encouraged to listen to local radio and television stations for these schedules. Students are also reminded that they are to utilize sound, personal judgment when deciding whether to commute for a learning experience.

INCLEMENT WEATHER

www.uncw.edu/stuaff/doso/documents/Code.of.Student.Life.pdf

Please reference the “Safety Department” section in the current issue of the *University of North Carolina at Wilmington Student Handbook and Code of Student Life*, relative to hurricane evacuation and other unusual situations. For questions and/or policy details, call the Safety Department at (910) 962-3108.

CLASS AND CLINICAL ATTENDANCE POLICY

<http://www.uncw.edu/catalogue/documents/catalogue.pdf#page=85>

The university policy regarding class attendance, as found in the current issues of *The University of North Carolina at Wilmington Undergraduate Catalogue* and *The University of North Carolina at Wilmington Graduate Catalogue*, respectively, states the following:

Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class for which they are registered.

Students are expected to be on time for class and clinical assignments. If attendance sheets are required by the instructor, the student is responsible for signing the daily attendance sheet.

A student must notify the instructor and/or the clinical agency if s/he is unable to attend on the assigned day. This notification should be made before the beginning of the clinical experience. The student is responsible for demonstrating the achievement of clinical objectives with the validation and evaluation of the nursing faculty. Absences from clinical sessions may result in an unsatisfactory clinical evaluation. Tardiness for clinical experiences is not acceptable.

A student who comes unprepared for his/her clinical assignment will not be permitted to participate in the scheduled clinical experiences and will be considered absent (unexcused).

The student who arrives at his/her clinical setting with symptoms of illness may be dismissed by the instructor, constituting a clinical absence. Faculty may request medical certification of the health status of the student. Excused absences may be made up at the discretion of the faculty.

CAMPUS/OFFICE MAIL SYSTEM

Undergraduate students will have general campus information sent to the Warwick Center mailboxes. Undergraduates will have all campus mail go to assigned campus mailbox, in the Warwick Center. In contrast, graduate students will have all campus mail go to the student’s department; therefore, graduate students will no longer be automatically assigned a campus mailbox in the Warwick Center. All graduate student mail will be delivered to the “mailboxes” in the School of Nursing. (Information that has been sent to permanent addresses will continue to go to those permanent addresses.) Individual graduate students who want to have a campus mailbox in the Warwick Center can apply for one, on a case-by-case basis.

OFFICE HOURS OF FACULTY

Office hours are posted outside faculty offices, and students are expected to make appointments to see a faculty member during these or other arranged times. Students should not hesitate to seek faculty assistance.

PARKING

www.uncw.edu/ba/parking_trans

UNCW has a “one-mile” rule, prohibiting undergraduate students living in a one-mile radius of campus from having permission to park on campus. The “one-mile” rule does not apply to graduate students, in terms of student parking opportunities—a graduate student may live within one-mile of campus and obtain permission to park on campus. Only graduate teaching assistants (GTAs) are eligible for faculty-level parking decals, not all graduate students. The School of Nursing has graduate research assistants (GRAs); therefore, any/all MSN students would be eligible for the purchase of student decals only. Only eligible students may purchase decals in Auxiliary Services, Warwick University Center.

BULLETIN BOARDS

Information will be posted on bulletin boards throughout the School of Nursing. Please check regularly.

E-MAIL

www.uncw.edu

Electronic mail (e-mail) is an important component of communication between School of Nursing faculty, administration and students; therefore, all students are required to have an e-mail account. You will be provided an e-mail address when you open your Internet account. Be familiar with e-mail and use it regularly.

**SECTION II—BACCALAUREATE DEGREE PROGRAMS
BACHELOR OF SCIENCE with a CONCENTRATION in NURSING**

<http://www.uncw.edu/son/>

PRE-LICENSURE BACCALAUREATE PROGRAM

Curriculum Overview

The UNCW School of Nursing provides an integrated curriculum for nursing students who are preparing for the registered nurse licensure examination. The purpose of this baccalaureate program is to prepare a generalist who possess the knowledge, skills, and attitudes with which to practice family-centered professional nursing in a variety of current and emerging health care delivery systems. In addition, the program is designed to provide a foundation for graduate nursing education. Through interactions with clients – individual persons, families and communities – and other health care professionals, nursing graduates will contribute toward meeting the wide-ranging needs of the region, state, and the larger community.

Curriculum Objectives

The main objective of the curriculum incorporates the professional values of client-centered care (altruism, human dignity, and autonomy), life long learning (clinical reasoning and integrity), and quality improvement (research and social justice). These professional values are vertical threads which are emphasized during the course offerings that address each of the horizontal core concepts.

Upon completion of curriculum, the new graduate will be able to:

1. Design client-centered care through an altruistic concern for the welfare of others while supporting autonomy and respecting human dignity.
2. Demonstrate integrity based on accountability and responsibility by engaging in clinical reasoning skills and life long learning.
3. Plan quality improvement measures that support legal/ethical standards through the use of evidence-based practice.
4. Improve health of clients through support and promotion of care within the appropriate cultural context.
5. Promote public and global health integrating the knowledge of epidemiology, considering healthcare systems, healthcare policies and respect for the environment
6. Maximize health maintenance of clients through interdisciplinary management of risk reduction, disease prevention and the management of illness
7. Demonstrate competence in nursing roles through the use of the nursing process, communication, documentation, technical skill and information and healthcare technology.

**Pre-licensure Baccalaureate Program Sequence
Sample Schedule of Courses
(for students seeking admission to the SON in Fall 2007 or subsequent fall semesters)**

**Fall Admission
Pre-requisites Courses**

First Year Pre- Professional Courses (Fall)	First Year Pre-Professional (Spring)
ENG 101 College Writing & Reading I 3	HST (choice) 3
PED 101 Foundations of Physical Activity 2	Lang (choice) 3
*PSY 105 General Psychology 3	Fine Arts (choice) 3
*CHM 101*** General Chemistry 4	Literature (choice) 3
BIO 204 Principles of Biology: Cell 4	*MAT 111 College Algebra or MAT 151 3
Total 16	*SOC 105 Intro to Sociology or ECN 125 Survey of Econ or ECN 221 Principles of Econ*** 3
	Total 18

***CHM section 260 (online is preferred)

***ECN 125 is preferred, must have MAT111 to take ECN221

Second Year Pre- Professional Courses (Fall)	Second Year Pre-Professional (Spring)
*BIO 240 Human Anatomy & Physiology I 4	*BIO 241 Human Anatomy & PhysiologyII 4
*PSY 223 Life Span Human Development 3	*BIO 246 Microbiology of Human Disease 4
ENG 201** College Writing & Reading II 3	NSG 251 Comm Skills for Health Prof 3
*BIO 246 Microbiology of Human Disease 4	*STT 210 or STT 215 Intro to Statistics 3
*PAR (choice prescribed) ** 3	ENG 201** College Writing & Reading II 3
Total 7-17	Total 10-17
	** BIO 246, ENG 201, PAR (choice) may be taken either semester

PAR (Choices) 101,110,115,205,211, or 215

Professional Courses

Juniors

Third Year Professional Courses (Fall)	Third Year Professional (Spring)
NSG 250 Introduction to Health Assessment 3	NSG 325 Intro to Pharmacotherapeutics 3
NSG 326 Adult Health I Nursing 8	NSG 329 Mental Health 4
NSG 328 Intro to Pathophysiology 3	NSG 332 Community Health Nursing 5
NSG 327 Clinical Reasoning/Sci Inquiry 3	NSG 334 Gerontology/End of Life Care 3
Total 17	Total 15

Seniors

Fourth Year Professional Courses (Fall)	Fourth Year Professional (Spring)
NSG 333 Leadership & Management in Nur 3	NSG 403 Adult Health II Nursing 9
NSG 401 Pediatric Nursing 4	NSG 404 Health Policy 3
NSG 402 Maternal-Infant Nursing 4	Elective (NSG) 2-3
NSG 415 Research in Nursing 3	Total 12-15
Elective (NSG) 2-3	
Total 14-17	

Approved Jan. 2006

9) = Prerequisite Required by Nursing

** = May be taken either semester

*** = alert for prerequisite or special circumstance (see relevant notation)

**Pre-licensure Baccalaureate Program Sequence
Sample Schedule of Courses
(for students seeking admission to the SON in Spring 2008 or subsequent spring semesters)**
Pre-requisites Courses

First Year Pre- Professional Courses (Spring)	First Year Pre-Professional (Fall)
ENG 101 College Writing & Reading I 3	HST (choice) 3
PED 101 Foundations of Physical Activity 2	Lang (choice) 3
*PSY 105 General Psychology 3	Fine Arts (choice) 3
*CHM 101*** General Chemistry 4	Literature (choice) 3
BIO 204 Principles of Biology: Cell 4	*MAT 111 College Algebra or MAT 151 3
Total 16	*SOC 105 Intro to Sociology or ECN 125 Survey of Econ or ECN 221 Principles of Econ*** 3
	Total 18

***CHM section 260 (online is preferred)

***ECN 125 is preferred, must have MAT111 to take ECN221

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*BIO 240 Human Anatomy & Physiology I 4	*BIO 241 Human Anatomy & PhysiologyII 4
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ENG 201** College Writing & Reading II 3	NSG 251 Comm Skills for Health Prof 3
*BIO 246 Microbiology of Human Disease 4	*STT 210 or STT 215 Intro to Statistics 3
*PAR (choice prescribed) ** 3	ENG 201** College Writing & Reading II 3
Total 7-17	Total 10-17
	** BIO 246, ENG 201, PAR (choice) may be taken either semester

PAR (Choices) 101,110,115,205,211, or 215

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Total 17	Total 15

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NSG 402 Maternal-Infant Nursing 4	Elective (NSG) 2-3
NSG 415 Research in Nursing 3	Total 12-15
Elective (NSG) 2-3	
Total 14-17	

Approved Jan. 2006

* = Prerequisites Required by Nursing

** = May be taken either semester

*** = alert for prerequisite or special circumstance (see relevant notation)

NURSING ELECTIVES AVAILABLE HOURS

NSG 480/580	Transcultural Health Care	3
NSG 481	Spanish for Health Professionals	3
NSG 483/583	Migrant and Farm Worker Health	3
NSG 486	Family Nursing	3
NSG 487	Genetics and Molecular Therapies	3

DEGREE REQUIREMENTS

Total Hours: 124
Nursing Concentration Requirements:..... 66
Basic Studies and Collateral Requirements:..... 58

A minimum grade of "C" (a 2.0 on a 4.0 scale) in each nursing major course.

A grade of C or better in each of the basic studies and collateral courses required by the nursing program.

Students matriculating in the School of Nursing (SON) or interested in applying for admission to the SON should keep abreast of changes in the program(s) requirements by remaining in communication with the Student Services Office, School of Nursing, University of North Carolina Wilmington, Wilmington, NC, 28403-3297, and frequently reviewing the School of Nursing Website at <www.uncw.edu/son>.

Application/Admission Process

Admission to the University of North Carolina Wilmington (UNCW) is required prior to admission to the School of Nursing. Transfer students must submit an application to the UNCW Admissions Office by November 1 for spring and March 15 for fall (www.uncw.edu/admissions).

A School of Nursing application must be completed and submitted to the Student Services Office, School of Nursing, by **January 10th for consideration for Fall Admission** and August 10th for consideration for Spring Admission.

Applicants will be notified in writing of admission status.

Policies and Procedures Guiding the Admission Process

The School of Nursing seeks students who are well-rounded individuals with diverse backgrounds and strengths. Admission to the School of Nursing is competitive. Enrolling students will be selected from all applicants meeting the following minimum requirements.

Admission Criteria

To be considered for admission to the School of Nursing, the following criteria must be met:

1. Admission to UNCW.
2. A 2.5 total GPA is required for evaluation of a student's transcript by the School of Nursing; consideration will be given to mature learners. Each student's total GPA including the fall semester/quarter grades of application year is calculated on all transferable college courses attempted at all accredited institutions of higher education according to the guidelines in use by the UNCW Admissions Office.
3. Successful completion of all required Basic Studies and prerequisite courses by the end of spring or fall semester of the year of admission, as per the University calendar as follows:
A minimum of 39 hours of Basic Studies, including foreign language, must be completed prior to admission to the School of Nursing.
Minimum grade of "C" in all required prerequisite and corequisite courses and their accompanying labs: BIO 204, 240, 241, 246; CHM 101; MAT 111 or 151; either PAR 101,110,115, 205, 211,or 215; PSY 105, 223; either SOC 105 or ECN 125 or 221; STT 210 or 215; and NSG 251.
4. Physical, mental and emotional health that enables a student to participate in and complete the program.
5. Certification as a nursing assistant (C.N.A.-I) is required, to be completed prior to application deadline. Applicants must have taken a course with a clinical component.
6. A satisfactory score on the HESI Admissions Examination is required.

In addition to the minimum criteria the following will also be considered:

1. Students with a prior baccalaureate degree from a regionally accredited institution.
2. Students with backgrounds in keeping with the University's commitment to a diverse student body.
3. Students' GPA on courses prerequisite to nursing. (See Admission Criteria #3,a,b,c)

Admission Application Procedure

The SON admission application must be completed and submitted to the Student Services Office, School of Nursing. A \$25 application fee, paid by check made out to the UNCW School of Nursing, must be included with this application. At the time of application, students must also submit transcripts for all college courses taken outside of UNCW. **Deadline for fall applications** to the School of Nursing (enrolled UNCW students and transfer students) is **January 10th** and **spring applications, August 10th**.

TRANSFER STUDENTS: If you have not been admitted to UNCW, your complete application to the University, including copies of all transcripts, must be sent to the UNCW Admissions Office no later than November 1 for spring or March 15 for fall. Your application to the School of Nursing will not be processed until you have been admitted to the University. This requires a separate application process and evaluation of official transcripts by the University Admissions Office. If your school is on the quarter system, please have an official transcript of your Winter Quarter grades sent to the UNCW Admissions Office as soon as possible, but no later than March 30. Transfer students must present documentation of Quarter or Semester grades to the Student Services Office of the School of Nursing, as soon as completed.

Progression Policies in the Major

In order to progress in the nursing or in clinical research major, the student must receive a grade of "C" (2.0 on a 4.0 scale) or better in each major course and complete the co-requisites and prerequisites as stipulated for each course. Failure to earn a grade of C or better all major courses will result in dismissal from the nursing or clinical research program. A student is permitted one opportunity to repeat one (1) failed course in the professional course sequence. Progression is contingent upon achievement of a grade of C or better when repeating a professional course.

Any student who fails more than one professional course while matriculating in the Bachelor of Science programs (Nursing or Clinical Research) will be dismissed from the program.

Graduate students matriculating in the MSN-FNP and MSN-NE options must achieve a grade of B or better in all courses (see UNCW Graduate Catalogue) in order to progress.

Dismissal Policies

Students may be dismissed from the nursing and clinical research programs for any of the following:

- 1) Unsafe clinical practice. (See policy on Dismissal for Unsafe Practice)
- 2) Unsatisfactory physical or emotional health.
- 3) Violations of the student Honor Code as stated in the UNCW Code of Student Life.
- 4) Excessive absences in classroom or clinical area or internship (CLR).
- 5) Conduct incompatible with the professional practice.
- 6) Unsatisfactory academic performance/course grades.

Only under unusual circumstances will a student who has been dismissed or voluntarily withdrew under these circumstances be allowed to reenter the nursing program. Any student who has been dismissed has the right to due process. (See UNCW Code of Student Life)

Readmission Policies

A student who receives a grade of "D" or below in any one major course may repeat the course the next time the course is offered if space is available. The student must notify in writing the Associate Dean for Academic Affairs of his/her intent to seek permission to repeat the course.

A student who is unsuccessful on the second attempt in a major course, or a student who receives a grade of "D" or below in two or more major courses must apply for readmission to the School of Nursing.

The student must meet all the stated deadlines and requirements for admission to the SON as stated in the university catalogue. A student reapplying will be considered within the total applicant pool for that admission year. A student who has been dismissed for unsafe practice will be considered within the total applicant pool for that admission year.

Transfer Credit

You may earn up to 64 semester hours (96 quarter hours) of credit toward graduation at a two-year college or 94 semester hours (141 quarter hours) of credit toward graduation from an accredited four-year college. Correspondence courses (maximum of 15 semester hours toward graduation), advanced placement credit, CLEP credit and military service credit (form DD-295 or Army/ACE Registry transcript) are included in this total.

Advanced Placement

Questions regarding advanced placement should be directed to the Administrative Council who will forward

relevant information to the Course Coordinator.

Withdrawal Policy for the University and School of Nursing

The School of Nursing complies with the policies/procedures of UNCW.

Policy for undergraduate students from UNCW Undergraduate Catalogue:

A student is allowed to withdraw from the University or from individual courses through the first week of the semester without having a grade entered on the academic record. Inclusive of the second through the sixth week of the semester any student who withdraws from the university or from individual courses will receive a grade of "W". A grade of "W" will not affect the student's grade point average. Beginning with the seventh week of the semester, a grade of "WF" may be assigned for each course withdrawal and will count as hours attempted; this failing grade may be changed to "W" should extenuating circumstances warrant. If a student is suspended after the deadline for withdrawal with a "W," each instructor shall assign a grade of "WF" or "W" based upon the student's academic performance prior to the suspension.

To withdraw from an individual class or classes, through the sixth week of classes, the student must report to the Registrar's Office before or on the last day of withdrawal, as indicated in the University calendar of events.

To withdraw from all classes and the university at any other time during the semester, the student must process an official withdrawal form through the office of the dean who oversees the student's major. A student who is assigned to the General College must process the form through the director of the General College. If the student is unable to appear in person to withdraw from all classes and the university, written notice must be sent to the appropriate dean's or director's office.

Should extenuating circumstances warrant the grade of "WF" assigned for course withdrawal after the withdrawal deadline may be changed to a "W." It is the student's responsibility to initiate an appeal for this change to be made. In the case of late withdrawals from individual courses or late withdrawal from all courses, the student must initiate the appeal in the office of the dean or director as stipulated in the above procedure for university withdrawal. The decision of the dean or director is final and must be rendered prior to the end of the semester in which the withdrawal occurred. A grade of "WF" that is not appealed successfully remains a permanent part of the student's academic record.

Withdrawal Policy for graduate students from UNCW Graduate Catalogue

A student is allowed to withdraw from the university or from individual courses through the first week of the semester without having a grade entered on the academic record. Inclusive of the second through week twelve of the semester, any student who withdraws will receive a grade of "W. "

A grade of "W" will not affect the student's grade point average. Beginning with the thirteenth week of the semester, a grade of "F" will be assigned for each course withdrawal.

To withdraw from an individual class or classes, the student must report to the Graduate School before or on the last day for withdrawal as indicated in the university calendar of events. To withdraw from all classes, the student must process an official withdrawal form through the Graduate School. If the student is unable to appear in person to withdraw, written notice must be sent to the Graduate School.

Should extenuating circumstances warrant, the grade of F assigned for course withdrawal may be changed to a "W." This determination will be made by the Graduate School. It is the student's responsibility to initiate the appeal. The decision of the dean is final and must be rendered prior to the end of the semester in which the withdrawal occurred.

Policy for withdrawal from the School of Nursing due to academic issues:

A student who fails more than one major course is withdrawn from the program and must reapply for readmission. Students can only be readmitted one time for academic reasons.

A grade of "C" or above is required for continuation in the School of Nursing. Any grade of less than "C" in a major course constitutes withdrawal from the program.

Grade Appeal Procedure

Any student considering a grade appeal should understand that each faculty member has the academic freedom and responsibility to determine grades according to any method chosen by the faculty member who is professionally acceptable, communicated to everyone in the class, and applied to all students equally. However, prejudiced or capricious academic evaluation by a faculty member is a violation of a student's rights and valid grounds for a grade appeal.

Any student who contests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined in the section on resolving academic concerns, in this handbook. These procedures are not to be used in cases involving student academic dishonesty; the UNCW Code of Student Life is the policy guide for academic dishonesty. An appeal must be made in writing not later the last day of the next succeeding regular semester.

1. The student shall present the appeal in writing to the associate dean for academic affairs. The written statement shall limit itself to citations of evidence pertaining to the valid grounds for the appeal. By conferring with the student and the instructor, the associate dean for academic affairs will seek resolution by mutual agreement.
2. Failing such resolution the associate dean for academic affairs shall transmit the written appeal to the appropriate dean who will convene the Grade Appeals Committee.
3. The Grade Appeals Committee shall consist of the convening dean and five faculty members appointed by the dean. If the committee affirms the instructor's decision, the dean will notify in writing the faculty member, the student, and the associate dean for academic affairs as appropriate. If the committee supports the student's appeal, it shall prescribe the method by which the student will be reevaluated. The grade resulting from the prescribed reevaluation is final and may not be further appealed.

Class Attendance Policies

The University policies regarding class attendance states, "Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. **All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes.** It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered." (See UNCW Catalog)

Students enrolled in courses in the School of Nursing are responsible for class attendance and for the prescribed activities of the courses. **Students are expected to confer with faculty prior to anticipated absences and make arrangements for any required make-up assignments.** Students are expected to notify faculty when they will be unable to attend a class or clinical/internship experience. In the case of a clinical/internship absence, students are to notify the appropriate faculty member by the beginning of that experience. Following an absence, students will confer with the faculty member regarding the absence and any further assignments.

Residency Requirements

The final 31 semester hours of course credit, including 15 semester hours in the concentration at the 300 or 400 levels, must be completed at the University.

Time Limits for Completion

Bachelor of Science programs must be completed within a consecutive six calendar year period of time. Non-nursing courses which are more than ten years old will be evaluated individually by the faculty for currency and credit.

Transportation

Students are responsible for providing their own transportation to campus and for clinical, laboratory, or internship experiences. Clinical assignments will be made in a number of off-campus clinical agencies that range from five to sixty miles from the campus. Students will be expected to have transportation to attend clinical/internship activities at the prescribed time and place.

Equipment/Supplies

An estimation of the costs of the required items is as follows:

- **Liability insurance**—See "Insurance."
- **Health insurance**—See "Insurance."

- **Equipment**— to be determined, when necessary.
Nurse Pacs and Health Assessment Pacs (Nursing Majors only)
For the clinical semester, each Prelicensure Nursing student is required to purchase a Health Assessment Pac, for an approximate cost of sixty-five dollars (\$65.00), which contains supplies needed for completing health assessments. Additionally, each student is required to purchase a Nursing Skills Pac, for an approximate cost of one hundred thirty-five dollars (\$135.00), which contains supplies needed for learning patient care skills.
- **Uniforms**—
Uniforms (Nursing students only)
Students are required to purchase uniforms and wear them to all appropriate clinical assignments. The uniform is not to be worn when students are working in an agency as volunteers or for pay. The uniform is limited to university and clinical learning activities. Students are required to have a watch with a second hand and a professional stethoscope. Students will be notified of uniform requirements upon admission to the School of Nursing.
- **Supplies**—Name Tag—\$5.00 + tax. Please reference the “Name Tag” section.
Name tags
Professional program students are required to purchase a photo identification name tag. This name tag must be worn for all clinical experiences. The cost is approximately five dollars (\$5.00). Photographs will be taken the first week of summer school, as arranged by the School of Nursing.

Standardized Test Fees

Standardized examinations are administered during each semester. The results of these standardized tests are used as predictors of success for the NCLEX examination. In addition, the results of these tests are used to evaluate curriculum and student learning outcomes. Students are responsible for paying the cost of standardized exams. Fees are to be paid at the time tuition and other fees are paid or prior to beginning classes. Specific cost is per semester and is non-refundable. Secure the form for payment from the Student Services Office. Typically, the cost ranges from \$100.00 – 125.00 each semester.

Grading Policies

The School of Nursing will adhere to the grading systems of the University with the following modifications and ranges:

Assignment of numeric values for letter grades is a function of faculty within academic units; therefore, publication of the Grading Scales is presented in the course syllabus, as consistent with the policy documented below in this Student Handbooks rather than the university catalogue.

A = 92 – 100
B = 83 – 91
C = 77 – 82
D = 70 – 76
F = 69 and below

Theory and Clinical Grades

A grade of “C” or above is required in each major course for the Bachelor of Science programs.

Test-Taking Policy

- Students are responsible for reading and adhering to all portions of Section I – Academic Honor Code as stated in the UNCW Code of Student Life. It is the standard which guides students’ academic experiences in the School of Nursing and throughout the university.
- Student infractions of the honor code will be dealt with according to the Reporting and Adjudication Procedures of Section I – Academic Honor Code.
- Student use of any electronic or mechanical devices in a test review is strictly prohibited and constitutes cheating.
- During test administration, the only materials allowed at the student’s desk are pencil, eraser and other materials deemed appropriate by the instructor at the time of specific test.
- During test administration seating will be arranged by the instructor to maximize privacy of the individual student.
- No breaks will be allowed during administration of any portion/segment of an examination. Faculty

members may choose to divide long examinations into portions/segments in order to provide an opportunity for a break.

Clinical Grading Scale

Outcome Achievement Behaviors

Meets outcomes denoting an outstanding level of performance. Some indicators of outstanding performance are:

- Requests teacher guidance appropriately; however, functions well with minimal faculty supervision.
- Relates concepts and previous experiences to current situation.
- Plans and organizes nursing activities independently.
- Demonstrates consistency in high level of performance.
- Involves self actively in learning opportunities; takes advantage of additional and challenging activities.
- Demonstrates creativity and innovation in providing care.

Meets outcomes at a very good level of performance. Some indicators of very good performance are:

- Utilizes teacher guidance appropriately; functions well with some faculty supervision.
- Discusses the relationship of concepts and previous experiences when directed by the instructor.
- Requires some assistance from faculty in planning.
- Demonstrates consistency in providing very good care.
- Involves self moderately in learning opportunities.

Meets outcomes at a satisfactory level of performance. Some indicators of satisfactory performance

- Demonstrates little initiative, but implements responsibilities.
- Utilizes teacher guidance as given; functions well with moderate amount of faculty supervision.
- Discusses the relationship of concepts and previous experiences when assisted by the instructor.
- Requires assistance from faculty in planning and some repetition of instructions or prompters.
- Demonstrates consistency in providing a safe level of care.
- Demonstrates little involvement outside of minimal expectations in learning opportunities.

Fails to meet outcomes satisfactorily. Some indicators of unsatisfactory performance are:

- Demonstrates little or no initiative; does not complete responsibilities.
- Requires intensive teacher guidance and direct supervision.
- Demonstrates inability to discuss the relationship of concepts and previous experiences even with help from the instructor.
- Requires assistance from the instructor in planning and implementation of care.
- Demonstrates inconsistency in providing a safe level of care.
- Demonstrates negligible participation in learning opportunities.

Demonstrates unsafe practice even after repeated instructor counseling and/or remediation.

Attention All Students:

Students in the Clinical Research program, the RN-BS or RN-MSN options, or the MSN options are expected to review the previous policies and any specific policies that may be delineated in the sections of this Student Handbook pertaining to the specific program/option.

RN ACCESS (RN to BS) Option <http://www.uncw.edu/son/academic-rnaccess.htm>

OVERVIEW OF THE CURRICULUM— RN Access (RN to BS)

The UNCW School of Nursing (SON) RN-BS Option (RN Access) allows the working RN prepared at the associate degree or diploma level to obtain a Bachelor of Science with a Concentration in Professional Nursing in an online format. Any nurse that holds an unrestricted license to practice as a Registered Nurse in the State of North Carolina, or in one of the states participating in the Nurse Licensure Compact, may be eligible for admission.

Registered Nurses wishing to obtain the B. S. degree with a major in professional nursing must meet all university admissions and basic studies requirements. Because many of the required courses are sequential, have prerequisites, and may be offered only once a year, it is vital for students to complete them successfully in the proper sequence. In addition to university basic studies requirements and nursing requirements, students must take elective courses to satisfy the university requirement of a minimum of 124 hours. Sample schedules are available in the Center for Academic Advising, in the School of Nursing and on the School of Nursing Web site (<http://www.uncw.edu/son>). Upon successful completion of NSG 316, RN Access (RN to BS) students are granted 35 placement hours credit.

Nursing courses in the RN Access option are available online. Orientation is presented online and/or by special arrangement. Students must have sufficient computer skills to operate an internet browser (Internet Explorer or Netscape Navigator), a word processor, PowerPoint, Media Player or other video player, and e-mail. Students also must have access to a computer that supports internet browsers, word processors, PowerPoint, Media Player or other video player, and e-mail, at a minimum. For additional information see <http://www.uncw.edu/son> or contact the School of Nursing.

Admission and Application

After being admitted to UNCW, the student must submit an application to the SON. Among other requirements, students must have a GPA of 2.5 on all previous college-level coursework and have completed all required non-nursing courses (58 credits).

Registered nurse students may apply for admission to the RN Access Program after they have been admitted to the University. Applications to the RN Access Program are available from the student services office (910-962-3208). Application deadlines for the RN Access Program are:

Admission Deadline	March 1st
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For additional information, contact the Student Services Office, UNCW School of Nursing, 601 South College Road, Wilmington, NC 28403-5995; telephone number 910-962-3208.

Policies for registered nurse students are the same as those for pre-license students. Policies that differ are: selection procedure, class attendance (online active engagement), standardized examination fees and uniforms.

Non-Nursing Course Requirements (58 credits)

Any needed Basic Studies and Collateral courses may be taken at local community colleges. Students may transfer a maximum of 64 semester hour credits from two-year institutions and/or a maximum of 96 semester hour credits from four-year institutions.

Basic Studies (23 credits)

ENG 101	College Writing & Reading I	3
ENG 201	College Writing & Reading II	3
PED 101	Foundations of Physical Activity	2
One course from each of these five UNCW Basic Studies Categories (15 credit hours):	History (choice)	3
	Foreign Language (choice)	3
	Literature (choice)	3
	Philosophy and Religion (choose 1) PAR 101 or PAR 110 or PAR 115 or PAR 205 or PAR 211 or PAR 215	3
	Fine Arts (choice)	3

Collateral Courses (35 credits)

MAT 111 or MAT 151	College Algebra or Basic Calculus with Applications	3
CHM 101	General Chemistry	4
BIO 204	Principles of Biology: Cells	4
BIO 240	Human Anatomy & Physiology I	4
BIO 241	Human Anatomy & Physiology II	4
BIO 246	Microbiology of Human Disease	4
PSY 105	General Psychology	3
PSY 223	Lifespan Human Development	3
SOC 105 or ECN 125 or ENC 221	Introduction to Sociology Survey of Economics Principles of Economics	3
STT 210 or STT 215	Introduction to Statistics	3

Nursing Core Courses: Requires a minimum of one academic year of full-time study. Two or more years of part-time study is necessary to complete the required nursing major courses.

Placement Credits: A total of 35 semester hours of placement credits [Pharmacotherapeutics (3), Pathophysiology (3), Pediatrics (4), Maternal-infant(4), Mental Health (4), Adult Health I (8) and Adult Health II (9)] are awarded for previous nursing education upon successful completion of NSG 316

Nursing Course Requirements (31 credits)

UNCW Course	Title	Credit	Term
NSG 250	Health Assessment	3	Fall
NSG 316	Expanding Roles in Professional Nursing Practice	5	Fall
NSG 327	Clinical Reasoning	3	Fall
NSG 334	Gerontology	3	Fall
NSG Elective	TBA	3	Fall
		14 -17 cr hrs	Full-time Load
NSG 332	Community Health Nursing	5	Spring
NSG 333	Leadership	3	Spring
NSG 404	Health Policy	3	Spring
NSG 415	Nursing Research	3	Spring
NSG Elective	TBA	14 – 17 cr hrs	Full-time Load
NSG 480 NSG 481 NSG 483 NSG 486	Nursing Elective Courses – select one: Transcultural Health Care Spanish for Health Professionals Migrant and Farmworker Health Family Nursing	3	Spring or Fall

NSG 487	Genetics and Molecular Therapies		
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Program Completion and Requirements

A total of 124 credits are required for degree completion. All nursing courses are online. Students must have access to a computer with a reliable Internet connection, Microsoft PowerPoint, Microsoft Word, Internet Explorer, and a UNCW email account.

TOTAL HOURS:

- Basic courses: 23 credits
- Nursing Prerequisites: 35 credits
- Placement Credits: 35 credits
- Nursing Major courses: 31 credits

CLINICAL RESEARCH BACCALAUREATE PROGRAM

<http://www.uncw.edu/son/academic-bscr.htm>

Curriculum Overview

This Bachelor of Science program will prepare health science professionals to participate in the science and business of developing health care products and protocols, from discovery to market and human utilization. This four year undergraduate program includes a didactic curriculum and a mentored experience or internship in clinical research during the senior year. The Basic Studies, Collaterals, and Electives (64 hours) and Core Curriculum (61 hours) are designed to provide competency in methodologies, including protocol development and regulatory compliance; data collection, analysis and synthesis derived from human-oriented research; research ethics; assessment and evaluation of the safety and efficacy of investigational products; application of knowledge and skills to clinical situations; oral and written scientific presentation; and collaborative team membership. All CLR courses are online.

Curriculum Objectives

The curriculum is designed to provide competency in:

- clinical research methodologies, including protocols and regulatory compliance,
- data collection, analysis and synthesis derived from human-oriented research,
- research ethics,
- assessment and evaluation of the safety and efficacy of investigational products,
- application of knowledge and skills gained in the basic sciences to clinical situations,
- oral and written scientific presentation, and
- collaborative team membership.

Admission and Application

- Admission to University of North Carolina Wilmington
- Completion of UNCW Basic Studies and CLR prerequisite and collateral courses: BIO 204, 240, 241, 246; CHM 101, 102; CSC 110; MAT 111; PSY 105, 223, PSY 366 or SOC 345; SOC 105; STT 210
- Grade of "C" (2.0) in required science courses
- Completed application to Clinical Research Program with application fee
- Recommendation of Student Affairs Committee in School of Nursing
- Approval of the Clinical Research Faculty and the dean

Many of the required courses are sequential, have prerequisites, and may be offered only once a year; therefore, it is imperative that students consult with the academic advisor and follow the prescribed program of study. Students are also expected to complete the university Basic Studies requirements during the freshman and sophomore years because of the rigor and concentration of lab courses and the internship in the major. The recommended 15-17 semester hour course load each semester is necessary to complete the program in four academic years. In addition to the Basic Studies and required prerequisite courses, elective credits are also included in the 125 minimum requirements for graduation.

Special Health Requirement for School of Nursing -- Hepatitis B immunization (or signed declination), annual physical exam, and annual TB skin test or chest x-ray prior to clinical enrollment. A drug screen is also required for clinical placement and matriculation as relevant.

Other special requirements: Current CPR (Adult and Child), Annual Liability Insurance, Health Insurance, Criminal Background Check, and other requirements stipulated by clinical agencies.

Note: Program requirements must be adjusted to accommodate new competencies and regulatory guidelines. Students are advised to check with the academic advisor(s) or the associate dean for academic affairs to keep abreast of programmatic changes.

Ten-Year Rule: Science courses which are more than ten years old will be evaluated by the Clinical Research faculty for relevance.

For additional information, contact the Student Services Office, UNCW School of Nursing, 601 South College Road,

Wilmington, NC 28403-5995; telephone number 910-962-3208.

Bachelor of Science in Clinical Research Schedule

1st year

FALL SEMESTER		HRS.	SPRING SEMESTER		HRS.
ENG 101	College Writing & Reading	3	CSC 110	Fluency in Info. Tech.	3
PED 101	Fdns. Of Physical Activity	2	SOC 105	Intro. To Sociology	3
PSY 105	General Psychology	3	CHM 102	General Chemistry II/Lab	4
MAT 111	College Algebra	3	BIO 204	Principles of Cell Bio.	3
CHM 101	General Chemistry I/Lab	4	BIO 204	Principles of Cell Bio. Lab	1
				Humanities	3
		15			17

2nd year

FALL SEMESTER		HRS.	SPRING SEMESTER		HRS.
ENG 201	College Writing & Reading II	3	PSY 223	Lifespan Human Dev.	3
BIO 240	Human Anatomy & Phys.	3	STT 210	Intro. To Stats w/Apps. In Health Sciences	3
BIO 240	Human Anatomy & Phys. Lab	1	BIO 241	Human Anatomy & Phys.	3
	Fine Arts	3	BIO 241	Human Anatomy & Phys. Lab	1
	Humanities:	6	BIO 246	Microbio. Of Human Diseases	3
			BIO 246	Microbio. Of Human Diseases Lab	1
				+Elective...	2
		16			16

3rd year

FALL SEMESTER		HRS.	SPRING SEMESTER		HRS.
SOC 345	Sociology of the Family, OR	3	NSG 325	Intro. To Pharmacotherapeutics	3
PSY 366	Psych. Of Marriage & Family		NSG 250	Intro to Health Assessment	3
CLR 301	Basics of Clinical Research	3	CLR 305	Clinical Research Seminar	2
CHM 211	Organic Chemistry	3	CLR 310	Scientific Writing	3
CHML 211	Organic Chemistry Lab	1	CLR 320	Sci. Lit. Seminar	3
PAR 215	Bioethics	3	CLR 330	Fundamentals of Product Dev.	3
		13			17

4th year

FALL SEMESTER		HRS.	SPRING SEMESTER		HRS.
CLR 420	Regulatory Affairs	2	CLR 498	Senior Internship	12
CLR 430	Managing/Monitoring Clinical Trials	2	CLR 460	Senior Seminar	2
CLR 440	Pharmacoeconomics	3			
CLR 450	Data Management	3			
CLRL 450	Data Management Lab	1			
CLR 410	Advanced Sci. Writing	3			
MKT 340	Principles of Marketing	3			
		17			14

61 Hours Concentration in Clinical Research Semester Credit Hours 64 Hours Basic Studies and Prerequisites/Collaterals 125 **Total**

SECTION III —MASTER OF SCIENCE IN NURSING/FAMILY NURSE

PRACTITIONER Option <http://www.uncw.edu/son/academic-msn-fnp.htm>

Purpose

The Master of Science in Nursing (MSN) prepares advanced practice nurses who possess the knowledge, skill, attitudes, and values to meet the challenges of the 21st Century Health Care Delivery System as a Family Nurse Practitioner (FNP). The two-year full-time MSN Program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and the Commission on Collegiate Nursing Education (CCNE).

The purpose of the UNCW Master of Science in Nursing-Family Nurse Practitioner (MSN-FNP) option is to prepare an advanced practice generalist who possesses knowledge, skills, and attitudes to provide community focused primary care for culturally diverse families in rural or medically underserved areas. The 47-credit hour, primarily online, Family Nurse Practitioner options provides advanced theory and clinical education emphasizing:

- Primary health across the life span for underserved rural or urban populations.
- High quality, cost-effective, unique health care that results in a high level of patient satisfaction.

Objectives

The graduate of the UNCW School of Nursing Master of Science, family nurse practitioner option is able to:

1. Deliver family-centered advanced practice nursing services, based upon a conceptual framework, in underserved rural or urban settings.
2. Assume a leadership role in providing and coordinating healthcare through multidisciplinary collaborative relationships.
3. Interact with individuals, families, and communities to promote health, provide anticipatory guidance, health promotion/disease prevention, and health counseling to facilitate maximum health status.
4. Influence present and emerging roles of advanced nursing practice to meet the health needs of persons in changing social and health systems.
5. Base advanced nursing practice on synthesis of knowledge from social, behavioral, and natural sciences in addition to nursing theory and research.
6. Demonstrate commitment and accountability to health consumers and to professional standards.
7. Assume responsibility for continued personal and professional development.

ADMISSION REQUIREMENTS

Students desiring admission into the graduate program in nursing at UNCW must seek admission to the UNCW Graduate School. Admission to the UNCW Graduate School requires a completed Graduate School application; official transcripts of all college work; official scores on the Graduate Record Examination, general test; and three recommendations (one each from a former nurse faculty member and a current or former employer, preferred). Graduate Record Examination or Miller Analogies test scores more than five years old at the time of application will not be considered. In addition, students who are taking, or have taken, graduate work elsewhere must be in good standing at that institution to be eligible to take graduate work at UNCW.

Additional admission requirements include:

1. Current unrestricted North Carolina registered nurse license or registered nurse license from one of the affiliated Compact states.
2. One year professional experience as a BNS prepared registered nurse (FNP option only).
3. Baccalaureate degree in nursing from a nationally accredited program or satisfactory completion of the first year of courses defined in the UNCW-SON RN –MSN Option.
4. Strong academic record with a “B” average or better in basic courses prerequisite to graduate study in nursing.
5. Academic credits in nursing research, statistics, leadership, community health, and health assessment.
6. Computer competency.
7. Six semester hours of graduate level transferred credit may be accepted upon approval.
8. A comprehensive invited interview may be requested.
9. Additional items as needed.

Applicants are strongly encouraged to address accomplishments in these areas directly to the School of Nursing. The Graduate Admissions Committee may exercise discretion in the admission of promising students who present rationale for their fitness for graduate study yet lack compliance with all requirements. A personal interview may be required. Applications will be considered until the class is filed.

REQUIREMENTS: MSN DEGREE PROGRAM

MSN Degree requirements:

1. Total hours required. Major.

The MSN-FNP Option requires a total of 47 semester hours credit. Forty-four of those credits are in required nursing courses. One required elective course (three credits) may be a graduate nursing course or a graduate course offered by other departments and approved by the student's graduate committee. No minor is required.

The MSN-NE Option requires forty (40) graduate semester hours.

2. Grades required.

Students must maintain a grade of "B" (3.0) in all courses. A student ineligible to continue because of poor grades, based upon special circumstances, may petition the Graduate School for reinstatement. A petition for reinstatement must be accompanied by statements of endorsement or non-endorsement from the coordinator of the master's program and the dean of the School of Nursing. A student so reinstated will be dismissed, if again, his/her GPA falls below a "B".

3. Amount of transfer credit accepted.

A total of six semester hours of transfer credit may be accepted. Transferable courses include: nursing theory, nursing research, advanced pathophysiology, and advanced pharmacotherapeutics. Transfer credits must be approved by the graduate coordinator, the associate dean for academic affairs, and the Graduate School. An official transcript must be provided for documentation.

4. Change in approved program of study

With the approval of the faculty advisor and course faculty, some courses may be waived and another course substituted. The Waiver/Substitution form must be completed and signed by faculty advisor, graduate coordinator, and associate dean for academic affairs.

5. Time limits for completion.

Each student must complete an approved course of study within five years of the date of the first registration for graduate study to be eligible for graduation. www.uncw.edu/grad_info/index.htm

For further information, please reference the current issue of *The University of North Carolina Wilmington Graduate Catalogue*, and any supplements. www.uncw.edu/grad_info/index.htm

EXPENSES AND EQUIPMENT

Equipment/Supplies:

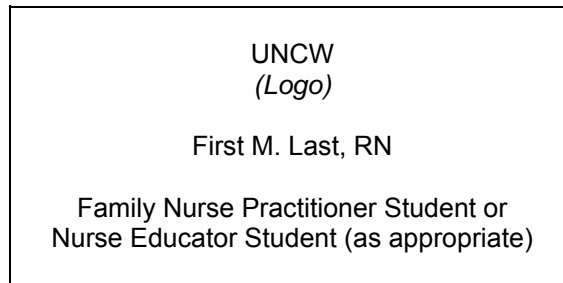
An estimation of the costs of the required items is as follows:

Requirements for both the FNP and NE Option

- **Liability insurance**—\$17.00 per year, required by the first day of clinical classes for coverage while working in a **student capacity only**. See "Insurance."
- **Health Insurance**—Variable/dependent upon policy/coverage. See "Insurance."
- **Unrestricted NC RN license**—Annual renewal fee
- **Supplies**—Lab Jacket; to be determined when style/vendor selected; Name Tag—\$6.00 + tax. **NAME TAGS**—All admitted MSN students must purchase UNCW name tags. It is the student's responsibility to pay for pins and pick up these pins. Each student must obtain a name tag with the following information, using a consistent format:

May Vary by MSN Option (discuss with academic advisor)

- **Equipment**—Oto/ophthalmoscope (diagnostic kit), ≈ \$340; cardiac stethoscope, ≈ \$105; reflex hammer, ≈ \$3; tuning fork, ≈ \$12; pocket eye chart, ≈ \$3; scissors, ≈ \$13; blood pressure cuff, ≈ \$30; two laceration trays, to be determined, when necessary.



(Not to scale)

Two vendors in Wilmington are prepared to assist you in obtaining name tags—brushed gold background with black lettering, 1 ½ “ by 3” plastic tag with magnetic clasp.

- Coastal Engraving, 118-A S. Kerr Ave., Wilmington, NC 28403, (910) 392-5340.
 - Four Seasons Trophy Shop, 221 S. Kerr Avenue, Wilmington, NC 28403, (910) 799-8840.
- (For additional information, please reference the “Expenses and Equipment” section.)

CORE PERFORMANCE STANDARDS

Admission to the School of Nursing Master of Science in Nursing program is not based on the following performance standards, but on the eligibility requirements defined in the admissions materials. **The performance standards are used to assist students in determining whether accommodations or modification are necessary and provide an objective measure upon which informed decisions can be based about whether the student can meet requirements.**

- Critical thinking ability sufficient for clinical judgment.
- Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.
- Communication abilities sufficient for interaction with others in verbal and written form.
- Physical abilities sufficient to move from room to room and maneuver in small spaces.
- Gross and fine motor abilities sufficient to provide safe and effective nursing care.
- Auditory abilities sufficient to monitor and assess health needs.
- Visual ability sufficient for observation and assessment necessary in nursing care.
- Tactile ability sufficient for physical assessment.

If an otherwise qualified student believes that he or she cannot meet one or more of the standards without accommodation or modifications, the nursing program will determine, on an individual basis, whether or not the necessary modifications can be made reasonably. The following process will be used:

1. Each student admitted to the Master of Science in Nursing program will be provided a *Master of Science in Nursing Student Handbook*, including a copy of the Core Performance Standards.
2. A student with disabilities who believes that he or she may need assistance in meeting the Core Performance Standards should contact Disability Services of the Student Development Center, Westside Hall, (910) 962-3746.

TRANSFER OF CREDITS

Please reference the section entitled “Transfer of Course Credit,” in the current issue of *The University of North Carolina at Wilmington Graduate Catalogue*. www.uncw.edu/grad_info/index.htm

1. In part, this section states that a maximum of six semester hours of graduate credit may be transferred from another accredited institution in partial fulfillment of the total hours required for the master’s degree. Transferable courses include: nursing theory, nursing research, advanced pathophysiology, and advanced pharmacotherapeutics.
2. Faculty will review graduate course work successfully completed at an accredited institution as acceptable for consideration. If a course is approved by that respective student’s advisor as warranting and the Associate Dean for Academic Affairs,” that student would not need to repeat that course in residence.

However, that student would be required to successfully complete a graduate level (500 or higher) course as additional elective hours. A Waiver/Substitution Form must be completed and signed by faculty advisor, graduate coordinator, and dean.

PROGRESSION POLICIES

1. A Master of Science in Nursing student must maintain a grade of “B” (3.0) in each required course in the FNP or NE option in order to remain in the program. A student who receives less than a “B” (3.0), but no lower than a “C” (2.0), in any course will be allowed to repeat the one (1) course. A student will only be allowed to repeat one (1) course. A student must maintain a cumulative GPA of 3.0. Please reference “Minimum Competency Requirement,” in the current issue of *The University of North Carolina Wilmington Graduate Catalogue*, and supplement. (See “Reinstatement” section below.)
2. An incomplete grade (“I”) indicates that the student was passing the course at the time of consideration for Incomplete, and due to circumstances beyond the student’s control, is unable to complete the course requirements. It also indicates that the student received consent from the course faculty member to complete the work for which the “I” grade is awarded. An “I” grade must be removed no later than one calendar year from the time the grade is awarded, unless a specific timeline is assigned the Incomplete contract. An “I” grade not removed will be converted to an “F.” (See reference below.) Please reference the sections entitled “Graduate Grading,” “Grades of Incomplete,” “Retention Policy,” “Minimum Competency Requirement,” “Policy on Repeating Courses,” and “Retention by Appeal,” in the current issue of *The University of North Carolina at Wilmington Graduate Catalogue*, in particular. In addition, all sections within the subtitle Academic Regulations and Procedures, pertain.
3. Students who wish to change from part-time to full-time, vice-versa, must submit an Application for Change in Approved Program of Study form to the Graduate Coordinator who will consult the Associate Dean for Academic Affairs of the School of Nursing. Requests will be approved on an individual basis taking into consideration the student’s academic performance and available space.
4. Students who do not have transfer credit for NSG 510 and NSGL 510 must take NSG 510 and NSGL 510 the semester before the NSG/NSGL 520, 521, 522 clinical management course series.
5. In order to progress in each course in the curriculum, students are expected to adhere to professional standards of advanced nursing practice and exhibit behaviors demonstrating role readiness. Examples of readiness include: 1) availability to the program; 2) collaborative interpersonal skills; 3) emotional stability; 4) ethical behavior and legal behavior; 5) clinical skills, and 6) personal and professional accountability.

GRADING POLICIES

The School of Nursing, Master of Science in Nursing Program will adhere to the grading systems of the UNCW Graduate School, as stated in the current issue of *The University of North Carolina at Wilmington Graduate Catalogue*.

Grades for graduate students enrolled in graduate courses must be reported as one of the following:

A (4 qp)	— excellent
B (3 qp)	— completely satisfactory
C (2 qp)	— minimally acceptable
F (0 qp)	— failure
S	— satisfactory progress (thesis)
U	— unsatisfactory progress (thesis)
I	— work incomplete
W	— withdraw passing

GRADE APPEAL PROCEDURE

Any student considering a grade appeal should understand that each faculty member has the academic freedom and responsibility to determine grades according to any method chosen by the faculty member which is professionally acceptable, communicated to everyone in the class, and applied to all students equally. However, prejudiced or capricious academic evaluation by a faculty member is a violation of a student’s rights and is the valid ground for a grade appeal.

Any student who contests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined in the resolving academic concerns section in this handbook. Such appeals must be made no later than the last day of the next regular semester.

1. The student shall present the appeal in writing to the graduate coordinator and/or the associate dean for academic affairs of the school within which the protested grade was awarded. By conferring with the student and the faculty, the graduate coordinator will seek resolution by mutual agreement.
2. Failing such resolution the graduate coordinator will transmit the appeal to the associate dean for academic affairs.
3. Failing such resolution, the Failing such resolution the graduate coordinator will transmit the appeal to the associate dean for academic affairs/dean who will transmit the written appeal to the Graduate School. The dean of the Graduate School will convene the Grade Appeals Committee.
4. The Grade Appeals Committee shall consist of the graduate dean as chair and five members of the graduate faculty appointed by the graduate dean. If the committee affirms the faculty's decision, the graduate dean will notify in writing the faculty member, the student, and the appropriate dean. If the committee supports the student's appeal, it shall prescribe the method by which the student will be reevaluated. If the reevaluation results in a grade change, the established Course Grade Change procedure will be followed. The grade resulting from the reevaluation is final and may not be appealed further.

For further information, please reference the current issue of the *University of North Carolina Wilmington Code of Student Life*, and any supplements.

CANCELLATION OF COURSE REGISTRATION

Please reference the section entitled "Cancellation of Course Registration" of the current issue of *The University of North Carolina Wilmington Graduate Catalogue*.

WITHDRAWAL POLICY

See withdrawal policy section in this handbook. For additional information, please reference the section entitled "Withdrawal Policy for Graduate Students" in the current issue of *The University of North Carolina Wilmington Graduate Catalogue*.

REINSTATEMENT/READMISSION

Students must maintain a GPA of "B" (3.0) or higher in each MSN graduate courses. A student ineligible to continue because of grades lower than 3.0 (B) based upon special circumstances, may petition the Graduate School for reinstatement. A petition for reinstatement must be accompanied by statements of endorsement or non-endorsement from the coordinator of the master's program and the dean of the School of Nursing. A student so reinstated will be dismissed if any additional grade below that of "B" is earned.

For detailed information, please reference the sections entitled "Withdrawal Policy for Graduate Students;" and "Minimum Competency Requirement;" in the current issue of *The University of North Carolina Wilmington Graduate Catalogue* with its supplement.

A student who is unsuccessful on the second attempt in a nursing course or a student who receives a grade of "C" or below in two or more nursing courses will be dismissed from the program. In order to be considered for readmission, the student must apply for readmission to the School of Nursing. The student must meet all the stated deadlines and requirements for admission to the school as stated in the Graduate Catalogue. A student reapplying will be considered within the total applicant pool for that admission year, and on a space available basis. A student who has been dismissed for unsafe practice will be considered within the total applicant pool for that admission year.

DEGREE TIME LIMITS

Please reference the section entitled "Degree Time Limits," in the current issue of *The University of North Carolina at Wilmington Graduate Catalogue*, which states, in part, the following:

A graduate student has five calendar years to complete his or her degree program. **The five-year period begins with the student's first term of work after formal admission to the degree-granting program.** Work completed as a non-degree student does not initiate the five-year period for completing a degree program.

RETENTION BY APPEAL

Please reference the section entitled "Retention by Appeal," in the current issue of *The University of North Carolina at Wilmington Graduate Catalogue*, which states the following:

Students who have been dismissed from the graduate program and readmitted by special action of the Graduate School shall have their subsequent retention policy determined individually by the dean.

LEAVE OF ABSENCE

If a graduate student plans to take a leave of absence from the graduate nursing program, the School of Nursing's graduate coordinator/student's major academic advisor and the associate dean for academic affairs must be notified prior to the planned absence. It is also advised that the student and advisor discuss modifications to the student's program of study as a result of the intended leave of absence. (See the "Continuous Registration Policy" section in the current issue of the *UNCW Graduate Catalogue* and any *Supplements*, as applicable.)

FULL- TIME COURSE SEQUENCE

FNP Option

Full Time Course Sequence

Fall Year I

NSG 502 Theoretical Foundations of Nursing	3
NSG 503 Families in Rural & Urban Communities	3
NSG 510 Advanced Health Assessment & Diagnostic Reasoning	3
NSGL 510 Advanced Health Assessment & Diagnostic Reasoning Laboratory	1
NSG 514 Pathophysiology for Advanced Practice Nurses	<u>3</u>
Total	13

Spring Year 1

NSG 512 Advanced Pharmacotherapeutics	3
NSG 520 Advanced Primary Care of Families: Children	3
NSGL 520 Clinical Practicum I: Advanced Primary Care of Families: Children	1
NSG 521 Advanced Primary Care of Families: Young Adults	3
NSGL 521 Clinical Practicum II: Advanced Primary Care of Families: Young Adults	<u>1</u>
Total	11

Summer Year 1

NSG 500 Research for Advanced Practice Nursing	<u>3</u>
Total	3

Fall Year 2

NSG 504 Health Policy	3
NSG 505 Informatics	1
NSG 522 Advanced Primary Care of Families: Midlife and Aging	3
NSGL 522 Clinical Practicum III: Advanced Primary Care of Families: Midlife and Aging	1
NSG 597 or NSG 599 Master's Project or Thesis	<u>1</u>
Total	9

Spring Year 2

NSGL 594 Advanced Clinical Practicum	4
NSG 515 Advanced Practice Roles and Issues	2
NSG 597/599 Research Project or Thesis	2
NSG XXX Elective	<u>3</u>
Total	11

Required Course Sequence 47 Hours

Electives:

NSG 580 Transcultural Health Care (3)

NSG 581 Spanish for Health Professionals (3), as available

NSG 583 Migrant and Farm Worker Health (3)

*Course Numbering System: The university designates nursing courses by the label "NSG" for lecture courses and "NSGL" for clinical practice courses. Graduate nursing courses will begin at the 500 level, in accordance with the university course numbering convention.

FAMILY NURSE PRACTITIONER OPTION - CLINICAL PLACEMENT AND PRECEPTORS

For those students enrolling in NSG 510 and NSGL 510, the first eight weeks will be laboratory time. Of these, the first few weeks will be devoted to honing basic assessment skills. In preparation, please use the resources available to you to refresh/practice assessment skills prior to the first day of class. During the following six weeks, you will be placed in a clinical site, with every effort being made to have the clinical assignment on class days. However, the days/times of these clinical assignments may vary, so allow some flexibility in your schedules for those final six weeks of the semester. Preceptor and clinical site assignments will be coordinated between the student and preceptor.

Clinical Placement:

Graduate nursing degree programs are clinically oriented, and therefore, include required practica. Placement of students with approved preceptors is arranged by the clinical coordinator for the graduate program. Due to the complexity of scheduling, all placements with preceptors must be processed by the clinical coordinator.

Qualified preceptors include experienced (1 year minimum), master's prepared, certified nurse practitioners, certified nurse midwives, and licensed primary care physicians. Exposure to a variety of rural and urban settings and preceptors throughout the program is encouraged. However, a student should have no more than two preceptors within a single clinical course.

The clinical coordinator is responsible for ascertaining that all preceptors have a signed agreement/contract and current vita on file. Clinical faculty are responsible for seeing that preceptors are fully oriented to their role in the course and for maintaining communication with the preceptor regarding the student's performance.

Clinical Coordinator roles and responsibilities:

- Send "Letter of Request and Agreement" for placement to preceptor/contact.
- Secure placements based on consultation/responses from agencies.
- Inform Student Services Office of placements to confirm contracts.
- With associate dean, send "Final Letter of Arrangement" to agencies receiving more than 2 students, after all placements to the agency are complete.
- Notify clinical sites of changes in student status in the nursing program and unanticipated events in the preceptor agency that affect placement.

Preceptors:

In general, **preceptors** are responsible for:

- Orienting the student to the facility or office, staff, policies, and protocols.
- Assisting the student with the selection of appropriate learning experiences.
- Supervising, collaborating with and counseling the student regarding assessments, plans, interventions, and evaluation of care.
- Collaborating with course faculty regarding the student's clinical performance.
- Providing the student with informal and formal evaluations of clinical performance.

Students are responsible for maintaining communication with the preceptors and the clinical faculty member.

CONNECTING WITH YOUR PRECEPTOR

Here are some tips for making your first visit with your preceptor a valuable one.

1. Find out from your preceptor the identities of the office staff and other workers. (You may need to ask them questions later about obtaining medical information or location of the restrooms.)
2. Schedule an orientation to the facilities: paperwork, layout, responsibilities of those working at the facility, location of break room, restrooms, etc.
3. Share the objective of the clinical course you are in.
4. Share your personal experience in the clinical area.
5. Share your personal learning objectives for the experience.
6. Find out the preceptor's expectations and objectives for the experience with you.
7. Identify clinical dates and times.
8. Develop a plan for clinical absence of the preceptor or yourself.

9. Determine a midterm benchmark conference with preceptor to address: areas of strengths and weaknesses, types or experiences had thus far, progress toward accomplishing the course and personal objectives.
10. Schedule a time for a final evaluation.

TRANSPORTATION TO CLINICAL FACILITIES

The Coastal Area Health Education Center (AHEC) will reimburse students for travel that is required to complete community clerkships. To be eligible for reimbursement, travel must exceed 20 miles round trip, from UNCW, unless home-base of the traveler is nearer, to site of clerkship. Travel is then reimbursable at the rate of \$.07 per mile. Each student must keep a detailed log of their travel and must return it to Coastal AHEC on the first Tuesday of every month for reimbursement. Also, if student is required to complete a clerkship in an area where Coastal AHEC has housing available, the student will not be eligible for travel reimbursement. Log forms can be obtained from the Student Services Office.

EXIT INTERVIEW

Prior to graduation, each student will be required to meet with the graduate coordinator or the associate dean for academic affairs of the School of Nursing for an exit interview.

FNP CERTIFICATION

In preparation for graduation, FNP-track students must plan for FNP credentialing. (Information is provided for two certification contacts, for convenience/options.) Students may contact either the American Nurses Credentialing Center (ANCC) at www.nursingworld.org/ancc, or the American Academy of Nurse Practitioner (AANP) at www.aanp.org, for details and to request the necessary form(s).

The American Nurses Credentialing Center certification catalogue/instructions can be accessed directly at www.nursingworld.org/ancc/certify/cert/catalogs/CBT.PDF. In particular, students must obtain Form E—Nurse Practitioner Educational Preparation Verification, for initial credentialing, which can be found on page 16, with the UNCW code found on page 27, of the ANCC catalog. For additional information, students can contact ANCC, 600 Maryland Avenue, SW, Suite 100 West, Washington, DC 20024-2571, (202) 651-7000, (800) 284-2378, fax: (202) 651-7004.

A copy of FORM E will be given to students for verification. Upon graduation, a letter from the Dean of the School of Nursing will be sent to the North Carolina Board of Nursing to verify achievement of the Master of Science in Nursing degree FNP option.

The American Academy of Nurse Practitioner certification catalogue/instructions can be accessed directly at www.aanp.org/Certification/Certification.asp. In particular, students must obtain the AANP Certification Program National Certification Examination Application, which is accessed via the web site. By submitting this application, verification is by official transcript displaying program completion and date degree conferred. For additional information, students can contact AANP, Certification Program, P. O. Box 12926, Austin, TX 78711, (512) 442-5202, fax: (512) 442-5221, or e-mail at certification@aanp.org.

FNP DESIGNATION

Upon graduation, the UNCW diploma indicates that the degree earned is the Master of Science in Nursing (MSN). The program—Family Nurse Practitioner (FNP) designation—will appear on the UNCW transcript. The transcript reflects the MSN with FNP preparation.

SECTION IV - MASTER OF SCIENCE IN NURSING/NURSE EDUCATOR OPTION

www.uncw.edu/son/academic-msn-educator.htm

Purpose

The Master of Science in Nursing (MSN) prepares advanced practice nurses who possess the knowledge, skill, attitudes, and values to meet the challenges of the 21st Century Health Care Delivery System as a Nurse Educator (NE). The two-year full-time MSN Program is accredited by the National League for Nursing Accrediting Commission (NLNAC) and the Commission on Collegiate Nursing Education (CCNE).

The Master of Science nurse educator option prepares a professional who uses educational theory in situations requiring health care instructional. The program is designed to produce a professional with the values, knowledge and skills to prepare nurses for the current and future health care delivery systems.

The two year full-time program includes foundational course work and a faculty guided nursing education residency. The curriculum core focuses on research, nursing and educational theory, and health policy. The clinical cognate focuses on health assessment, pathophysiology, and pharmacology. The educational cognate focuses on design and delivery of nursing curricula, incorporation of information technology into teaching-learning strategies, and evaluation of education outcomes.

Objectives

The 40 credit hour nurse educator option prepares the graduate for full-time faculty roles in the community college, part-time or non-tenure-track positions in universities, and helps advanced clinicians make the transition to the role of educator.

The graduate of the UNCW School of Nursing Master of Science, nurse educator option will:

1. Explore philosophies of education while developing an individual educational philosophy that reflects commitment to professional nursing practice.
2. Apply knowledge synthesized from nursing science, basic sciences, social sciences, educational theory, and humanities to support the practice of nursing education.
3. Examine learning theories and curriculum design models related to educative processes in nursing that integrate culturally aware and spiritually sensitive strategies.
4. Analyze trends in nursing science to champion best educational practices with confidence and competence.
5. Implement outcomes-based teaching-learning strategies in providing nursing education.
6. Integrate professional values and ethical and legal accountability in decision-making and practice of nursing education.
7. Demonstrate leadership in the delivery of nursing education, incorporating social, spiritual, economic, legal, and political factors.

ADMISSION/APPLICATION PROCESS

Students desiring admission into the graduate program in nursing at UNCW must seek admission to the UNCW Graduate School. Admission to the UNCW Graduate School requires a completed Graduate School application (http://www.uncw.edu/grad_info or gradstudies@uncw.edu); official transcripts of all college work; official scores on the Graduate Record Examination, general test or the Miller Analogies test; and three recommendations (one each from a former nurse faculty member and a current or former employer, preferred). Graduate Record Examination test scores more than five years old at the time of application will not be considered. In addition, students who are taking, or have taken, graduate work elsewhere must be in good standing at that institution to be eligible to take graduate work at UNCW.

Additional admission requirements include:

Current unrestricted North Carolina registered nurse license or registered nurse license from one of the affiliated Compact states.

- Baccalaureate degree in nursing from a nationally accredited program or satisfactory completion of the first year of courses defined in the UNCW-SON RN –MSN Option.

- Strong academic record with a “B” average or better in basic courses prerequisite to graduate study in nursing.
- Academic credits in nursing research, statistics, leadership, community health, and health assessment.
- Computer competency.
- Six semester hours of graduate level transferred credit may be accepted upon approval.
- A comprehensive invited interview may be requested.
- Additional items as needed.

It is the responsibility of the applicant to see that all supporting documentation is received in the Graduate School. Applicants are encouraged to check the progress of their application file. Please contact the Graduate School regarding the progress of your application. Failure to observe this procedure will delay processing of applications.

- An application will not be reviewed until it is complete.
- When required materials are received, the applicant’s file is sent to the appropriate admissions committee for review and recommendation.
- The school or department recommendation is then acted upon by the Graduate School.

MSN Educator Option**Full Time Course Sequence****Fall Year I**

MIT 500 Instructional Systems Design: Theory and Research	3
NSG 502 Theoretical Foundations of Nursing	3
NSG 514 Pathophysiology for Advanced Practice Nurses	<u>3</u>
Total	9

Spring Year 1

STT 501 Applied Statistical Methods	3
NSG 512 Advanced Pharmacotherapeutics	3
NSG 513 Nursing Education Pedagogies	<u>3</u>
Total	9

Summer Year 1

NSG 500 Nursing Research for Advanced Practice Nursing	<u>3</u>
Total	3

Fall Year 2

NSG 504 Health Policy	3
NSG 510 Advanced Health Assessment and Diagnostic Reasoning	3
NSGL 510 Advanced Health Assessment Diagnostic Reasoning Laboratory	1
NSG 525 Nursing Education Evaluation	<u>3</u>
Total	10

Spring Year 2

NSG 595 Nursing Education Residency	6
NSG 597/599 Master's Project or Thesis	<u>3</u>
Total	9

Required Course Sequence 40 Hours

Total Hours	40
Core Courses	15
Clinical Cognate	13
Educational Cognate	12

RN to MSN PROGRAM OPTION www.uncw.edu/son/academic-rn.htm

Description of the RN to MSN Option

The RN to MSN option is an alternative pathway for admission to the Master's Degree Program. The RN to MSN option enables qualified registered nurse (RN) students to achieve the baccalaureate degree requirements while pursuing the Master of Science in Nursing (MSN). The family nurse practitioner (FNP) www.uncw.edu/son/academic-msn-fnp.htm or the nurse educator (NE) option www.uncw.edu/son/academic-msn-educator.htm is currently available. Forty hours of placement credit is awarded upon completion of the FNP or NE option; therefore, the RN to MSN option reduces the time ordinarily required to achieve the baccalaureate and the MSN, from approximately four years of full-time study to approximately three years of full-time study. The Registrar's Office maintains dual enrollment (both RN to BS and RN to MSN) to allow the student to continue the RN-BS option, if he/she is unable to complete the MSN.

The student will be admitted as a non-degree seeking graduate student until qualified for full admission to the MSN degree program. Students must complete the undergraduate and graduate nursing courses required in the first year of the RN to MSN option in one academic year. Enrollment as a non-degree seeking student does not guarantee admission to the graduate nursing program.

The RN to MSN curriculum will prepare a nurse to obtain the following advanced practice knowledge and skills:

- 1) advanced assessment and risk determination
- 2) shared decision making
- 3) nursing research
- 4) cultural competence
- 5) case management
- 6) development and use of nursing information systems
- 7) patient, family and community education
- 8) coalition building
- 9) knowledge of the dynamic health care delivery system

Special attention is given to integrating care across the lifespan. Also, ethical, legal, and political issues relevant to individuals, families, and communities and the health care delivery system are essential.

In conclusion, this option is designed for exceptional registered nurses with a baccalaureate degree in another discipline or for those seasoned registered nurses who do not have a baccalaureate degree but whose career goals include a master's in nursing. These nurses have the experiential background and ability to pursue leadership and specialty preparation at the master's level.

Admission Requirements

Applicants seeking admission to the RN to MSN option in nursing must meet the following requirements:

1. An associate degree in nursing or a diploma in nursing
2. A current, unrestricted RN license in North Carolina or one of the Nurse Licensure Compact States
3. One year of professional experience as an RN; prefer 2 year (required if goal is to pursue the MSN-FNP Option)
4. Complete the 58 credits in non-nursing undergraduate courses designated for the RN to MSN option with a 3.0 or better grade point average (on a 4 point scale) is required **BEFORE** admission as a non-degree seeking student in the Graduate School is granted
5. Must be admitted to UNCW Graduate School as a non-degree seeking student
6. Three recommendations by individuals who can comment on the applicant's potential for successfully completing the master's program. (One each from a former nurse faculty member and a current or former employer, preferred).
7. Current resume or Curriculum Vitae

Applicants must have basic computer skills (at a minimum, ability to use electronic mail, web browser, and word processing with Microsoft Word) since required undergraduate nursing courses are online.

The School of Nursing accepts applications for the RN to MSN option for fall semester, only. The deadline for application to the RN to MSN option for fall semester is March 1.

Admissions requirements to the Graduate School (degree-seeking) and the School of Nursing Graduate Program

Students enrolled in the RN to MSN option must complete application to the UNCW Graduate School and the UNCW School of Nursing MSN Program initially in non-degree status. Upon successful completion of the first year of the RN to MSN option, the School of Nursing will notify the Graduate School to change the status to degree-seeking.

Applications are required to submit the following to the Graduate School:

1. An application for admission to non-degree status
2. Official transcripts of all college work (undergraduate and graduate)
3. Official scores on the Graduate Record Examination (GRE) general test or Miller Analogies test (Test scores more than five years old at the time of application will not be considered) must also be submitted during the first-year while completing courses leading to the RN-MSN.

Degree Requirements

1. The RN to MSN option requires:
 - Fifty-eight designated semester hour credits in undergraduate non-nursing courses
 - Sixteen designated semester hour credits in undergraduate nursing courses
 - MSN-FNP option: Forty-four semester hour credits in graduate nursing courses and three semester hour credits in a required elective (47 graduate credits)
 - The NE option requires a minimum of 40 semester credit hours, with 34 of those credits in residents.
2. All courses required in the program are open only to graduate students.
3. Master of Science in Nursing students must complete all clinical courses with a grade of "B" or higher and maintain an overall "B" (3.0). A student ineligible to continue because of poor grades or incongruent core performance standards, based upon special circumstances, may petition the Graduate School for reinstatement. A petition for reinstatement must be accompanied by statements of endorsement or non-endorsement from the coordinator of the master's program and the dean of the School of Nursing. A student so reinstated will be dismissed if, again, an overall "B" average is not maintained, or if a grade below a "B" is earned.
4. A research activity consisting of a Nursing Research course (3 credits), and either a thesis (3 credits) or a master's project (3 credits), is required. The master's project emphasizes methods of implementing research findings to solve identified clinical problems or using research methods to evaluate advanced nursing practice. A scholarly presentation is required to disseminate findings from the research activity.
5. Upon completion of required courses in the RN-MSN Option, the student will be awarded 40 semester hours of placement credit for basic nursing education program.
6. The Oral Comprehensive Examination will be the thesis defense or the research project defense.
7. Each student must complete an approved course of study within five years of the date of the first registration for graduate study to be eligible for graduation.

International Students

ALL international applicants must demonstrate their ability to speak, read, and write the **English** language. Test of English as a Foreign Language (**TOEFL**) is required of international applicants to the RN to BSN/MSN options who meet either of the following criteria:

- Applicant is classified by the University Office of Records and Registration as an international student.
- Applicant with completed academic coursework at a college or university outside the United States, English-speaking Canada, United Kingdom (including Ireland), Australia, New Zealand or Commonwealth Caribbean. (Exception: Students who completed course work abroad as part of an academic study abroad program sponsored by an American college or university at which they were registered as degree-seeking students, will not be required to submit Test of English as a Foreign Language (TOEFL) scores if their native language is English). The minimum TOEFL score for RN to BSN/MSN option applicants is 213.

Academic Evaluation of Foreign Course Work

Academic transcript evaluations completed by a recognized international credit evaluation service are required for all **academic** course work completed outside the United States (except study abroad course work completed

through an American institution). An advisor will help students decide if it is necessary to have their course work evaluated.

Course Sequence for RN to MSN Option

The RN to MSN Option requires taking all the courses listed below for both fall and spring semesters of the first year of the option. After admission to the UNCW Graduate School as a degree-seeking student in the nursing graduate program, a student may negotiate a part-time schedule with the academic advisor and/or the Coordinator of the Nursing Graduate Program. The Graduate School requires completing the MSN within five years from initial enrollment as a degree-seeking graduate student in the graduate nursing program.

All courses in the first year of the RN to MSN Option are online, except NSG 512, that meets on the UNCW campus for three hours on one day per week.

Full-time Enrollment Plan for RN to MSN Option:

First Year

Fall Semester	Spring Semester
NSG 216 Contemporary Issues (3) In Nursing Practice NSGL 389 Family Nursing Practicum (2) NSG 415 Research in Nursing (2) NSG 503 Families in Rural and Urban Communities (3)	NSG/NSGL 250 Health Assessment (3) NSG 410 Community Health (3) NSG 490 Capstone Clinical Experience (2) NSG 512 Advanced Pharmacotherapeutics (3)
10 credits	11 credits

Second Year

Summer	Fall Semester	Spring Semester
NSG 500 Research for Advanced Practice Nursing (3)	NSG 502 Theoretical Foundations of Nursing (3) NSG/NSGL 510 Advanced Health Assessment & Diagnostic Reasoning (4) NSG 514 Pathophysiology For Advanced Practice Nurses (3)	NSG/NSGL 520 Advanced Primary Care of Families: Children (4) NSG/NSGL 521 Advanced Primary Care of Families: Young Adults (4)
3 Credits	10 Credits	8 Credits

Third Year

Fall Semester	Spring Semester
NSG 522 Advanced Primary Care of Families: (3) Mid-Life and Aging NSG 504 Health Policy (3) NSG 505 Informatics (1) NSG 597 Master's Project (2)	NSG 594 Advanced Clinical (4) Practicum NSG 515 Advanced Practice (2) Roles and Issues NSG 597 Master's Project (1) Elective (3)
10 Credits	10 Credits

DEGREE EXAMINATION REQUIREMENTS THESIS AND RESEARCH PROJECT GUIDELINES

Research is a required component of all master's in nursing programs accredited by the National League for Nursing Accreditation Commission. In addition, the American Nurses Association's *Scope and Standards of Advanced Practice Registered Nursing* (1996) recommends research as an integral component of advanced nursing practice curriculum to prepare nurses for the 21st century. Specifically, Standard VII. Research:

“The advanced practice registered nurse utilizes research to discover, examine, and evaluate knowledge, theories, and creative approaches to health care practice. The advanced practice registered nurse critically evaluates existing practice in light of current research findings. The advanced practice registered nurse identifies research questions in practice. The advanced practice registered nurse disseminates relevant research findings through practice, education, or consultation.”

The research experience is the unique opportunity for students to make a contribution to the body of nursing knowledge by the design of an original research paper or research project. The thesis or research project is an opportunity to combine communication and critical thinking skills, knowledge of an advanced practice area, and research skills learned in the program to study a substantive area of particular interest to the student with implications for advanced practice nursing. The research experience is guided by a research committee who serve as teachers, advisors, and mentors in the design, implementation, and reporting of a thesis/project.

Thesis	Project
One student under the supervision of a thesis advisory committee	One, two, and on rare occasion, three students with a project advisory committee
More in-depth, broad, and conceptually based	Narrower in scope and conceptually based. For example: research utilization, demonstration project, or a pilot study
In-depth systematic review of the literature; conceptual framework	Limited systematic review of the literature
Student presents proposal to thesis advisory committee for approval	Student presents proposal to project advisory committee for approval
Research supervised by a chairperson	Project supervised by a chairperson
Final oral examination to thesis advisory committee	Final oral examination to project advisory committee
Bound, copyrighted, and in library	Soft binding and on file in School of Nursing

Thesis/Project Format

Publication Style Manual The policy of the UNCW Graduate School and the School of Nursing indicates that the thesis format should conform to the guidelines of the *Publication Manual of the American Psychological Association*, (Latest edition.)

Specific UNCW Thesis Guidelines are available from the Graduate School. Obtain the most recent version from the Graduate School office and follow the guidelines carefully in the preparation of the final document.

Honor Code Particular care should be taken to avoid plagiarism (see the APA *Publication Manual* for definition and appropriate way to reference another's writings).

Ethical standards must be upheld in research endeavors. “Plagiarism means the appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in one's own work. It is doubly unethical, since it deprives the true author of his/her rightful credit and then gives that credit to someone to whom it is not due. ...” (Taken from “Academic Honor Code, Academic Dishonesty Offenses” in the *University of North Carolina at Wilmington Code of Student Life*. See the complete code for further details/examples.)

Credit Requirements and Grading

Typically, grades for the thesis/project are based on the proposal, progress of the research, the oral examination, and the final written document. However, the overall process of conducting the research is also an important component of thesis/project grades.

In order to enhance their theoretical background for the topic, or to study a particular research method, students may take additional independent studies. For example, a student might want to enroll in such courses as: independent study, evaluation, research methods, statistics, data analysis, qualitative research methods, or observational research methods if any of these subjects are thought to be supportive of the thesis or project.

Process of the Thesis/Research Project

1. A thesis/project advisory committee (composed of a committee chair from the School of Nursing and at least two members of the graduate faculty for a thesis and one for a project) guides the student's work. The graduate faculty advisor is the chair of the thesis/project advisory committee unless another chair is negotiated.
2. Before selecting an advisory committee, the student identifies a *primary care nursing* topic of interest which she/he explores with a graduate faculty advisor for its researchability, appropriateness for a thesis or project, and a match with at least one faculty member's interest and expertise.
3. For both the thesis and research project, it is highly desirable that students conduct studies that build on or relate to ongoing faculty research, expertise, and interest.
4. When the student has identified an appropriate research topic with her/his advisor, the student approaches a faculty member with expertise or interest in that topic about serving as the chair of the thesis/project advisory committee (hereafter referred to as committee chair).
5. The student and faculty advisor discuss the constitution of the thesis/project advisory committee.
6. Once the committee has been further refined, the student, in consultation with the committee chair, then selects other UNCW graduate faculty to serve as member(s) of the committee.
7. If a student is unable to find a faculty member who is willing to serve as chair of the research advisory committee, the student should contact her/his academic advisor for assistance.
8. When the thesis/project advisory committee has been selected, the student completes the *Thesis/Research Project Committee Composition Form*, has all committee members sign the form, and turns it in to the graduate coordinator for approval. Committees must meet the composition standards described below.
9. For full-time students, a thesis/research project proposal is to be completed by the end of two, full-time semesters, or no later than completion of 22 credit hours. For part-time students, the proposal should be completed no later than the completion 22 credit hours with the option of the chair to extend the deadline.
10. After completing NSG 500, NSG 505 (or concurrently enrolled), NSG 502, one clinical course, a minimum of 22 credit hours, and obtaining approval of their prospectus, students may enroll in a section of NSG 598 (project) or NSG 599 (thesis) assigned to their chairperson.

Thesis/Project Advisory Committee Composition

In general, the committee chair and the committee members are chosen because they have interest and expertise to assist with the research planned by the student.

1. For both the thesis and project, the committee chair must be a faculty member of the School of Nursing and have an appointment to the UNCW Graduate Faculty. Other members of the committee may have either regular or fixed-term appointments to the UNCW Graduate Faculty.
2. The thesis committee must be composed of three members. The chair must be from the School of Nursing and one member must be selected from another discipline.
3. The project committee is composed of two members. The chair must be from the School of Nursing and one other member may be either faculty from the School of Nursing or from another UNCW department.
4. Potential committee members who do not have a graduate appointment must have a special appointment to the graduate faculty before serving on the committee. If a special appointment is needed, a request will be submitted to the Dean of the Graduate School.

Committee Chair

Upon entry into the graduate program, a student is assigned an academic advisor. As the student's research interest focuses him/her on a research topic, the student and the academic advisor may discuss the need to remain in the established advisor/advisee roles, or change advisors (see "How to Change Advisors"), since the major academic advisor will typically serve as the chair of the student's graduate committee.

The student and the major academic advisor have joint responsibility for planning the student's program of study and ensuring that each step in fulfilling degree requirements is completed. The individualized program of study, which includes the sequencing of all required courses, planned electives and any transfer credits, will be recorded on the Master of Science in Nursing Degree Requirements Checklist.

The clinical coordinator and/or the course faculty plan the clinical experiences, not the academic advisor, unless the academic advisor and clinical coordinator/course faculty are one in the same.

Responsibilities of the Committee Chair

The committee chair is responsible for overall conduct and quality of the research experience. The thesis/project committee chair takes an active role as a teacher, advisor, and mentor in the design, implementation, and oral and written final report of a student's research. Other responsibilities include:

1. Assists the student in selecting the members of the thesis/project committee; helps the student develop the research problem and proposal through discussion and/or provision of pertinent references; and facilitates the student's submission of the IRB proposal. Completes, with the student, the *Research Agreement Form*.
2. Assists the student in developing and maintaining a realistic timeline for the research; and meets with the student at regular intervals, as needed, throughout the conduct, analysis, interpretation, and reporting of the research.
3. Approves the methods used to enter and clean the data set; meets with the student during data analysis to review data output form and discuss interpretation of data. If statistical assistance will be sought from individuals outside the advisory committee, the chair should meet jointly with the student and the statistical consultant.
4. Assists the student in developing the Institutional Review Board (IRB) proposal. Accordingly, the committee chair must be knowledgeable about IRB review and IRB requirements for UNCW faculty and students.
5. Negotiates the number of thesis/project credits per semester (and in total for the project) with the student and provides the student with clear instructions as to what must be done during each semester to be considered satisfactory progress.
6. Monitors student's eligibility for registering for NSG 598 or 599.
7. Oversees conduct of the research; reads, edits, evaluates drafts and the final document; and approves completed thesis/project for submission to committee. Approves final document for submission to Graduate School, for thesis, or filing in the School of Nursing for a project. One to two weeks is the traditional, expected turnaround time for reading of drafts.
8. Provides feedback to the student on written documents within a reasonable time frame (usually within two weeks) and approves the proposal and final written document before submission to the committee and the Graduate School. The student works primarily with the committee chair to develop the proposal and the final paper from the research, with the research advisory committee members being consulted as needed.
9. Informs student of deadlines for submission of final documents for graduation, and facilitates student meeting deadlines for graduation.
10. Submits (in consultation with the committee members) student's grade for NSG 598 or NSG 599 when project or thesis is complete.
11. Assures the *Report of the Master's Degree Final Oral Examination* is signed and submitted to the Graduate School after the thesis/project oral examination is completed.

Responsibilities of the Committee Members

The thesis/project committee members meet with the student individually, as needed, to give advice regarding specific aspects of the study. However, since the committee chair is the student's primary advisor for the research, meetings with the committee members are usually infrequent.

1. Committee members read, edit, and evaluate drafts of the proposal or completed thesis/project; provide feedback to the student within a reasonable time frame (usually within two weeks); and approve the proposal prior to the conduct of the research.
2. Committee members also attend meetings of the thesis/project advisory committee (proposal defense and final defense at a minimum) and participate in the conduct of the proposal presentation and final presentation of the thesis or project.

3. Finally, committee members sign the *Report of the Master's Degree Final Oral Examination Form*, and the appropriate title page, after successful completion and presentation of the research, and provide advice to the committee chair regarding the appropriate grades for the research experience.

Responsibilities of the Student

The relationship between the student, chair, and committee is usually a close one. The student is encouraged to maintain good working relationships; and generally, the chair and committee will be of great help.

1. The student is expected to schedule a meeting and discuss the research idea with her/his advisor, or with the person she/he would like to serve as committee chair, and obtain agreement from that person to serve as committee chair.
2. In conjunction with the committee chair, the student selects other thesis/project committee members. The student contacts and discusses proposed research with potential committee members and obtains their agreement to serve on the committee.
3. The student is responsible for arranging the specific time and place for committee meetings and for notifying committee members of the time and location. In conjunction with the committee, the student works with the committee chair to develop, deliver, and monitor the progress of the IRB proposal. No work with human subjects may begin until IRB approval is received.
4. After the IRB form is approved, if any **substantive changes** occur, the student must resubmit to committee chair and IRB for any new approval or addendum. This refers to changes of agency or subject(s) (such as gender, age, etc.). There can be **no** substantive changes in research proposal without committee chair approval, committee approval, or IRB approval. (The committee chair determines whether or not a change is substantive.)
5. The student must provide the original signed consent form to the faculty advisor for review. The student must obtain a signature for anything that may/might be an "at risk" situation, even support groups. Two copies to be maintained: 1) by the person/subject, and 2) by the student. All copies must be signed, with date, and returned to student.
6. The student is responsible for maintaining the original consent form(s) for the required period of the statute of limitations.
7. The student must obtain written permission for data collection in the agencies involved in the study as well as for the use of all instruments needed for the research.
8. The student is responsible for maintaining the original data for the required period of the statute of limitations.
9. Final research reports (theses or research projects) must have the IRB approval form included.
10. The student should initiate frequent conferences with the committee chair through all phases of the research.
11. The student should inform the committee chair and thesis/project committee members of the progress of proposal writing, data collection, data analysis, and preparation of the final report to the committee in a timely manner.

Research Advisory Committee Meetings

The number of committee meetings may vary. Some committees have a pre-proposal meeting and a proposal meeting, as well as a final meeting for the defense of the research after completion of the study. Others may have only one meeting to approve the proposed research and one final meeting for the defense of the findings. At a minimum, the committee must approve the proposed study at a committee meeting, have opportunity to consult with and assist the student in the completion of the research, examine and approve the completed written paper, and participate in the final oral defense of the thesis or project.

Thesis/Project Proposal

To promote a firm understanding of the expectations of the student, and to guide the implementation of original research completed in a thesis or project, a proposal prepared early in your program is essential. The completed proposal is required by the end of the second semester; or, for part-time students, by the end of 22 semester hours.

With the guidance of the research committee chair, the student develops a proposal for her/his original research or research utilization project. Research advisory committee members are consulted, as appropriate, for their input during the development of the proposal.

Structure of the Thesis/Project Proposal

1. Literature Review. A review of the pertinent, primary literature concerned with the topic of interest agreed upon by the student and the thesis/project chair should be completed. This review will demonstrate the student's command of the primary literature of the field of interest.
 - a) Review the most relevant and current research reports in your area of study. Use computer-based searching techniques, conventional literature search techniques, and consult persons knowledgeable in the field.
 - b) Review broad papers in the field and specific papers related to the research topic.
 - c) The literature review should present a summary of the unique approaches, findings, and conclusions.
 - d) The review should describe the gaps observed in the literature and which of those the research or project will address.
 - e) The review should be critical, describing problems in design, methodology or interpretation.
 - f) The review should summarize the gaps in the literature that provide a rationale for the student's research or project.
 - g) The review must be written in accordance with the APA style manual.
2. Methodology. Obtain a copy of the School of Nursing Thesis and Research Project Guidelines document from the School of Nursing graduate program office or the faculty advisor.
3. Approval of Thesis/Project Proposal. The thesis/project committee must approve the written proposal. The student will be expected to arrange a one- to two-hour, proposal presentation meeting with the research advisory committee and make sure each member receives a copy of the proposal at least one week before the meeting. The committee will determine approval to begin data collection or the implementation of the project. The student will submit a copy of the final proposal approved by the committee to the Graduate Coordinator. It will be maintained as a part of the student's permanent record.
4. The committee must approve **all changes** in the research proposal or project. **No work at all may begin until IRB approval is filed.** (However, students may begin contacting potential sites.)
5. Unsatisfactory oral examination. In cases where the proposal is seen as not adequately developed for approval, a second proposal presentation meeting must be held no earlier than three months.
6. Protection of Human Subjects in Research. All research/project proposals must first obtain appropriate agency approvals, then UNCW IRB approvals before beginning **any** project implementation or data collection. The forms are available on the web from the ORA forms website at <http://www.uncw.edu/orssp/forms.html>.

Conduct of the Research

1. After receiving the IRB approval for the study, the student collects the data in accordance with the approved IRB proposal and the project or thesis proposal approved by her/his committee.
2. Throughout the conduct of the research, the student consults various members of the committee or other faculty as needed. Although the thesis or project is primarily the responsibility of the thesis/project committee, other faculty in the School of Nursing and the university are available to students for consultation and advice.
3. Drafts of the thesis or project are given to the committee members when their input is needed, with one to two weeks being the traditional, expected, turn around time for reading of drafts. The student needs to be explicit in submitting his/her materials if expecting a different return time, and faculty should agree to a specific return date.
4. When data collection for the study is completed, the student assures that the data are assembled in an analyzable form. He/she then proceeds to clean, analyze and interpret the data.
5. Assistance with qualitative analyses is traditionally handled in consultation with the student's research advisory committee.
6. While students may have data entered into the computer for analysis by other persons, students are responsible for the accuracy of the data and for doing their own analysis. Any violation of this standard will be considered a violation of the student honor code. Students are expected to work with the committee chair, or a designated member of the research advisory committee, to interpret the results of the analysis.
7. All students must write a final paper that comprehensively describes the research experience undertaken, using the UNCW Graduate School's *Thesis Format Manual* and the *Publication Manual of the American Psychological Association (Latest edition)*. As in the development of the proposal, the student works primarily with the committee chair to develop the final paper from the research, with the research advisory committee members being consulted as needed.

8. In the written paper, and in the defense of the work, the student must demonstrate scholarship which includes mastery of a focused area of knowledge relevant to the discipline of nursing and the methods used in the study.
9. The student and the research advisory committee determine the format for the research project; it could follow the form of a manuscript for publication.
10. The research project final report must have a title page similar to the thesis title page. Chair and other committee members sign the title page.
11. Number of copies and binding. For the thesis, three bound copies are required. Two should be submitted to the Graduate School and one to the School of Nursing. In addition, it is customary for the student to provide a bound copy for the chair of the research advisory committee. For the project, submit a minimum of three copies to the SON graduate coordinator after receiving all the signatures. Two copies will remain shelved at Randall Library and one copy will be returned to the SON. A soft bound copy should be given to the committee chair.

Thesis/Project Final Oral Examination

An oral examination allows the research advisory committee to question the student on all phases of the thesis or project as well as the written documentation. The examination can be scheduled when the research/project is complete and the final draft of the thesis/project report is complete.

1. The final paper must first be approved by the thesis/project committee chairperson. When all members of the committee agree that the written thesis or project is ready for examination, a date for the examination will be agreed upon.
2. At least 15 days before the student wishes to schedule the oral examination, she/he must present to the committee a written copy of the final draft. Theses students must submit an abstract; names of committee members; and date, time, and place of the thesis defense to the Graduate School office.
3. The student must arrange a two-hour meeting of the research advisory committee. The graduate coordinator and/or the student should include the dean, associate dean for academic affairs, and/or the associate dean for research and community partnerships. If more than one student is involved in a project, all must participate in the examination. In the thesis or project exam, the student gives a short overview of the study (usually 15-20 minutes) which includes: the major findings; the significance of the study for clinical practice; and future plans regarding the topic.
4. After the student's presentation, the research advisory committee asks the student questions about the study, the methods of the study, and the implications of the research. In determining the acceptability of a project or thesis, emphasis is placed on the student's ability to communicate the research, verbally and in writing, and to think critically. In all aspects of the study.

Student Performance Evaluation During Oral Examination

Criteria considered in determining student performance on the oral examination include:

1. Responds with specificity to the questions asked.
2. Accurately uses appropriate concepts.
3. Communicates point of view clearly and coherently.
4. Accurately represents the problems and therapeutic interventions in the advanced practice area.
5. Cites and draws from relevant literature.

Students who do not pass the final examination may repeat it only once. The time for a repeat examination will be designated by the student's advisory committee. The result of the second examination will be final. A second failure by any candidate will result in the student's dismissal from the graduate program.

Documentation of Results of Oral Examination

If a student successfully passes the oral examination of the thesis/project, the chair completes the *Report of Final Project Oral Examination*. For a thesis, the chair completes the *Report of Master's Degree Final Oral Examination*. Each committee member signs the approval page of the thesis/project, after the oral defense.

Please reference the section entitled "Master's Degree Examination," in the current issue of *The University of North Carolina Wilmington Graduate Catalogue* and thesis manual.

Submission of the Project or Thesis

1. After defense, the student makes all final corrections to the thesis or project. The student must then re-submit the thesis or project to the committee chair for review and, if required by the research advisory committee, to all committee members.

Projects: Once the oral examination is approved, and the committee chair approves the corrected document, the title page is signed by the committee. The final copy of projects **MUST** be approved and signed by the graduate coordinator and the dean. (See the sample signature page in the appendix.)

Thesis: After the oral examination is approved and the title page is signed by the committee, it must be reviewed by the graduate coordinator and the dean. It is then forwarded to the graduate school for the signature by the dean of the graduate school—usually three weeks prior to graduation. (See the *UNCW Graduate School Thesis Format Manual* for guidelines.)

Signatures: Obtain original signatures for the title pages for the library and school of nursing (SON) copies.

2. **Type of Paper:** All projects must be on 100% cotton bound (rag) paper, with left margin of 1.5 inches, and one inch margins for the top, bottom and right side.

3. **Number of copies:**

Thesis—For the thesis, three bound copies are required. Submit two copies to the graduate school and one copy to the SON. In addition, it is customary for the student to provide a bound copy for the committee chair. A soft bound copy should be given to the committee chair.

Project—For the project, submit a minimum of three copies to the SON graduate coordinator after receiving all the signatures. Two copies will remain shelved at Randall Library and one copy will be returned to the SON. A soft bound copy should be given to the committee chair.

4. **Hard Binding:** For a thesis, Randall Library sends these to the bindery after approval from the graduate school. The first three copies of a thesis or a project are free of charge (library pays).

Should students want personal copies bound, the library no longer handles that. The students may contact the bindery and deal with them directly:

Southeast Library Bindery
7609 Business Park Drive
Greensboro, NC 27409
Contact Person: Jo Huddleston
1-800-444-7534

5. **Soft Binding:** For projects not recommended for Randall Library, a spiral soft-binding can be obtained at the UNCW Bookstore for approximately \$1.99.

6. **Deadline for Submission:** The deadline for submission of the FINAL paper (project/thesis) is posted each year by the graduate school and the graduate coordinator.

Dissemination

Each student must present project/thesis findings. Examples of dissemination include: presentations to staff in the agency involved; local, regional, and national presentation or posters; and publication of results independently or collaboratively with faculty.

MASTER OF SCIENCE IN NURSING DEGREE COMPREHENSIVE EXAMINATIONS

Oral Examination

It is a **requirement** of the UNCW graduate school that **all** students have comprehensive examinations. For the school of nursing graduate program, the comprehensive examination includes: 1) the written thesis/project, 2) dissemination of the project, and 3) an oral examination by the thesis/project advisory committee.

Admission to Candidacy and Application for Graduation

1. A candidate for a graduate degree is a student who has been approved for graduation at the end of a specific semester, subject to the completion of ongoing courses and/or research as outlined in the application for graduation.
2. Students may apply for graduation by filing an application for graduation form, which may be obtained from the Graduate School.

3. Semester deadlines for submitting applications are published annually in the University Calendar of Events. Students who apply for candidacy but fail to meet the deadlines for a particular graduation must reapply for the degree, specifying a new graduation date.

RESEARCH PROJECT PROSPECTUS GUIDELINES

General Directions: 1) obtain signatures of your committee chair and committee members prior to beginning development of your prospectus; 2) the body of the prospectus should not exceed 20 pages (excluding references and appendices).

A. TITLE

The title should include an accurate description of the project to be undertaken.

Example: The Implementation of an Asthma Education Program for Children Ages 8-10 in Pender County Schools.

B. INTRODUCTION

1. Introduction

The introduction provides background information pertinent to the study/project and leads the reader logically to the problem. Importance to nursing is discussed.

2. Statement of the Problem

Clear and concise problem statement of a topic that is feasible to complete in two semesters. May be in the form of a statement (declarative) or question (interrogatory).

3. Purpose of the Project

State clearly the reasons for the project, including the area of concern, nursing practice issues to be addressed and the clients to be included in the project.

4. Significance to Nursing

Indicate the importance of this issue for nursing and health care. Why is it important to do this project? How is this important to advanced practice nursing, and specifically, for nurse practitioners working with vulnerable groups in underserved areas?

Example: Based on the study findings, develop an exercise program for obese men in rural clinics.

5. Objectives

Indicate the objectives you plan to accomplish by conducting this project.

Example: Reduce the risks of asthma in young children by educating them, their teachers, and their parents about prevention of asthmatic attacks.

C. REVIEW OF THE LITERATURE

Include all relevant literature for the past five years, and more if necessary. Focus on research findings in nursing and related disciplines which are specific to the topic being studied.

1. Literature Synthesis

Provide overview of what is included in this section as an introduction.

a) Organize the review under headings that are needed for the study.

- Subgroups (Ex. Exercise programs, weight reduction, etc.)
- Chronological Sequence (by earliest date first)
- Both (groups in chronological order)

b) Summarize, analyze, and **synthesize** the literature with a focus on research done on the topic.

c) Indicate any gaps in the literature and any problems with existing studies.

d) Demonstrate a critical review of the literature.

e) For a project, describe a recommendation for a solution to the problem.

2. Conceptual Framework

Select a nursing or related model that can be used as the foundation for this project. Describe the model and indicate its relationship with the project.

3. Definition of Terms

Define any major terms or terms open to misinterpretation in such a manner that they can be measured.

Give (list) the operational definitions for major concepts in your title and any other terms or concepts which could be open to misinterpretation. Definitions may come directly from your framework, or may need to be more specific and ones that you have drawn from another source or have created. Definitions must be clearly measurable.

Example: Exercise Program: Walking at the rate of two miles in X minutes, three times per week, for 16 weeks.

4. Assumptions

Statements that are taken for granted or are considered true, even though the statements have not been scientifically tested.

5. Limitations

State any limitations of the project.

Example: Parents may not be interested in participating, or may be difficult to locate and include in the project. Travel by parents may be an issue.

D. METHODOLOGY AND IMPLEMENTATION

1. Project Design

Describe the project in detail. Explain exactly what you plan to do in chronological sequence, including all participants, methodological approaches, and materials or supplies to be included.

2. Subjects and Setting

Indicate the number of clients to be included, their location, and how you plan to acquire them. Give the setting to be used.

3. Instrument(s) and Materials

If you plan to use any instruments or materials, describe them.

4. Data Collection/Project Implementation

Explain how, when, where, and with whom you will collect the data. Give details of subject selection and intervention if one is involved. Describe the procedure for informed consent. Include completed IRB packet with informed consent form in an appendix.

5. Evaluation

Describe in detail how you plan to evaluate the project and its success, based on the objectives that you planned to achieve.

6. Limitations of the Study Design

7. Proposed Timetable

Give your estimated dates for the following:

- a) starting date and finishing date;
- b) completing literature review;
- c) locating facilities/agencies, materials to be used, etc.;
- d) recruiting those persons to be included, if applicable;
- e) implementing the project;
- f) writing the project;
- g) distributing project to committee;
- h) presenting the project to your committee.

8. Publication Format

- a) APA format: *Publication Manual of the American Psychological Association*, (Latest edition). Washington, D.C.
- b) Contact the chair of your committee for approval of the topic.
- c) When complete and approved by chair, submit a copy to each committee member.

Schedule presentation of proposal meeting with committee.

**SECTION IV
APPENDIX — FORMS**

UNCW AND SCHOOL OF NURSING FORMS—ALL PROGRAMS

<http://www.uncw.edu/son/documents/forms.pdf>

(To be used as appropriate, for general/specific programmatic requirements)

Confidentiality Statement.....	a
Substance Abuse Policy Appendix A.....	b
Substance Abuse Policy Appendix B.....	c
Infectious/Communicable Disease Policy Follow-up to Positive PPD Skin Test.....	d
Infectious/Communicable Disease Policy Hepatitis B Virus Vaccine Deferral	e
Infectious/Communicable Disease Policy Hepatitis B Virus Declination	f
Research Proposal Institutional Review Board (IRB) Tracking Form Webpage Link	g
Student Access to Official Record	h
Request for Waiver/Substitution of Degree Requirements.....	i
Permission to Enroll Directed Individual Study	j
Report of Conversion of Grade or Incomplete	k
UNCW Permission for Transient Study	l
Change of Advisor	m
UNCW Deposit Transmittal.....	n
Student Signature Page.....	o
Physical Data Sheet.....	p
Request for Change in Graduate Degree Requirements	q
Application for Change in Approved Program of Study	r
Master's Thesis/Research Project Checklist	s
Master's Project/Thesis Proposal Approval Form	t
Thesis/Project Title Page Sample.....	u
Memorandum of Written/Oral Examination Completion	v
Graduate Student Nurses' Association Bylaws 1999-2000.....	w-bb
Association of Nursing Students By-Laws.....	cc-jj