

School of Nursing

Master of Science in Nursing Program and Post-Baccalaureate Certificate Student Handbook



Introduction

Dear Master's Students:

I am pleased to welcome you to the master's nursing program at UNCG. Our goals are to prepare you as advanced clinicians who will perform in clinical practice, education, or administration roles. Additionally, we will facilitate your development as leaders in advancing the nursing profession.

We have expert faculty and staff who are eager to assist you in your scholarly journey. Ms. Terri Felder serves as the administrative assistant for the graduate program and is always available to answer questions and guide you to campus resources.

We have developed this handbook as a guide that may be useful to you as you matriculate through the program. Information about program requirements and campus services is provided. We hope that you will contribute to its development in future editions.

Peggy Trent, DNP, RN
Clinical Assistant Professor
MSN Program Director

Relationship of the UNCG Catalog to Program Handbooks

The Academic Catalog is the publication that documents all academic policies, regulations, and program requirements for a given academic year for all Graduate students and programs. The student's Catalog Year determines their curriculum requirements. Generally, students are subject to the University policies in effect when they first matriculate into your graduate program. Minor changes in policy that will not impact progress toward degree completion may be implemented immediately when it is determined to be in the best interest of students and/or the University, or if the changes are required by a legislative or regulatory body.

Official Program Communication

Email is the official method of university communications. *Students must use their assigned UNCG email address at the uncg.edu domain or they will miss important program communications.* Please include your nine-digit UNCG ID# in all emailed communications with the Graduate School or the School of Nursing.

About

The School of Nursing offers graduate concentrations in Nursing Administration and Nursing Education, leading to the Master of Science in Nursing (MSN) degree. These concentrations are offered in online format only and are designed for working registered nurses. Also offered is the MSN/MBA degree in Health Management jointly with the UNCG Bryan School of Business and Economics. The courses for the MSN/MBA degree are a mixture of online and on-campus formats and are designed for forming professionals.

Program Goals/ Learning Outcomes

The master's program prepares graduates for the following:

- Perform as advanced practice registered nurses, educators, or administrators according to standards of practice.
- Assume leadership roles in promoting quality nursing and healthcare regionally and globally.
- Utilize evidence to improve nursing practice and healthcare outcomes.

Curriculum

- The MSN program is required to be completed within 5 years from the time of entry. The MSN Nursing Education and Nursing Administration concentrations are designed to be completed in 6-7 semesters of part-time study (5-7 credit hours); the MSN/BA program is designed to be completed in 9-10 semesters of part-time study (6-9 credit hours).
- **Due to North Carolina law and other rules governing nursing education practice as well as state laws governing education delivery in every state, it is your responsibility as the student to inform your academic advisor immediately if you do not currently live in North Carolina or if you move your actual residence (not necessarily your "legal residence") during the program. Depending on where you live, this may affect your ability to complete the program. An additional tuition fee is applied to a student who resides outside of NC and is a legal resident of NC, or one who resides outside of NC and is not a legal resident of NC. Out of NC or out-of-state tuition charges will be applied in these circumstances.**
- **Transfer of Courses:** Up to one-third of required courses may be transferred for the master's program. Courses must be taken from accredited programs; and only A or B work will transfer. The courses must be completed within the five-year timeframe required for graduation. The student is responsible for providing a description of coursework, transcript, and completed transfer form to the Associate Dean for Academic Programs. In consultation with selected faculty, the Associate Dean for Academic Programs will make a recommendation to the Graduate School for acceptance of appropriate work. The final decision is made by the Graduate School.

- **Registration:** Before each semester begins, students have an opportunity for early registration for course enrollment. For Summer Session and the Fall semester, students may begin to register generally in late March or early April. For the Spring semester, students may register in late October or early November. A student ID and an advising code are necessary for each registration period. All registration is conducted online including drop/add procedures. New students may have a different code that is available from the Director of Graduate Study. Students are encouraged to see their advisers before registering for courses. The MSN Plan of Study may be used as a guide to register for courses. Students will receive an email with instructions from the Registrar's Office prior to the registration periods. For further information, see <http://www.uncg.edu/reg/Reg/current/Understanding.html>
- **Advisors:** An academic advisor is assigned to master's students upon admission to the graduate program. In most cases, the advisor is a graduate faculty member who has similar academic focus. The advisor will provide academic guidance for the student throughout the program of study.

PLANS OF STUDY FOR THE MSN CONCENTRATIONS AND THE POST BACCALAUREATE CERTIFICATE PROGRAMS



MASTER OF SCIENCE IN NURSING DEGREE PROGRAM

PLAN OF STUDY

NAME: _____ DATE: _____ STUDENT# _____

| ADMINISTRATION CONCENTRATION | | | | | |
|---|---|------------------------|--------------------|----------------|--------------------------------------|
| 37 S.H. | | | 504 CLINICAL HOURS | | |
| COURSE NUMBER | COURSE TITLE | TYPE OF COURSE | CREDIT HOURS | CLINICAL HOURS | DATE TAKEN <u>or</u> <u>TRANSFER</u> |
| Semester I (Fall) NUR 614 NUR 715 | Information Technology in Nursing Administration Research Methods in Nursing | Core Core | 3:2:3 3:3 | 42 | _____ _____ |
| Semester II (Spr) NUR 641 NUR 540 | Leadership and Management Essentials <u>In</u> Healthcare: Theories and Roles Financial Management <u>In</u> Healthcare | Specialty Support | 4:3:3 3:2:3 | 42 42 | _____ _____ |
| Semester III (Summer) NUR 620 | Law, Policy and Economics of Healthcare | Core | 3:3 | | |
| Semester IV(Fall) NUR 644 NUR609 | Organizational Leadership and Management in Healthcare Role of Nurse Leaders in Advanced Quality & Safety | Specialty Specialty | 4:3:3 4:2:6 | 42 84 | _____ _____ |
| Semester V (Spr) NUR 601 NUR 607 | Critique and Utilization of Research in Nursing Interprofessional Collaboration and Negotiation | Specialty Support | 2:2 3:2:3 | 42 | _____ _____ |
| Semester VI (Fall) NUR 645 | Strategic Management of Health Care Organization | Specialty | 4:2:6 | 84 | _____ |
| Semester VII (Spr) NUR 646 | Nursing Administration Practicum | Specialty | 4:1:9 | 126 | _____ |

Student Signature _____ Date _____

Director of Graduate Studies Signature _____ Date _____



**MASTER OF SCIENCE IN NURSING DEGREE PROGRAM
PLAN OF STUDY**

NAME: _____ DATE: _____ STUDENT# _____

| NURSING EDUCATION CONCENTRATION | | | | |
|--|---|----------------------------|---------------------|------------------------|
| 38 s.h. minimum for degree | | | 210 Practicum Hours | |
| Course Number | Course Title | Type of Course | Credit Hours | Date taken or Transfer |
| Semester I (Fall) NUR 713 & 713L NUR 708 | Advanced Health Assessment and Diagnostic Reasoning for Advanced Practice Nursing Pathophysiology for Advanced Practice Nursing | Support Support | 4:3:3 3:3 | _____ _____ |
| Semester II (Spr.) NUR 709 NUR 616 | Pharmacotherapeutics for Advanced Practice Nursing Pedagogical Strategies for Advanced Nursing Education | Support Specialty | 3:3 4:4 | _____ _____ |
| Semester III(SU) NUR 612 | Theoretical Foundations for the Advanced Nurse Educator | Specialty | 3:3 | _____ |
| Semester IV(Fall) NUR 615 NUR 715 | Curriculum Design and Evaluation in Advanced Nursing Education Research Methods in Nursing | Specialty Core | 3:3 3:3 | _____ _____ |
| Semester V (Spr) NUR 551 NUR 651 | Integrating Technology in Nursing Education Advanced Application of Nursing Concepts in Client Care in clinical focus area (adult health nursing; mental health nursing ; parent-child nursing) | Core Specialty | 3:3 4:1:9 | _____ _____ |
| Semester VI (SU) NUR 620 | Law, Policy, and Economics of Healthcare | Core | 3:3 | _____ |
| Semester VIII (Fall) NUR 653 NUR 696 | Advanced Application of Nursing Concepts in Academic Education in clinical focus area (adult health nursing; mental health nursing; parent-child nursing) Capstone in Advanced Nursing Education | Specialty Specialty | 3:1:5 2:2 | _____ _____ |

Student Signature _____ Date _____

Director of Graduate Studies Signature _____ Date _____



**Plan of Study for MSN/MBA
Master of Science in Nursing/Master of Business Administration
In Health Management**

NAME: _____ DATE: _____ STUDENT # _____

| Course Number | Course Title | Type of Course | Credit Hours | Clinical Hours | Date Taken or Transfer |
|--|---|----------------------|---------------------|----------------|-------------------------|
| Fall Semester NUR 715 MBA 702 | Research Methods in Nursing Financial and Managerial Accounting | Core | 3:3 3:3 | | _____ _____ |
| Spring Semester NUR 641 | Leadership and Management Essentials in Healthcare | Specialty | 4:3:3 | 45 | _____ |
| NUR 540 | Financial Management in Healthcare | Support | 3:2:3 | 45 | _____ |
| SU Semester NUR 620 | Law, Policy, and Economics of Healthcare | Core | 3:3 | | _____ |
| Fall Semester NUR 614 NUR 609 | Information Technology in Nursing Administration Role of Nurse Leader In Advanced Quality & Safety | Support Specialty | 3:2:3 4:2:6 | 45 90 | _____ _____ |
| Spring Semester NUR 607 MBA 701 | Interprofessional Collaboration and Negotiation Quantitative Analysis for Decision Making | Support | 3:2:3 3:3 | 45 | _____ _____ |
| SU Semester MBA 706 | Marketing Management | | 3:3 | | _____ |
| Fall Semester MBA 707 MBA 708 NUR 644 | Financial Management Operations for Competitive Advantage Organizational Leadership and Management in Healthcare | Specialty | 3:3 3:3 4:3:3 | 45 | _____ _____ _____ |
| Spring Semester MBA 703 MBA 717 | Economic Policies and Impact on Global Outcomes Technology and Innovation | | 3:3 3:3 | | _____ _____ |
| Fall Semester MBA 741 NUR 645 | Creating and Sustaining Competitive Advantage Strategic Management of Health Care Organizations | Specialty | 3:3 4:2:6 | 90 | _____ |
| Spring Semester MBA 712 NUR 646 | Strategic Management Nursing Administration Practicum | Specialty | 3:3 4:1:9 | 135 | _____ |
| Total | | | 62 | 495 | |

Student Signature _____ Date _____

Director of Graduate Studies Signature _____ Date _____



**POST-BACCALAUREATE CERTIFICATE PROGRAM
PLAN OF STUDY**

NAME: _____ DATE: _____ STUDENT # _____

Must successfully complete at least 12 -15 s.h. of credit during a 2-year period of time to earn the certificate. Credits generated in the certificate program may be used to meet requirements in a degree program in accordance with the policies of the Graduate School. To earn the certificate, students may enroll in 4 courses from any of the following categories. To meet individual needs, courses may be taken across all categories or focused within a few categories.

NURSING ADMINISTRATION: (requires 15 credit hours)

| | | Date Taken |
|--|-------|---------------|
| NUR 609 Role of Nurse Leaders in Advanced Quality and Safety | 4:1:3 | _____ |
| NUR 540 Financial Management in Healthcare | 3:2:1 | _____ |
| NUR 644 Organizational Leadership and Management in Healthcare | 4:3:3 | _____ |
| NUR 641 Leadership and Management Essentials in Healthcare | 4:3:3 | _____ |

NURSING EDUCATION: (requires 12 credit hours)

| | | |
|--|-----|-------|
| NUR 612 Theoretical Foundations for the Advanced Nurse Educator | 3:3 | _____ |
| NUR 615 Curriculum Design and Evaluation in Advanced Nursing Education | 3:3 | _____ |
| NUR 616 Pedagogical Strategies for Advanced Nursing Education | 4:4 | _____ |

CORE AND SUPPORT COURSES:

| | | |
|---|-----|-------|
| NUR 620 Law, Policy, and Economics of Healthcare | 3:3 | _____ |
| NUR 692 Independent Study | 3:3 | _____ |
| NUR 715 Utilization of Research and Evidence Based Practice | 3:3 | _____ |
| NUR 708 Pathophysiology for Advanced Practice Nursing | 3:3 | _____ |
| NUR 551 Integration of Technology in Nursing Education | 3:3 | _____ |

Upon successful completion of the 4 courses, students receive a post baccalaureate certificate. If 2 or more courses are completed within the category of Nursing Education, the certificate will denote that specialty area(s). If courses are completed across several categories or within the Core and Support Course category, a post-baccalaureate certificate in Nursing will be issued. The student will develop a program plan with the Director of Graduate Study in the School of Nursing before enrolling in courses. At least 6 credits of course work must be completed at the 600-level. However, exceptions may be made by the Director of Graduate Study to accommodate the individual student's learning needs and career goals. For further information contact: Dr. Heidi Krowchuk, Associate Dean for Graduate Programs, School of Nursing, UNCG, PO Box 26170, Greensboro, NC 27402-6170; phone 336-334-4899.

Student Signature _____ Date _____

Director of Graduate Studies Signature _____ Date _____

Research and Scholarship

All research activities conducted by faculty or students in the School of Nursing must comply with University policies on research. The Office of Research Integrity (ORI) coordinates compliance measures on campus and acts as a resource for the university community's concerns regarding compliance requirements. The ORI website, <http://integrity.uncg.edu/>, contains links and details about the University's required policies. It is incumbent upon each Principal Investigator and research team member to comply with the most up to date protocols, guidelines and processes. These policies include:

- The University Policy and Procedure for Ethics in Research
- Protection of Human Subjects in Research o Protection of Animal Subjects in Research o Policy on Data Safety and Compliance Monitoring o [Responsible Conduct of Research Training Options](#)

Several additional policies are important for scholarly activities and are included in the UNCG University Policy Manual online: <http://policy.uncg.edu/university-policies/> or other divisions.

- Access to and Retention of Research Data
- Copyright Ownership and Use Policy
- Minors in Research Laboratories Policy
- Patent and Invention Policy
- HIPAA Compliance
- [Conflicts of Interest and Commitment Policy](#)
- Digital Millennium Copyright Act, <http://its.uncg.edu/DMCA/>

Forms, procedures, guidelines and assistance may be obtained from SON Research Office.

A list of research and scholarship resources is included in this handbook or online. Policies are provided to assist faculty, staff and students in the timely, appropriate and successful conduct of research.

Grant Proposals

All proposals for research funding initiated by School of Nursing faculty members, staff and students must be approved by the School of Nursing Associate Dean for Research (ADR) before submission to potential funding agencies. The Associate Dean will assist the Principal Investigator (PI) in coordinating processing and approval of the proposal through the Offices of Sponsored Programs and Contracts and Grants, using the online RAMSES system.

Research using School of Nursing Faculty, Staff, or Students as Subjects

It is preferable that all proposed research involving use of School of Nursing students, staff, or faculty as subjects, whether initiated within the School or external to the School, is reviewed by the School of Nursing Research and Scholarship Committee, in consultation with the Associate Dean for Research and the chairs of any courses involved, to determine whether the proposed activities are consistent with the goals and mission of the School, and whether they place inappropriate burdens on faculty, staff or students. Recommendations are forwarded to the Dean for final decision.

Research Involving Human Participants

The UNCG Institutional Review Board (IRB) must review and approve all plans for the use of human participants in research prior to the beginning of the research. The IRB must review and approve all revisions, modifications, or amendments to research protocols before any changes are implemented. The University uses an online system for application and tracking (IRBIS). Information, forms, and procedures are on the IRB website: <http://integrity.uncg.edu/institutional-review-board/>

- **Procedures for obtaining IRB approval for *new* research are as follows:**

The principal investigator should submit the application for approval through the UNCG IRBIS online system 60 days prior to beginning data collection. Students must include a faculty sponsor/advisor. All persons should include the Associate Dean for Research and the Research Office administrative assistant in the online IRBIS listing so that the internal review can be coordinated with the Research and Scholarship Committee prior to IRB submission. The internal review is to provide assistance to investigators so that any omissions or gaps can be replaced prior to submission to the UNCG IRB. Once the SON internal review is complete, the SON research office will notify the Principal Investigator (and faculty member if PI is a student) of recommended revisions. Prior to final IRBIS submission to UNCG IRB, the internal review faculty and staff should be removed. Classes and online tutorials are available for training for the IRBIS application process.

Federal guidelines require some types of studies to be reviewed by the full IRB committee, but allow others to be reviewed by a subcommittee in an expedited process. If the application requires review by the full IRB committee, the PI will be invited to attend. It is **highly recommended** that the PI attend the review meeting, so s/he can answer any questions the IRB has about the application. When applications by students are reviewed, faculty sponsors should attend. The decision about level of review is determined by the IRB, not investigators. PIs may submit an Exemption Review Request Application, but be aware that if not approved, the full IRB Application must be submitted. The online IRBIS system provides prompts to assist investigators in making these determinations and the information that is required for submission.

The UNCG IRB will ask for additional information, approve or disapprove the study. **No data collection, recruitment or subjects, or other research activities can be conducted until formal approval of the IRB is obtained.** The IRB will notify faculty PI and team members included in the IRBIS application of the disposition of the application. Faculty and students should include their uncg.edu email address in the system to assure timely receipt of notification.

IRB approval is valid for no more than a 1 year time period. The IRBIS system will send reminders for Renewal Applications before the expiration date. If the research is completed, the PI (or faculty sponsor, for student research) must indicate this on the renewal application.

- **Procedures for obtaining IRB approval for a *change* to an already approved study:**

When a PI wishes to make a change to an already approved study, s/he completes the Modification portion of IRBIS for a specific protocol and study. See (<https://integrity.uncg.edu/institutional-review-board/> for more details on these procedures and forms). If the study is funded, a copy should also be provided to the SON Associate Dean for Research. **No changes in personnel or procedure may be implemented without IRB approval.**

- **Procedures for Conducting a Study**

Confidentiality forms, research records and signed consent forms from human subjects must be retained in a secure location. Storage and security should be per approved IRB protocol. The records, data, and consent forms must be available for review by the IRB and any funding agency.

*** The PI should notify the Office of Research Integrity and IRB chair immediately if any injury or harm to subjects occurs during a study, or if any unexpected circumstances arise. In the case of harm resulting from unanticipated risks, the PI must discontinue all data collection until the IRB has reviewed the incident. The online form should be completed and any Unexpected Event or Adverse Problem reported. If external funding supports the project, follow reporting guidelines for that source.*

- **Required Trainings**

The UNCG Office of Research Integrity website contains the required trainings for human subjects and animal research. The CITI training is accepted by UNCG. Responsible Conduct of Research for federal

grants training is the Epigeum link on the uncg.edu/ori website. If your study includes biomarkers, you may be required to complete the OSHA Training. UNCG Conflict of Interest Training is required for grants and some IRB approved studies. Confidentiality statements are available from the SON research office.

Research Involving Animal Subjects

The Institutional Animal Care and Use Committee (IACUC) must review all plans for the use of animals in research prior to the beginning of the research. The IACUC must review all revisions to research protocols before the changes are implemented. Procedures for obtaining IACUC review for research are similar to those for human subjects. The PI completes the online Application for Research Animal Use found at:

<http://integrity.uncg.edu/institutional-animal-care-and-use-committee/>

Scientific Integrity

Ensuring Scientific Integrity is expected by all students, staff and faculty members. This includes not only the appropriate conduct of studies, protection of human subjects, financial disclosure, conflict of interest, and storage and use of data, but authorship and ownership issues. Please review the UNCG guidelines for copyright, conflict of interest, access to and retention of data, HIPAA compliance, responsible conduct of research and research protections. Additional federal and UNCG policies may apply.

Data and Safety Monitoring

The UNCG Office of Research Integrity and IRB are required by federal law to conduct data safety and compliance monitoring to ensure adherence to approved study procedures and consent procedures, security of data, protection of subject confidentiality, and provision of appropriate protections to subjects. The School of Nursing Research and Scholarship Committee faculty may periodically conduct safety and compliance monitoring.

Recommending Dismissal

Recommending dismissal of a student from a program represents the determination of the faculty that the student has not demonstrated an expected level of performance in academic work, including research tasks, or in other critical areas of professional conduct. At the point of recommended dismissal, the student will not be given additional opportunities to remediate the deficiency. Depending on the circumstances, recommended dismissal might follow a period of academic probation. In other cases, it might not involve probation.

Required Withdrawal

Withdrawal from the program will be recommended if the student:

- Fails to register for two consecutive semesters (Fall and Spring) in the nursing curriculum.
- Has earned a B- or below in more than 6 credits of course work.
- Has earned a B- or below in any nursing specialty course.
- Has earned a failing grade in any course.
- Has a GPA that indicates the inability to meet the 3.0 required for graduation.
- Does not complete requirements for the degree within the time limit (5 academic years).

Appeals

UNC- Greensboro School of Nursing Student Appeal Process, 2020-21

- The student who wishes to appeal a progression policy in the School of Nursing must complete a Student Appeal Request form. The form can be found below. This form is not used to appeal a grade. The procedure for appealing a grade is described in the UNCG Catalog. <https://catalog.uncg.edu/academic-regulations-policies/undergraduate-policies/grading/>
- The student must attach a statement to the form describing their appeal. Submit the document(s) to the Director of Student Affairs, who will deliver the documents to the Chair of the Student Appeals Committee or a designee. The appeal request and the supporting documents must be submitted no later than 5 pm three (3) business days before the appeal. Student appeals will be heard on the following dates for the 2020-21 academic year:

- August 11, 2020
- January 4, 2021
- May 17, 2021
- The student is encouraged to attend the hearing to provide verbal input. The committee will invite the student's instructor and/or the course coordinator to make a written or verbal presentation to the committee. Any written information submitted by faculty must also be received by the Director of Student Affairs on the schedule above. The student must let the committee know if they will or will not attend the meeting. All documents submitted by the student and the faculty will be shared with the Appeals Committee, the student, and the faculty prior to the appeal hearing.
- If the student chooses not to attend the hearing, the student should understand that he/she waives the right to present additional information or hear the instructor/course chair's presentation.
- The Chair of the Appeals Committee will notify the student of the time and location of the appeal hearing.
- Student appeal hearings are closed meetings. Appearances are limited to the student and faculty representatives. The student is allowed to have one support person attend the meeting, who will not be permitted to speak. The hearing may not be recorded.
- The Chair will present all documents, records, files, and any additional evidence to the Student Appeals Committee members prior to the hearing. No other documents will be reviewed after the deadline. All new information must be discussed orally at the meeting. After reviewing the materials, the student and the instructor will be invited into the meeting to offer further statements, answer questions, and clarify concerns from the committee. The student and instructor will then be dismissed, and the committee will deliberate and make a recommendation to the Dean.
- The student will be notified of the decision within 10 calendar days of the appeal hearing.

UNC- GREENSBORO SCHOOL OF NURSING STUDENT APPEAL REQUEST

Name: _____ Student ID: _____ Address: _____

E-Mail address: _____

Telephone Numbers: (H) _____ (Cell) _____

(W) _____

Guidelines for Student Appeals Process

1. This form must be completed by the student who is appealing a progression policy in the School of Nursing. The form is not used to appeal a grade. The procedure for appealing a grade is described in the UNCG Catalog.

2. The Student Appeals Committee will hear appeals on the following dates during the 2020-21 academic year:

| Appeals Date | Materials due to Mr. Simpson by this date at 5:00 p.m. |
|-----------------|--|
| August 11, 2020 | August 5, 2020 |
| January 4, 2021 | December 23, 2020 |
| May 17, 2021 | May 11, 2021 |

3. The student will submit an appeal in writing, and/or the student is encouraged to attend the meeting to present the appeal verbally. The committee may ask the student’s instructor and/or the course coordinator to make a written or verbal presentation to the committee. Faculty and student presentations will occur concurrently.

Please indicate if you will or will not attend the meeting:

_____ I plan to attend the meeting. _____ I do not plan to attend.

The Appeals Committee may find it helpful to review your academic transcript. Please initial one of the boxes below.

_____ I give permission to review my transcript.

_____ I do not give permission to review my transcript.

4. Please indicate name of faculty member(s) teaching course if applicable

5. Attach a statement or letter to this form which describes your appeal and the circumstances of your dismissal. Include extenuating circumstances that existed in your situation. Extenuating circumstances may include such things as medical/psychological circumstances, personal/family emergency, unexpected death of family member, domestic violence/sexual assault, serious car accident, changes in employment, unexpected financial difficulty, military service.

6. Once an appeal request is received, the committee chairperson will notify the student verbally and/or in writing of the time and location the appeal will be heard. Meetings of the committee are closed. Appearances are limited to the student and faculty representatives. One support person of the student’s choice will be allowed to attend the meeting. However, the support person cannot be an attorney and will not be permitted to speak. The session may not be recorded. The student will be notified in writing of the committee’s decision within 10 calendar days of the appeal hearing.

7. Student Appeal Requests are available at the School of Nursing website.

Student Appeal Requests should be delivered in person or via email to Mr. Philip Simpson, Director of Student Affairs (pasimpso@uncg.edu).

Student’s signature: _____ Date: _____

[Revised October 27, 2004, October 30, 2014, January 26, 2015, 1/11/17, December 19, 2017, June 2018, April 2019, March 2020]

Department Funding Opportunities

For financial aid and scholarship information, please use this link: <https://nursing.uncg.edu/admissions-finaid/financial-aid/>

Research Assistantships

Research Assistantships (RA) are offered to students based on yearly availability of funds. The RA experience provides an opportunity for students to work closely with faculty members in their programs of research. Most RAs are responsible to complete a minimum of 100–150 RA hours per semester, or 300 RA hours per academic year. In return, RAs receive tuition and stipend support. For more information on RA opportunities, please contact:

Dr. Debra Wallace

Senior Associate Dean for Research & Innovation

Phone: 336-256-0572

Email: dcwallac@uncg.edu

Graduate Assistantships

The School of Nursing offers several graduate assistantships. Students assist faculty with teaching and research for ten to twenty hours per week. Stipends vary depending on the number of hours worked. Applications may be obtained from the Senior Associate Dean for Research & Innovation. The completed application should be received by **April 15** in order for students to be considered for assistantships for the following academic year. For more information on GA opportunities, please contact:

Dr. Debra Wallace

Senior Associate Dean for Research & Innovation

Phone: 336-256-0572

Email: dcwallac@uncg.edu

Establishing In-State Residency for Tuition Purposes

As a state supported institution, the tuition rate for legal residents of North Carolina is less than the tuition rate for nonresidents. After 12 months of continuous residence in NC, out-of-state students are expected to apply for NC residency in order to qualify for in-state tuition and to be considered for continued support by the Department. All students wishing to claim North Carolina residency must file through the State's Residency Determination Service ([RDS](#)).

In order to qualify as a resident of North Carolina for tuition purposes, a student must have established legal residence ("domicile") in North Carolina and maintained that legal residence for at least twelve months before applying for classification as a North Carolina resident. In addition to this twelve-month physical presence requirement, there are numerous other factors that must be considered in determining whether or not an individual is a resident for tuition purposes.

Domicile is a legal term defined as a place where a person intends to remain and live permanently, and the place a person intends to return to after any absence. Permanency is the key. Thus, a person who lives in a place for a temporary purpose, for a vacation or to attend college and who intends to live elsewhere when that purpose is accomplished, is not considered to be a legal resident for tuition purposes.

In order to obtain an in-state residency status for tuition purposes, State Administrators must be able to conclude from the information the student provides them that the student's intent is to make North Carolina the student's permanent dwelling place. Rather than a single action, it is a cluster of events that must produce a preponderance of circumstantial evidence suggesting the student's intent to remain in North Carolina permanently. In other words, has the student done the kinds of things that a permanent resident would do, or has the student been acting like a temporary visitor? Each case has its own set of facts and there is no set checklist of items that will guarantee that an individual will be classified as a resident for tuition purposes.

However, some important information that you are likely to be asked to supply is the following:

- When did you sign your lease, or purchase a home?

- Have you lived there for 365 days? (or somewhere in NC for that length of time)
- When did you obtain North Carolina Driver's License?
- When did you register your vehicle in North Carolina?
- When did you register to vote in North Carolina?
- Where and when did you last vote?
- Where do you keep your personal property?
- Have you filed a North Carolina Income Tax return indicating that you were a resident during the last tax year?
- Which community or volunteer activities are you involved with off-campus?
- Where did you live before moving to North Carolina?
- How much do others provide for you financially and how much do you provide on your own, either through savings, loans, scholarships, tuition support, stipends, etc?
- Were you recruited to work as a graduate assistant through our highly-competitive process and are you currently working as a graduate assistant?

There will likely be other questions, but these provide indication of the types of questions that will be asked on the residency application.

Extension Status

Permission to enroll in extension courses (e.g., NUR 802, NUR 803) requires verification by the advisor that the student is making satisfactory progress. Students in extension status are ineligible for state-funded support.

Policy on Length of Departmental Stipend and In-State/Out-Of-State Waiver Support

Stipends can be provided for one semester or a full academic year, depending on available funding, school need and student academic and job performance. The same is true for Instate and out of state waiver support (full or partial) with the addition of graduate school approval. Students may receive stipend or waiver support for 1, 2 or 3 years, but rarely past the third year of study, at the discretion of the school. New students and students that meet SON skills and availability will be priority selection. Minerva scholars are the highest priority in selection. Requests from students are solicited annually in the spring for current students and upon admission for newly enrolled students. Any doctoral student may request stipend or waiver support. The later a request is dated decreases the chances for selection. A wait list is retained for request in the event that additional funds become available or students decline offers.

School of Nursing stipend and waiver support regularly require a work commitment by the student. Assignments are made based on school need, student skills and availability and priority school strategic goals and mission.

Policies/Rules for the MSN Program at UNCG

Technical Standards for Admission, Academic Progression, and Graduation

Consistent with its mission and philosophy, the School of Nursing at The University of North Carolina at Greensboro (UNCG) is committed to providing educational opportunities to facilitate student learning. The School of Nursing programs prepare students to think critically and practice nursing competently and compassionately in rapidly changing practice environments. All efforts are designed to build nursing knowledge, enhance nursing practice and patient safety, foster professional integrity, and ultimately improve the health outcomes of individuals, families, groups, and communities across the continuum of care. Certain functional abilities also are essential for the delivery of safe, effective nursing care. The UNCG faculty have determined that the technical standards listed below must be met by all students for admission, progression and graduation from the undergraduate and graduate nursing programs, with or without reasonable accommodations. If a student is unable to meet these technical standards, the student will not be allowed admission, or to remain enrolled in or to graduate from the nursing program.

In addition to classroom learning, clinical learning occurs throughout the program and involves considerations that are not present for classroom accommodations (such as patient safety and clinical facility requirements). Any applicant or student who seeks accommodations prior to or immediately after enrolling in the nursing programs must also request an assessment of the types of reasonable accommodations needed for all the types of clinical experiences required in the nursing program.

An individual must be able to independently, with or without reasonable accommodation, meet the following technical standards of general abilities and those specifically of: a) communication; b) motor; c) observation; d) cognitive, conceptual, and quantitative; e) behavioral and interpersonal attributes; and f) professional conduct. Individuals unable to meet these technical standards, with or without reasonable accommodation, will not be able to complete the program and are encouraged to pursue other careers.

General abilities: The student is expected to possess functional use of the senses of vision, touch, hearing, and smell so that data received by the senses may be integrated, analyzed and synthesized in a consistent and accurate manner. A student must also possess the ability to perceive pain, pressure, temperature, position, vibration, and movement, which are important to the student's ability to gather significant information needed to effectively assess and evaluate patients. A student must be able to respond promptly to urgent situations that may occur during clinical activities including, but not limited to, performing basic life support, paging the rapid response team, operating equipment at the bedside, and asking another nurse for assistance and must not hinder the ability of other members of the health care team to provide prompt patient care.

Communication abilities: The student must communicate effectively and sensitively both verbally and non-verbally to elicit information and to translate that information to others with whom they interact. The student must have the ability to read, write, comprehend, and speak the English language to facilitate communication with patients, family members, and other members of the health care team. In addition, the student must be able to review and maintain accurate patient records, present information in a safe, professional and logical manner, and provide patient education and counseling to effectively care for patients and their families. The student must possess verbal and written communication skills that permit effective communication with instructors, clinical staff, and other students in both the classroom, laboratory, and clinical settings.

Motor abilities: The student must be able to perform gross and fine motor movements with sufficient coordination needed to perform complete physical examinations utilizing the techniques of inspection, palpation, percussion, auscultation, and other diagnostic maneuvers. The student must develop the psychomotor skills reasonably needed to perform or assist with procedures, treatments, administration of medication, management and operation of diagnostic and therapeutic medical equipment, and such maneuvers required to assist with patient care activities such as lifting, wheelchair guidance, and ambulation. The student must possess the manual dexterity that is required for certain activities, such as drawing up solutions into a syringe. The student must have sufficient levels of neuromuscular control and eye-hand coordination, as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for satisfactory and safe performance in the clinical and classroom settings. These include, but are not limited to, performing CPR, and completing a typical nurse's clinical assignment, including working a 12-hour shift.

Observation abilities: The student must have sufficient capacity to make accurate visual observations and learn from demonstrations in the clinical, classroom, and laboratory settings. Likewise, the student must have sufficient capacity to perform health assessments and interventions; observe diagnostic specimens; and obtain information from digital, analog, and waveform representations of physiologic phenomena to determine a patient's condition. In addition, the student must be able to accurately document these observations.

Cognitive, Conceptual, and Quantitative abilities: The student must be able to develop and refine problem-solving skills that are critical to practice as a competent nurse. Problem-solving includes the abilities to measure, calculate, reason, analyze, and synthesize objective and subjective data, and to make sound decisions, often in a time urgent environment, that reflect consistent and thoughtful deliberation and sound clinical judgment. The student must have sufficient capacity to comprehend three-dimensional and spatial relationships. Each student must

demonstrate mastery of these skills and possess the ability to incorporate new information from peers, instructors, preceptors, and the health-related literature to formulate sound judgment in patient assessment, care planning, intervention, and evaluation of care.

Behavioral and Interpersonal attributes: Personal comfort with and acceptance of the role of a nurse functioning under supervision of a clinical instructor or preceptor is essential for a nursing student. The student must possess the emotional health required for full utilization of the student's intellectual abilities; the exercise of good judgment; the prompt completion of all responsibilities in the classroom and clinical settings; and the development of mature, sensitive, and effective relationships with patients and other members of the health care team. Each student must be able to exercise stable, sound judgment and to successfully complete patient assessments and nursing interventions in a timely manner. Understanding that all student interactions with patients, instructors, preceptors, and other members of the health care team are confidential and are not shared with others is critical in establishing ethical and professional nursing practice. The ability to establish rapport and maintain sensitive, interpersonal relationships with individuals, families, and groups from a variety of social, emotional, cultural and intellectual backgrounds is critical for nursing practice. The student must be able to adapt to changing environments; display flexibility; accept and integrate constructive criticism given in the classroom and clinical settings; effectively interact in the clinical setting with other members of the health care team; and learn to function cooperatively and efficiently in the face of uncertainties inherent in clinical practice.

Professional Conduct: The student must be willing to learn and abide by professional standards of practice. They must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, and tolerance. The student must be able to engage in patient care delivery in all settings and be able to deliver care to all patient populations including, but not limited to, children, adolescents, adults, individuals with disabilities, medically compromised patients, and vulnerable adults. The student also must be able to adapt to and function effectively in stressful situations that may occur in the classroom and in the clinical settings, including emergency situations. The student may encounter and must be able to navigate multiple stressors while in the nursing program, including, but are not limited to, personal, patient care, family, faculty/peer, and or program related.

UNCG's mission is to provide optimal educational opportunities for all students, including those with disabilities. The University recognizes that reasonable accommodations may be necessary for students with disabilities to have access to campus programs and facilities. In general, University policy calls for accommodations to be made on an individualized and flexible basis for qualified students with disabilities. Students are responsible for seeking assistance at the University and making their needs known. Any applicant or student with questions or concerns about their ability to meet these technical standards, with or without accommodations, or who would like to arrange reasonable accommodations, should contact the [Office of Accessibility Resources & Services](#) at (336) 334-5440 or oars@uncg.edu.

Optional Disclosure Prior to Admission

Candidates for admission to the School of Nursing are not required, prior to admission, to disclose that they will require reasonable accommodations to meet the Technical Standards. Candidates may, however, voluntarily disclose prior to admission the fact that they will require reasonable accommodations to meet the Technical Standards. If the student elects voluntarily disclosure before admission, this information will not be considered by the university on the question of whether the student should be admitted. Instead, assuming the student is admitted, the information will be used after admission to determine whether the student will be provided any requested accommodations pursuant to the process described below.

Disclosure After Admission

If the student timely requests a reasonable accommodation, an interactive process involving the student, Associate Dean for Academic Programs in the School of Nursing, relevant faculty members and the Office of Accessibility Resources and Services will be commenced to determine what, if any, accommodations will be provided to the student. In all cases where a student has timely requested an accommodation, the student must cooperate with the Associate Dean for Academic Programs in the School of Nursing and Office of Accessibility Resources and Services in an interactive process to determine whether the student is qualified for accommodations and what, if

any, accommodations will be provided pursuant to applicable laws. The Office of Accessibility Resources and Services will assist the student in coordinating documentation and evaluation of the student, which may include asking the student to provide requested documentation of a qualified disability. No accommodation will be offered that would jeopardize the safety of patients or clients or the university student. No accommodation will be offered that would fundamentally alter or substantially compromise these technical standards or any other academic standards deemed essential to graduation by the university, including all course work, fieldwork, clinical practice and internships.

Academic Integrity Policy

The Academic Integrity Policy, administered by the Vice Chancellor for Student Affairs, is described in detail at <https://osrr.uncg.edu/academic-integrity/>. Students are responsible for becoming familiar with the Policy in all its aspects and for indicating their knowledge and acceptance of the Policy by signing the honor pledge for all major work submitted. Students should recognize their responsibility to uphold the Policy and to report apparent violations to the appropriate persons.

Policies for Physical/Emotional Problems and Unsafe Practice

The policies on dismissal of students who present physical and/or emotional problems that do not respond to treatment and on unsafe practice are published in the *UNCG Policies for Students* and *The UNCG Catalog* at <https://catalog.uncg.edu/>

Formal Complaint by Student

A formal student complaint is defined as a written Grade Appeal which is not resolved at the level of the instructor or an Academic Integrity Board submission verified by filing the Academic Integrity Violation Report Form. The Grade Appeal policy is found at <https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/>. The Academic Integrity policy is found at <https://osrr.uncg.edu/academic-integrity/>. Student grade appeals may be resolved at the level of the instructor, department chair, dean, or provost levels. For grade appeals, documentation of resolution is filed in the official student file. A grade change form is completed and sent to the Registrar if a grade change is to be made. Integrity violation report forms are kept confidential and are filed in the Office of the Dean of Students.

APA Style and Reference Manager

Students will be required to use APA style for written assignments. This manual is available in hardback, paperback and spiral formats. Additionally, students may find that *Reference Manager* is a good resource for documenting references that will be used for literature reviews and research projects.

American Psychological Association (2020). *Publication manual of the American Psychological Association* (7th ed.). Washington, DC: Author. *Reference Manager 12*. Available in CD-ROM format.

Guidelines for Authorship and Ownership

These guidelines are to assist faculty, students, staff and other persons in the assurance that credit, and acknowledgement of effort and responsibility for research, scholarship and creative activity, especially for funding, publications, and patents are appropriately assigned.

Research, scholarship and creative activity is becoming an increasingly collaborative activity with both faculty, staff, students, consultants and agency personnel involved in the initiation, conduct and evaluation of projects. The dissemination and legal ownership should reflect such collaboration.

Several published guides provide insight into decisions of authorship and ownership. Sources particularly important are:

- Council on Graduate Education, Scholarly Integrity and Responsible Conduct of Research (RCR) policies and principles, including principles of student authorship. The guidelines require that faculty acknowledge student contributions to research presented at conferences, in professional

- publications, or in applications for copyright and patents. Likewise, students are expected to acknowledge the contributions of faculty advisors and other members of the research team to the student's work in all publications and conference presentations. Faculty, staff, students and collaborators are expected to maintain confidentiality and integrity of other's work. (available online at csgnet.org)
- UNCG University Policy Manual: Access to and Retention of Research Data (2012) describes the responsibilities and privileges for using research data while at UNCG and if a investigator leaves UNCG. In addition, student involvement in data use is discussed. These guidelines are used to assure retention of data for audit, public use, protection of faculty, staff and student investigators, IRB and public scrutiny.
 - UNCG University Policy Manual: Copyright Ownership and Use Policy.
 - The Publication Manual of the American Psychological Association (6th ed.)
 - Principles include: authors should only take credit for work performed or that has a real contribution; early decisions regarding authorship and a written agreement; and order of authorship should reflect the contributions to the work. **Authorship is defined and steps to determine authorship are provided.**
 - International Committee of Medical Journal Editors (2013) provides an excellent guide for determining authorship for publication. These guidelines are followed by many nursing, health care and medical journals and should assist in determining effort and attribution contribution.

Decisions of Authorship and Ownership

The decisions of authorship should be made as early as possible in the research or creative activity process. Collaborators should determine each members' contribution (noted above), what level (first, second, etc.) and the type (presentation, publication, copyright, patent, etc.) of authorship will be assigned. For example, often students participate in data collection or gathering materials to be used in a grant or manuscript. Though this may not constitute authorship on a publication, authorship on presentations may be granted. Likewise, assisting to develop a tool, method, computer program or such product that is used and which may tangentially result in a copyright or patent may not constitute authorship but may warrant ownership. Student research for an honors' project, a master's thesis/project, dissertation, or directed research in which faculty are involved as a committee member or chair does not automatically award authorship to faculty members. If a student is using faculty data or data collected as part of a faculty members' study/grant, this agreement should be determined at the initiation of the activity in writing.

A second consideration is ownership. One issue is data collected either prior to or after the conduct of a specific project. For example, if a faculty member has collected or obtained or has access to data that is used for a secondary analysis, authorship may include that faculty member but does not necessarily constitute first authorship. If students collect or obtain data that is later used for secondary analysis by other students, agency personnel, or faculty, the student should be included as an author. Another issue is if the data, method, or tool is deemed to be necessary for patent or copyright. Ownership should also reflect the contribution and effort of those involved. Legal statutes, university policies on copyright and ownership, state and federal work for hire/work product, copyright and patent laws as well as ethical principles, may assist in those decisions. It is incumbent upon all involved to assess this possibility at the initiation of a project and consult technology transfer officers, legal counsel, and university/agency Institutional Review Board, and UNCG policies.

A third consideration is when the principal author does not follow through on dissemination or ownership efforts. In the event of the sudden incapacity or death, the principal author or investigator often remains first author. If not first author, the contributor should be an author in the order determined by the team with serious consideration of contribution. Similar consideration should be made for ownership decisions. In the event that a student or faculty member does not publish work that is co-authored by a faculty member, community or agency personnel, or another student, discussion should occur that allows the other authors to pursue dissemination that acknowledges the students contribution but allows credit for additional efforts to complete the dissemination

effort. It is preferable that these discussions take place at the initiation of the study and that the contingencies be agreed to in writing.

The fourth issue is that all authors and owners assume accountability and responsibility for the integrity of the study, including but not limited to ethical treatment of human subjects and animals and accurate sampling, analyses, and reporting of results. The appropriate interpretation of the data is also expected.

Thus, authors should have access to and review documents prior to submission for presentation or publication. Many journals require signature stating that each author is accountable and responsible for all conduct and content of publications. It is especially incumbent upon first authors and faculty members to protect students and other authors from fraud and scientific integrity concerns. If any issues arise, it is the responsibility of the first author to notify all other authors.

Reassessing authorship and ownership may occur during the research process, if additional applications for funding are submitted, if persons' efforts are not those expected and agreed upon (preferably in writing) or if required by funding application/guidelines. **It is preferable that the decisions of authorship and ownership and decisions regarding dissemination are in written form and signed by all persons involved at the initiation of any project or program.** Any alterations may be included in the original agreement or additional written agreements may be added as amendments. The Authorship/Ownership Agreement Form is available from the SON Research Office and is recommended for use.

The Associate Dean for Research, the IRB representative and alternate, and the Research and Scholarship Committee chair and members are available for consultation. Additional information is available from the UNCG legal counsel and the technology transfer officer, as well as university, state and federal guidelines and statutes. *Initiated 5/2002, revised 6/2003, updated 10/2007, revised 2/2008; revised 7/2017*

Resources for Research and Scholarship Activities

- Association of College and Research Libraries, www.ala.org/acrl
- Association of Research Libraries, www.arl.org
- Creative Commons, www.creativecommons.org
- Fair Use of Copyrighted Materials (US Copyright Office), <http://www.copyright.gov/fls/fl102.html> Digital Millennium Copyright Act of 1998 (U.S. Copyright Office Summary)
- Fine, M.A., & Kurdek, L.A. (1993). Reflections on Determining Authorship Credit and Authorship Order on faculty– student Collaborations. *American Psychologist*, 48 (11), 1141-1147
- Graf, C., Wager, E., Bowman, A., Flack, S., Scott-Lichter, D. & Robinson, A. (2007). Best Practice Guidelines on Publication Ethics: A Publisher's Perspective. *International Journal of Clinical Practice*, 61 (Suppl. 152), 126.
- International Committee of Medical Journal Editors. (October 2007). Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. <http://www.icmje.org/>
- Midwest Research Nursing Society. (2002). *Guidelines for Scientific Integrity*, 2nd ed. Wheat Ridge, CO: Author. Science Commons, <http://www.sciencecommons.org>
- School of Nursing Graduate Group Policy on Fairness of Authorship Credit, <http://www.upenn.edu/grad/auth.nursing.html>
- Scholarly Publishing and Academic Resources Coalition (SPARC), www.arl.org/sparc
- University of Pennsylvania, Policy on Fairness of Authorship Credit in Collaborative Faculty –Student Publications, <https://provost.upenn.edu/policies/pennbook/2013/02/15/fairness-of-authorship-credit-in-collaborative-faculty-student-publications-for-phd-am-and-ms-students>
- UNCG Copyright Ownership and Use Policy (2002), http://its.uncg.edu/Policy_Manual/Copyright/
- UNCG Copyright Compliance for Users of UNCG Technology Policy, http://its.uncg.edu/Policy_Manual/Copyright_Compliance/
- UNC Primer on Copyright Use, <https://old.northcarolina.edu/legal/sm/copyright.htm>

Nursing Organizations and Memberships

As a graduate student, you are a member of the UNCG Graduate Student Association. For active participants, funding is available to support various scholarly activities. For additional information, see <https://sites.google.com/a/uncg.edu/gsa/>

- Membership in Sigma Theta Tau International Honorary Nursing Society is by invitation. If you are interested in joining or transferring your membership, please go directly to their website at <http://nursing.uncg.edu/organizations/sigtheta/boardofdirectors.php> and contact the first counselor.
- American Nurses Association <http://www.nursingworld.org/>
- National League for Nursing <http://www.nln.org>
- National League for Nursing North Carolina <http://www.nln.org/membership/constituent-leagues/north-carolina>
- American Organization of Nurse Executives <http://www.aone.org/>
- Southern Nursing Research Society <http://www.snrs.org/>
- North Carolina Organization for Nurse Leaders <http://nconl.org/>
- North Carolina Nurses Association <https://ncnurses.org/>

Grading

This is the link to the most current grading scale: <https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/>