



College of Nursing

Master's Program Student Handbook

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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 Student Handbook*, the *University of Alabama in Huntsville Graduate Catalog*, and the *University of Alabama in Huntsville Graduate 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 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 of Nursing

Dear Graduate Student:

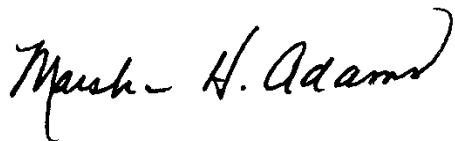
Welcome, I am very glad that you have chosen the University of Alabama in Huntsville (UAH) College of Nursing for your graduate education. I look forward to working with you, and I hope that you will be an active participant in your academic learning.

Nursing is one of the largest majors on the UAH campus. The College offers a traditional BSN Program, RN to BSN Program, MSN Program, and a DNP Program. Two certificate programs are offered including family nurse practitioner and nursing education.

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,

A handwritten signature in black ink that reads "Marsha H. Adams". The signature is written in a cursive style with a large, sweeping initial 'M'.

Dean and Professor
Phone: 256.824.6345
Email: marsha.adams@uah.edu



Mission

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

Vision

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

Core Values

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



History of the College

The University of Alabama in Huntsville is the only institution offering BSN, MSN, and DNP programs in north Alabama. The College of Nursing was established by an act of the Alabama Legislature in 1971. The School of Nursing 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. This track is offered online with two three-day residencies scheduled at the beginning of each fall semester. An Acute Care Nurse Practitioner track was added in 1994 and the Adult Acute Care track was modified and updated in 1998 resulting in an Adult Health Clinical Specialist track. A post-master's Family Nurse Practitioner track was initiated in 1994. A certificate program in Nursing Education was begun in 2003. The Joint Doctor of Nursing Practice Program was approved with the first class admitted in the fall of 2008 and the first graduating class of nine in the fall of 2009. The DNP was offered as a joint program with the University of Alabama in Birmingham School of Nursing and The University of Alabama Capstone College of Nursing until fall of 2016 when the Post-Baccalaureate to DNP and independent Post-Master's to DNP Program was established.

The College is housed in a centrally located building that was first occupied in 1976. The four-story structure houses a state-of-the-art Learning and Technology Resource Center, lecture rooms, distance learning classrooms, and laboratories for teaching nursing. The building also contains faculty and administrative offices as well as lounges and study areas for student support. The unique design of the Nursing Building promotes interaction among faculty and students and it supports the concept of a dynamic open system that is reflected in the philosophy of the programs of the College. A new wing of the Nursing Building was completed in Fall 2014, and renovation of the original building was completed in Summer 2015. The building is in close proximity to the M. Louis Salmon Library, the Charger Union, and other academic buildings, providing opportunities for faculty, staff, and students to be an integral part of the University community.

Graduate Program Objectives

The Graduate Programs build upon the baccalaureate degree and prepares the individual for advanced nursing practice. The framework for practice emerges from interrelationships of theory, practice, and research. Primary roles of the graduate student embody dimensions of clinical expertise, evidence-based practice, consultation, collaboration, management, leadership, and teaching.

The graduate student will:

1. Implement clinical decision making skills in the delivery and management of diverse populations in a variety of settings.
2. Synthesize theoretical foundations, knowledge of science and humanities, and scholarly inquiry to provide clinical prevention, patient therapy and system improvement to improve patient outcomes in diverse populations.
3. Analyze healthcare policies and information management systems to affect patient outcomes in diverse populations through organization and systems leadership and interprofessional collaboration.
4. Incorporate human, fiscal, and technological resources in providing and managing advanced care for improvement of patient and population outcomes.
5. Apply bio-immunogenetic technology in nursing to improve patient outcomes in diverse populations.
6. Assume responsibility for life-long learning by translating and integrating scholarship in practice and prepare them for doctoral education in nursing.

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)*.

NONPF Nurse Practitioner Core Competencies (2014)

AONE Nurse Executive Competencies (2015)

Criteria for Evaluation of Nurse Practitioner Programs (2016)

Areas of Responsibilities

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.

College Services

Nursing Building

The Nursing Building houses the College of Nursing programs and services. Classrooms, student lounges, and study areas are located on the first floor. Administrative offices, including the Office of the Dean, Office of Undergraduate Programs, Office of Graduate Programs, and student study/lounge areas are on the second floor. The third floor houses the Learning and Technology Resource Center. 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.

Learning and Technology Resource Center

The LTRC 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.

Communicating with Faculty

Faculty may be reached by direct dialing to their offices. Faculty telephone numbers are listed on course syllabi and online in the University Directory. All faculty have voicemail so students may leave a message if the faculty member is not available.

Faculty members post weekly office hours on their offices and are available for meetings outside their regularly scheduled office hours by making an appointment.

Faculty may also be reached by email. Faculty email addresses are available online in the University Directory and updated each semester. All students are issued a University email account which is the official email contact by Information Technology Support.

UAH RESOURCES

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 are printed in the course syllabus. See website at <http://www.uah.edu/bookstore>. 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 256.824.6600.

TYPHON

Designed for all advanced practice nursing programs, Typhon Group's NPST Student Tracking System functions as a complete electronic student tracking system, including comprehensive patient encounter logs and reports, a fully featured evaluation and survey component for assessments, management of student rotation scheduling, student electronic portfolios, student and preceptor biographic databases, clinical site database, curriculum mapping, secure document management, and much more. Students report their clinical experiences, take evaluations, and build a portfolio to use when job hunting after graduation

Canvas

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 University Office of Instructional Technology (OIT) at 256.824.3333.

Canvas is also used as a permanent website for graduate students enrolled at UAH for advising, announcements, communication, and as a repository for resource materials. The site may be accessed through the College's webpage at <http://www.uah.edu/nursing/students/student-resources> under Services.

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.

Activate the email account by following these steps:

- Go to <https://apps.uah.edu/ITSPortal/>.
- Enter the Charger ID (the text listed to the left of the @ sign) into the email address, and password. Select Google Apps from the menu.

- Set the Google account password to match the Charger ID password by clicking on the button.
- Accept the terms.
- Students should receive a confirmation message of activation of the Google Apps account. Students should contact OIT at 256.824.3333 they do not receive a confirmation message.
- Access the Google Apps account at <http://google.uah.edu> and click on the sign-in link.

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 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 by calling the Hotline 256.824.6359 or the Circulation/Information Desk at 256.824.6530. Reference librarians also are available by online chat.

In addition, there is a nursing computer lab available for student use during the weekdays in Library Room 210. To enter this lab, students will be required to show their Charger IDs. There is also an area of the library downstairs that has nursing software that is available for students' use seven days a week.

Procedure for Use of Nursing Lab, Library 210

1. The Nursing Lab (210) hours are Monday through Friday 8:00 a.m. until 8:00 p.m. The five Nursing workstations in the Information Arcade on the first floor are available at all hours that the library is open.
2. Anyone signing-in to use the Nursing Lab must be a nursing student, with a UAH Charger ID and must be currently enrolled in classes.
3. Students must sign-in at the Circulation Desk to have the Lab opened and must sign-out when leaving.
4. No one may be allowed entrance into the Nursing Lab except by Library staff. The lab door will remain locked to outside access at all times. The door must never be propped open.
5. All workstations in the Nursing lab must be filled from the front row of workstations first. The last row of workstations (next to windows) is not to be used, at all, without Library staff permission.
6. Students must use their own login and password to access the computers and should never log in another student.
7. Any damages to any of the equipment or misuse of equipment or programming in the Nursing Lab will be, initially, the responsibility of any and all students who are signed into the Lab at that time and will be reported to the Deans of the Library and the School of Nursing.
8. No food or drinks are allowed in the Nursing Lab.

9. Video cameras will be used to monitor the Nursing Lab at all times.
10. Anyone found in violation of these procedures will be reported to the Deans of the Library and the College of Nursing for appropriate action, which could include suspension of Library computer privileges.
11. Any problems with computer equipment or printers in the lab should be reported to the Circulation Desk at 256.824.6530.

For 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. The Salmon Library offers free interlibrary loan services and delivers all journal articles or books to students' homes.

Parking Permits

Students must have a parking permit when parking at UAH. Students can order their parking permit online or visit the Parking Management Office at the Intermodal Facility Room 123. If you have any questions about parking permits, contact the Parking Management Office at parking@uah.edu or telephone 256.824-6594.

Charger Cards

Students may obtain a Charger Card in the Charger Union Room 131 by providing a current copy of their class schedule. 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

University 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/student-affairs>, contact any of the staff members, or visit their offices to find out more about the great resources they have available.

Campus Recreation	Spragins Hall	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	256.824.6203
Fraternity & Sorority Life	Charger Union 223	256.824.5603
International Engagement	SSB, suite 218	256.824.6055
Leadership Programs	SSB, Suite 106	256.824.5420
Orientation and Parent/Family Programs	Charger Union 201	256.824.4720
ROTC	Charger Union 223	256.824.6561
Special Events	Charger Union 223	256.824.5420
Student Activities	Charger Union 223	256.824.4739
Student Conduct	Charger Union 223	256.824.6701
Student Engagement & Transitions	Charger Union 201	256.824.6235
Student Government Association	Charger Union 212	256.824.2730
Student Health Center	Wilson Hall 325	256.824.6775

Student Success Center

The Student Success Center is a clearing house for several University student services. 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 Center sponsors the Peer Assisted Study Sessions (PASS) Program, which is a non-remedial academic program that provides peer-led study groups which focus on integrating course content (*what* to learn) with study skills (*how* to learn). In addition, the Student Success Center through the Writing Center offers consultations in order to help students become stronger, independent writers.

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. It is best to check the website for hours of operation at

<http://www.uah.edu/science/departments/math/resources/mlc>. Students can also email them at mlc@uah.edu or call at 256.824.6353.

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 (on campus or off) 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. See our webpage at <http://www.uah.edu/counseling/> for more information. To schedule an appointment, contact the Counseling Center at 256.824.6203 or go to Wilson Hall.

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 www.UAH.edu/counseling/disability for more information. To schedule an appointment contact DSS through the Counseling Center at 256.824.6203.

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://uah.edu/shc>.

All new students admitted to the University of Alabama in Huntsville 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 www.uah.edu/SHC. Forms along with any necessary attachments, should be submitted to the Student Health Center.

University 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 joint 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.

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 OIS coordinates programs and services that extend the UAH to our local and global communities. The OIS is located in the Student Services Building Room 218 and may be reached by telephone at 256.824.6055.

Office of Diversity and Multicultural Affairs

The Office of Multicultural Affairs (ODMA), a division of the Office of the President, assists the University in providing an atmosphere that is welcoming, supportive and rewarding for students from diverse cultural backgrounds. Students are encouraged to achieve and aided in attaining academic excellence while learning to be competitive with their peers. ODMA endeavors to foster an understanding and a respect for cultural diversity throughout the UAH community. Programs are designed for minority as well as non-minority students in order to promote a sense of community and acceptance of multiculturalism and racial appreciation on the UAH campus. Students may contact the Office of Diversity and Multicultural Affairs by telephone at 256.824.4600 (odma@uah.edu).

STUDENT ACTIVITIES IN THE COLLEGE OF NURSING

Sigma Theta Tau

Involvement with Sigma Theta Tau International Honor Society of Nursing (STTI) through the Beta Phi Chapter is encouraged for students who have already been inducted to STTI. The purposes of Sigma Theta Tau includes the recognition of superior achievement and leadership qualities, the fostering of high professional standards and creative work, and strengthening of the individual's commitment to the ideals and purposes of the nursing profession.

Students who were not inducted into STTI in previous nursing degree programs, can be inducted by meeting the international criteria for graduate students.

Graduate Students (Master's and Doctorate) must:

- have completed ¼ of the nursing curriculum;
- achieve academic excellence (3.5 GPA or higher);
- meet the expectation of academic integrity.

Honors

College of Nursing graduate honors are presented at the end of the fall semester in a special recognition ceremony.

CHEERS Project

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

College Committees

Graduate students have the opportunity to participate in the shared governance of the College. Students have the opportunity to participate on the UAH Graduate Curriculum Committee, the Joint DNP Curriculum and Evaluation Subcommittee, and the UAH Nursing and Space Life Sciences Committee. Student representatives on this Committee may be involved in the following activities: recommend changes in the curriculum; review, revise, and update the College's admission policies; recommend to the Graduate Curriculum Committee changes in admission, progression, and graduation policies and procedures; and plan, develop, revise, and evaluate the curriculum.

FINANCIAL AID AND SCHOLARSHIP INFORMATION

University Financial Aid

The University Financial Aid Office located in the Student Services Building, Suite 124, telephone 256.824.6650 and provides financial aid information and assists the student to meet individual needs. All students who wish to be considered for any scholarship must complete a scholarship application available in the Financial Aid Office.

Information specific to nursing scholarships may be found at the Nursing Building, Room 208 in the Office of Graduate Programs. Nursing students will be considered for endowed scholarships for which they meet the stated criteria.

Tuition Scholarships

Full tuition scholarships may be awarded to qualified students without assistantship appointments. Tuition grants are limited to a maximum of two per department at any given time.

1. Eligibility: A department may award a full tuition grant to a qualified student who must
 - a. be a full-time student;
 - b. be a U.S. citizen;
 - c. have unconditional admission status.
2. Appointment Procedure:
 - a. The faculty chooses the awardees from qualified applicants.
 - b. An appointment letter (similar to the assistantship letter without duties) is written to each awardee and approved by the Associate Dean. The letter is then forwarded to the graduate dean's office along with a copy of the Summary Information Sheet (Form 1 A) for final approval before a copy is furnished to the student.
3. Tuition Request:

Departments submit to the graduate office tuition request for the awardees on the Tuition Support Request (Form 23), along with those of the graduate assistants, by the close of the priority registration period.

Alabama Board of Nursing Scholarships

Scholarships are granted each year to graduate students attending schools in Alabama. Funding is \$3,800 for full-time study for one year. 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.

Nurse Faculty Loan Program

The UAH College of Nursing has been awarded the Nurse Faculty Loan Program (NFLP) from the Health Resources and Services Administration (HRSA). Therefore, UAH can award the NFLP to students who plan to teach in a nursing program after graduation.

The loan is 85% cancelable after working full-time in the same faculty position for 4 consecutive years. The loan cancellation over the 4-year period is as follows: 20% of the principal and interest may be canceled upon completion of each of the first, second, and third years of full time employment, which, after the three-year period, totals 60%, followed by the cancellation of 25% of the principal and interest upon completion of the fourth year of full-time employment as a faculty member in an accredited school of nursing.

Repayment on the remaining 15% of the loan balance is postponed during the cancellation period. NFLP loans accrue interest at a rate of 3% per annum beginning 3 months after graduation (per PHS Act Section 846A (c)(6)(A)) for loan recipients who establish employment as nurse faculty. Students can avoid any interest if they pay the 15% off within the first 3 months of graduation, essentially getting an interest-free loan.

In order to apply for the NFLP, students must:

- Be enrolled full-time or part-time in DNP Program or MSN Program (NP, CNS, or Leadership);
- Agree to take at least three nurse education classes as electives or in addition to established program of study (see list);
- Be in good academic standing;
- Meet citizenship requirements;
- Must NOT be in default on other Federal loans; and
- Complete the NFLP application and return it to the Office of Graduate Programs (application form may be found in Attachments at the end of this document).

The program covers expenses in Fall, Spring, and Summer. Students must receive at least 2 semester of support to qualify for the loan. Students can get loans to cover multiple years up to 5 total years, but must apply each year to the College of Nursing for the NFLP and sign a promissory note each semester of support. Students may request loan support to cover the full or partial tuition/fees for the academic year, not to exceed \$35,500 in a single year.

- NFLP loan support includes the cost of tuition, fees, books, software, laboratory expenses and other reasonable education expenses.
- NFLP loans do NOT include stipend support (i.e., living expenses, student transportation cost, room/board, personal expenses).

Three of Five Educator Classes are **required** for the Nurse Faculty Loan Program Graduate Certificate in Nursing Education

<i>Course Number</i>	<i>Course Name</i>	<i>Credit Hours</i>	<i>Level Offering</i>	<i>NFLP Required</i>
NUR 640	Curriculum Development in Nursing	3	DNP and MSN	Yes
NUR 641	Teaching/Learning in Nursing	3	DNP and MSN	Yes
NUR 642	Testing and Evaluation in Nursing Education	3	DNP and MSN	Yes
NUR 643	Faculty Role Development	3	DNP and MSN	No, but encouraged
NUR 644	Practicum in Teaching Nursing	3	DNP and MSN	No, but encouraged
NUR 645	Capstone Certificate Course	3	DNP and MSN	No, but encouraged

Interest

The NFLP loan will bear interest on the unpaid balance of the loan at: (a) the rate of 3 percent per annum beginning 3 months after the Borrower graduates from the program, or (b) bear interest on the unpaid balance of the loan at the prevailing market rate if the borrower fails to complete the advanced nurse education program or when the Borrower fails to establish employment as full-time nurse faculty at an accredited school of nursing. Borrowers employed as full-time nurse faculty at a school of nursing for a consecutive four-year period will bear interest at the rate of 3 percent for the four-year period and the remaining six years of the “repayment period”. If the borrower ceases full-time employment as nurse faculty at a school of nursing, the NFLP loan will bear interest at the prevailing market rate.

Cancellation

The NFLP is a loan cancellation program with a service obligation for recipients of the loans. To be eligible for the maximum 85 percent cancellation, the Borrower must agree to serve as full-time nurse faculty at an accredited school of nursing for a consecutive four-year period following graduation from the program. Following graduation, the Borrower must submit certification of employment within a reasonable timeframe to be determined by the school. NFLP borrowers are limited to a 12-month timeframe to establish employment as full time nurse faculty at an accredited school of nursing following graduation from the program. If employment verification is not submitted within the 12-month period, the borrower will NOT be eligible for the loan cancellation provision. The school will cancel an amount up to 85 percent of the principal and interest of an NFLP loan as follows:

- Upon completion by the borrower of each of the first, second and third year of full-time employment as a faculty member in a school of nursing, the School will cancel 20 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.
- Upon completion by the borrower of the fourth year of full-time employment as a faculty member in a school of nursing, the School will cancel 25 percent of the principal of and interest on the NFLP loan, as determined on the first day of employment.

Repayment

The NFLP loan is repayable over a 10-year period beginning 9 months after the borrower completes the advanced nurse education program, ceases to be enrolled as a student in the advanced nurse education program, or ceases to be employed as full-time nurse faculty.

- Prepayment: The Borrower may, at his or her option and without penalty, prepay all or any part of the principal and accrued interest on the loan at any time.
- Acceleration: If the Borrower fails to make a scheduled repayment or fails to comply with any other term of this Promissory Note, the entire unpaid balance of the loan, including interest due and accrued and any applicable penalty charges, will, at the option of the school, become immediately due and payable.

Deferment

NFLP borrowers are eligible for deferment for up to 3 years, (1) when the borrower is ordered to active duty as a member of a uniformed service of the United States (Army, Navy, Marine Corps, Air Force, Coast Guard, the National Oceanic and Atmospheric Administration Corps, or the U.S. Public Health Service Commissioned Corps); a borrower who voluntarily joins a uniformed service is NOT eligible for deferment, nor is a borrower who is employed by one of the uniformed services in a civilian capacity, or (2) when the borrower that graduates and is employed, and decides to return to a graduate nursing education program to pursue a doctoral degree to further their preparation as nurse faculty. During periods of deferment, interest on the loan continues to accrue at the prevailing market rate but is not required to be paid during this period. During the period of deferment, the borrower may repay the interest if they wish but is not required to do so.

Death and Disability

In the event of the Borrower's total and permanent disability or death, the school will cancel any remaining payments on the Note.

Forbearance

The school may, in its discretion, place the Borrower's NFLP loan in forbearance whenever extraordinary circumstances such as poor health or hardship temporarily affect the Borrower's ability to make scheduled loan repayments. During periods of forbearance, interest continues to accrue on the unpaid principal balance of the loan.

Federal Nurse Training Grants

The College of Nursing applies for a limited number of traineeships for graduate students. These funds are granted to students enrolled for full-time study in a clinical major. Application forms may be obtained through the Office of Graduate Programs in the College of Nursing.

University Graduate Scholarships

A limited number of tuition scholarships may be awarded to students without graduate assistantship appointments who have unconditional admission status and are in good academic standing. Such scholarships may be awarded for up to nine hours of graduate credit hours per semester (6 hours in the summer semester). Students receiving tuition scholarships are bound by

the same rules as graduate assistants with respect to course withdrawal, contingency of the award on satisfactory performance toward the graduate degree, general eligibility, and special department requirements. The departmental faculty select the proposed awardees from qualified applicants. An appointment letter, similar to a graduate assistantship letter but without assigned duties, is prepared by the department chair and sent through the college dean to the graduate dean for approval at least one month prior to the start of the semester in which the scholarship is proposed. After approval, a copy is furnished to the student. The Graduate Dean will make final decisions on awards.

Graduate Teaching Assistantships

Graduate assistantships are offered to encourage graduate work, to promote teaching, and to promote research. Graduate assistants have as their primary goal a graduate degree, and the assistantship is part of their graduate education. Any student qualified for admission to the School of Graduate Studies is eligible to apply for a graduate assistantship. Assistantships usually require 20 hours per week service to the College but may be appointed more or less than half-time in exceptional cases. Without special permission of the student's department and the Graduate Dean, a graduate assistant may not hold other full time employment during any semester in which this assistantship is in effect. The graduate assistant must be registered for a minimum of nine semester hours and not more than ten during any semester in which an appointment is held. Further information may be obtained from the School of Graduate Studies. All students assigned as assistants must attend a mandatory University GTA workshop and must also attend GTA meetings with the Associate Dean. Tuition and fees are paid for a GTA who holds one-half time (20 hours per week) appointment and is registered for nine to ten semester hours.

POLICIES AND PROCEDURES

All University in Alabama in Huntsville academic policies are fully explained in the *Graduate Catalog*, the *Student Handbook*, and the *Graduate Student Handbook*. This section contains information on policies and procedures which apply only to students enrolled in the College of Nursing.

General Policies

Enrollment Requirements

Documentation of professional liability insurance must be provided to the College of Nursing Office of Graduate Programs prior to enrollment in a nursing class. Professional liability insurance must be maintained throughout the program and in accordance with the laws of the state in which the student is practicing.

Documentation of cardiopulmonary resuscitation (CPR) training must be provided to the College of Nursing Office of Graduate Programs prior to enrolling in a nursing class. CPR certification must be maintained throughout the program. Students entering the adult-gerontology acute care nurse practitioner track must obtain and maintain Advanced Cardiac Life Support certification (ACLS) prior to enrolling in a clinical nursing class. Students must have proof of health insurance, recent physical exam, and current TB testing. Please refer to the website for a complete listing of documentation requirements.

Students are required to undergo drug testing and criminal background check prior to enrollment in nursing courses, for cause and prior to attending select clinical agencies. Information and procedures are provided upon admission and prior to each academic year. If the College deems the drug testing and or background check information to be unsatisfactory, acceptance or enrollment into the College may be denied or an offer of acceptance rescinded. If a student's acceptance or enrollment is denied or rescinded based on the information obtained from a criminal background check report, the student will be advised of the name and address of the consumer reporting agency that furnished the report, and of the right to dispute the accuracy and completeness of any information contained in the report by contacting the consumer reporting agency directly. If the College decides, based upon the individual's written description, explanation and documentation about information obtained in the criminal background check, that the results of the check are deemed to be satisfactory, the individual shall be informed that the College's positive decision is not a 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. Convictions or pleas of guilty of, pleas of nolo contendere (no contest) to, any criminal charges, or any pending criminal charges are ground for dismissal from the College of Nursing. 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. The Associate Dean will inform any disqualified student, and the student will not be allowed to continue in any nursing program. Students may also be required to have criminal background checks prior to attending selected clinical agencies.

Documentation of current license to practice as a registered nurse must be provided to the College of Nursing Office of Graduate Programs prior to enrollment in a nursing class. Registered nurse students must submit proof of an unencumbered current license. If a student is permitted to meet course clinical requirements in a state other than Alabama, the student must be licensed in that state. Registered nurse students will not be allowed to continue in the program if any nursing license is placed on probation, suspended, or revoked. Licensure must be maintained throughout the program.

Essential functions define selected attributes and behaviors necessary for students to demonstrate in order to successfully complete their education and subsequently enter nursing practice. These essential functions are determined to be required for initial and continued enrollment in the College of Nursing. For a list of these functions go to <http://www.uah.edu/nursing/degree-programs/msn/msn-essential>.

Health Requirements

Each student is required to have a health examination by a physician or a certified nurse practitioner. Reports of the results of this examination must be submitted on forms provided by the College of Nursing and must be received by the College of Nursing Office of Graduate Programs by published deadlines. Individual clinical agencies may require additional documentation for specific health requirements which must be met by students;

Each student must be immunized for Hepatitis B. For initial enrollment, certification that the series of injections has begun or results of a recent titer must be received by the College of Nursing Office of Graduate Programs by published deadlines. Documentation of the completed series is required for continued enrollment and must be received by the College by published deadlines. Immunizations and titers are at the expense of the student;

Each student is required to be immunized against measles, mumps, rubella, rubeola, and varicella. Documentation of current immunization, physician's statement, or copy of recent titer results must be received by the College of Nursing Office of Graduate Programs by the published deadlines. Immunizations and titers are at the expense of the student;

Each student is required to have a PPD (Tuberculosis/TB) skin test less than one year old by published deadlines. Evidence of the annual testing or results of a recent chest x-ray are required. Testing expenses are the responsibility of the student. Documentation of the test results must be received by the College of Nursing Office of Graduate Programs by published deadlines;

Each student is required to have an Influenza vaccine annually.

Documentation of current health insurance must be received by the College of Nursing Office of Graduate Programs by published deadlines. Hospitals and health agencies provide emergency treatment to students for injury or illness occurring in the course of program requirements in their agencies. Such treatment will be at the expense of the student. Students are required to maintain health insurance throughout the program.

Canvas

Canvas is the official online course management system for the University, and it houses the courses in the program. Once enrolled, students will automatically be included on the online roster for courses. After acceptance by UAH, Charger ID and password will be issued; these are used to log in Canvas.

Program Requirements/Course Assignments

Students are expected to fulfill program requirements as listed on the program of study and course assignments as 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 as a result of accidents or injuries in clinical or college laboratories. This may include follow-up testing and/or treatment. Students are not eligible for Workman's Compensation Benefits from clinical agencies 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 a report of final grades is mailed to the address furnished by the student and is available online.

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 School of Graduate Studies only after approval of a written plan submitted by the student and approved by his/her advisor. This plan should clearly state the actions to be taken (including, if applicable, course repeats) to remedy the grade point average to 3.0 within a specified period of time. Failure to remedy the grade point average within the time period specified in the plan may lead to dismissal from the School of Graduate Studies, 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 in the program with 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 <http://lib.uah.edu/turnitin>.

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 completion of the program. Additionally, should a student cause damage to property during the course of clinical experiences, liability and cost of repair shall be the responsibility of the student.

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 are expected to consult with their assigned advisors prior to each registration and at other times as needed. Faculty advisors post office hours on their office doors and electronically. Times other than those posted may be scheduled on an individual basis.

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. Associate Dean for Graduate Programs, College of Nursing
4. Dean, College of Nursing
5. 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)

Course Policies

Withdrawals

Through the tenth week of the fall or spring semester, a student may withdraw from any course. 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 may 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 Student Handbook*.

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. It is the responsibility of the Office of Student Records to inform each instructor in a timely manner (and in writing) when a student appearing on the instructor's final class roll withdraws from that course. 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 the end of the tenth week. After the tenth week, 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.

GRADUATION INFORMATION

Graduation Requirements

Graduate nursing students must meet requirements for all The University of Alabama in Huntsville graduate students. 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 are required to notify the College of Nursing if there is a change in licensure status.

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/>