WELCOME

The UAH College of Nursing Dean, faculty, and staff welcome you to The University of Alabama in Huntsville. This handbook provides information pertaining to policies, procedures, and activities within the College. It is intended to be used in conjunction with the UAH Student Handbook and the UAH Undergraduate Catalog. We are here to assist you in the successful completion of your program of studies leading to a Bachelor of Science in Nursing Degree. We wish you much success in the attainment of your educational and professional goals.

The College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE), and approved by the Alabama Board of Nursing.

CCNE
One Dupont Circle, NW, Suite 30
Washington, D.C. 20036
Telephone Number: 202-887-6791

Alabama Board of Nursing
P.O. Box 303900
Montgomery, AL 36130-3900
Telephone Number: 334-242-4060

The University of Alabama in Huntsville is an equal opportunity/affirmative action institution and does not discriminate with respect to race, color, religion, sex, age, national origin, or handicap status in any educational program or activity.
LETTER FROM THE DEAN

Dear Student:

Hello and welcome to the College of Nursing! It is a very exciting time for the College, for the profession of nursing, and for all of health care. I encourage you to be an active participant in your academic life as well as extracurricular programs offered at the University of Alabama in Huntsville (UAH). The nursing curriculum will prepare you to practice as registered nurses in a rapidly changing health care delivery system. You will develop knowledge and skills to practice in both in-patient and community-based settings since more and more health care is being delivered in the ambulatory and community settings. If you are in the RN/BSN program, you are already licensed. You will see how the curriculum for you is designed to build on your previous nursing education.

You will also have an opportunity to learn using high fidelity simulation scenarios and varied task trainers housed in the Learning and Technology Resource Center and clinical practice laboratory. Other opportunities include Let’s Pretend Hospital, a large health education program for children, disaster- preparedness, and health fairs. Since UAH is known for its high research activity, you will be able to work with nursing faculty engaged in research addressing some of the major health care needs of our nation and globally including early stroke intervention, childhood cancer, infant nutrition, breast cancer, long term care, and development of technology.

Our major purpose is to provide high quality nursing education to prepare nurses to provide patient-centered care using a team-based approach. While the courses in which you are enrolled are fundamental in meeting that purpose, other student services such as tutoring, advisement, and student mentoring are available to aid in your success.

Once you complete your BSN degree, I encourage you to continue to further pursue your education on the graduate level by enrolling in the MSN programs offered here. You can choose from the nurse practitioner program which specializes in either family or adult-gerontology acute care or leadership in health care systems. You will be able to work as a nurse and go to graduate school at the same time.

I invite you to stop by my office and introduce yourself to me. I want your experience in the College of Nursing to be a positive one.

Take care,

Marsha Howell Adams PhD, RN, CNE, ANEF, FAAN
Dean and Professor
Email: marsha.adams@uah.edu
## Contents

- **Mission, Vision, Core Values** ............................................................................................................................................................................. 1
- **History of the College of Nursing** ........................................................................................................................................................................... 2
- **BSN Program Objectives** .................................................................................................................................................................................... 3
- **Professional Nursing Education** ............................................................................................................................................................................. 4
- **American Nurses’ Association Standards** ............................................................................................................................................................. 6
  - Nursing: Scope and Standards of Practice ................................................................................................................................................... 6
  - Code of Ethics for Nurses With Interpretive Statements ................................................................................................................................. 7
  - Nursing’s Social Policy Statement: The Essence of the Profession .................................................................................................................. 8
- **General Information** ........................................................................................................................................................................................... 9
- **College of Nursing Building Information** .......................................................................................................................................................... 10
- **University Services** ............................................................................................................................................................................................ 12
  - Student Success Center (www.uah.edu/ssc/) .............................................................................................................................................. 12
  - Health & Wellness (www.uah.edu/health-and-wellness) ........................................................................................................................................ 12
  - Library Services (www.uah.edu/library) .......................................................................................................................................................... 13
  - Office of Multi-Cultural Affairs (www.uah.edu/OMA/) ...................................................................................................................................... 14
  - UAH Undergraduate Catalog (http://catalog.uah.edu/) ................................................................................................................................. 14
  - Student ID Charger Card (www.uah.edu/chargercard/) ................................................................................................................................... 14
  - Police, Public Safety, & Parking (www.uah.edu/police) ................................................................................................................................. 14
- **Financial Aid and Scholarship Information** .......................................................................................................................................................... 15
- **Policies and Procedures** ........................................................................................................................................................................................ 16
  - **General Policies** ................................................................................................................................................................................................. 17
  - Health and Clinical Prerequisites ....................................................................................................................................................................... 17
  - Substance Abuse Policy and Drug/Alcohol Testing Policy .............................................................................................................................. 18
  - Required Adherence to University’s Drug-Free School Statement ............................................................................................................. 18
  - Purpose of Substance Abuse and Drug/Alcohol Testing Policy ................................................................................................................... 18
  - Definitions of Terms Used in Policy ................................................................................................................................................................. 19
  - Policy Requirements ............................................................................................................................................................................................ 19
- **Procedures for Readmission After Positive Drug Test** .............................................................................................................................. 23
  - Background Check Policy ....................................................................................................................................................................................... 24
  - Clinical Agency Contracts ..................................................................................................................................................................................... 25
  - Clinical Preceptors ............................................................................................................................................................................................... 25
  - Course and Clinical Schedules .............................................................................................................................................................................. 25
  - Costs Incurred for Accidents or Injury .............................................................................................................................................................. 25
  - Professional Liability Insurance ........................................................................................................................................................................... 25
  - Ethical Conduct ................................................................................................................................................................................................. 25
  - Standards of Conduct and Accountability ......................................................................................................................................................... 25
  - Plagiarism ........................................................................................................................................................................................................ 26
  - Evaluation of Courses and Faculty by Students .............................................................................................................................................. 26
  - Inclement Weather .............................................................................................................................................................................................. 26
  - Professional References ....................................................................................................................................................................................... 26
  - Representation as Nursing Student ................................................................................................................................................................. 26
  - Smoking ........................................................................................................................................................................................................ 26
- **Academic Policies** ............................................................................................................................................................................................... 28
  - BSN Attendance and Punctuality Policy ......................................................................................................................................................... 28
  - Attendance for Learning Experiences ............................................................................................................................................................. 28
  - Punctuality ........................................................................................................................................................................................................ 28
  - Make up Policies ................................................................................................................................................................................................. 28
  - Course Assignments ............................................................................................................................................................................................ 28
  - Style for Written Assignments ................................................................................................................................................................. 29
  - Academic Advisement Procedure ................................................................................................................................................................. 29
  - Academic Misconduct Disciplinary Procedure ........................................................................................................................................ 30
- **Essential Functions for Nursing Students** ..................................................................................................................................................... 30
- **ADA Compliance Essential Functions** ......................................................................................................................................................... 30
- **Essential Functions for Nursing Students** .................................................................................................................................................. 30
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades</td>
<td>32</td>
</tr>
<tr>
<td>Academic Suspension from the Nursing Program</td>
<td>33</td>
</tr>
<tr>
<td>Academic Excellence</td>
<td>54</td>
</tr>
<tr>
<td>Clinical Excellence</td>
<td>54</td>
</tr>
<tr>
<td>Leadership Excellence</td>
<td>55</td>
</tr>
<tr>
<td>Dean's Award</td>
<td>55</td>
</tr>
<tr>
<td>Sigma Theta Tau</td>
<td>55</td>
</tr>
<tr>
<td>National Student Nurses Association (NSNA)</td>
<td>56</td>
</tr>
<tr>
<td>Student Government Association (SGA)</td>
<td>56</td>
</tr>
<tr>
<td>Student Representatives On College of Nursing Committees</td>
<td>56</td>
</tr>
<tr>
<td>Forms</td>
<td>57</td>
</tr>
<tr>
<td>Academic Honor Statement</td>
<td>58</td>
</tr>
<tr>
<td>Essential Functions</td>
<td>58</td>
</tr>
<tr>
<td>Verification of Knowledge of Nursing Student Handbook</td>
<td>58</td>
</tr>
<tr>
<td>CON Rounding Rule on Grades</td>
<td>33</td>
</tr>
<tr>
<td>Progression</td>
<td>33</td>
</tr>
<tr>
<td>Evaluation of Student Progress in Clinical Courses</td>
<td>34</td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>35</td>
</tr>
<tr>
<td>Blood borne Pathogen Exposure Policy</td>
<td>37</td>
</tr>
<tr>
<td>These procedures are to be followed only after emergency treatment is performed as appropriate.</td>
<td>37</td>
</tr>
<tr>
<td>Learning and Technology Resource Center</td>
<td>38</td>
</tr>
<tr>
<td>General Policies</td>
<td>38</td>
</tr>
<tr>
<td>Code of Conduct/Expected Behavior</td>
<td>39</td>
</tr>
<tr>
<td>Visitors</td>
<td>39</td>
</tr>
<tr>
<td>Food/Drink</td>
<td>39</td>
</tr>
<tr>
<td>Writing utensils</td>
<td>39</td>
</tr>
<tr>
<td>Personal Items</td>
<td>39</td>
</tr>
<tr>
<td>Cell phones and Cameras</td>
<td>39</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>39</td>
</tr>
<tr>
<td>Universal Precautions</td>
<td>39</td>
</tr>
<tr>
<td>Simulation &amp; Learning Activities</td>
<td>39</td>
</tr>
<tr>
<td>Skills Practice</td>
<td>40</td>
</tr>
<tr>
<td>Treatment Rooms</td>
<td>40</td>
</tr>
<tr>
<td>LTRC Computer Policy</td>
<td>40</td>
</tr>
<tr>
<td>Upper Division Progression and Graduation Requirements</td>
<td>41</td>
</tr>
<tr>
<td>Upper Division Program of Study Effective Fall 2015</td>
<td>42</td>
</tr>
<tr>
<td>Policies and Procedures Specific to Registered Nurse Students</td>
<td>43</td>
</tr>
<tr>
<td>Policy for Developing and Independent Study</td>
<td>44</td>
</tr>
<tr>
<td>Graduation Information</td>
<td>46</td>
</tr>
<tr>
<td>NCLEX-RN</td>
<td>46</td>
</tr>
<tr>
<td>Licensure Information</td>
<td>47</td>
</tr>
<tr>
<td>Student Activities and Organizations</td>
<td>48</td>
</tr>
<tr>
<td>Academic Activities</td>
<td>49</td>
</tr>
<tr>
<td>CHEERS Project</td>
<td>49</td>
</tr>
<tr>
<td>Let's Pretend Hospital</td>
<td>49</td>
</tr>
<tr>
<td>Disaster Drill</td>
<td>49</td>
</tr>
<tr>
<td>Research and Creative Experience for Undergraduates (RCEU)</td>
<td>49</td>
</tr>
<tr>
<td>Honors Program</td>
<td>51</td>
</tr>
<tr>
<td>Honors Program (<a href="http://www.uah.edu/honors/">http://www.uah.edu/honors/</a>)</td>
<td>51</td>
</tr>
<tr>
<td>Typical Honors Diploma Program for Nursing Majors</td>
<td>51</td>
</tr>
<tr>
<td>Early Promotion into UAH Nursing Program (EPNP)</td>
<td>53</td>
</tr>
<tr>
<td>Awards, Honor Society and Organizations</td>
<td>54</td>
</tr>
<tr>
<td>Outstanding Academic Achievement</td>
<td>54</td>
</tr>
<tr>
<td>Honors Scholars</td>
<td>54</td>
</tr>
<tr>
<td>Equipment</td>
<td>38</td>
</tr>
<tr>
<td>Code of Conduct/Expected Behavior</td>
<td>39</td>
</tr>
<tr>
<td>Visitors</td>
<td>39</td>
</tr>
<tr>
<td>Food/Drink</td>
<td>39</td>
</tr>
<tr>
<td>Writing utensils</td>
<td>39</td>
</tr>
<tr>
<td>Personal Items</td>
<td>39</td>
</tr>
<tr>
<td>Cell phones and Cameras</td>
<td>39</td>
</tr>
<tr>
<td>Confidentiality</td>
<td>39</td>
</tr>
<tr>
<td>Universal Precautions</td>
<td>39</td>
</tr>
<tr>
<td>Simulation &amp; Learning Activities</td>
<td>39</td>
</tr>
<tr>
<td>Skills Practice</td>
<td>40</td>
</tr>
<tr>
<td>Treatment Rooms</td>
<td>40</td>
</tr>
<tr>
<td>LTRC Computer Policy</td>
<td>40</td>
</tr>
<tr>
<td>Upper Division Progression and Graduation Requirements</td>
<td>41</td>
</tr>
<tr>
<td>Upper Division Program of Study Effective Fall 2015</td>
<td>42</td>
</tr>
<tr>
<td>Policies and Procedures Specific to Registered Nurse Students</td>
<td>43</td>
</tr>
<tr>
<td>Policy for Developing and Independent Study</td>
<td>44</td>
</tr>
<tr>
<td>Graduation Information</td>
<td>46</td>
</tr>
<tr>
<td>NCLEX-RN</td>
<td>46</td>
</tr>
<tr>
<td>Licensure Information</td>
<td>47</td>
</tr>
<tr>
<td>Student Activities and Organizations</td>
<td>48</td>
</tr>
<tr>
<td>Academic Activities</td>
<td>49</td>
</tr>
<tr>
<td>CHEERS Project</td>
<td>49</td>
</tr>
<tr>
<td>Let's Pretend Hospital</td>
<td>49</td>
</tr>
<tr>
<td>Disaster Drill</td>
<td>49</td>
</tr>
<tr>
<td>Research and Creative Experience for Undergraduates (RCEU)</td>
<td>49</td>
</tr>
<tr>
<td>Honors Program</td>
<td>51</td>
</tr>
<tr>
<td>Honors Program (<a href="http://www.uah.edu/honors/">http://www.uah.edu/honors/</a>)</td>
<td>51</td>
</tr>
<tr>
<td>Typical Honors Diploma Program for Nursing Majors</td>
<td>51</td>
</tr>
<tr>
<td>Early Promotion into UAH Nursing Program (EPNP)</td>
<td>53</td>
</tr>
<tr>
<td>Awards, Honor Society and Organizations</td>
<td>54</td>
</tr>
<tr>
<td>Outstanding Academic Achievement</td>
<td>54</td>
</tr>
<tr>
<td>Honors Scholars</td>
<td>54</td>
</tr>
</tbody>
</table>
Mission, Vision, Core Values

Mission
Educate and inspire individuals to become nurse leaders who act with integrity, discover through scientific methods, and advocate for the best health care experiences of people and communities in a complex and evolving health care environment. In collaboration with our university colleagues and community partners, we are committed to excellence through our teaching, scholarship, practice, and service.

Vision
To have a global reputation for transforming health care through innovative nursing practice, education, and research.

Core Values
- Integrity - Resolutely adhering to moral, ethical, and professional standards.
- Inspiration - Encouraging, role-modeling, and mentoring others to pursue their professional dreams.
- Caring - Acting with compassion and respecting all persons by embracing cultural humility, diversity, and person-centered care.
- Excellence - Pursuing and achieving goals of the highest caliber.
- Wellness - Maximizing well-being in different states of health.
History of the College of Nursing

UAH is the only institution offering both undergraduate and graduate nursing programs in north Alabama and is committed to becoming the regional center for research activities in nursing. The School of Nursing was established by act of the Alabama Legislature in 1971. The School was designated a College of Nursing in 1987.

Dr. Kathryn Crossland, the first Dean, was appointed in September, 1971, and the first students were admitted to the professional nursing curriculum for the fall of 1972. Thirty-six students were graduated in 1974. That same year the School of Nursing baccalaureate program was granted initial accreditation by the National League for Nursing. The Master of Science in Nursing degree was approved by the Board of Trustees of the University of Alabama System in 1978. The first students were graduated in 1980 and the program received initial accreditation from the National League for Nursing in 1982. The program initially prepared graduates as specialists in family nursing. A major curriculum revision, begun in 1980, resulted in the development of a two track option: Adult Acute Care and Family Nurse Practitioner. A third track in Home Health Care Administration was added in 1988. In the fall of 1995, that track was modified to become a broader Nursing Administration track. The track was revised again in 2005 and is now the Leadership in Health Care System, offered online. An Acute Care Nurse Practitioner track, now called the Adult-Gerontology Acute Care Nurse Practitioner Program, was added in 1994 and the Adult Acute Care track was modified and updated in 1998 resulting in what is now called the Adult-Gerontology Clinical Nurse Specialist track. A Post-Master’s Family Nurse Practitioner Program was initiated in 1994. A certificate program in Nursing Education was begun in 2003. The leadership track was revised and changed to the Leadership in Health Care Systems. The Doctor of Nursing Practice program was approved and the first class began fall 2008 and was accredited by CCNE in 2010. In the 2014-2015 academic year, faculty, staff, and students participated in a process to revise the mission, vision, and core values of the College of Nursing. The new guiding documents were implemented in fall 2015. The undergraduate faculty engaged in a curriculum revision in the same academic year, resulting in a concept-based curriculum with technology-rich learning support and computer-based testing.

The College is housed in a centrally located building that was first occupied in 1976. Since then we have added a new four-story structure for a total of about 90,000 square feet with lecture rooms, research space, the Learning and Technology Resource Center, and study areas for student support. The unique design of the College of Nursing building promotes interaction among faculty and students and it supports the concept of a dynamic open system. The building is in close proximity to the Library, the UAH Student Center -- Charger Union and other academic buildings, providing opportunities for faculty, staff, and students to be an integral part of the University community.
BSN Program Objectives

1. Practice nursing as a generalist using the nursing process and clinical reasoning based on ethical, legal, and professional standards and principles.

2. Translate research and utilize evidence based practice to promote quality healthcare across diverse, vulnerable populations, and cultures.

3. Examine healthcare policy, care delivery models, and organizational systems for current and future healthcare needs within the clinical setting.

4. Demonstrate characteristics of leadership and accountability to promote effective interprofessional collaboration in healthcare systems.

5. Display proficiency in the use of patient care technologies, healthcare information systems, and communication devices to support safe and competent nursing practice.

6. Engage in lifelong learning and participate in professional activities that enhance the nursing profession.

7. Recognize the nurse’s role in bio-immunogenetic technology to promote safe and competent nursing practice.
The University of Alabama in Huntsville  
College of Nursing

Professional Nursing Education

The College provides professional nursing education, and uses the direction provided by the American Association of Colleges of Nursing through *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008).

The College believes that liberal education, systems leadership, scholarship of evidence based practice, management and application of technology, multiple environments, communication and collaboration, clinical prevention, professionalism and professional valuates are necessary components in educational preparation of baccalaureate generalist nursing practice.

- Liberal Education for Baccalaureate Generalist Nursing Practice
- Provides the foundation for the development of clinical decision making skills
- Promotes critical thinking and ethical decision making
- Provides a strong foundation in the physical and social sciences including philosophy, arts and humanities
- Current trends in health care require learning related to communication, history, global perspectives, economics
- Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- Promotes knowledge and skills in leadership, quality improvement, and patient safety to provide high quality health care
- Scholarship for Evidence Based Practice
- Translates current evidence in practice
- Information Management and Application of Patient Care Technology
- Applies knowledge and skills in information management and patient care technology
- Healthcare Policy, Finance, and Regulatory Environments
- Differentiates various environments that directly and indirectly influence the nature and function of the healthcare system
- Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- Analyze health promotion and disease prevention strategies at the individual and population level
- Professionalism and Professional Values
- Facilitates the development of professional values and value based behaviors. These values include but are not limited to:
  * Altruism
* Autonomy
* Human dignity
* Integrity
* Social justice

- Provides the framework for practice
- Guides interactions with clients, colleagues, and the public
- Baccalaureate Generalist Nursing Practice
- Practices with patients to include individuals, families, groups, communities, and populations across the lifespan
- Understands and respects variations of care, the increased complexity, and increased use of healthcare resources in caring for patients
American Nurses’ Association Standards

The American Nurses’ Association (ANA) foundational documents describe the responsibilities for which nurses are accountable. These standards reflect the values, ethics, and priorities of the profession; provide direction for professional practice; provide a framework for evaluation; and, define professional accountability to the public. They also serve as measurements used in licensure, certification, accreditation, quality assurance, peer review and public policy.

The College of Nursing subscribes to the three foundational documents for all students.

Nursing: Scope and Standards of Practice

STANDARDS OF PROFESSIONAL PRACTICE

Standard 1. Assessment: The registered nurse collects comprehensive data pertinent to the healthcare consumer’s health and/or the situation.

Standard 2. Diagnosis: The registered nurse analyzes the assessment data to determine the diagnoses or the issues.

Standard 3. Outcomes Identification: The registered nurse identifies expected outcomes for a plan individualized to the healthcare consumer or the situation.

Standard 4. Planning: The registered nurse develops a plan that prescribes strategies and alternatives to attain expected outcomes.

Standard 5. Implementation: The registered nurse implements the identified plan.

Standard 5A. Coordination of Care: The registered nurse coordinates care delivery.

Standard 5B. Health Teaching and Health Promotion: The registered nurse employs strategies to promote health and a safe environment.

Standard 5C. Consultation: The graduate-level prepared specialty nurse or advanced practice registered nurse provides consultation to influence the identified plan, enhance the abilities of others, and effect change.

Standard 5D. Prescriptive: Authority and Treatment: The advanced practice registered nurse uses prescriptive authority, procedures, referrals, treatments, and therapies in accordance with state and federal laws and regulations.

STANDARDS OF PROFESSIONAL PERFORMANCE


Standard 8. Education: The registered nurse attains knowledge and competence that reflects current nursing practice.

Standard 9. Evidence-Based Practice and Research: The registered nurse integrates evidence and research findings into practice.

Standard 10. Quality of Practice: The registered nurse contributes to quality nursing practice.

Standard 11. Communication: The registered nurse communicates effectively in a variety of formats in all areas of practice.

Standard 12. Leadership: The registered nurse demonstrates leadership in the professional practice setting and the profession.

Standard 13. Collaboration: The registered nurse collaborates with the healthcare consumer, family, and others in the conduct of nursing practice.

Standard 14. Professional Practice Evaluation: The registered nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.

Standard 15. Resource Utilization: The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.


Code of Ethics for Nurses With Interpretive Statements

PROVISION 1 Respect for Others
PROVISION 2 Commitment to the Patient
PROVISION 3 Advocacy for the Patient
PROVISION 4 Accountability and Responsibility for Practice.
PROVISION 5 Duty to Self and Duty to Others
PROVISION 6 Contribution to Healthcare Environments
PROVISION 7 Advancement of the Nursing Profession
PROVISION 8 Promotion of Community and World Health
PROVISION 9 Promotion of the Nursing Profession
Nursing’s Social Policy Statement: The Essence of the Profession

• Provision of a caring relationship that facilitates health and healing.
• Attention to the range of human experiences and responses to health and illness within the physical and social environments.
• Integration of assessment data with knowledge gained from an appreciation of the patient or the group.
• Application of scientific knowledge to the processes of diagnosis and treatment through the use of judgment and critical thinking.
• Advancement of professional nursing knowledge through scholarly inquiry.
• Influence on social and public policy to promote social justice.
• Assurance of safe, quality, and evidence-based practice.

http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/NursingStandards/Foundation

DATE APPROVED: 03/15
SEMESTER AND YEAR EFFECTIVE: Spring 2015
DATE REVIEWED/REVISED: August 5, 2014
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: Fall 2020
General Information

A comprehensive list and descriptions of UAH student services is provided in the UAH Student Handbook (http://www.uah.edu/student-support/student-conduct/handbook).
College of Nursing Building Information

Nursing Building and Hours: 6:00am-6:30pm

Frequently Called Numbers
- Undergraduate Programs Office, 256-824-6742
- Graduate Programs Office, 256-824-6669
- Dean’s Office, 256-824-6345
- Learning/Technology Resource Center (LTRC), 256-824-2181
- Student Health Center, 256-824-6776
- Student Success Center, 256-824-2478
- Counseling Center, 256-824-6203
- Records/Registrar Office, 256-824-2749
- Library, 256-824-6530
- Financial Aid, 256-824-6241
- Housing, 256-824-6108
- IT Help Desk, 256-824-3333
- Charger Card Office, 256-824-2720
- Public Safety, 256-824-6596

Wi-Fi
UAH provides free Wi-Fi access for all currently enrolled students. Instructions for connecting to the wireless network can be found at http://www.uah.edu/oit/services/wireless There is excellent wireless coverage throughout the Nursing Building. Rooms 103 A & B have wired connections to the UAH network for student use.

Commons Area
The Commons Area, on the second floor mezzanine, has been set aside for student use in addition to various gathering areas throughout the building. A microwave oven, vending machines, and refrigerator are also available for student use. Tables have been provided for both studying and eating.

Communicating With Faculty
Faculty may be reached by email or calling their office. Faculty telephone numbers are listed in course syllabi and the College of Nursing website. All faculty have voice mail so students may leave a message if the faculty member is not available. Office hours for the faculty secretary are 8:00 a.m. to 4:30 p.m., Monday through Friday. The faculty secretary may be reached at 256-824-6512.

The official electronic communication method for the University and College is UAH email. Faculty email addresses are published in the Student/Faculty Telephone Directory, made available in the fall semester. All students are issued a university email account by Information Services.
Printing/Copying
Printers and copiers are available in the Library, first floor. Students must use the Flex Account accessed via their Charger Card for printers and can use the Flex Account or cash for copies. For large print jobs, students should use the UAH Copy Center. Students can send an email with the file in pdf form to the Copy Center and pick up copies later in the same day. This copying method is about half the cost of printing in the library.

Emergency Messages
All students are encouraged to sign up for the UAHAlert System, which is a comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums including: voice messages to cell, home and office phones, text messages to cell phones, and email messages.

To register, go to www.uah.edu/ualert and select your contact preferences.
University Services

Student Success Center (www.uah.edu/ssc/)
The Student Success Center provides programs and services to support UAH students in exploring their intellectual as well as their social potential to achieve academic success.

- **Academic Coaching:** This program supports students in being successful in academia by sharing with them key areas of success such as test taking strategies, time management, and organizational tips.

- **Career Development:** We offer comprehensive career services to all UAH students and we help develop effective job search skills and search for work opportunities.

- **PASS (Peer Assisted Study Sessions):** Peer Assisted Study Sessions (PASS) provide assistance to students enrolled in specific courses that are considered historically difficult. PASS Leaders are undergraduate students who have received a high grade in the course for which they offer support. Their job is to attend class along with students and then hold review and discussion sessions designed to reinforce course materials.

- **Tutoring and Writing:** The Tutoring & Writing Center offers assistance to currently enrolled UAH students. Tutoring is available in a variety of subjects and assistance is provided for students to improve their writing skills.

Health & Wellness (www.uah.edu/health-and-wellness)

- **Counseling Services:** Students sometimes encounter personal difficulties during the course of their collegiate experience. The Counseling Center supports the educational process by assisting students in their academic, personal, and social development. The Counseling Center operates on a time limited model, which means that students are eligible for up to 12 individual sessions per academic year. Counseling can be an opportunity to talk about concerns with an objective person who can help you develop skills and view situations in ways that may enable you to be more effective in managing life's challenges down the road. Students must be currently enrolled in three or more credit hours to be eligible to receive counseling services. Services at the Counseling Center are all free of charge. Consultation services are provided to parents, faculty, and staff. Appointments may be scheduled through the Counseling Center in Wilson Hall, Room 329, or by calling 256-824-6203.

- **Disability Support Services:** Disability Support Services (DSS) is responsible for assuring that students with disabilities have equal, effective, and meaningful access to all aspects of university life, while remaining as independent as possible. The DSS office is committed to working with students, faculty, and staff in developing and implementing reasonable accommodations and appropriate strategies for a successful learning experience while maintaining the academic standards and integrity of the University. For guidelines, forms, process, and more information, please contact the DSS office at 256-824-1997 (Wilson Hall 317).
• **Student Health Center:** The Student Health Center, located at Wilson Hall, 3rd Floor, Room 325 and provides on-campus health care to students currently enrolled in at least three credit hours of classes. The Student Health Center is designed to meet students’ basic health care needs. Services include acute care, physicals, immunizations, TB screens, and vaccinations. Hours of operation are 8:15 a.m.-12 p.m. and 1:30 p.m. – 5:00 p.m. Though “walk-ins” may be available, please call 256-824-6775 for appointments and for a more inclusive list of services.

• **Fitness Center:** Full time students are automatically members of the University Fitness Center, located on John Wright Dr. This state-of-the-art complex provides group classes, a pool, weights, exercise equipment and many other exercise options. Questions regarding the University Fitness Center should be directed to 256-824-5500.

**Library Services (www.uah.edu/library)**

The many pathways for research at the Library include our book, periodical, and microform collections, online databases and specialized reference tools, and an extensive library of U.S. government publications. As a part of the Alabama Virtual Library, UAH continues to offer more and more electronic products.

• **Hours of Operation:**

  **Fall and Spring Semester:**
  Sunday: 1:00pm-10:00pm  
  Mon-Thu: 7:30am-Midnight  
  Friday: 7:30am-8:00pm  
  Saturday: 9:00am-6:00pm

  Exceptions: Summer, some holidays and some breaks

• **Copy and Printing:** Printers and copiers are available in the Library, first floor. Students must use the Flex Account accessed via their Charger Cards for printers and can use the Flex Account or cash for copies.

• **Study Rooms:** Study rooms are available with conference style seating and are equipped with large wall-mounted monitors that may be connected to a student-owned laptop for group study sessions. A keyboard, mouse, cables, and whiteboard markers may be checked out for use in the study room. For more information go to [http://www.uah.edu/library/services/study-rooms](http://www.uah.edu/library/services/study-rooms).
Office of Multi-Cultural Affairs (www.uah.edu/OMA/)
The Office of Multi-Cultural Affairs assists the University in providing an atmosphere that is welcoming, supportive, and rewarding as students prepare to become responsible adults. The Office endeavors to foster an understanding and a respect for cultural diversity throughout the UAH Community. Students may contact the office by calling 256-824-2333.

UAH Undergraduate Catalog (http://catalog.uah.edu/)
The UAH Undergraduate Catalog is available online. The catalog contains admission, enrollment, and progression requirements as well as course descriptions.

Student ID Charger Card (www.uah.edu/chargercard/)
Every newly admitted undergraduate student will be charged a one-time fee of $10.00 for an official UAH photo identification card (Charger Card). Students may obtain a Charger Card in the Charger Union, room 131, from 8:30 am until 5:00 pm, Monday through Friday, excluding holidays. Verification of class schedule and photo ID required. The Charger Card gives students access to campus facilities and services and will allows for purchases at participating locations. Charger Accounts are necessary for programs such as Meal Plans and Flex Accounts. Additionally, all Nursing students must purchase a College of Nursing ID badge, which is available at Charger Union for a $5 fee. This badge must be worn at all lab and clinical experiences.

Police, Public Safety, & Parking (www.uah.edu/police)
This department is located in the Intermodal Facility and is staffed by professional law enforcement personnel 24 hours a day, seven days a week to help protect and assist the UAH campus community, especially the student body. In the event of an emergency on UAH property, the Department of Public Safety should be notified at 256-824-6911. For non-emergent calls, dial 256-824-6956. Parking is available in designated areas with a valid decal. Students should use the Student Vehicle Registration Application (https://parking.uah.edu/) to register vehicles and obtain UAH parking decals. Completed forms should be submitted in person and with photo identification to the UAH Police Department located in the Intermodal Facility (IMF). Separate forms are required for each vehicle if registering more than one. Additionally, the department of Public Safety provides a variety of services to the student body. Please visit their website or call for more information.
Financial Aid and Scholarship Information

Financial Aid (http://www.uah.edu/admissions/undergraduate/financial-aid/office)
The University Financial Aid Office, located in the Conference Training Center (former University Center), provides financial aid information and assists students in meeting individual financial needs. A nursing program is expensive, and students are encouraged to make appropriate financial arrangements so they do not have to work full-time while in the nursing program. Nursing students will incur additional costs other than tuition and fees such as purchasing scrubs, lab coat, stethoscope, nursing shoes, picture ID badge, and other equipment needed to practice in the clinical area.

Scholarships (http://www.uah.edu/admissions/undergraduate/financial-aid/scholarships)
General college scholarship information may be obtained through the Financial Aid Office. Applications for scholarships must be completed by December 1 for the following academic year. All students who wish to be considered for any scholarship must complete a scholarship application available in the University Financial Aid Office.
Policies and Procedures

All UAH academic policies are fully explained in the UAH Undergraduate Catalog and The UAH Student Handbook. This section contains information on policies and procedures which apply only to students enrolled in the College of Nursing.
Health and Clinical Prerequisites

Clinical agencies require students to meet various health-related requirements. Students must complete and maintain currency of all health documentation requirements prior to enrollment in upper division level courses and throughout the program for progression. Students are responsible for maintaining original health records. Some of these records will be managed by the Office of Undergraduate Programs (health insurance, CPR, drug testing, and criminal background check) and others by the UAH Student Health Center (vaccinations and physical examination). The following are required as part of admission and progression in the upper division nursing major and entry into each course:

1. Physical examination: Student must obtain a physical examination from a health care provider. The physical examination must be obtained no more than 3 months prior to admission to the Nursing Program. Senior-level students prior to the 4th semester of enrollment must complete Verification of Physical Ability Form found in the Attachment section of the College of Nursing Undergraduate Student Handbook. Students who are not able to meet the Essential Functions as described in this Student Handbook must meet with the Associate Dean for Undergraduate Programs.

2. Hepatitis B: for initial enrollment, verification that the series of injections has begun or results of a recent titer must be received.

3. Evidence of immunity to measles, mumps, rubella, and varicella.

4. Evidence of negative for tuberculosis. Each student is required to have a 2-step tuberculin (TB) skin test or a T-spot less than three months prior to the first day of class of upper division nursing courses. If a student has a current TB skin test, then a two-step is not needed. Instead of skin testing, students may provide evidence of a blood test indicating negative for tuberculosis. If the skin test or the blood test is positive, a chest x-ray is required and possible other medical evaluation may be requested. An annual one-step TB renewal test is required.

5. Annual Influenza vaccination: Students are required to provide evidence of influenza vaccination by October of each year while enrolled in the Nursing Program.

6. Current health insurance: Students are required to provide evidence of current health insurance each year while enrolled in the Nursing Program.

7. CPR: Basic Life Support for the Healthcare Provider through the American Heart Association certification or recertification is every two years.

8. Drug testing and criminal background check: Students are required to submit to drug testing and criminal background checks upon admission, for reasonable suspicion of drug/alcohol use, and as required by affiliating clinical agencies while enrolled in any Nursing Program. The College of Nursing Undergraduate Student Handbook provides detailed policies on the following pages. Violations of the policies are serious and will result in dismissal of students from the College of Nursing.

9. Other health requirements may be implemented based on community or clinical agency requirements.
**Substance Abuse Policy and Drug/Alcohol Testing Policy**

**Required Adherence to University's Drug-Free School Statement**

This policy is accessible at [http://www.uah.edu/images/administrative/legal/pdf_files/Drug-Free_Schools_Statement_2014.pdf](http://www.uah.edu/images/administrative/legal/pdf_files/Drug-Free_Schools_Statement_2014.pdf). All UAH College of Nursing students must become familiar with and comply with this university-wide policy, which applies to behavior that occurs not only on the University campus, but also on property owned or controlled by the University and at University-sponsored or University-supervised activities, such as student nursing activities at affiliating clinical agencies. In addition, all students are subject to all applicable federal, state and local laws addressing illegal drug and alcohol use, which are briefly described in the above-mentioned policy, as well as in the University’s Student Code of Conduct. The College of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy, as described below, is intended to complement the University’s Drug-Free Schools Statement.

**Purpose of Substance Abuse and Drug/Alcohol Testing Policy**

For obvious health and safety concerns, nurses must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, interferes with the judgment or motor coordination of nursing students in a health care setting and poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in the College of Nursing’s Upper Division of the BSN program and the Graduate program, where students spend a considerable amount of time learning patient care in a variety of clinical settings. The College of Nursing recognizes its responsibility to endeavor to provide a safe, efficient academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients during nursing students’ clinical experiences in their facilities. Therefore, the following policy has been adopted to:

1) Proscribe substance abuse and/or activities or behaviors a) that are prohibited by the University’s Drug-Free Schools Statement, or b) which may subject the involved student, other individuals, and the University to legal penalties or consequences, or c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted;

2) Identify students in the upper division of the BSN program or in the Graduate program, who may have a drug or alcohol-related impairment or an arrest, charge, or conviction that may impact their ability to learn safe nursing care practices or that may create unacceptable risks for the University or clinical agencies in which students have clinical experiences;

3) Cooperate with affiliating clinical agencies by requiring nursing students reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate College of Nursing officials.

4) Require all students enrolled in the College of Nursing to submit to mandatory drug testing at the will of the College of Nursing or clinical agencies or based upon reasonable suspicion of substance abuse.
Definitions of Terms Used in Policy

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

Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

Impaired means a person’s mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon chemical substances.

Nursing student means any individual formally enrolled in the College of Nursing in pursuit of the BSN or Graduate degree, including registered nurses (RN) and students taking courses via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.

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

Substance abuse means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while enrolled in upper division courses in the BSN program or in Graduate courses at The University of Alabama in Huntsville, regardless of where the illegal drug activity occurs; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical site premises or while participating in any University- or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; and (c) a nursing student’s use of alcohol or any drug in such a way that the student’s performance in any nursing course, including activities at any clinical site, is impaired.

Policy Requirements

A. Drug and Alcohol Proscriptions, Duty to Notify of Drug/Alcohol Violations, and Due Process

1. Substance abuse, as defined in this policy, or a violation of any term of the University of Alabama in Huntsville Drug-Free Schools Statement is strictly prohibited.
2. Under no circumstance should nursing students participate in nursing-related courses or clinical activities while they are impaired.

3. Nursing students who violate this policy will be dismissed from the College of Nursing.

4. A violation, arrest, or charge by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such violation, if substantiated, will result in the student’s dismissal from the College of Nursing. A nursing student who fails to notify the Associate Dean within five days of an administrative action or arrest, charge, or conviction for any such violation will be dismissed from the College of Nursing.

5. If a student’s admission, progression, or enrollment is denied based on the information obtained from a drug test, the student will be advised of the results, referred to this policy, and given an opportunity to respond to the violation. The College of Nursing will also provide the name and address of the reporting agency that furnished the report and of the right to dispute the accuracy and completeness of any information contained in the report by contacting the reporting agency directly. If the College of Nursing decides, based upon the individual’s written description, explanation, and documentation about information obtained in the drug test, that the student’s drug test results are satisfactory, the Associate Dean will inform the student of the College of Nursing’s decision to allow admission, continued enrollment, or progression in the program. However, there is no guarantee that every clinical facility will permit the student to participate in educational clinical experiences at that facility or that any state will accept the individual as a candidate for registration, permit, or licensure.

B. Required Disclosure of Drug Use/Non-Use For Students in the Upper Division of the BSN Program or in the Graduate Program

1. Students in the Upper Division of the BSN program or in the Graduate program will be required to provide (among all other items of information) a signed statement that he or she does or does not engage in substance abuse activities as defined herein. Further, he or she must indicate any legal convictions pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances; pertaining to or related to the abuse of alcohol or any other chemical substance; and the consequences of any such conviction(s). (see Attachment A)

2. Whenever a nursing student’s academic or clinical performance is impaired, particularly in the clinical setting, the University reserves the right to require the student to submit to drug testing. See Section D, #3 below.

3. Failure to provide the above-required information, past legal convictions for activities related to illegal or legally controlled substances, and/or information or evidence that reasonably establishes a past pattern of chemical substance abuse will be grounds for dismissal from the program. However, prior legal convictions related to chemical substances will be considered along with all other information pertaining to the individual, and will not produce automatic dismissal from the program. Discovery that false or fraudulent or misleading information was provided prior to matriculation will be grounds for dismissal from the program.

C. Student’s Agreement to Submit to Drug Testing by Affiliating Clinical Agencies and to Consent to Release of Test Results to College Officials

1. For all affiliating clinical agencies which require nursing students to be subject to the agency’s drug/alcohol testing policies (including but not limited to pre-employment or pre-clinical placement
testing or when there is reasonable suspicion to believe that a student may be impaired or is or has been engaged in substance abuse as defined herein), the student may be tested in accordance with the affiliating agency’s policies.

2. Upon admission to upper division BSN or Graduate program, the nursing student shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned; b) to submit to any drug/alcohol testing required by the affiliating clinical agency; and c) to release a copy of any and all drug/alcohol test results to the College of Nursing Associate Dean and/or other appropriate College of Nursing officials. (see Attachment B for consent). Failure to sign the consent shall be grounds for non-placement at an affiliating clinical agency and may result in a dismissal from the program.

3. All cost of all drug/alcohol testing required by affiliating clinical agencies shall be borne by the student or affiliating clinical agency, as determined by the affiliating clinical agency. Neither the University nor the College of Nursing, or any of its officers or employees, shall bear drug/alcohol testing costs arising out of any nursing student’s placement at an affiliating clinical agency.

4. A positive substance abuse test shall result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences. The College of Nursing Associate Dean will notify a student who has a positive drug test. If a student tests positive for a prescribed drug, however, the person must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.

5. A student’s failure to submit to a required drug screen, by the allotted time, or attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet objectives for the course; therefore, progression in the program will not be permitted.

D. Reasonable Suspicion Drug Testing Requested by College of Nursing

1. Any nursing student who demonstrates behavioral changes reasonably suspected to be related to substance abuse as defined herein will be subject to testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member, college administrator, and/or the clinical agency. The nursing faculty member’s request to drug test will be documented (see Attachment C) and may be based on a variety of factors, including but not limited to:

- observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug;
- erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance;
- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;
- arrest for drug or alcohol charges.
- substance abuse-related conviction by a court or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.

2. The Drug Testing Procedure set forth below will be followed if this mandatory reasonable suspicion
drug testing is requested by College of Nursing officials, including faculty members:

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

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

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

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

e) The Associate Dean will be notified of all test results, whether initiated or requested by the clinical agency or by College of Nursing. When the test is requested by College of Nursing, the testing laboratory will initially notify the specified physician in the Student Health Center of test results, who will then notify the Associate Dean.

f) If the initial screening test is negative, that fact will be noted in the student’s record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student will be released from further action.
   a) A nursing student will be dismissed from the College of Nursing if a) the student refuses to submit to drug testing based upon reasonable suspicion; or b) a student’s drug testing results are positive.

3. Licensed nursing students who refuse to submit to drug/alcohol testing based upon reasonable suspicion or who have positive drug test results will also be reported to the appropriate state board of nursing. Full reinstatement of licensure will be required for an unrestricted return to the educational program.

E. Student Self Disclosure of Prohibited Substance Use

A student who self-identifies use of a prohibited substance and is requesting help to deal with the problem should contact a member of the College of Nursing faculty or administration. The Associate Dean or designee will institute the drug testing procedure as described in this policy. The cost of all drug/alcohol testing required by College of Nursing shall be borne by the student. Neither the University of Alabama in Huntsville nor the College of Nursing, or any of its officers or employees, shall bear drug/alcohol testing cost arising out of any nursing student’s placement at an affiliating clinical agency.

A student who has a positive test for prohibited substances will be suspended from the College of Nursing for up to 12 months to complete a program for substance abuse at a qualified treatment facility. The student must immediately enter into the treatment program. After successful completion of the treatment program, the student is eligible to apply for readmission as outlined in this policy.
F. Confidentiality

All drug testing results will be treated by The College of Nursing as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student has consented in writing to the release of the information. The College and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student, or by his/her personal representative, in any court of law or with any state or federal administrative agency.

Procedures for Readmission After Positive Drug Test

A. Readmission Prerequisites

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

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

B. Incidence of Reoccurrence after Readmission

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

C. Appeal Process

A nursing student may appeal the college’s decision to dismiss or not re-admit a student through the established Grievance Procedure.
Background Check Policy

Students are required to follow the Code of Student Code as described in the UAH Undergraduate Student Handbook ([http://www.uah.edu/images/administrative/dos/student-support-programs/2012-14StudentHandbook.pdf](http://www.uah.edu/images/administrative/dos/student-support-programs/2012-14StudentHandbook.pdf)). The University will impose sanctions for violations of law, order, or University regulations.

Students are also required to submit to criminal background checks upon admission and as required by the College of Nursing or affiliating clinical agencies while enrolled in any Nursing Program. Students with felonies will not be admitted to the College of Nursing; those who commit felonies during enrollment in the College of Nursing will be dismissed from the program.

1. Arrests, charges, convictions, pleas of guilty, pleas of nolo contendere (no contest) to any criminal charges or having any pending criminal charges may be grounds for rescinding admission or denying enrollment in the College of Nursing courses and programs.

2. Any crimes involving violence against the person including but not limited to: murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse of children or the elderly, abduction, robbery at any time, and a pattern of driving under the influence prohibit a student from admission or progression in the Nursing Program.

3. If a student’s admission, progression, or enrollment is denied based on the information obtained from a criminal background check, the Associate Dean will advise the student of the report, the student will be referred to this policy, and will be given an opportunity to respond to the background check. The College of Nursing will provide to the student the name and address of the reporting agency that furnished the report and will inform the student of the right to dispute the accuracy and completeness of any information contained in the report by contacting the reporting agency directly. If the College of Nursing decides, based upon the individual’s written description, explanation, and documentation about information obtained in background check, that the student’s background check is satisfactory, the Associate Dean will inform the student of the College of Nursing’s decision to allow admission, continued enrollment, or progression in the program. However, there is no guarantee that every clinical facility will permit the student to participate in educational clinical experiences at that facility or that any state will accept the individual as a candidate for registration, permit, or licensure.

DATE APPROVED: 5/6/2015
SEMESTER AND YEAR EFFECTIVE: Fall 2015
DATE REVIEWED/REVISED:  
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: 2020
Clinical Agency Contracts
University and Board of Nursing regulations require signed contracts with all agencies in which students have clinical experiences. Establishing and maintaining these contracts is the responsibility of faculty and administrators in the College of Nursing. Students may not initiate the process. All arrangements for clinical experiences, including review of current contracts, must be initiated by the faculty member responsible for the course in which the experience is to occur. Students are encouraged to consult with faculty as early as possible if there are special considerations regarding a clinical agency.

Clinical Preceptors
Clinical preceptors may be utilized in specific courses. The course manager is responsible for procurement and selection of preceptors. Students will not procure or select preceptors. Course faculty is responsible for assigning students to specific agencies and preceptors.

Course and Clinical Schedules
From time to time, course and clinical sections have to be closed or times and agencies may change. Faculty and Administration reserve the right to make changes to students’ class and clinical schedules as deemed necessary by Faculty and Administration.

Costs Incurred for Accidents or Injury
Students are responsible for costs incurred as a result of accidents or injuries in clinical or college laboratories. This may include follow-up testing and/or treatment. Students are not eligible for Workman’s Compensation Benefits from clinical agencies nor from the University.

Professional Liability Insurance
The College of Nursing provides professional liability insurance during a student’s enrollment in the undergraduate program.

Ethical Conduct
Students are expected to maintain ethical and exemplary professional behavior in all aspects of the teaching learning process. Refer to the UAH Student Handbook for additional information.

Standards of Conduct and Accountability
The nursing student shall comply with legal, moral, and legislative standards that determine unacceptable behavior of the nurse and that may be cause for denial of a license to practice as a registered nurse. These standards are in accordance with Alabama law regulating practice of registered nursing as provided below:

The Alabama Board of Nursing may deny a license and/or temporary permit by examination or endorsement based on Alabama rule 610-X-8-.02 and rule 610-x-8-.03. Examples of grounds for denial and discipline of a license may include: (1) Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure; (2) Failure to produce evidence of good moral character such as having a criminal history or pattern of illegal conduct or disregard for the law; (3) Any other reasons authorized by law.
Failure to comply with any of the Alabama Board of Nursing rules while in the nursing program constitutes grounds for dismissal from the program.

Completion of the nursing program does not guarantee licensure based on the Alabama Board of Nursing’s regulations governing review of candidates for eligibility for initial and continuing licensure.

Plagiarism
Plagiarism is defined as the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered in fulfillment of academic requirements (UAH Student Handbook). Plagiarism and/or falsification of records is considered justification for failure in the course. This includes materials purchased or secured from “on-line” services.

Evaluation of Courses and Faculty by Students
Students have the opportunity to evaluate courses and faculty at the end of each semester. This information is used in faculty evaluations and in revision of the courses and/or teaching methods. Students are also requested to complete exit and alumni surveys.

Inclement Weather
Any official cancellation of University classes is made through the President's Office and is announced on the UAH website, the UAHAlert system, local radio, and television stations. Because some clinical experiences begin earlier than the announcement is normally made, faculty may occasionally need to make alternate clinical arrangements. If so, the faculty member will make every effort to contact students.

Students reside in various locations with differing weather patterns and road conditions. It is the responsibility of each student to determine if it is possible to travel safely and to notify the appropriate faculty member if it is necessary to be late or absent from a scheduled class or clinical experience due in impassable roads.

Professional References
Students who need references from faculty for employment or other purposes should receive permission of faculty members prior to submitting their name. During the last semester of the senior year, students are requested to complete a "Consent to Release Information Form." This signed form is placed in the file and allows information to be submitted in response to reference requests received after the student has graduated. This form can be accessed at http://www.uah.edu/legal/forms.

Representation as Nursing Student
Students shall not represent themselves as nursing students or engage in patient/client care except as part of an assigned, planned learning activity in a practice setting integral to the curriculum and as part of a course in the College of Nursing or a faculty sponsored research project.

Smoking
The policy of the University prohibits smoking in the College of Nursing building. This includes smokeless tobacco products and systems such as electronic cigarettes. Students who fail to
adhere to this policy are subject to imposition of appropriate disciplinary action and university sanctions. Additionally, smoking or tobacco use of any kind is not allowed in the lab or clinical settings nor anywhere on the grounds of clinical agencies. Smoking is not allowed during clinical experiences. No smoking within 25 feet of nursing building.
**Academic Policies**

**BSN Attendance and Punctuality Policy**
Attendance and punctuality are considered essential components of professional nursing behavior.

**Attendance for Learning Experiences**
Students are expected to attend all scheduled classes, orientations, clinical experiences, laboratory sessions, and simulations. Faculty will monitor attendance in all scheduled learning experiences. In the classroom, students may select their seats, but once the seating chart has been developed, students must sit in the same seats for every class meeting. The seating chart will be used for attendance. Faculty will take attendance at least one time per class, but may take it more often. Students who are not present any time that attendance is taken are marked absent for that class period.

Absences are considered excused for unavoidable and serious illness or injury of the student or the student’s nuclear family; jury duty; military duty; UAH athletics for NCAA events; or bereavement. Care of children or other family members can be arranged in advance to avoid conflicts with scheduled learning experiences; therefore, these absences are not excused. If a student is unable to attend a scheduled learning experience, the student is required to: (1) notify the Course Manager prior to the class, clinical, and simulations and (2) provide documentation (health care provider excuse, police report, military orders, court summons, or obituary) of the unavoidable nature of the absence within one week of the absence. Excused absences do not relieve students of their responsibilities to meet class, clinical, and simulation objectives. Note: athletes must submit their schedules to Course Managers at the beginning of the semester.

Failure to follow the two requirements stated above will result in the absence being unexcused. The Course Manager will deduct 1 point from the final course grade for each unexcused absence. Unexcused absence from clinical experiences (including orientations, laboratory sessions, and simulations) will result in an unsatisfactory rating on the Clinical Evaluation Tool, which could result in a course failure.

**Punctuality**
Students must be on time for all clinical experiences. The faculty will follow the following guidelines for clinical tardiness:

On the first tardy arrival to clinical, the students will receive “a warning” from their clinical faculty. The student will be placed under clinical contract as part of the warning. This warning will be noted on the student’s clinical evaluation. Subsequent tardiness will result in the student receiving an unsatisfactory and will be sent home from the clinical unit with an unexcused absence. The student will be advised by the faculty that any tardy event occurring after the initial warning will result in a course failure.

**Make up Policies**
1. Clinical experiences (clinical, orientation, laboratory, and simulation): In the event of an excused absence (described in the section on attendance for learning experiences), students must make up the missed clinical time on a date and time scheduled the Course Manager. In most cases, make-up clinical experiences will be in the same agency as the
missed clinical. However, students should be prepared to complete required clinical orientation if another clinical agency must be used. Students should also be prepared to make up clinical experiences on evenings and weekends. Students who fail to make up their clinical hours will be given an unsatisfactory rating on the Clinical Evaluation Tool, which may result in a course failure.

2. In Class Assignments: Class activities, quizzes, and assignments are used to stimulate collaborative learning and deepen understanding of clinical concepts. Course Managers decide if these activities can be made up, regardless of the absence being excused or unexcused.

3. Students are required to take all tests/exams as scheduled. In the event of an excused absence (described in the section on attendance for learning experiences), students will be offered a make-up examination. Make-up exams will be short answer or essay. Any student missing a test or exam without prior notification of the Course Manager will be given a zero on the missed exam. In the case of an excused absence, the student must initiate communication with the Course Manager regarding the make-up exam schedule within 1 week of the missed exam. The date for the make-up exam is at the Course Manager’s discretion. Any student who makes no attempt to reschedule a make-up exam within 1 week may receive a zero for that exam. All unit examinations must be made up before the date of the final exam. If the final exam is missed due to an excused absence, the final exam will only be offered on the University’s deferred examination date, which is typically just prior to the start of the next semester.

Course Assignments
Assignment such as papers, posters, case studies, and the like expected date unless the student makes prior arrangements with the faculty. The Course Manager has the option of not accepting work or deducting points from assignments that are turned in late. Course requirements are outlined in each course syllabus.

Style for Written Assignments
All papers must be typed unless otherwise specified by the faculty member. Guidelines for specific papers are given by the course faculty. All written work including documentation of information sources, bibliographies and/or reference lists, submitted by students must follow the American Psychological Association Manual (APA), current edition. Refer to APA Guidelines in the library or purchase a copy of the Guidelines at the UAH Bookstore.

Academic Advisement Procedure
The focus of advising in the College of Nursing is to assist students to successfully progress toward their educational objectives. The baccalaureate degree program is divided into two components: the lower division and the upper division. All pre-admission and lower division students are advised in the College of Nursing Office of Undergraduate Programs and registered nurses are advised in the Office of Graduate Programs, which both are located on the second floor of the Nursing Building.

Once students are admitted to Nursing Program and enroll in upper division nursing courses, they may pursue any full-time faculty for personal guidance on academic success, educational endeavors, and employment counseling. Group advisement, with an emphasis on programmatic progression, will take place each semester within each cohort. Advisement sessions will take
place in a structured classroom environment and information regarding enrollment for the next semester will be disseminated at that time.

**Academic Misconduct Disciplinary Procedure**

Academic Misconduct includes dishonesty in any academic work within the College of Nursing and course-affiliated clinical experiences. Academic misconduct is defined in the current *UAH Student Handbook* and is resolved according to the procedure outlined therein.

**Essential Functions for Nursing Students**

All nursing students must be able to perform each of the activities listed in the Essential Functions with or without reasonable accommodations. These Essential Functions are not intended to be a complete listing of nursing practice behaviors, but are a sampling of the types of abilities and attributes needed by nursing students to successfully meet program objectives and requirements and for continued enrollment in the College of Nursing. The College of Nursing or its affiliated agencies may identify critical behaviors or abilities needed by students to meet program or agency requirements. The College reserves the right to amend this listing based on the identification of additional Essential Functions.

**ADA Compliance Essential Functions**

In order to satisfactorily accomplish the curriculum objectives of the Bachelor of Science Nursing degree, the student must meet the essential eligibility requirements for admission into and progression in the nursing program. The student should be able to perform each activity listed with or without reasonable accommodations. If the student cannot meet one or more of the essential functions with or without reasonable accommodation, the student may not progress in the program.

DISCLAIMER: The *Essential Functions* that are declared in the table are not intended to be a complete listing of nursing practice behaviors, but are a sampling of the types of abilities needed by the nursing students to meet program objectives and requirements. The College of Nursing or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The College of Nursing reserves the right to amend this listing based on the identification of additional essential functions for nursing students. The identified essential functions are revised and adopted from the Americans with Disabilities Act: Implication for Nursing Education (reapproved 2004) by the Southern Regional Education Board and the Council on Collegiate Education.

**Essential Functions for Nursing Students**

1. Gross and fine motor abilities sufficient for providing safe and effective nursing care.

2. Interpersonal abilities sufficient to interact with individuals, families, and groups from various social, emotional, cultural and intellectual backgrounds.

3. Behavioral/Social abilities sufficient to demonstrate emotional stability, maintenance or composure under stress, development of mature, empathetic and effective nurse-patient
relationships and use of sound and unimpaired judgment in classroom and clinical activities.


5. The ability to engage in two-way conversations and interact effectively with others orally and in writing.

6. Mobility abilities and strength sufficient to move from room to room, maneuver in small spaces, and support clients.

7. Auditory ability sufficient to support communication and to monitor and assess clients' health needs.

8. Visual abilities sufficient for observation and assessment necessary in nursing care including reading documents such as patient charts and laboratory reports; reading calibrations on syringes, small print, sphygmomanometers, and thermometers, and accurately observing client behaviors such as color changes and nonverbal communication.

9. The ability to detect odors.

10. The ability to work for extended periods of time using technology, including computer testing, online course work, smartphone, and electronic health records.

These core performance standards are not intended to be a complete listing of all nursing behaviors, but they are a sampling of the types of abilities needed by nursing students to meet program objectives and requirements. The College or its affiliated agencies may identify additional critical behaviors or abilities. The identified core performance standards are revised and adopted from the Americans with Disabilities Act: Implications for Nursing Education (revised 2008).
Grades
The University grading system is described in the *UAH Undergraduate Catalog*. The grade point average (GPA) is calculated by dividing the total number of quality points earned by the total number of semester hours attempted.

Students with grade point averages below a C (2.0) are placed on probation. Suspension from UAH can occur if the grade point average remains below 2.0. Refer to the current *UAH Undergraduate Catalog* for more details. College of Nursing faculty/staff will not distribute grades by telephone. An overall “C” (2.0) average on all courses taken at UAH is required for graduation. A grade of “C” or above must be earned in all required nursing courses.

CON Rounding Rule on Grades
Rounding only occurs at the end of the semester from tenth to the whole number. Example: 69.49 would **not** round to a 70.

DATE APPROVED: 5/6/2015
SEMESTER AND YEAR EFFECTIVE: Fall 2015
DATE REVIEWED/REVISED:
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: 2020
Academic Suspension from the Nursing Program
A student who has failed two nursing courses will be academically suspended from the nursing program and found to be “not in good standing” with the College of Nursing (CON). The student may petition for readmission into the CON after waiting for a minimum of one semester, not to include summer semester. The student is expected to meet with the Associate Dean of Undergraduate Programs to review the readmission process and develop an action success plan to be implemented while suspended from the nursing program. During this time, the student may take courses in other disciplines on the UAH campus. All readmission applications will be evaluated by a faculty review panel. If readmitted, any additional failure will result in permanent dismissal.

DATE APPROVED: 5/6/2015
SEMESTER AND YEAR EFFECTIVE: Fall 2015
DATE REVIEWED/REVISED:
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: 2020
Progression
All students sign and complete a program of study (POS), which is an official indication of planned course sequence. Students wishing to withdraw from a course, must consult their course manager and the Associate Dean of Undergraduate Programs prior to withdrawing. An updated POS must be signed. The student will only be guaranteed seats in the nursing program based on the original signed POS on file. Departure from the standard curricular sequence, for any reason, may significantly lengthen the time for program completion and jeopardize the students’ performance on the NCLEX-RN exam due to currency of information.

Before considering placement of any students who have withdrawn from a course or failed the course, preference for spaces will be given to those applicants who meet all progression criteria. Any alteration of the initial program of study will lengthen the student’s program.

Evaluation of Student Progress in Clinical Courses
Students receive evaluations of progress toward attainment of course objectives at midterm and final points during clinical courses using the Midterm and Final Clinical Evaluation of Student Progress form. The purpose is to provide evaluation of student progress, to facilitate student learning, and to document undergraduate clinical students’ performances according to University of Alabama in Huntsville College of Nursing’s Essential Elements. The evaluations are used to determine whether the student’s clinical progress is satisfactory or unsatisfactory at midterm and final evaluation time. However, students are encouraged to consult with faculty any time they need validation of their progression in a course.
Student Dress Code

The Student Dress Code has been developed to allow the College of Nursing (CON) to consistently put forth a professional appearance. Nursing students of the College of Nursing, whether in a clinical agency on clinical assignments or in any way representing the College by wearing the UAH nursing uniform, must at all times be in compliance with the standards of dress established by the specific agency and the College of Nursing. The clinical faculty have responsibility to ensure compliance with these standards.

1. Uniforms (required for traditional BSN students)
   - Uniforms are to be “Charger Blue” Landau scrubs (top and pants). Landau color code:
     - Royal Blue (BEP). Landau model numbers for men: #7502 Scrub top and #8555 Pants or Unisex Pants #7602. Landau model numbers for women: #8219 Scrub top and #8320 Pants or Unisex Pants #7602. A skirt may be substituted for the pants No deviations in style or color are permitted.
     - The school patch must be on the left sleeve, one inch (1”) below the shoulder seam.
     - An optional “Charger Blue” scrub jacket (Landau color BEP, model #7551 for men and #7525 for women). Patch must be applied onto left sleeve.
     - Uniforms must be clean and wrinkle free at the beginning of each clinical day.
     - A solid white, short or long sleeved, T-shirt with a high rounded collar or a mock turtle-neck may be worn with the Charger Blue scrub uniform. The sleeve length of the short sleeved undershirt must not exceed the length of the sleeve of the Charger Blue scrub top.

2. College of Nursing Patch
   As designed by the College of Nursing and only available in the UAH Bookstore, this school patch must be sewn onto the left sleeve, one inch (1”) below the shoulder seam on all scrub tops and on the lab coat.

3. Socks & Hosiery
   - Socks are to be white and visible above the shoe line.
   - White hosiery is to be worn with dress or skirt.
   - Neutral tone, conservative undergarments must be worn and must not be visible.

4. Shoes
   Shoes must be an enclosed (no clogs) white leather shoe or white leather sports shoe with a bare minimum of grey or blue.

5. Lab Coat
   - Lab coat must be white, mid-thigh length with school patch on left shoulder, one inch (1”) below shoulder seam.
   - Dresses and/or skirts worn under lab coats must be at least knee length. Shorts, jeans, ripped pants, shirts/blouses/terops with logos or words, cargo pants, capri pants, flip-flops, and sandals are deemed inappropriate when conducting any aspect of clinical. Khaki pants or skirt with a collared shirt/blouse under a white lab coat is the expected attire for clinical events in instances where the blue uniform is not warranted.

6. Standard Equipment
• Stethoscope (with bell & diaphragm), penlight, and bandage scissors.

7. **Name and ID Badge**
   • A UAH College of Nursing Picture Identification (ID Badge). This must be worn during all clinical experiences. This ID is made at the same location as your Charger Card.
   • Specific clinical agencies may require and/or provide an additional ID badge for students. Course faculty will indicate if agency specific ID is required.

8. **Hair**
   • Hair styles should be of a natural color and off the face, eyes, and collar, and must conform with agency policy and be appropriate to the clinical assignment. If necessary, hair must be secured away from the face and gathered with a simple tie or clip so it remains off shoulders and work areas.
   • Ornate hair bows, clips, headbands, and barrettes are not permitted. Hair must be clean and groomed at all times.

9. **Facial Hair**
   • Facial hair must be clean and neatly trimmed, close to the face otherwise a clean shaven look is required.

10. **Fingernails**
    • Fingernails should be short and neatly manicured. No nail polish or artificial nails are to be worn in clinical areas.

11. **Jewelry**
    • Limit wearing of jewelry to watch (with second hand), wedding band and/or engagement ring.
    • Earrings should be simple, stud-type earrings; limited to one in each ear. Facial jewelry nor retainers are allowed in clinical or on the property of any clinical agency.
    • In some clinical settings, the wearing of jewelry may be limited or prohibited.
    • Make-up may be utilized to achieve a simple, natural, and professional look.

12. **Personal Hygiene**
    • Students are expected to maintain an appropriate level of personal hygiene consistent with health care standards.

13. **Perfume/Smoking**
    • Because of client sensitivities to aromas, the use of perfumes and tobacco are to be avoided when dealing with clients and/or their families and even prior to clinical experiences.

14. **Tattoos**
    • Permanent and/or temporary tattoos are to be covered by clothing or bandage during clinical and professional development events.

DATE APPROVED: March 29, 2005
SEMESTER AND YEAR EFFECTIVE: Fall 2015
DATE REVIEWED/REVISED: September 26, 2005; June 2006; December 13, 2006; May 2010; May 2012; May 2014
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: 2019
UNIVERSITY OF ALABAMA IN HUNTSVILLE
COLLEGE OF NURSING

Blood borne Pathogen Exposure Policy

Students in the College of Nursing will follow these procedures in the event of an “incident” while in the clinical or laboratory portion of a course or activity.

An “incident” is defined as any event with possible or real untoward effects involving a student, client, and family member or where there is a real or potential exposure to a communicable disease or blood borne pathogen. (Examples include: needle or sharps sticks, splashes with body fluids, secretions, etc.)

These procedures are to be followed only after emergency treatment is performed as appropriate.

1. **When an incident occurs in an off-campus clinical site:**
   A. The event should be immediately reported to the clinical instructor or preceptor. The nurse in charge of the unit should also be immediately notified.
   B. Agency nursing personnel will determine if an official agency incident report is needed.
   C. The student may be requested to complete a portion of the incident report. Student must acknowledge follow-up care required with their signature.
   D. Agency protocol must be followed which may include treatment and required blood work.
   E. If direct blood/body fluid contamination (i.e. cuts with contaminated instrument, needle stick, etc.), is involved, the student should immediately contact their personal physician for follow-up care.
   F. Students are required to obtain the follow-up care/testing stated in the agency protocol.
   G. Students are responsible for medical bills incurred as a result of injury or illness.
   H. Copies of all agency and College of Nursing incident reports must be forwarded to the Office of the Associate Dean.

2. **When an incident occurs on campus**
   A. The student will immediately notify the instructor and the Office of the Associate Dean.
   B. The student requiring emergency treatment should be transported to the appropriate emergency treatment facility by ambulance. College employees are not to transport the student.

3. **Students must sign the Incident Report Form**
The University of Alabama College of Nursing
Learning and Technology Resource Center
General Policies

The College of Nursing features a 10,615 square foot Learning and Technology Resource Center (LTRC) that is located on the third floor of the College of Nursing. The LTRC is a state of the art facility which houses a 16-bed hospital lab, 16-table assessment room, 4 Advanced Practice provider clinical examination rooms, 5 High-Fidelity simulation laboratories, an Obstetric/Pediatric 4-bed laboratory, an IV practice room, Pyxis medication room, a home-health simulation room and two debriefing rooms. In addition to the teaching lab space, the LTRC houses other educational and research materials. The simulation labs feature the latest in high fidelity human patient simulators and include 2 adult simulators, 2 obstetric simulators, 2 infant simulators and 1 pediatric simulator. In addition to the high fidelity simulators, the Center offers low fidelity simulators, task trainers, and a medication dispensing system. Clinical simulation experiences are captured via a video recording system which can viewed anywhere on campus in both real time and from previously recorded experiences. Recording provides the opportunity to share the benefits of simulation with larger audiences.

The LTRC is supported by an Executive Director, Director of Instructional Technology, Director of the Learning Resource Center, Simulation Technician, Instructional Technology Specialist, graduate teaching assistants and student workers. Usual hours of operation are 8:00 am to 5:00 pm (CST) Monday through Friday.

Code of Conduct/Expected Behavior
The LTRC contains Charger Hospital, which is a non-threatening, professional and safe learning environment. Users are expected to remain respectful at all times. Because the scenarios can appear life like, anxiety levels can escalate. During simulation, especially the debriefing segment, individuals are asked to refrain from negative comments that are meant to demoralize others. This is an open learning environment. Positive feedback and suggestions for improvement are encouraged. The staff encourages the learners to think out loud and work as a team.

All clinical experiences and simulation scenarios are confidential and copyrighted; they are the sole property of The University of Alabama in Huntsville’s College of Nursing. Documents should not leave the LTRC, be reproduced, photographed or disseminated in any manner.

Dress Code
All students are required to adhere to the College of Nursing Dress code policy while they are in the LTRC. Faculty should adhere to the same dress code as the students they are teaching. In addition, faculty and students are required to wear their College of Nursing photo identification badge.

Equipment
Limited quantities of health assessment equipment are available for specific courses and may be checked-out for specific time periods. Materials and equipment is available to be signed-out and used in the lab. Any LTRC material that is checked-out must be returned in working condition by the due date or by the end of the semester, unless prior arrangements are made with the LTRC.
Director. Faculty will hold a student’s grades if materials or equipment are not returned by the assigned date. Failure to return material may result in delayed registration for future classes until materials or equipment are returned or satisfactory steps are taken for replacement.

Visitors
Visitors are allowed in the hallway and in the laboratories when escorted by faculty, staff, or students. Visitors are required to identify themselves to LTRC personnel and sign in to the visitor log book upon arrival. Visitors may be asked to leave if they become disruptive, are unescorted, or mishandle equipment. All visitors are responsible for obtaining their own parking pass from UAH Police Department in the Intermodal Parking Facility.

Food/Drink
No food or drink is allowed in any laboratory, debriefing or control room in the LTRC.

Writing utensils
The use of pens can damage the simulation manikins and task trainers. Please use pencils in the LTRC.

Personal Items
All personal items including backpacks and purses must be kept in the nursing lockers. Personal items and bags will not be allowed in any of the units of the LTRC. Students are strongly encouraged to leave all valuables at home. The LTRC is not liable for misplaced or missing items. A lock may be brought and used for the locker but the lock must be removed each day. Any lock not removed by 5:00 p.m. each day may be cut and removed by LTRC staff.

Cell phones and Cameras
Cell phones may be used per faculty approval. No cameras are allowed; pictures may not be taken of other students, faculty, clinical experiences, or equipment without written permission from LTRC management.

Confidentiality
Each student signs an online confidentiality policy and video/photo release form for the LTRC at the beginning of each semester. This form is found on the clinical orientation CANVAS site. All clinical information (real or fictional) is confidential and any disclosure of this information is a violation of LTRC policy. This information is privileged and confidential regardless of format (electronic, written, overheard, or observed). Students agree to report any violations of confidentiality to your faculty and LTRC staff.

Universal Precautions
Proper cleaning of hands using hand sanitizer are required in all clinical areas. Hand sanitizer is to be used in the same manner as an external clinical environment. If health care institutional protocol would indicate, then don masks, gloves, and gowns in accordance with the clinical experience when practicing in the LTRC.

Simulation & Learning Activities
Simulation Control Room/Audio Visual Equipment
The control room is only to be accessed by faculty who have reserved the simulation lab or individuals that are granted permission specifically by the Simulation Technician or the Director of the LTRC. Please be respectful and do not enter the control rooms or
simulation labs if you are not scheduled to avoid disruption of the learning environment and/or audio/visual recording. The audio/visual equipment, including the laptops, is for simulation purposes only. Only individuals that are trained may access and manipulate the audio/visual equipment.

**Pre-briefing**
As dictated by your faculty/instructor, all assigned pre-briefing or preparation activities should be completed prior to the simulation experience. Lack of preparation may result in an inability to participate in the simulation; arrive 15 minutes prior to your simulation time dressed appropriately (see College of Nursing Dress Code).

**Simulated Clinical Experience (SCE) Participation**
Students are expected to participate in all simulation activities including but not limited to preparation, pre-briefing, simulation, debriefing and evaluation.

**Simulation Evaluations**
Simulation evaluations are completed online after each simulation activity prior to leaving Charger Hospital.

**Skills Practice**
All students and faculty are responsible for cleaning up after skills practice, keeping their areas organized and disposing of materials appropriately. All sharps should be disposed of sharps biohazard containers provided by the LTRC.

**Treatment Rooms**
If a real individual (faculty/staff/actor/actress) is used as a standardized patient, or students are required to use the beds, then shoes must be removed prior to bed access. No other individuals are allowed in bed while a simulation mannequin is in the bed.

**LTRC Computer Policy:**
All faculty, students, staff, and visitors are to abide by University of Alabama in Huntsville Computer Use Policy. To review the policy in full, please access the following website: http://www.uah.edu/its/policies/computer-use. You may also ask the Director of the LTRC for a copy of this policy.

The LTRC does not provide computer access for students or faculty. Wireless connection is available for both students and faculty in the LTRC. Anyone experiencing any problems with hardware or software should immediately contact the LTRC Director, Executive Director or LTRC personnel for assistance. Do not attempt to correct the problem without supervision or assistance.

DATE APPROVED: Fall 2013
SEMESTER AND YEAR EFFECTIVE: Spring 2015
DATE REVIEWED/REVISED: February 16, 2015
SEMESTER AND YEAR OF NEXT MANDATORY REVIEW: Fall 2020
BY: Executive Director LTRC
Upper Division Progression and Graduation Requirements

1. Nursing students must meet requirements for all UAH students. In addition, requirements specific for the College of Nursing are addressed in the College of Nursing section of the UAH Undergraduate Catalog.

2. A grade of C or above must be earned in each required nursing course. A student who receives a grade below C in a required nursing course may repeat the course one time only. The following courses are required nursing courses in the basic track: NUR 301, 303, 304, 305, 307, 308, 309, 310, 311, 312, 321, 401, 403, 404, 405, 407, and 408. For registered nurse students, the following courses are required nursing courses: NUR 339, 410, 411, 412, 413, 414, 419, 420 and two 400-level (or higher) NUR electives.

3. Any student who withdraws from or does not successfully complete a course for academic or nonacademic reasons as prescribed on the program of study, must contact the Associate Dean for Undergraduate Programs to develop a revised program of study based on space-availability and progression constraints. Before considering placement of any students who have not succeeded in the course, preference for spaces will be given to those applicants who meet all progression criteria. Any alteration of the initial program of study will lengthen the student’s program.

4. A student who receives two grades below “C” in required nursing courses, in either the same course or in separate courses, at any time during the program will not be permitted to continue in the College of Nursing. Students who wish to continue their nursing education may petition for readmission to the College of Nursing. Readmission request letters are written to the College of Nursing, Office of Undergraduate Programs. Each student’s request is individually reviewed for potential readmission. Students who are readmitted and subsequently earn another grade below “C” in any nursing course will be permanently dismissed from the program.

5. Non-licensed students are required to take national standardized examinations in selected courses. These examinations are counted as a portion of the overall course grade for each course. Students are required to earn a passing score on the examination in NUR 408 Professional Practice in Nursing III Seminar to successfully complete this course. Failure to satisfactorily complete the standardized examination in this course will delay the student’s completion and graduation from the program.

6. Students must meet standards of professional conduct as described in the American Nurses Association Code of Ethics for Nurses, the Alabama Board of Nursing Practice Act, and standards of student behavior as described in the UAH Student Handbook.

7. Throughout the program, students must maintain health and other requirements as identified in the Enrollment Requirements section above, as well as requirements specified in clinical agency contracts.

8. Registered nurse students must maintain an active and unencumbered license throughout the program. Registered nurse students will not be allowed to continue in the program if any nursing license is placed on probation, suspended, or revoked. Students must notify the College of Nursing if there is a change in license status.
9. Any requests for exceptions to progression and graduation requirements by students in the basic track must be addressed in writing to the Associate Dean for Undergraduate Programs.

(From Undergraduate Catalog, College of Nursing section)

**Upper Division Program of Study Effective Fall 2015**

The upper division of the nursing curriculum is predominantly composed of professional nursing courses, including a heavy emphasis on clinical nursing. It is completed during the junior and senior years.

Students admitted in the fall are expected to follow the fall program of study, and students admitted in the spring are expected to follow the spring program of study.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUR301 Professional Nursing Concepts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR303 Health Assessment</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR304 Applied Pathophysiology Across the Lifespan</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR309 Clinical Informatics in Nursing</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>NUR311 Clinical Calculations in Nursing</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 2</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUR310 Professional Practice in Nursing I</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>NUR312 Gerontological Nursing Care</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR321 Pharmacology in Nursing</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 3</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUR305 Nursing Process for Mental Health and Illness</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NUR307 Inquiry into Evidence-Based Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NUR308 Nursing Care of Adults with Alterations in Health I</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 4</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUR401 Nursing Care of the Critically Ill Adult</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NUR403 Maternal-Infant Nursing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NUR404 Family-Centered Care of Children</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Semester 5</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NUR405 Community Health Nursing</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NUR407 Professional Practice in Nursing II</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>NUR408 Professional Practice in Nursing III Seminar</td>
<td>2</td>
</tr>
</tbody>
</table>

Total hours/total clinical hours for program 66
Total hours for graduation 126
Policies and Procedures Specific to Registered Nurse Students

Keeping the special needs of Registered Nurse students in mind, the RN/BSN track is designed to meet the following criteria:

- The program is offered via the internet.
- The program normally begins in the fall semester.
- The curriculum can be completed in one calendar year, although other progression options are available.

Credit for Previous Nursing Knowledge
Upon successful completion of NUR 410: Transition into Professional Roles, 39 semester hours of nursing credits will be granted based on prior nursing knowledge and on previous academic work in basic nursing. These hours will appear as validated credit on the student's UAH transcript; a fee will be assessed for "Credit by Validation".

Enrolling in Graduate Courses
Please refer to the UAH Graduate Catalog for information.

Upper Division Program of Study for Registered Nurses
In recognition of prior learning and work experience, the College of Nursing will award 39 semester hours of validated nursing credit to each registered nurse student after successful completion of one semester of course work.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Assessment</td>
<td>3 hrs</td>
<td>NUR 414</td>
</tr>
<tr>
<td>Scholarly Inquiry in Nursing</td>
<td>3 hrs</td>
<td>NUR 419</td>
</tr>
<tr>
<td>Information Management in Healthcare</td>
<td>3 hrs</td>
<td>NUR 339</td>
</tr>
<tr>
<td>Transition into Professional Roles</td>
<td>3 hrs</td>
<td>NUR 410</td>
</tr>
<tr>
<td>Theoretical Applications in Nursing Practice</td>
<td>3 hrs</td>
<td>NUR 411</td>
</tr>
<tr>
<td>Caring for Families, Aggregates &amp; Populations</td>
<td>7 hrs</td>
<td>NUR 412</td>
</tr>
<tr>
<td>Leadership in Professional Practice</td>
<td>5 hrs</td>
<td>NUR 413</td>
</tr>
<tr>
<td>Evidence Based Nursing Practice</td>
<td>3 hrs</td>
<td>NUR 420</td>
</tr>
<tr>
<td>Validation</td>
<td>39 hrs</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 69 Semester Hours
The University of Alabama in Huntsville
College of Nursing

Policy for Developing and Independent Study
(NUR 390)

I. Purpose:
An Independent Study provides the opportunity for students to study selected problems related to health care of individuals or groups under the direct supervision and guidance of faculty members. Independent Studies do not take the place of the required courses but, in most cases, constitute electives in the curriculum.

II. Developing an Independent Study:
NUR 390 carries variable credit of 1 to 4 Semester Hours. The written prospectus for an independent study should contain the following elements.

A. Problem: A concise statement of the problem which should be related to health care of individuals or groups. It would be helpful for the student to indicate why he became interested in the problem.

B. Purpose: A statement of purpose which delineates the precise area of the problem to be studied.

C. Credit Hours: The number of credit hours should be stated.

D. Objectives: Objectives should be stated in measurable terms and based on what the student expects to accomplish during the course. The stated objectives will be used by the faculty sponsor to determine, with the student, the evaluation criteria for the independent study.

E. Plan of Action: The plan of action which will enable the student to accomplish his objectives should be stated in narrative form. Problems that may be encountered should be projected if anticipated by the student. The plan may be practical action or literary in nature. However, observations and assessments made should be validated. It is recognized that plans should provide some flexibility for change which might occur if the situation warrants.

F. Evaluation: The student should propose the evaluation criteria (or percentage) to be used in evaluating each objective. This should be done in percentages of 100 in order to arrive at a numerical grade specified by the College of Nursing. The faculty sponsor will make all final determinations of the percentages before signing as the sponsor of the study.
G. Signature: The prospectus should contain an area for signature of the student and the faculty sponsor.

III. Implementing an Independent Study:

A. The student should select a member of the faculty whose preparation and interest coincide with the area to be studied. The student should request the faculty member to sponsor the study, or in some instances to refer them to another member of the faculty who may have stronger preparation and experience in the field. In any case, it is the student's responsibility to obtain a faculty sponsor. A student may seek guidance from the Associate Dean if assistance is needed.

B. Students may discuss in general terms the plan for independent study with a faculty sponsor, and then proceed with the writing of their prospectus, or may submit the written prospectus to the faculty sponsor on first contact.

C. Two copies of the signed prospectus should be made. The student and faculty sponsor each retain a copy. The faculty sponsor is responsible for notifying the Associate Dean's Office of the following information:
   1. Student Name
   2. Course & Section (ex. NUR 390-01)
   3. #Credit Hours

D. Following completion of the study, a one-page summary should be submitted to the faculty sponsor. The grade, faculty sponsor's signature and the date should be placed on the summary. The original of the summary graded, signed and dated by the faculty sponsor should be forwarded to the Associate Dean's Office.

E. The faculty sponsor will appropriately assign the grade on the grade sheet.
Graduation Information

Application for Graduation
Candidates for graduation must file an application with the Registrar at least 6 months prior to the time requirements are expected to be completed. Application forms may be obtained at the Office of Student Records in Charger Central or online at http://www.uah.edu/registrar/commencement/apply-to-graduate.

Commencement
UAH Commencement is conducted at the end of each semester. Information about Commencement is available online at http://www.uah.edu/registrar/commencement. Students must complete all degree requirements to be eligible to walk in commencement exercises. Caps and gowns are available in the UAH Bookstore.

NCLEX-RN Review Course
UAH College of Nursing may host a review course to assist in preparation for the NCLEX licensure exam. Specific information is available in the Office of the Associate Dean. A fee for the review course is paid by students.

Nursing Pin
Each nursing school or college designs a unique pin for its graduates. The pin denotes the name of the institution and in many instances the symbols on the nursing pin are reflective of the values of the nursing profession and that educational program.

Nursing pins are ordered at least 4 months in advance of the date of graduation in order to assure delivery for the Pinning Ceremony. All students are highly encouraged to purchase a UAH College of Nursing pin.

Pinning
A professional Pinning Ceremony is held twice a year in May and December prior to Commencement. Students should purchase a UAH CON nursing pin for this special event. This event is open to family and friends of graduating seniors.

NCLEX-RN
Current fees for applying to the Alabama Board of Nursing, applying to take the NCLEX-RN examination, and application for temporary license are approximately $335.00. Fees are subject to change. See websites for details http://www.abn.state.al.us/ and http://www.pearsonvue.com/. Students who desire a license in other states must obtain the application, follow the application guidelines, and work with the Office of Undergraduate Programs to get transcripts sent or signatures on applications.
Licensure Information

Licensure is a process by which a legal authority grants permission to a qualified individual to perform certain activities that are illegal to perform without a license. In Alabama, the Board of Nursing has the authority to grant the legal right to practice professional nursing to individuals who qualify.

The NCLEX-RN is a computer-adapted examination and is scheduled through individual appointment. This examination is utilized by all State Boards of Nursing. The exam focuses on client needs and the structure of the nursing process.

Only graduates of Board approved nursing programs are eligible to take the NCLEX-RN. Applications and instructions are distributed by the Office of the Associate Dean for Undergraduate Programs during your senior year.

Students applying for licensure by examination must comply with legal and legislative standards that determine unacceptable behavior of the nurse and that may be cause for denial of license to practice as a registered nurse.

"The board shall have the power to deny, revoke, or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to personal habits; is habitually intemperate due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health, or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations." (Alabama Board of Nursing Administrative Code, Sept. 1982).

It is important for nursing students to know about the Alabama Board of Nursing's regulations governing review of candidates for eligibility for initial and continuing licensure.
SECTION III

Student Activities and Organizations

There are many avenues for becoming involved in campus activities. Refer to the *UAH Undergraduate Catalog* and bulletin boards for information about organizations and activities on campus.
ACADEMIC ACTIVITIES


cheers project

The purpose of the Cheers Project is to provide community educational experience for Registered Nurse students while utilizing their professional expertise. It facilitates collaboration between College of Nursing and community agencies by forming a Health Care Coalition. The project actively involves RN students in assisting homebound elders in Northern Alabama to maintain activities of independent living.

Let’s Pretend Hospital

Let’s Pretend Hospital is a collaborative health promotion project of the UAH College of Nursing (CON), Huntsville Hospital, and the Madison County public and private schools which serves approximately 3,000 first grade children over a six day period each spring. This project is the largest community service project conducted by UAH and has been a significant and anticipated community event for more than 27 years.

The purposes of this project are to reduce fear of hospitalization in children, promote a positive perception of health care providers, and teach children how to actively participate in routine health prevention activities. Students enrolled in the community health course obtain leadership experience implementing this multifaceted project. More than 400 nursing students from the UAH College of Nursing participate in creating, managing, and staffing the pretend hospital. The Safety room, Emergency room, X-Ray room, Clinical laboratory, Ambulance, Operating room, Patient’s room, and Playroom are just a few of the destinations where age-appropriate role play is offered to the visiting children. Songs and games with a focus on preventive health, exercise, and nutrition are also presented in an engaging and fun manner. Participating children work with their school teachers in preparation for their Let’s Pretend Hospital experience, tour Let’s Pretend Hospital during a 2-hour school field trip to the CON, and following their experience at LPH, take home a coloring book and a list of suggested activities to share with their family which expands the LPH experience from the participating children outward to embrace the entire family.

Disaster Drill

The purpose of this project is to provide students the opportunity to provide care to simulated disaster victims. FEMA and other disaster preparedness protocols and guidelines are used for this event. The Community Nursing class collaborates with University and Community partners to create a rich disaster environment. Students develop triage and intervention plans for the care of disaster victims.

Research and Creative Experience for Undergraduates (RCEU)

Undergraduate students in Nursing can participate with faculty in research projects during the summer under the RCEU Program. The purposes of the RCEU are listed below:

• To support research and/or creative work experiences for undergraduate students in all fields of study.
• To foster cooperation between students and researchers in a research or creative endeavor, and to expose the student to academic scholarly work via active participation in a research, creative, or scholarly project.
• To assist in furthering UAH's research activities by helping to provide opportunities for new and ongoing areas of study and creative work.

Applications are for the RCEU experience are taken each year. For more information and the link to the application, go to http://www.uah.edu/undergraduate-research/expanding-horizons-through-research-summer-program.
Honors Program

Application to UAH is the first step towards admission to the Honors Program. After admission, transcripts and test scores are reviewed. An invitation to join the program is based on the requirements for admission to the Honors Program. Students completing 24 hours of honors credit will earn an Honors Diploma.

First-year students admitted to the Honors Program typically have a high-school grade point average of 3.5 or higher and a composite score of 28 on the ACT or 1200 on the SAT. However, we also make individual assessments based on a variety of factors, including essays and personal interviews.

Please also see the Early Promotion into UAH Nursing Program outlined below.

Students currently enrolled may join the Honors Program after completing at least twelve hours of course work with a grade point average of 3.3 or higher. Anyone interested in joining should contact the Honors Program and discuss the eligibility requirements.

Typical Honors Diploma Program for Nursing Majors

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>H 100: Honors Forum</td>
<td>3 hours</td>
</tr>
<tr>
<td>EH 105: Honors English Seminar</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

Select a minimum of 6 hours from the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHL 202: Honors: Ethics</td>
<td>3 hours</td>
</tr>
<tr>
<td>EH 250: Honors World Literature I</td>
<td>3 hours</td>
</tr>
<tr>
<td>EH 251: Honors World Literature II</td>
<td>3 hours</td>
</tr>
<tr>
<td>MU 100: Honors: Introduction to Music Literature</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

12 hours in Nursing level Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 307: Honors Scholarly Inquiry in Nursing</td>
<td>3 hours</td>
</tr>
<tr>
<td>NUR 415: Honors Directed Research</td>
<td>2 hours</td>
</tr>
<tr>
<td>NUR 407 Honors: Professional Practice in Nursing II</td>
<td>7 hours</td>
</tr>
</tbody>
</table>

Nursing students may be authorized to substitute Honors sections of nursing courses for H 399: Honors Interdisciplinary Seminar.

At present, Honors credit for most Nursing courses is done via independent study or Honors contract. For more information on Honors contracts and electronic copies of the necessary forms, see http://www.uah.edu/honors/courses/honors-contracts

Total: 24 semester hours. Nursing students will complete the Honors Senior Project in NUR 307, NUR 415 Honors Directed Research and NUR 407 Professional Practice in Nursing II.

An Honors Certificate in nursing is also available for transfer students or upper division undergraduate nursing students who apply to the honors program and are accepted. These
students must be accepted prior to being enrolled in NUR307. Twelve hours of nursing courses as indicated above and the Honors Senior Project are required.

(Note: Many variations and course substitutions are available. Some courses may be added or deleted from the list above. Please consult Dr. William Wilkerson at 824-6450 or william.wilkerson@uah.edu if questions arise.)
Early Promotion into UAH Nursing Program (EPNP)

The EPNP is an exciting new Nursing Honors Program being offered by The University of Alabama in Huntsville (UAH) College of Nursing. Highly qualified students who enter UAH as freshmen declaring Nursing as their major, take all lower division Nursing coursework as listed in the BSN lower division program of study on the UAH campus, and meet the requirements below will be guaranteed a slot in the upper division Nursing courses.

This program provides students an opportunity to have enriched freshman and sophomore years in the UAH Honors College in preparation for admittance into upper division Nursing. This program is not an accelerated Nursing program in that it expects students to spend four years as an undergraduate Nursing Honors Student. The EPNP assures highly motivated undergraduates promotion into the UAH College of Nursing after successful completion of lower division Nursing program of study while maintaining a 3.25 GPA.

University merit scholarships are available for in-state and out-of-state students who meet the criteria. Additional scholarships are available for in-state students in the amount of $4000 per year for students who meet the requirements and conditions of the program and are Alabama residents who have completed their high school education in Alabama. Scholarship support can be used to cover tuition, books, housing, fees, and meal plans.

The following requirements and conditions are to be met by UAH EPNP students in order to maintain good standing status for promotion into the upper division of Nursing:

- A high school GPA of 3.5.*
- A minimum composite ACT score of 28.*
- Maintain a minimum cumulative GPA of 3.25 on all lower division Nursing and Charger Foundations required courses given in the BSN lower division program of study.
- Successful completion of the required BSN lower division program of study for promotion into upper division Nursing courses.
- An overall cumulative score of at least 80% on the HESI Admissions Assessment (A2) exam.
- Students who do not meet these criteria and are still interested in applying for the EPNP, may have an individual assessment of their application performed.

* Requirements and conditions are subject to change.
Awards, Honor Society and Organizations

College of Nursing undergraduate honors presented at the annual Academic Honors Convocation held during spring semester include Outstanding Academic Achievement, Academic Excellence, Clinical Excellence, Leadership Excellence, and Dean’s Award. Each award is described below.

Outstanding Academic Achievement
The College of Nursing faculty recognizes two graduating students, one from the pre-licensure program and one from the registered nurse program, for highest academic achievement in the graduating class. In the case of more than one student with the highest academic performance as indicated by the overall grade point average, additional factors considered in selecting the recipient include the following: the grade point average for courses taken at UAH, the grade point average for courses within the nursing major, the number of courses completed at UAH, the number of credits completed at UAH, outside activities, and time for degree completion.

Honors Scholars
The College of Nursing faculty recognizes six Honors Scholars based on grade point average, senior standing in the major and general academic excellence. An award is presented to a graduate from the pre-licensure program and the registered nurse program for Academic Excellence, Clinical Excellence, and Leadership Excellence.

Academic Excellence
This award is presented to students with excellent academic achievement based on grade point average. Other factors considered include the GPA for courses taken at UAH, the GPA for courses in the nursing major, the number of courses completed at UAH, the number of credits completed at UAH, outside activities, and time for degree completion.

Clinical Excellence
This award is presented to students who exhibit excellent clinical practice by:

1. Establishing caring interpersonal relationships with clients.
2. Functioning as a client advocate in clinical interventions.
3. Displaying a knowledge base necessary for strong clinical reasoning in patient care.
4. Displaying creativity during clinical experiences.
5. Exhibiting a high degree of clinical accountability and responsibility.
6. Providing clinical role modeling behaviors for peers.
7. Possessing strong communication skills in the clinical setting.
8. Exhibiting leadership skills in peer and community relations.
Leadership Excellence
This award is presented in recognition of outstanding leadership. The criteria for the recipient for each track are listed below.

Graduating Pre-licensure Student - In addition to meeting the required minimal GPA of 3.2, the student will exhibit leadership in pre-professional activities. These may include service in leadership capacities in the Association of Nursing Students; service on College and University committees; community activities; leadership and support of students; or other activities that represent service and commitment to the betterment of society and the nursing profession.

Graduating RN Student - In addition to meeting the required minimal GPA of 3.2, the student will exhibit leadership in professional activities. These may include service in professional nursing associations and societies; service on College and University committees; community activities that are related to the professional role; leadership, support, and sharing of special expertise with student peers; or other activities that represent service and commitment to the betterment of society and the nursing profession.

Dean's Award
The student receiving the Dean's Award will exemplify outstanding academic and professional achievement. This student will:

1. Be a senior student anticipating completion of degree requirements in May or August of the year the award is given.
2. Have outstanding overall academic achievement with at least a 3.2 GPA in Nursing.
3. Exhibit leadership in pre-professional (e.g., leadership in the ANS; service on faculty or University committees; community activities) or professional activities (in the case of RN students, ASNA or other nursing specialty activities; nursing service to the community).
4. The Dean will select this student. However, faculty may make suggestions to the Dean using the process outlined for the other undergraduate awards.

Please see the UAH Undergraduate Catalog for further information regarding Academic Achievement.

Sigma Theta Tau
Sigma Theta Tau is the international honor society of nursing. Beta Phi is the UAH chapter. The purposes of Sigma Theta Tau includes the recognition of superior achievement and leadership qualities, the fostering of high professional standards and creative work, and strengthening of the individual's commitment to the ideals and purposes of the nursing profession. Invitation to membership may be extended to junior and senior nursing students who have completed at least one-half of the required nursing component with a grade point average of 3.0 and are in the upper one-third of their class. Applications are available during spring semester.
National Student Nurses Association (NSNA)
The National Student Nurses Association (NSNA) is the largest independent student nursing organization in the country and is organized at the national, state, and local levels. The UAH Association of Nursing Students (ANS) is the official local constituent of the NSNA. NSNA provides a means to assist students to realize their leadership and professional goals, and promotes interaction among all levels of nursing students. The Alabama Association of Nursing Students (AANS) and NSNA each hold annual conventions that provide opportunities for students to interact with other students and nursing leaders from all parts of the country. All NSNA members receive IMPRINT, published five times during the academic year. It contains articles by students and nursing experts that help broaden one's perception of nursing. Other benefits include financial assistance, career planning, reduced rates and discounts on nursing journals and textbooks.

Student Government Association (SGA)
The Student Government Association promotes the welfare of students in all areas of university life. The primary purpose is to help improve the educational environment. This includes promoting academic innovation and working closely with the faculty and administration to help bring about desirable changes in institutional policies.

The SGA is also responsible for developing and sponsoring programs that will enrich the students' cultural, intellectual, and social life. Each student enrolled at UAH is automatically a member of SGA. An executive branch and a fifteen member legislature, plus a five member arbitration board are responsible for carrying out the official business of the organization. The association sponsors over ninety clubs and organizations across campus in addition to providing many student services such as health insurance, special rates for community cultural events, and a student directory. The SGA office is located in the Charger Union, Room 213.

Student Representatives On College of Nursing Committees
Student representatives on College of Nursing Committees are appointed by the Director of Student Affairs early fall term. Current College of Nursing committees that include undergraduate student representatives are:

- Undergraduate Curriculum Committee
- Nursing and Space Life Sciences Committee
SECTION IV

Forms
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
COLLEGE OF NURSING

Academic Honor Statement

I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, misrepresentation, or any other form of academic misconduct as outlined in the UAH Student Handbook (online) while I am enrolled as a student at UAH. I understand that violating this promise will result in penalties as severe as indefinite suspension from the University of Alabama in Huntsville.

Please check one:  ☐ Yes / Promise & Affirm  ☐ Do not Affirm / Promise

Essential Functions

Directions: Read the declarations below and sign only one option. If you are unable to fully meet any criterion, you will need to make an appointment with the Associate Dean for Undergraduate Programs.

OPTION #1
I have read the Essential Functions (see Student Handbook and Undergraduate Catalog) and to the best of my knowledge I currently have the ability to fully engage in the activities.

OPTION #2
I have read the Essential Functions and to best of my knowledge I currently am unable to fully engage in these activities without accommodations. I will follow through with the services for students with disabilities in Wilson Hall room 317 to arrange an appointment and discussion of my disability. I am aware that progression in the nursing program is contingent on meeting essential functions of the program.

Please check one:  ☐ Option #1  ☐ Option #2

Verification of Knowledge of Nursing Student Handbook

I hereby acknowledge that I am familiar with the College of Nursing Student Handbook that is available online. This resource contains helpful information on the mission, philosophy, program objectives, nursing standards, and policies and procedures associated with the nursing program.

Please check one:  ☐ Acknowledge  ☐ Do not Acknowledge

____________________           _____________________          _________
Print Student Name                     Student Signature                      Date
The University of Alabama in Huntsville
College of Nursing
Incident Report Form

Name: ___________________________ Student A #: _______________________

Address: ___________________________ Phone #: ___________________________

Date of Incident ________________________ Time: _______________________

Course _________________ Location of Incident _____________________ (Agency and Unit)

Clinical Faculty _________________________________

Type of Incident:

- Needle stick, source unknown
- Needle stick, client positive for HBV or HIV
- Needle stick, source known
- Other (medication error, falls, etc.)

Detailed description of the Incident:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Action taken (Faculty: check as applicable and as recommended by agency. Attach pertinent documents to this form)

- Incident report completed
- Charge nurse notified
- Blood drawn on client
- Blood drawn on student
- Emergency room visit
- Private medical doctor seen
- Initial treatment taken:

Faculty notes: ________________________________________________________________________________________________

__________________________________________________________________________

Follow-up care recommended/required: Yes _______ No _______

I acknowledge that I am required to complete the recommendations/requirements of the clinical agency listed above. I also acknowledge that I am responsible for any costs incurred. I agree to provide any and all documentation to verify compliance with the Incident Policy.

_________ Student Signature ___________ Date ___________ Faculty Signature ___________ Date

59
Attachment A

Substance Abuse Policy Notification and Disclosure Statement For Students in the Upper Division of the BSN Program and the MSN Program*

I have read the Substance Abuse Policy and Drug/Alcohol Testing Policy of The University of Alabama in Huntsville College of Nursing and the University of Alabama in Huntsville’s Drug-Free Schools Statement, and agree to comply with all aspects of these policies.

I understand that if I engage in substance abuse as defined in the policy, or if I violate the University of Alabama in Huntsville Drug-Free Schools Statement while engaged in any clinical experience, or if I violate any drug/alcohol related state or federal statute and/or fail to notify the Dean of the College of Nursing within five days of being found guilty of such violation, that I may be dismissed from the College of Nursing.

I understand that it is a requirement for students in the upper division of the BSN program and in the MSN program with The University of Alabama in Huntsville College of Nursing to provide a true and accurate, signed statement indicating whether I do or do not engage in chemical substance abuse or misuse and whether I am involved in any administrative actions or have prior legal convictions pertaining to the abuse/misuse of alcohol or any other chemical substance. In compliance with this requirement, I hereby verify under penalty of perjury that:

I (am) (am not) (circle the appropriate response) over the age of 18.

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

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

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

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

(Explanatory information may be provided on the reverse side) Date:_______________

Student Printed Name ______________________Signature: ______________________
Witness: _______________________________________

* This policy is effective throughout the student’s College of Nursing program of study
Substance abuse means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical site premises or while participating in any University- or affiliated clinical site-sponsored or related activity, including any nursing-related course or clinical training activity; and (c) a nursing student’s use of alcohol or any drug in such a way that the student’s performance in any nursing school course, including activities at any clinical site, is impaired. Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs.

This form will be maintained by the College of Nursing and will be disclosed to appropriate clinical agencies upon their request.
Attachment B

Student’s Consent to Drug/Alcohol Testing and Release and Student’s Consent to Release Test Results to the College of Nursing

I, _____, a one year student enrolled in the College of Nursing, having read the College of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy, understand that as a precondition to assignment or placement with any affiliating clinical agency, I am subject to that particular agency’s substance abuse policies and/or drug/alcohol testing policies, and I may be required to submit to pre-clinical placement drug testing, random drug testing, or drug testing when there is reasonable suspicion to believe that I may be impaired or have been engaged in substance abuse as defined by the College’s substance abuse policy or by the affiliating clinical agency. I understand that the cost of any drug testing required by any affiliating clinical agency with which I may be placed shall be borne by me. **By my signature below, I hereby give my complete and voluntary consent to submit to any such drug test(s) at a designated laboratory or other location as required by any affiliating clinical agency at which I am placed for nursing school requirements.**

I further understand that I may be subject to drug testing based on reasonable suspicion for substance abuse while attending any College of Nursing courses or clinical activities.

I understand that pursuant to the College’s policy, a positive drug test for substance abuse will result in dismissal from the program in which I am enrolled. I also understand that if I refuse to submit to drug testing required by the affiliating clinical agency, the College of Nursing will have no responsibility to find me another clinical placement and I may be dismissed from the nursing program. I understand that if I refuse to submit to drug testing based upon reasonable suspicion for substance abuse, I will be dismissed from the nursing program.

I understand that the clinical agency and College of Nursing have a legitimate need to receive the results of my drug tests performed in accordance with this policy. **I give my consent to, and hereby authorize any drug testing facility and its physicians, including the Medical Review Officer, employees, and representatives, that conducted drug testing pursuant to the drug testing policies of the affiliating clinical agency or the College of Nursing and that has control over any documents, records, or other information pertaining to any drug testing of me, to furnish originals or copies of any such documents, records, or other information to the affiliating clinical agency requesting the test and/or to the UAH Student Health Center (if the test was requested by the College of Nursing) and to the College of Nursing and/or its officers, employees, and representatives. I further consent to and hereby authorize any drug testing entity to answer the College’s questions and inquiries concerning me and those documents, records, and other information, including, without limitation, drug testing results, medical records, medical reports, analyses, questionnaires, and other materials which may have been made or prepared pursuant to or in connection with my drug tests.**

**I waive, release, and discharge forever the drug testing facility and its physicians, including the Medical Review Officer, employees, and representatives that conducted drug testing required by the College of Nursing’s Policy and every other person, firm and institution (including the College of Nursing and/or Student Health Center) which shall comply in good faith with this authorization and consent from any and all claims of whatsoever kind and nature arising out of or resulting from the drug testing, disclosing, inspection, releasing and furnishing of such documents, records, or other information.**

__________________________________________  __________________________

Student’s printed name      Student’s signature  Date

Witness: _____________________

---

This form will be maintained by the College of Nursing and will be disclosed to appropriate clinical agencies upon their request.
Attachment C

The University of Alabama in Huntsville College of Nursing Report of Reasonable Suspicion of Drug/Alcohol Use

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

1. Name and social security number of student suspected of substance abuse as defined in policy.

2. Reasons why you suspect the student of substance abuse. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, if known, and the names and whereabouts of those witnessing the incidents/behavior.) [Staple additional comments/observations to this document]

   NOTE: Some types of information that should be documented if observed or known includes: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unfair practices, unsatisfactory work); alertness (change in alertness, sleepy, confused); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath); other observed actions or behaviors; unexplained absences or tardiness; whether student was found with drugs/alcohol or admitted to use of drugs/alcohol; whether other students or personnel have complained of student behavior and if so a list of witnesses to the behavior.

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

3. Based on the information above, it is my opinion that there is reasonable suspicion to believe that this student has engaged in substance abuse:

   ________________________________________________________________
   Signature of Faculty Member Approving Drug Test
   __________________________/________________________
   Date Time

   Printed Name of Faculty Member and Title

To be completed by the student to be tested (optional).

Are you taking any medications, or is there any other information you believe might explain your behavior or assist with the interpretation of your test?

_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________
_________________________________________________________________________________________

The original of this form should be given to the UAH College of Nursing Associate Dean for inclusion in the student’s nursing school records. It may be disclosed on a “need to know” basis to clinical agencies and/or testing facilities.
The University of Alabama in Huntsville
College of Nursing

Application for Readmission to UAH College of Nursing
Undergraduate Program

Student Name: ____________________________ Date of Application: ___________________

Semester suspended: _____________ Semester requested for readmission to begin___________

<table>
<thead>
<tr>
<th>Student Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Policy:

**Readmission of Academically Suspended Students**

After a lapse of one regular semester from the last date of enrollment, a student who has been suspended from the UAH College of Nursing may apply for readmission through the Office of the Associate Dean of Undergraduate Programs. This application may be submitted after notification of suspension. The application, the student’s record of performance, and other pertinent information submitted by the student will be reviewed, and a recommendation concerning the application for readmission will be made to the Dean of the College of Nursing. Students who are suspended a second time are permanently dismissed from the nursing program.

Student must complete the following information to be considered for readmission. Attach additional sheets as necessary.

1. Why were you unsuccessful in the most recent semester(s) in which you were enrolled?

2. What things have changed that would help you be successful if you were readmitted?

3. Do you have any other information you want to share relative to your request for readmission?
4. Please complete the table below and then reflect on your academic history in the nursing program. In courses that you made “A’s” and “B’s” and/or scored over 850 on a HESI Specialty exam, how did you study or manage your time. Contrast that to courses where you made “Cs” and/or scored below 850.

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>HESI Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 303</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 304</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 310</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 305</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 308</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 321</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 302</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 307</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 401</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 403</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 404</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 402</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 406</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 405</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 407</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUR 408</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return this application to:
Dr. Karen Frith
Associate Dean of Undergraduate Programs
The University of Alabama in Huntsville
College of Nursing

Mailing address: 301 Sparkman Drive, Huntsville, AL 35899
Deliver directly to office: Room 227 CON Building
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
COLLEGE OF NURSING

Verification of Physical Ability
Required for Senior Nursing Students prior to the 4th Semester of Enrollment in
Upper Division Nursing Courses

Please check the appropriate box:

☐ I verify that I have not had a change in my physical ability and am able to perform
the essential functions as outlined on this form (see back of this form for Essential
Functions for Nursing Students).

☐ I verify that I have had a change in my physical ability, but I am able to perform the
essential functions as outlined on this form (see back of this form for Essential
Functions for Nursing Students). I will have a new physical exam and submit it
by the first day of the next semester of enrollment.

☐ I am not able to perform the essential functions as outlined on this form (see back of
this form for Essential Functions for Nursing Students). I will contact the Associate
Dean for the Undergraduate Programs for consultation.

____________________________________  ______________________________________
Student Name (please print)            A#

____________________________________  ______________________________________
Student Signature                      Date