



The University of North Carolina Wilmington

SCHOOL OF NURSING
in the
College of Health and Human Services

STUDENT HANDBOOK

RN-BSN Program

2020-2021

**UNIVERSITY of NORTH CAROLINA WILMINGTON
SCHOOL of NURSING RN-BSN PROGRAM STUDENT HANDBOOK**

PREFACE

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

Successful matriculation and graduation from the RN-BSN program requires adherence to all policies, procedures, and regulations as stipulated by both the University of North Carolina Wilmington and the UNCW School of Nursing. If you have questions regarding requirements or policies, do not hesitate to refer them to the Assistant Dean of the CHHS Student Success Center, Academic Advisor, Program Coordinator, SON Director, or other appropriate person(s).

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The University of North Carolina Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex (such as gender, marital status, and pregnancy), age, color, national origin (including ethnicity), creed, religion, disability, sexual orientation, political affiliation, veteran status or relationship to other university constituents—except where protected status represents a bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for state-funded employee benefit programs. (*The University of North Carolina Wilmington Undergraduate Catalogue 2019-2020*).

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SCHOOL OF NURSING

Welcome from the Director

Come soar with us and make the world a healthier place.

Good health is priceless.

Generosity is always returned to those giving priceless gifts.

Enjoy each day knowing the profession you have chosen is rewarding, honored, and respected.

Thank you for considering the School of Nursing as the place that will help you soar! The School of Nursing (SON) is one of three schools in the College of Health and Human Services. We are the largest school, with multiple degree programs and almost 2,275 students. Our RN-BS nursing program, as well as our Clinical Research graduate and undergraduate programs, are entirely online. Our MS programs and DNP program are hybrid programs that are primarily online.

Our nursing programs are accredited by the American Association of Colleges of Nursing Commission on Collegiate Nursing Education and our NCLEX and master's certification examination pass rates are at or near 100%. Retention and satisfaction of students are well above the expected norms. Our RN-BSN online nursing program has been ranked 8th by *Online U*.

Our Clinical Research programs provide students with education, training and experience in the field of clinical research. Multiple careers in the field of clinical science are available to students after graduation. Many graduates work in the drug development industry with a broad range of responsibilities including, but not limited to, managing and monitoring clinical trials in the pharmaceutical industry.

We invite you to explore our school, our programs, and our faculty on our website to find what is right for you. We want you to find a profession you love where you will always feel that you can soar each day to new heights. Our school is not a destination but a journey to an opportunity to touch the lives and the health of our community, state, and world.

Again, welcome to the School of Nursing. We invite you to soar in health

with us. Be well and enjoy each day,

Linda Haddad
Director and Irwin
Belk Distinguished
Professor

SECTION I

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON SCHOOL OF NURSING

Overview and History of the School of Nursing

In the early 1960s, the New Hanover County Commissioners consolidated James Walker Memorial Hospital and Community Hospital creating the New Hanover Memorial Hospital, which has since become New Hanover Regional Medical Center (NHRMC). With the acquisition of Cape Fear Hospital, the current designation as New Hanover Health Network (NHHN) evolved. The New Hanover Memorial Hospital Board of Directors discontinued the diploma nursing programs that had existed at James Walker Memorial Hospital and Community Hospital. In response, county officials requested that Wilmington College establish a two-year associate degree program in nursing. The first Wilmington College nursing class graduated with an Associate of Arts degree in nursing in 1967.

During the 1970s, UNCW initiated plans for a Bachelor of Science program with a concentration in professional nursing. In 1980 a baccalaureate program was recommended to meet the needs of both first-time nursing students and registered nurses wishing to earn a four-year degree. In 1984, the UNC Board of Governors approved establishing the UNCW baccalaureate program in nursing. The curriculum received initial (provisional) approval from the Board of Nursing in June 1984. Having acquired approval from the University of North Carolina System and the North Carolina Board of Nursing, UNCW established the School of Nursing (SON) on July 1, 1984.

Authorization to plan the graduate program was granted by the University of North Carolina General Administration in Fall 1997, with authorization to establish the program in July 1998. The first cohort of students (ten full-time and ten part-time) was admitted in Fall 1998. The planning year and the first two years of the program were supported partially by grants totaling over one million dollars from the United States Department of Health and Human Services and the Cape Fear Memorial Foundation. The first Master of Science in Nursing class of nine students graduated in May 2000. In 2004, continuing accreditation was granted for the baccalaureate and MSN programs by the NLNAC for the maximum period of eight years (2012). In 2004, the SON admitted three students into the inaugural class of the Master of Science in Nursing – Nurse Educator Option (MSN-NE). In response to the critical shortage of registered nurses in professional practice, and the need to produce more faculty to accommodate increased student enrollment, the Nurse Educator Option was approved as the second option in the MSN program.

In June 2003, the Office of the President of the University of North Carolina approved the intent to plan the Bachelor of Science in Clinical Research (non-nursing major). The following year in Fall 2004, a cohort of five students commenced the program of study. This inaugural class of five students graduated in May 2006 and the second and third cohorts graduated nine in May 2007 and nine in May 2008 respectively. Enrollment has increased steadily in the CLR program and is projected to continue to increase for the foreseeable future. This initiative was a collaboration of the UNCW SON and Pharmaceutical Product Development, Inc. (PPD). In the Spring of 2010, the General Administration of the University of North Carolina approved the proposal to begin a Master of Science Degree in Clinical Research Management and Product Development and will enroll the first students in January 2011.

The baccalaureate degree program in nursing at the UNCW School of Nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

Since 2004, the SON has offered health education programs in nursing and clinical research. With both nursing and clinical research, the SON began to actualize the vision reflective of a College of Nursing and Health Professions.

The SON is an integral part of UNCW and a vital contributor to the healthcare community in New Hanover County and the surrounding southeastern region. The faculty is committed to preparing nursing graduates at the baccalaureate and master's levels to become vital members of the workforce contributing to the health of the community. The faculty is also committed to inter-professional collaboration in teaching, scholarship, and service to promote, support, and maintain the health of the citizens.

The SON moved into the new state-of-the-art building designated for nursing in August 2010 and the building was dedicated as McNeill Hall on April 18, 2011. A task force was charged with examining the state health related programs at UNCW in 2007. The Report of the Task Force on the Future of Health-related Programs at UNCW envisioned the establishment of a College of Health and Human Services (CHHS) to foster a transdisciplinary model. Subsequently, the UNCW Board of Trustees and the UNC Board of Governors established the formation of a CHHS in 2008 and to be operationalized in 2010. An Interim Dean was appointed in 2010 and the Founding Dean, Dr. Charles Hardy, was appointed July 1, 2011. The CHHS includes the School of Nursing, the School of Health and Human Services, and the School of Social Work. In March 2016, a North Carolina Bond of \$66 million was approved for an Allied Health & Human Services Building. Construction began in January of 2018 and completion is anticipated in 2020. In August 2016 the Doctor of Nursing Practice (DNP) program was initiated and in January 2017 the Master's in Nursing Education Program was reopened. The DNP inaugural graduating class of nine finished in May of 2019. A BSN to DNP Program, with concentrations in Family Nurse Practitioner, Psychiatric Mental Health Nurse Practitioner, and Nursing Executive Leadership, will be launched in Fall of 2020.

Mission Statement

UNCW Vision Statement

UNCW will be recognized for excellence in everything it does, for its global mindset and for its community engagement.

UNCW Mission Statement

The University of North Carolina Wilmington, the state's coastal university, is dedicated to the integration of teaching and mentoring with research and service. Our commitment to student engagement, creative inquiry, critical thinking, thoughtful expression and responsible citizenship is expressed in our baccalaureate and master's programs, as well as doctoral programs in areas of expertise that serve state needs. Our culture reflects our values of diversity and globalization, ethics and integrity, and excellence and innovation.

CHHS Vision Statement

CHHS will be nationally recognized for our interprofessional and collaborative approach to enhancing the health and quality of life of individuals, families, and communities in southeastern North Carolina and beyond. Our work, based in teaching, research and engagement will advance health knowledge and apply prevention, health promotion/maintenance, and the restoration and enhancement of personal and social well-being.

CHHS Mission Statement

The mission of CHHS is to enhance health and quality of life across the lifespan for individuals, families and communities within southeastern North Carolina and beyond through innovation and excellence in workforce development, scholarship, research, professional service and community engagement. We are committed to the development of health professionals who will practice in a sound, intellectually and ethically accountable fashion and who will commit their practice to the health and well-being of the people of our region.

To accomplish our mission, we are committed to:

- Educating students to assume leadership roles in the health and human services;
- Advancing knowledge and practice through scholarly activity;
- Educating professionals of ethical conscience and commitment;
- Partnering effectively with health service providers and professional organizations;
- Serving the Region and Communities of Southeastern North Carolina and beyond.

School of Nursing Vision Statement

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

School of Nursing Mission Statement

The mission of the UNCW School of Nursing is to educate nursing and clinical research professionals through excellence in teaching, scholarship, service, and community engagement. Emphasis is placed on educating individuals to improve health outcomes and quality of life in diverse populations.

Conceptual Framework

The School of Nursing actively promotes dedication to the professional values of individual and population-centered care, lifelong learning, quality care and patient safety. We believe that these professional values are essential to the unique discipline of nursing and the holistic perspective that is inherent in all aspects of professional nursing. The conceptual framework for the School of Nursing curriculum reflects the complex interactions of these core values and the concepts of Patient, Environment, Nursing and Health Maintenance to define Professional Nursing. The core values and concepts have been adapted to guide the curriculum throughout the programs are from the standards of the National Research Council, The National Academies Report (2003), the AACN Essentials of Baccalaureate Education for Professional Nursing Practice (2008), the [NCLEX-RN Test Plan](#) Structure, Client Needs and Integrated Concepts and Processes (2019), and the ACHNE, Essentials of Baccalaureate Nursing Education for Entry Level Community/Public Health Nursing (2009) and the Essentials of Master's Education in Nursing (2011) and the Essentials of Doctoral Education for Advanced Nursing Practice (AACN, 2006).

The following diagram depicts the concepts in the Undergraduate Curriculum Plan. The curriculum plan for the Undergraduate Programs is guided by the Essentials for Baccalaureate Education (AACN, 2008). These essentials are threaded into coursework and exemplified within crosswalks of the course syllabi. Other resources that guide specific course content and curricula include the Essentials of Baccalaureate Nursing Education for Entry Level Community/Public Health Nursing (2013), the Essential Nursing Competencies and Curricular Guidelines for

Genetics and Genomics (2006), the Quality and Safety Education for Nurses (QSEN) standards (2016), and the Baccalaureate Competencies and Curricular Guidelines for the Nursing Care of Older Adults (2010).

Conceptual Matrix	Professional Values						
Core Concepts	Individual and/or Population Centered Care ~^			Life Long Learning~^		Quality Care and Patient Safety~^	
	Altruism Caring Advocacy	Human Dignity Competency Confidentiality Sensitivity	Autonomy Patients Families Communities	Integrity Accountability Responsibility	Clinical Reasoning Ways of thinking Reflection Basis in liberal education	Social Justice Legal & ethical Issues Morals	Research Evidence based practice
Patient^~# Cultural awareness Self-care Basic Care Needs <ol style="list-style-type: none"> Safe, Effective Care Health Promotion Psychosocial Integrity Physiologic Integrity 							
Environment^~ Public Health Global Health Epidemiology, Genetics and Biostatistics Regulatory environments Health care systems and Policies							
Health Maintenance ~# Risk reduction Disease prevention Illness management							
Nursing*~# Nursing Process Communication and documentation Technical skills Role development Information and health care technology Cultural competence Teamwork, collaboration, and leadership							

Undergraduate Curriculum Concepts

Revision 3.22.10

~AACN, The Essentials of Baccalaureate Education for Professional Nursing Practice, 2008

NCLEX-RN Test Plan Structure, Client Needs and Integrated Concepts and Processes, 2010

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

Nursing, 2000 AACN, Cultural Competency in Baccalaureate Nursing Education, 2008; QSEN

Standards 2016

SECTION II

BACCALAUREATE PROGRAM: BACHELOR OF SCIENCE IN NURSING BSN

The purpose of the baccalaureate program in nursing is to prepare a generalist who possesses the knowledge, skills, and attitudes with which to practice family-centered professional nursing in a variety of current and emerging health care delivery systems. In addition, the program is designed to provide a foundation for graduate nursing education. Through interactions with clients – individual persons, families and communities – and other health care professionals, nursing graduates will contribute toward meeting the wide-ranging needs of the region, state, and the larger community. The baccalaureate program has two program options: Pre- Licensure and RN-BSN. The Pre-Licensure option is for nursing students who are preparing for entry into professional nursing by taking the registered nurse licensure exam. The RN-BSN option allows the licensed registered nurse, prepared at the associate degree or diploma level, to obtain a Bachelor of Science with a Concentration in Professional Nursing in an online format.

STUDENT LEARNING OUTCOMES

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

1. Evaluate comprehensive individual and/or population centered care through an altruistic concern for the welfare of others while supporting autonomy and respecting human dignity.
2. Integrate professional values based on integrity, accountability and responsibility by engaging in clinical reasoning skills and lifelong learning.
3. Implement safe, quality patient care by adhering to moral, ethical, legal, and professional standards using evidence-based practice.
4. Appraise patient health by meeting basic care needs within the appropriate cultural context, across the lifespan and in all healthcare settings.
5. Manage environments that support public and global health while integrating the knowledge of sciences, healthcare systems, policies and trends.
6. Appraise health maintenance of patients through transdisciplinary management of risk reduction, disease prevention and illness management.
7. Demonstrate the competencies of a generalist nurse through role development, teamwork, collaboration, and leadership using the knowledge, skills and attitudes of professional nursing practice. (nursing process, communication, documentation, technical skills and information and patient care technologies).

APPLICATION/ADMISSION PROCESS

Admission to the University North Carolina Wilmington (UNCW) is required prior to admission to the School of Nursing. Refer to admission deadlines [for transfer to UNCW](#) and for the [School of Nursing](#).

The RN-BSN student must hold an active unencumbered registered nurse license in their resident state at the time of application and onset of program. If at any time during the program the license expires or has restrictions applied, the student must notify the Associate Director of Undergraduate programs in the School of Nursing. Decisions on a

student with an encumbered license continuing in the RN-BSN program will be made for each case by the UNCW School of Nursing. Failure to report a licensure issue to the UNCW SON may be grounds for dismissal.

Process for Accepting Transfer Credits:

For each transfer student, courses from another program are forwarded by the CHHS Student Success Center to the RN-BSN Program Coordinator for evaluation and sent to the CHHS Student Success Center and the CHHS Registrar.

Note the number of UNCW credits required for degree in the [UNCW catalogue](#). Following careful evaluation, a decision is made regarding potential transfer into the program. (Deferral & Transfer Policies approved by RN-BSN Council, April 2016).

RN-BSN PROGRAM CORE PERFORMANCE STANDARDS

The UNCW School of Nursing is vested and has experience in accommodating for disabilities without compromising the safety of patients, integrity of the curriculum, or successful progression standards required of all students. The performance standards and examples listed below are essential competencies for admission and successful progression in the RN-BSN Program.

The following performance standards are based on minimum competencies expected of any nurse, the demands of clinical training in nursing education, and the safety and well-being of the patients at the clinical agencies in which the SON utilizes for student learning. The examples provided below are not inclusive of all expected abilities required of a student nurse in the program.

1. Communication

- Must be able to communicate effectively with patients, families, and members of the healthcare team through oral, written, and interpersonal means.
- Must be able to obtain information, describe patient situations, and perceive both oral and non-verbal communication.
- Must be able to speak, comprehend, read and write in English at a level that meets the need for accurate, clear and effective communication (examples include, but are not limited to: giving clear oral reports, reading watches or clocks with second hands, reading graphs, reading and understanding documents printed in English, writing legibly in English).

2. Observation

- Must be able to observe a patient accurately (examples include, but are not limited to: listening to heart and breath sounds; visualizing the appearance of a surgical wound; detecting bleeding, unresponsiveness or other changes in patient status; detecting the presence of foul odor; palpating an abdomen; detecting changes in skin color or condition; collect data from recording equipment and measurement devices used in patient care; detect fire in clinical area and initiate emergency action).
- Must be able to detect and respond to emergency situations, including audible alarms (examples include, but are not limited to monitors, call bells, fire alarms, emergency alarms).

3. Motor Function and Endurance

- Must have sufficient strength and mobility to work effectively and safely with patients and carry out related nursing care; examples include but are not limited to: lifting and positioning patients, transferring patients in and out of bed, cardiopulmonary resuscitation, preparation and administration of medications (oral, injection, intravenous, including hanging IV bags at shoulder height), reading and emptying body fluid collection devices below bed level, application of pressure to stop bleeding, clearing/opening an obstructed airway, provision of daily hygiene care, movement from room to room.
- Must be able to complete assigned periods of clinical practice, including up to 12-hour shifts (including days, evening, nights, and weekends).
- Must be able to respond at a speed enough to carry out patient assignments within the allotted time.

4. Behavioral

- Must exercise good judgment and promptly complete all responsibilities in the care of patients.
- Must accept accountability for all actions.
- Must be able to tolerate physically taxing workloads.
- Must be able to respond and function effectively during stressful situations.

5. Critical Thinking

- Must be able to use problem solving skills in clinical situations.
- Must be able to evaluate the effectiveness of nursing interventions.
- Must be able to apply the scientific method in developing a plan of care for patients.

Applicants and students requesting accommodations for a disability must contact the Disability Resource Center / for assistance. Decisions regarding recommendations from the Disability Resource Center for accommodations will be carefully reviewed by the Program Coordinator, Assistant Director of Undergraduate Programs and the SON Director.

Decisions for provision of reasonable accommodations must not jeopardize patient safety nor compromise the integrity of the nursing program. Applicants and students are responsible for making disabilities known and formally seeking accommodation.

RN-BSN Progression Policies

1. The minimum grade of C is required for all nursing courses.
2. The minimum grade of C is required for the prerequisite courses.
3. Throughout the nursing program, a student may repeat a maximum of three different nursing courses one time due to failure. Failure of the repeat or a fourth course in nursing will result in dismissal from the nursing program.

Approved RN-BS Program Meeting Minutes 2/12/15.

Effective for students entering the program Spring Term 2 2016

ONLINE COURSE CLASSROOM POLICIES

Students Must Complete Agreements in the RN-BSN Program and Canvas Orientation

To gain access to course content, you must complete the following:

1. Attest that you have an active and unencumbered RN license at the time of this 7-week course as per the RN-BSN program policy found in the [RN-BSN Student Handbook](#) under program information.

The RN-BSN student must hold an active unencumbered registered nurse license in his or her resident state at the time of application and onset of program. If at any time during the program the license expires or has restrictions applied, the student must notify the Associate Director of Undergraduate programs in the School of Nursing. Decisions on a student with an encumbered license continuing in the RN-BSN program will be made for each case by the UNCW School of Nursing. Failure to report a licensure issue to the UNCW SON may be grounds for dismissal.

2. If you do not have an unencumbered license or your license is inactive, access to this class will be denied, and you must contact a School of Nursing RN-BSN representative at 910-962-7844 and your primary faculty member as soon as possible.
3. **Click “Mark as done” to attest that you have an active and unencumbered RN license at the time of this 7-week course.**

General Course Policies and Expectations

The nursing profession is challenging and complex, as is the nursing curriculum. To foster success in the program the faculty identifies the following course policies and course expectations.

Course Policies

Students are expected to:

1. Participate all course activities including participation in discussions, quizzes and group work. Faculty will monitor for non-participation. Any trends in non-participation will be addressed by faculty and reported to student’s advisor. Consequences of this behavior will be at the discretion of the faculty per course policies.
2. Submit all class assignments and tests or quizzes as scheduled in the course syllabi. Late assignments submitted within 3 days of the due date may be subject to a 5% per day reduction in assignment grade. Assignments submitted after 3 days will result in an earned grade of zero. No makeup work or bonus work will be incorporated into this course. Assignments may be turned in early. This policy does not apply to discussion boards, quizzes, tests, or last assignment of the term. Please refer to individual assignment type for late policy.
3. Use correct APA format for written assignments

Course Expectations

Students are expected to:

1. Apply previously learned concepts introduced in prerequisite courses to the program of study in nursing.
2. Plan a minimum of 2-3 hours of weekly study for each 1 hour of course credit time per week.
3. Access all course materials, assignments, and announcements from the online course shell documents.
4. Notify faculty of any special situations, disabilities or specialized learning needs the first week of class.
5. Use the course email for all communication between students, staff and faculty unless otherwise specifically outlined in the course syllabus.
6. Demonstrate respect for fellow students and faculty by following the [UNCW Netiquette Guidelines](#)
7. Maintain access to recommended computer hardware to access web-based course materials and documents.

GRADING POLICIES

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

Grading Scale: RN-BSN Programs

A	94-100
A-	91-93
B+	88-90
B	85-87
B-	82-84
C+	80-81
C	77-79*
C-	74-76
D+	71-73
D	68-70
D-	65-67
F	≤64

Please note that it is SON policy and procedure that instructors do not round grades until the final grade is tallied. For the final grade, your instructor can only round at the .5 or above. For example, 90.50 rounds to a 91, however if a 90.49 or less, it does not round to the next whole number.

*You must have a C or higher to pass a course.

Approved, Pre-Licensure/RN-BSN Council, May 10, 2010; Reviewed May 2017

Students must complete the following agreements in the RN-BSN Program and Canvas Orientation:

- Handbook Acknowledgement
- Signed Confidentiality Statement
- Consent to Release Academic/Personal Information for Scholarship
-
- Signed Audiovisual Release Form

The Audiovisual Release Form grants permission to the University of North Carolina and the School of Nursing, to take and use visual/audio images of students in connection with the activities of the University and School of Nursing. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions.

SECTION III

GENERAL PROCEDURES AND POLICIES

NORTH CAROLINA RESIDENCY

All students who are classified as out-of-state residents are strongly encouraged to review the [Undergraduate Catalogue](#) on claiming North Carolina Residency.

As of February 20, 2017, undergraduate students wishing to apply for UNC-system undergraduate admission, readmission, transfer or reclassification must use the new legislatively constituted Residency Determination Service (RDS). RDS replaces the campus-based responsibility for residency determination. Therefore, ALL inquiries about initial determinations, reconsiderations or appeals should be directed to RDS, the sole authority for undergraduate residency determinations. The RDS goal is to provide students access to transparent information and the opportunity to claim NC residency in a simple, accurate and straightforward manner.

Undergraduate students interested in pursuing in-state residency for tuition purposes should be directed to the following contacts:

Website: www.NCresidency.org

Phone: 844.896.2411 Fax: 919.835.2427

Email: rdsinfo@ncresidency.org

FAQ: <https://ncresidency.cfnc.org/residencyInfo/studentFAQ>

COURSE DESCRIPTIONS

For complete course descriptions, please see the current issues of *The University of North Carolina Wilmington Undergraduate Catalogue*.

DISTANCE LEARNING

The School of Nursing reserves the right, at any time, to use distance learning technologies in the delivery of educational offerings. The RN-BSN program is delivered in an asynchronous online format. Currently the university is using Canvas for online course delivery. The university has an [Information Technology](#) department and website to help you with technology issues or to address needed technology or instruction. There is also the [Office Distance Education and E- Learning \(DEeL\)](#) which provides help for students and faculty with university technology. See the [“How-to’s” for Canvas](#) provide on their website.

Distance Education and e-learning has a checklist of skills and tasks that you may need to be able to do [to be successful in the online learning environment](#)

ORIENTATION

To welcome School of Nursing students and to assist entry into the RN-BSN program, orientation activities are planned to promote student success. An online orientation is provided and mandatory for all students entering the RN-BSN program through the current learning management system. You should see the course, RN-BSN Program and Canvas Orientation, in your list of courses on Canvas. Course faculty will provide additional orientation for individual courses within their respective courses.

GRADE APPEAL PROCEDURE

Any student considering a grade appeal should understand that each faculty member has the academic freedom and responsibility to determine grades according to any method chosen by the faculty member. However, prejudiced or capricious academic evaluation by a faculty member is a violation of a student's rights and valid grounds for a grade appeal.

Any student who contests a course grade shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the procedures outlined in the section on resolving academic concerns, in this Handbook. These procedures are not to be used in cases involving student academic dishonesty that are addressed by the UNCW Code of Student Life. An appeal must be made in writing not later the last day of the next succeeding regular semester. Grades not appealed by that time become permanent.

1. The student shall present the appeal in writing to the Associate Director of Academic Programs. The written statement shall limit itself to citations of evidence pertaining to the valid grounds for the appeal. By conferring with the student and the instructor, the Associate Director will seek resolution by mutual agreement.
2. Failing such resolution, the Associate Director of Academic Programs shall transmit the written appeal to the Director of the SON. If there is no further need for conferral with the Associate Director of Academic Programs, the student or the instructor will then transmit the written appeal to the CHHS Associate Dean of Academic Affairs and Student Services, who will convene the CHHS Grade Appeals Committee.
3. The Grade Appeals Committee shall consist of the convening Associate Dean and five faculty members appointed by the Associate Dean. If the committee affirms the instructor's decision, the Associate Dean will notify in writing the faculty member, the student, and the Director as appropriate. If the committee supports the student's appeal, it shall prescribe the method by which the student will be reevaluated. The grade resulting from the prescribed reevaluation is final and may not be further appealed.

Academic Advisement

It is essential that each student obtain advisement throughout his/her course of study in order to progress smoothly through the sequence of courses.

The following policies and procedures are designed to facilitate the student's progression throughout the nursing programs:

Advisor to the School of Nursing

Students will be assigned an initial advisor as they enter into the program and continuing advisor for advisement throughout program. The CHHS Student Success Center staff will serve as advisors for RN-BSN students throughout the program. Faculty will communicate student concerns related to coursework to the appropriate advisor.

Meeting with Your Advisor on a Regular Basis

At the beginning the program, each student must be in contact with their initial academic advisor to plan a course of study or program duration. After their initial session, students will be contacted by email to approve or deny their schedule of upcoming

courses. Should students want to speak to their advisors, phone and Skype appointments for RN-BSN students are available. Advisors document student issues in the students Program Enrollment Analysis System (PENS) account. It is the student's responsibility to schedule an appointment with their advisor to discuss those matters.

Contacting Your Advisor

Students should make an appointment by use of the online appointment scheduler, <http://uncw.edu/oss/UNCWStudent.html>. If no hours are posted, please contact the CHHS Student Success Center at 910-962-3208 or email CHHS@uncw.edu to receive alternative assistance with advising.

How to Develop a Plan of Study

Once a student has been admitted into the RN-BSN Program and declared nursing as their major, a meeting will be held between the advisor and student prior to registration to develop an initial plan of study. While the outcome of the meeting is the development of the plan, there are actually several goals for this meeting. First, the entire program should be overviewed, so that the student has a context for the plan of study. The investment of time needed for the program should be addressed, so the student can make necessary adjustments to work or personal schedules to accommodate any unanticipated demands.

The process of academic advisement is one of information exchange, communication, teaching and guidance. Not only does the advisor/advisee relationship supply the opportunity for the student to obtain information needed to maintain status as a student and stay abreast of the rules and regulations of the School of Nursing and the university, but, it also should provide the student with a trusted guide or academic consultant. The advisor should be the advisee's most accurate source of information about the system, at the school and university levels. The advisor makes sure that the advisee receives relevant notices, is available on a regular basis for questions or consultation, and helps the student manage problems that interfere with the student's educational progress. As a guide or academic consultant, the advisor has the opportunity to assist the student with articulating and realizing some segment of her/his career goals. Advisors are responsible for and instrumental in guiding the student to plan and pursue a program of study that meets all requirements for graduation as well as focusing on the student's goals.

The advisor is more than a source of information about registration; s/he is a coordinator of a student's entire educational experience.

To assist in planning the course of study, the advisor will explore with the student both long-term and short-term goals, as well as any aids the student perceives s/he will need to complete the program. Knowledge of the student's goals will help the advisor in the recommendations of electives or courses

that will support the student's goals. The advisor can link the student with campus resources that might be of assistance to the student. The advisor will inform the student how s/he handles advisement appointments and provide the student with information about the advisor's availability and ways s/he can be contacted.

How to Change Advisors

To change a major academic advisor, the student must submit a written request for approval to the Assistant Dean for Student Success. Upon approval, the Assistant Dean for Student Success will coordinate the advisor change with the appropriate parties. [CHHS Student Success Center](#)

Academic Concerns

If there are any additional issues regarding registering for courses, time conflicts regarding courses, or other concerns regarding plan of study while at the School of Nursing, it is the student's responsibility to notify their academic advisor. Notification does not equate resolution of your specific situation; however, every effort will be made to review your particular case.

Knowledge of the School of Nursing Policies

It is the student's responsibility to know and understand all SON policies at UNCW. All policies can be found on the [School of Nursing web-site](#) and in this School of Nursing Handbook. It is also the student's responsibility to keep apprised of any new changes in the curriculum, mandates, and School of Nursing requirements via UNCW email with policy change and start date.

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

RESOLVING ACADEMIC CONCERNS

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

1. Course instructor
2. Program Coordinator
3. Associate Director of Academic Programs, School of Nursing
4. Director of the School of Nursing
5. Dean of the College of Health and Human Services
6. Office of the Chancellor and Provost of Academic Affairs

Appeal of any assigned grade follows the school of nursing/university policy. Please refer to grade appeal procedure in this handbook. For additional assistance/information, contact the school's RN-BSN Program Coordinator or Associate Director of Academic Programs

Definition of Written Student Complaint Proposal

Complaints are expressions of dissatisfaction or formal allegations against the university, its units, its faculty, and its students. Complaints covered by this policy include those addressing some element of the UNCW mission. Examples would include grade appeals, academic dishonesty, sexual misconduct, harassment and discrimination, disability, and those issues specially identified in the university's grievance policies listed at this website:

http://uncw.edu/aa/Policies_Reports/StudentComplaintsPolicy.html

CODE OF ETHICS

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

Student Standards of Conduct

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

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

Academic Conduct

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

Professional Conduct

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

The expectation of the students is they will respect and uphold the rights of all their patients and health care personnel while in the online learning environment. By safeguarding others' right to privacy by judiciously protecting information of a confidential nature. This would include but not be limited to: sharing personal protected information of others- including co-workers- and disclosing private health information of patients while participating in online education.

1. It is expected that faculty and students will protect patients against incompetent, unethical or illegal practice.
 - 1.1. By participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality of nursing care.
 - 1.2. By participating in the profession's efforts to implement and improve standards of nursing.
 - 1.3. By participating in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
 - 1.4. By collaborating with members of the health profession and other citizens in promoting community and national efforts to meet the health needs of the public.
 - 1.5. By assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.)

2. The expectation is that faculty will respect and uphold the rights of RN-BSN students in the online learning environment.
 - 2.1. By maintaining confidentiality of students' records.
 - 2.2. By obtaining or disseminating to the appropriate persons only information strictly pertinent to student's current academic performance.
 - 2.3. By treating the student as a person of worth and dignity.
 - 2.4. By ensuring that respectful virtual collaboration, correspondence, and communication are maintained.

3. It is expected that students will respect and uphold the rights of faculty while in the online learning environment.
 - 3.1 By ensuring that respectful virtual collaboration, correspondence, and communication is maintained. Specific information on best practice in an online learning environment can be found in [Netiquette](#).
 - 3.2 As found in the [UNCW Code of Student Life](#), students will be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, and freedom of each member of the online academic community are respected. In the pursuit of excellence, students will foster, encourage, and promote inclusiveness, mutual respect, acceptance, and open-mindedness among students, and the online community.
 - 3.3 Students are expected to work in groups while in the RN-BSN program. Students will respect classmates and communicate effectively in the online environment.
 - a. All group members should be included in all group work correspondence.
 - b. Effective groups are characterized by early communication, assessment of the components of the project, identification of group members' contribution to group project, and identification of submission dates that fit with the work schedules of the group. Ex.: If group has members who work only weekends it is best to set group submissions and emails containing members' contributions during week to avoid last minute worry and anxiety.
4. It is expected that students will respect and uphold the rights of one another specifically while in the online learning environment.
 - 4.1 By ensuring that respectful virtual collaboration, correspondence, and communication is maintained. Specific information on best practice in an online learning environment can be found in [Netiquette](#).
 - 4.2 As found in the [UNCW Code of Student Life](#), students will be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, and freedom of each member of the online academic community are respected. In the pursuit of excellence, students will foster, encourage, and promote inclusiveness, mutual respect, acceptance, and open-mindedness among students, and the online community.
 - 4.3 Students are expected to work in groups while in the RN-BSN program. Students will respect classmates and communicate effectively in the online environment.
 - a. All group members should be included in all group work correspondence.
 - b. Effective groups are characterized by early communication, assessment of the components of the project, identification of group members' contribution to group project, and identification of submission dates that fit with the work schedules of the group. Ex.: If group has members who work only weekends it is best to set group submissions and emails containing members' contributions during week to avoid last minute worry and anxiety.

CONFIDENTIALITY STATEMENT

An agreement to uphold the Confidentiality Statement must be on file with the School of Nursing. This agreement is obtained through the online RN-BSN Program and Canvas Orientation.

Students in the RS-BSN program will maintain all patient information confidential. This includes all case study work in the program. Students will discuss patients or virtual patients using de-identified data. Patient protected health information (PHI) is confidential. PHI includes data described in the [HIPAA guidelines](#).

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

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

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

Information Security Policy

Policy

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

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

Scope:

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

SAMPLES OF BREACHES OF CONFIDENTIALITY

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

Responsible Use of Digital and Social Media

Social media sites are online communities used in our professional and personal lives to communicate and distribute information. Some examples of these include Facebook, Instagram, YouTube, LinkedIn, and Twitter. The usage of such sites has provided new ways to network, nurture relationships, and discuss nursing as it relates to education, research, and practice. There are also new concerns for students to be aware of and an increased diligence in communicating on these sites is necessary to maintain an atmosphere of integrity and respect that is free of harassment, exploitation, and intimidation.

UNCW has '[Social Media Use' guidelines](#) which all employees and students are expected to be aware of and follow. The purpose is 'to help guide us' in the professional use of online communications.

Responsible Social Media Use by Nursing Students

The SON faculty believe we are accountable for educating students on the use of social media in their personal as well as professional lives. The federal rules (HIPAA Privacy Act and the HITECH Act, 2012, which modifies HIPAA [Federal Register, Volume 78. Number 17 Rules and Regulations]) are expected to be followed by all nursing students as they relate to clinical practice.

Guidelines for Online Professional or Personal Social Media Usage

Students must be aware that social networking sites can be accessed by and then shared with patients and family members, colleagues and others. Students must avoid sending or posting anything that can *reasonably be used to identify* the patient in any form (HIPAA Privacy Act and the HITECH Act, 2012).

Students are encouraged to utilize social media with knowledge of risks. For example,

a. Inaccuracies can become 'fact'. The public's trust in nurses can be compromised and the 'branding' of self can undermine an individual's nursing career. You are also negatively branded by the use of slang, inappropriate language and grammar. You are 'branding' yourself with each posting as well as representing UNCW SON and the nursing profession. Often employers and recruiters are looking for social media activity when reviewing résumés for job opportunities. (National Student Nurses' Association, Inc., Recommendations for Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism, 2012).

b. Content once posted or sent can be disseminated to others. Students should carefully consider the approval of any person allowed access to his or her site. Remember, anyone who accesses your site can read all information posted. It is advised to keep personal and professional online activities separated and be astute to privacy settings ([ANA Principals for Social Networking and the Nurse](#), September 2011, Silver Spring, MD).

c. You may be legally liable for what you post on your site and your posts on the site of others. (examples include proprietary, copyrighted, defamatory, libelous or obscene commentary, as defined by the courts).

d. Students will have an opportunity to provide feedback in the appropriate venue on the course and faculty at the end of each course. Therefore, social media platforms are considered inappropriate locations to provide this feedback. It is good practice to monitor your mood while posting. It is wise to delay posting until you are calmer and have had time to reflect on a situation. Note: These guidelines are also applicable to other forms of media, including newspaper, radio and TV.

e. See Fall 2017 article in [NC BON Nursing Bulletin What Nurses Need to know about Informatics, Social Media and Security](#).

ACADEMIC HONOR CODE

The SON follows the policies and procedures as outlined in the [Code of Student Life](#) and the [Student Academic Honor Code](#).

EQUAL OPPORTUNITY, DIVERSITY AND UNLAWFUL HARASSMENT

The SON follows the policies and procedures related to Equal Opportunity, Diversity and Unlawful Harassment as outlined in the Undergraduate and Graduate Academic Catalogues.

UNDERGRADUATE PROGRAM CIVILITY STATEMENT

The School of Nursing embraces the [UNCW Respect Compact](#).

The School of Nursing is dedicated to creating and maintaining a civil community that supports respectful discourse and openness to opposing viewpoints. Members of the School of Nursing Community are asked to:

- Assume goodwill- approach situations positively
- Communicate respectfully
- Address issues to the person directly involved. Follow the chain of command if not resolved when discussed with person involved.

Statement of American Nurses Association Position: *The ANA Code of Ethics with Interpretive Statements states that nurses are required to “create a moral environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect.” Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a, provision 1.5). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe, and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence (ANA 2015).*

American Nurses Association, (2015) *Code of Ethics for Nurses, with Interpretive Statements*, Silver Spring, MD: American Nurses Association, Nursebooks.org, publishers.

EMPLOYMENT OF STUDENTS

Students in the RN-BSN program are licensed registered nurses and may hold full time employment. Students are advised to consider the rigor and time commitment academic coursework demands when planning course enrollment each term.

LITERARY FORMAT

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

INSTITUTIONAL REVIEW BOARD PROCESS (IRB)

All student and faculty conducting research projects involving human subjects must be approved by the UNCW IRB. All IRB policies, procedures and forms can be accessed at <https://uncw.edu/sparc/integrity/irb.html>

SUBSTANCE ABUSE POLICY

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

For a complete account, please reference the current issue of *The University of North Carolina Wilmington Student Handbook and Code of Student Life*. [The Code of Student Life](#) as well as the [Substance Abuse Handbook](#).

The University of North Carolina Wilmington Student Handbook/Catalogue:
www.uncw.edu/catalogue.

Policy

The SON will be responsible for appropriately identifying and referring students who are abusing substances. The SON will monitor the student's recovery process according to University Substance Abuse policies; however, students are accountable for their own recovery. Continuation in SON courses will be permitted only if all requirements are met according to these policies.

Rationale

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

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

Definitions: A nursing student is any full-time or part-time student admitted to the School of Nursing. Substance abuse is the non-prescribed use of any legal drug as well as the use of illegal drugs or alcohol.

Procedure

A. Drug Screen Program

1. Testing Based on Reasonable Suspicion

- a) A student may be subject to testing at any time when, in the judgment of a faculty member, there is reasonable cause to suspect the student is engaging in the use of non-prescribed or illegal drugs/alcohol. Such individualized reasonable suspicion may be based on information from any source deemed reasonable by the faculty member, including but not limited to:
 - 1) observed possession or use of substances that reasonably appear to be illegal drugs or legal drugs used illegally.
 - 2) conviction for a criminal offense related to the possession, use or trafficking in drugs/alcohol.
 - 3) observed abnormal appearance, conduct or behavior, including unusual patterns of absence from school or excessive tardiness that is reasonably interpretable as being caused by the use of drugs/alcohol.
- b) Individualized reasonable suspicion means: if the available facts were conveyed to a (hypothetical) reasonable person unfamiliar with the student, that person would conclude that there is a factual basis for determining that the student is using a prohibited drug/alcohol.
- c) When individualized reasonable suspicion is found to exist, the student shall be subject to the SON Policy on Dismissal for Unsafe Practices.
- d) In the case of individualized reasonable suspicion drug testing, the SON contracts with a private laboratory. Once the student has been confronted by the faculty member of the need for reasonable suspicion drug testing, the faculty member will remove the student from the clinical setting and will coordinate transportation for the student to be screened by the identified laboratory. For student and public safety, the faculty member may request that the student take a cab to the drug testing laboratory. The student must present for drug testing within 2 hours of being confronted by the faculty member. The student is responsible for all expenses associated with drug testing. A consent and release form will be signed by the student for drug testing (Appendix A). Validated copies of the drug test results will be sent to the SON and subsequently to the student.
- e) Once the faculty member has confronted and removed the student from the clinical setting, the

faculty member shall notify the RN-BSN Program Coordinator, Associate Director of Undergraduate Programs, Director of the School of Nursing, and/or Associate Dean for Academic Affairs in College of Health and Human Services.

B. Consequences of Failure to Participate in or Cooperate with Testing

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

C. Consequences of Impermissible Drug Use

When prohibited drug use has been confirmed through positive test results, the student shall meet with the Director of the School of Nursing or designated representative of the Director. (Appendix B Notice of Drug Testing). The following consequences may apply:

1. Student may be subject to dismissal under the SON Policy on Dismissal for Unsafe Practices.
2. Referral to UNCW Counseling Center (Crossroads) for assessment, treatment recommendations, and follow up monitoring as needed.

If a student chooses not to participate in the referral and/or treatment prescribed by UNCW Counseling Center, the student will be subject to dismissal under the SON Policy on Dismissal for Conduct incompatible with the practice of professional nursing.

- a) If a student chooses to participate in the treatment prescribed by UNCW Counseling Center, the student may continue theory courses. The student may not attend clinical until the prescribed treatment program has been completed; and a negative drug screen obtained. The treatment program must contain at least the following:
 - i. Student agrees to assistance, to be drug free, and if there is a relapse, the student must report this to the counselor at Crossroads immediately.
 - ii. Student will meet with his/her counselor at UNCW Counseling Center as often as designated in his/her treatment plan.
 - iii. If counseling is prescribed with an off campus provider, student will attend counseling sessions and provide documentation of participation to UNCW Crossroads on a regular basis.
 - iv. Student will submit to random drug testing as determined by UNCW Counseling Center and/or School of Nursing
3. Once a student has successfully completed the treatment program and is released by UNCW Counseling Center, student must submit a letter to the Associate Director requesting reentry into course with clinical components. If approved, the student will continue to be subject to the substance abuse policy and must report any relapse immediately to the course and/or Program Coordinator, as well as the Associate Director and Director. Once approval is granted (negative repeat drug screen, written documentation of treatment completion from Crossroads counselor), student must meet with clinical faculty to plan for missed clinical work.

D. Confidentiality of Information Concerning Drug Use

Any information concerning a student's alleged or confirmed use of drugs shall be restricted to institutional personnel and North Carolina Board of Nursing as required, and to parents of minors or dependent students. No individual test results of the drug screen will be provided to clinical agencies. There will be a group list of those qualified to attend clinical as a result of the pre-clinical drug screen. No other release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution, however, will not voluntarily disclose such information in

the absence of a subpoena or court order.

E. Grievance Policy

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

Approved 08/14/97

Revised 03/30/05; 08/22/08; 04/20/10; 11/17/11; 6/12/14; 8/16; 3/17; 8/18; 10/19

Appendix A

Student's Consent Form

SON Substance Abuse Policy

Consent to the Substance Abuse Policy

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

Signed this _____ day of _____, 20____.

(nursing student's signature)

(printed name of student)

Appendix B
Notice of Drug Testing

To: _____
(Name of Student)

From _____ (Faculty,
School of Nursing)

Re: Reasonable Suspicion Drug Testing

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

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

Signed: _____ (Nursing student) _____ (Date & time)

Clinical Faculty: _____ (Date and time)

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

UNIVERSITY EMERGENCY MANAGEMENT PLAN INCLEMENT WEATHER

The School of Nursing follows the policies of the greater University with regard to scheduled class times. In the case of inclement weather (such as hurricanes, ice storms, etc.) the School of Nursing will follow the [Emergency Management Plan](#) for the university. Students are also reminded that they are to utilize sound, personal judgment when deciding whether to commute for a learning experience. In the online environment, the student is responsible for communicating any effects that inclement weather has on their ability to participate in course activities to the course faculty. Notifications should occur immediately and before deadlines. This includes power outages and emergency work schedules that require students to remain on duty at hospital for extended times that affect course participation.

DISMISSAL POLICIES

Students may be dismissed from the RN-BSN Nursing Program for these reasons:

- 1) Violations of the [Student Academic Honor Code](#).
- 2) Failure to maintain active unencumbered RN license. (failure to report or acknowledge RN status)
 - a). Students are required to report any licensure issues or restrictions to the Associate Director of Undergraduate programs. Each case will be reviewed by the UNCW School of Nursing leadership team regarding student activity in the online educational program.
- 3) Unsatisfactory academic performance/course grades. Link to progression policy
- 4) Conduct incompatible with the practice of professional nursing.

Only under unusual circumstances will a student who has been dismissed or voluntarily withdrew under these circumstances may be allowed to re-enter the nursing program. Any student who has been dismissed has the right to due process. Students would need to contact the Director of the School of Nursing. (See [UNCW Code of Student Life](#))

GENERAL POLICIES ON ADVANCED PLACEMENT, WITHDRAWAL, TRANSFER CREDIT

The School of Nursing complies with the policies/procedures of UNCW in regard to transfer credit, advanced placement, withdrawal policy, grade appeal procedure, residency requirement. These policies are located in the in the University Regulations section of the Undergraduate Catalogue.

CLASS ATTENDANCE POLICIES

The University policies regarding class attendance states, "Students are expected to be present and participate in the online classroom environment for the courses in which they are registered. This includes logging in to course and being active in course activities such as discussion boards, submitting assignments and any tests or quizzes scheduled. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered." (See UNCW Catalogue). Make-up assignments are not guaranteed and may impact the student being able to meet Student Learning Outcomes. Students are expected to confer with faculty prior to anticipated deadline if extenuating circumstances occur preventing completion of course work. Faculty will have right to make decisions regarding any possible allowances or extensions.

TIME LIMITS FOR COMPLETION OF PROGRAM REQUIREMENTS

Bachelor of Science programs should be completed within a six-calendar year period or less. If longer than six years, the university and program requirements may have changed. Non-nursing courses which were completed more than ten years ago, will be evaluated individually by the faculty for currency, content, and credit.

STUDENT REPRESENTATION AND ORGANIZATIONS

RN-BSN Council and Committees

The School of Nursing affirms the belief in the process of shared governance with faculty, staff and students having a voice in policy making and program development. Therefore, student representation is expected on committees/councils within the School of Nursing. Students in the online RN-BSN program may participate physically or virtually in committee activities. Interested students should contact the RN-BSN Program Coordinator for information. These include:

- RN-BSN Program Committee

The School of Nursing (SON) values student input regarding program and curriculum. Students are encouraged to share information and feedback through course evaluations and reflective activities in their course work. Additionally there is a link for [RN-BSN student input and feedback](#) located on the [SON website on the right side of the page](#)

RN-BSN program students are also eligible to join on campus student organizations. Here are some that are available in the SON.

Association of Nursing Students

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

American Assembly for Men in Nursing

The UNCW chapter of American Assembly for Men in Nursing is recognized as a student organization by the UNCW Campus Activities and Involvement Center and is approved and sanctioned as a local chapter under the Bylaws of the AAMN national organization (<https://www.aamn.org/>). The purpose of AAMN is to provide a framework for nurses as a group to meet, discuss, and influence factors which affect men as nurses. The objective of the local AAMN chapter is to provide men and women from the UNCW community and the city of Wilmington with education, knowledge, and skills to enhance the role of men in the nursing profession. Any UNCW student, alumni, staff, faculty member, or member of the community is eligible for membership, provided that such person expresses an interest in the development, enhancement, and promotion of the nursing profession.

The Wilmington Area Chapter of Nurses Christian Fellowship (NCF) of UNC Wilmington

The Wilmington Area Chapter of Nurses Christian Fellowship (NCF) of UNC Wilmington is an officially recognized organization of the School of Nursing and the University. Members function under the Constitution of the organization and the leadership of elected officers. An advisor is elected/appointed from the School of Nursing faculty. The faculty advisor is expected to be in attendance at the meetings of the organization. The advisor's role is to provide clarity, to interpret School of Nursing and University policies/procedures, and to provide general consultation. The Purpose of Wilmington Area Chapter of Nurses Christian Fellowship at UNCW is to establish and advance at UNCW communities of nursing students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world, in response to God's love, grace and truth. This will be done through meetings, guest speakers, Bible studies and prayer opportunities.

Refer to additional information on [Student Organizations](#).

NURSING HONOR SOCIETY

UNCW School of Nursing is affiliated with Sigma Theta Tau, International, as the Nu Omega Chapter. Sigma Theta Tau is the world's largest nursing honor society, with about 500 chapters in approximately 695 universities throughout 27 countries. It sponsors international research around the world and has more than 135,000 members. The Nu Omega Chapter at UNCW exists in order to promote nursing scholarship, leadership, creativity, and commitment to nursing. The chapter regularly sponsors meetings for its members and the entire nursing community in the region.

The mission of Sigma Theta Tau International is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. The purposes of the organization are to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage and support research and other creative work in nursing, and to strengthen commitment on the part of individuals to the ideas and purposes of the profession of nursing. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

See the [STTI webpage](#) for details on criteria for membership.

STUDENT SCHOLARSHIPS

Check the [CHHS SON website](#) periodically for up to date information about specific scholarships. The application process is online through this website <https://uncw.edu/oss/scholarships.html>

To access the scholarship software in [Seaport](#), click the Student Services tab. The "Apply for Scholarships" link appears in the navigation pane on the left under the Services bar.

STUDENT AWARDS

The UNCW School of Nursing offers multiple academic program options; whereby, students graduate both in December and in May of each academic year. The intent of the Student Awards is to have worthy students recognized by the faculty. Awards and criteria for RN-BSN students are:

Award of Excellence—RN-BSN Graduate—Awarded in December and in May

(1 senior student—from the RN-BSN Nursing major)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding clinical/academic performance.
3. Nominations accepted from all SON RN-BSN faculty—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the RN-BSN Council—name of selected students presented to the Director.
6. An individual plaque for this award will be given to the student and an annual collective plaque will be placed in McNeill Hall.

Achievement Award RN-BSN Graduate—Awarded in December and in May

1 senior—from the RN-BSN Nursing major)

Criteria:

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

DEPARTMENTAL HONORS

This honors program is a special program for interested students who meet the university departmental honors criteria. The nursing Departmental Honors Program is a two or three semester sequence of seminar classes and activities (2 semester hours of NSG 499 each semester) beginning second semester junior year. Refer to details at the [Honors College](#).