THE UNIVERSITY OF ALABAMA IN HUNTSVILLE COLLEGE OF NURSING

MSN HANDBOOK

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University of Alabama in Huntsville College of Nursing

Welcome and Accreditation Information

The University of Alabama in Huntsville College of Nursing Dean, faculty, and staff welcome you! This handbook provides information pertaining to policies, procedures, and activities within the College. It is intended to be used in conjunction with the *University of Alabama in Huntsville Catalog*, the *University of Alabama in Huntsville Student Handbook* and the *University of Alabama Graduate Student Handbook*. 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 (ABN)* and may be contacted at:

Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530
Washington, D.C. 20036
202.887.6791

Alabama Board of Nursing
P.O. Box 303900
Montgomery, Alabama 36130-3900
800.656.5318

- The Baccalaureate Degree Program in Nursing at the University of Alabama in Huntsville (UAH) College of Nursing is accredited by the Commission on Collegiate Nursing Education.
- The Master's Degree Program in Nursing at the University of Alabama in Huntsville (UAH) College of Nursing is accredited by the Commission on Collegiate Nursing Education.
- The Post-Graduate APRN Certificate Program in Nursing at the University of Alabama in Huntsville (UAH) College of Nursing is accredited by the Commission on Collegiate Nursing Education.
- The Doctor of Nursing Practice Degree Program in Nursing at the University of Alabama in Huntsville (UAH) College of Nursing is accredited by the Commission on Collegiate Nursing Education.

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 education program or activity.

Letter from the Dean

Dear Graduate Student:

Welcome, I am very glad that you have chosen the University of Alabama in Huntsville (UAH) College of Nursing (CON) for your graduate education. The College offers the Master of Science in Nursing (MSN) program with four tracks: Adult-Gerontology Acute Care Nurse Practitioner (AGACNP), Family Nursing Practitioner (FNP), Nursing Administration, and Nursing Education. If you are enrolled in the AGACNP, FNP, and Nursing Administration tracks, I encourage you to simultaneously enroll in our Doctor of Nursing Practice degree program. In this way, you prepare for practice in your desired specialty and add breadth to your preparation by focusing on population, health care systems, quality and safety, evidence-based practice, and other important domains in nursing practice. The UAH CON also offers a Joint Ph.D. in Nursing Science with the University of Alabama. This degree focuses on the development of new knowledge through research methods.

The College of Nursing wants you to be successful! Our major purpose is to provide high quality nursing education in a manner that is respectful and supportive of our students. While the courses in which you enroll are fundamental in meeting that purpose, other student services are also of major importance. In this student handbook, you will be provided with information and resources that will support your success including information about online support personnel, online library resources, and email accounts for you. If you have ideas about ways in which the College can improve, please email your suggestions to me or the Office of Graduate Programs. All suggestions receive careful attention.

When on campus, I invite you to stop by my office and introduce yourself to me. I look forward to talking with you.

Sincerely,

Karen H Frith, Ph.D., RN, NEA-BC, CNE
Dean and Professor
Phone: 256.824.6345
Email: karen.frith@uah.edu

Mission, Vision, Core Values

Educate and inspire individuals to become visionary nurse leaders who act with integrity, discover through scientific methods, and champion strategies to promote health equity in Alabama, the nation, and global communities. We are committed to a healthy learning and work environment, where diversity and civility promote creativity, innovation, and social responsibility to improve the human condition.

Vision

To be recognized as an academic leader promoting wellness, advancing health equity, addressing community needs, and transforming healthcare through innovative nursing practice, education, and research.

Goals

1. Achieve Excellence in Student-Centered Nursing Education
2. Promote an Environment that Supports High-Quality Research that Advances Nursing Science and Practice
3. Engage in Community Outreach
4. Advance Health Equity
5. Recruit, Develop, and Retain Outstanding and Diverse Students, Faculty, and Staff

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.
- Respect - Promoting diversity and inclusivity by fostering a civil, healthy learning and work environment.
- 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. In summer 2017, the RN- BSN curriculum revision was implemented with an accelerated format of 5-week courses in the summer semester and 7-week courses in the academic year. The RN-BSN program began accepting students six times per year. In summer 2019, a Joint PhD program with The University of Alabama will be offered at UAH.

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.

Professional Nursing Standards and Guidelines

Professional nursing standards and guidelines provide a framework for the curriculum and assure the public that the program ensures quality education. The College of Nursing follows the American Association of Colleges of Nursing (AACN) *Essentials of Master's Education in Nursing (2011), Standards for Accreditation of Baccalaureate and Graduate Nursing Programs amended 2013, Standards for Accreditation of Baccalaureate and Graduate Nursing Programs Supplemental Resources (October 2016)*

In addition, the following professional standards provide a framework for curricula:

NONPF *Nurse Practitioner Core Competencies (2017)*

NTF *Criteria for Evaluation of Nurse Practitioner Programs (2016)*

AONE *Nurse Executive Competencies (2015)*

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 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.

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

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

    c. 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.

    d. 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.

Standard 6. Evaluation: The registered nurse evaluates progress toward attainment of outcomes.

Standard 7. Ethics: The registered nurse practices ethically.

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.

Standard 16. Environmental Health: The registered nurse practices in an environmentally safe and healthy manner.

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

Areas of Responsibility

Dean

The Dean is the chief administrative and academic officer of the College of Nursing. Her major responsibilities are planning, operations, and leadership. The Dean is the chief operating officer of the College and has overall responsibility for instructional, research, and service programs; student services; faculty and staff personnel actions and policies; and budgetary matters. The Dean also provides leadership for the College within the University, the community, the profession, and with students and alumni. The Dean delegates responsibilities for specific components of the College's programs to other individuals and offices.

Associate Dean for Graduate Programs

The Associate Dean for Graduate Programs has responsibility for the day-to-day management of the College's graduate programs. Among these responsibilities are scheduling, teaching assignments, coordination of various parts of the programs, evaluation of programs and faculty, and management of student/faculty issues not resolved at the course level.

Associate Dean for Undergraduate Programs

The Associate Dean for Undergraduate Programs has responsibility for the day-to-day management of the College's undergraduate programs. Among these responsibilities are scheduling, teaching assignments, coordination of various parts of the programs, evaluation of programs and faculty, and management of student/faculty issues not resolved at the course level.

Directors of Undergraduate/Graduate Admissions/Advising

The Director of Undergraduate Admissions and Advising and the Director of Graduate Admissions and Advising have responsibility for student service programs in the College of Nursing. Specific responsibilities include pre-admission advising, academic advisement, recruitment, admission, and non-academic student services in their respective programs.

Course Managers

Each course has a designated course manager. The Course Manager has responsibility for the planning, implementation, and evaluation of the course within established curricular guidelines. In courses in which more than one faculty is involved, other faculty report to the Course Manager. The Course Manager is responsible for management of all aspects of the course.

Course Managers provide evaluative feedback of all course members to the Associate Dean.

Nursing's Social Policy Statement: Essential Features of Professional Nursing

- 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.

American Nurses Association (ANA), (2010). *Nursing's social policy statement: the essence of the profession*. Silver Spring, Md: American Nurses Association.

Section I: General Information

College of Nursing Building Information

The Nursing Building houses the College of Nursing programs and services. Classrooms, student lounges, and study areas are located on the first and second floors. Administrative offices, including the Office of the Dean, Office of Undergraduate Programs, and Office of Graduate Programs are on the fourth and second floors, respectively. The third floor houses the Learning Resource Center and most faculty offices. The Nursing Building is open 6:00 a.m. until 6:30 p.m. Monday through Friday. However, administrative office hours are 8:15 a.m. until 5:00 p.m. In addition, the building is open on selected evenings and Saturdays based on class schedules. There is no smoking in the Nursing Building.

SLIC: Simulation Learning Innovation Center

The SLIC is located on the third floor of the Nursing Building. It houses computers, audio-visual, and skills equipment with separate areas for health assessment, basic skills, obstetrics, and pediatrics for the needs of the College. It is available to nursing students for independent study and group learning activities.

College Administrative Offices

Office of the Dean	P: 256.824.6345
Nursing Building, Room 413A	
Dean	Dr. Karen H. Frith
Senior Administrative Assistant	Ms. Jane Armitage
Resource Manager	Ms. Carol Reeve
Office of Graduate Programs	P: 256.824.6669
Nursing Building, Suite 214	
Associate Dean	Dr. Louise O'Keefe
Staff Assistant	Ms. Kim Lassiter
Director of Graduate Admissions/Advisement	Ms. Blakeley Hart
DNP Program Coordinator	Dr. Darlene Showalter
Simulation Learning Innovation Center (SLIC)	P: 256.824.2181
Nursing Building, Third Floor	
SLIC Manager	Ms. Mary Deason
Simulation and Learning Innovation Center Specialist	Mr. Colby Nance
Information Technology Manager	
Nursing Building, Room 317	Mr. James Cypert
	P: 256.824.2450
Nursing Accreditation and Regulation Coordinator	Ms. Melodie Cates
Nursing Building, Room 227G	P: 256.824.6550

Other University Contacts

Student Health Center, 256-824-6775	Financial Aid, 256-824-6650
Student Success Center, 256-824-2478	Housing, 256-824-6108
Counseling Center, 256-824-6203	IT Help Desk, 256-824-3333
Records/Registrar Office, 256-824-7777	Charger Card Office, 256-824-2720
Library, 256-824-6530	Public Safety, 256-824-6596

College Services

Communicating with Faculty

Faculty may be reached by email or calling their office. Faculty telephone numbers are listed in course syllabi and the [Faculty Directory](https://www.uah.edu/nursing/faculty-and-staff) (https://www.uah.edu/nursing/faculty-and-staff). All faculty have voicemail 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 official electronic communication method for the University and College is UAH email. Faculty email addresses are published in the [Faculty Directory](https://www.uah.edu/nursing/faculty-and-staff) (https://www.uah.edu/nursing/faculty-and-staff) . All students are issued a university email account by Information Services. Course syllabi contain email contact information for faculty.

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/networks. There is excellent wireless coverage throughout the Nursing Building. Charging stations are also accessible in general student areas.

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. Microwave ovens, vending machines, and refrigerator are also available for student use. Tables are available for student use.

Emergency Messages
All students are encouraged to sign up for the UAlert 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.

Printing/Copying
Printer kiosks are located in several buildings across the UAH campus. The closest kiosk to the Nursing building is located at the Salmon Library. Visit https://www.uah.edu/library/services/charger-prints to learn how to use the printer kiosks.

University Services

Academic Coaching

Provided through the Student Success Center, this program supports success in academia by sharing key areas of success, such as test-taking in academia by sharing with them key areas of success such as test taking strategies, time management, and organizational tips.

Academic Success Advocacy Program

ASAP works 1:1 with undergraduate students to develop the skills, habits, and tools to be successful at UAH and in life. They may help coordinate support for students who may be off-track to graduation or facing complicated academic and personal circumstances.

Career Development

We offer comprehensive career services to all UAH students, and we help develop effective job search skills and search for work opportunities.

Charger Cards

Students may obtain a Charger Card in the Charger Union, Room 131. The Charger Card will give students access to campus facilities and services as well as making purchases at participating locations. The card can be used to access the following campus resources:

University Fitness Center	Athletic Events
Salmon Library	Residence Halls
Computer Labs and Classrooms	Campus Entertainment Events
Copy Machines and Printers	Food Service Vendors

Parking Tags

Students must have a parking tag when parking at UAH. Because DNP students are rarely on campus, a temporary parking permit should be requested from UAH Police for each visit to campus. Students may request up to 5 temporary permits at a cost of $5.00/permit. Students can call UAH Police at 256.824.6594 for more information or visit http://www.uah.edu/police/parking.

Email Accounts

Every student at UAH has an email account set up by the University through Google Apps. It is important that students read UAH email regularly because the faculty and staff will often correspond with students in this manner. Students with questions about Google Apps or the email account should contact the University Office of Instructional Technology (OIT) at 256.824.3333.

Emergency Messages

All students are encouraged to sign up for the UAlert 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.

Counseling Center

The Counseling Center, under the direction of the Dean of Students, at UAH provides specialized professional services designed to assist students in their academic, personal, and social development. Many students encounter personal difficulties that affect the course of their collegiate experience. The Counseling Center provides short-term therapy to help students cope with stress and/or learn new skills. Counseling services are available to all students currently enrolled in 3 or more credits at UAH. The staff is committed to meeting the needs of individuals from diverse backgrounds. Services are confidential and in accordance with the ethical guidelines of the American Psychological Association. Information from counseling sessions does not go on a student's academic record and is not released to any other individuals without the student's written permission except in rare situations as mandated by law. Students come in for a variety of concerns such as relationships, self-esteem, time management, anxiety, family concerns, depression, sleeping problems and stress management. For more information go to http://www.uah.edu/health-and-wellness/counseling-center.

Disability Support Services

Disability Support Services (DSS), under the direction of the Dean of Students, is committed to providing an equal educational opportunity for all qualified students with disabilities. Any student who has a documented condition that substantially limits his or her learning activities can request coordination of appropriate academic support services. DSS collaborates with students, faculty, and staff to ensure appropriate services are provided to students registered with our office.
Students must self-identify to be eligible for accommodations and other disability services on campus. The student can choose whether or not to register for services. Services are provided in accordance with federal law. To be eligible for services, students must provide documentation of the disability from an appropriate practitioner. See our webpage at http://www.uah.edu/counseling/disability for more information. To schedule an appointment contact DSS through the Counseling Center at 256.824.1997.

Fitness Center

The University Fitness Center (UFC) is conveniently located on the UAH campus at 500 John Wright Drive NW, telephone 256.824.5500, and is open 7 days a week, over 100 hours per week. The UFC is the only fitness center in Huntsville that offers its members a wide variety of health, wellness, and fitness programs all under one roof. As a University and Community facility, the primary mission of the UFC is to provide opportunities for wholesome recreational activities that complement daily living and increase the quality of life of its members. The UFC is a comprehensive facility offering among other activities, swimming, jogging, weight training, basketball, and aerobics. All students may become members free of charge.

Learning Management System

Canvas is the official online course management system for The University of Alabama in Huntsville instituted in Spring 2015. The University will send a Charger ID (universal username and password) to log into Canvas after registration for classes. Once enrolled, students will automatically be included on the online roster for their courses. Students who have problems accessing their courses on Canvas should contact the University Office of Instructional Technology (OIT) at 256.824.3333.
Canvas is also used as a permanent website for DNP students enrolled at UAH for advising, announcements, communication, and as a repository for resource materials, https://uah.instructure.com/courses/2160. Some resources may be accessed through the College's webpage at http://www.uah.edu/nursing/students/student-resources under Services.

Mathematics Learning Center

The Mathematics Learning Center is located in the M. Louis Salmon Library, Room 205 and serves as the center for computer-assisted mathematics instruction at UAH. If students are looking for tutoring for any other math course, drop-in tutoring is available in the Shelby Center, Room 008. The Math Lab offers free assistance to university students with a valid ID. Students can email them at mlc@uah.edu or call at 256.824.6353 to get hours of operation.

Office of International Services

The Office of International Services prepares students, faculty, and staff for success in today's globally interconnected world through international study, research, teaching, service, and experience and through opportunities for intercultural engagement that foster strengthened awareness and understanding among people of different cultures. The purpose of OIS is to promote campus and community internationalization and to provide central administrative support for a wide-ranging network of international initiatives. Through the Office of International Student and Scholar Services, the Intensive Language and Culture Program, and the Office of International Programs, the OIE coordinates programs and services that extend the UAH to our local and global communities. The OIS may be reached by telephone at 256.824.6055.

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. Locations are now in the Nursing Building but may be subject to change.

Student Success Center

The Student Success Center provides academic support programs that empower individuals to realize their potential as self-directed learners and professionals, http://www.uah.edu/ssc. Located in the M. Louis Salmon Library first floor north wing (telephone 256.824.2478). The Center provides tutoring, academic coaching, career development, and general college advising. The Student Success Center through the Writing Center offers consultations in order to help students become stronger, independent writers. Appointments with a member of the Writing Center can be made for online learners through Zoom, video conferencing.

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.

Student Health Center

The services of the Student Health Center are available to students enrolled for the current semester. Services available include treatment of illnesses and injuries, preventive health care, lab testing, immunizations, and health counseling. There is a nominal fee for an office visit with additional minimum charges for laboratory testing, immunizations, and medications. The Student Health Center is located in Wilson Hall. The center is open Monday through Friday 8:15 a.m. until 5:00 p.m. For more information call 256.824.6775 or visit our website http://www.uah.edu/shc.

All new students admitted to UAH must provide a completed Tuberculosis Screening and Immunization Requirements form which is signed by a physician or authorized individual. The physician's license number or clinic stamp must also be recorded on the form for verification purposes. The form and instructions for completion can be found at the Student Health Center website at http://www.uah.edu/shc. Forms along with any necessary attachments should be submitted to the Student Health Center.

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 which should be purchased online at https://parking.uah.edu/). An online purchase is required. You may pick up your parking permit at Parking Services located at the Conference Training Center (CTC) during regular business hours 8:30am – 4:00pm.
Student Affairs Departments and Programs
The Division of Student Affairs supports and encourages student life and engagement through a variety of programs, services, and departments focused on student learning and development. Whether students need assistance to find the involvement opportunity that best suits their interests or students are feeling under the weather, the Student Affairs team is here to help. Students are encouraged to browse the website at http://www.uah.edu/vpsa, contact any of the staff members, or visit their offices to find out more about the great resources they have available.

Campus Recreation	Charger Union 208	256.824.7529
Counseling Center	Wilson Hall 329	256.824.6203
Dean of Students Office	Charger Union 223	256.824.6700
Disability Support Services	Wilson Hall 128	256.824.1997
Fraternity & Sorority Life	Charger Village 118	256.824.6108
International Services	Student Services Bldg, Suite 218	256.824.6055
Leadership Programs	Charger Union 223	256.824.5420
Orientation and Parent/Family Programs	Student Services Bldg, Suite 106	256.824.2740
ROTC	Charger Union 223D	256.824.6561
Special Events	Charger Union 201	256.824. 6375
Student Activities	Charger Union 201	256.824.6375
Student Conduct	Charger Union 223	256.824.6701
Student Engagement & Transitions	Charger Union 201	256.824.6235
Student Government Association	Charger Union 213	256.824.2730
Student Health Center	Wilson Hall 325	256.824.6775

University Bookstore

Required textbooks, manuals, and other supplies are available in the University Bookstore located on the main floor of Charger Union. Texts for each nursing course available on the University Bookstore website at http://www.uah.edu/bookstore and are printed in the course syllabus. Texts may also be ordered online through the University Bookstore. Check the Bookstore website at the beginning of each semester for new store hours or telephone 256.824.6604.

M. Louis Salmon Library

At UAH, the M. Louis Salmon Library supports the instructional, research, and outreach programs of the students, faculty, and staff by building both the print and electronic collections in order to provide access to resources that the University community needs to advance in academic excellence, research discovery, and information exchange. The Salmon Library is located on Holmes Avenue, just to the west of the Nursing Building. The Charger Card serves as the library card. Although the Library has regular business hours, times may change between semesters and during breaks. Check online for an up-to-date list of hours at http://www.uah.edu/library/. Library Hours are available at http://libguides.uah.edu/hours or the Circulation/Information Desk at 256.824.6530. Reference librarians also are available by online chat during hours of operation.

The Salmon Library has five group study rooms and eight smaller rooms. The group study rooms, which seat from 4-8 people depending on the room, include a table, chairs, whiteboard, a computer, and a wall-mounted monitor. Students can check out study rooms at the http://www.uah.edu/library/departments/user-services. Students can also check out markers for the whiteboard and equipment for the computer - such as a keyboard and mouse and cables. Each study room can be checked out for a three-hour block. Reservations are not available. Renewals are possible if there is no one waiting to check out a study room. Study rooms are closed one hour prior to closing. More information about Library study rooms may be found online at http://www.uah.edu/library/services/study-rooms.

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

For DNP online learners, the M. Louis Salmon Library may also be accessed online at http://www.uah.edu/library. Students need to know their Charger ID username and password to log in. Reference librarians are available by phone or online chat during hours of operation. The Salmon Library offers free interlibrary loan services and delivers all journal articles or books to students' homes or to the UAH email account.

Financial Aid and Scholarship Information

Financial Aid

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.

- Undergraduate Financial Aid
  (https://www.uah.edu/admissions/undergraduate/financial-aid/)
- Graduate Financial Aid
  (https://www.uah.edu/admissions/graduate/financial-aid/)
  - Nurse Faculty Loan Program (NFLP)
    The NFLP is a service cancelable loan available to DNP and Ph.D. students who plan to teach after graduation. Students apply annually for a loan to cover tuition costs, books, fees, and software. Students who apply annually will have all expenses covered for their doctoral degrees, including the project and dissertation credit hours. However, this loan does not fund costs for living expenses and travel.
    (https://www.uah.edu/nursing/graduate-programs/msn/nurse-faculty-loan-program)

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

- Undergraduate Scholarships
  (https://www.uah.edu/admissions/undergraduate/financial-aid/scholarships)
  - Alabama Board of Nursing Scholarships
    Scholarships are granted each year to graduate students attending schools in Alabama. Funding is for full-time study for one year. More information is found at ABN Scholarships – Alabama Board of Nursing. Students must make application directly to the Alabama Board of Nursing. Contact Alabama Board of Nursing for deadline. They can be reached by telephone at 334.242.4060 or by mail at RSA Plaza, Suite 250, 770 Washington Avenue, Montgomery, Alabama, 36130.
- Graduate Scholarships
  (https://www.uah.edu/admissions/graduate/financial-aid/scholarships)
  - Graduate Student Fellowship
    (https://www.uah.edu/admissions/graduate/financial-aid/fellowships)
  - Graduate Teaching Assistantships
    (https://www.uah.edu/admissions/graduate/financial-aid/assistantships)

Section II: Policies and Procedures

All University in Alabama in Huntsville academic policies are fully explained in the Academic Catalog (https://catalog.uah.edu/index.php#/home) and in the resources listed below:

- The Code of Student Conduct
  (https://www.uah.edu/dos/office-of-student-ethics-education/code-of-student-conduct)
- The Undergraduate the Student Handbook
  (https://www.uah.edu/dos/office-of-student-ethics-education/handbook)
- The Graduate Student Handbook
  (https://www.uah.edu/graduate/resources/graduate-handbook).

The following section contains information on policies and procedures which apply only to students enrolled in the College of Nursing.

ADA Technical Standards

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 accommodation. If the student cannot meet one or more of the technical standards with or without reasonable accommodation, the student may not progress in the program.

DISCLAIMER: The Technical Standards 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 technical standards for nursing students. The identified technical standards 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.

Technical Standards Policy

The UAH College of Nursing (CON) is committed to excellence in student-centered nursing education in alignment with our mission, vision, and core values. Our ethical responsibility is to educate competent nurses and create a healthy learning and work environment where diversity and civility promote creativity, innovation, and social responsibility. The University provides reasonable accommodations to students with disabilities on a nondiscriminatory basis consistent with legal requirements outlined in the Americans with Disabilities Act (ADA) of 1990, the Americans with Disabilities Act Amendments ACT (ADAAA) of 2008, and the Rehabilitation Act of 1973. The CON encourages individuals with disabilities to explore potential accommodations through UAH Disability Support Services.

Students enrolled in the CON and individuals seeking admission must be able to complete the program curriculum with or without reasonable accommodations. The nursing curriculum is integral to fulfilling the full scope of nursing practice. The UAH College of Nursing provides the following sample description/examples of technical standards to inform incoming and enrolled students of the performance abilities and characteristics necessary to complete the nursing curriculum requirements.

These examples are not all-inclusive and may be subject to the specific needs of individual students.

Acquire/Interpret/Use Information:

Gather, interpret, and apply information acquired through oral presentations, demonstrations, and observations (e.g., lectures, group activities, laboratory experiences, simulations and Objective Structured Clinical Exams).

Acquire information from written documents and computer systems (e.g., electronic health records, literature searches, and data retrieval from information systems).

Use and interpret data gathered through nursing assessment techniques.

Comprehensively assess changes in a client's condition (e.g., mood, activity level, cognition, physical needs, and verbal or non-verbal communication responses).

Recognize environmental risks to client safety (e.g., malfunctioning or disconnected equipment and fall hazards such as lowered bed rails).

Effectively use and interpret data obtained from diagnostic tools (i.e., stethoscope, sphygmomanometer, otoscope, ophthalmoscope) during a comprehensive nursing assessment.

Assess and evaluate client responses to the plan of care encompassing interventions, medications, treatments, and educational interventions.

Apply nursing knowledge and clinical judgment effectively.

Motor Function:

Possesses motor and sensory skills necessary to provide safe and comprehensive nursing care, including performing or assisting with procedures, treatments, medication administration, emergency response, utilization of technology, and life-supporting measures.

Communication:

Communicate verbally and nonverbally to gather and provide information.

Communicate effectively with clients and families, including those with diverse needs.

Document nursing assessments and nursing care on paper or in computer-based systems according to policies.

Intellectual Ability:

Measure, calculate, reason, analyze, and synthesize data related to the health needs of clients.

Synthesize information, problem-solve, and use clinical judgment based on nursing concepts and assessment findings.

Demonstrate the ability to understand and think about complex, abstract concepts.

Behavioral and Professional Attributes:

Maintain mature and respectful relationships with clients, families, students, faculty, staff, preceptors, and other professionals under all circumstances.

Demonstrate the ability to function effectively under stress and adapt to changing and urgent environments.

Exhibit values such as concern for others, empathy, integrity, personal accountability, and motivation.

Follow the Nursing Scope and Standards of Practice (ANA, 2021) and Code of Ethics for Nurses (ANA, 2015).

Accommodation Process:

Decisions regarding reasonable accommodation are determined on a case-by-case basis, considering each student's disability-related needs, disability documentation, and program requirements. While the CON will make every effort to work with students with disabilities to accommodate their disability-related needs, the CON is not required to provide accommodations that fundamentally alter or waive essential program requirements.

After reviewing the technical standards, students who determine that they require accommodations to engage in the program fully should contact Disability Support Services (DSS) to discuss their accommodation needs confidentially. Given the clinical nature of the nursing degree requirements, additional time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Definitions:

Accommodation: A reasonable accommodation is a modification or adjustment to an instructional activity, facility, program, or service that enables a qualified student with a disability to have an equal opportunity to participate in the academic program at the UAH College of Nursing. To be eligible for accommodations, a student must have a documented disability as defined by the ADA and Section 504 of the Rehabilitation Act of 1973. The ADA, the ADAAA, and Section 504 all define disability as (a) a physical or mental impairment that substantially limits one or more major life activities of such individuals; (b) a record of such impairment; or (c) being regarded as having such a condition.

Competent: A person who demonstrates the necessary ability, knowledge, or skill to do something successfully at an expected level.

Competency: An expected level of nursing performance that integrates knowledge, skills, abilities, and judgment.

Nursing Assessment: a process where a nurse gathers, sorts and analyzes a patient's health information using evidence-informed tools to learn more about a patient's overall health, symptoms and concerns.

Standards of Professional Nursing Practice: Standards are authoritative statements of actions and behaviors that all registered nurses, regardless of role, population, specialty, and setting, are expected to perform competently (ANA, 2021).

References

American Nurses Association [ANA], (2021). Nursing: Scope and Standards of Practice (4th Ed.).
American Nurses Association (2015). Code of Ethics for Nurses with Interpretive Statements. Silver Springs, MD.
American Association of College of Nursing (2021). The Essentials: Core Competencies for Professional Nursing Education
https://www.aacnnursing.org/Portals/0/PDFs/Publications/Essentials-2021.pdf

Background Check Policy

I. Purpose

To ensure students are qualified for clinical placements in accordance with contracts between UAH and affiliated clinical agencies.

II. Policy

Students are required to follow the Code of Conduct; Code as described in the UAH Graduate Student Handbook. 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, annually, 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.

a. 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.
b. 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.
c. If a student's admission, progression, or enrollment is denied based on the information obtained from a criminal background check, the background check vendor 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 vendor 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.

III. Procedure

a. Student is admitted to the nursing program and receives admission packet that contains required documents
b. Student registers online at background check vendor's website and pays for services
c. The Office of the Associate Dean (AD) checks the website for results prior to deadline
d. The Office of the AD clears students who have their documents complete and who have passed background check/drug screen
e. The Office of AD sends notices if documents are not complete
f. The AD administratively withdraws students for non-compliance when he/she has not completed the documentation.
g. Background check vendor notifies student directly with adverse report, which contains information about contacting the agency with the positive drug screen or with a positive background check.
h. The Office of the AD notes the flagged record (adverse report) and informs the Associate Dean.
i. The Associate Dean sends students a copy of the CON policy and a deadline to resolve the adverse report.

j. Students who receive an adverse report, follow the instructions provided by Pre-Check and the Office of the Associate Dean.

k. Students who respond to the adverse event can meet with the Associate Dean. The Office of the Associate Dean will review documentation collected by the background check vendor. 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

l. Depending on the findings in the background check (misdemeanor or felony) and the documentation provided by the student, continued enrollment may be possible. Students with misdemeanors typically can remain in the program unless there is a pattern of misdemeanor offenses. Students with felonies is dismissed from the program.

m. The Associate Dean administratively withdraws students for non-compliance to resolve the adverse report.

Bloodborne 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:

A. **When an incident occurs in an off-campus clinical site:**
   1. The event should be immediately reported to the clinical instructor or preceptor. The nurse in charge of the unit should also be immediately notified.
   2. Agency nursing personnel will determine if an official agency incident report is needed.
   3. The student may be requested to complete a portion of the incident report. Student must acknowledge follow-up care required with their signature.
   4. Agency protocol must be followed which may include treatment and required blood work.
   5. 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.
   6. Students are required to obtain the follow-up care/testing stated in the agency protocol.
   7. Students are responsible for medical bills incurred as a result of injury or illness.
   8. Copies of all agency and College of Nursing incident reports must be forwarded to the Office of the Associate Dean.

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

C. **Students must sign the Incident Report Form**

Leave of Absence Policy

I. **Purpose**

This policy provides a procedural framework for student requests and programmatic consideration for a leave of absence (LOA)

II. **Policy**

1. A LOA is a temporary pause from enrollment in degree-related coursework with a documented commitment to return to the program of study for degree completion. It allows for the student to maintain their matriculation status, though enrollment privileges will no longer apply.
2. Reasons for requesting a LOA may include personal crises, illness, and military deployment.
3. An LOA may be requested only after successful completion of at least one semester of coursework. The student must be in good academic standing at the time of the request.
4. Students requesting an LOA prior to completion of their first semester of coursework will be advised to withdraw from the courses and reapply to the program upon completion of the absence.
5. A request for LOA will not be granted mid-semester. Such requests will result in advisement to withdraw per the university and college Withdrawal Policy.
6. Students who have enrolled and paid fees and are granted an LOA before the start of the semester are eligible, per university policy and deadlines, to receive a refund.
7. Students are advised that LOAs will impact their program of study progression, their eligibility for housing, scholarships, assistantships/GTA status, library privileges, insurance coverage, and other student benefits.
8. Approved LOA requests will span three consecutive semesters; including summer. If the student wants to return before the three terms are completed, they must seek advisement for a new program of study.
9. Upon completion of the approved LOA, the student must enroll per the new program of study. Failure to return per the specified LOA will result in the student being dropped from the degree program. The student will need to reapply for admission if the LOA term is exceeded. Students returning before the three-semester LOA expires, do not need to reapply for Graduate Admissions, but must seek advisement for an updated program of study.
10. Though students in good standing are generally eligible for one LOA during their program of study, a request for a second LOA will require personal communication with the Associate Dean of Graduate Programs accompanied by a petition associated with extenuating circumstances.
11. Years to degree completion, per each graduate program's specification, will still be enforced even if an LOA has been granted.
12. DNP: If the LOA is taken after completion of NUR743: Evidence-based Practice Strategies, the student may be required to retake this class to ensure the viability of their DNP project plan. Students enrolled in NUR739: DNP Project will only be considered eligible for a LOA under extenuating circumstances.
13. Students with military and/or veteran status are eligible for special consideration: https://www.uah.edu/policies/03-01-05-active-duty-and-deployment

III. **Procedure**

1. Students desiring a LOA from their degree program of study will:
   a. Submit the LOA/W request form at least two weeks before the start of the semester to the Graduate Admissions Advisor.

       b. Seek advisement about the impact of the LOA on their program of study and procure a new program of study.

       c. Notify their project chair, as relevant. Students enrolled in the MSN program must notify the appropriate Program Coordinator.

2. An e-mail will be sent to the student from the UAH Graduate School, which will include an attachment of the LOA/W request form signed by the Graduate Dean. This will indicate final approval of the student's LOA request.
3. Upon completion of the approved LOA, the student must enroll per the updated program of study.

Notification of Grades

Purpose

The purpose of the policy is to define how student grades are distributed

Policy

Students are responsible for obtaining their grades using the University's learning management system during the semester and in Banner on the student's transcript after final grades are posted.

Procedure

a. College of Nursing faculty/staff will not distribute grades by telephone, email, or by posting grades.
b. Students have access to grades on exams or other assessments any day or time by logging into the University's learning management system using their Charger ID and password.
c. Students obtain their final grades at the conclusion of each semester in Banner by logging into the system with their Charger ID and password. Banner holds the unofficial transcript.
d. Students who graduate will have to order their official transcript online from the Registrar's Office. Students applying to the Alabama Board of Nursing can select "electronic delivery" from the Board of Nursing. Students applying to other state boards likely will need to request a paper transcript, and the student will need to pick up the transcript from the Registrar's Office. The request for transcripts is coordinated by the Office of Graduate Programs.
e. Students must pay a fee online for the transcript (regardless of the method of delivery).

Programs of Study: MSN

Adult-Gerontology Acute Care Nurse Practitioner Program

AGACNP - Full-Time Curriculum

FALL SEMESTER I
NUR 605 ADVANCED HEALTH ASSESSMENT (Hybrid)	3 SH
NUR 606 ADVANCED PATHOPHYSIOLOGY (Online)	3 SH
	6 SH

SPRING SEMESTER I
NUR 602 SCHOLARLY INQUIRY FOR ADVANCED PRACTICE (Online)	3 SH
NUR 607 ADVANCED PHARMACOLOGY (Online)	3 SH
	6 SH

SUMMER SEMESTER I
NUR PLAN I (thesis) OR PLAN II (non-thesis elective - Online)	3 SH
NUR 604 Role Development for APN	3 SH
	6 SH

FALL SEMESTER II
NUR 620 ADULT-GERONTOLOGY ACNP I (Hybrid/168 Clinical hours)	6 SH

SPRING SEMESTER II
NUR 621 ADULT-GERONTOLOGY ACNP II (Hybrid/168 Clinical hours)	6 SH

SUMMER SEMESTER II
NUR 622 ADULT-GERONTOLOGY ACNP III (Hybrid/168 Clinical hours)	6 SH

FALL SEMESTER III
NUR 623 ADULT-GERONTOLOGY ACNP IV (Hybrid/168 Clinical hours)	6 SH

PROGRAM TOTAL	**42 Semester Hours**
CLINICAL TOTAL	**720 Clinical Hours**

AGACNP - Part-Time Curriculum

SUMMER SEMESTER I
NUR 605 ADVANCED HEALTH ASSESSMENT (Hybrid)	3 SH
NUR 607 ADVANCED PHARMACOLOGY (Online)	3 SH
	6 SH

FALL SEMESTER I
NUR 606 ADVANCED PATHOPHYSIOLOGY (Online)	3 SH
NUR 620 ADULT-GERONTOLOGY ACNP I (Hybrid/168 Clinical hours)	6 SH
	9 SH

SPRING SEMESTER I
NUR 602 SCHOLARLY INQUIRY ADVANCED NURSE PRACTICE (Online)	3 SH
NUR 621 ADULT-GERONTOLOGY ACNP II (Hybrid/168 Clinical hours)	6 SH
	9 SH

SUMMER SEMESTER
NUR PLAN I (thesis) OR PLAN II (non-thesis elective - Online)	3 SH
NUR 604 Role Development for APN Online)	3 SH
NUR 622 ADULT-GERONTOLOGY ACNP III (Hybrid/168 Clinical hours)	6 SH
	12 SH

FALL SEMESTER II
NUR 623 ADULT-GERONTOLOGY ACNP IV (Hybrid/168 Clinical hours)	6 SH

PROGRAM TOTAL	**42 Semester Hours**
CLINICAL TOTAL	**720 Clinical Hours**

Family Nurse Practitioner Program

FNP - Full Time Curriculum

SUMMER SEMESTER I
- NUR 605 ADVANCED HEALTH ASSESSMENT (Hybrid) — 3 SH
- NUR 607 ADVANCED PHARMACOLOGY (Online) — 3 SH
  - 6 SH

FALL SEMESTER I
- NUR 606 ADVANCED PATHOPHYSIOLOGY (Online) — 3 SH
- NUR 610 FAMILY NURSE PRACTITIONER I (Hybrid/168 Clinical hours) — 6 SH
  - 9 SH

SPRING SEMESTER I
- NUR 602 SCHOLARLY INQUIRY ADVANCED NURSE PRACTICE (Online) — 3 SH
- NUR 611 FAMILY NURSE PRACTITIONER II (Hybrid/168 Clinical hours) — 6 SH
  - 9 SH

SUMMER SEMESTER II
- NUR PLAN I (thesis) OR PLAN II (non-thesis elective - Online) — 3 SH
- NUR 604 Role Development for APN) — 3 SH
- NUR 612 FAMILY NURSE PRACTITIONER III (Hybrid/168 Clinical hours) — 6 SH
  - 12 SH

FALL SEMESTER II
- NUR 613 FAMILY NURSE PRACTITIONER IV (Hybrid/168 Clinical hours) — 6 SH

PROGRAM TOTAL — 42 Semester Hours
CLINICAL TOTAL — 720 Clinical Hours

FNP - Part-Time Curriculum

FALL SEMESTER I
- NUR 605 ADVANCED HEALTH ASSESSMENT (Online/Hybrid) — 3 SH
- NUR 606 ADVANCED PATHOPHYSIOLOGY (Online) — 3 SH
  - 6 SH

SPRING SEMESTER I
- NUR 602 SCHOLARLY INQUIRY FOR ADVANCED PRACTICE (Online) — 3 SH
- NUR 607 ADVANCED PHARMACOLOGY (Online) — 3 SH
  - 6 SH

SUMMER SEMESTER I
- NUR PLAN I (thesis) OR PLAN II (non-thesis elective - Online) — 3 SH
- NUR 604 Role Development for APN — 3 SH
  - 6 SH

FALL SEMESTER II
- NUR 610 FAMILY NURSE PRACTITIONER I (Hybrid/168 Clinical hours) — 6 SH

SPRING SEMESTER II
- NUR 611 FAMILY NURSE PRACTITIONER II (Hybrid/168 Clinical hours) — 6 SH

SUMMER SEMESTER II
- NUR 612 FAMILY NURSE PRACTITIONER III (Hybrid/168 Clinical hours) — 6 SH

FALL SEMESTER III
- NUR 613 FAMILY NURSE PRACTITIONER IV (Hybrid/168 Clinical hours) — 6 SH

PROGRAM TOTAL — 42 Semester Hours
CLINICAL TOTAL — 720 Clinical Hours

Date Approved: Fall 2021
Effective Date: Fall 2022
Date reviewed/ revised: Fall 2012, Fall 2015, Fall 2017
Date of next mandatory review: Spring 2023
By: Graduate Curriculum Committee

Post MSN Certificate - Family Nurse Practitioner

Full-Time Curriculum

Summer Semester
NUR 605	*ADVANCED HEALTH ASSESSMENT (45 Lab hours)	3 SH
NUR 607	*PHARMACOLOGY (Web course)	3 SH

FALL SEMESTER I
NUR 610	PM FAMILY NURSE PRACTITIONER I (180 Clinical hours)	6 SH
NUR 606	*ADVANCED PATHOPHYSIOLOGY (Web course)	3 SH

SPRING SEMESTER
NUR 611	PM FAMILY NURSE PRACTITIONER II (180 Clinical hours)	6 SH

SUMMER SEMESTER
NUR 612	PM FAMILY NURSE PRACTITIONER III (180 Clinical hours)	6 SH

FALL SEMESTER II
NUR 613	PM FAMILY NURSE PRACTITIONER IV (180 Clinical hours)	6 SH

TOTAL CLINICAL HOURS   720

* Needed if not previously taken as part of your MSN program

Date Approved: Fall 2018
Effective Date: Fall 2019
Date reviewed/ revised: Fall 2015, spring 2019
Date of next mandatory review: Spring 2023
By: Graduate Curriculum Committee

MSN - Nursing Administration Full-Time

Nursing Administration			
Course Number	Course Name	Credit Hours	*Semester
NUR 630	Foundational Concepts for Nurse Administrators	3	Fall 1, Spring 1, Summer 1
NUR 629	U.S. Health Care Systems	3	Fall 1
NUR 631	Leadership in Resource Management	3	Spring 2
NUR 647	Strategic Planning	3	Spring 2
NUR 602	Scholarly Inquiry	3	Summer 2 or Fall 2
NUR 648	Concepts of Health Promotion for Nurse Leaders	3	Spring 1 or Summer 1
NUR 649	Quality, Safety, and Risk Management	3	Spring 1
NUR 632	Health Care Finance and Economics	3	Fall 2
NUR 638	Informatics for Nurse Administrators	3	Summer 1
NUR 634	Internship in Nursing Leadership	3	Fall, Spring, Summer (full-terms)

*All courses are taught in 7 week semesters except NUR 634, which is taught during the full-term in fall and spring (15 weeks) or summer (10 weeks).

Faculty Eval – Preceptor Evaluation of NP Student

The UAH College of Nursing faculty appreciate all you do for our program and to help prepare our students for clinical practice. Your feedback is a valuable part of our evaluation process. Please complete the following evaluation on your NP Student.

*Response Required

1. *Student Performance	Performs below expected level	Performs at expected level	Performs above expected level	N/A
Demonstrates professional behaviors consistent with the role of the advanced practice nurse	○	○	○	○
Performs comprehensive or appropriate level history and physical exam	○	○	○	○
Uses advanced clinical judgement to diagnose including reasonable differential diagnoses	○	○	○	○
Synthesizes relevant data to develop a patient-centered plan of care as part of the healthcare team (including recommended diagnostics, pharmacological, and nonpharmacological therapy)	○	○	○	○
Prescribes a plan of care for ongoing evaluation and treatment	○	○	○	○
Educates patients, families, and caregivers	○	○	○	○
Accurately documents patient encounters (paper or electronically)	○	○	○	○
Delivers succinct oral presentation of patient	○	○	○	○

2. *If any of your answers are "performs below expected level", please explain below:

3. *Please check all recommended goals for this student. Also provide any additional comments that will assist the student in preparing for their next semester. This may include additional clinical assignments.:
    ☐   Professional Behaviors
    ☐   Case presentation to preceptor
    ☐   Developing evidence-based treatment plans
    ☐   Developing differential diagnosis
    ☐   Choosing appropriate diagnostic tests
    ☐   Documentation of the healthcare visit
    Additional Comments:

4. *Preceptor's name:

5. *Clinical Site

6. *Would you recommend this clinical site to future students?

    ○   Yes

    ○   No

Additional Comments:

7 . Performance	Never	Occasionally	Frequently	N/A
The clinical site supports student learning	○	○	○	○
The clinical site is receptive to students	○	○	○	○
Learning opportunities at this clinical site are consistent with course learning outcomes	○	○	○	○

8. *Would you recommend this clinical site to future students?

    ○   Yes

    ○   No

Additional Comments:

Preceptor Evaluation of NP Student

The UAH College of Nursing faculty appreciate all you do for our program and to help prepare our students for clinical practice. Your feedback is a valuable part of our evaluation process. Please complete the following evaluation on your NP Student.

*Response Required

1 . Performance	Performs below expected level	Performs at expected level	Performs above expected level	N/A
Demonstrates professional behaviors consistent with the role of the advanced practice nurse	○	○	○	○
Performs comprehensive or appropriate level history and physical exam	○	○	○	○
Uses advanced clinical judgement to diagnose including reasonable differential diagnoses	○	○	○	○
Synthesizes relevant data to develop a patient-centered plan of care as part of the healthcare team (including recommended diagnostics, pharmacological, and nonpharmacological therapy)	○	○	○	○
Prescribes a plan of care for ongoing evaluation and treatment	○	○	○	○
Educates patients, families, and caregivers	○	○	○	○
Accurately documents patient encounters (paper or electronically)	○	○	○	○
Delivers succinct oral presentation of patient	○	○	○	○

2. *If any of your answers are "performs below expected level", please explain below:

3. *Recommend goals for this student:
   - ☐ Professional Behaviors
   - ☐ Case presentation to preceptor
   - ☐ Developing evidence-based treatment plans
   - ☐ Developing differential diagnosis
   - ☐ Choosing appropriate diagnostic tests
   - ☐ Documentation of the healthcare visit

4. *Please provide any additional comments that will assist the faculty with the evaluation of this students' performance

Requirements for Admission and Continued Enrollment in the MSN Program

Substance Abuse Policy

I.   Drug and Alcohol Policies of the University of Alabama in Huntsville (UAH or University)

    A. <u>UAH Policies:</u> All UAH College of Nursing students must become familiar with and comply with the UAH policies regarding drugs and alcoholic beverages. These policies are stated in the Student Handbook, the Code of Student Conduct, the UAH Alcoholic Beverage Usage at University Events Policy, and the Drug Free Workplace Statement Policy. These policies incorporate by reference federal, state, and local drug and alcohol laws. Under the Drug-Free Schools and Communities Act, UAH students are informed each year about out these and related matters. The Code of Student Conduct standards of behavior apply both to conduct on campus and off campus.

    B. <u>Nursing Drug/Alcohol Policy:</u> This Substance Abuse and Drug/Alcohol Policy (the "Policy"), applying specifically to Nursing students, is intended to complement the UAH policies described above.

II.   Purpose of Policy

    A. <u>Safe Academic and Clinical Environment:</u> The College of Nursing recognizes its responsibility to promote a safe, efficient academic environment for Nursing students and to cooperate with affiliated clinical agencies in providing for the safe and effective care of their patients during Nursing students' clinical experiences in the agencies' facilities.

    B. <u>Drugs and Alcohol:</u> Nurses must conduct health care and educational activities only while in full control of their manual dexterity, mental faculties, judgment, and other skills. A Nursing student's use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of Nursing students poses an unacceptable risk for patients, colleagues, the University, and affiliated clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in the Upper Division of the College of Nursing's BSN program and its Graduate program, where Nursing students spend a considerable amount of time learning patient care in a variety of clinical settings. Accordingly, this Policy has been adopted with the following objectives and purposes:

- To proscribe substance abuse and/or activities or behaviors (a) that are prohibited by the University's policies regarding drugs and alcoholic beverages; (b) that may subject the involved Nursing student, other individuals, and the University to legal penalties or consequences; or (c) that may negatively impact the care of patients and the Nursing educational programs.

- To identify Nursing students in the upper division of the BSN program or in the Graduate program who may have a non-expunged drug or alcohol-related impairment or arrest, charge, and/or conviction related to a drug or alcohol-related offense that may impact their ability to learn safe care practices or that may create unacceptable risks for the University or the affiliated clinical agencies in which students have clinical experiences.

- To cooperate with affiliated clinical agencies by requiring Nursing students assigned to clinical activities in such agencies to consent voluntarily (a) to allow those agencies to drug test the Nursing student in accordance with their policies, and (b) to disclose any drug testing results to appropriate College of Nursing officials.

- To require all Nursing students enrolled in the College of Nursing to submit to mandatory drug testing under the circumstances set forth herein.

III. Definition of Terms

The following terms, when used in the Policy shall have the definitions indicated below:

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

- <u>Impaired</u> 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 circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgement, attentiveness, demeanor, and attitudes as manifested in speech or actions. Impairment includes addiction to and/or physical dependence upon drugs/chemical substances and/or alcohol.

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

- <u>Reasonable suspicion</u> means a conclusion, reasonably based on credible evidence, that it is more likely than not that a person has engaged in substance abuse.

- <u>Substance abuse</u> 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 UAH, 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 course or clinical training activity; and (c) the use by any Nursing student of any drugs, including a prescribed or "over-the-counter" drug, or alcohol in such a way that the Nursing student's performance in any Nursing course, including activities at any clinical site, is impaired.

IV. Policy Requirement

A. General Compliance Duty

1. All Nursing students are expected to comply with the provisions of the multiple UAH policies regarding drugs and alcohol referenced above. Nursing students are further expected to comply with all the duties and requirements established by this Policy.

2. A Nursing student must not under any circumstance participate in Nursing-related courses or clinical activities while impaired.

3. A Nursing student is expected, in all oral or written communications with the College of Nursing, to be truthful and provide accurate information.

B. Required Disclosures

1. Nursing students in the Upper Division of the BSN program or in the Graduate program will be required to provide (in addition to other information) a signed statement that he or she does or does not engage in substance abuse activities as defined herein. Such students are further required to disclose any non-expunged past criminal drug or alcohol convictions and the penalties imposed for such conviction(s). These disclosures shall be made on a form provided by the College of Nursing. See Attachment A. This form, when completed, shall be provided to the Associate Dean.

2. A Nursing student is also required to notify and disclose to the Associate Dean any "current" arrest, charge, or conviction relating to a violation of drug or alcohol laws. This notice and disclosure must be made within five (5) days of the arrest, charge, or conviction.

C. Student Self-Disclosure

1. A Nursing student may voluntarily disclose or "self-identify" use of an illegal drug or an impaired condition and request help to deal with the problem by contacting a member of the College of Nursing faculty or administration.

2. The Associate Dean or designee will institute the drug testing procedure as described in this Policy with respect to such self-identifying student.

D. Drug/Alcohol Testing: Affiliated Agency

1. Upon admission to the Upper Division BSN or the Graduate program, and annually thereafter, the Nursing student shall sign an agreement (a) to abide by the drug/alcohol policies and drug/alcohol testing policies of each affiliated clinical agency to which a Nursing student is assigned; (b) to submit to any drug/alcohol testing required by the affiliated clinical agency; and (c) to release a copy of any and all drug/alcohol test results and related information to the College of Nursing Associate Dean and/or other appropriate College of Nursing officials. See Attachment B. Failure to sign the consent shall be grounds for non-placement at or removal from an affiliated clinical agency and will be considered a violation of this Policy.

2. A Nursing student may be tested for drug/alcohol use in accordance with the policies of the affiliated clinical agency and pursuant to the Nursing student's consent, as required in section D.1 above.

3. The cost(s) of all drug/alcohol testing required by affiliated clinical agencies shall be borne by the Nursing student or the affiliated clinical agency, as determined by the affiliated clinical agency. Neither the University nor the College of Nursing shall bear drug/alcohol testing costs arising out of any Nursing student's placement at an affiliated clinical agency.

E. Drug/Alcohol Testing: College of Nursing

1. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty member and/or the affiliated clinical agency. "Reasonable suspicion of a Nursing student's substance abuse or impairment may be based on a variety of factors, including but not limited to the following:
   - direct observation of a Nursing student's substance abuse or impairment
   - direct observation of physical symptoms or manifestations of a Nursing student's being under the influence of a drug or alcohol, such as, for example, the odor of drugs or alcohol, erratic behavior, slurred speech, staggered gait, decreased

motor coordination, difficulty in maintaining balance, flushed face, dilated or pinpoint pupils, wide mood swings, marked changes in personality, deterioration of work or academic performance, or other evidence of impaired behavior.

- the receipt of evidence or information from a credible source indicative of or consistent with a Nursing student's present or past substance abuse or impairment will be investigated by the Associate Dean in consultation with the Dean.
- the receipt of reliable information indicating a Nursing student has caused or contributed to one or more unexplained accident(s), particularly an accident resulting in personal injury.
- a previous positive drug/alcohol test result
- a Nursing student's non-expunged arrest or conviction for violation of a drug or alcohol law.

2. A drug/alcohol test based on reasonable suspicion may be requested by a faculty member, using the form appended hereto as Attachment C. The final decision regarding testing will be made by the Associate Dean.

F. Drug/Alcohol Testing Procedure

1. Drug tests will be arranged by the Office of the Associate Dean in the College of Nursing through the current vendor for drug/alcohol reporting unless the following conditions are present:
   - Testing of student requires university police intervention.
   - Testing needs to be done in collaboration with an affiliated agency.
2. The cost of a test initiated by the College of Nursing will be borne by the student.
3. The Nursing student receives a code from the vendor for drug/alcohol reporting to use at a qualified laboratory (see attachment XX)
4. University police will escort Nursing students to the laboratory for testing.
5. A qualified laboratory will conduct the test, in accordance with established methods and procedures.
6. It is expected that confidentiality of the Nursing student as well as the integrity of the sample will be protected by the testing facility.
7. The procedure for collection will be determined by the testing facility and will typically involve a witness of the same gender identity as the Nursing student witnessing the voiding of the urine sample, securable urine containers, chain of custody procedures ensuring that the samples identified to a Nursing student actually contain materials from the Nursing student, measures to protect a sample from tampering, and an analysis of the sample performed in accordance with reasonable and accepted medical standards.
8. The test shall screen for the use of drugs whose use is illegal, or that are prone to abuse, or that are reasonably suspected of being abused or used by the Nursing student, all as determined in the exercise of discretion by the Medical Review Officer of the testing facility.
9. Urine samples with a dilute negative result require re-testing at the Nursing student's expense.
10. 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 will be documented in the Nursing student's records in the College of Nursing.

11. An alcohol test may be conducted using a breath, blood, or urine analysis method, conducted in accordance with established, recognized procedures and protocols. Such tests may be performed by any facility that is qualified to do so pursuant to applicable legal requirements, or if none, by any facility that is deemed to be qualified by the Associate Dean.

12. The Associate Dean will be notified of the results of all drug/alcohol tests, whether the test was initiated or requested by the clinical agency or by the College of Nursing.

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

G. College of Nursing Administrative/Academic Actions

1. Violation of any general University policy or of this College of Nursing Policy relating to drugs or alcohol, or an established violation of any federal, state, or local drug and/or alcohol law will subject the Nursing student to sanctions up to and including dismissal from the College of Nursing. Violations of this Policy include, but are not limited to, a Nursing student's failure to make a disclosure required herein, failure to complete and sign any document required herein, failure to submit to a drug/alcohol test required herein, any attempt to interfere with a drug/alcohol test procedure or the integrity of a blood or urine sample taken in the performance of such test, the providing of false or misleading information to the College of Nursing, etc.

2. If a Nursing student's drug test is positive, the Associate Dean will notify the Nursing student and provide the name and address of the reporting entity. The Nursing student will be given an opportunity to dispute the accuracy and completeness of any information contained in the test report and may contact the testing agency. If the positive test is for a prescribed drug, the Nursing student will be given the opportunity to obtain a written statement from a qualified physician indicating that the drug level is within prescribed limits and that the level does not indicate substance abuse. The physician must also state in writing that use of the prescribed drug by the Nursing student will not interfere with the Nursing student's ability to perform clinical activities in a safe manner.

3. If a subsequent drug test is negative, or if the Associate Dean decides, based upon all the circumstances, including information provided by the Nursing student, that the Nursing student's drug test results do not violate this policy the Nursing student's admission, continued enrollment, or progression in the program will proceed. The Associate Dean will inform the Nursing student of this result. The Nursing student will

also be informed of the possibility that a clinical agency may not accept the Nursing student for participation in a clinical experience at its facility and/or that registration or obtaining a permit or licensure for nursing practice in a state may be affected.

4. The results of an alcohol test will be handled in a manner similar to the procedures described above regarding drug test results.

5. The decision as to the level of sanction to be imposed on a Nursing student for a violation of this Policy shall be made by the Associate Dean, who may, in making the decision, seek recommendations from any involved faculty member. The Nursing student shall also be given an opportunity to meet with the Associate Dean and provide any information deemed relevant. A positive drug/alcohol test, a refusal to submit to, or consent to the release of, a drug/alcohol test when required under this Policy, and/or a recent criminal drug or alcohol conviction will ordinarily result in dismissal from the Nursing program, though in an appropriate case a suspension for one year may be imposed.

6. An adverse decision under this Policy may be appealed by the Nursing student in writing to the Dean of the College of Nursing. The Dean's decision shall be final.

7. A licensed Nursing student who refuses to submit to drug/alcohol testing based upon reasonable suspicion or whose drug/alcohol test is positive will be reported to the appropriate state board of nursing. Full reinstatement of licensure will be required for an unrestricted return to the education program.

H. Procedure for Readmission after Dismissal or Suspension

1. A Nursing student who is suspended or dismissed from the College of Nursing due to a positive drug/alcohol test may request to be considered for readmission upon satisfaction of the following conditions:

2. Submission of a verifiable letter from a recognized drug/alcohol treatment agency stating that the Nursing student has successfully completed a substance abuse program.

3. Submission to a drug test prior to readmission. This drug test will be at the Nursing student's expense. A positive drug test will result in the Nursing student being ineligible for readmission.

4. Submission to random drug/alcohol tests as requested by the College of Nursing or clinical agencies after readmission.

5. After the above criteria are met, then the request for readmission follows the readmission policy outlined in the Undergraduate or Graduate Student Handbook.

6. A Nursing student who is re-admitted to the Nursing program pursuant to the procedures set forth above, and who thereafter tests positive in any drug/alcohol test or who is otherwise determined to have engaged in substance abuse, will be dismissed from the program and will be ineligible to return. Furthermore, the Nursing student will not be eligible to receive a letter of good standing from the College of Nursing.

Student Testing Policy

I. **Purpose**

To provide a policy for students to understand their responsibilities to ensure academic integrity in testing situations.

II. **Policy**

The College of Nursing (CON) Graduate programs adhere to established testing practices outlined in the UAH CON Faculty/Staff Handbook to assess student knowledge with exams. This policy applies to unit exams or final exams, not formative quizzes. It is the responsibility of the student to avoid all methods of cheating or appearance of cheating during exams. Students should refer to the UAH Student Handbook found at https://www.uah.edu/dos/office-of-student-ethics-education/handbook for more information on academic misconduct.

III. **Procedure Exam Preparation**

A. Test items are derived from multiple sources including readings, lectures, classroom or online activities, and laboratory and clinical experiences. Students are responsible for reading, attending class, and participating in learning activities in class, lab, or clinical to be prepared for exams.

B. Graduate students in the CON will be given a blueprint of the exam that provide the number or percentage of questions per category not a "study guide" with teacher notes to reinforce the content that has already been taught.

C. Students should expect test items that primarily consist of application level or higher to assess diagnostic reasoning and clinical management skills.

D. Students will receive exam items from a pool of valid and reliable questions. In some courses, exam items are randomly drawn from the pool of items so that students get different exams; however, the exams will be consistent with the blueprint.

E. Exams might include some pilot questions; when applicable, the faculty will notify students about the presence of pilot questions.

IV. **Administration of On-Campus Exams**

A. Students will be instructed to:

1. Power down and place all electronic devices including phones, watches, tablets or other devices with Bluetooth or Wi-Fi connections to the Internet in a book bag. Only electronic devices required for the exam are allowed.

2. Place all personal items in the area designated by faculty prior to taking the exam.

3. Students must place a security screen over their laptop during the examination.

B. Students should expect faculty to answer limited questions during an exam, such as for typographical mistakes or other errors. However, if a faculty member clarifies a question for one student, it will be clarified for all students.

C. Any student who exhibits behavior that faculty deems suspicious of cheating will be told to stop testing and leave the classroom. A staff or faculty member will accompany the student to the Office of the Associate Dean of Graduate Programs. The student will wait until the course manager is available to address the student. A follow-up meeting with the course manager to discuss the behavior and the consequences will be scheduled.

D. The course manager will decide on the method of exam administration and review: Learning Management System (LMS), testing software, or paper/scantron. When LMS is selected, additional applications to secure browsers on student devices will also be used. Students should

plan to test their devices with these applications prior to the exam. The course manager will notify students about the length of time allowed on the test and the window open for taking the exam.

V. **Administration of Off-Campus Exams**
   A. Students will be instructed to:
   B. Download Respondus Monitor to their computers in advance of the exam and to test the software with a mock exam.
   C. Follow the directions regarding Respondus Monitor provided by the course manager.
   D. Have no devices, books, or notes in the area where the student is taking the exam.
   E. Keep your eyes on the computer. Anytime students move or look in other directions, the software will flag the video for faculty review, and the faculty member may contact the student about flags to discuss the situation.
   F. Students are not permitted to make notes about exam items or copy any part of the exam. Academic penalties will be imposed for students who break this policy including a zero on the exam to course failure.

VI. **Analysis of Exams**
   A. All grades will be muted (not available to students), and the exam review will not be available until the item analysis has been conducted.
   B. The faculty in the course will make decisions regarding exam items, including topics such as nullification (throwing out an item) or acceptance of more than one answer deemed to be correct.
   C. The course faculty may re-teach content if exam results suggest poor understanding of information or concepts. After re-teaching, course faculty will select other methods of re-assessing knowledge and notify students.

Simulation and Learning Innovation Center (SLIC) General Policies

The College of Nursing features a 10,615-square-foot Simulation and Learning Innovation Center (SLIC) on the third floor of the College of Nursing. The SLIC 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 SLIC 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 SLIC is supported by an Executive Director, Director of Instructional Technology, Director of the Simulation and Learning Innovation Center (SLIC), 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 SLIC contains Charger Hospital, which is a non-threatening, professional and safe learning environment. Users must always remain respectful. 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 SLIC, be reproduced, photographed or disseminated.

Dress Code

All students are required to adhere to the College of Nursing Dress code policy while they are in the SLIC. Faculty should adhere to the same dress code as the students they are teaching. In addition, faculty and students must 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 SLIC 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 SLIC
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 SLIC personnel and sign in to the visitor logbook 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 SLIC.
Writing utensils
The use of pens can damage the simulation manikins and task trainers. Please use pencils in the SLIC.

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 SLIC. Students are strongly encouraged to leave all valuables at home. The SLIC 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 SLIC 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 SLIC management.

Confidentiality

Each student signs an online confidentiality policy and video/photo release form for the SLIC 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 SLIC 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 SLIC staff.

Universal Precautions

Proper cleaning of hands using hand sanitizer is required in all clinical areas. Hand sanitizer is to be used the same way as an external clinical environmental care institutional protocol would indicate, then don masks, gloves, and gowns in accordance with the clinical experience when practicing in the SLIC.

Simulation Control Room/Audio Visual Equipment

The control room is only accessed by faculty who reserved the simulation lab or individuals granted permission specifically by the Simulation Technician or the Director of the SLIC. 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 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 SLIC.

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.

SLIC Computer Policy:

All faculty, students, staff, and visitors are to abide by the 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 SLIC for a copy of this policy.

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

Other College of Nursing Requirements

Program Requirements/Course Assignments

Students must fulfill program requirements listed on the program of study and course assignments listed on the syllabi. Requirements/assignments are due on the expected date unless the student makes prior arrangements with the faculty. Requirements/assignments turned in late may be penalized based upon the discretion of the faculty member. In addition, the faculty member has the option of not accepting the work. Faculty are supportive in assisting students in extenuating circumstances; however, students are expected to make prior arrangements with them or to notify them as quickly as possible in emergency situations. Students who accrue a significant number of missed or late requirements/assignments during any one term may jeopardize their grades. Therefore, regular access to Canvas is important.

Clinical Preceptor/Agency Selection and 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. Students may not initiate the process. All arrangements for clinical experiences, including review of current contracts, are the responsibility of 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. Students will also have to meet any agency requirements.

Costs Incurred for Accidents or Injury

Students are responsible for costs incurred from 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 or the University.

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.

Evaluation of Courses and Faculty by Students

Students are requested to evaluate courses, faculty, and preceptors at the end of each semester. This information is used in faculty evaluations, in revision of the courses and/or teaching methods, and in the choice of expert preceptors.

Evaluations of Student Progress

Students receive evaluations of progress toward attainment of course objectives at identified intervals throughout courses. The times and methods vary with the courses. Students are encouraged to consult with the grade-responsible faculty member any time they need validation of their progression in the course. Students receive summary evaluations at the completion of each clinical course.

Grades

The University grading system is described in the UAH Graduate Catalog. Grade point average (GPA) is calculated by dividing the total number of quality points earned by the total number of semester hours attempted. At the completion of each semester, students access their grades in Banner.

As stated in the Graduate School Handbook, students with cumulative grade point averages less than 3.0 at the end of each semester will have registration holds automatically placed on them for the next semester. These holds will be cleared by the Dean of the Graduate School only after approval of a written plan submitted by the student and approved by his/her advisor. This plan should state the actions to be taken (including course repeats) to remedy the grade point average to 3.0 within a specified time period. Failure to remedy the grade point average within the time period specified in the plan may lead to dismissal from the Graduate School, following the published policy in the Graduate Catalog.

In addition, graduate courses must be passed with a grade of "B" or higher. Any course grade of less than a "B" must be repeated. More than one grade of less than a "B" may result in dismissal from the program. Any student who receives less than a "B" will be reviewed for progression by the Admission and Progression Committee. This Committee will recommend either continuation of the program with a repeat of the course or dismissal from the nursing program. Input from appropriate faculty will be obtained. The Committee will make recommendations to the Associate Dean.

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 are considered justification for failure in the course. UAH subscribes to Turnitin.com, an online collaborative learning tool for faculty and students, which supports members of the University academic community in their quest to uphold academic integrity. Turnitin.com allows the student or educator to upload a paper into the Turnitin.com database, where software will then use algorithms to create "digital fingerprints" that can identify similar patterns in text ("About Turnitin.com"). Turnitin.com creates an "originality report" that highlights any passages from the paper that might not be authentic, and lists web sites and other resources with content that matches that in the paper. To learn how to use Turnitin see https://www.turnitin.com

References
Students who need references from faculty members for employment or other purposes should receive permission of the faculty member prior to submitting their names. Prior to completing the program, students are requested to complete "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.

Responsibility to Clinical Agencies

Students are responsible for complying with policies and procedures required by clinical agencies. Failure to meet any requirement may lead to exclusion from required clinical educational experiences and prevent program completion. Also, should a student cause property damage during clinical experiences, liability and cost of repair shall be the student's responsibility.
Representation as Nursing Student

Students shall not represent themselves as nursing students or engage in patient/client care as nursing students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum.

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 instructor(s). All written work, including documentation of information sources, bibliographies and/or reference lists, submitted by students must follow the American Psychological Association Guidelines (APA), current edition. Refer to APA
Guidelines in the library or purchase a copy of the Guidelines at the University Bookstore.

Academic Policies

Academic Advisement Procedure

Graduate students are assigned a faculty advisor during the first semester through the Office of Associate Dean for Graduate Programs. Students must consult their assigned advisors prior to each registration and at other times as needed. Faculty advisors inform students in their syllabi about office hours. Times other than those listed may be scheduled individually.

Academic Misconduct Disciplinary Procedure

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

Academic Grievance Procedure

Should a grievance arise over an academic matter, a student has the right to pursue resolution of the issue through appropriate channels. Since most grievances are resolved at the level where the problem arose, the student is urged to initiate resolution at that level. Appeals are always submitted in written form. The student shall proceed through the following channels until such time as the grievance is resolved, or the student chooses to terminate the process:

1. The faculty member immediately involved
2. Course Manager
3. Program Coordinator
4. Associate Dean for Graduate Programs, College of Nursing
5. Dean, College of Nursing
6. Provost and Executive Vice President for Academic Affairs

When a grievance relates to a final course grade, the student must institute the appeal process within four weeks after the end of the semester in which the grade was received. (Refer to the UAH Student Handbook, Chapter 6.11)

Withdrawals

It is the student's responsibility to understand the withdrawal policies and follow UAH deadlines. Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and will receive a failing grade. Students need to be aware that many potential employers, as well as graduate and professional schools, view an excessive number of W's on a transcript as a flag that the student cannot be counted on to complete demanding projects. Advisors should be informed of this fact and students should be encouraged to discuss with their advisors any plans to withdraw from a course, especially after the first two weeks of the semester. For more information, see the UAH Graduate Student Handbook.

Withdrawal Policy

1. After the course start-date, a student must first notify the Program Manager for Graduate Admissions and Advising (256-824-6669) of intent to withdraw.
2. A student may drop any course according to the University's Withdrawal/Drop Policy and the course will not appear on the student's transcript. Thereafter, a grade of 'W' will appear on the transcript
3. Students withdrawing from course work must still complete the course in prereq/coreq sequence.

4. Students who withdraw from the program in their first semester, may be asked to seek readmission to the program. Readmission is subject to competitive review.
5. Withdrawal from a course that has a didactic and clinical component will apply to both portions of the course. Clinical hours earned at the time of the withdrawal may not count toward the next time the course is taken.
6. More than three (3) course withdrawals in the program may be considered a lack of progress towards a degree. Three withdrawals, may require academic counseling from CON Graduate Administration, and/or dismissal.

Withdrawal Assumptions

1. Students are expected to notify their course managers of their plans to withdraw.
2. The student will pursue advisement from the Program Manager for Graduate Admissions and Advising (256-824-6669) to establish a new program of study.
3. Students will not submit previously submitted coursework when retaking a course where a "W" was earned.
4. Students may not be able to maintain their previously procured faculty chair in the DNP Project course as a result of a change in the program of study. This may result in a delay in project implementation.

Recording of Withdrawals

If the withdrawal process is completed during the first two weeks, the withdrawing student's name does not appear on the final rolls of the class from which the student withdrew, and that course does not appear on the student's permanent record. If the withdrawal process is completed after the first two weeks, then the withdrawing student's name will be on the final rolls of the class from which the student withdrew, and that course will be recorded on the student's permanent record with a final grade of W. The University does not use grades of W to compute grade point averages. If a student fails to withdraw officially then "F" is recorded for the course.

Approvals Required

The University does not require that the student justify any course withdrawal completed before last day to withdraw as posted on the Registrar's Calendars found at https://www.uah.edu/registrar/calendars. After the published date, the student must give evidence of extenuating circumstances to justify withdrawal from a course. Avoidance of an undesirable grade does not justify withdrawal. It is the duty of the Dean of the college in which the student is enrolled to verify that the circumstances justify withdrawal from a course. In addition, students participating in certain programs must secure approval or give adequate notification to the appropriate officers of these programs. It is the joint duty of these programs and the Office of Student Records to ensure that students participating in these programs are aware of any such requirements.

Transfer Credit Policy

The student must complete and submit the Graduate Student Request Form indicating what credit is being requested for transfer and submit it to the Director of Graduate Nursing Admissions and Advisement. The following information must accompany the request:
1. A course transcript to include final grade earned.
2. The institution's accreditation status where course was taken.
3. The institution's grading scale system where course was taken.

4. The course syllabi to include course description and course objectives.
5. The course topical outline with clear delineation of topics.
6. Any course materials that would provide more detailed information about the course.

A. The student may, at any time, email or call the Director of Graduate Nursing Admissions and Advisement to ask about their information's completeness or their transfer credit status. It is the student's responsibility to make sure transfer request packet is complete.
B. The Director of Graduate Nursing Admissions and Advisement will forward the request form and information to the Program Coordinator for review.
C. A decision will be made and communicated to the student in writing within five working days.
D. If the transfer credit is approved, it will be documented in the student's file and a form will be submitted to the Registrar's office.

Student Awards

Graduate Honors Scholars

There will be an award given to a graduate student in each of the clinical tracks, one post-master's certificate, and one DNP student according to the following criteria:
The student will:

1. Have a *minimum GPA of 3.6* on courses taken at UAH.

2. Have completed at least 24 graduate hours. Student cohorts graduating within one year will be eligible. If the primary month of graduation is December, those completing course work in the Spring, or Summer will be eligible to be within the pool of applicants for awards in December.

3. Have demonstrated outstanding clinical expertise and contribution to his or her field.

4. Demonstrate enthusiasm and support for the profession, the educational program, and the development of nursing science.

5. Demonstrate leadership in the field and have potential to impact the future direction of nursing and health care.

Graduate Academic Excellence

There will be one award given to one MSN and one DNP student who have demonstrated overall academic excellence according to the following criteria:
The student will:

1. Have a *minimum GPA of 3.6* on courses taken at UAH.

2. Have completed a minimum of 24 graduate hours. Student cohorts graduating within one year will be eligible. If the primary month of graduation is December, those completing course work prior to the Spring or Summer will be eligible to be within the pool of applicants for awards in December.

3. Have demonstrated enthusiasm for and excellence in scholarship and its application to health care.

4. Demonstrate enthusiasm and support for the profession, the educational program, and the development of nursing science.

Graduate Preceptor Award

One of the purposes of the College of Nursing (CON) is to promote quality health care. The CON wishes to recognize preceptors who strive to meet these goals in an exemplary manner. The following guidelines have been established by the CON in the selection of Preceptor of the Year recipients.

PURPOSES: **The purposes of the CON Preceptor of the Year Award Program are**:
To recognize outstanding preceptors who have demonstrated exemplary performance in the nursing profession and have assisted faithfully in the education of undergraduate or graduate students.
To support programs of the CON.

ELIGIBILITY: **Any registered nurse, advanced practice nurse, or physician asked to perform in the role of preceptor at the graduate level who supports the ideals of the CON is eligible.**

SELECTION: **Selection of recipients will be based on criteria established by CON.**

CRITERIA: **The following criteria were established by CON:**
Display evidence of high professional/ethical standards.
Exemplify leadership qualities.
Consistently demonstrate a caring attitude in delivering quality nursing care/health care to the citizens of Alabama.
Display support for the development and improvement of teaching, mentoring, research, and service programs in nursing.
Provide for the development of studies, projects, and/or programs designed to impact the quality of life.

SYMBOLS: **Preceptor of the Year certificate.**

Student Awards (cont)

Preceptor Nomination Form

Nominee's Name:_____

     Home Address:_____

     Home Telephone:_____

     Highest Degree earned and institution:_____

     _____

     Place of Employment:_____

     Work Telephone:_____

     E-mail:_____

Person Submitting Nomination:_____

     If faculty, title/position:_____

     If student, course where precepting occurred:_____

     Telephone:_____ E-mail: _____

Nomination Materials Checklist:

_____ Attach a narrative description outlining how the nominee meets the award criteria. Must not exceed 200 words. Permission for printing is assumed with submission.

Graduation Information

Graduation Requirements

Graduate nursing students must meet requirements for all The University of Alabama in Huntsville. In addition, requirements specific for the College of Nursing are addressed in the College of Nursing section of the *University of Alabama in Huntsville Graduate Catalog*.

Students must meet standards of professional conduct in the Code of Nursing and standards of student behavior in university handbooks. Throughout the program, students must meet health and other requirements identified in Graduate Admission and Enrollment requirements.

Registered nurse students and advanced practice nurses must maintain an unencumbered licenses in good standing in the state in which clinical experiences are completed throughout the program. They will not be eligible for continuance in the program if licensure is suspended or revoked. Students must notify the College of Nursing if licensure status changes.

Any requests for exceptions to progression and graduation requirements must be addressed in writing to the College of Nursing Associate Dean for Graduate Programs.

Application for Graduation

Candidates for graduation must file an application with the Registrar at least three months prior to the time
requirements are expected to be completed. Application forms may be found online through the University website at http://www.uah.edu/registrar/commencement/apply-to-graduate

Commencement

University Commencement is conducted at the end of the fall and spring semesters. Caps and gowns are available through the University Bookstore. For more information go to
http://www.uah.edu/registrar/commencement

Appendix

The University of Alabama in Huntsville
College of Nursing
Substance Abuse and Drug/Alcohol Testing Policy Student Disclosure Statement Form

I have read the Substance Abuse and Drug/Alcohol Testing Policy ("Policy") of The University of Alabama in Huntsville College of Nursing, and I agree to comply with all aspects of this Policy and the related University policies referenced in it.

I understand that if I engage in substance abuse as defined in the Policy or if I violate the Policy in any other manner, I may be dismissed from the College of Nursing.

I understand that it is a requirement that all students in the Upper Division of the BSN program and in the Graduate program of the College of Nursing provide a true and accurate, signed statement indicating whether he/she does or does not engage in substance abuse activities and whether he/she has any prior criminal drug or alcohol convictions.

   In compliance with the forgoing requirement, I hereby state as follows (*circle the appropriate response*):

I (am) (am <u>not</u>) over the age of 18.

I (am) (am <u>not</u>) engaged in any drug or alcohol activity that would fall within the definition of "substance abuse" as
that term is used in the Policy. (See the bottom of this form for a copy of this definition and the definition of "illegal drug" and "impaired").

I (am) (am <u>not</u>) personally misusing any prescribed or over-the-counter drug or alcohol in a manner that significantly impairs, or is likely to develop an impairment in, my performance in any Nursing course, including any clinical activities.

I (have been) (have <u>not been</u>) arrested, charged, or convicted of any violation of a federal, state, or local drug or alcohol law.

   (If appropriate, you may provide explanatory information on the reverse side of this form)

_____   _____
Student's Signature   Student's Printed Name

_____   _____
Date   Witness Signature

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

Email your completed form to graduate-nursing@uah.edu

The University of Alabama in Huntsville
College of Nursing

Substance Abuse and Drug/Alcohol Testing Policy Student Disclosure Statement Form (cont)

"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 UAH, 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 course or clinical training activity; and (c) the use by any Nursing student of any drugs, including a prescribed or "over-the-counter drug, or alcohol in such a way that the student's performance in any Nursing course, including activities at any clinical site, is impaired.

"Illegal drug" means any drug/chemical substance that is not legally obtainable; any drug/chemical substance that is legally obtainable but has not been legally obtained; any prescribed drug/chemical substance that has not been legally obtained; any prescribed drug/chemical substance that is not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the- counter drug that is being used at a dosage level other than that recommended by the manufacturer, or is being used for a purpose other than the purpose intended by the manufacturer; and any drug/chemical substance that is being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs/chemical substances 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 drugs/chemical substances and/or alcohol.

Explanatory Comments (if any):

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Email your completed form to graduate-nursing@uah.edu

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

Email your completed form to graduate-nursing@uah.edu

Student's Consent and Release Authorization - Drug/Alcohol Testing Form

I have read the College of Nursing Substance Abuse and Drug/Alcohol Testing Policy ("Policy"), and I understand that as a condition to assignment to or placement with an affiliated clinical agency, I will be subject to that agency's drug/alcohol use and drug/alcohol testing policies. I further understand that, if required by the agency's policy, I may be required to submit to pre-clinical placement drug testing, random drug testing, and/or drug/alcohol testing based on reasonable suspicion of substance abuse. I understand that the cost of any drug/alcohol tests required by any affiliated 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 entity/facility as required by any affiliated clinical agency at which I am placed by the College of Nursing.

I further understand that I may be subject to drug/alcohol tests initiated by the College of Nursing based on reasonable suspicion for substance abuse by me while I am attending any College of Nursing courses or clinical activities or while I am enrolled in the Upper Division of the BSN program or the Graduate program.

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

I understand that the clinical agency and College of Nursing have a legitimate need to receive the results of a drug/alcohol test performed in accordance with this Policy. *I hereby authorize any drug testing entity/facility,* and its physicians (including the Medical Review Officer), employees, and representatives, that conducted a drug/alcohol test pursuant to this Policy and that has control over any documents, records, or other information pertaining to my drug/alcohol test, *to furnish originals or copies of any such documents, records, or other information to the appropriate official(s) of the affiliated clinical agency (if it requested the test) and/or of the College of Nursing (if it requested the test)*, and *I hereby give my consent in advance thereto.* I further authorize and consent to any drug testing entity/facility, and its physicians, employees, and representatives, to answer questions and inquiries from appropriate officials or employees of the clinical agency or of the College of Nursing concerning those documents, records, and other information, including, without limitation, drug testing results, related medical records and medical reports, analyses, questionnaires, and other materials that may have been made or prepared pursuant to or in connection with my drug/alcohol tests.

I waive, release, and discharge forever the drug/alcohol testing entity/facility, and its physicians, employees, and representatives, that conducted drug/alcohol tests requested by the clinical agency or by the College of Nursing under this Policy, and I waive, release, and discharge the clinical agency, its employees and representatives, and the University, its trustees, officials, and employees (including those in the College of Nursing) from any and all liability or claims of whatever kind and nature arising out of, associated with, or related in any way to the drug/alcohol tests and the subsequent release, furnishing, disclosure, inspection, and use of the results of such tests and the documents, records, or other information pertaining to such tests, all under this Policy.

_____	_____
Student's Signature	Student's Printed Name
_____	_____
Date	Witness Signature

This form will be maintained by the College of Nursing and will be disclosed to appropriate clinical agencies upon their request.
Email your completed form to graduate-nursing@uah.edu

Substance Abuse and Drug/Alcohol Testing Policy
Report of Reasonable Suspicion of Drug/Alcohol Use Form

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

1. Name and social security number of Nursing student suspected of substance abuse as defined in the UAH Substance Abuse and Drug/Alcohol Testing Policy.

   Name:_____SSN:_____

2. State the information/evidence based on which you have developed a reasonable suspicion that the student has engaged in substance abuse. Be as specific as possible. * Include the 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. If necessary, use additional sheets, stapled to this form.

   Based on the information and evidence noted above, I think there is reasonable suspicion that this student has engaged in substance abuse.

   _____   _____
   Faculty Member's Signature   Faculty Member's Printed Name

   _____   _____
   Date   Faculty Member's Title

The original of this form should be given to the UAH College of Nursing Associate Dean for inclusion in the student's Nursing records. It may be disclosed on a "need to know" basis to clinical agencies and/or testing entities/facilities.

   * The types of information that should be noted, if observed or known, includes the following: speech (incoherent, confused, change in speech, slurred, rambling, shouting, profane, slow); coordination (swaying, staggering, uncoordinated, grasping for support); performance (using unsafe practices, unsatisfactory work); alertness (change in alertness, sleepiness, confusion); demeanor (change in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); clothing (dirty, disheveled); odor of alcohol on breath; unexplained absences or tardiness; student found with drugs/alcohol or admitted use of drugs/alcohol; complaints by students or third parties of student's behavior and if so a list of witnesses to the behavior

   Email your completed form to graduate-nursing@uah.edu

Background Check Policy Affirmation Form

I have read the Background Checks and Drug Screening Policy and Procedure of The University of Alabama in Huntsville College of Nursing, and I agree to comply with all aspects of these policies.

I understand that as a registered nurse, the College of Nursing is to be made aware immediately of any convictions or pleas of guilty of, pleas of nolo contendere (no contest) to, any criminal charges, or any pending criminal charges during a student's enrollment. 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, or robbery at any time prohibit a student from admission or progression in the Nursing Program. If I violate any state or federal statue 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 any nursing 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 [have] have not]** (*circle the appropriate response*) had charges filed against me for any infraction of the city, county, state, or federal laws other than minor traffic violations
>
> **I [will] will not[** (*circle the appropriate response*) report violations other than minor traffic violations to the Associate Dean for Graduate Program in the College of Nursing
>
> **I [will] will not[)** (*circle the appropriate response*) report violations other than minor traffic violations to the appropriate board of nursing for the state in which I practice.

_____   _____

Student Signature   Date

_____   _____

Printed Name   Date of Birth

Email your completed form to graduate-nursing@uah.edu

College of Nursing
Office of Graduate Programs
Application for Readmission Form

Student Name:	Date of Application:
A number:	Graduate Program:
Email address:	Preferred phone number:
Semester and year suspended:	Semester requested for readmission:

A student who has been suspended from the UAH College of Nursing may apply for readmission through the Office of Graduate Programs. This application may be submitted after notification of suspension **within 1 year of the suspension**. The application, the student's record of performance (classroom, lab, and clinical), the student's professional behavior, the student's help-seeking behavior, and other pertinent information submitted by the student will be reviewed. The Graduate Admissions and Progressions Committee makes a recommendation concerning the application for readmission to the Associate Dean of Graduate Programs. Students who are suspended a second time are permanently dismissed from the nursing program.

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

Why were you unsuccessful in the most recent semester(s) in which you were enrolled? Please focus primarily on academic issues.
What things have changed that would help you be successful if you were readmitted?
Do you have any other information you want to share about your request for readmission?

List all courses and grades in your program study below.

Reflect on your academic history in the graduate program. Write a one paragraph summary considering the following questions. In courses that you made "A's" and "B's" and/or scored, how did you study or manage your time? Contrast that to courses where you made a "C", "D" or "F" – how did you study or manage your time?

Describe the UAH resources or other sources of academic support that you used during your enrollment in the graduate program.

Email your completed form to graduate-nursing@uah.edu

College of Nursing
Office of Graduate Programs
Request for Continued Enrollment after Academic Warning Form

Student name:
A number:
Email address:
Preferred phone number:
Graduate degree program:
Course number and name with grade less than B:

In this space, discuss the academic circumstances and your actions that resulted in a grade less than B.
Describe any extenuating circumstances that affected your academic performance.
Reflect on the progression policies in your program of study. Without copying/pasting from the student handbook or UAH Graduate Catalog, describe the consequences of a future grade less than B.
Describe, in detail, your current decisions and actions that will help you be successful in the program, if you are allowed to retake the course.
Describe the UAH resources or other sources of academic support that you used during your enrollment in the graduate program.

Email your completed form to graduate-nursing@uah.edu

College of Nursing
Office of Graduate Programs
Leave of Absence or Withdrawal Form

Name of Student:
A number:
Name of program:

_____ I am withdrawing from the program, and I understand I must reapply to the UAH Graduate School if I wish complete the degree. Further, I understand courses have a time limit in order to count toward degree requirements.

Please refer to the *UAH Graduate Catalog* https://catalog.uah.edu/.

_____ I am requesting a leave of absence for the following semester(s):

Check all that apply	Year		
Fall			Return Semester _____
Spring			
Summer			

I acknowledge that my withdrawal/leave of absence may impact my financial aid and if I have taken the NFLP loan I will contact Dr. Karen Frith at karen.frith@uah.edu.

I understand that my return to the program is contingent upon available space, and I will be required to follow a <u>revised plan of study</u> provided by the Office of Graduate Programs. A leave of absence can be requested for up to three (3) semesters. If another leave of absence is needed, a new form must be completed.

Use this space to explain the circumstances surrounding your request for a leave of absence.

Student Signature	Date
Academic Advisor Signature	Date
Program Coordinator	Date
Associate Dean Signature	Date
Graduate Dean	Date

Email your completed form to graduate-nursing@uah.edu

College of Nursing
Office of Graduate Programs
Request to Transfer MSN Track

Student name _____ A# _____

Current track _____ Requested track _____

Reason for request (give specific information for the request):
Explain the differences between your current track and requested track:
What skills/experience do you possess that is consistent with the requested track?
What are your professional goals (where do you see yourself working)?
Describe what you will do to be successful if your request is approved:

Please attach your CV/Resume based on the CV template on following page

Your Name
Street Address, City, ST ZIP Code – Phone – Email

_____

Objective	What program you are applying to and what are your career goals. (Limit 100 words).
Experience	Job Title 1 (begin with current position) Company Name, City, ST *Start date – End date* This is the place for a brief summary of your key responsibilities and most stellar accomplishments. Job Title 2 Company Name, City, ST *Start date – End date* This is the place for a brief summary of your key responsibilities and most stellar accomplishments.
Education	Degree obtained School Name, City, ST Date graduated You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.
Licensure	State you hold an RN license. Note if you have a multi-state license
Certification	Any certifications related to nursing or healthcare
References	Reference name, Company Give name and contact information of 3 supervisors, co-workers, or colleagues we can contract for additional information

Email your completed form to graduate-nursing@uah.edu