



THE UNIVERSITY *of* NORTH CAROLINA

**GREENSBORO**

School *of* Nursing

# **DOCTOR OF NURSING PRACTICE PROGRAM**

**Student  
Handbook  
2020-2021**

## **A NOTE ABOUT THIS HANDBOOK:**

**The UNCG School of Nursing provides this handbook to all DNP students as a resource to be used during the course of their doctoral studies. The handbook is updated annually, and an electronic copy is available on the UNCG School of Nursing website.**

**The information contained in this handbook is for all DNP students:**

- **Post-Master's DNP degree concentration,**
- **Post-Baccalaureate DNP degree (concentrations of Nurse Anesthesia or Adult/Gerontological Primary Care Nurse Practitioner).**

**At times information in this Handbook will apply to a specific DNP concentration but will be noted as such.**

*This Handbook is focused on key information for students in the DNP program. Every attempt has been made to ensure accuracy and inclusiveness; however every policy of the School of Nursing and the University are not included. Students are responsible to use the School of Nursing and the University websites for additional resources and policies. Also, assigned advisors and the DNP program office can provide guidance for needed information.*

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## **Welcome to the University of North Carolina Greensboro School of Nursing!**

We are pleased that you have chosen the UNCG School of Nursing as the institution in which to pursue your doctoral studies. Our goal is to prepare you to be competent clinicians and health care innovators with leadership skills to critically analyze systems of care and to translate evidence into practice, leading health care delivery in complex settings and influencing health care change and policy at all levels.

Our School of Nursing has a rich history, and since our beginning in 1966 we have prepared outstanding clinicians, educators, and researchers to be leaders in health care and in the nursing profession. We pride ourselves on our diverse community of scholars and our innovative degree programs. Our faculty and staff are eager to assist you in your scholarly journey.

Within this handbook, you will find information pertaining to our School, including our philosophy, mission, and strategic vision, as well as policies that pertain to you as a DNP student. You will also find information pertinent to your particular concentration within the DNP program. If you have additional questions, please contact your faculty advisor or Dr. Lori Lupe, the DNP Interim Program Director. Any suggestions for future updates to this student handbook should be directed to Ms. Akila Hardy-Cole (ashardyc@uncg.edu) in the DNP program office.

On behalf of the UNCG School of Nursing administration, faculty, and staff, we welcome you to our school!

Robin E. Remsburg, PhD, RN, FAAN Dean and Professor  
UNCG School of Nursing

## **The DNP Program at UNC-Greensboro School of Nursing**

**Welcome to the Doctorate of Nursing Practice (DNP) program at UNC-Greensboro School of Nursing. The DNP faculty are pleased to welcome you and look forward to helping you achieve excellence in this advanced degree program. Graduates of the DNP program have successful careers in a variety of areas: leading health care institutions, practicing as advanced clinicians, leading professional organizations, and working with policy makers to make health care accessible.**

**Contained in this handbook is information that will help you negotiate the curriculum, understand important academic, progression, retention, and graduation policies. Please read this handbook carefully and use it as a guide to your educational experience.**

**Students in the Post-Baccalaureate DNP degree programs (concentrations of Nurse Anesthesia or Adult/Gerontological Primary Care Nurse Practitioner) complete a rigorous course of study in the clinical specialty as well as core courses integral to the clinical doctorate in nursing (DNP).**

**The DNP degree is a terminal degree in nursing practice. It is a clinical doctorate, not a research doctorate as in PhD study. Using the mentorship of faculty, DNP students complete a DNP project; often a quality improvement or program evaluation type project; however a variety of project types have been completed. This Handbook includes a list of project types approved for students. The DNP project team assists students in developing a project that is manageable and follows program goals. The DNP project is a significant and challenging scholarly work, and often positions the DNP graduate for publication and advanced work in the project topic area. The DNP project coursework is structured so the student moves through the project requirements in a step by step manner that is targeted to accomplish the project on time.**

**The DNP program at UNCG has a diverse and experienced faculty who are committed to excellence in teaching and support of students. They support students and ensure students are well prepared in their concentration area. The nursing clinical doctorate (DNP) brings a clear emphasis on excellence in clinical practice that is based in evidence. The core essentials of the DNP curriculum are: scientific basis for practice, evidence-based practice, application/implementation of research, evaluation of practice, leadership, expertise in informatics, health policy/advocacy, population health, interprofessional collaboration and advanced practice - all areas that are greatly needed if we are to meet the diverse challenges of health care delivery in the US and globally.**



**You have begun an intense but exciting journey; staff, faculty and administration are here to help you be successful. Welcome!**

*Academic Calendar 2020-2021*

**The Academic Calendars for every semester can be found on the Registrar's webpage:**

<https://reg.uncg.edu/calendars/>

*Graduate School*

**Important information for all graduate students can be found on the UNCG Graduate School's webpage:**

<https://grs.uncg.edu/>

*School of Nursing Website*

**Detailed information about all aspects of the SON are located on this (frequently updated) website. In addition, students will find links and information about University offices and events linked on the SON site.**

<https://nursing.uncg.edu/>

*School of Nursing Student Resources*

**Need something? Find it here. Explore the robust resources available to you through the UNCG School of Nursing through the menu on the left. From advising to student organizations to important documents, we have what you need.**

<https://nursing.uncg.edu/academics/student-resources/>

*A full list of SON faculty and their roles can be found*

*at: <https://nursing.uncg.edu/about/faculty-directory/>*

## Administrative Offices and Personnel

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## **Philosophy**

**The philosophy of the faculty at the School of Nursing is a statement of the beliefs and values we hold about the discipline and profession of nursing as well as nursing education. The conceptual framework and the goals of the undergraduate and graduate programs are built upon this philosophy.**

**Nursing is both a practice discipline and a profession. Comprising the discipline is a unique body of knowledge that is integral to nursing practice, nursing education, and nursing administration. The body of knowledge is continuously developed and refined as an outcome of scientific, historical, philosophical, and ethical inquiry. Nursing knowledge is generated about health experiences and behaviors of persons across the life span. Testing and validation of interventions used in nursing practice generates evidence to support best practices. The metaparadigm concepts of person, environment, health, and nursing form the foundation upon which inquiry and the profession are based.**

**Nurses use knowledge developed by the discipline to promote optimal health and achieve professional goals. Nursing is an essential component of the health care delivery system and includes the promotion of wellness, the detection of alterations in health, and the provision of care for those with illness, disease, or dysfunction. Professional nursing is characterized by inquiry, caring, and practice. Nurses are professionally, ethically, and legally accountable for the care they provide, and their practice includes independent, interdependent, and collaborative functions.**

**Nursing education is built upon a foundation of a broad general education and a professional nursing curriculum that provides opportunities for learners to attain knowledge and competencies required to practice nursing. Mature learners identify their own learning needs and assume responsibility for continued learning. Effective teachers establish a learner-centered environment that promotes collaboration among themselves and their learners for achievement of education goals. Baccalaureate education prepares nurses as generalists, while master's education prepares advanced practice registered nurses, administrators, and educators. At the doctoral level, nurses are prepared as expert advanced practice clinicians and as scientists to practice in academia and industry.**

## **Mission**

### **Our Mission**

At the UNCG School of Nursing, we are taking giant steps anchored by transformation and focused on: Inclusive Communities, Passionate People, Innovative Practices and Extraordinary Outcomes.

### **Our Vision Statement**

Transforming the Future of Nursing: Inclusive Communities, Passionate People, Innovative Practices and Extraordinary Outcomes

### **School of Nursing Operating Principles (G.R.I.T.)**

**G:** Good Intentions and Will: Assume best intentions in all interactions

**R:** Respect: Respect ourselves and others. Embrace and value all relationships. Engage in direct, transparent, honest and respectful communication

**I:** Inspire: Innovate and aim for excellence, be open to all possibilities (fun, joy, humor, challenges). Create an inclusive and supportive environment for learning (collegial, collaborative, innovative, supportive, and learner-centered)

**T:** Teamwork and Unity: Celebrate differences and foster unity. Value individuals, their expertise and contributions. Be committed to work outside of “comfort zones”, across boundaries of gender, race, ethnicity, sexual orientation, culture, religion, and disabilities.

### **Strategic Vision Plan**

#### **Inclusive Communities**

- Holistic admission criteria piloted for all programs
- Increase diversity of faculty, staff and students
- Increase faculty and staff retention
- Develop more collaborative research teams including research and practice faculty
- Expanded Program and Concentration Needs Assessment

#### **Passionate People**

- Program & practices for recognition of Staff and Faculty members for excellence at the University/system level
- Increase regional, state and national leadership of faculty/staff in professional organizations

- Increase service opportunities for faculty, staff and students
  - Establish Service Committee - faculty/staff service involvement
  - Establish bulletin board (virtual) - listing opportunities from community and university sources
  - Contribute/take part in health fairs
- Increase regional, state and national lobbying/advocating for the profession in legislative budgeting allocation
- Establish robust alumni volunteer engagement program

### **Innovative Practices**

- Enhanced Interprofessional Education (IPE) across programs
- Optimize functionality of new building
- Infuse service learning opportunities across programs
- Establishing robust study abroad programs that draw from students across the SON programs
- Optimize simulation across programs
- Enhance Research Mentorship Program for Clinical and Tenure/Tenure-Track Faculty

### **Extraordinary Outcomes**

- All licensure and certification exams at 95% pass rate
- 95% student retention rate across all programs
- Increased NIH Funding for Research/ HRSA funding for Programs
- Increased publications in high impact nursing journals
- Increased faculty recognition with fellowships
- Increased opportunities for staff and faculty advancement within the School of Nursing
- Increased visibility of School of Nursing Faculty and Staff in the media

## **Conceptual Framework**

**The conceptual framework of the School of Nursing may be summarized in the following statements: Health is a result of the interaction of a person with the environment and constantly changes across time. Nursing is the resource in the environment that can influence the health of a person through use of the processes of inquiry, caring, and practice. The conceptual framework serves as a guide for the selection of nursing content, ordering of courses, and sequencing of meaningful learning experiences. The movement through the curriculum has as bi-determinants both content and process components.**

## **Content Components**

**The four concepts central to the curriculum are person, environment, health, and nursing. The concepts are defined as follows:**

### **Person**

**Person incorporates the concepts of learner, self, individuals, families, groups, and communities. Human beings are unique individuals who have worth, rights, and inherent dignity. Persons have biological, psychological, social, spiritual, and cultural traits that influence their development.**

**Throughout the life span, individuals exist within a cultural and social milieu and encounter phenomena that have an impact on optimal health and development.**

## **Environment**

**Environment is the sum total of all internal and external phenomena and processes that have an impact on people. Environment includes physical, psychological, social, spiritual, and cultural elements as well as historical, political, and economic conditions. Nursing is a resource in the environment that can influence health of a person.**

## **Health**

**Health represents a dynamic state of being resulting from interaction of person and environment. Health is actualized through competent personal care, goal directed behavior, and satisfying relationships with others. Adjustments are made as needed to maintain stability and structural integrity. A person's state of health can vary from optimum wellness to illness, disease, and dysfunction and changes throughout an individual's life span, including at the end of life.**

## **Nursing**

**Nursing is the teaching of health promotion practices; the continuous care of the acutely or chronically ill; the restorative care during convalescence and rehabilitation; the supportive care given to maintain the optimum level of health of individuals, families, groups, and communities; the teaching and evaluation of those who perform or are learning to perform these functions; the support and conduct of research to extend knowledge and practice; and the management of health care delivery.**

## **Process Components**

**Interwoven with the concepts which determine content are those process concepts which nursing uses to maintain and improve the health of persons in their environment. These processes include inquiry, caring, and practice and are conceptualized as follows:**

### **Inquiry**

**Inquiry is the process of seeking, developing, and applying knowledge. Inquiry includes the nursing process, scientific process, and research process. It also includes critical thinking, a deliberate and systematic process, which involves analysis and interpretation, inductive and deductive reasoning, drawing logical inferences, and evaluating and justifying conclusions.**

### **Caring**



**Caring is a process, a way of relating to someone that involves development. In a caring relationship, a person or idea is experienced both as an extension and as something separate from oneself. One experiences what is cared for as having dignity and worth with potentialities and need for growth and development. Caring is the antithesis of possessing, manipulating, or dominating. In any actual instance of caring, there must be someone or something specific that is cared for. Caring cannot occur in the abstract, nor can it occur by sheer habit. An essential ingredient of caring is communication: a dynamic, developmental process of transmitting perceptions, thoughts, and ideas in verbal, non-verbal, and written interactions. Within an intentional caring process, messages are effectively conveyed by persons or through technology. Other essential ingredients of the caring process are: knowledge, self-awareness, patience, honesty, trust, humility, hope, and courage.**

## **Practice**

**The ability to provide evidenced based nursing interventions is the core of professional nursing practice. Nursing interventions are those direct or indirect interactions that occur between a nurse and client to diagnose and treat human responses to actual or potential health problems. Furthermore, nursing interventions have cultural and ethnic relevance for the client and are carried out within the ethical and legal domains of practice. In clinical practice, nurses use the nursing process to interact with clients in achieving mutual goals. The nursing process is informed through nursing research and consists of activities related to assessment, diagnosis, analysis, planning, implementation, and evaluation. Professional nurses acquire and maintain current knowledge and are willing to participate in peer review and other activities that insure quality of care. Nurses also communicate effectively with clients, families, and interdisciplinary healthcare providers to promote a safe, effective quality care environment.**

## Doctor of Nursing Practice Degree Program and Concentrations

The Doctor of Nursing Practice program is accredited by the Commission on Collegiate Nursing Education (<http://www.ccnaccreditation.org>)

The DNP curriculum is based on [The Essentials of the Doctoral Education for Advanced Nursing Practice](#) guidelines issued by the American Association of Colleges of Nursing (AACN) in 2006 and is in accordance with the guidelines issued by nursing specialty practice organizations. The DNP curriculum is organized around these 8 Essentials and is a rigorous course of study in which information in each course builds upon knowledge obtained in previous coursework. The DNP Essentials are listed below:

1. Scientific Underpinnings for Practice
2. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
3. Clinical Scholarship and Analytical Methods for Evidence-Based Practice
4. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
5. Health Care Policy for Advocacy in Health Care
6. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
7. Clinical Prevention and Population Health for Improving the Nation's Health
8. Advanced Nursing Practice

**The American Association of Colleges of Nursing (AACN) provides more information about the DNP at <https://www.aacnursing.org/DNP/About>**

### **DNP Program Goals**

The Doctor of Nursing Practice (DNP) degree offered by UNC Greensboro School of Nursing prepares graduates to analyze systems of care and provide transformational leadership that will improve patient safety, quality of care, and implement evidence-based and culturally competent care practices. Graduates from this program will be able to interpret and apply research findings to practice settings, determine and measure system and population outcomes, manage information systems and use appropriate technology for health and risk communication. Our goals are to contribute to the advancement of the discipline and profession of nursing, to lead in the delivery of optimal health care and patient advocacy, and to appraise evidence to improve nursing practice and health care outcomes.

### **Core Program Outcomes for UNCG DNPs**

**The DNP program student learning outcomes were developed using national standards and the School of Nursing philosophy and conceptual framework, which includes the concepts of person, environment, health, nursing, inquiry, caring and practice.**

- **Evaluate knowledge of self, uniqueness of individuals, families, groups, communities, and populations in their environment (person).**
- **Appraise the impact of the environment on the health of individuals, families, groups, communities, and populations (environment).**
- **Apply an advanced body of knowledge and skills in nursing practice to diverse individuals across the lifespan in a variety of settings to promote health (nursing).**
- **Appraise the influence of the wellness, illness, disease, and dysfunction components of health upon individuals, families, groups and communities (health).**
- **Evaluate evidence that may be applied in nursing practice to promote high quality safe and effective care (inquiry).**
- **Integrate the art of caring in the advanced practice nursing scholar role (caring).**
- **Practice as an advanced practice nurse to promote the well-being of individuals, families, groups, and communities in a variety of settings (practice).**
- **Determine leadership skills within nursing and interprofessional teams to initiate transformative changes in complex clinical practice and health care delivery systems to improve health care (practice/leadership).**

## DNP Plans of Study and Methods of Course Delivery

**The DNP Plans of Study—according to year of admission to the program, are contained in the Appendices and outline the courses to be taken in sequential order. Deviations from any of the study plans must be approved by the student’s advisor and the DNP Program Director and may result in a significant delay in program completion.**

**The plans of study also include the method of delivery for every course. Courses within the DNP program are offered in several formats – campus face-to-face courses (common within the Post BSN DNP programs for the clinically focused courses), fully online courses, hybrid (50% campus and 50% online) courses, and intensive sessions (standard for the Post-MSN DNP program). Intensive sessions are intensive 1-day sessions that occur on campus 4-6 times a semester and are required to fulfill the learning outcomes of a course or courses. To maximize use of time, the post BSN AGNP program typically schedules campus courses for a full day, once a week. The post BSN nurse anesthesia classes and clinicals require full days for most days of the week. Details of commitments for each concentration are available from the student’s advisor. Campus class dates are scheduled in advance and are available from the DNP Program office or from the Concentration Coordinators.**

## **APA Style**

**In the DNP program courses students will be required to use American Psychological Association**

**(APA) style for all written assignments unless modified by the course chair. APA format is also the required format for the DNP project proposal plan and final scholarly paper. The APA manual is available in hardback, paperback, and spiral formats. A free online resource: [Purdue Owl](#), does not solve every formatting question, however it is very helpful for many APA formatting issues. Additionally, students may find that the UNCG library can recommend a current program to assist in organizing references that will be used for literature reviews and research projects.**

American Psychological Association (2019). *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.). Washington, D.C.: Author.

## DNP Concentrations – Admissions and Withdrawal Requirements

Note: Due to North Carolina law and other rules governing nursing education practice as well as state laws governing education delivery, it is your responsibility as a student to inform your faculty member immediately if 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 this course or your academic program.

### **Adult/Gerontological Primary Care Nurse Practitioner Concentration—Post-Baccalaureate DNP**

**The post BSN DNP Adult/Gerontological Primary Care Nurse Practitioner (AGNP) concentration is designed to be completed in 8 semesters beginning in the fall semester and ending in the spring semester of the third year. The concentration requires a minimum of 73 credits and 714 clinical practice practicum hours. All students also log completion of a minimum of an additional 300 hours of work on the DNP project or DNP Essentials work and experiences. These hours are, for example, meetings with project sites, additional literature work, interprofessional and health policy activities. The *DNP Hours Log* form with more details is posted in your 898a-e courses and is updated by the student and reviewed by the program director every semester. All degree requirements must be met within seven academic years of initial enrollment. In addition to courses required for the degree program, students may enroll in independent study courses to enhance their program of study. No foreign language is required.**

**Required Withdrawal – please go to <https://catalog.uncg.edu/nursing/nursing-dnp/#requirements> to review the current withdrawal requirements for each concentration**

### **Nurse Anesthesia Concentration—Post-Baccalaureate DNP**

**The Nurse Anesthesia concentration is designed to be completed in 9 semesters beginning in the fall semester and ending in the summer of the third year. The concentration requires a minimum of 107 credits and 3000 advanced practice clinical hours. All students also log completion of a minimum of**

**an additional 300 hours of work on the DNP project or DNP Essentials work or experiences. These hours are, for example, meetings with project sites, additional literature work, interprofessional and health policy activities. The *DNP Hours Log* form with more details is posted in your 898a-e courses and is updated and reviewed by the student and program director every semester.**

**All degree requirements must be met within seven academic years of initial enrollment. In addition to courses required for the degree program, students may enroll in independent study courses to enhance their program of study. No foreign language is required.**

**Required Withdrawal- please go to <https://catalog.uncg.edu/nursing/nursing-dnp/#requirements> to review the current withdrawal requirements for each concentration**

### **Post-Master's DNP**

**The Post-Master's DNP is designed to be completed in 5 semesters beginning in the fall semester and ending in the spring of the second year. The post-master's DNP requires a minimum of 30 credits and 1000 advanced practice hours. The 1000 hours are obtained by combining the clinical hours obtained in the master's program and other DNP student activities such as meetings with project sites, additional literature work, interprofessional and health policy activities, and additional course work. All post-master's DNP students—regardless of master's program hours, are required to log completion of a minimum of 300 hours of work on the DNP project. These hours are similar to the other DNP activities above. The *DNP Hours Log* form with more details is posted in the 898a-e courses and is updated and reviewed by the student and the program director every semester.**

**For Post-master's DNP students with Nursing Administration/Nursing Leadership or CNL degrees; National Certification in your specialty may qualify for hours of credit toward the 1000 program hours required. In the Appendices is information about qualifications for these hours and how to document the accepted National Certifications.**

**All degree requirements must be met within seven academic years of initial enrollment. In addition to courses required for the degree program, students may enroll in independent study courses to enhance their program of study. No foreign language is required.**

**Required Withdrawal- please go to <https://catalog.uncg.edu/nursing/nursing-dnp/#requirements> to review the current withdrawal requirements for each concentration**

*Information Technology and Setting Up Accounts*

**All Technology Support should be directed to [UNCG Information Technology Services 6-TECH](#)**

**6-TECH hours of service:**

**24 hours a day, 7 days a week, except during holiday periods:**

**Call: 336-256-TECH (8324) for immediate assistance**

**Email: [6-TECH@uncg.edu](mailto:6-TECH@uncg.edu)**

### **Computing Accounts @UNCG:**

**It is your responsibility to activate your UNCG accounts. Information may be found at**

**[https://uncg.service-now.com/support?id=kb\\_article&sys\\_id=64f010fbdb4417c0369a5e65ce9619f8](https://uncg.service-now.com/support?id=kb_article&sys_id=64f010fbdb4417c0369a5e65ce9619f8)**

**iSpartan (email):**

**All students enrolling in a UNCG course must activate and use their UNCG email for all official University and Canvas communications.**

### **Canvas**

**Canvas accounts are created for all students who are enrolled in classes that augment the course with an online component. Canvas login is the same as the Active Directory and iSpartan accounts. Canvas can be accessed at: <https://courses.uncg.edu/log-in/>.**

**Note: When resetting a password for any of these systems, the new password will be in effect for all three of these accounts.**

**Walter Clinton Jackson Library:**

**<https://library.uncg.edu/>**

**The [Library Doctor of Nursing Practice Home Page](#) may be found at [https://uncg.instructure.com/courses/61987/external\\_tools/11726](https://uncg.instructure.com/courses/61987/external_tools/11726)**

For additional information, contact the Nursing liaison at the library, Lea Leininger. The telephone number is 336-256-0125, and her [email laleinin@uncg.edu](mailto:laleinin@uncg.edu)

## **Union Square Campus (USC)**

**All campus classes are held at the Union Square Campus (USC) unless special circumstances intervene. Parking does not currently require a tag or cost, but some days overflow to the church parking lot across the street on the east side may be necessary for students and faculty. The back side of that lot on Arlington St. can be used except Sundays and Wednesday nights. Access is by walking through the small park adjacent to the USC building. All students are advised to exercise precautions and go to their cars in groups, especially after dark.**

**Network access at USC. We STRONGLY encourage students to use EDUROAM for all devices. If too many persons are on the USC guest access, the system will crash due to lower bandwidth.**

**Building hours are 7am – 11pm—Monday through Friday. Notify the security desk if you plan to be in the building past 7pm. Entry is only by the two front doors on the east and west sides of the building. Do not block open doors or let persons in the back doors.**

**If you have questions or IT needs, the building staff information is posted throughout the building and they are available to assist you. Ms. Portia Moffitt is the UNCG staff person assigned to USC and the DNP program (room 254N).**

Union Square Campus Building Rules are located in the Appendix X at the end of this document.

## Student Identification Card - [SpartanCard](#)

Visit <https://spartancard.uncg.edu/get-a-card/> for information on the location and requirements for obtaining a SpartanCard

## Nursing Organizations and Memberships

As a doctoral 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 Honor Society of Nursing is by invitation. If you are interested in joining or transferring your membership, more information is available at Sigma: <https://www.sigmanursing.org/>

In addition to the above organizations, doctoral students are encouraged to be members of their professional nursing associations. The following is a listing of organizations that may be of interest to you.

- American Nurses Association <http://www.nursingworld.org>
- National League for Nursing <http://www.nln.org>
- American Organization of Nurse Executives <http://www.aone.org/>
- Southern Nursing Research Society <http://www.snrs.org>
- American Holistic Nurses Association <http://www.ahna.org>
- Gerontological Society of America <http://geron.org>

## Phone Numbers

### Emergency Numbers

Fire	336-334-4444
UNCG Police Emergency	336-334-4444
Department of Environmental Health & Safety	336-334-4357
Campus Safety Escorts	336-334-5963
UNCG Police Non-emergency	336-334-5963
Poison Control Center	800-222-1222

## School of Nursing

Office of Student Affairs	336-334-4686
BSN Program	336-334-5400
RN-BSN Program	336-334-5265
Veteran Access Program	336-334-4702
MSN Program	336-334-3167
DNP Program	336-553-6055
PhD Program	336-334-3167



<b>Research Office</b>	<b>336-256-0571</b>
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## **UNCG**

<b>Computer Assistance/Information Technology</b>	<b>336-256-TECH</b>
<b>Jackson Library</b>	<b>336-334-5304 or 800-245-0180</b>
<b>Gove Student Health Center</b>	<b>336-334-5340</b>
<b>Registrar's Office</b>	<b>336-334-5946</b>
<b>Financial Aid Office</b>	<b>336-334-5702</b>
<b>Student Success Center</b>	<b>336-334-3878</b>
<b>University Switchboard</b>	<b>336-334-5000</b>

## **Useful Sources for Information**

- **UNCG: 336-334-5000, [www.uncg.edu](http://www.uncg.edu)**
- **School of Nursing: 336-334-5010, <http://nursing.uncg.edu>**
- **DNP Program Office: 336-553-6055**
- **Graduate School: 336-334-5596, <http://grs.uncg.edu>**
- **Cashier's Office: 336-334-5831, <http://csh.uncg.edu/>**
- **Financial Aid Office: 336-334-5702, <http://fia.uncg.edu>**
- **International Programs Center: 336-334-5404, <http://www.uncg.edu/ipg>**
- **Parking Services: 336-334-5681, <http://parking.uncg.edu>**
- **Student Health Services: 336-334-5340, <http://shs.uncg.edu>**
- **Registrar's Office: 336-334-5946, <https://reg.uncg.edu>**
- **University Bookstore: 336-334-5563, <https://uncg.bncollege.com/>**
- **Jackson Library, Lea Leininger: 336-256-1025, [laleinin@uncg.edu](mailto:laleinin@uncg.edu), <http://library.uncg.edu>**

*DNP Plans of Study are in the Appendices of this Handbook and are labeled by concentration.*

## **Doctor of Nursing Practice Project Guidelines**

**DNP Projects are designed for the DNP students to immerse themselves in a specific nursing/health care problem or topic of interest and use the knowledge and skills gained during their coursework and clinical experiences in designing and completing the DNP project. Working with a Project Team, the student designs a project by carefully identifying the problem, reviewing relevant literature, identifying the purpose and aims, developing a methodological approach and analytic plan, conducting the project in collaboration with an onsite mentor, analyzing the results, and making recommendations for practice and, if appropriate, future research. The student formally disseminates the results of the DNP Project as a poster presentation and submits a scholarly paper by the end of the third year of study.**

**The DNP Project work begins no later than when students are enrolled in NUR 898a and is completed over the course of five semesters. Faculty will work closely with students to facilitate the development of the project. When the DNP project plan has been developed, students must submit the UNCG DNP School of Nursing DNP Project Tracking and Approval form. *This form is used to formalize the DNP project topic and general plan by the Team Leader and the DNP Program Director.* The form must be revised if significant changes have been made to the project plan.**

**This list reflects a range of types of scholarly projects ([National Organization of Nurse Practitioner Faculties, 2007](#)). This is a sample list and is not exhaustive.**

- • **Translate research into practice**
- • **Quality improvement (Care processes, Patient outcomes)**
- • **Implement and evaluate evidence based practice guidelines**
- • **Analyze policy: Develop, implement, evaluate, or revise policy**
- • **Design and use databases to retrieve information for decision making, planning, evaluation**
- • **Conduct financial analyses to compare care models and potential cost savings, etc.**
- • **Implement and evaluate innovative uses of technology to enhance/evaluate care**
- • **Design and evaluate new models of care**
- • **Design and evaluate programs**

- • **Provide leadership of interprofessional and or intra-professional collaborative projects to implement policy, evaluate care models, transitions, etc.**
- • **Collaborate with researchers to answer clinical questions**
- • **Collaborate on legislative change using evidence**
- • **Work with lay and or professional coalitions to develop, implement or evaluate health programs (such as health promotion and disease prevention programs for vulnerable patients, groups or communities)**

**The DNP Projects are guided by a Project Team which will consist of the DNP student, a DNP Faculty Member (Team Leader), and a Project Team Member (often from outside the University and may be the contact person at the site of the project or an expert in some area of the project.) Once a potential site is identified by the student it must be approved by the student's DNP Project Team. A site support letter for the project is required--on site letterhead with an original signature.**

**During the student's last semester, the Graduate School requires an updated plan of study showing all courses completed including grades; and a *Graduate School DNP Project* form. This is a required part of the graduation process. The DNP Program Office will initiate this review and will contact the student for assistance with signatures and updated information. The *Graduate School DNP Project* form is NOT included in the Appendices of this Handbook. It will be distributed to students by the DNP Program office prior to the end of the student's course of study.**

## *Grading Policies for the School of Nursing and for the DNP program*

For information about grading, please access the UNCG Catalog at the site below

<https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/#sectioniacademicrequirementsandregulationstext>

**Faculty may elect whether to use plus or minus grades. They may also establish percentage ranges that reflect an individualized grading scale for each course. (For example an 85 could be a “B” in one course or a “B-“ in another course.) Grade ranges must be published in the syllabus for every SON course.**

## **Academic Policies**

### **Academic Eligibility Policy**

<https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/#sectioniacademicrequirementsandregulationstext>

**A doctoral student must earn a grade of B or better in all standard graded courses that are applied to the degree. Additional hours must be taken for any hour earned with a grade less than a B.**

### **Required Withdrawal for DNP Students -**

**please go to <https://catalog.uncg.edu/nursing/nursing-dnp/#requirementstext> to review the current withdrawal requirements for each concentration**

## **Formal Complaint: Student**

**A formal student complaint is defined as a written Grade Appeal that 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/>**

## **Appeal of Regulation**

**Students must review and adhere to policies and procedures noted in *The Graduate Bulletin* (please refer to the Academic Regulations and School of Nursing sections). <https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/>**

**If a student wishes to appeal a policy in the School of Nursing, the student should complete a “Student Appeal Request.” The Student Appeals Committee hears student appeals. Students may obtain the request form and discuss the appeals process with the Chair of the Committee, the Associate Dean for Academic Programs, the Director of the DNP Program or the Director of the PhD Program.**

## *University Policies*

**All students at UNCG, graduate and undergraduate, are responsible for observing all federal, state, and local laws as well as the regulations of the University. The University has developed policies relating to certain kinds of behavior and circumstances, some of which are of particular interest or significance to graduate students. Click on the links below to access the full statements of the following policies <https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/>**

**Some examples are listed:**

- 1. Academic Integrity Policy**  
**<https://osrr.uncg.edu/academic-integrity/>**
- 2. Health Insurance Requirement**
- 3. Policy on Illegal Drugs**

4. **Student Copyright Resources, including the Plagiarism Policy**
5. **Discriminatory Conduct**
6. **Sexual Misconduct Policy**
  7. **Social Media Policy**  
<https://drive.google.com/file/d/0B4nsBUHXbw0baWx4c2pgQzJhbzA/view>
8. **Traffic Procedures (including motor vehicle registration and parking regulations)**
9. **Public Records Policy (academic and nonacademic)**

**Academic Integrity Policy**—selected information from the policy is included below, the complete policy should be read and can be found at:  
<https://osrr.uncg.edu/academic-integrity/>

*Approved Fall 2009. Modified Summer 2016.*

*Amended by the Faculty Senate, 5/3/2017; Approved by the Chancellor, 5/8/2017*

<https://drive.google.com/file/d/0B0rFGGhJvbdHUEXSZmFFaWFmb00/view>

## **I. PHILOSOPHY**

**Academic integrity is founded upon and encompasses the following five values: *honesty, trust, fairness, respect, and responsibility*. Supporting and affirming these values is essential to promoting and maintaining a high level of academic integrity.** Each member of the academic community must stand accountable for his or her actions. As a result, a community develops in which students learn the responsibilities of citizenship and how to contribute honorably to their professions. If knowledge is to be gained and properly evaluated, it must be pursued under conditions free from dishonesty. Deceit and misrepresentations are incompatible with the fundamental activity of this academic institution and shall not be tolerated. Members of the UNCG community are expected to foster in their own work the spirit of academic honesty and not to tolerate its abuse by others. Responsibility for academic integrity lies primarily with individual students and faculty members of this community. A violation of academic integrity is an act harmful to all students, faculty and, ultimately, the University.

[1] The Center for Academic Integrity (1998). Fundamental principles of academic integrity.

## **II. AUTHORITY**

**A. The Academic Integrity Policy is one of three formal processes governing student conduct at UNCG. The Academic Integrity Policy governs student conduct directly related to the academic life of the institution and is in effect during all phases of a student's academic career. The Policy is applicable to any academically related experience involving UNCG students whether on or off the campus. All alleged violations of the Policy must be resolved in accordance with this Policy and under the direct authority of a UNCG faculty member or the Office of Student Rights and Responsibilities as detailed in the Policy. The Office of Student Rights and Responsibilities will be responsible for advising the Vice Provost for Graduate Education of all cases and resolutions involving UNCG graduate students. For the purposes of this Policy, faculty are defined as all instructors of record including teaching assistants (TA).**

**B. The Student Code of Conduct addresses general student conduct, usually excluding academic responsibilities. The**

*Student Code of Conduct* details the due process and hearing requirements for student conduct

**proceedings; it does not duplicate or contravene the purposes of the *Academic Integrity Policy* nor of other graduate or professional proceedings related to schools, departments or professions.**

**C. Graduate or professional schools within the University may initiate charges against students for alleged violations of professional standards or ethics as a separate issue or as an extension of alleged acts of academic dishonesty or violations of the *Student Code of Conduct*. Double jeopardy is not involved since the student is accountable to separate jurisdictions—institutional standards of academic dishonesty, general conduct and/or the ethical standards of the particular profession. In resolving cases of alleged violations of professional standards or ethics, the schools and departments are responsible for devising procedures appropriate to their programs and for provision of due process for all students. The University Counsel can provide guidance in such practices**

**1. Violations in this category include both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication. Some examples are: Violating a canon of the ethical or professional code of the profession for which a student is preparing. Using unethical or improper means of acquiring, analyzing, or reporting data in a senior thesis project, a master's or doctoral research project, grant-funded research, or research submitted for publication. Misuse of grant or institutional funds. Violating professional ethics in performing one's duties as a Teaching Assistant or Graduate Assistant.**

**D. Students agree that by taking courses at UNCG, all required papers may be subject to submission for textual similarity review to *Turnitin.com* for the detection of plagiarism. All submitted papers will be included as source documents in the *Turnitin.com* reference database solely for the purpose of detecting plagiarism of such papers. Use of the *Turnitin.com* service is subject to the Usage Policy posted on the *Turnitin.com* site. To review the *Turnitin* agreement, please go to: <https://its.uncg.edu/Canvas/Support/turnitin-registration-agreement.pdf>.**

### **III. VIOLATIONS**

**A. The UNCG community subscribes to the following fundamental values of academic integrity: honesty; trust; fairness; respect; responsibility. All violations of the *Policy* are violations of the value of honesty but may also create questions related to trust, fairness, respect, and responsibility. The violations of the *Academic Integrity Policy* listed below are typical, but not exhaustive, examples of the acts that constitute breaches of the *Policy*. Faculty should take into account whether the student has had the opportunity to learn appropriate citation procedures based on previous course work successfully completed before formalizing Academic Integrity charges.**

**1. Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Misrepresenting the source, nature, or other conditions of academic work, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating may occur on an examination, test, quiz, laboratory work report, theme, out of class assignment or any other work submitted by a student to fulfill course requirements and presented as solely the work of the student. Examples of cheating include, but are not limited to, the following:**

- ☐ unauthorized copying from the work of another student, using notes, textbooks or other information in examinations, tests and quizzes, except as expressly permitted**
- ☐ obtaining or retaining partial or whole copies of examination, tests or quizzes before these are distributed for student use**

**UNCG Academic Integrity Policy (Revised May 8, 2017) Page 3 of 14**

- ☒ obtaining confidential information about examinations, tests or quizzes other than that released by the instructor
- ☒ securing, giving or exchanging information or assistance during examinations and other academic exercises, except as expressly permitted
- ☒ presenting data or other material gathered by another person or group as one's own
- ☒ having another person take one's place for any academic performance without the specific knowledge and permission of the instructor
- ☒ purchase an assignment from an online site or online platform
- ☒ obtain assistance from someone else that goes beyond mere editing to writing of the assignment or solving of the problem
- ☒ participate in unauthorized discussion group or sharing answers to an assignment on file sharing sites or other online platforms including social media
- ☒ post or purchase answers to an exam, assignment, problem or
- ☒ any other assessed work cooperating with another to do one or more of the above

**2. Plagiarism: Representing the words, thoughts, or ideas of another, as one's own in any academic exercise. Plagiarism may occur on any paper, report, or other work submitted to fulfill course requirements. Examples of plagiarism include, but are not limited to, the following:**

- ☒ submitting work done by another, whether a commercial or noncommercial enterprise, including the Internet, as one's own work
- ☒ failure to properly cite references and/or sources
- ☒ submitting, as one's own, work done by or copied from another including work done by a fellow student, work done by a previous student, or work done by anyone other than the student responsible for the assignment

**Plagiarism also occurs in a group project if one or more members of the group does none of the group's work and participates in none of the group's activities, but attempts to take credit for the work of the group.**

**3. Misuse of Academic Resources: The use, misuse or alterations of University materials or resources so as to make them inaccessible to other users. Examples of misuse of academic resources include, but are not limited to, the following:**

- ☒ the unauthorized
- ☒ use of computer
- ☒ accounts
- ☒ alteration of
- ☒ passwords
- ☒ violation of library procedures
- ☒ other intentional misuse or destruction of educational materials

**This violation is differentiated from a conduct violation in that the primary result of actions is the inaccessibility of resources to other students.**

**4. Falsification: Inventing, altering, or falsifying any data, information or citation in an academic exercise. Examples of falsification include, but are not limited to, the following:**

- ☒ reporting data, research, or reports so that either the process or the product is shown to be different from what actually occurred
- ☒ falsely reporting having met responsibilities of attendance or participation in class, practicum, internship, or other types of field work experience



- ❑ submission of falsified excuses for attendance or participation in such experiences
- ❑ work submitted for the requirements of any pre/post-secondary course cannot be submitted to meet the requirements in another course without the expressed permission of the instructor(s) to whom the work is to be submitted
- ❑ falsifying experimental data or information
- ❑ forging or falsifying any academic-related University document
- ❑ presenting falsified information in order to postpone or avoid examinations, tests, quizzes, or other academic work

5. **Facilitating Academic Dishonesty:** Helping or attempting to help another to commit an act of academic dishonesty. Facilitating academic dishonesty includes acts that may not directly benefit the accused but assist another student in violations of the *Policy*.

6. **Unauthorized Behaviors:** Instructors may communicate to their students additional behaviors that constitute a violation of the **Academic Integrity Policy** in their course. Examples of unauthorized behaviors include, but are not limited to, the following:

- ❑ talking during an exam
- ❑ having unauthorized materials present during any academic exercise
- ❑ violating class conduct rules that are pertinent to academic integrity (for instance, rules governing the use of electronic devices) Instructors must clearly identify the additional unauthorized behaviors as academic integrity violations in their syllabus. Instructors may also communicate what these behaviors are orally, and may change or add to the list of unauthorized behaviors. Oral communications, and all changes, must also be clearly communicated in text (syllabus, email to whole class, etc.) as soon as soon as possible after the oral communication and/or change.

**Student Obligations Related to Academic Integrity:** Students should recognize their responsibility to uphold the *Academic Integrity Policy* and to report apparent violations to the appropriate persons. Students who do not understand the *Policy* or its application to a particular assignment are responsible for raising such questions with their faculty member. By enrolling in the University, each student agrees to abide by the *Academic Integrity Policy*.

At the faculty member's discretion, each student may be required to attest to abiding by or sign the **Academic Integrity Pledge** given below on all major work submitted to an instructor. A student's work need not be graded until he/she has signed the statement. In signing the pledge, the student indicates his/her knowledge that the *Academic Integrity Policy* governs his/her academic activities at the University. **Academic Integrity Pledge:**

**"I have abided by the UNCG Academic Integrity Policy on this assignment."**

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**Signature**

**Date**

**Health  
Insurance for  
Nursing  
Students  
UNCG School  
of Nursing  
Policy**

**In 2009, the University of North Carolina, Board of Governors implemented a hard waiver student health insurance requirement for all campuses in the UNC System. To ensure that this requirement is met, students will automatically be billed for the Student Health Insurance Plan (SHIP) each semester through their Student Account. [The Student Insurance premium is non-refundable after posted deadlines each semester.](#)**

**For students who have a creditable health insurance plan and do not wish to participate in SHIP, they must submit their active health insurance information by completing an on-line waiver through the Student Blue portal, prior to the posted deadline each semester.**

**Once a waiver has been submitted and approved, the Student Health Insurance Plan premium will be credited back to the Student Account. For more information please visit Student Blue at [studentbluenc.com/#/uncg](http://studentbluenc.com/#/uncg).**

**The School of Nursing requires that all nursing students have health insurance coverage.**

**Criteria for all undergraduate and graduate students to be eligible for the Student Health Insurance Plan**

- **Enrolled in a BSN, MSN, DNP, or PhD degree program at UNCG enrolled in at least 3 hours of nursing courses**

**A student who meets the above criteria must:**

- 1. Enroll in the Student Health Insurance Plan each semester prior to beginning the semester. OR**
- 2. Prove you have outside health insurance each semester by submitting an on-line waiver to Student blue that shows evidence of existing creditable health coverage, or you will “later” be default enrolled into the Student Health Insurance Plan and the premium will remain on**

**your Student Account.**

## **UNCG School of Nursing**

### **Unsafe Practice Policy**

#### **Policy on Unsafe Practice**

**The nursing faculty of the School of Nursing have an academic, legal, and ethical responsibility to prepare graduates who are competent as well as to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the School of Nursing for practice or behavior which threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider.**

#### **Student Awareness**

**All students are expected to be familiar with the principles of safe practice and are expected to perform in accordance with these requirements. Within courses, counseling and advising processes, and other instructional forums, students will be provided with the opportunity to discuss the policy and its implications.**

#### **Definition**

**An unsafe practice is defined as:**

**An act or behavior of the type which violates the North Carolina Nursing Practice Act, Article 9 of Chapter 90 of the North Carolina General Statutes (NCGS 90-171.37; 90-171.44).**

**An act or behavior of the type which violates the Code of Ethics for Nurses of the American Nurses Association.**

**An act or behavior which threatens or has the potential to threaten the physical, emotional, mental or environmental safety of the client, a family member or substitute familial person, another student, a faculty member or other health care provider.**

**An act or behavior (commission or omission) which constitutes nursing practice for which a student is not authorized or educated at the time of the incident.**

#### **Investigation and Evaluation of an Unsafe Practice**

**When an incident occurs which a faculty member believes may constitute an unsafe practice, he/she shall immediately notify the student and instruct the student to leave the clinical setting. The faculty member will notify the Course Chair and/or Program Director within the School of Nursing.**

**The Course Chair and/or Program Director will investigate the incident within three working days to determine whether there are grounds for believing that an unsafe practice has occurred. If the incident is minor, the faculty member, in consultation with the person named above, may require remedial work or instruction for the student. If the incident is major, or serial in nature, the Course Chair or Program Director will notify the Dean.**

**The Dean, in consultation with the involved faculty members, will review the student's clinical performance evaluation(s), academic record and potential for successful completion of the major in nursing. Based upon this careful and deliberate review, a decision to reprimand the student, require withdrawal from the clinical course, or to recommend dismissal of the student from the School of Nursing will be made. The Dean of Nursing will send written notification of the decision to reprimand or to require withdrawal from the clinical course to the student. If the Dean of Nursing recommends dismissal from the School of Nursing, the recommendation will be forwarded to the Vice Provost for Graduate Education for approval and notification of the student.**

**Should the student wish to appeal the decision, the student will submit a written request to the School of Nursing Appeals Committee. The Dean of Nursing will provide to the Committee the accumulated correspondence documentation related to the issue.**

**A request for an appeal should occur within seven working days of written notification of the decision from the Dean of Nursing or the Vice Provost for Graduate Education.**

### **Hearing Process**

**The Chair of the School of Nursing Appeals Committee will thereafter notify the student, the faculty member, Course Chair and Program Director as to the time and place for a hearing to determine whether an unsafe act or behavior occurred and, if so, what resolution to recommend.**

**The Committee will hold a closed hearing within ten days at which time the faculty member, Course and Program Director will be present and will provide documentation and other oral or written evidence regarding the incident. The student will be allowed an advocate/support person at the hearing; however, the support person cannot speak at the hearing and cannot be an attorney.**

**Following the factual presentation, the Committee will convene in executive session to determine whether an unsafe practice occurred and to recommend a resolution to the incident. The Committee will base its recommendation on the evidence presented at the hearing.**

**The Committee shall make its recommendation in writing to the Dean and forward pertinent documentation. The Committee may recommend the following remedies: no finding of an act of unsafe practice; a reprimand to the student; or dismissal from the School of Nursing major.**

#### **Post Hearing Process**

**The Dean of Nursing may accept, reject, or modify the Committee's recommendation. The Dean's decision will be made after review of the minutes of the hearing and report to the Committee. If the Dean of Nursing accepts the Committee's recommendation to dismiss the student from the School of Nursing, the recommendation will be forwarded to the Vice Provost for Graduate Education for approval and notification of the student. The Dean of Nursing will notify the faculty member(s) as to the determination.**

**A student who has been dismissed may reapply for admission to the School of Nursing.**

#### **Policy on Dismissal of Students Who Present Physical or Emotional Problems That Do Not Respond to Treatment**

##### **Physical and/or Emotional Problems That Do Not Respond to Treatment**

**Students can be dismissed from the School of Nursing for physical and/or emotional problems that do not respond to appropriate treatment and/or counseling within a reasonable period of time.**

#### **Investigation and Evaluation**

**When faculty members identify a student who presents physical and/or emotional problems that do not respond to appropriate treatment and/or counseling, they immediately suspend the student from the course. Faculty notify the Course Chair and/or Program Director within the School of Nursing. Upon determination by the faculty, Course Chair and Program Director, that the physical and/or emotional problems warrant dismissal from the School of Nursing, the Dean will be notified.**

**The Dean, in consultation with the faculty, and upon review of the documentation, will make a decision regarding recommending dismissal of the student from the School of Nursing.**

**The Dean of Nursing will send to the Vice Provost for Graduate Education, written notification of the recommendation. If the Dean of Nursing recommends dismissal from the School of Nursing, the Vice Provost of the Graduate School will notify the student. Should the student wish to appeal the decision, the student will submit a written request to the School of Nursing Appeals Committee. The Dean of Nursing will provide to the committee the accumulated correspondence or documentation related to the issue.**

**A request for an appeal should occur within seven working days of written notification of the decision from the Vice Provost for Graduate Education.**

### **Hearing Process**

**The chairman of the School of Nursing Appeals Committee will thereafter notify the student, the faculty member, Course Chair and Program Director as to the time and place for a hearing to determine whether the physical and/or emotional problems warrant dismissal.**

**The Committee will hold a closed hearing within ten days at which time the faculty member, Course Chair and Program Director will be present and will provide documentation and other oral or written evidence regarding the incident. The student will be present and will be given an opportunity to provide documentation and other oral or written evidence regarding the problem. The student will be allowed an advocate/support person at the hearing; however, the support cannot speak and cannot be an attorney.**

**Following the factual presentation, the Committee will convene in executive session to determine whether the problem warrants dismissal from the School.**

**The Committee shall make its recommendation in writing to the Dean of Nursing and forward pertinent documentation. The Committee may recommend dismissal from the School of Nursing major, or reinstatement in the program.**

### **Post Hearing Process**

**The Dean of Nursing may accept, reject, or modify the Committee's recommendation. The Dean's decision will be made after review of the minutes of the hearing and report to the Committee. If the Dean of Nursing accepts the Committee's recommendation to dismiss the student from the School of Nursing, the recommendation will be forwarded to the Vice Provost for Graduate Education who will notify the student. The Dean of Nursing will notify the faculty member(s) as to the determination.**

**A student who has been dismissed may reapply for admission to**

**the School of Nursing. Student Appeal Process**

**The Appeal Process can be accessed at:**

**<https://nursing.uncg.edu/academics/student-resources/documents-and-forms/>**

**The Appeal Process for Academic Standing in the Graduate School can be accessed at: <https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/#sectioniacademicrequirementsandregulationstext>**

### **Frequently Used General Forms:**

- **Graduation Application - <https://grs.uncg.edu/enrolled/graduation/>**
- **Leave of Absence - <https://grs.uncg.edu/test/wp-content/uploads/2016/08/Leave-of-Absence-Application.pdf>**
- **Declare of Change Concentration: <https://grs.uncg.edu/test/wp-content/uploads/2012/02/REQUEST-TO-DECLARE-OR-CHANGE-CONCENTRATION.pdf>**
- **Transfer of Courses: <https://grs.uncg.edu/test/wp-content/uploads/2012/02/Transfer-of-Courses-Undergraduate-to-Graduate.pdf>**
- **Independent Study Permission: <http://www.uncg.edu/reg/Forms/IndependentStudyPermission.pdf>**
- **Request to Change Catalog Term: <https://grs.uncg.edu/test/wp-content/uploads/2018/06/Request-to-Change-Catalog-Term.pdf>**

## **Registration**

**Prior to the beginning of each semester, students have the opportunity for early registration for course enrollment.**

**Registrations dates can be found here:**

**<https://reg.uncg.edu/registration/>**

**In order to register, you must have your student ID and personal ID as well as an advising code for each registration period. All registration, including drop/add is conducted online. The generic advising code changes each Fall and Spring semester. Students are encouraged to contact their advisors before registering for courses. The Registrar's Office sends emails to all students reminding them of registration periods. DNP students can also contact the DNP program office for assistance with or information about registration. Matriculating DNP students are guaranteed a seat in their required courses if they have followed the registration procedures and adhered to the course timing in the plan of study. *If a student does not take a required course and during the semester it is listed in the plan of study, completion of the program may be delayed.***

## **Independent Study Documentation**

**Independent study (IS) (NUR 792) courses are at the discretion of individual faculty and may require approval of the Associate Dean for Academic Programs. DNP students who wish to do an Independent study will need to have a focus for the IS course and discuss with an appropriate faculty. Application for independent study must have the approval of the instructor, the department head or dean, and the Dean of the Graduate School. No more than 15 semester hours of independent study may be included in the plan of study, exclusive of the dissertation. Students may not register for Independent Study as a substitute for existing courses.**

**The student and faculty must notify the DNP Program Office prior to registering for an Independent Study course. The DNP Program Office will make sure sections for the course are added to the student's plan of study. Once the section of Independent Study is added to the schedule, two forms must be completed to register for Independent Study (NUR 792).**

- **Students must complete a Permission to Register for Independent Study form. This form is available online at <http://www.uncg.edu/reg/Forms/IndependentStudyPermission.pdf>**

**1. The student is responsible for obtaining the signatures of the instructor and the Doctoral Program Director. The Doctoral Program Assistant will submit the form to the Graduate School. Registration for**



**Independent Study is different from registration for other courses. Students do not register themselves for Independent Study during registration. The DNP Program Office or the University Registrar's Office will register the student for the Independent Study once the completed form is received by their office from The Graduate School.**

### **Transfer of Courses**

**Courses for transfer must have been done from accredited programs, and only A or B grades will transfer. The courses must have been completed within seven-years of DNP program graduation. The DNP Program Director will make a recommendation to the UNCG Graduate School for courses that should be transferred for the student. The final decision is made by The Graduate School.**

### **Transfer of Credit for Courses**

**In some instances, work done at other institutions may be counted toward the DNP degree. The DNP Program Director may transfer up to six credits of course work for students who have recently completed doctoral level courses. If the student proposes the transfer of credit from another recognized graduate school, the transfer must be recommended by the DNP Director before The Graduate School will credit the work to the student's doctoral program. The following conditions apply to transfer credit for doctoral programs:**

- 1. All credit offered in transfer must have been taken at a recognized, accredited graduate school.**
- 2. Such work must have been no more than seven years old when the DNP degree requirements are completed.**
- 3. The course to be transferred cannot have been part of the required courses for a completed program or degree.**
- 4. The student must have earned a grade of B (3.0) or better on all transfer courses. In a four- letter grading system, only credit earned with either of the top two grades is transferable.**
- 5. The credit must be recorded on an official transcript placed on file with The Graduate School.**
- 6. The credit must be approved by both the student's DNP Director and by the Dean of the Graduate School. The course must appear on the student's approved DNP Plan of Study.**
- 7. Hours only, not grades, may be transferred from other institutions. Quarter-hours do not transfer as semester hours. A fraction of**

**an hour of credit will not be transferred.**

## **Transfer of Credit for Core Nursing Courses**

**The regulations governing the transfer of credit are set forth in *The Graduate School Bulletin* in the section on Academic Regulations. Approval to transfer credit to a degree program is conditional upon compliance with ALL limitations stated therein. There are two circumstances in which a student may request approval to replace a core nursing course with a substitute course.**

**(1) The first circumstance is a student who has taken a course previously or anticipates the opportunity to take a course that he or she thinks is comparable to the core course. (2) The second circumstance is a student who must register for additional hours in the case in which he or she has not been successful (less than B) in a core course. (The course to be transferred cannot have been part of the required courses for a completed program or degree.)**

**In both of the above instances, the following procedures apply:**

**The student must secure approval from their doctoral advisor and the DNP Program Director. The Dean of the Graduate School must also approve—the DNP Program Director will communicate with the Graduate School. To secure this approval, the student will be responsible for completing the following steps:**

- 1. The student must meet with the DNP Program Director to determine if a course is appropriate as a replacement.**
- 2. The student is responsible to supply to the DNP Program Director a transcript with the course grade and a course syllabus. (If a syllabus cannot be obtained, a course description for the school bulletin may be acceptable.)**
- 3. The student is responsible to ensure that the transfer course and grade are entered into the student's Plan of Study. The DNP Program Staff Administrator can assist with the Plan of Study revision.**
- 4. If the course is currently underway, upon completion of the course(s), the student must request that a final, official transcript--that includes the course to be transferred, be sent to the Graduate School.**

## **Academic Advisors**

**An academic advisor will be assigned to doctoral students upon admission to the DNP program. Advisor assignment may be changed by the request of**

**the student or due to program needs. Academic Advisors are graduate faculty member who teaches in the DNP program. The advisor provides academic guidance and acts as an advocate for the student in academic matters, if needed.**

## **Graduation**

**The Application for Graduation for Graduate Students form must be filed by the student with The Graduate School by the end of the first week of classes of the term in which the degree will be granted. This date is also published on the website for the Graduate School. Degrees are awarded at the end of each semester and the second summer session (i.e., in December, May, and August). August and December degree recipients may participate in formal commencement exercises held in December. May degree recipients may participate in formal commencement exercises held in May. Students *must* meet all requirements and deadlines for the DNP degree to participate in commencement. Diplomas and transcripts of students who have unpaid balances on their UNCG account will be withheld until the account is cleared.**

## **Commencement Participation Policy**

**Degree candidates will not earn degrees nor be graduated from the University until they have completed all degree requirements. Student completing all degree requirements by the end of spring semester are encouraged to participate in the May Doctoral Hooding and Commencement ceremonies. Students who complete all degree requirements by the end of the fall semester are encouraged to participate in the December Doctoral Hooding and Commencement ceremonies. Students completing all degree requirements by the end of the Summer Session may participate in either the May or December ~~Doctoral Hooding and~~ Commencement ceremonies by applying to graduate, paying the graduation fee, and notifying The Graduate School. Doctoral regalia may be purchased or rented from the University Bookstore.**

**Only those doctoral candidates whose degree requirements are completed by the established deadlines of the SON and the Graduate School will be authorized to participate in the University's formal commencement ceremonies. These deadlines will be available from the DNP Program office or the office of the Associate Dean for Academic Programs. Students who do not apply for graduation before the published deadline for any semester may apply for graduation during the next semester. Students who have applied for graduation but fail to meet requirements must**

**reapply for graduation by the published deadline for the semester in which they will fulfill the requirements.**

**Degrees are conferred only after all requirements are completed and the Board of Trustees has taken official action.**

### *Student Travel*

**Refer to Graduate Student Association,  
<https://sites.google.com/a/uncg.edu/gsa/home>.**

### *Student Research and Graduate Assistantships*

**The School of Nursing offers research and graduate assistantships; some assistantships are matched with tuition waivers. These assistantships involve working with faculty in scholarly or other endeavors for ten, fifteen, or twenty hours per week during the academic year. Those students working for ten or more hours per week qualify for health insurance coverage. Requests for applications for assistantships may be obtained from the Doctoral Program Assistant, ph. 336- 334-5289, and should be sent to the Doctoral Program Assistant by April 15<sup>th</sup> in order to be considered for the following year.**

### *Scholarships*

**Please refer to the School of Nursing website for information on scholarships available to DNP students. Please take careful note of application deadlines. Information can be accessed at:  
<https://nursing.uncg.edu/admissions-finaid/financial-aid/>**

### **Research and Scholarship**

**All DNP project activities conducted by 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 every DNP student to comply with the most up- to-date protocols, guidelines, and processes. All DNP student projects are required to be approved by the SON Associate Dean for Research, the DNP Program Director and the DNP Project Team Leader.**

## **The Office of Research Integrity policies include:**

- 1. The University Policy and Procedure for Ethics in Research**
- 2. The Policy on the Protection of Human Subjects in Research**
- 3. The Policy on the Protection of Animal Subjects in Research**
- 4. The Policy on Data Safety and Compliance Monitoring**
- 5. The Copyright and Use Policy**
- 6. The Patent and Copyright Policies**
- 7. The Guidelines on Use of Indirect Cost Recovered**
- 8. Policy on Data Safety and Compliance Monitoring**

**The School of Nursing has additional research procedures that are specific to faculty, staff, and students and that often apply to DNP Projects. Selected School of Nursing (SON) procedures are provided below. Additional procedures, forms, guidelines, and assistance may be obtained from SON Research Office. A list of research and scholarship resources is included at the end of this section.**

**Policies are provided to assist faculty, staff, and students in the timely, appropriate, and successful conduct of research.**

## **Grant Proposals**

**All proposals for research or 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 ADR will assist the DNP student and the project team in coordinating, processing, and approval of the proposal through the Offices of Sponsored Programs and Contracts and Grants.**

## **DNP Projects and ‘Research’ Guidelines**

**NOTE: Prior to the initiation of any DNP project in a clinical setting—even if the setting is your employer, students must obtain clinical clearance. The contact for DNP students is Emily Watkins, the Clinical Coordinator—located at the USC building 390G, phone 336-553-6082, or email [emily.watkins@uncg.edu](mailto:emily.watkins@uncg.edu). Information was included in Orientation folders and students can begin the process at any time. Reminders will be sent by Ms. Watkins at appropriate times in the program. The P-BSN AGNP and CRNA DNP students will complete these requirements prior to clinical rotations and will need to keep them current.**

**Most DNP projects are not considered research; however the projects must follow research guidelines of the SON Research Office and the University ORI; as well as any research guidelines of other entities associated with the project. DNP projects must have a Team Leader—as explained earlier in this Handbook; however, for the purposes of the UNCG IRB the Team Leader is considered the *Faculty Advisor* and is entered into the IRB application in that category. The *Faculty Advisor* designation is only pertinent to the IRB application. The DNP Team Leader (*Faculty Advisor*) is responsible for ensuring that the IRB procedures for review and conduct of the DNP Project are followed appropriately. Faculty members who supervise DNP Projects conducted by students are responsible for the scientific integrity of the study, for safeguarding the rights and welfare of subjects in the research.**

**All DNP students and faculty working with projects must complete the CITI modules that are required by the UNCG ORI; for students this is an assignment in the NUR 705 course. In addition, some institutions that are sites for DNP projects will require additional CITI modules. The CITI system will recognize and give credit for completed modules, only any missing modules will appear under the new heading. The project Team Leaders or the SON Research and Scholarship Committee can assist with questions about adding CITI modules.**

**All DNP Projects must be cleared by the School of Nursing Associate Dean for Research (ADR) or designee. Therefore, as the project topic is being developed, the Project Team Leader will involve the ADR at the appropriate point in the process in order to minimize extensive changes in the project.**

### **DNP Projects Using School of Nursing Faculty, Staff, or Students as Subjects**

**It is required that all proposed DNP projects that involve School of Nursing students, staff, or faculty as subjects are reviewed and approved by the School of Nursing Associate Dean for Research, in consultation with the Research and Scholarship Committee and the DNP Project Team Leader, 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. UNCG limits the number of studies that can be done with UNCG students during a given semester.**

### **DNP Projects and the UNCG Institutional Review Board (IRB)**

**The UNCG Institutional Review Board (IRB) must review and approve DNP**

projects prior to the beginning of the project. The IRB must also review and approve all revisions, modifications, or amendments to project protocols before any changes are implemented. This is an online application on the University OIT IRB website. Information, forms, and procedures are also on the IRB website: <http://integrity.uncg.edu/>. (Also see <https://integrity.uncg.edu/institutional-review-board/> for more details on IRB procedures and forms.)

**A. Procedures of obtaining IRB approval for DNP Projects are as follows:**

**The DNP student is the Principal Investigator (PI) on the IRB application. The student works with the Faculty Team Leader to develop an appropriate DNP project topic. The DNP statistician should be involved in refining the topic prior to IRB submission. The DNP Project Team Leader will notify the student when information can begin to be entered into the actual IRB application. Edits to the application are easily done as project refinement progresses. When the IRB application is fully developed and the DNP Project Team Leader has reviewed the summary, design, procedures, site agreement letters, consent/information sheet, questionnaires/tools/interventions, and any other documents are attached to the IRB application; the Associate Dean for Research (ADR) (or designee) will coordinate review of the application. Once this review is complete the ADR will notify the *Faculty Advisor* regarding revisions. The PI (the DNP student) revises and the DNP Project Faculty Team Leader (*Faculty Advisor*) will review the revisions.**

**When final approval is received from the ADR and the Team Leader, the student may submit the online application to the IRB. Very quickly following submission both the PI and the *Faculty Advisor* will receive an email from the IRB requesting the application be certified. It is important that this is done promptly—the same day if possible. It involves a few clicks to the application, then the application can be reviewed.**

**REMINDER: All IRB applications should be submitted to the UNCG IRB at least 30 days from when data collection initiation is desired. Additional time must be planned if outside IRBs or outside nursing research departments are involved.**

**The NUR 898 courses have samples of documents to assist students with the IRB application.**

**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 she/he can answer any questions the IRB has concerning the application. When applications by students are reviewed, faculty sponsors should also attend. The decision of the level of review (Full, Exempt, Expedited) is determined by the IRB, not investigators. PIs may submit an Exemption Review Request Application, but be aware that if not approved, the complete IRB application must be submitted.**

**The UNCG IRB will either approve or disapprove the study. No data collection, recruitment of subjects, or other project activities can be conducted until approval of the IRB is obtained. The IRB will notify the PI and the Team Leader (*Faculty Advisor*) of the disposition of the application.**

**When funding is sought, a copy of the disposition should be provided to the SON Research Office. The PI should retain a copy of the disposition notification for his/her records.**

**IRB approval is valid for no more than a one-year time period. The IRB Renewal Application must be completed and approved at least one month before the expiration date for research activities to continue. If the project has been completed, the PI (or *faculty advisor*, for student projects) must indicate this on the renewal application and return it to ORI. If a protocol is renewed after four years, the Fifth Year Renewal Procedures must be followed.**

**B. Procedures of obtaining IRB approval for a *change* to an already approved study:**

**When a PI wishes to make a change to an already approved DNP project, she/he completes an Application for Modification to an Approved IRB Protocol (available from the IRB website) and submits it to the IRB Office. (See <https://integrity.uncg.edu/institutional-review-board/> for more details on these procedures and forms). If the project is funded, a copy should also be provided to the SON Associate Dean for Research. The project change cannot be implemented until approved by the IRB.**

**C. Procedures for Conducting a Study:**



**Confidentiality forms, data records, questionnaires, subject contact lists, 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, Compliance Officer, and SON Research Office and committee for data safety monitoring as requested.**

**The Project Team Leaders should notify the School of Nursing Associate Dean for Research and Office of Compliance immediately if any injury or harm to subjects occurs during a DNP project, 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. An Adverse Problem form may be filed.**

## **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. SON Guidelines for Authorship and Ownership are discussed in a later section. Additional federal and UNCG policies apply as noted throughout this section and on the UNCG website. Additional oversight is provided by various School and University committees, as well as funding and state or federal agencies.**

### *Data and Safety Monitoring*

**The UNCG Compliance Officer coordinates Data Safety Monitoring. The UNCG IRB and the SON Research and Scholarship Committee assist with 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.**

### *UNCG School of Nursing Data Safety Monitoring Guidelines* **For Human Subjects Research**

**The following are the School of Nursing guidelines for data safety monitoring for human subjects research. This includes DNP projects.**

**In June 1998, the National Institutes of Health (NIH) issued a policy on data and safety monitoring (<http://grants.nih.gov/grants/guide/notice-files/not98-084.html>) that requires oversight and monitoring of all intervention studies to ensure the safety of participants and the validity and integrity of the data. The policy further elaborates that monitoring should be commensurate with risks and with the size and complexity of the trials. While the NIH policy is specifically directed to clinical trials, a DSMB may be appropriate if the studies have multiple clinical sites, are blinded (masked), or employ particularly high-risk interventions or vulnerable populations. A DSMB can greatly slow a DNP project and if possible, topics that would require a DSMB should be avoided.**

**UNCG and the School of Nursing include data safety and monitoring as part of its commitment to the assurance of human subject's protection in research. Also, the guidelines assist faculty, students, and staff in the conduct of research. The annual SON review will consist of at least 50% of funded studies and 10% of all active protocols.**

**Oversight within the SON does not replace or supersede the University Institutional Review Board (IRB) guidelines, the Food and Drug Administration (FDA) requirements, or special NIH/DHHS guidelines (e.g., NIH Guidelines for Research Involving Recombinant DNA Molecules).**

**The Associate Dean for Research (ADR) in collaboration with the SON Research and Scholarship committee chair will coordinate SON Data Safety and Monitoring activities. SON Research and Scholarship Committee members will conduct the reviews. In the event that SON committee members are not available due to conflict of interest, a designated faculty member from the SON or another academic unit on campus will be selected by the ADR to conduct the review. All persons conducting reviews must hold doctoral degrees and have written confirmation of Human Subjects Protection certification files with the SON Research Office. The Associate Dean will provide an orientation, information, and training session for reviewers.**

**Principal Investigators (Project Team Leaders) will be notified of the pending review in writing (paper or electronic) or by personal contact. Faculty sponsors (if a PI is a student) will be notified and are responsible to notify the student, provide access to materials and ensure compliance with procedures. Investigators should be aware that prior notice is not required to conduct the reviews, but every effort will be made to avoid conflicts with investigator's required course and meeting schedules. Investigators are expected to cooperate fully and in a timely manner**

**with the reviews.**

**Investigators should plan for annual review of:**

- 1. Signed consent forms, confidentiality forms, data forms, and storage of those items according to the approved protocol.**
- 2. Sampling plan, recruitment efforts, and subject accrual information.**
- 3. Documentation of any adverse events, expected or unexpected.**
- 4. Adherence to data collection procedures.**
- 5. Review of data, databases, data points, and analyses.**
- 6. Personal contact with data sources (including agencies and individual subjects) by reviewers to verify compliance with procedures.**

**The completed checklist and a summary report written by the review member should be forwarded to the ADR. The ADR will discuss any deficiencies or concerns with the PI. A written summary of this discussion will be completed as part of the review report, as well as a written plan for removing or avoiding deficiencies. All reviews will be kept in a locked file in the SON Research Office.**

**The ADR may provide reports to the IRB when the PI is not available or has not reported such to the IRB in a timely manner. The UNCG IRB may also request reports for any approved protocol.**

**The UNCG Compliance Officer, IRB, and SON ADR may suspend any study until IRB notification has taken place and a plan for assurance of correction of deficiencies is approved. It is the responsibility of the PI, in consultation with the UNCG IRB and Office of Compliance, to notify a funding agency of deficiencies and the plan of action. The consultation and notification should be documented in writing and a copy filed with the ADR.**

**Review members will be required to maintain confidentiality for each protocol, associated data, and subject contact and review findings. Reviewers must avoid conflicts of interest with protocols and reviews. If the PI has a concern that the review may cause or increase risks to human subjects, especially to confidentiality, the PI should notify the Compliance Officer or SON ADR prior to the initiation of the review. Assistance from the UNCG IRB and legal counsel will be sought to determine the most effective manner with which to conduct a review and remove or decrease any risk to subjects.**

**A report will be filed annually with the UNCG IRB and the SON Research Office.**

*UNCG School of Nursing Guidelines for Authorship and Ownership*

## **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 DNP projects, research, scholarship, and creative activity, especially for funding, publications, and patents, are appropriately assigned.**

**DNP projects, scholarship, and creative activity are 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 also reflect such collaboration.**

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

1. **The *UNCG Guidelines for Good Practice in Graduate Education* requires that faculty “acknowledge student contributions to (Project outcomes)/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 others’ work. <http://grs.uncg.edu/bulletin/>.**
2. **From the *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed.):**
  - a) **Professionals take responsibility and credit only for work they have performed or to which they have contributed.**
  - b) **Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional title, such as department chair, does not justify authorship credit. Minor contributions to the research or to the writing for publications are appropriately acknowledged, such as footnotes or in the introductory statement.**

- c) A student is usually listed as principal on any multiple-authored article that is based substantially on the students' dissertation or thesis.

**Publication Credit:** Authorship is reserved for persons who receive primary credit and hold primary responsibility for a published work. This encompasses not only those who do the writing, but who made substantial scientific contributions to the study. Substantial contributions may include formulating the problem or hypothesis, structuring the design, organizing and conducting the statistical analysis, interpreting the results, or writing a major portion of the paper. Those who may not be listed as authors but who contributed in ways such as suggesting or advising about analysis, collecting or entering data, modifying or structuring computer programs, and recruiting participants, or obtaining access to data or animals. However, combinations of these and other tasks may constitute or justify authorship.

### **Decisions of Authorship and Ownership**

The decisions of authorship should be made as early as possible in the DNP project 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 work for a unique project, a DNP project, 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 of author ownership relates to the data collected either prior to or after the conduct of a specific project. 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 the 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 these 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 Boards.**

**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 coauthored 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 student’s 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 signatures 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 an issue arises, 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 alteration 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 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 state and federal guidelines and statutes.**

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## Appendix I

The University of North Carolina at Greensboro  
School of Nursing

### 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 must also 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](mailto:oars@uncg.edu).

APPENDIX 1A: PLANS OF STUDY



**University of North Carolina at Greensboro, School of Nursing**  
**Plan of Study (POS) for Post Baccalaureate DNP Nurse Anesthesia**  
**Concentration**

**COHORT 6 Admission Fall 2020** Student Name \_\_\_\_\_ ID# \_\_\_\_\_ .

Course Number	Course Title	Credit Hours	Clinical Hours	Delivery Method	Type of Course	Date Taken, Transfer Or Waiver
<b>YEAR 1 FALL SEMESTER</b>						
NUR 727	Basic Principles of Nurse Anesthesia Practice	5:5		Campus	Specialty	
NUR 728	Physics and Mechanics of Anesthesia Delivery Systems	1:1		Campus	Specialty	
NUR 728L	Lab: Physics and Mechanics of Anesthesia Delivery Systems	1:1		Campus	Specialty	
NUR 729	Health Assessment for Nurse Anesthesia	1:1		Campus	Specialty	
NUR 729L	Lab: Health Assessment for Nurse Anesthesia	1:1		Campus	Specialty	
NUR 730	Neuropathology of Nurse Anesthesia	3:3		Campus	Specialty	
<b>YEAR 1 SPRING SEMESTER</b>						
NUR 714	Informatics in Healthcare	3:3		Online	Core	
NUR 751	Pharmacology of Nurse Anesthesia I	1:1		Campus	Specialty	
NUR 771a	Clinical Practicum in Nurse Anesthesia I	6:0:24	360*	Campus	Specialty	
NUR 732	Advanced Principles of Nurse Anesthesia Practice	4:4		Campus	Specialty	
<b>YEAR 1 SUMMER SEMESTER</b>						
NUR 705	Utilization of Research and Evidence-Based Practice	3:3		Online	Core	
NUR 771b	Clinical Practicum in Nurse Anesthesia I	8:0:32	480*	Campus	Specialty	
<b>YEAR 2 FALL SEMESTER</b>						
NUR 753	Cardiovascular Pathophysiology for Nurse Anesthesia	3:3		Campus	Specialty	
NUR 754	Pharmacology of Nurse Anesthesia II	1:1		Campus	Specialty	
NUR 772	Clinical Practicum in Nurse Anesthesia II	6:0:24	360*	Campus	Specialty	
NUR 898a	Applied EBP & Translational Methods Project I	1:1		Campus	Core	
<b>YEAR 2 SPRING SEMESTER</b>						
NUR 756	Respiratory Pathophysiology for Nurse Anesthesia	3:3		Campus	Specialty	
NUR 757	Pharmacology of Nurse Anesthesia III	1:1		Campus	Specialty	
NUR 773a	Clinical Practicum in Nurse Anesthesia III	6:0:24	360*	Campus	Specialty	
NUR 818	Biostatistics and Epidemiology Principles for Advanced Practice Nurses	3:3		Hybrid	Core	
NUR 898b	Applied EBP & Translational Methods II	1:1		Campus	Core	



YEAR 2 SUMMER SEMESTER						
NUR 752	Biochemistry for Nurse Anesthesia	1:1		Campus	Specialty	
NUR 755	Cell Pathophysiology for Nurse Anesthesia	1:1		Campus	Specialty	
NUR 773b	Clinical Practicum in Nurse Anesthesia III	8:0:32	480*	Campus	Specialty	
NUR 898c	Applied EBP & Translational Methods III	1:1		Campus	Core	
YEAR 3 FALL SEMESTER						
NUR 759	Pharmacology of Nurse Anesthesia IV	1:1		Campus	Specialty	
NUR 774	Clinical Practicum in Nurse Anesthesia IV	6:0:24	360*	Campus	Specialty	
NUR 819	Effective Leadership for Practice	3:3		Online	Core	
NUR 898d	Applied EBP & Translational Methods IV	1:1		Campus	Core	
YEAR 3 SPRING SEMESTER						
NUR 620	Law, Policy, & Economics of Healthcare	3:3		Online	Core	
NUR 820	Seminar for Nurse Anesthesia Advanced Practice	1:1		Campus	Specialty	
NUR 758	Pathophysiology of Abdominal Systems for Nurse Anesthesia	3:3		Campus	Specialty	
NUR 775a	Clinical Practicum in Nurse Anesthesia V	6:0:24	360*	Campus	Specialty	
NUR 898e	Applied EBP & Translational Methods V	2:2		Campus	Core	
YEAR 3 SUMMER SEMESTER						
NUR 775b	Clinical Practicum in Nurse Anesthesia V	7:0:28	420*	Campus	Specialty	
NUR 797	Clinical Integration Concepts	2:2		Campus	Specialty	
Total CRNA concentration hours 3480 [Includes 300 Project Hours +3180 Clinical Hours]		Total Credits: 107		Total Clinical Hours: 3180		

NOTE: Online = 100% online, asynchronous classes. Campus= 100% on-campus classes. Hybrid= 49% online/ 51% on-campus classes. Required campus days or special dates are scheduled in advance or posted in the registration information for the course. During orientation or the first week of classes, students will meet with their advisors and sign a finalized plan of study that will be filed in the student folder.

\*The ratio of clinical to credit hours is 4:1; hours are calculated based on a 14 week semester, but are distributed across the entire year, allowing for a few weeks of vacation time each year.

By signing this document, you agree to abide by the above plan of study. Any changes to this plan are required to be approved in writing by your adviser, prior to course registration. An updated plan of study with student and adviser signatures must be completed and filed in the student's record.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Adviser Signature

\_\_\_\_\_  
Date

**University of North Carolina at Greensboro, School of Nursing**  
**Plan of Study (POS) for Post Baccalaureate DNP**  
**Adult/Gerontological Primary Care Nurse Practitioner Concentration**

**Cohort 6 ENTRY FALL 2020**

**Student Name**

**ID#**

Course Number	Course Title	Credit Hours	Clinical Hours	Delivery Method	Type of Course	Date Taken or Transfer/Waiver
<b>YEAR 1 FALL SEMESTER</b>						
NUR 810	Health Promotion and Disease Prevention for Advanced Practice Nursing	3		Online	Specialty	
NUR 708	Pathophysiology for Advanced Practice Nursing	3		Online	Specialty	
NUR 713	Advanced Health Assessment and Diagnostic Reasoning for Advanced Practice Nursing	3		Campus	Specialty	
NUR 713L	Advanced Health Assessment and Diagnostic Reasoning Skills Lab	1:0:3		Campus	Specialty	
<b>YEAR 1 SPRING SEMESTER</b>						
NUR 709	Pharmacotherapeutics for Advanced Practice Nursing	3		Campus	Specialty	
NUR 709S	Pharmacotherapeutics for Advanced Practice Nursing Seminar	1		Campus	Specialty	
NUR 811	Primary Care Management of the Adult I for Advanced Practice Nursing	4		Campus	Specialty	
NUR 811L	Practicum for Primary Care Management of the Adult I for Advanced Practice Nursing	3:0:9	126	Clinical Site	Specialty	
<b>YEAR 1 SUMMER SEMESTER</b>						
NUR 620	Law, Policy, and Economics of Healthcare	3		Online	Core	
NUR 705	Utilization of Research and Evidence Based Practice	3		Online	Core	
<b>YEAR 2 FALL SEMESER</b>						
NUR 818	Biostatistics and Epidemiology Principles for Advanced Practice Nurses	3		Hybrid	Core	
NUR 812	Primary Care Management of the Adult II for Advanced Practice Nursing	4		Campus	Specialty	
NUR 812 L	Practicum for Primary Care Management of the Adult II for Advanced Practice Nursing	3:0:9	126	Clinical Site	Specialty	
NUR 898a	Applied EBP Practice and Translational Methods I	1		Campus	Core	

YEAR 2 SPRING SEMESTER						
NUR 714	Informatics in Healthcare	3		Online	Core	
NUR 813	Primary Care Management of the Older Adult and Frail Elder	4		Campus	Specialty	
NUR 813L	Practicum for Primary Care Management of the Older Adult and Frail Elder	3:0:9	126	Clinical Site	Specialty	
NUR 898b	Applied EBP Practice & Translational Methods II	1		Campus	Core	
YEAR 2 SUMMER SEMESTER						
NUR 819	Effective Leadership for Practice	3		Online	Core	
NUR 898c	Applied EBP Practice & Translational Methods III	1		Campus	Core	
YEAR 3 FALL SEMESTER						
4	Integrated Clinical Management I for the Advance Practice Nurse in Primary Care	2		Campus	Specialty	
NUR 814L	Integrated Clinical Practicum in Primary Care I for the Advanced Practice Nurse	3:0:9	126	Clinical Site	Specialty	
NUR 815	Communication in Primary Health Care	2		Campus	Specialty	
NUR 815L	Advanced Procedures in Primary Care	1:0:3		Campus	Specialty	
NUR 898d	Applied EBP Practice and Translational Methods IV	1		Campus	Core	
YEAR 3 SPRING SEMESTER						
NUR 816	Integrated Clinical Management II for the Advanced Practice Nurse in Primary Care	6:1:15	210	Clinical Site	Specialty	
NUR 817	Advanced Practice Nursing for the DNP: Role, Theory, and Practice	3		Online	Specialty	
NUR 898e	Applied EBP Practice and Translational Methods V	2		Campus	Core	
Total AGNP DNP concentration hours: 1014 <i>[Includes minimum DNP Project Hours (300 + 714 Clinical Hours)]</i>		Total Credits:73		Total Clinical Hours: 714		

NOTE: Online=100% online course. Hybrid=50% online/50% on-campus. Required campus days or special dates are scheduled in advance or posted in the registration information for the course. During orientation or first week of classes; students will meet with their advisors and sign a finalized plan of study that will be filed in the student folder.

By signing this document you agree to abide by the above plan of study. Any changes to this plan are required to be approved in writing by your adviser, prior to course registration. An updated plan of study with student and adviser signatures must be completed and filed in the student's record.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Faculty Advisor Signature

\_\_\_\_\_  
Date

University of North Carolina at Greensboro, School of Nursing  
 Plan of Study (POS) for Post-Master's DNP Concentration  
**Campus time is typically 5 full days per semester.**

**POS—ENTRY FALL 2020 Cohort 6 Student Name \_\_\_\_\_ ID# \_\_\_\_\_**

Course Number	Course Title	Credit Hours	Delivery Method	Type of Course	Date Taken or Transfer
<b>YEAR 1 FALL SEMESTER</b>					
NUR 705	Utilization of Research and Evidence Based Practice	3:3	Online	Core	
NUR 824	Analysis and Application of DNP Essentials: Scientific Underpinnings for Practice and Advanced Nursing Practice Principles	2:2	Hybrid	Core	
NUR 898a	Applied EBP and Translational Methods Project I	1:1	Campus	Core	
<b>YEAR 1 SPRING SEMESTER</b>					
NUR 818	Biostatistics and Epidemiology Principles for Advanced Practice Nurses	3:3	Hybrid	Core	
NUR 714	Informatics in Healthcare	3:3	Online	Core	
NUR 898b	Applied EBP and Translational Methods Project II	1:1	Campus	Core	
<b>YEAR 1 SUMMER SEMESTER</b>					
NUR 819	Effective Leadership for Practice	3:3	Online	Core	
NUR 825	Analysis and Application of DNP Essentials: Clinical Scholarship and Analytical Methods for Evidence	1:1	Hybrid	Core	
NUR 898c	Applied EBP and Translational Methods Project III	1:1	Campus	Core	
<b>YEAR 2 FALL SEMESTER</b>					
NUR 827	Analysis and Application of DNP Essentials: Organizational and Systems Leadership, Information Systems and Technology	3:3	Hybrid	Core	
NUR 898d	Applied EBP and Translational Methods Project IV	1:1	Campus	Core	
<b>YEAR 2 SPRING SEMESTER</b>					
NUR 826	Analysis and Application of DNP Essentials: Health Care Policy for Advocacy in Health Care	3:3	Hybrid	Core	
NUR 898e	Applied EBP and Translational Methods Project V	2:2	Campus	Core	
<b>ANY SEMESTER</b>					
Required Elective	Number and Title: _____	3:3	Online/ Campus	Core	
<b>Totals:</b>		<b>Total Credits: 30</b>		<b>DNP Hours: 300</b>	

NOTE: Online=100% online course. Hybrid=50% online/50% on-campus. Required campus days or special dates are scheduled in advance or posted in the registration information for the course. During orientation or first week of classes; students will meet with their advisors and sign a finalized plan of study that will be filed in the student folder. By signing this document, you agree to abide by the above plan of study. Any changes to this plan are required to be approved in writing by your adviser, prior to course registration. An updated plan of study with student and adviser signatures must be completed and filed in the student's record.

\_\_\_\_\_  
 Student Signature Faculty Advisor Signature Date



## APPENDIX II

### Student Appeal Request Form

If a student wishes to progress in the graduate program, but has earned grades that require withdrawal, the form below should be used. The School of Nursing hears only appeals to progress.

Please access the Appeal Request Form using the link below.

<https://nursing.uncg.edu/academics/student-resources/documents-and-forms/>

The Graduate School manages all grade appeals. The Grade Appeal directions and forms can be accessed at the link below:

<https://catalog.uncg.edu/academic-regulations-policies/graduate-policies/#sectioniacademicrequirementsandregulationstext>

## APPENDIX III

### EXPLANATION OF HOURS CREDIT FOR ADMIN/LEADERSHIP/CNL POST MSN DNP STUDENTS

Explanation of hours credit which will be granted for the certifications listed below. In order for a student to receive the hours, a copy of the certificate must be provided to the DNP Program office.

#### Summary:

Executive leadership students with the more basic national certification: (1) American Nurses Credentialing Center (ANCC) Nurse executive Board Certification (NE-BC) or the (3) American Organization of Nurse Executives (AONE) Certified Nurse Manager and Leader (CNML) would upon receipt of a current, valid certificate receive 400 hours 'credited' toward their 1000 hours total required by the DNP program.

Executive leadership students with advanced certification: (2) American Nurses Credentialing Center (ANCC) Nurse executive, Advanced Board Certification (NEA-BC) or the (4) American Organization of Nurse Executives (AONE) Certified in Executive Nursing Practice (CENP) would upon receipt of a current, valid certificate receive 650 hours 'credited' toward their 1000 hours total required by the DNP program.

During the DNP program a student may take either certification or move to the higher certification. Maximum hours would be 650, no student would be approved for a greater number.

Justification: At the American Association of Colleges of Nursing Doctoral conference in January 2016, the AACN DNP Implementation Task Force reported that DNP post MSN Executive Leadership students with national certification in nursing administration or nursing leadership could be awarded project hours in the range of 300-800. Exact number of hours would be a decision of the school.

American Association of Colleges of Nursing (AACN). August 2015. The Doctor of Nursing Practice: Current Issues and Clarifying Recommendations. Report from the Task Force on the Implementation of the DNP. Reference: Page 9 of following report.

*Practice Hours: As stated above, all DNP students are expected to complete a minimum of 1,000 post-baccalaureate practice hours as part of an academic program. Variability in the ways practice hours are defined, awarded, and designed by DNP programs currently exists, particularly for post-master's DNP programs. A variety of mechanisms or processes are currently being employed to award post-master's DNP students practice hour credits. Years and experience in practice do not*

*necessarily reflect the type, currency, or level of practice; therefore, these approaches should not be used to waive practice hours. One commonly used process adopted by programs is to award credit to students who hold national certification in an area of advanced nursing practice, most commonly for national certification in one of the four APRN roles. Some programs also currently waive practice hours for other national advanced nursing practice certifications e.g. ANCC's Advanced Public Health Nursing certification and ANCC's Advanced Nurse Executive certification.*

Commission on Collegiate Nursing Education (CCNE). Retrieved from website, 4/5/2016. Page 2 of DNPFAQs document. *For post-master's DNP programs, practice hours must be included in the DNP program, even if the master's program required 1,000 or more hours. Further, for post-master's DNP programs, each institution is responsible for assessing how many qualified graduate practice hours an enrollee has upon admission to the DNP program and how many additional hours are required for the student to achieve the 1,000 practice hour minimum upon degree completion.*

#### Certifying organizations and criteria:

1. American Nurses Credentialing Center (ANCC) Nurse Executive Board Certification (NE-BC)

##### *Granting of 400 hours.*

The ANCC Nurse Executive board certification examination is a competency based examination that provides a valid and reliable assessment of the entry-level clinical knowledge and skills of the nurse charged with the managing the daily operations of a unit or service line. Once you complete eligibility requirements to take the certification examination and successfully pass the exam, you are awarded the credential: Nurse Executive-Board Certified (NE-BC).

#### RN License

Hold a current, active RN license in a state or territory of the United States or hold the professional, legally recognized equivalent in another country.

#### Eligibility Criteria

Hold a bachelor's or higher degree in nursing.

Have held a mid-level administrative or higher position (e.g., nurse manager, supervisor, director, assistant director) OR a faculty position teaching graduate students nursing administration OR a nursing management or executive consultation position full-time for at least 24 months (or the equivalent) in the last 5 years.

Have completed 30 hours of continuing education in nursing administration within the last 3 years.



This requirement is waived if you have a master's degree in nursing administration.

Retrieved from: <http://nursecredentialing.org/NurseExecutive>

## 2. American Nurses Credentialing Center (ANCC) Nurse executive, Advanced Board Certification (NEA-BC)

### *Granting of 650 hours.*

The ANCC Nurse Executive board certification examination is a competency based examination that provides a valid and reliable assessment of the entry-level clinical knowledge and skills of the nurse charged with the managing the daily operations of a unit or service line. Once you complete eligibility requirements to take the certification examination and successfully pass the exam, you are awarded the credential: Nurse Executive Advanced-Board Certified (NEA-BC).

### *RN License*

Hold a current, active RN license in a state or territory of the United States or hold the professional, legally recognized equivalent in another country.

### *Eligibility Criteria*

Hold a master's or higher degree in nursing, or hold a bachelor's degree in nursing and a master's in another field.

Have held an administrative position at the nurse executive level, or a faculty position teaching graduate students executive-level nursing administration full-time for at least 24 months (or the equivalent) in the last 5 years.

Have completed 30 hours of continuing education in nursing administration within the last 3 years. This requirement is waived if you hold a master's degree in nursing administration.

Retrieved from: <http://nursecredentialing.org/NurseExecutive-Advanced>

## 3. American Organization of Nurse Executives (AONE) Certified Nurse Manager and Leader (CNML)

### *Granting of 400 hours.*

The [Certified Nurse Manager and Leader](#) (CNML) credential — offered in partnership with the American Association of Critical-Care Nurses (AACN) — is designed exclusively for nurse leaders in the nurse manager role. To be eligible for this certification, you must hold a:

- valid and unrestricted license as a registered nurse; and either a

- Bachelor of Science in nursing (BSN) degree or higher plus two (2) years of experience in a nurse manager role  
or a non-nursing bachelor's plus three (3) years of experience in a nurse manager role or a diploma or associated degree plus five (5) years of experience in a nurse manager role. *One year experience is a minimum of 1,040 hours per year.*

Retrieved from <http://www.aone.org/activities/certification.shtml>

#### 4. American Organization of Nurse Executives (AONE) Certified in Executive Nursing Practice (CENP)

*Granting 650 hours.*

The [Certified in Executive Nursing Practice](#) (CENP) is geared to nurse leaders who are engaged in executive nursing practice. To be eligible for this certification, you must hold a:

- valid and unrestricted license as a registered nurse; and either a
- master's level degree or higher plus two (2) years of experience in an executive nursing role (*one of your degrees must be obtained in nursing from an accredited institution*) or a bachelor of science in nursing (BSN) plus four (4) years in an executive nursing role.

Retrieved from <http://www.aone.org/activities/certification.shtml>

## APPENDIX IV

### Student Procedure for Needlestick or Bloodborne Pathogen Exposure

When there is a parenteral (i.e., needle stick, puncture, or cut) or mucous membrane (e.g., splash to the eye or mouth) exposure to blood or other body fluids, the student is to follow this procedure:

1. Wash the skin exposure site well with soap and water. Flush eye or mouth with water. Avoid using damaging substances such as bleach. Do not bleed tissue. Rinse well.
2. Inform the Faculty member, who will advise you.
3. Inform the Nurse in charge of the clinical unit.
4. Follow the employee needle stick or bloodborne pathogen exposure protocol/policy of the workplace/institution where the event occurs. Most institutions will arrange to draw and test source blood and provide de-identified test results to the student at the time of the incident. The student should take these results to a health care provider to be evaluated for potential treatment.
5. Inquire about the need to complete necessary incident or agency reports. Schedule a completion time for these reports with the agency. This may be as soon as possible following the exposure or at a later date, based on exposure risks.
6. The student should obtain medical consultation and evaluation as soon as possible. This could be at the Emergency

Department of the health care agency where the incident occurred, at the student's own health care provider, or UNCG Gove Student Health Center (336-334-5340). It is preferable to obtain the medical care/consultation where the event occurs, since time is an important consideration if treatment is necessary, and institutions have access to post-exposure medications and source information that the student's primary care provider or the Gove Student Health Center may not.

Be sure to have as much of the following information as possible available for your health care provider:

- Date and time of exposure.
- Details of the incident: where and how the exposure occurred, exposure site (s) on the student's body; if related to sharp device, the type and brand of device.
- Details of the exposure: type and amount of fluid or material, severity of exposure.
- Details of the exposure source (obtained from the health care agency where the exposure took place)
  - o HIV+, HBV+, or HCV+
  - o If HIV infected, stage of the disease; CD4 cell count, HIV viral load, history of antiretroviral therapy & antiretroviral resistance information.
- Details about the exposed student
  - o Hepatitis B vaccination and vaccine-response status (titer)
  - o Other current medical conditions
  - o Current medications and drug allergies

- o Pregnancy or breast-feeding

If the health care agency is unable to provide the student with source blood information, the Public Health Law (NCAC 41A.0203) can compel the screening of the source patient. Advanced Home Care should be contacted to perform the necessary blood draw from the source patient. The health care provider caring for the student should provide an order for the lab tests, and a release form for the source individual to complete so the results can be sent to the provider. The student is responsible for any cost related to obtaining the blood specimen and may need to provide insurance information to Advanced Home Care.

7. Depending on the nature of the parenteral exposure, it may be necessary to begin drug treatment within two hours of exposure. For this reason, the School of Nursing recommends that students seek medical advice immediately after washing the site. The student should then inform the faculty member and the Nurse in Charge, and seek information about the source blood test.

8. The clinical faculty will notify the nursing program director of the exposure, who will inform the Associate Dean for Academic Affairs.

9. The student, with assistance of their clinical faculty, will complete the XXX Form and submit it to the OSHA Trainer for tracking.

Neither the clinical agency nor the University is responsible for the cost of the care that is involved in the treatment, management, or surveillance of exposure to blood or body fluids.

Approved 5/18

## APPENDIX V



### **Substance Abuse Policy Notification and Disclosure Statement For Students in the Upper Division of the BSN, RN-BSN, Post-Baccalaureate Certificate, MSN, PhD and DNP programs**

By my signature below I acknowledge that I have read the Substance Abuse Policy/Drug/Alcohol Testing Policy of The University North Carolina at Greensboro School of Nursing and agree to comply with all aspects of the policy.

I understand that if I engage in substance abuse as defined in the policy<sup>1</sup>, or if I violate the University of North Carolina at Greensboro School of Nursing Policy while engaged in any clinical, lab, or classroom experience, or if I violate any drug/alcohol related state or federal statute and/or fail to notify the Associate Dean of Academic Affairs of the UNCG School of Nursing within five days of being found guilty of such violation, that I may be dismissed from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

I understand that it is a requirement for students in the upper division of the BSN, RN-BSN, MSN, Post-Baccalaureate Certificate, MSN, PhD and DNP programs with The University of North Carolina at Greensboro School of Nursing to provide a true and accurate, signed statement indicating whether I do or do not engage in chemical substance abuse or misuse and whether I am involved in any administrative actions or have prior legal convictions pertaining to the abuse/misuse of alcohol or any other chemical substance. I further understand that this affirmation is effective throughout my course of study, and that if the information stated herein changes, it is my responsibility to update this form with the School of Nursing.

In compliance with this requirement, I hereby verify<sup>2</sup> (circle the appropriate response):

I (am) (am not) over the age of 18.

I (am) (am not) using any chemical substance for any reason other than its intended proper use.

I (am) (am not) personally using a chemical substance that is specifically proscribed or prohibited by law or by regulation pursuant to legal authority.

I (am) (am not) personally misusing any legally controlled substances or personally using any normally legal chemical substance (e.g. alcohol) in a manner that produces significant impairment or that produces the likelihood of the development of an impairment.

I (have been) (have not been) convicted of a crime pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances or pertaining to or related to the abuse of alcohol or any other chemical substance.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student ID Number

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

<sup>1</sup> Substance abuse means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course, lab, or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical site premises or while participating in any University-or affiliated clinical site-sponsored or related activity, including any nursing-related course, lab, or clinical training activity; and (c) a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing school course, including activities at any lab or clinical site, is impaired. Illegal drug means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs

2.Explanatory information may be provided on the reverse side  
**December 2017**

## APPENDIX VI

### Procedure for Student Drug Testing for Cause

This documents the procedure for requiring students to undergo a urine drug test for cause, pursuant to the “*Substance Abuse Policy and Drug/Alcohol Testing Policy.*”

All new students will sign a consent form at the beginning of academic year/beginning of program acknowledging that they may be asked to submit to a drug test for cause, and a form acknowledging the substance abuse policy. (“*Student’s Consent to Drug/Alcohol Testing and Release of Test Results to UNCG School of Nursing*” “*Substance Abuse Policy Notification and Disclosure Statement*”). Students will have to sign the forms only once; they are in effect during the student’s entire time in the program.

In each student’s first semester in the nursing program, both forms will be given to the student and collected by the faculty. The forms can then be submitted to the Assistant to the Associate Dean for Academic Affairs.

**This policy is in effect in the classroom or clinical area.** Faculty who suspect that a student is under the influence of a substance must report it and require a drug screen, using this procedure.

If student is identified as being likely under the influence of a substance, faculty member will remove the student from the classroom or clinical unit and will require the student to undergo a urine drug screen as soon as possible.

The faculty member will complete the form “Report of Reasonable Suspicion of Drug/Alcohol Use,” and submit it to the Associate Dean for Academic Affairs; it will be placed in the student file. All these forms are available in the Faculty Handbook; it is suggested that each clinical faculty print a copy to have with them.

#### Procedure

1. Student is identified by faculty member or preceptor as being likely under the influence of a substance.
2. Faculty member documents student behavior on a “Report of Reasonable Suspicion of Drug/Alcohol Use” form. This form eventually goes to student’s academic folder. If a student is in a remote location from the faculty, the preceptor (or whomever is in charge of the student) contacts the faculty member on call and the faculty member documents on the form using information obtained by speaking with the preceptor.
3. Faculty member must authorize student to test (if during office hours, the Associate Dean for Academic Affairs or the Director of Student Affairs can do this from school if faculty member calls). If not during office hours, faculty will have a paper form that can be used; the student would then present the form at the site. Faculty members who teach clinical that meets after 5:00 p.m. on weekdays, or meets on weekends, should obtain paper forms from the Associate Dean for Academic Affairs. Please safeguard these forms carefully and return when the semester is over.
4. Student must present at site for drug testing as soon as possible after being identified by faculty.  
***Each faculty member should identify at the beginning of each clinical rotation how a student might***

***get to a drug testing site without driving him/herself, and how they would then get home from the site.*** For example, the pre-licensure BSN faculty are asking each student to identify two people who could come pick them up in case of emergency. The faculty member should not drive the student, and another student should not leave clinical to drive the student who is suspected of being impaired.

5. Please make sure the Associate Dean for Academic Affairs is notified of each incident.

Developed 12/2017



## APPENDIX VII



### The University North Carolina at Greensboro School of Nursing

#### Report of Reasonable Suspicion of Drug/Alcohol Use

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

1. Name and UNCG ID number of student suspected of substance abuse as defined in policy.

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2. Reasons why you suspect the student of substance abuse. (Be as specific as possible, including times and dates when incidents occurred or unusual behavior was observed, the identity of any particular substance suspected of abuse, and the names of any witnesses to the incidents/behavior.) [Staple additional comments/observations to this document]

NOTE: Please include information such as observations of: speech (normal, incoherent, confused, change in speech, slurred, rambling, shouting, using profanity, slow); coordination (normal, swaying, staggering, lack of coordination, grasping for support); performance (unsafe practices, unsatisfactory work); alertness (changes in alertness, sleepy, confused); demeanor (changes in personality, fighting, excited, combative, aggressive, violent, argumentative, indifferent, threatening, antagonistic); eyes (bloodshot, dilated); appearance (clothing dirty or disheveled; odor of alcohol on breath); unexplained absences or tardiness; whether student was found with drugs/alcohol or admitted to use of drugs/alcohol; whether other students or personnel have complained of student behavior (if so list witnesses to the behavior.)

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3. Based on the information above, it is my opinion that there is reasonable suspicion to believe the student is impaired and needs to be tested.

Faculty name: \_\_\_\_\_ Date \_\_\_\_\_

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

**December 2017**

## APPENDIX VIII



### Student's Consent to Drug/Alcohol Testing and Release of Test Results to UNCG School of Nursing

I, \_\_\_\_\_, a \_\_\_\_\_ year-old student enrolled in the UNCG School of Nursing, having read the UNCG School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy, understand I may be required to submit to pre-clinical placement drug testing, random drug testing, or drug testing when there is reasonable suspicion to believe that I may be impaired or have been engaged in substance abuse as defined by the UNCG School of Nursing's substance abuse policy or by an affiliating clinical agency. I understand that the cost of the pre-clinical placement drug testing shall be borne by me, and that the cost of the subsequent drug testing, either random or due to reasonable suspicion of impairment, shall be borne by the School of Nursing. By my signature below, I hereby give my complete and voluntary consent to submit to any such drug test(s) at a designated laboratory or other location as required by the School of Nursing or any affiliating clinical agency at which I am placed for nursing school requirements.

I further understand that I may be subject to drug tests based on reasonable suspicion for substance abuse while attending any UNCG School of Nursing courses, labs, or clinical activities.

I understand that pursuant to the UNCG School of Nursing's policy, a positive drug test for substance abuse will result in dismissal from the program in which I am enrolled, pursuant to the Unsafe Practice Policy. I also understand that if I refuse to submit to drug testing required by the affiliating clinical agency, the UNCG School of Nursing will have no responsibility to find me another clinical placement and I may be dismissed from the nursing program, for failure to complete the requisite clinical placement hours. I understand that if I refuse to submit to drug testing based upon reasonable suspicion for substance abuse, such refusal will be deemed to be a positive test result, and I may be dismissed from the nursing program, pursuant to the Unsafe Practice Policy.

I understand that the clinical agency and UNCG School of Nursing have a legitimate need to receive the results of my drug tests performed in accordance with this policy. My signature below constitutes my authorization for any drug testing facility and its physicians, including the Medical Review Officer, employees, and representatives, that conducted drug testing and that has control over any documents, records, or other information pertaining to any drug testing of me, to furnish originals or copies of any such documents, records, or other information to the affiliating clinical agency requesting the test and/or to the UNCG Gove Student Health Center and to the UNCG School of Nursing and/or its officers, employees, and representatives. I further consent to and hereby authorize any drug testing entity to answer the UNCG School of Nursing's questions and inquiries concerning me and those documents, records, and other information, including, without limitation, drug testing results, medical records, medical reports, analyses, questionnaires, and other materials which may have been made or prepared pursuant to or in connection with my drug tests.

I waive, release, and discharge forever the drug testing facility and its physicians, including the Medical Review Officer, employees, and representatives that conducted drug testing required by the UNCG School of Nursing's Policy and every other person, firm and institution (including, but not limited to, the University of North Carolina at Greensboro, its School of Nursing and/or Gove Student Health Center) which shall comply in good faith with this authorization and consent from any and all claims of whatsoever kind and nature arising out of or resulting from the drug testing, disclosing, inspection, releasing and furnishing of such documents, records, or other information.

\_\_\_\_\_

Student's printed name                      Student's signature                      Date

Student ID Number \_\_\_\_\_

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

**December 2017**

## APPENDIX IX



### The University of North Carolina at Greensboro School of Nursing

#### Substance Abuse Policy and Drug/Alcohol Testing Policy

I. Required Adherence to University's Policy on Illegal Drugs (found in the University Policy Manual-IV:B:007). [https://policy.uncg.edu/university-policies/illegal\\_drugs/](https://policy.uncg.edu/university-policies/illegal_drugs/))

All UNCG School of Nursing students must become familiar with and comply with the University's Policy on Illegal Drugs ([https://policy.uncg.edu/university-policies/illegal\\_drugs/](https://policy.uncg.edu/university-policies/illegal_drugs/)), which applies to behavior that occurs not only on the University campus, but also on property owned or controlled by the University and at University-sponsored or University-supervised activities, such as student nursing activities at affiliating clinical agencies. In addition, all students are subject to all applicable federal, state and local laws addressing illegal drug and alcohol use, which are briefly described in the above-mentioned policy, as well as in the University's Student Code of Conduct. The UNCG School of Nursing Substance Abuse Policy and Drug/Alcohol Testing Policy, is intended to complement the University's Policy on Illegal Drugs, and to ensure patient safety, comply with both clinical facility policies and the North Carolina Board of Nursing policy [21 NCAC 36.0320(d)] ([www.ncbon.com](http://www.ncbon.com), Nursing Practice Act, Administrative Code/Rules), and assist students in recovery.

#### II. Purpose of Substance Abuse and Drug/Alcohol Testing Policy

For obvious health and safety concerns, nurses must conduct health care and educational activities fully in control of their manual dexterity and skills, mental faculties, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students in a health care setting poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies. Preventing and/or detecting substance abuse, as defined below, is particularly critical in all of UNCG School of Nursing's programs, where students spend a considerable amount of time learning patient care in a variety of clinical settings. The UNCG School of Nursing recognizes its responsibility to endeavor to provide a safe, efficient academic environment for students and to cooperate with clinical agencies in providing for the safe and effective care of their patients during classroom, lab, and nursing students' clinical experiences in clinical facilities. Therefore, the following policy has been adopted to:

1) Proscribe substance abuse and/or activities or behaviors a) that are prohibited by the University's Policy on Illegal Drugs, b) which may subject the involved student, other individuals, and the University to legal penalties or consequences, and c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted;

- 2) Identify enrolled nursing students in any program who may have a drug or alcohol-related impairment that may impact their ability to learn safe nursing care practices or that may create unacceptable risks for the University or clinical agencies in which students have clinical experiences;
- 3) Cooperate with affiliating clinical agencies by requiring nursing students reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate UNCG School of Nursing officials; and
- 4) Require all students enrolled in the UNCG School of Nursing, when there is a reasonable suspicion of substance abuse, to submit to drug testing.

### III. Definitions of Terms Used in Policy

**Drug testing** means the scientific analysis of urine, blood, breath, saliva, hair, tissue, and other specimens of the human body for the purpose of detecting a drug or alcohol.

**Illegal drug** means any drug which is not legally obtainable; any drug which is legally obtainable but has not been legally obtained; any prescribed drug not legally obtained; any prescribed drug not being used for the prescribed purpose or by the person for whom it was prescribed; any over-the-counter drug being used at a dosage level other than that recommended by the manufacturer, or being used for a purpose other than the purpose intended by the manufacturer; and any drug being used for a purpose or by a person not in accordance with bona fide medical therapy. Examples of illegal drugs include, but are not limited to, stimulants, depressants, narcotic or hallucinogenic drugs, cannabis substances, such as marijuana and hashish, cocaine, heroin, methamphetamine, phencyclidine (PCP), and so-called designer drugs and look-alike drugs. North Carolina Law makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statutes.

**Nursing student** means any individual formally enrolled in the UNCG School of Nursing in pursuit of the BSN, MSN, PhD or DNP degree, or approved certificate programs, including registered nurses (RN) and students taking courses at outreach sites, via distance education, special students, or in post-graduate study, either alone or in combination with any other degree, regardless of the specific location of the student.

**Reasonable suspicion** means there is evidence that forms a reasonable basis for concluding that it is more likely than not that a person has engaged in substance abuse. Observations which could give rise to reasonable suspicion include but are not limited to: the odor of alcohol or drugs, behavior such as slurred speech, decreased motor coordination, difficulty in maintaining balance, marked changes in personality or job performance, and unexplained mistakes or accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

**Substance abuse** means (a) the manufacture, use, sale, purchase, distribution, transfer, or possession of an illegal drug by any nursing student while on University or affiliated clinical site premises or while participating in any University or affiliated clinical site-sponsored or related activity, including any nursing-related course, lab, or clinical training activity; (b) the consumption, possession, or distribution of alcohol, unless approved by the University or clinical agency, by any nursing student while on University or affiliated clinical site premises or while participating in any University-or affiliated clinical site-sponsored or related activity, including any nursing-related course, lab, or clinical training activity;

or (c) a nursing student's use of alcohol or any drug in such a way that the student's performance in any nursing course, including activities at any clinical site, is impaired. A single positive drug test result will be considered substance abuse under this Policy.

#### IV. Policy Requirements

##### A. Drug and Alcohol Proscriptions and Duty to Notify of Drug/Alcohol Convictions

1. Substance abuse as defined in this policy while enrolled in UNCG School of Nursing courses or programs is strictly prohibited. Nursing students who violate the prohibition against substance abuse are deemed to be unable to meet the essential qualifications/functions of the nursing curriculum and may be dismissed from the School pursuant to the Unsafe Practice Policy.

2. Under no circumstance should nursing students participate in nursing-related courses, labs, or clinical activities while they are impaired.

3. Nursing students determined by appropriate UNCG School of Nursing officials to have violated these proscriptions may be dismissed from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

4. A violation by any nursing student of any state or federal statute, or regulation established pursuant to such statute, pertaining to the manufacture, improper possession, sale, use, or distribution of a drug or alcohol is strictly prohibited. Such violation, if substantiated, will result in the student's dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

5. A nursing student who fails to notify the Associate Dean for Academic Affairs of the UNCG School of Nursing within five days of an administrative action or legal conviction for any such violation will be subject to dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

##### B. Required Disclosure of Drug Use/Non-Use for Students in all School of Nursing programs

1. Students in all School of Nursing will be required to provide (among all other items of information) a signed statement that he or she does or does not engage in substance abuse activities as defined herein, including in the University Policy on Illegal Drugs as it may be amended from time to time. Further, he or she must disclose any legal convictions pertaining to the manufacture, use, possession, sale or other distribution of illegal or legally controlled substances; pertaining to or related to the abuse of alcohol or any other chemical substance; and the consequences of any such conviction(s). (see Drug Policy Disclosure Statement, Attachment A)

2. Whenever a nursing student's academic or clinical performance appears to be impaired, particularly in the clinical setting, the University reserves the right to require the student to submit to drug testing. See Section III D below.

3. Failure to provide the above-required information, past legal convictions for activities related to illegal or legally controlled substances, and/or information or evidence that reasonably establishes a past pattern of chemical substance abuse will be grounds for dismissal from the program, pursuant to the Unsafe Practice Policy. Prior convictions related to chemical substances will be considered along with all other information pertaining to the individual and will not produce automatic dismissal from the program. Discovery that false, fraudulent, incomplete, or misleading information was provided prior to matriculation, however, will be grounds for dismissal from the program under the Unsafe Practice Policy.

### C. Student's Agreement to Submit to Drug Testing by Affiliating Clinical Agencies and to Consent to Release of Test Results to University Officials

1. For all affiliating clinical agencies which require nursing students to be subject to the agency's drug/alcohol testing policies, the student may be tested in accordance with the affiliating agency's policies.
2. Prior to being assigned to an affiliating clinical agency and as a pre-requisite for placement at any affiliating clinical agency, the nursing student shall sign a consent: a) to abide by the drug/alcohol policies and drug testing policies of each affiliating clinical agency in which a student is assigned; b) to submit to any drug/alcohol testing required by the affiliating clinical agency; and c) to release a copy of any and all drug/alcohol test results to the UNCG School of Nursing Associate Dean for Academic Affairs and/or other appropriate UNCG School of Nursing officials. (see Student Drug Screen Release). Failure to sign the release shall be grounds for non-placement at an affiliating clinical agency and will result in a dismissal from the program, pursuant to the Unsafe Practice Policy. .
3. The cost of all drug/alcohol testing required by affiliating clinical agencies, other than the initial drug/alcohol testing required at the beginning of the nursing program, shall be borne by the School of Nursing.
4. The Associate Dean for Academic Affairs will be notified of all test results.
5. A positive substance abuse test will result in dismissal from the program on the basis that the student is not able to meet the course objectives for classroom and/or clinical experiences, pursuant to the Unsafe Practice Policy. The UNCG School of Nursing Associate Dean for Academic Affairs will notify a student who has a positive drug test. If a student asserts that such positive test is due to a lawful prescription, the student must obtain a written statement from a qualified physician stating that the drug level is within prescribed limits and that the level does not indicate abuse. The physician must indicate that the drug will not interfere with safe practice in the clinical area.
6. A student's failure to submit to a required drug screen, or attempting to tamper with, contaminate, or switch a sample will result in the student being dismissed from the program, pursuant to the Unsafe Practice Policy.

### D. Reasonable Suspicion Drug Testing Requested by UNCG School of Nursing

1. A student may be subject to testing at any time when, in the judgment of a faculty member, there is reasonable cause to suspect the student is engaging in the use of non-prescribed or illegal drugs/alcohol. Such individualized reasonable suspicion may be based on information from any source deemed reasonable by the faculty member and a variety of factors, including but not limited to:
  - observable phenomena such as direct observation of drug use or possession, and/or physical symptoms or manifestations of being under the influence of a drug;
  - observed erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance, including unusual patterns of absence from school or excessive tardiness that is reasonable interpretable as being caused by the use of drugs/alcohol;

- information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional;
- conviction for a criminal offense related to the possession, use, or trafficking in drugs/alcohol, by a court, or being found responsible for a substance abuse-related offense in another administrative or quasi-legal proceeding.

The nursing faculty member will provide a Report of Reasonable Suspicion to document the reasons for requiring a drug test.

3. The Drug Testing Procedure set forth below will be followed when reasonable suspicion drug testing is requested by UNCG School of Nursing officials, including faculty members:

- a) Drug tests will be arranged by the UNCG School of Nursing, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be borne by the School of Nursing.
- b) A qualified laboratory, in accordance with established methods and procedures, will conduct tests. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures that ensure that the samples identified to a nursing student actually contain materials from that student, that the samples are protected from tampering, and that the analysis of them is done in accordance with reasonable and accepted medical standards.
- c) The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, or for the use of any drugs which are reasonably suspected of being abused or used by the student.
- d) Presumed positives will be confirmed by the best currently available techniques. If the test is positive, the entirety of the available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student's nursing records in the UNCG School of Nursing.
- e) The Associate Dean for Academic Affairs will be notified of all test results.
- f) If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the student will be released from further action.
- g) The refusal to submit to a drug test upon a report of reasonable suspicion will be deemed to be a positive test result and may result in dismissal from the UNCG School of Nursing pursuant to the Unsafe Practice Policy.

4. The School of Nursing will also report information regarding licensed nursing students who (a) refuse to submit to drug/alcohol testing based upon reasonable suspicion or (b) who have positive drug test results to the appropriate state board of nursing. In the event that a nursing student's license is revoked due to substance abuse, full reinstatement of licensure will be required for an unrestricted return to the educational program.

E. Student Self Disclosure of Prohibited Substance Use



A student who self-identifies use of a prohibited substance and is requesting help to deal with the problem should contact a member of the UNCG School of Nursing faculty or administration. The Associate Dean for Academic Affairs or Designee will institute the drug testing procedure as described in this policy. The cost of all drug/alcohol testing required by UNCG School of Nursing, other than the initial testing required at the beginning of nursing courses, shall be borne by the School of Nursing.

Rather than institute dismissal proceedings pursuant to the Unsafe Practice Policy, a student who has a positive test for prohibited substances after self-disclosure will be permitted to withdraw from the UNCG School of Nursing for up to 12 months to complete a program for substance abuse at a qualified treatment facility. After successful completion of the treatment program, the student is eligible to apply for readmission as outlined in section V, below.

#### F. Confidentiality

All drug testing results will be treated by UNCG School of Nursing as information that is received in confidence and shall not be disclosed to third parties unless (1) disclosure is required by law, (2) the information is needed by appropriate school officials to perform their job functions, (3) disclosure is needed to override public health and safety concerns, or (4) the student provided written consent to the release of the information. Nothing in this paragraph prohibits the UNCG School of Nursing and the University from the use and disclosure of the results of drug testing required by this policy in connection with internal academic purposes and/or in connection with the defense of any student grievance and any claims filed by a student, or his/her personal representative, in any court of law or with any state or federal administrative agency.

#### V. Procedures for Readmission after Positive Drug Test

##### A. Readmission Prerequisites

A student who is dismissed from the UNCG School of Nursing due to a positive drug test will be considered for readmission if the following conditions are met:

1. Submission of a verifiable letter from a recognized drug treatment agency stating that the student has successfully completed a substance abuse program.
2. Submission to a drug test prior to readmission. This drug test will be at the student's expense. A positive drug test will result in ineligibility for readmission.
3. Submission to drug tests as requested by the UNCG School of Nursing or clinical agencies after readmission.

##### B. Incidence of Reoccurrence after Readmission

A student who is re-admitted to the nursing program, and thereafter tests positive for any drug/alcohol test or is otherwise determined to have engaged in substance abuse as defined herein, will be dismissed from the program, pursuant to the Unsafe Practice Policy, and may be ineligible to return. Furthermore, the student will be ineligible to receive a letter of good standing from the nursing program.

##### C. Appeal Process

A nursing student may appeal the UNCG School of Nursing’s decision to dismiss or not re-admit a student through the established Grievance Procedure.

**December 2017**

## APPENDIX X

### Union Square Campus Building Rules: (8/6/2018 updates)

1. **NO food or drink in any clinical laboratory or simulation spaces (This includes debrief rooms.)**  
NO EXCEPTIONS!!!
2. Limited food (nonspill/nongreasy) and drink (hard covered) in classroom spaces.
3. Each school/agency is to inform all persons of these policies and assist with enforcement.
4. Faculty and students are responsible to straighten clinical laboratory, classroom and other spaces after use, clean any spills, and place refuse, trash and hazardous waste in the appropriate containers. Furniture rearranged for class/meeting should be returned to the original set-up and should not be moved from one room to another.
5. Each agency/school will determine access and key distribution for their faculty and staff. Not all faculty/staff will receive keys.
6. You are not to share your keys with anyone and you are not to make copies. If keys are lost, you may have to pay for replacement of locks. The Union Square management staff will have papers for you to sign to receive your keys. Please take your appropriate school/agency ID with you to pick up your keys.
7. Please make sure you keep all spaces locked when not in use.
8. Lock your valuables in the offices. There are ample filing cabinets and locked drawers for course faculty.
9. Students should keep valuables with them or in the lockers.
10. NO students are allowed in the faculty conference room or faculty lounge per agreement of all lease agencies/schools.
11. Student study, lounge and eating facilities (vending, microwaves, coffee, etc.) are on the East front of the building's first floor. A refrigerator is on the first-floor space, open to all, and emptied (all things thrown away) at 2pm on Fridays.
12. Students needing use of AV equipment in the classrooms (i.e. study groups/presentations) should contact instructor/IT staff for set-up.

**\*\*The building is used by many agencies/schools for classes, workshops and testing during the day/evening. Please inform students of the need to maintain appropriate decorum and noise levels, care of furniture and equipment, and appropriate disposal of hazardous waste and trash.**

**\*\*This building cannot be used for business purposes outside of the schools/agencies leasing agreements.**

**\*\*NOTE: there are fire alarms and bathrooms throughout the facility.**

## Appendix XI:

### University of North Carolina Greensboro School of Nursing Failure to Attend Policy

This policy applies to students who begin a School of Nursing (SoN) course (face-to-face, hybrid or online) but cease to attend during the semester without providing official notification of intent to withdraw. Specific procedures are outlined below to meet the needs of the students enrolled in the respective SoN program. Grade determination will remain with course faculty and as per syllabus.

A student who has stopped participating in a SoN course for a period of 7 consecutive days\* will be contacted by the faculty member. This contact (email, phone, or in-person conversation) should be documented in the student's permanent file along with the plan for the student to submit missed work.

Non-participation (including frequent unexplained absences) for each course is defined in the attendance policy posted in the course syllabus. Extenuating circumstances related to attendance are evaluated by the faculty on a case-by-case basis.

When a student has stopped participating in a SoN course for a period of 14 consecutive days, the following program specific procedures apply:

- **BSN Program:** The faculty member will arrange a meeting with the student and the Program Director to identify the reason for the absences and to assess if additional University resources are needed. Documentation of the meeting will be placed in the student's permanent file. The course faculty will flag the student in the early alert system for excessive absences.
- **RN-BSN Program:** Faculty member for the course will contact the Program Director who will attempt to contact the student via email or phone and will document the outcome in the student's permanent file. The faculty member will be made aware of the outcome. The course faculty will flag the student in early alert system for excessive absences.
- **MSN Administration Concentration:** The faculty member for the course will notify the Concentration Coordinator. The Concentration Coordinator will attempt to contact the student. This attempt to contact and/or communicate with the student will be documented in the student's permanent file.
- **MSN Education Concentration:** The faculty member for the course will notify the Concentration Coordinator. The Concentration Coordinator will attempt to contact the student. This attempt to contact and/or communicate with the student will be documented in the student's permanent file.
- **PhD:** The faculty member for the course will notify the Program Director. The Program Director will attempt to contact the student. This attempt to contact and/or communicate with the student will be documented in the student's permanent file.

- **DNP:** The course faculty will notify the Program Director. The Program Director will attempt to contact the student. Faculty attempts to contact and/or communicate with the student will be documented in the student's permanent file.

When the student has stopped participating in a SoN course for a period of 21 consecutive days, the following program specific procedures apply:

- **BSN Program:** The course faculty and the Program Director will arrange a meeting with the student to identify barriers to success and discuss a plan to continue in the nursing program or withdraw. The SoN Associate Dean for Academic Programs will be informed of the actions taken and the student's continued failure to participate in one or more courses.
- **RN-BSN Program:** The course faculty and the Program Director will arrange a meeting with the student to identify barriers to success and discuss a plan to continue in the nursing program or withdraw. The SoN Associate Dean for Academic Programs will be informed of the actions taken and the student's continued failure to participate in one or more courses.
- **MSN Administration Concentration:** The Concentration Coordinator will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts to contact and/or communicate with the student, will be documented in the student's permanent file.
- **MSN Education Concentration:** The Concentration Coordinator will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts to contact and/or communicate with the student will be documented in the student's permanent file
- **PhD:** The Program Director will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts to contact and/or communicate with the student, will be documented in the student's permanent file.
- **DNP:** The Program Director will notify the SoN Associate Dean for Academic Programs of the student's failure to attend. The Associate Dean for Academic Programs will attempt to reach the student. All attempts made to contact and/or communicate with the student, will be documented in the student's permanent file.

**Note:** Failure to attend a course and not officially withdrawing (prior to the last day to withdraw from a course without incurring a WF grade, see UNCG Academic Calendar <https://reg.uncg.edu/calendars/>) will result in a grade of F or Unsatisfactory (U) assigned to the course and may affect the student's financial aid eligibility. See Satisfactory Academic Progress (SAP) policy for financial aid at <https://fia.uncg.edu/forms/2018-19/1819SAPpolicy.pdf>

Students are subject to the University Course Withdrawal policy <https://catalog.uncg.edu/>

Students are responsible for all resulting charges to their student account.

\*See SoN Distance Education Policy for definitions. Document Approved March 2019.