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I. GENERAL INFORMATION

A. Introduction

The faculty of the UNA College of Nursing congratulates you on your acceptance into the RN-BSN or RN-MSN online nursing course of study. There are many planned worthwhile learning experiences to enable the student to think critically, communicate effectively, and grow professionally. This course of nursing study is rigorous. The student must read and study in order to learn information needed to successfully progress through the program. It is important that the student complete assignments on time. Specific policies related to late work are the discretion of the individual nursing professors.

The CON is 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 accrediting bodies
http://www.aacn.nche.edu/ccne-accreditation/accredited-programs

The policies in this College of Nursing (CON) Student Handbook are supplemental to the University Catalog and the University Student Handbook. These CON policies are written to help the student progress through the program. This handbook is provided as information only and should not be construed as a contract between the student and the CON or the University of North Alabama (UNA). UNA and the CON reserve the right to make changes in this handbook as deemed appropriate.

B. Accommodation for Disabilities

In accordance with the Americans with Disabilities Act (ADA), the University offers accommodations to students with documented learning, physical and/or psychological disabilities. It is the responsibility of the student to contact Disability Support Services prior to the beginning of the semester to initiate the accommodation process and to notify instructors within the first three class meetings to develop an accommodation plan. Course requirements will not be waived but, if possible, reasonable accommodations will be made to allow each student to meet course requirements. If a disability is identified later in the semester, a non-retroactive accommodation plan may be developed at that time. Students needing assistance should contact Disability Support Services. (http://www.una.edu/disability-support/)

C. Mission, Goals, and Outcomes

The CON’s mission is to graduate professional nurses who are prepared to competently assume nursing roles in diverse health care environments around the globe. The CON believes that learning takes place best in a supportive, stimulating, and challenging environment where students are held to the highest professional nursing, ethical and legal standards. The CON strives to improve health in the community by providing high quality programs that enable graduates and faculty to assume leadership roles in the professional community, to effect change in systems and policies, and to promote research and scholarly activities that advance nursing knowledge. The CON partners with community agencies to expand affordable, acceptable, assessable healthcare to the community as well as provide an excellent teaching/learning environment for students and faculty. Because the CON values diversity, we encourage students and faculty to engage in international nursing experiences and global outreach.

Program Goals:

The CON has two separate departments, the Traditional Nursing Department (TD) and the Online Nursing Department (OD). CON and OD goals are as follows:
1. CON: Provide high quality, innovative education nursing programs
   OD: Offer high quality online BSN and MSN nursing degree programs
2. CON: To build and maintain a student-centered nursing program
   OD: Graduate nurses who are prepared to practice nursing in global healthcare environments
3. CON: Provide a culturally diverse learning environment for students, faculty and staff
   OD: Promote a culturally diverse learning environment designed to eliminate barriers to learning
4. CON: Develop partnerships with community agencies to expand healthcare to the community
   OD: Develop and nurture a strong relationship with community health facilities and health professionals
5. CON: Promote research and scholarly activities that advance nursing knowledge
   OD: Foster scholarly activities, research, teaching, service, ad practice that advance the knowledge base of nursing

<table>
<thead>
<tr>
<th>Student Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduates of the RN-BSN or RN-MSN baccalaureate program will:</td>
</tr>
<tr>
<td>• Function in professional nursing roles</td>
</tr>
<tr>
<td>• Possess a foundation for graduate study</td>
</tr>
<tr>
<td>• Synthesize knowledge from a broad educational foundation upon which professional nursing practice is based</td>
</tr>
<tr>
<td>• Communicate and collaborate with members of the health team and other interested groups in identifying and meeting the health needs of individuals, families and communities nationally and internationally</td>
</tr>
<tr>
<td>• Demonstrate an understanding of the need for continuous personal and professional growth</td>
</tr>
<tr>
<td>• Possess basic knowledge about research and its application to practice</td>
</tr>
<tr>
<td>• Develop interpersonal and technological skills necessary to assume leadership roles within the BSN scope of practice</td>
</tr>
</tbody>
</table>

D. Faculty and Staff

The names, office numbers, phone numbers and E-mail addresses of the administrator, faculty, and staff are as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office Number</th>
<th>Phone Number</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Lynn Aquadro</td>
<td></td>
<td>256-765-4936</td>
<td><a href="mailto:lcaquadro@una.edu">lcaquadro@una.edu</a></td>
</tr>
<tr>
<td>MSN Program Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Linda Austin</td>
<td></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>Name</td>
<td>Title</td>
<td>Phone</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>--------------------------------------------</td>
<td>-------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Dr. Wanda Bradford</td>
<td>Professor</td>
<td>256-765-4936</td>
<td><a href="mailto:webradford@una.edu">webradford@una.edu</a></td>
</tr>
<tr>
<td>Mrs. Charlotte Cramer</td>
<td>Assistant Professor</td>
<td>256-765-4936</td>
<td><a href="mailto:cwcramer@una.edu">cwcramer@una.edu</a></td>
</tr>
<tr>
<td>Dr. Wendy Darby</td>
<td>Professor</td>
<td>256-765-4936</td>
<td><a href="mailto:wadarby@una.edu">wadarby@una.edu</a></td>
</tr>
<tr>
<td>Dr. Marilyn Lee</td>
<td>Professor</td>
<td>256-765-4936</td>
<td><a href="mailto:mblee1@una.edu">mblee1@una.edu</a></td>
</tr>
<tr>
<td>Mrs. Cathy Malone</td>
<td>Assistant Professor</td>
<td>256-765-4936</td>
<td><a href="mailto:csmalone@una.edu">csmalone@una.edu</a></td>
</tr>
<tr>
<td>Dr. Michelle Nelson</td>
<td>Assistant Professor</td>
<td>256-765-4936</td>
<td><a href="mailto:mlnelson1@una.edu">mlnelson1@una.edu</a></td>
</tr>
<tr>
<td>Dr. Kristy Oden</td>
<td>Assistant Professor</td>
<td>256-765-4936</td>
<td><a href="mailto:kooden@una.edu">kooden@una.edu</a></td>
</tr>
<tr>
<td>Dr. Vicki Pierce</td>
<td>Dean and Associate Professor</td>
<td>210</td>
<td><a href="mailto:vgpierce@una.edu">vgpierce@una.edu</a></td>
</tr>
<tr>
<td>Mrs. Lauren Shell</td>
<td>Coordinator of Online Nursing Enrollment</td>
<td>227</td>
<td><a href="mailto:sshell@una.edu">sshell@una.edu</a></td>
</tr>
<tr>
<td>Mrs. Cynthia Mashburn</td>
<td>Online Academic Secretary</td>
<td>223</td>
<td><a href="mailto:cpmashburn@una.edu">cpmashburn@una.edu</a></td>
</tr>
<tr>
<td>UNA Operator</td>
<td></td>
<td>256-765-4100</td>
<td>(University Closing Messages)</td>
</tr>
</tbody>
</table>

(Online Office fax number: 256 765-4701)

The Coordinator of Online Nursing Enrollment is to be consulted about enrollment/registration questions. The Online Academic Secretary should be contacted about all other questions. Course related and/or clinical questions should be directed to the course professor.

**E. Sigma Theta Tau International**

RN-BSN or RN-MSN students may be eligible for membership in Upsilon Omicron chapter of The Honor Society of Nursing, Sigma Theta Tau International. Students who have demonstrated superior academic achievement, academic integrity, and professional leadership potential are invited to join during their final semester. Academic achievement is defined as GPA of 3.0 on a 4.0 scale and ranking in the top 35% of the graduating class.

**F. Student Representation on CON and UNA Committees**

Students are encouraged to participate in the committees of the CON. Students may volunteer to represent their peers on several committees in the Online Department and at UNA (contact your professors for a list of committees allowing student representatives).
II. BEGINNING THE PROGRAM

Acceptance into the RN-BSN or RN-MSN Online program is pending verification of a current RN License. The student may fax, attach a copy through email, or mail a copy (front and back) of the license for temporary verification. The RN license number must be submitted by the student so that verification can be obtained through the student’s state Board of Nursing. The fax number is 256-765-4701.

A. Health Requirements

Health related requirements are in place, in accordance with Occupational Safety & Health Administration (OSHA) and the Alabama Department of Public Health guidelines, for the protection of the student and others with whom the student may come in contact. Prior to admission to the RN-BSN or RN-MSN Online program, the student must have a physical examination completed by a physician or a nurse practitioner. THE COMPLETED HEALTH FORM (page 18) MUST BE MAILED DIRECTLY BY THE HEALTH CARE PROVIDER OR EMPLOYER to the Online office.

A copy of the student’s complete immunization record/health insurance coverage must be provided to the Online Nursing Department, UNA Box 5127, Florence, AL 35632. (If the immunization record is not available, results of antibody titers must be submitted.)

Student Health Insurance
Each student is required to obtain health insurance coverage and must present current and appropriate documentation prior to beginning all clinical experiences.

Tuberculosis Skin Test
Each student must have a Tuberculosis skin test (PPD) each year. A chest x-ray may be recommended for a student with a positive PPD according to symptoms present. PPD skin tests must be obtained yearly. They are available through the county health departments, University Health Services, or private physicians.

Hepatitis B Vaccine
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 Online Secretary.

CPR Certification
All students must have current instruction or certification in cardiopulmonary resuscitation and show evidence of dates of coverage. The card should be faxed to 1-256-765-4701 or the information may be included on the health form.

B. Student Liability Insurance Requirements

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 RN-BSN or RN-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/
C. Criminal Background Check Requirements

Students must meet clinical agency requirements in order to participate in clinical experiences and meet course objectives. Clinical agencies may require students to have a criminal background check and urine drug screen prior to participating in clinical experiences.

D. Felony Affidavit Requirement

All students in clinical courses **MUST** sign the required affidavit before a notary. You may obtain the affidavit from the Online Office. After completion and notarization of the affidavit mail it to: Online Nursing Department, UNA Box 5127, Florence, AL 35632, ATTN: Mrs. Cindy Mashburn. You may **NOT** participate in ANY clinical activity until the affidavit is in your file. Once it is signed and notarized, if time is of essence for your clinical experience, you may fax a copy to 256-765-4701 but you **MUST** also mail the original, notarized form. Students may attend a clinical after faxing a copy (with instructor's approval), but the **original must be received in our office within 7 days.** Otherwise, the student will receive an **Unsatisfactory** for the clinical experience.

E. Drug Screening

The CON 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 RN-BSN or RN-MSN Online nursing students, poses an unacceptable risk for others, the University, and affiliating clinical agencies. Under no circumstances should RN-BSN or RN-MSN Online 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 program. Following dismissal, readmission to the program will be according to readmission protocols.

A licensed RN-BSN or RN-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 RN-BSN or RN-MSN Online 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.

F. Books

Each course syllabus will indicate which books and materials are required. Information about ordering textbooks is available in the booklist sent to students following acceptance into the CON Online program. It is strongly recommended students order textbooks prior to the beginning of each course. It may take two weeks or more to receive books ordered from online bookstores.

G. Resources and Supplies

Certain computer software is required for the RN-BSN or RN-MSN Online student. **Microsoft Word** and **PowerPoint** are the two required programs. In an effort to help prepare students for the technology skills
required in the workforce, Microsoft now offers Office for Students. Currently enrolled students can use Office every day for school work and activities that are most important to them.

There is no cost to download and run Office 365 ProPlus 2013 provided in the Office for Students program. You can also access the Microsoft Mobile apps on smart phones or tablets. FOLLOW THIS LINK: http://www.una.edu/its/Office365Advantage/studentsFreeOffice.html

The student must have knowledge of computer use. It is the responsibility of the student to take appropriate courses so that he/she knows how to use email with attachments and how to use the aforementioned programs, Word and PowerPoint.

H. Dress Code Policies

The nursing student’s appearance is very important because it communicates self-image and attitude toward the profession. Violation of the dress code is an automatic clinical unsatisfactory. It is essential that the values of neatness, cleanliness, and professionalism are evident. The student must abide by the dress code policies of the agency in which clinical experiences are arranged. The student is responsible for obtaining the agency’s dress code policy when arranging clinical experiences. When deemed appropriate by the agency, a white lab coat/jacket and professional appearing street clothes may be worn. A name pin is required to be worn during any experience as a RN-BSN or RN-MSN Online student. The name pin should have the student’s name and credentials on the first line, “University of North Alabama” on the second line with “RN-BSN Student” or “RN-MSN Student” on the third line. The purchase of the lab coat/jacket and name pin is solely the responsibility of the student. Please note that the pin sent from the Online office does not include the student’s name.

I. Exposure to Blood-borne Pathogens

All students must abide by the agency’s policy for standard precautions. If a student has a needle stick injury, is exposed to body fluid, or is exposed to tuberculosis, the agency policy for exposure should be followed. If exposure results in infection or injury, it will be the student’s responsibility to incur the financial cost related to the exposure. The student is responsible for using the appropriate personal protective devices.

Agencies may require students to be updated on OSHA (Occupational Safety and Health Act) requirements before beginning clinical experiences.
III. PROCEEDING THROUGH THE PROGRAM

The following information will provide the student with many answers to questions they may have as they journey to graduation. It is not intended to be the final word on any subject, but it is the accepted procedure in the CON.

A. Requirements for the Bachelor of Science in Nursing RN-to-BSN or RN-to-MSN
Prerequisite courses will be planned according the STARS guide. For more information please see http://stars.troy.edu/

Major Core Requirements:
Nursing 302R, Nursing 303R, Nursing 411R, Nursing 416R, Option 1 or 2
Option 1 - RN-to-BSN: Nursing 305R, NU 418WR
Option 2 - RN-to-MSN: Nursing 508, Nursing 502, Nursing 503 (See Graduate Catalog for course descriptions)

Professional Nursing Course Descriptions

- **NU302R - Community Nursing** - Introduces wellness theory in promoting health behaviors of families, groups, and communities, while appropriately networking with community resources. (6 semester hours)
- **NU303R - Nursing Research** - Introduces the research process in nursing. Focuses on the use of research in nursing practice. (3 semester hours)
- **NU305R - Physical Assessment** - Focuses on techniques of physical assessment, normal assessment findings, selected abnormal findings, and changes in assessment findings across the life span. (3 semester hours)
- **NU418R - Concepts, Issues & Theories in Nursing** - Focuses on the nursing process in clinical practice. Topics include selected concepts and issues related to professional nursing. (6 semester hours)
- **NU411R - Leadership** - Teaches concepts of leadership roles in nursing. (6 semester hours)
- **NU416R - Quality and Safety in Professional Nursing** - Introduces the concept of quality and safety in professional nursing roles. (6 semester hours)

B. 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, 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 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 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

C. 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.”

D. Professional Behavior

According to the University Catalog, “Students are expected to adhere to standards of professional conduct as described in the American Nurses Association Code of Ethics for Nurses.” Full text of this Code is available at: http://www.nursingworld.org/MainMenuCategories/EthicsStandards
E. Confidentiality

Students may be required by clinical agencies to sign confidentiality forms. Any information obtained regarding patients in the clinical agency must be maintained in the strictest of confidence. Information such as a patient's name, diagnosis, or physician must not be discussed in public. Failure to maintain patient confidentiality is subject to a clinical unsatisfactory and/or course failure.

F. Grading system

The UNA CON follows the guidelines as described in the University Catalog. To proceed through the program, the student must maintain a 2.1 GPA. To graduate from the CON, the student must have a minimum grade point average of 2.0 (C) on all work attempted at the university and a C or better on all courses in the professional nursing component. The numerical system of grading in the CON RN-BSN or RN-MSN Online Program is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>73-79</td>
</tr>
<tr>
<td>D</td>
<td>60-72</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
</tr>
</tbody>
</table>

The CON faculty/staff will not give grades over the telephone. Students may access their unofficial transcript using their UNAPORTAL account at [https://unaportal.una.edu](https://unaportal.una.edu).

G. Retention and progression in the online RN-BSN option or RN-MSN option is based on continued satisfaction of health requirements, certification, liability requirements, and appropriate academic progress with a grade of C or better in each nursing course.

- Appropriate academic progress with a grade of C (73) or better in each professional nursing course is required.
- Clinical is graded as “Pass” or “Fail”. Satisfactory clinical consists of participating for the required number of hours, meeting clinical requirements specific to each course, behaving in a professional manner. Note: Students must complete all required clinical hours and all required clinical assignments in order to receive a passing course grade.
- After a second withdrawal from the same course (without extenuating circumstances), a student will be required to wait one semester before retaking the course. Students eligible to return to a nursing course after a withdrawal (W) or course failure (D,F, or WF) from a required nursing (NU) course will be readmitted to the course on a “space available” basis. Extenuating circumstances are to be determined by faculty on an individual basis.
- A student who has failed a nursing course for any reason may repeat the failed course only once. In the College of Nursing, no student will be permitted to use the Repeat/Recalculate Policy or the Second Chance Provision for any nursing course (NU designation). A student in the nursing program can receive no more than one course failure throughout the nursing program. After two course failures, the student will be dismissed from the program.
- In accordance with University policy, students who withdraw from a course by the designated deadline in the UNA catalog will receive a “W” for the course. After the designated deadline, courses dropped with averages of less than a 73 will be a “WF” for the course. In nursing courses, a “WF” for any reason is considered a course failure.
- A 2.0 GPA is required for graduation.
- Students in the RN-MSN option must achieve a minimum 3.0 GPA after completion of 12 credit hours of undergraduate nursing courses at UNA and meet the requirements for successful completion of NU 501, NU 502, and NU 503 (as described in the Graduate Catalog) to continue in the RN-MSN option.
H. Criteria for Students Readmitted to the College of Nursing:

The student who has failed two nursing courses may petition the Online Admissions/Readmissions Committee Chairperson for readmission after being dismissed from the program. The letter should include:

a) Reason(s) for dismissal from the College of Nursing.

b) Reason(s) for seeking readmission to the College of Nursing. The student must state why he/she believes they can successfully complete the program if readmitted to the College of Nursing.

c) Actions taken to overcome the problems necessitating dismissal from the College of Nursing.

After the committee reviews all pertinent information regarding readmission, the committee will submit a report of its decision to the Online Department Chair and the Dean of the College of Nursing. The Dean will, in turn, notify the student of the committee’s decision. Students will be readmitted on a space available basis.

Any readmitted student who earns a grade below “C” in a nursing course will be permanently dismissed from the program.

I. Attendance/Tardiness

All required clinical hours must be completed to pass clinical courses. Attendance is expected for all planned clinical experiences. If illness, or impaired mobility occurs, or tardiness is anticipated, the student should notify the mentor and the assigned clinical agency before the start of the 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 mentor for directions and notify the course instructor.

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).

J. Advisement

Students in the RN-BSN or RN-MSN Online program will be assigned an advisor after the student is registered for courses in the program. The student is encouraged to contact the advisor with questions about progression through the program or advice about courses in general. Specific course related questions should be directed to individual faculty members responsible for that course. Questions related to registration, graduation, etc. should be directed to personnel in the Online Office.

K. Faculty Evaluation

Student ratings of faculty will be used in the CON to collect information about students’ perceptions of nursing courses and nursing faculty. Since the purpose of the evaluation is improvement; comments should be documented in such a way that the instructor can benefit or improve his/her teaching of the course. After final course grades have been submitted, the tabulated responses will be seen by the professor and the dean or department chair.

L. Disciplinary Policies

Disciplinary policies and processes of the CON will be identical to those found in the University Catalog regarding general student behavior and as designated in specific course syllabi.
M. Grievance Procedure

The student who has a grievance should follow the procedure listed in the University Catalog. Should a student wish to appeal a course failure, a formal request should be made in writing to the Online Department Chairperson and to the Admissions, Readmissions, Progressions (OARP) Committee.

N. Withdrawal Policy

Students in the RN-BSN or RN-MSN Online program must follow the University procedures for withdrawal from courses. Students should contact the respective faculty member(s) in the course(s) from which they wish to withdraw and also should contact the Online office. Failure to follow the established University protocol for withdrawal will result in an F in the course(s).

In accordance with University policy, students who withdraw from a course by the designated midterm date will receive a “W” for the course, unless the student has a clinical failure. After the midterm deadline drop date, courses dropped with averages of less than a 73 will be a “WF”. In nursing courses, a “WF” for any reason is considered a course failure.

O. Pregnancy

Students who are pregnant must adhere to all policies and procedures outlined in the UNA Catalog. In the event a student becomes pregnant, she must present to the professor(s) of currently enrolled courses, statements from her physician giving permission for her to attend clinical. Statements of release must be faxed by the physician’s office or mailed by the physician directly to the Online Office. Additionally, after a student has given birth, she must submit a release statement (faxed or mailed by the physician) indicating that she is able to return to classes and clinical.

IV. PROGRAM COMPLETION

A. Graduation Preparation

Two semesters before graduation, students must formally apply for graduation. Graduation applications are available from the University Registrar's Office. The application and instructions for graduation are also available online at http://www.una.edu/registrar/graduation.html. Once the application and application fee is received and processed, a final degree audit will be completed by the Registrar’s Office of all coursework. This will assist students to complete all requirements in time for graduation. Students should closely review their completed coursework to ensure that all graduation requirements have been met. Additional information regarding the graduation ceremony, diplomas, caps and gowns, etc. is available through the Registrar’s Office.

Special note to RN to MSN students: You must apply for graduation at least two semesters in advance of completing your BSN requirements. Completion of BSN requirements, including graduation, must be met before you can be accepted into the MSN program. Please contact the online office at 1-800-TALK UNA extension 4936 or 4931 for further information.

B. College of Nursing Pin

Traditionally, graduates of a particular college of nursing wear the pin of their school with pride. The UNA nursing pin follows the traditional symbolism. The blue on the pin is for truth, loyalty, and constancy. The gold stands for worthiness and the Golden Rule. The pin embodies the Maltese cross with an outer ring of laurel wreath which is symbolic of the victor's prize. Inscribed on the pin is the Latin motto, "amino et fide," meaning "by courage and faith." Students interested in ordering the UNA nursing pin should contact the Coordinator for Online Nursing Enrollment.
C. Letters of Recommendation

Letters of recommendation for potential employers or graduate study should be sought on an individual basis. In order to comply with the Family Educational Rights and Privacy Act the University may require that a student requesting a letter of recommendation from a faculty member sign a release form. This form will be sent to the student by the faculty member from whom a letter of recommendation is sought.
UNIVERSITY OF NORTH ALABAMA 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
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.
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:  
  - [ ] Student  
  - [ ] Visitor

Name ___________________________________________ Student ID Number ____________________________

Name of parent/guardian/spouse ___________________________ Phone ____________________________

UNA Box ___________ Academic Classification ____________________________ Age ________

Local Address ________________________________________________________________

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### 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 ________________________________________________________________

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

WEAPONS ON CAMPUS
POLICY

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.

1 Approved by Executive Council on August 6, 2007. Reviewed 12/2013
HEALTH INFORMATION VERIFICATION

To the College of Nursing Online Student:
Upon entering the clinical portion of your studies, the College of Nursing (CON) must have verification that your health status will not interfere with the safe, efficient delivery of health care and with meeting the requirements of the program. Please submit this form to your employer or health care provider and request that this information be sent to the CON. By your signature below, you authorize your employer/health care provider to release the requested health related information that will be kept in a confidential file by the CON.

________________________________________
Student Signature
________________________________________
Printed Name
________________________________________
Student Number or Social Security Number

To be completed by employer or health care provider

Is the following information on file at your facility for the above individual? __________

Date of Last Health Examination _______________________
Do the records indicate that the person is able to work safely in a clinical health care environment? __________

Date of Last Drug Screening __________________________ (If no screening done, write N/A)
Results:  Negative____  Positive_____ Was the screening requested by the employer? __________
If requested, why? ________________________________________________

* Date of Last PPD (must be within previous 12 months) ___________________________ Results ___________
If positive, is student receiving treatment? __________ Was chest x-ray done? __________ Date __________
Results _____________________________________________________________

* Dates of Hepatitis B Series _____________  _____________  _____________
* Date(s) of Hepatitis B Titer(s) _____________  _____________  _____________

* Date(s) of MMR Vaccines _____________  _____________  _____________
* Dates(s) of MMR Titer _____________  _____________  _____________

* Date(s) of Varicella Immunization _____________  *Date(s) of Varicella Titer _____________
* Date(s) of Influenza Vaccination _____________
* Date of Tdap ____________________
    * Written proof must accompany health form Phone number of Employer/Physician/NP

*Date of last Flu shot (must be current) ______________________

Print Name of Employer/Physician/NP Date Signature of Human Resources Official/Physician/NP Date

Name & Address of Employer or Address/Physician/NP

FORM MUST BE RETURNED BY EMPLOYER/PHYSICIAN/NP (MAIL OR FAX). FORM WILL NOT BE ACCEPTED FROM STUDENT.

MAIL TO: College of Nursing Online Program, University of North Alabama, Box 5127, Florence, AL 35632. Attention: Mrs. Cindy Mashburn. FAX TO: 256-765-4701