I. General Information
   A. Introduction
   B. Accommodation for Disabilities
   C. Title IX Discriminatory Harassment
   D. Diversity
   E. Mission, Goals and Outcomes
   F. Graduate Faculty and Staff
   G. Degree and Program Plans

II. Beginning the Program
   A. Health Requirements
   B. Practice Information
   C. Books
   D. Supplies/Expenses
   E. Dress Code
   F. Exposure to Bloodborne Pathogens
   G. Incidents/Accidents

III. Proceeding Through the Program
   A. Academic Honesty
   B. Student Copyright Notice
   C. General Professional Behavior
   D. Student Folders
   E. Grading System
   F. Retention in Program
   G. Readmission
   H. Clinical Conduct
   I. Advisement
   J. Sigma Theta Tau
   K. Student Representation on Anderson College of Nursing Committees
   L. Faculty Evaluation

IV. Disciplinary/Grievance Policies

V. Graduation Preparation
   A. Anderson College of Nursing Pin
   B. Employment References

Appendices:
   Student Needlestick/Body Fluid Exposure Protocol
   TB Protocol
   Incident Report
   Weapons on Campus Policy
I. GENERAL INFORMATION

A. Introduction

The faculty of the University of North Alabama (UNA) Anderson College of Nursing (ACON) congratulates you on your acceptance into the graduate nursing course of study. There are many planned worthwhile learning experiences to enable you to become an experienced professional nurse who can function at an advanced level in the health care society. This course of nursing study is entirely online.

The policies in this Graduate Student Handbook are supplemental to the University’s Graduate Catalog. These ACON policies are to help you progress through the program. This handbook is provided as information only and should not be construed as a contract between you and the ACON or the University of North Alabama. The UNA and the ACON reserve the right to make changes in this handbook as deemed appropriate.

Both the graduate and the undergraduate programs of the ACON are accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Alabama Board of Nursing (ABN). Web sites are available for both of these organizations (http://www.abn.state.al.us/; http://www.aacn.nche.edu/ccne-accreditation).

B. Accommodation for Disabilities

It is the policy of UNA to afford equal educational opportunities to qualified applicants. A student who has a disability that may prevent the meeting of course requirements should contact the graduate faculty member and Student Services to file an Americans with Disabilities Act (ADA) Accommodation Form. Course requirements will not be waived, but accommodations will be made, if possible, to allow each student to meet the requirements provided the student acts within the first week of class with the faculty member to develop an accommodation plan. If a disability is identified later in the semester, a non-retroactive accommodation plan may be developed at that time. Disability support services and contact information are available via the UNA webpage (http://www.una.edu/disability-support/accommodation.html).

C. Title IX Discriminatory Harassment

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA’s policies and regulations covering discrimination and harassment may be accessed at www.una.edu/titleix. If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 256-765-4223.
D. Diversity

The UNA and ACON are committed to creating a diverse and inclusive environment. The UNA’s campus-wide definition of diversity is:

“The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.”

E. Mission, Goals, and Outcomes

Mission
The mission of the Anderson College of Nursing (ACON) is to prepare graduates to deliver competent nursing care, assume professional nursing roles and promote healthy lifestyles in local, regional and global communities. The ACON reflects the mission of the University of North Alabama in providing a quality foundation of nursing education that is facilitated by a highly qualified and diverse faculty who demonstrate excellence in teaching, leadership, service and scholarly activities.

Goals
The ACON has two separate departments, the Traditional Nursing Department (TD) and the Online Nursing Department (OD). The MSN program is a part of the OD. ACON and OD goals are as follows:

<table>
<thead>
<tr>
<th>1. ACON</th>
<th>Provide high quality, innovative education nursing programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>OD</td>
<td>Offer high quality online BSN and MSN nursing degree programs</td>
</tr>
<tr>
<td>2. ACON</td>
<td>To build and maintain a student-centered nursing program</td>
</tr>
<tr>
<td>OD</td>
<td>Graduate nurses who are prepared to practice nursing in global healthcare environments</td>
</tr>
<tr>
<td>3. ACON</td>
<td>Provide a culturally diverse learning environment for students, faculty and staff</td>
</tr>
<tr>
<td>OD</td>
<td>Promote a culturally diverse learning environment designed to eliminate barriers to learning</td>
</tr>
<tr>
<td>4. ACON</td>
<td>Develop partnerships with community agencies to expand healthcare to the community</td>
</tr>
<tr>
<td>OD</td>
<td>Develop and nurture a strong relationship with community health facilities and health professionals</td>
</tr>
<tr>
<td>5. ACON</td>
<td>Promote research and scholarly activities that advance nursing knowledge</td>
</tr>
<tr>
<td>OD</td>
<td>Foster scholarly activities, research, teaching, service, and practice that advance the knowledge base of nursing</td>
</tr>
</tbody>
</table>

Objectives
The MSN program has overarching objectives. The fulfillment of these objectives will provide a positive impact on the well-being and health of society. The objectives are as follows:

1. To educate nurses in advanced teaching methodologies to provide the tools necessary to facilitate the education of nursing students, health care clients, and health care colleagues
2. To prepare nurses to function at an advanced level in the health care environment with regards to politics and legislation, budgeting and economics, leadership and management, such that they may positively impact the management aspects of nursing and health care in society.

Outcomes
At the end of the Nursing in Teaching-Learning Environments course of study, the graduate will be able to:

1. Assess the learning needs of students, health care clients, health care colleagues, and others in need of health education.
2. Design and implement teaching-learning experiences for individuals, families, groups, and communities based on assessed learning needs.
3. Design and implement teaching-learning experiences that are culturally relevant.
4. Distinguish between pedagogy and andragogy and the related teaching methodologies.
5. Evaluate the effectiveness of various teaching approaches.
6. Compare and contrast specific teaching-learning theories.
7. Incorporate teaching-learning theories into plans of instruction.
8. Serve as an advocate for improved education for students and clients.
9. Participate in interdisciplinary collaboration to meet the health care educational needs of individuals, groups, and communities.
10. Develop, participate in, or utilize nursing and related research to add to the bodies of knowledge of both nursing and education.
11. Incorporate technological advances into educational programs and curricula.
12. Participate in the development of curricula for undergraduate nurses.
13. Identify and analyze legal, cultural, and ethical issues that affect the health care environment.

At the end of the Nursing Leadership in Organizational Environments course of study, the graduate will be able to:

1. Identify the knowledge base necessary for functioning as a nursing manager/executive in the health care environment.
2. Analyze the roles and characteristics of effective leaders, managers, and role models.
3. Discuss the role of the nurse in health care economics.
4. Apply economic principles to the health care environment.
5. Identify various political and legislative forces affecting health care.
6. Develop a health care budget based on sound economic principles.
7. Demonstrate effective leadership and managerial styles.
8. Develop and implement effective problem-solving methods based on theory and research in an evolving health care delivery system.
9. Create leadership/management strategies based on theory and research that are culturally appropriate.
10. Communicate effectively with a diverse audience.
11. Identify and analyze legal, cultural, and ethical issues that affect the health care environment.
F. Graduate Faculty and Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Number</th>
<th>Phone Number</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Lynn Aquadro</td>
<td>226</td>
<td>256-765-4931</td>
<td><a href="mailto:lcaquadro@una.edu">lcaquadro@una.edu</a></td>
</tr>
<tr>
<td>MSN Program Director Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Linda Austin</td>
<td>227</td>
<td>256-765-4280</td>
<td><a href="mailto:llaustin@una.edu">llaustin@una.edu</a></td>
</tr>
<tr>
<td>Associate Dean / Online</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Department Chair</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Wendy Darby</td>
<td>226</td>
<td>256-765-4931</td>
<td><a href="mailto:wadarby@una.edu">wadarby@una.edu</a></td>
</tr>
<tr>
<td>Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Marilyn Lee</td>
<td>226</td>
<td>256-765-4931</td>
<td><a href="mailto:mblee1@una.edu">mblee1@una.edu</a></td>
</tr>
<tr>
<td>Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Cynthia Mashburn</td>
<td>223</td>
<td>256-765-4936</td>
<td><a href="mailto:cpmashburn@una.edu">cpmashburn@una.edu</a></td>
</tr>
<tr>
<td>Online Academic Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Michelle Nelson</td>
<td>226</td>
<td>256-765-4931</td>
<td><a href="mailto:mlnelson1@una.edu">mlnelson1@una.edu</a></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Kristy Oden</td>
<td>226</td>
<td>256-765-4931</td>
<td><a href="mailto:kooden@una.edu">kooden@una.edu</a></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Vicki Pierce</td>
<td>210</td>
<td>256-765-4984</td>
<td><a href="mailto:vgpierce@una.edu">vgpierce@una.edu</a></td>
</tr>
<tr>
<td>Dean and Associate Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Lauren Shell</td>
<td>227</td>
<td>256-765-4931</td>
<td><a href="mailto:sshell@una.edu">sshell@una.edu</a></td>
</tr>
<tr>
<td>Coordinator of Online Nursing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNA Operator</td>
<td></td>
<td>256-765-4100</td>
<td>University messages</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1-800-TALKUNA ext.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>4936</td>
<td></td>
</tr>
<tr>
<td>Tall free number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Online Nursing Department Fax</td>
<td></td>
<td>256-765-4701</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

G. DEGREE AND PROGRAM PLANS

The Master of Science in Nursing degree requires 42 hours of credit for completion. The curriculum consists of 18 hours of core courses for students in both options (see below). There are 21 additional hours of courses specific to each option. All MSN students must complete a culminating three-hour Capstone Project which is to be taken as the final course in the curriculum.

Students may transfer a maximum of six hours from another university (See “Transfer Credits”).

The UNA ACON Master of Science in Nursing degree builds on the preparation of students at the BSN level with the following assumptions:
- students have experience in professional nursing practice
- students have background knowledge of nursing theory and research
- students understand and use the nursing process
- students are able to communicate effectively
- students are involved in professional activities
- students have leadership abilities
- students can use technology effectively
The concept of communication is expanded to include participation in the leadership/instructor/researcher role. The concept of functioning as a “professional” is expanded to functioning in management/leadership/executive roles. The concept of research is expanded from the knowledge level to the analysis and performance levels. The concept of collaboration with members of the health team is expanded to the role of collaboration with academic, legislative and economic officials, as well as leaders in other disciplines.

The Master of Science in nursing degree requires a minimum of 42 hours of credit for completion. The curriculum consists of 18 hours of core courses and a three-hour Capstone Project for students in both options. There are 21 additional hours of discipline specific courses to each option. Students may transfer a maximum of six hours from another university (See “Transfer Admission”).

<table>
<thead>
<tr>
<th>1. Nursing in Teaching-Learning Environments</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses: NU 502, NU 503, NU 508, NU 509, NU 607, NU 614, NU 615</td>
<td>21</td>
</tr>
<tr>
<td>Discipline Specific Courses: NU 605, NU 606, NU 610, NU 611</td>
<td>18</td>
</tr>
<tr>
<td>Capstone Project: NU 699</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>42</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Nursing Leadership in Organizational Environments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses: NU 502, NU 503, NU 508, NU 509, NU 607, NU 614, NU 615</td>
<td>21</td>
</tr>
<tr>
<td>Discipline Specific Courses: NU 608, NU 609, NU 612, NU 613</td>
<td>18</td>
</tr>
<tr>
<td>Capstone Project: NU 699</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>42</td>
</tr>
</tbody>
</table>

All courses are online

II. BEGINNING THE PROGRAM

MSN students receive initial advisement from the Coordinator for Online Nursing Enrollment. After this initial advisement, MSN faculty members provide student advisement.

Once admitted to the MSN program students may enroll in nonclinical courses as scheduled. However, MSN students must meet the following requirements before enrolling in the clinical courses. All health and practice information must be received by the Online Nursing Office before MSN students can enroll in clinical courses.

A. Health Information

1. Results of a recent (within one year) physical exam. A physical examination must be completed by a physician or a nurse practitioner. THE COMPLETED HEALTH FORM MUST BE MAILED DIRECTLY BY THE HEALTH CARE PROVIDER OR EMPLOYER TO THE ONLINE OFFICE.

2. *Evidence of hepatitis immunization. All students are strongly encouraged to become vaccinated against the Hepatitis B virus. Dates of the Hepatitis B series and/or Hepatitis B titer must be provided on the health form. Students who do not wish to take the vaccine must sign a declination form, which may be obtained from the Administrative Secretary.

3. *Evidence of other immunizations. Students must have proof of measles, mumps, and rubella (MMR), and varicella immunization or provide a signed declination form. Proof should either be
a copy of the actual immunization date(s) or copy of titer results signed by authorized individuals. Some agencies also require flu vaccines for students and employees.

4. Tuberculosis skin test. Students must have a tuberculosis skin test each year. If a TB skin test is positive for the first time, the student will be referred to the local health department. UNA will follow the health department's policy on the referral, diagnosis, and treatment of tuberculosis. Under no circumstances will a student with a positive TB skin test be allowed to attend clinical rotations until documentation is received from the health department.

If a student has a past history of a positive skin test for tuberculosis, he/she should report annually to the local health department for a symptom assessment and sputum culture or chest x-ray (CXR). A chest x-ray may be recommended for a student with a positive PPD, according to symptoms. Under no circumstances will a student with a positive TB skin test be allowed to attend clinical rotations.

5. Health Insurance. Students must have health insurance coverage. Any expenses incurred as a result of injury or illness occurring during clinical experiences will be the sole responsibility of the student.

6. Recent flu shot.

*Please note that declining immunizations may result in a health care agency’s refusal to allow one to complete clinical experiences at the agency.

*Flu shot refusal requires UNA students to wear a mask during all clinical experiences.

B. Practice Information

1. Evidence of an unencumbered license to practice in the state of intended clinical experience - Acceptance into the MSN Nursing program requires verification of a current RN license. The student may fax, (fax # 256-765-4701), e-mail or mail a copy (front and back) of the license for temporary verification. The ACON will then obtain verification of the student’s licensure status from each student’s State Board of Nursing. To register for a clinical practicum, the students must be licensed by the state in which clinical practicum is to be completed.

2. BLS/CPR certification for health care providers - All students must have current instruction or certification in cardiopulmonary resuscitation and show evidence of dates of coverage. The card should be faxed to 256-765-4701.

3. Professional Liability insurance ($1,000,000.00/$6,000,000.00) for practice as an RN who is also a student is required of each student admitted to the MSN program. Having professional liability insurance does not always mean one has liability coverage as a student. Make sure your professional liability insurance provides a rider for student coverage. If you do not have professional liability insurance, may purchase it at http://www.nso.com/.

4. Notarized felony affidavit – The form for this affidavit is available from the Online Nursing Office. An original notarized form must be on file in the Online Nursing Office. Please note that certain facilities may require criminal background checks, drug screening, and other items prior to clinical experiences. The student is responsible for complying with all requirements of the facility.
5. OSHA and HIPAA education – MSN students must provide evidence of recent education on Occupational Safety and Health Administration (OSHA) guidelines and the Health Insurance Portability and Accountability Act (HIPAA) standards.

C. Books

Students must have access to required course materials. Each course syllabus will indicate the required materials. Books may be obtained from the UNA Bookstore (1-800-TALK-UNA, Ext. 4642, http://www.bkstr.com/CategoryDisplay/10001-9604-151906-1 or the Off Campus Bookstore (256-764-7507). You may also purchase books from other vendors, such as Amazon.com and Barnes and Nobles.

D. Supplies and Expenses

Students must have Microsoft Office on their computers. Only Microsoft Office documents (Word, PowerPoint, Excel, etc.) are acceptable for assignment submissions. It is advisable to purchase and install these before beginning the program. Student versions of Microsoft Office are usually available for a reduced price. UNA Students can install Office for free. Follow this link: http://www.una.edu/its/Office365Advantage/studentsFreeOffice.html. Clinical supplies will vary according to the clinical experience. MSN students are responsible for purchasing supplies needed for clinical.

E. Dress Code Policies

The nursing student’s appearance is very important because it communicates self-image and a personal attitude towards the nursing profession. It is essential that the values of neatness, cleanliness, and professionalism are evident. The student must abide by the dress code policies of the clinical agency. The student is responsible for obtaining the agency’s dress code policy. When deemed appropriate by the agency, a student may wear a white lab coat/jacket and professional street clothes. The student is to always wear a name pin during clinical experiences. Student badges are sent to students in clinical courses identifying the student as a UNA MSN student. The purchase of the lab coat/jacket and name pin is solely the responsibility of the student.

F. Exposure to Blood-borne Pathogens

All MSN students must abide by the clinical agency’s policies for standard precautions when practicum experiences require patient contact. Students must wear personal protective equipment (gloves, masks, goggles, gowns) when exposed to body fluids. The MSN student is responsible for using the personal protective devices as needed. If an “incident of exposure” occurs, the MSN student should fill out the incident report form utilized by the facility and fax a copy to the UNA ACON online office or complete the UNA “Incident Report” form. For additional information or follow-up, refer to the professor of the course.

G. Incidents/Accidents

If the student is involved in an untoward incident (e.g. needle stick, medication error) or an accident while in the clinical agency, the student is to follow the agency’s protocol and complete appropriate forms. Inform the professor of the course as soon as possible after the incident and fax a copy of the completed forms to the Online Nursing Office. If the agency does not have
forms available, complete a copy of the UNA Incident Report (See Appendix) and fax it to the Office within 24 hours of the incident.

III. PROCEEDING THROUGH THE PROGRAM

To be enrolled in required clinical courses (NU 610, NU 611, NU 612, NU 613, and NU 699) students must complete pre-requisite courses (see UNA Graduate Catalog). Course sequence will be individualized for part time MSN students. The following general information will provide the student with answers to questions arising during the journey to graduation.

A. Academic Honesty

All members of the university community are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty, and graduates. It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation.

- Students enrolled in the University of North Alabama, Anderson College of Nursing are expected at all times to uphold standards of integrity. Students are expected to perform honestly and to work in every way possible to avoid and eliminate academic dishonesty. Academic dishonesty includes misrepresentation, cheating, and plagiarism, which are defined as follows:
- Misrepresentation is purposively altering or inventing information or data. Examples include, but are not limited to, forging a signature, fabricating information on a form, or falsifying the number of clinical hours completed.
- Cheating is an attempt to deceive the instructor in the effort to evaluate fairly an academic exercise. Cheating includes copying another student’s homework, class work, or required project (in whole or part) and/or presenting another’s work as the student’s own. Cheating also includes giving, receiving, offering and/or soliciting information on a quiz, test, or examination.
- Plagiarism is the copying of any published work or copying the theme or manuscript of another student; when one uses direct quotations or ideas of another without proper credit. When three or more consecutive words are borrowed, the borrowing should be recognized in accordance with APA guidelines.

When it is determined that a student is guilty of misrepresentation or cheating in the Online Nursing Program:

- The student will be dismissed from the program.
- Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Judicial System for disposition. (Please refer to the current University catalog, available online at www.una.edu/catalog, under General Regulations: Academic Honesty.

When it is determined that a student is guilty of plagiarism in the Online Nursing Program, the following penalties will apply:
• The student will receive a penalty of a zero on the work in question.
• If the student commits a subsequent offense at any time during his/her enrollment in the Anderson College of Nursing Online Program, a course failure will be given and the student may be subject to dismissal from the university.
• Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Judicial System for disposition. (Please refer to the current University catalog, available online at www.una.edu/catalog, under General Regulations: Academic Honesty.

Academic Honesty Agreement:

By entering this online course, you agree to abide by the conditions of the Academic Honesty Agreement as explained above in all online courses for the duration of your enrollment in the University Of North Alabama Anderson College Of Nursing Online Program.

Additionally, you acknowledge that UNA’s Online Nursing Program may submit any or all student work to Turnitin.com for originality checking. For more information, you can visit http://turnitin.com/static/products.html#originality_checking

B. Student Copyright Notice

“UNA courses may incorporate material contributed or licensed by individuals, companies, or organizations that may be protected by U.S. and foreign copyright laws. All persons reproducing, redistributing, or making commercial use of this information are expected to adhere to the terms and conditions asserted by the copyright holder. Transmission or reproduction of protected items beyond that allowed by fair use as defined in the copyright laws may require the written permission of the copyright owners. Copyright use as outlined in the TEACH Act is not yet valid at the University of North Alabama.”

C. General Professional Behavior

Professionalism is a quality the student should begin to develop from the first day in nursing. It is imperative that the MSN student dress professionally and project a professional demeanor in all settings. While in the clinical setting, students are expected to perform safely, adhere to established practices, be aware of their own limitations and to seek help when needed. Graduate students in the ACON MSN program are expected to conduct themselves according to the highest ethical and moral standards depicted by honesty, accountability, accepting responsibility for own actions and a displaying respect for human dignity.

The MSN student’s written work for clinical experiences should reflect personal involvement and commitment to promotion of each individual’s mental, social, physical and spiritual integrity. MSN students are expected to seek learning experiences and to show personal motivation to perform appropriately as opportunities become available. Following or during the clinical experience, students are expected to complete and submit written work as directed by their preceptor and seek feedback. Students are expected to utilize preceptor feedback in completing subsequent assignments.
D. Student Folders

MSN students are advised to keep copies of all written work, documentation of required records, results of testing, and conferences with professors, e-mail messages and any other pertinent information related to course work in a folder. This folder is primarily for the use of the student and may offer clarification regarding the particularcs of graduate study.

E. Grading System

The ACON follows the guidelines for grades as described in the Graduate Catalog. The letter grades are as follows: A-90-100%; B-80-89%; C-70-79%; D-60-69%; F-below 60%.
Conditionally admitted students must earn a 3.0 grade point average after the first nine hours of study. All students must maintain a 3.0 Grade Point Average (GPA) to remain in good standing in the program. A student, whose GPA falls below 3.0, may be placed on academic probation or eliminated from the program. The Graduate Catalog includes information on the disposition of such students. Students on academic probation are not eligible for graduation. A student making a grade of C or below on more than six semester hours of course work is automatically eliminated from the program. Grades of “incomplete” (I) are explained in the Graduate Catalog, under Grades and Retention.

F. Retention in the Program

1. Current records of health and practice information on file in the Anderson College of Nursing Online office (See section IIA and IIB).
2. Maintaining a B (3.0) average throughout the MSN nursing program.
3. Satisfactory clinical performance - Students in the Anderson College of Nursing who fail clinical at any time during the semester, including the University’s withdrawal (“W”) period will receive a course failure (“F”).

G. Readmission

Any student who completely withdraws from the ACON MSN program must be readmitted according to the Graduate Catalog and readmission policy of the ACON. Students eligible to return to an MSN nursing course after a withdrawal or course failure in a required nursing course will be readmitted to the course on a “space available” basis.

Students who desire reinstatement to the graduation nursing program must write a letter of petition to the Anderson College of Nursing. The letter is to be sent to the Chair of the Online Nursing Program and must include any extenuating circumstances that may have contributed to the failure to be successful in the previous attempt in the MSN program. The letter must also include a plan for successfully completing the program, including specific strategies to ensure success.

After the graduate faculty reviews requests for readmission, recommendations are made to the Chair of the Online Nursing Department and the Dean of the ACON. Students will then receive notification regarding readmission decisions from the Office of the Dean of the ACON. Readmitted students must follow any recommendations or stipulations proposed by the dean and faculty as conditions for readmission.
H. Clinical Conduct (See section III B)

MSN students are expected to complete course and clinical experiences according to course deadlines. Although MSN students are licensed practitioners, they are expected to obtain clinical help or supervision from their clinical preceptors as needed.

Attendance is expected for all planned clinical experiences. If illness, or impaired mobility occurs, or tardiness is anticipated, the student should notify the preceptor and the assigned clinical agency before the start of clinical. Many clinical facilities do not allow individuals with contagious diseases, colds, fever, draining wounds, or gastrointestinal disturbances to be near clients. If these conditions occur, the student should contact the preceptor for directions and notify the course instructor. MSN students are required to complete 90 hours of clinical practicum to receive credit for the practicum courses.

Tardiness is considered unprofessional behavior. Clinical tardiness may be considered an unexcused absence and may be recorded as such (see individual course syllabi regarding this issue).

1. Confidentiality - Students may be required by clinical agencies and the ACON to sign confidentiality and affidavit forms. Any information obtained regarding others’ personal information must be maintained in the strictest of confidence. Discussion of others’ personal information should be limited to necessary interactions and not continued during lunch or outside of the agency. Failure to maintain confidentiality is subject to course failure. For the purposes of submitting written work, the student should not use clients’ names.

2. Pregnancy/Disability - Students who are pregnant or have disabilities must adhere to all policies and procedures outlined in the UNA Graduate Catalog, and individual MSN course syllabi. If pregnancy or disability occurs after beginning a clinical experience the student must present a physician’s statement permitting the student to continue the clinical experience to the preceptor and the course professor. A student, who has been ill, becomes immobile, or hospitalized for any reason, must bring a statement from the attending physician indicating that the student is capable of safely participating in clinical experiences. The statement of permission to perform clinical activities must be faxed by the physician’s office or mailed by the physician directly to the Anderson College of Nursing Online office. After a pregnant student has given birth, she must submit a release statement (faxed or mailed by the physician) indicating that she is physically capable of returning to the clinical experience (see UNA Graduate Catalog, Accommodation for Disability). Should the student become injured or ill during the clinical day and seek emergency room care, the student is responsible for all charges.

3. Mental Health Emergency - A student who suspects that any individual is suicidal or homicidal, must call 911. If the incident occurs in the clinical area, the student should follow the facility’s emergency protocol. Generally each geographic region has a MENTAL HEALTH Officer who can be contacted by the police.

4. Drug & Alcohol Testing - The ACON reserves the right to require random alcohol and drug screening of any nursing student. Random screening will be at the expense of the student. All drug/alcohol testing results will be confidential and will not be disclosed to third parties unless disclosure is required by law or the student has consented in writing to release of the information.
The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of MSN nursing students, poses an unacceptable risk for others, the University, and affiliating clinical agencies. Under no circumstances should MSN nursing students participate in courses or clinical activities while they are impaired. When a student’s academic or clinical performance is impaired or there is *reasonable suspicion the College of Nursing reserves the right to require the student to submit to drug/alcohol testing at the expense of the student. Drug testing will be done in accordance with the policies of the clinical facility to which the student is assigned. Detected drug abuse will be grounds for dismissal from the ACON. Following dismissal, readmission to the ACON will be according to readmission protocols.

A licensed MSN student who refuses to submit to drug/alcohol testing based on *reasonable suspicion or a licensed nursing student who has positive drug test results will be reported to the appropriate board of nursing. If licensure status changes, full reinstatement of licensure will be required for an unrestricted return to the ACON MSN program.

*Reasonable suspicion means there is reasonable evidence for concluding that a student is impaired. This evidence might include but is not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination, and difficulty maintaining balance, or marked changes in personality or clinical performance.

I. Advisement

When a student is accepted into the ACON MSN program, the student is initially advised by the Coordinator of Online Nursing Enrollment and then assigned an advisor who is a member of the MSN faculty. Students are expected to consult the UNA Graduate Catalog for information. Questions concerning the MSN program not addressed in the catalog or in course outlines should be directed to the assigned advisor.

J. Sigma Theta Tau

Graduate students may be eligible for membership in the UNA chapter of Sigma Theta Tau International.

- have completed ¼ of the nursing curriculum;
- have at least a GPA of 3.5 (based on a 4.0 grading scale); or an equivalent of this measure of academic achievement when GPA is not available.
- meet the expectation of academic integrity.

K. Student Representation on ACON and UNA Committees

Students are encouraged to participate in the committees of the ACON. Students may volunteer to represent their peers on several MSN Online Committees (contact your professors for a list of committees allowing student representatives). MSN students are also eligible for membership on UNA committees including the Graduate Council Committee. Notify your professor if interested in becoming a member of these committees.
L. Faculty Evaluation

MSN students will have opportunity to evaluate each MSN course and their professors. These evaluations are used to collect information that will benefit faculty as they continue to improve courses and the MSN program. Therefore, students should provide fair, honest and constructive comments. All evaluative comments will be tabulated and made available to the professor, department chair and the dean after final grades have been submitted.

IV. DISCIPLINARY/GRIEVANCE POLICIES

Disciplinary policies and processes of the ACON will be identical to those found in the UNA Graduate Catalog regarding general student behavior and as designated in specific MSN course syllabi.

University grievance procedures are found in the University Student Handbook and are available through the Office of Student Conduct and on the website at http://www.una.edu/student-conduct/grievance-procedures.html. The University grievance procedure is intended to insure that each student has available to her/him clear instruction on how to bring complaints to the attention of faculty members and administrators. Since most grievances are resolved at the level where the problem arose, the student is urged to initiate resolution at that level.

As set forth in the University Student Handbook and the Office of Student Conduct, the student shall proceed through the following channels until such time as the grievance is resolved, or the student chooses to terminate the process:

1. The faculty member immediately involved
2. MSN Program Director
3. The Department Chair
4. The Dean of the Anderson College of Nursing
5. University Ombudsman
6. Formal Grievance Committee Hearing

V. GRADUATION PREPARATION

The UNA Graduate Catalog describes the minimum hours of study required to be taken at UNA, the number of courses at the 600 level required, the application for graduation procedure and commencement routines. Students who have questions about graduation can contact their assigned advisor, current MSN professors or the Coordinator for Online Nursing Enrollment.

At least two full semesters before anticipated graduation, students must formally apply for graduation through the Registrar’s Office (Graduation applications are available from the University Registrar's Office or at the following website http://www.una.edu/registrar/graduation.html). A summary sheet will be filled out by the University Registrar's Office to assure that course requirements have been met for graduation. Information regarding the graduation ceremony, diplomas, caps and gowns, etc. will be available on the UNA web site or questions can be directed to the University Registrar's Office.
A. Anderson College of Nursing Pin

MSN students interested in obtaining the ACON Nursing pin should contact the Anderson College of Nursing Online office.

B. Employment References

References for potential employers should be sought on an individual basis.

Revised 3/2017
UNIVERSITY OF NORTH ALABAMA ANDERSON COLLEGE OF NURSING
STUDENT NEEDLESTICK/BODY FLUID EXPOSURE PROTOCOL

The following steps should be followed in the event of a needlestick/body fluid exposure by students. Post exposure from blood and body fluids, the student will:

1. **Immediately** wash the exposed area.
2. **Immediately** report the incident to the UNA clinical instructor or clinical supervisor.
3. Complete incident reports at facility (if available) and UNA (see Dean’s secretary).
4. After completion of items 1-3, the student must choose one of the following three options:

   Option I - Sign consent to decline HIV/HAA Serology testing.

   Option II - Report to personal physician and/or Health Department/local emergency room for HIV Serology testing (at student’s expense).

   Option III - 1) Report to UNA University Health Services for HIV/HAA Serology testing.  
                    2) Antibody titers will be drawn at 3, 6, & 12 month intervals (at student’s expense).

Revised 2-17-04  
UNIVERSITY OF NORTH ALABAMA ANDERSON COLLEGE OF NURSING

TUBERCULOSIS EXPOSURE PROTOCOL

If students are exposed to patients who subsequently are shown to have tuberculosis, the following procedure is recommended:

1.) Complete appropriate incident reports (UNA and clinical facility).

2.) Exposed students who have never had a positive tuberculin skin test will be given the PPD skin test immediately and then again in 10-12 weeks following the exposure.

3.) If a PPD skin test is positive, the student will be referred to the Health Department for further evaluation and treatment. A chest x-ray (at the student’s expense) is required to rule out pulmonary tuberculosis. If the student is symptomatic, a sputum culture is also required. Chest X rays are only performed at the Health Department once a month and sputum cultures can take up to 8 weeks for results; therefore, students are advised to obtain the PPD well in advance of the beginning of the semester.

4.) A student, who has had a positive PPD in the past and is subsequently exposed to tuberculosis during a clinical experience, will be referred to the Health Department.

5.) All students with positive PPD skin tests/Tuberculosis exposure must submit a medical release from the Health Department before returning to clinical.

Revised 10/2009
University of North Alabama
Incident Report

DIRECTIONS: This form is to be completed in ink by supervisors or cost center heads for accidents or incidents involving injury or potential injury to students or visitors on campus or during University-related activities. Complete this form as soon as practical after an incident or accident and deliver copies (no later than 24 hours following) to the Vice President for Student Affairs (UNA Box 5023) and the Vice President for Business & Financial Affairs (UNA Box 5003).

GENERAL STUDENT/ VISITOR INFORMATION:

Injured person is: (check one) □ Student
□ Visitor

Name ___________________________ Student ID Number ___________________________ Name of parent ___________________________

UNA Box ___________ Academic Classification ___________________________ Age _________

Local Address ___________________________

INCIDENT INFORMATION:

Date of Incident or Accident ___________________________ Time __________ a.m. or p.m.

Location of Incident or Accident ___________________________

Name and phone number of witnesses to the incident or accident:

1. ___________________________ 2. ___________________________

3. ___________________________ 4. ___________________________

Describe what happened: ____________________________________________

______________________________________________________________

______________________________________________________________

Nature of any injury (cut, puncture, burns, etc.) ___________________________

Location of injury (body part, left or right) ___________________________

Did the victim go to the UNA Health Center? □ YES □ NO

Did the victim go to a physician/medical facility? □ YES □ NO

Name of treating physician ___________________________

Name of medical facility ___________________________

Treatment: __________________________________________________________

______________________________________________________________

Was the victim admitted to the hospital? □ YES □ NO
If yes, date of admission

................................................................................................................

Signature of Supervisor/Cost Center Head reporting incident or accident  Date

WEAPONS ON CAMPUS POLICY\textsuperscript{1}

Possession of firearms or other dangerous weapons is prohibited while on university-owned or controlled property. This includes all parking lots, grounds, and facilities. These weapons include but are not limited to:

1. Fixed blade knives on the person or in a vehicle or any folding knife with an overall length greater than eleven inches.
2. Shotgun, rifle, or other shoulder gun.
3. Pistol or revolver.
4. Air gun or spring compression gun.
5. Bow and arrow.
6. Crossbows.
7. Slingshots or other throwing weapons.
8. Spears.
9. Swords.
11. Fireworks or explosive devices.
12. Tasers or stun guns.

This prohibition applies to all members of the university community, visitors, and guests and applies whether or not a person in possession of such weapon has a permit to carry or possess the weapon. This policy does not apply to:

1. Law Enforcement Officers of the Federal Government, state, or of any county, city, or town when in the discharge of their official duties.
2. Civil officers of the United States in the discharge of their official duties.
3. Private police or security personnel when hired by, or under contract with, the University.
4. Law Enforcement Officers attending school as students. Their weapons must be concealed unless wearing a uniform.
5. Campus food service knives.
6. The President’s Residence.

Visitors and guests may temporarily store weapons at the Department of Public Safety for no more than 48 hours. The Department of Public Safety and the University are not responsible for lost or damaged items.

Exceptions to this policy may be granted for certain instructional purposes, displays, ceremonies, drills, reenactments, and performances and must be authorized by the Director of Public Safety or his designee.

For students, unauthorized possession of weapons shall constitute grounds for summary suspension. For faculty and staff, unauthorized possession of a weapon shall constitute a violation of board policy.

\textsuperscript{1} Approved by Executive Council on August 6, 2007. Reviewed 12/2013, 4/2015, 7/2016
University of North Alabama Anderson College of Nursing

Influenza Vaccination: Consent Form

UNA Anderson College of Nursing recommends that students receive the influenza vaccination to protect the patients and themselves from the virus. A copy of this form is to be submitted to the College of Nursing after the dose is documented. Additionally, a copy is to be kept in the student’s portfolio.

I have had the opportunity to read, ask questions and understand benefits and risks of the flu immunization. I agree to receive the dose required for the optimum immune response. However, as with all medical treatment, I understand there is no guarantee of immunization or the absence of adverse side effects from the vaccine.

Name of person to receive Flu vaccine (please print)   Student L Number

Signature of person receiving vaccine     Witness

Date        Date

Flu Vaccination Record

<table>
<thead>
<tr>
<th>DATE</th>
<th>GIVEN BY</th>
<th>LOT #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Primary dose

Influenza Vaccination: Declination Form

I understand that, due to the nursing occupational exposure, I may be at increased risk of acquiring the flu virus. I have been given the opportunity to be vaccinated with the flu vaccine. I acknowledge that influenza vaccination is recommended by the CDC for all healthcare providers to prevent infection from the virus and transmission of influenza and its complications, including death, to patients, coworkers, family, and the community. I recognize that this disease kills thousands of people in the US each year and that I can shed the virus for 24 hours before influenza symptoms appear. I also understand that I cannot get influenza from the influenza vaccine and that the strains of virus that cause influenza infection change almost every year requiring yearly vaccinations. I understand that by declining this vaccine, I continue to be at risk of acquiring the flu and transmitting it to others. After reviewing this information, I choose to decline the vaccination. I may change my mind and accept the vaccination later, if vaccine is available. I have read and fully understand all the information on this declination form. I decline vaccination for the following reason(s). Please check all that apply:

- [ ] I believe I will get influenza if I get the vaccine.
- [ ] My philosophical or religious beliefs prohibit vaccination.
- [ ] I have an allergy or medical contraindication to receiving the vaccine.
- [ ] I do not like needles.
- [ ] I do not wish to say why I decline.
- [ ] Other reason – please tell us._______________________

Medical Reasons:

- [ ] Allergic to Eggs/egg products
- [ ] Transplant recipient
- [ ] Immunosuppressive therapy
Name of person declining Flu vaccine (please print) ____________________________  Signature ____________________________

Student L Number: ____________________________  Date: ____________________________

Address ____________________________

http://www.cdph.ca.gov/programs/aids/Documents/programs/hai/Documents/1112InfluenzaDeclination_forwebsite.docx - 30KB - 9/5/2012 (Some of the information copied in the development of this form has been copied from this site and the ECM Hospital form).

Adopted: September 2013