



The University of North Carolina Wilmington
School of Nursing
in the
College of Health and Human Services

Student Handbook
for the
Prelicensure Program

2021-2022

University of North Carolina Wilmington School of Nursing
BSN Prelicensure Program Student Handbook

Preface

The purpose of this Student Handbook is to assist student's in understanding the policies, procedures and general information specific to the BSN Prelicensure Program at the University of North Carolina Wilmington (UNCW) School of Nursing (SON). The information in this guide is supplemental to the published current issues of the University of North Carolina Wilmington *Undergraduate Catalogue* and the University of North Carolina Wilmington *Code of Student Life*.

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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.

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Section 1- The University of North Carolina 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 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 enrolled the first students in January 2011.

The UNCW School of Nursing has continuously been approved by the North Carolina Board of Nursing (NCBON). The National League for Nursing (NLN) initially accredited the Bachelor of Science program, prelicensure, and RN/BS options in 1987. In October 1996, continued accreditation was granted by the National League for Nursing Accrediting Commission, Inc. (NLNAC) through Spring 2004 with reaffirmation through 2012. Initial five-year accreditation of all curricula in the School of Nursing (SON) was awarded in 2004 by the Commission on Collegiate Nursing Education (CCNE) which accredits only baccalaureate and higher degree programs in nursing. A second accreditation was awarded for 10 years in 2009 which will be in effect through 2029. In 2002 the SON was reviewed and reaccredited by the Southern Association of Colleges and Schools (SACS), as a part of the overall UNCW reaccreditation review. The university was awarded the maximum ten-year reaccreditation (2012). 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 interprofessional 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 Applied Human Sciences, 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 was completed in 2020 had has been named Veteran's Hall. 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, was launched in the Fall of 2020.

Mission and Vision Statements

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

We enhance health and quality of life.

CHHS Mission Statement

We create transformative learning experiences, advance knowledge through research and scholarly activity, and engage local and global communities.

SON Vision Statement

Together we improve health and well-being.

SON Mission Statement

We educate and empower nursing and clinical research professionals to advance the health of diverse individuals and communities through excellence in teaching, practice, research, and scholarly activity.

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).

UNCW Bachelor of Science: Nursing Prelicensure

Suggested Four-Year Sequence of Sources

Note: Additional University Studies courses needed for UNCW requirements. Subject to change.

First Year: Semester I		First Year: Semester II	
*BIO 201: Principles of Biology: Cells	4	*CHM 101: General Chemistry	4
*MAT 111, 112, 151, 152, 161, or 162	3	*SOC 105 or ECN 125 or ECN 221	3
*PSY 105: General Psychology	3	*PSY 223: Lifespan Human Development	3
University Studies	3	University Studies	3
University Studies	3	University Studies	3

Apply to School of Nursing. (July 1st deadline for following spring start; Dec.15th deadline for following fall start)

Second Year: Semester III		Second Year: Semester IV	
*BIO 246: Microbiology (lab not required)	3	NSG 250: Intro to Health Assessment	3
*BIO240: Human Anatomy & Physiology I	4	NSG 252: Clinical I: Foundations in Professional Nursing Practice	5
*PAR 101, 115, 205, 211, or 215	3	*STT 210 or STT 215 or BAN280 or PSY 225	3
University Studies	3	*BIO 241: Human Anatomy & Physiology II	4
University Studies	3		

Third Year: Semester V		Third Year: Semester VI	
NSG 320: Patho/Pharm I	3	NSG 329: Clinical III: Mental Health Nursing	4
NSG 324: Clinical Application of Therapeutic Nutrition	2	NSG 330: Clinical IV: Maternal-Infant Nursing	4
NSG 326: Clinical II: Adult Health I	6	NSG 334: Gerontology Nursing	3
NSG 315: Research in Nursing	3	NSG 335: Patho/Pharm II	3
University Studies	3	University Studies	3

Fourth Year: Semester VII		Fourth Year: Semester VIII	
NSG 322: Issues, Trends, & Health Policy	3	NSG 403: Clinical VII: Adult Health II	7
NSG 401: Clinical V: Pediatric Nursing	4	NSG 407: Leadership & Management	3
NSG 405: Clinical VI: Community Health Nsg	4	NSG 409: Clinical VIII: Capstone	4
University Studies	3		
<i>Note – NSG classes comprise 11 hrs. this semester; additional hrs. needed for full-time student status.</i>			

***DENOTES PREREQUISITE OR COREQUISITE FOR THE NURSING MAJOR.**

University Studies Requirements:

- | | |
|----------------------|------------------------------|
| ENG 101 (or ENG 103) | Aesthetic, Interp. & Lit. I |
| ENG 201 (or ENG 103) | Aesthetic, Interp. & Lit. II |
| PED 101 | Historical Approaches |
| Foreign Language | Living |

in a Global Society UNI 101 (Freshman must take in 1st semester)

Reviewed 7/18; Revised 4/19; Revised 5/21

Section II

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:

Prelicensure and RN-BSN. The Prelicensure option is for nursing students who are preparing for entry into professional nursing by taking the registered nurse licensure exam (NCLEX). 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 the program, 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 through the use of 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).

Core Performance Standards

The following performance standards are based on minimum competencies expected of a generalist 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

- a. Must be able to communicate effectively with patients, families, and members of the health care team through oral, written, and interpersonal means.
- b. Must be able to obtain information, describe patient situations, and perceive both oral and non-verbal communication.
- c. 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

- a. 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).
- b. 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

- a. 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.
- b. Must be able to complete assigned periods of clinical practice, including up to 12-hour shifts (including days, evening, nights, weekends).
- c. Must be able to respond at a speed sufficient to carry out patient assignments within the allotted time.

4. Behavioral

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

5. Critical Thinking

- a. Must be able to use problem solving skills in clinical situations.
- b. Must be able to evaluate the effectiveness of nursing interventions.
- c. 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 (DRC) <https://uncw.edu/disability/> for assistance. Decisions regarding recommendations from the DRC 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 should be aware that accommodations provided at the UNCW SON may not be provided by the National Council of State Boards of Nursing on NCLEX or in practice. Applicants and students are responsible for making disabilities known and formally seeking accommodations. Accommodations cannot be provided retrospectively.

Sources used to guide the above include American Association of Nursing (ANA) Scope and Standards of Practice 3rd Ed. 2015 and <https://www.sreb.org/publication/americans-disabilities-act>.

Revised 8/3/18, reviewed 5/21.

Code of Ethics

Students in the SON are to comply with the UNCW Code of Student Life, the UNCW Academic Honor Code and the American Nurses Association Code of Ethics.

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.

Professional Conduct

1. Faculty and students assume responsibility for individual and professional judgements and actions. It is expected that they will seek consultation and clarification on professional actions in which there is uncertainty. It is further expected that they will continue to maintain the competence of their practice.
 - a. The student nurse assumes responsibility and accountability for individual nursing judgements and actions at his/her level of knowledge and expertise.
 - b. Nursing faculty and nursing students exercise informed judgment and use individual competence and qualifications as criteria in seeking consultation, accepting responsibilities, and delegating nursing activities to others.
2. Faculty and students will respect and uphold the rights of all patients.
 - a. By providing services with respect for human dignity and the uniqueness of the patient unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
 - b. By safeguarding the patient's right to privacy by judiciously protecting information of a confidential nature.
3. It is expected that faculty and students will protect the patient against incompetent, unethical, or illegal practice.
 - a. By participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality of nursing care.
 - b. By participating in the profession's efforts to implement and improve standards of nursing.
 - c. By participating in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
 - d. 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.
 - e. By assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.).

Academic Honor Code

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

Prelicensure Program Civility Statement

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

The SON 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’s Code of Ethics for Nurses with Interpretive Statements states that nurses are required to “*create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect.*” (ANA, 2015, provision 1.5). Similarly, nurses must be afforded the same level of respect and dignity as others. 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).

Confidentiality Statement

A signed Confidentiality Statement must be on file with the School of Nursing. Forms are available through the online credentialing program. (See also Appendix B). As a student assigned to a clinical agency via Contractual Agreement or Memorandum of Understanding between the School of Nursing and the agency, you are allowed access to patient records. Patient information from any source and in any form, including paper records, oral communication, audio recording, and electronic display, is **strictly confidential**. Access to confidential patient information is permitted only on a need-to-know basis. It is the policy of the UNCW School of Nursing that students, faculty, and staff of the school shall respect and preserve privacy and confidentiality of patient information, regardless of the agency to which the student or faculty is assigned. Violations of this policy include, but are not limited to:

- accessing information that is not within the scope of one’s assignment.
- misusing, disclosing without proper authorization, or altering patient or personnel information.
- disclosing to another person one’s sign-on code and password for accessing electronic or computerized records.

- using another person's sign-on code and password for accessing electronic or computerized records.
- leaving a secured application unattended while signed on.
- 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:

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 personal 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 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 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 (Refer to the following link: <https://uncw.edu/ur/documents/UNCWSocialMediaGuidelines.pdf>)

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:

- 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).
- 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).
- 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).
- Students will have an opportunity to provide feedback in the appropriate venue on the course and faculty at the end of each course. The SON does not monitor social media for 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.

Written 8/3/18; reviewed 5/2021

PRELICENSURE STANDARDIZED TESTING AND NCLEX REVIEW

Students in the nursing program are required to take online standardized tests throughout the curriculum. These standardized tests have been found to be predictors of success on the NCLEX-RN examination. Valuable feedback concerning the student's strengths and weaknesses can assist the student in examining learning outcomes, while providing important information to the faculty who are responsible for ensuring that students' learning experiences are leading to expected program goals and outcomes. Each course that utilizes a standardized online test will incorporate the grade earned on the standardized test as a percentage of the final course grade and will be specified in the course syllabus.

A standardized testing fee is charged to the student's account for each semester. The standardized testing fee covers the cost of the required standardized exams, review materials, and remediation resources.

Standardized exams (e.g., ATI) are a part of some course completion requirements. Students who achieve less than the identified benchmark score will be expected to complete a course specific plan for review and remediation. Benchmark criteria for the standardized tests in the program provides expectations for students that will promote success on the NCLEX exam. The benchmark for ATI standardized test is \geq Level 2. Students who score less than Level 2 (Level 1 or Below Level 1) on any ATI standardized exam will be required to complete an assigned review with remediation activities and a retake of the exam.

Students are required to possess a working laptop computer for in-class activities and other assignments as well as computerized testing.

Reviewed April 2019, Revised June 2019; Reviewed April 2021.

Clinical and Course Policies

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. Attend all class and clinical sessions and be prepared to participate in discussions and demonstrations. Faculty will monitor class and clinical attendance for tardiness and absences. Trends in tardiness and absences will be addressed by faculty and consequences of this behavior will be at the discretion of the faculty.
2. Submit all class assignments or tests as scheduled in the course syllabi. Late assignments policy is set by individual faculty. Communicate any issues to complete assignment to faculty before the assignment due date.
3. Adhere to 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 innursing.
2. Plan a minimum of 2-3 hours of weekly study for each 1 hour of class time per week.
3. Access all class materials, class assignments, and announcements from the learning management system (Canvas).
4. Notify faculty of any special situations, disabilities or specialized learning needs the first week of class as directed by DRC, if a new situation develops contact faculty as soon as possible.
5. Demonstrate respect for fellow students and faculty by:
 - a. Turning off cell phones during all class sessions.
 - b. Being attentive and alert during class.
 - c. Communicating with class peers to engage in dialogue that promotes learning and by asking questions at appropriate times.
 - d. Avoiding side discussions during class time.
 - e. Arriving to class or clinical on time.
 - f. Practice professional etiquette in all communications between class peers, staff, and faculty. This includes following the [UNCW Netiquette Guidelines](#) in online communications.
6. Keep computer hardware and software updated to meet the recommended computer hardware.
7. Nursing courses are web-enhanced, and the student is responsible for accessing class materials, class assignments, and announcements from the course page in Canvas.
8. See each course syllabus for requirements in each course.

GRADING POLICIES**Grading System:**

The School of Nursing will adhere to the grading systems of the University with the following modifications and ranges: Grading Scale: Pre-licensure and 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

Final Grade Rounding Policy:

Your final grade will be rounded to the closest whole number using the 0.5 rule. For example, an 85.489 is an 85. An 85.844 is an 86. An 85.500 is an 86. Grades will be rounded from the tenth only. A final grade of C (77-79) or higher is required to pass the course.

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

Section III

General Procedures and Policies

Academic Advisement

Each student will be assigned an advisor when they begin the nursing program by the Prelicensure Program Coordinator. The advisor will assist the student throughout their course of study to progress smoothly through the sequence of courses. Students should meet with their SON academic advisor at least once each semester prior to the registration period to discuss and update the student's program of study. This meeting is documented; should any issues arise in between official advising meeting it is the student's responsibility to schedule an appointment with their SON advisor. The best way to contact your advisor is by email.

How to Develop a Plan of Study: While the outcome of the first meeting is the development of the plan, there are actually several goals for this meeting. First, the entire program should be overviewed, so that the student has a context for the plan of study. The investment of time needed for the program should be addressed, so the student can make necessary adjustments to work or personal schedules to accommodate any unanticipated demands.

To assist in planning the course of study, the advisor will explore with the student both long-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.

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.

Academic Concerns: If there are any additional issues regarding registering for courses, time conflicts regarding courses, or other concerns regarding academics while at the School of Nursing, it is the student's responsibility to notify the Prelicensure Program Coordinator of the situation. 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 website www.uncw.edu/son and in the School of Nursing Handbook. It is also the student's responsibility to keep apprised of any new changes in the curriculum, mandates, and School of Nursing requirements.

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

Access to Files: In addition to the educational records kept by the University, the School of Nursing/Student Success Center will maintain electronic files on each student's admission and progression through graduation. A student has three options to request copies. The preferred option is 1) He/she may, upon completion of the appropriate form, have access to his/her official files, except for those items to which the student has waived access for review. Items from the electronic file may be duplicated upon request. The form that can be found at <http://www.uncw.edu/oss/soncurrent.html>. The student can either bring in the completed form, or scan/email it to son@uncw.edu. 2) By emailing son@uncw.edu and requesting the copies, or 3) phone call to Student Success Center @ (910) 962- 3208. Please allow 1 week. The student must review the file with the Administrative Associate for the Student Success Center. School of Nursing/Student Success Center educational records do not include Credentials.

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 below. 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 no 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 grounds for the appeal. By conferring with the student and the instructor, the Associate Director of Academic Programs will seek resolution by mutual agreement.
2. Failing such resolution, the Associate Director shall transmit the written appeal to the Director of the SON, who finding no further need for conferral with the Associate Director, 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 re-evaluation is final and may not be further appealed.

EMPLOYMENT OF STUDENTS

- There is no policy limiting the number of hours a student enrolled full-time in the School of Nursing may be employed, since the ability to handle the combined responsibilities of college and employment is determined by the individual. However, if a student is employed as a student assistant, there is a limit placed on the number of hours one may work. (Designated by the school or the Financial Aid Office upon appointment.)
- It is crucial that the student consider the rigor of the nursing program when determining the feasibility of additional employment. Any additional employment done above the recommended number of hours will be done at the discretion of the individual student. The student will bear all responsibility for the final decision of employment beyond his/her academic studies.
- Students are advised not to exceed a total of forty (40) clock hours including employment, class and clinical practicum.
- As per the NC BON position statement released in May of 2018, it is strongly recommended that; "Based on existing evidence, caution should be exercised whenever an assignment is expected to exceed 12 hours in a 24-hour time period or 60 hours in a

7-day time period.” This includes going to clinical after working outside of the program.

- Students who fail to meet the established academic standards in the School of Nursing due to employment exceeding the above cannot receive special consideration.
- Students who need to work to pay for college expenses should consult the Student Success Center and the UNCW Financial Aid Office regarding available scholarships, loans, and/or work study opportunities.
- Students may need to stop academic work for a period, choose part-time employment status or take advantage of certain loans and scholarships to ensure success in the program.

Students employed as health care associates should be aware that neither the university nor the School of Nursing assume any responsibility for their activities as employees of an agency.

Revised 8/3/18

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.

DISMISSAL POLICIES

Students may be dismissed from the Prelicensure Nursing Program for any of the following:

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

Only under unusual circumstances will a student who has been dismissed or voluntarily withdrew under these circumstances be allowed to re-enter the nursing program. Any student who has been dismissed has the right to due process. (See [UNCW Code of Student Life](#)). The SON reserves the option to immediately dismiss a student from a clinical experience for unsafe clinical practice.

CLASS ATTENDANCE POLICIES

The University policies regarding class attendance states, “Students are expected to be present at all regular class meetings and examinations for the courses in which they are registered. All faculty members are responsible for setting policy concerning the role of attendance in determining grades for their classes. It is the responsibility of the students to learn and comply with the policies set for each class in which they are registered.” (See UNCW Catalogue) Make-up assignments are not guaranteed and may impact the student being able to meet student learning outcomes (SLOs).

Students enrolled in courses in the School of Nursing are responsible for class attendance and for the prescribed activities of the courses. **Students are required to confer with faculty prior to anticipated absences and make arrangements for any required make-up assignments at the discretion of the faculty teaching the course.** Please be aware that events like vacations and attendance or participation in other leisurely events do not constitute an excusable absence nor the offering of a make-up assignment. Students are expected to notify faculty when they will be unable to attend

a class or clinical/internship experience.

In the case of a clinical/capstone absence, students are to notify the appropriate faculty member by the beginning of that experience (1-hour prior). Following an absence, students will promptly confer with the faculty member regarding the absence and any further assignments. "Clinical experiences" are defined as "planned learning activities that allow students to understand, perform, and refine professional competencies" (CCNE, 2013, p.21). The term "clinical" or "clinical experience" includes, but may not be limited to: hours spent in clinical agencies, bootcamps, orientations, simulations, or attendance at community health events e.g. health fairs, and any other required activities associated with enrollment in a clinical course.

Revised 8/3/18

TIME LIMITS FOR COMPLETION OF PROGRAM REQUIREMENTS

Bachelor of Science programs must be completed within a consecutive six calendar year period of time. The Prelicensure program of study is available only as full-time study. Part-time study is not available. Non-nursing courses which are more than ten years old will be evaluated individually by the faculty for currency, content, and credit.

Revised 8/3/18

STUDENT REPRESENTATION AND ORGANIZATIONS

Prelicensure Program Committee and Other Committees

Student representation is expected on the Prelicensure Committee and within the School of Nursing.

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 (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 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.

Association of Diversity in Student Nursing

The UNCW chapter of Association in Diversity in Student Nursing is an officially recognized organization of the School of Nursing and is recognized as a student organization by the UNCW Campus Activities and Involvement Center. An advisor is elected/appointed from the School of Nursing faculty. This organization exists to create a positive and scholarly open-forum exchange of ideas and information, thus encouraging open-mindedness and empowerment of University of North Carolina Wilmington (UNCW) School of Nursing students, and those interested, to provide improved quality care. They foster the idea that self-reflection and exposure to different cultures, attitudes and experiences will help create acceptance and understanding.

Association of Self Care for Future Health Professionals

A new, interdisciplinary student association within the College of Health & Human Services that seeks to provide an atmosphere for current majors within the college

(Social Work, Nursing, Recreation Therapy, etc.) to learn valuable self-care skills and build resiliency, while at UNCW and upon entering future careers in health professions. An advisor is elected/appointed from the School of Nursing faculty as well as the School of Social Work faculty. This association will encourage students to develop the necessary skills to help prevent stress, fatigue, and burnout, which may include activities and education such as meditation, mindfulness, art, journaling, exercise, social skills, nutrition, and more. By incorporating an interdisciplinary approach, this organization will encourage students to work collaboratively with other disciplines, an important skill as a student and in providing care for individuals in health and human services.

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

Class Officers

Each cohort of students will be assigned a faculty advisor(s) and the advisor(s) will assist the student cohorts in electing officers and student representatives for the SON Councils and Committees. The elected officers will consist of a class president, vice-president, secretary and treasurer and any other officers as deemed appropriate by the individual cohorts. A summary of the duties of the Class President are as follows:

Sophomore Year

- Meet periodically with class officers to plan social functions and/or other activities and to discuss class issues/problems.
- Advocate for students by meeting with faculty when necessary to discuss issues/problems.
- Attend scheduled graduation committee meetings.
- Foster communication between class members and school/college/university.

Junior Year

- Meet periodically with class officers to plan social functions and/or other activities and to discuss class issues/problems.
- Advocate for students by meeting with faculty when necessary to discuss issues/problems.
- Attend scheduled graduation committee meetings.
 - Learn from senior officers how to plan, coordinate and conduct the graduation ceremony.
- It is tradition that each year the juniors present the graduating senior class with a plaque at the pinning ceremony.
 - Obtain information from senior officers on how, when and where to purchase the plaque.
 - Determine ideas junior class fundraisers to fund the plaque
- With other class officers, plan, coordinate and conduct the graduation ceremony in May or December of the year preceding their anticipated

graduation

- Make plans to keep in touch with the departing senior class president, in case questions arise.
 - Obtain all the information needed (i.e. graduation pin ordering information) for next year from the senior class president before he/she departs.

Senior Year

- Meet periodically with class officers to plan social functions and/or other activities and to discuss class issues/problems.
 - It is a good idea to plan functions with the junior class.
- Advocate for students by meeting with faculty when necessary to discuss issues/problems.
- Create a mentoring program where willing senior students mentor willing junior students. Encourage students to participate.
- Attend scheduled graduation committee meetings.
 - Communicate with the junior officers the details on how to plan, coordinate and conduct the graduation ceremony.
- Distribute order forms early in the graduating semester and start taking orders for the graduation pins. Obtain information from the previous senior class president.
- Coordinate with faculty to get information to students about graduation, i.e. caps, gowns, NCLEX.
- Attend graduation ceremony, graduation, pass your NCLEX and be a great nurse!

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 Prelicensure students are:

Award of Excellence—Prelicensure Graduate—Awarded in December *and* in May

(1 senior student—from the graduating class) 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 prelicensure faculty—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the Prelicensure committee—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—Prelicensure Graduate—Awarded in December and in May

(1 senior student—from the Prelicensure Nursing major) Criteria:

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