



The University of North Carolina Wilmington

SCHOOL OF NURSING
in the
College of Health and Human Services

STUDENT HANDBOOK

RN-BSN Program

2024-2025

**UNIVERSITY of NORTH CAROLINA WILMINGTON
SCHOOL of NURSING RN-BSN PROGRAM STUDENT HANDBOOK**

PREFACE

The purpose of this Student Handbook is to assist in understanding the policies, procedures, and general information specific to the RN-BSN program of the University of North Carolina Wilmington (UNCW) School of Nursing (SON). The information in this guide is a supplement to the published current issues of *The University of North Carolina Wilmington Undergraduate Catalogue*, and the *University of North Carolina Wilmington Student Code of Student Life*.

Successful matriculation and graduation from the RN-BSN program requires adherence to all policies, procedures, and regulations as stipulated by both the University of North Carolina Wilmington and the UNCW School of Nursing. If you have questions regarding requirements or policies, do not hesitate to refer them to the Assistant Dean of the CHHS Student Success Center, Academic Advisor, Program Coordinator, SON Director, or another appropriate person(s).

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The University of North Carolina Wilmington is committed to and will provide equality of educational and employment opportunity for all persons regardless of race, sex (such as gender, marital status, and pregnancy), age, color, national origin (including ethnicity), creed, religion, disability, sexual orientation, political affiliation, veteran status or relationship to other university constituents—except where protected status represents a bona fide educational or occupational qualifications or where marital status is a statutorily established eligibility criterion for state-funded employee benefit programs. (*The University of North Carolina Wilmington Undergraduate Catalogue*).

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SECTION I

THE UNIVERSITY OF NORTH CAROLINA AT WILMINGTON SCHOOL OF NURSING

Overview and History of the School of Nursing

In the early 1960s, the New Hanover County Commissioners consolidated James Walker Memorial Hospital and Community Hospital creating the New Hanover Memorial Hospital, which has since become New Hanover Regional Medical Center (NHRMC). With the acquisition of Cape Fear Hospital, the current designation as New Hanover Health Network (NHN) evolved. The New Hanover Memorial Hospital Board of Directors discontinued the diploma nursing programs that had existed at James Walker Memorial Hospital and Community Hospital. In response, county officials requested that Wilmington College establish a two-year associate degree program in nursing. The first Wilmington College nursing class graduated with an Associate of Arts degree in nursing in 1967.

During the 1970s, UNCW initiated plans for a Bachelor of Science program with a concentration in professional nursing. In 1980 a baccalaureate program was recommended to meet the needs of both first-time nursing students (pre-licensure) and registered nurses wishing to earn a four-year degree. In 1984, the UNC Board of Governors approved establishing the UNCW baccalaureate program in nursing. The curriculum received initial (provisional) approval from the Board of Nursing in June 1984. Having acquired approval from the University of North Carolina System and the North Carolina Board of Nursing, UNCW established the School of Nursing (SON) on July 1, 1984. The 1992, the Registered Nurse to Bachelor of Science in Nursing (RN-BSN) program began admitting students.

Authorization to plan the graduate program was granted by the University of North Carolina General Administration in fall 1997, with authorization to establish the program in July 1998. The first cohort of students (ten full-time and ten part-time) was admitted in fall 1998. The planning year and the first two years of the program were partially supported by grants totaling over one million dollars from the United States Department of Health and Human Services and the Cape Fear Memorial Foundation. The first Master of Science in Nursing class of nine Family Nurse Practitioner (FNP) students graduated in May 2000. In 2004, continuing accreditation was granted the baccalaureate and MSN programs by the NLNAC for the maximum period of eight years (2012). In response to the critical shortage of registered nurses in professional practice, and the need to produce more faculty to accommodate increased student enrollment, the Nurse Educator Option was approved as the second option in the MSN program. In 2004, the SON admitted three students into the inaugural class of the Master of Science in Nursing Nurse Educator Option (MSN NE).

In June 2003, the Office of the President of the University of North Carolina approved the intent to plan the Bachelor of Science in Clinical Research (CLR) (non-nursing major). The following year in fall 2004, a cohort of five students began the program of study. The first five students graduated in May 2006 and the second and third cohorts graduated nine in May 2007, and nine in May 2008 respectively. Enrollment has increased steadily in the CLR program and is projected to continue to increase for the foreseeable future. The UNCW SON received funding to support early development of the program from Pharmaceutical Product Development, Inc. (PPD). A clinical research minor was subsequently added to the curriculum. In the spring of 2010, the General Administration of the University of North Carolina approved the proposal to begin a Master of Science Degree in Clinical Research Management and Product Development and enrolled the first students in January 2011. In 2017, a post-graduate certificate was added.

The School of Nursing moved into a new state-of-the-art building and the building was dedicated as McNeill Hall on April 18, 2011. A task force was charged with examining the state health related programs at UNCW in 2007. The Report of the Task Force on the Future of Health-related Programs at UNCW envisioned the establishment of a College of Health and Human Services (CHHS) to foster a transdisciplinary model. Subsequently, the UNCW Board of Trustees and the UNC Board of Governors established the formation of a CHHS in 2008 and to be operationalized in 2010. In July 2010, the UNCW College of Health and Human Services (CHHS) was established to make a positive impact on the health and quality of life of residents in the state of North Carolina and beyond. The goal of the CHHS is to help individuals, families, and communities live healthier, more prosperous and empowered lives. The CHHS consists of three professional schools: School of Health and Applied Human Sciences, School of Nursing, and School of Social

Work. In March 2016, a North Carolina Bond of \$66 million was approved for an Allied Health & Human Services Building, now named Veterans Hall.

Following the Institute of Medicine report, *The Future of Nursing: Leading Change, Advancing Health* (2011), the School of Nursing revised the RN-BSN program with the goal of making a quality program for working registered nurses to obtain their four-year degree in as little as one year. This was made possible through several partnerships: [Academic Partnerships](#) and the Regionally Increasing Baccalaureate Nurses (RIBN) grant coordinated by the Foundation for Nursing Excellence with financial support from The Duke Endowment, the Jonas Center for Nursing Excellence, The Robert Wood Johnson Foundation and the NC Area Health Education Centers. In 2013, the SON made substantive changes to the RN-BSN track of the undergraduate Bachelor of Science in Nursing (BSN) program to enhance access and completion of the degree. A fully online accelerated RN-BSN program launched in August 2013, offering courses in a carousel model over 7 weeks, allowing completion in as little as 12 months.

The Doctor of Nursing Practice program was approved by the UNC General Administration in spring 2016, and the initial cohort of 9 students was enrolled in August 2016. This program began as a Post-Advance Practice Registered Nurse (APRN) program, admitting nurse practitioners (NP) of all specialties, clinical nurse specialists (CNS), certified registered nurse anesthetist (CRNA), and certified nurse midwives (CNM). The DNP expanded in 2020 to include four concentrations: two BSN-DNP concentrations, Family Nurse Practitioner (FNP) and Psychiatric Mental Health Nurse Practitioner (PMHNP), and two post-masters' concentrations including the previous Post APRN concentration and the new Nurse Executive Leadership (NEL) concentration. In fall 2024, the DNP program expanded again to offer an Adult Gerontology Primary Care Nurse Practitioner (AGPCNP) concentration.

The MSN Nurse Educator (NE) option was reopened in January 2017 as a fully online accelerated program offering courses in a carousel model over 7 weeks. In the spring of 2024, the revised Post-Graduate Nurse Educator Certificate program reopened for student enrollment in response to the nursing faculty shortage and the American Association of Colleges of Nurses' "AACN Statement on Faculty Preparation and the 2021 Essentials," which calls for supplemental coursework in curriculum development for clinically focused graduate degree-prepared nurses to serve in the faculty role in academia.

The UNCW School of Nursing has continuously been approved by the North Carolina Board of Nursing (NCBON). The National League for Nursing (NLN) initially accredited the Bachelor of Science program, pre-licensure and RN-BSN options in 1987. In October 1996, continued accreditation was granted by the National League for Nursing Accrediting Commission, Inc. (NLNAC) through spring 2004 with reaffirmation through 2012. Subsequently, the decision was made to focus only on Commission on Collegiate Nursing Education (CCNE) accreditation. In 2004 CCNE awarded five-year accreditation of all curricula in the School of Nursing; continuous accreditation has been maintained since that initial award.

The SON is an integral part of UNCW and a vital contributor to the health of the surrounding communities and beyond. The SON faculty is committed to preparing nurse graduates at the baccalaureate, master's, and doctoral levels to become vital members of the healthcare workforce contributing to the health of their community. The faculty is also committed to inter-professional collaboration in teaching, scholarship, and service.

Mission Statement

UNCW Vision Statement

UNCW will be recognized for excellence in everything it does, for its global mindset, and for its community engagement.

UNCW Mission Statement

The University of North Carolina Wilmington, the state's coastal university, is dedicated to the integration of teaching and mentoring with research and service. Our commitment to student engagement, creative inquiry, critical thinking, thoughtful expression, and responsible citizenship is expressed in our baccalaureate and master's programs, as well as doctoral programs in areas of expertise that serve state needs. Our culture reflects our values of diversity and globalization, ethics and integrity, and excellence and innovation.

CHHS Vision Statement

We enhance health and quality of life.

CHHS Mission Statement

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

School of Nursing Vision Statement

Together we improve health and well-being.

School of Nursing Mission Statement

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

RN-BSN Purpose Statement

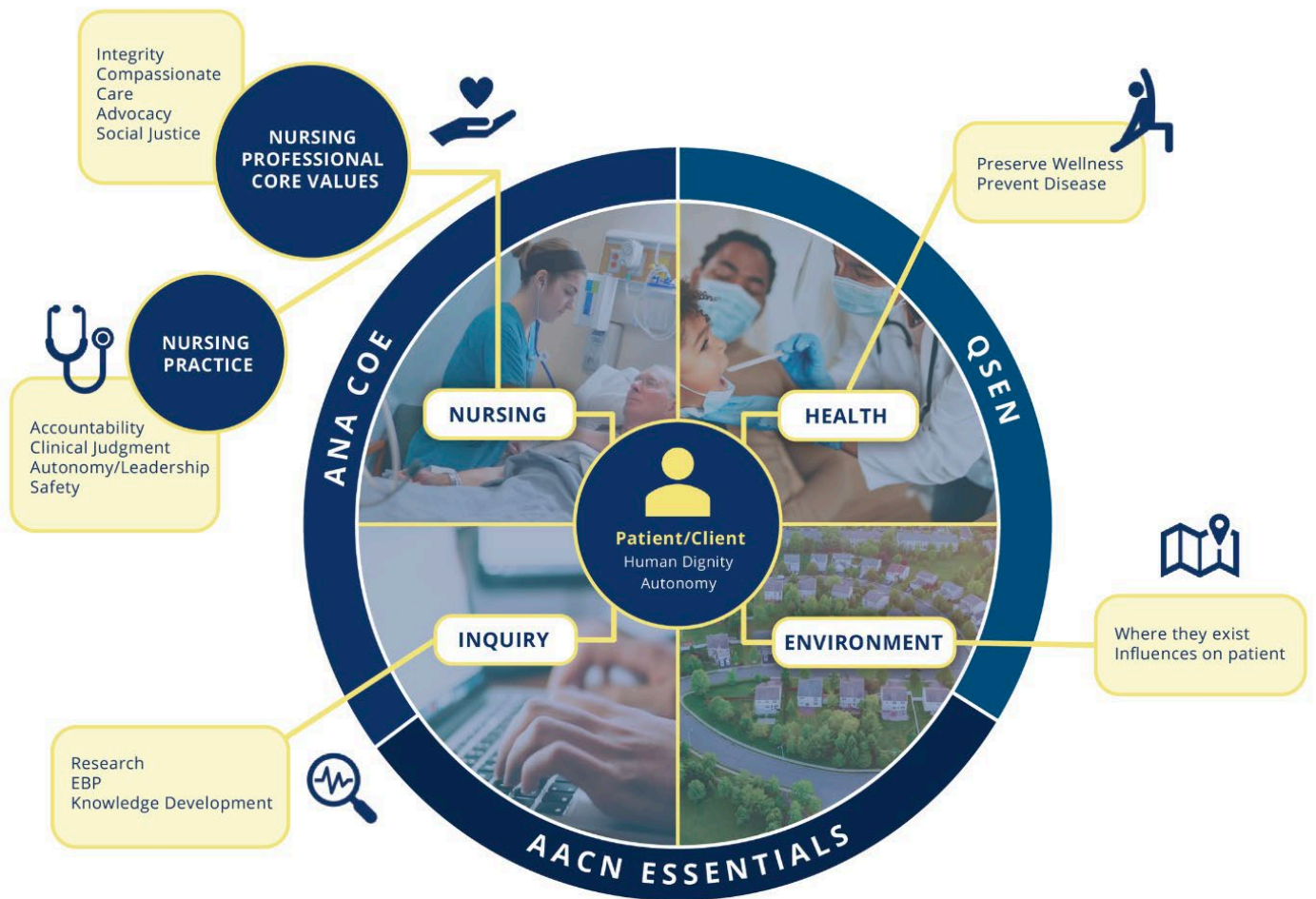
The purpose of the RN-BSN Program is to prepare registered nurses through an evidence-based online accelerated curriculum to successfully perform in the role of a baccalaureate-prepared professional nurse with the knowledge, skills, attitudes, and values which empower them to advance nursing care, improve healthcare outcomes and to advocate for diverse individuals, families, and communities in complex healthcare systems.

Conceptual Framework

The School of Nursing actively promotes dedication to the professional values of individual and population-centered care, lifelong learning, quality care and patient safety. We believe that these professional values are essential to the unique discipline of nursing and the holistic perspective that is inherent in all aspects of professional nursing.

The conceptual framework for the School of Nursing curriculum reflects the complex interactions of these core values and the concepts of Patient, Environment, Nursing and Health Maintenance to define Professional Nursing. The core values and concepts have been adapted to guide the curriculum throughout the programs are from The Essentials: Core Competencies for Professional Nursing Education (2021), ANA Code of Ethics (2015), Quality and Safety Education for Nurses (QSEN) (2016), ANA Nursing Scope and Standards of Practice (3rd edition, 2015) and Interprofessional Education Collaborative (IPEC) Core Competencies.

The following diagram depicts the concepts in the Undergraduate Curriculum Plan. The curriculum plan for the Undergraduate Programs is guided by the Essentials for Baccalaureate Education (AACN, 2021). These essentials are threaded into coursework and exemplified within crosswalks of the course syllabi. Other resources that guide specific course content and curricula include the Essentials of Baccalaureate Nursing Education for Entry Level Community/Public Health Nursing (2013), the Essential Nursing Competencies and Curricular Guidelines for Genetics and Genomics (2006), the Quality and Safety Education for Nurses (QSEN) standards (2016), and the Baccalaureate Competencies and Curricular Guidelines for the Nursing Care of Older Adults (2010).



Undergraduate Curriculum Concepts

Revision 3.22.10

~AACN, The Essentials: Core Competencies of Professional Nursing, 2021

NCLEX-RN Test Plan Structure, Client Needs and Integrated Concepts and Processes, 2010

^ Association of Community Health Nursing Educators

(ACHNE), Essentials of Baccalaureate Nursing Education

for Entry Level Community/Public Health Nursing, 2010

AACN, Cultural Competency in Baccalaureate Nursing

Education, 2008; QSEN Standards 2016

SECTION II

BACCALAUREATE PROGRAM: BACHELOR OF SCIENCE IN NURSING BSN

The purpose of the baccalaureate program in nursing is to prepare a generalist who possesses the knowledge, skills, and attitudes with which to practice family-centered professional nursing in a variety of current and emerging health care delivery systems. In addition, the program is designed to provide a foundation for graduate nursing education. Through interactions with clients – individual persons, families, and communities – and other health care professionals, nursing graduates will contribute toward meeting the wide-ranging needs of the region, state, and the larger community. The baccalaureate program has two program options: Pre- Licensure and RN-BSN. The Pre-Licensure option is for nursing students who are preparing for entry into professional nursing by taking the registered nurse licensure exam. The RN-BSN option allows the licensed registered nurse, prepared at the associate degree or diploma level, to obtain a Bachelor of Science with a Concentration in Professional Nursing in an online format.

STUDENT LEARNING OUTCOMES

Upon completion of curriculum, the graduate will be able to:

1. Demonstrate foundational clinical judgment and innovative practice by integration, translation, and application of nursing knowledge
2. Apply evidence-based, individualized holistic care to achieve positive health outcomes.
3. Collaborate with other health professionals, community partners, and the public to protect human rights, promote health, and reduce health disparities.
4. Apply evidence-based knowledge to advance individual and population health.
5. Integrate safety and quality as essential components of practice
6. Promote interprofessional collaboration with care team members, patients, families, and communities to optimize care.
7. Integrate knowledge of healthcare systems through innovation and evidence-based practice to optimize care.
8. Utilize informatics and healthcare technology to improve delivery of nursing care.
9. Integrate nursing values and integrity to promote social justice in professional nursing practice and health policy.
10. Engage in behaviors that foster personal health, resilience, well-being, lifelong learning and support the acquisition of nursing expertise and leadership skills.

APPLICATION/ADMISSION PROCESS

Admission to the University of North Carolina Wilmington (UNCW) is required prior to admission to the School of Nursing. Refer to the separate admission requirements and deadlines [for transfer to UNCW](#) and for the [School of Nursing](#).

The RN-BSN student must hold an active, unencumbered registered nurse license in the resident state at the time of application and throughout the RN-BSN program. If, during the program the license expires or has restrictions applied, the student must notify the Associate Director of Undergraduate programs in the School of Nursing. Decisions on a student with an encumbered license continuing in the RN-BSN program will be made for each case by the UNCW School of Nursing. Failure to report a licensure issue to the UNCW SON may be grounds for dismissal.

Process for Accepting Transfer Credits:

For each transfer student, courses from another program are forwarded by the CHHS Student Success Center to the RN-BSN Program Coordinator for evaluation and sent to the CHHS Student Success Center and the CHHS Registrar.

Note the number of UNCW credits required for the degree in the [UNCW catalogue](#). Following careful evaluation, a decision is made regarding potential transfer into the program. (Deferral & Transfer Policies approved by RN-BSN Council, April 2016).

RN-BSN PROGRAM CORE PERFORMANCE STANDARDS

The UNCW School of Nursing is vested and has experience in accommodating disabilities without compromising the safety of patients, the integrity of the curriculum, or the successful progression standards required of all students. The performance standards and examples listed below are essential competencies for admission and successful progression in the RN-BSN Program.

The following performance standards are based on minimum competencies expected of any nurse, the demands of clinical training in nursing education, and the safety and well-being of the patients at the clinical agencies in which the SON utilizes for student learning. The examples provided below are not inclusive of all expected abilities required of a student nurse in the program.

1. Communication

- Must be able to communicate effectively with patients, families, and members of the healthcare team through oral, written, and interpersonal means.
- Must be able to obtain information, describe patient situations, and perceive both oral and non-verbal communication.
- Must be able to speak, comprehend, read, and write in English at a level that meets the need for accurate, clear and effective communication (examples include, but are not limited to: giving clear oral reports, reading watches or clocks with second hands, reading graphs, reading and understanding documents printed in English, writing legibly in English).

2. Observation

- Must be able to observe a patient accurately (examples include but are not limited to: listening to heart and breath sounds; visualizing the appearance of a surgical wound; detecting bleeding, unresponsiveness or other changes in patient status; detecting the presence of foul odor; palpating an abdomen; detecting changes in skin color or condition; collect data from recording equipment and measurement devices used in patient care; detect fire in clinical area and initiate emergency action).
- Must be able to detect and respond to emergency situations, including audible alarms (examples include monitors, call bells, fire alarms, and emergency alarms).

3. Motor Function and Endurance

- Must have sufficient strength and mobility to work effectively and safely with patients and carry out related nursing care; examples include but are not limited to: lifting and positioning patients, transferring patients in and out of bed, cardiopulmonary resuscitation, preparation and administration of medications (oral, injection, intravenous, including hanging IV bags at shoulder height), reading and emptying body fluid collection devices below bed level, application of pressure to stop bleeding, clearing/opening an obstructed airway, provision of daily hygiene care, movement from room to room. Must be able to complete assigned periods of clinical practice, including up to 12-hour shifts (including days, evening, nights, and weekends).

- Must be able to respond at a speed enough to carry out patient assignments within the allotted time.

4. Behavioral

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

5. Critical Thinking

- Must be able to use problem solving skills in clinical situations.
- Must be able to evaluate the effectiveness of nursing interventions.
- Must be able to apply the scientific method in developing a plan of care for patients.

Reasonable Accommodations: If an otherwise qualified student believes that he or she cannot meet one or more of the standards without accommodation or modifications, the following process will be used:

1. Each student admitted to the RN-BSN program will have online access to the RN-BSN Handbook which includes a list of the required Core Performance Standards.
2. The University of North Carolina Wilmington is committed to providing reasonable accommodations to enable qualified students with documented disabilities to accomplish their educational goals. It is the responsibility of the student who desires a reasonable accommodation to notify the Disability Resource Center and to provide appropriate documentation. They will determine a student's eligibility for accommodation and will recommend appropriate resources, accommodations, and services ([Disability Resource Center](#)). Accommodations cannot be provided retrospectively.
3. Decisions regarding recommendations from the Disability Resource Center for reasonable accommodations will be carefully reviewed by the Program Coordinator, Assistant Director of Undergraduate Programs and the SON Director. Decisions for the provision of reasonable accommodations must not jeopardize patient safety nor compromise the integrity of the nursing program. Applicants and students should be aware that accommodation provided at the UNCW SON may not be provided by the National Council of State Boards of Nursing on NCLEX (National Council Licensure Examination) or in practice. Once established, responsibility for disability-related accommodations and access is shared by Disability Resource Center (DRC), faculty, and the student. Disability Resource Center: DePaolo Hall, Suite 1033; 910.962.7555; DRC@uncw.edu

RN-BSN Progression Policies

1. The minimum grade of C is required for all nursing courses.
2. The minimum grade of C is required for the prerequisite courses.
3. Throughout the nursing program, a student may repeat a maximum of three different nursing courses one time due to failure. Failure of the repeat or a fourth course in nursing will result in dismissal from the nursing program.

ONLINE COURSE CLASSROOM POLICIES

Students Must Complete Agreements in the RN-BSN Program and Canvas Orientation

To gain access to course content, you must complete the following:

1. Attest that you have an active and unencumbered RN license at the time of this 7-week course as per the RN-BSN program policy.

The RN-BSN student must hold an active, unencumbered registered nurse license in his or her resident state at the time of application and onset of the program. If at any time during the program the license expires or has restrictions applied, the student must notify the Associate Director of Undergraduate programs in the School of Nursing. Decisions on a student with an encumbered license continuing in the RN-BSN program will be made for each case by the UNCW School of Nursing. Failure to report a licensure issue to the UNCW SON may be grounds for dismissal (RN-BSN Program Student Handbook).

If students are in the Try Teal program, they must identify as Try Teal students as they have not been through the full admission process for the RN-BSN program.

2. If you do not have an unencumbered license or your license is inactive, access to this class will be denied, and you must contact a School of Nursing RN-BSN representative at 910-962-7844 and your primary faculty member as soon as possible.
Students in the Try Teal program must identify as Try Teal students to take an authorized UNCW RN-BSN course.
3. **Click “Mark as done” to attest that you have an active and unencumbered RN license at the time of this 7-week course.**

General Course Policies and Expectations

The nursing profession is challenging and complex, as is the nursing curriculum. To foster success in the program the faculty identifies the following course policies and course expectations.

Course Policies

Students are expected to:

1. Participate in all course activities, including discussions, quizzes, and group work. Faculty will monitor for non-participation. Any trends in non-participation will be addressed by faculty and reported to the student's advisor. The consequences of this behavior will be at the faculty's discretion per course policies.
2. Submit all class assignments and tests or quizzes as scheduled in the course syllabi. Late assignments submitted within 3 days of the due date may be subject to a 5% per day reduction in assignment grade. Assignments submitted after 3 days will result in an earned grade of zero. No makeup work or bonus work will be incorporated into this course. Assignments may be turned in early. This policy does not apply to discussion boards, quizzes, tests, or last assignment of the term. Please refer to individual assignment type for late policy.
3. Use current APA (American Psychological Association) format for written assignments

Course Expectations

Students are expected to:

1. Apply previously learned concepts introduced in prerequisite courses to the nursing program.
2. Plan at least 2-3 hours of weekly study for each 1 hour of course credit time per week.
3. Access all course materials, assignments, and announcements from the online course shell documents.
4. Notify faculty of any special situations, disabilities or specialized learning needs the first week of class.
5. Use the course email for all communication between students, staff and faculty unless otherwise specifically outlined in the course syllabus.
6. Demonstrate respect for fellow students and faculty by following the Netiquette ABC's
7. Maintain access to recommended computer hardware to access web-based course materials and documents.

GRADING POLICIES

The School of Nursing will adhere to the grading systems of the University with the following modifications and ranges:

Grading Scale: RN-BSN Programs

A	94-100
A-	91-93
B+	88-90
B-	82-84
C+	80-81
C	77-79*
C-	74-76
D+	68-70
D-	65-67
F	≤64

Please note that it is SON policy and procedure that instructors do not round grades until the final grade is tallied. For the final grade, your instructor can only round at the .5 or above. For example, 90.50 rounds to a 91, however if a 90.49 or less, it does not round to the next whole number.

*You must have a C or higher to pass a course.

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

Students must complete the following agreements in the RN-BSN Program and Canvas Orientation:

- Handbook Acknowledgement
- Signed Confidentiality Statement
- Consent to Release Academic/Personal Information for Scholarship
- Signed Audiovisual Release Form

The Audiovisual Release Form grants permission to the University of North Carolina and the School of Nursing, to take and use visual/audio images of students in connection with the activities of the University and School of Nursing. Visual/audio images are any recording type, including photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions.

SECTION III

GENERAL PROCEDURES AND POLICIES

NORTH CAROLINA RESIDENCY

All students who are classified as out-of-state residents are strongly encouraged to review the Undergraduate Catalogue <https://catalogue.uncw.edu/index.php> on claiming North Carolina Residency. [081]

As of February 20, 2017, undergraduate students wishing to apply for UNC-system undergraduate admission, readmission, transfer or reclassification must use the new legislatively constituted Residency Determination Service (RDS). RDS replaces the campus-based responsibility for residency determination. Therefore, ALL inquiries about initial determinations, reconsiderations or appeals should be directed to RDS, the sole authority for undergraduate residency determinations. The RDS goal is to provide students access to transparent information and the opportunity to claim NC residency in a simple, accurate and straightforward manner.

Undergraduate students interested in pursuing in-state residency for tuition purposes should be directed to the following contacts:

Website: www.NCresidency.org
Phone: 844.319.3640 Fax: 919.835.2427
Email: rdsinfo@ncresidency.org
FAQ: <https://www.ncresidency.org/faqs/>

COURSE DESCRIPTIONS

For complete course descriptions, please see the current issues of *The University of North Carolina Wilmington Undergraduate Catalogue*.

DISTANCE LEARNING

The School of Nursing reserves the right, at any time, to use distance learning technologies in the delivery of educational offerings. The RN-BSN program is delivered in an asynchronous online format. Currently the university is using Canvas for online course delivery. The university has an [Information Technology](#) department and website to help you with technology issues or to address needed technology or instruction. There is also the [Office Distance Education and E- Learning \(DEel\)](#) which provides help for students and faculty with university technology.

Required Resources

- Hardware, software, and Internet access as recommended by UNCW:
- Web camera (Integrated web camera or Photobooth for Macs), speakers, microphone
- Software to create and view media (video) files

ORIENTATION

To welcome School of Nursing students and to assist entry into the RN-BSN program, orientation activities are planned to promote student success. An online orientation is provided and mandatory for all students

entering the RN-BSN program through the current learning management system. You should see the course, RN-BSN Program and Canvas Orientation, in your list of courses on Canvas. Course faculty will provide additional orientation for individual courses.

GRADE APPEAL PROCEDURE

Any student considering an appeal on a final course grade should understand that each faculty member has the academic freedom and responsibility to determine grades according to any method chosen by the faculty member that is professionally acceptable, communicated to everyone in the class, and applied to all students equally. However, discriminatory, arbitrary, or capricious academic evaluation by a faculty member is a violation of a student's rights and is the only valid ground for a final course grade appeal. Any student who contests a final course grade under this procedure shall first attempt to resolve the matter with the instructor involved. Failing to reach a satisfactory resolution, the student may appeal the grade in accordance with the steps outlined below.

An appeal must be made in writing no later than 30 days after the grade was issued. Grades not appealed by that time become permanent.

1. The student shall present the appeal in writing to the Associate Director of Academic Programs. The written statement shall limit itself to a factual description of evidence pertaining to the valid ground(s) for appeal and documentation of all attempts to reach resolution. By conferring with the student and the instructor, the Associate Director of Academic Programs will seek resolution by mutual agreement. The Associate Director will give a written statement of this effort's results to the faculty member and student.
2. Failing such resolution, the Associate Director shall transmit the written appeal to the Director of the SON, who, finding no further need for conferral with the Associate Director, the student or the instructor will then transmit the written appeal to the CHHS Associate Dean for Academic Affairs, who will convene the CHHS Grade Appeals Committee.
3. The Grade Appeals Committee shall consist of the convening Associate Dean, and five faculty members appointed by the Associate Dean. The Associate Dean will serve as Chair of this committee. If the committee affirms the instructor's decision, the Associate Dean will notify the faculty members, the student, and the Director in writing as appropriate. If the committee affirms the student's appeal, it shall prescribe the method by which the student will be reevaluated. The grade resulting from the re-evaluation is a final university decision and may not be appealed further.

ACADEMIC ADVISEMENT

It is essential that each student obtain advisement throughout his/her course of study in order to progress smoothly through the sequence of courses.

The following policies and procedures are designed to facilitate the student's progression throughout the nursing programs:

Advisor to the School of Nursing

Students will be assigned a Student Success Advisor as they enter the program who will continue to provide advisement throughout the program. The CHHS Student Success Center staff will serve as advisors for RN-BSN students throughout the program. The faculty will communicate student concerns related to coursework to the assigned advisor.

Meeting with Your Advisor on a Regular Basis

At the beginning of the program, each student must be in contact with their assigned advisor to plan a course of study or program duration. After their initial session, students will be contacted by email to approve or deny their schedule of upcoming courses. Should students want to speak to their assigned advisors, phone and Zoom appointments for RN- BSN students are available. Advisors document advising issues in the students Program Enrollment Analysis System (PENS) account. It is the student's responsibility to schedule an appointment with their advisor to discuss those matters.

Contacting Your Advisor

Students should make an appointment by use of the online appointment scheduler, Starfish (https://uncw.edu/academics/advising/advisingsupport/?utm_source=starfish&utm_medium=301&utm_id=REDIR1). If the posted hours are not feasible for you, please contact your advisor directly or contact the CHHS Student Success Center at 910-962-3208 or email CHHSoap@uncw.edu

How to Develop a Plan of Study

Once a student is admitted into the RN-BSN Program, a meeting will be held between the advisor and student before registration to develop an initial plan of study. While the outcome of the meeting is the development of the plan, there are several goals for this meeting. First, the entire program should be overviewed, so that the student has a context for the plan of study. The investment of time needed for the program should be addressed, so the student can make necessary adjustments to work or personal schedules to accommodate any unanticipated demands.

The process of academic advisement is one of information exchange, communication, teaching, and guidance. Not only does the advisor/advisee relationship supply the opportunity for the student to obtain information needed to maintain status as a student and stay abreast of the rules and regulations of the School of Nursing and the university, but it also should provide the student with a trusted guide or academic consultant. The advisor should be the advisee's most accurate source of information about the system, at the school and university levels. The advisor makes sure that the advisee receives relevant notices, is available regularly for questions or consultation, and helps the student manage problems that interfere with their educational progress. As a guide or academic consultant, the advisor can assist the student with articulating and realizing some segment of her/her career goals.

Advisors are responsible for and instrumental in guiding the student to plan and pursue a program of study that meets all graduation requirements and focuses on their goals.

The advisor is more than a source of information about registration; s/he is a coordinator of a student's entire educational experience.

To assist in planning the course of study, the advisor will explore with the student both long-term and short-term goals, as well as any aids the student perceives s/he will need to complete the program. Knowledge of the student's goals will help the advisor in the recommendations of electives or courses that will support the student's goals. The advisor can link the student with campus resources that might be of assistance to the student. The advisor will inform the student how s/he handles advisement appointments and provide the student with contact information.

How to Change Advisors

To change a major academic advisor, the student must submit a written request for approval to the Assistant Dean for Student Success. Upon approval, the Assistant Dean for Student Success will coordinate the advisor change with the appropriate parties. [Advisor Change Form](#)

Academic Concerns

If there are any additional issues regarding registering for courses, time conflicts regarding courses, or other concerns regarding plan of study while at the School of Nursing, it is the student's responsibility to notify their academic advisor. Notification does not equate resolution of your specific situation; however, every effort will be made to review your case.

Knowledge of the School of Nursing Policies

It is the student's responsibility to know and understand all SON policies at UNCW. All policies can be found on the [School of Nursing website](#) and in this School of Nursing Handbook. It is also the student's responsibility to keep apprised of any new changes in the curriculum, mandates, and School of Nursing requirements via UNCW email with policy change and start date.

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

RESOLVING ACADEMIC CONCERNS

Students experiencing academic difficulty are expected to schedule an appointment or conference meeting with the relevant course faculty for assistance.

For additional assistance/information, contact the school's RN-BSN Program Coordinator or Associate Director of Academic Programs

CODE OF ETHICS

All School of Nursing programs subscribe to the Code of Student [Life](#) of the University of North Carolina Wilmington.

Student Standards of Conduct

Students share in the responsibility for maintaining an environment in which the rights of each member of the academic community are respected. When asked to report to any university office, a student is expected to appear at the time specified or to arrange another appointment. All students and their guests shall be responsible for conducting themselves in a manner that helps to enhance an environment of learning in which the rights, dignity, worth and freedom of each member of the academic community are respected.

In addition, students and faculty of UNCW SON subscribe to the [American Nurses Association \(ANA\) Code of Ethics](#); whereby, all students and faculty are expected to be honest and honorable in all academic and professional endeavors. It is further expected that they will refrain from any activity, which might impair the image of the university, school, or the nursing profession.

Academic Conduct

All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving unauthorized aid in tests, examinations, or other assigned schoolwork. Faculty are required to report all student violations of the academic honor code:

[Academic Honor Code](#)
[Faculty Resources](#)
[Student Resources](#)

ACADEMIC HONOR CODE

The SON follows the policies and procedures as outlined in the <https://uncw.edu/about/university-administration/student-affairs/departments/dean-students/student-conduct/> and the Student [Honor Code](#).

RN-BSN Academic Dishonesty Policy

Academic Dishonesty

The University of North Carolina Wilmington is a community of high academic standards where academic integrity is valued. UNCW students are committed to honesty and truthfulness in academic inquiry and in the pursuit of knowledge. Every student attending the School of Nursing is expected to adhere to the UNCW Honor Code. All students and faculty are expected to refrain from acts of academic misconduct including, but not limited to, plagiarism, the giving or falsifying of any academic documents or related materials, cheating, and the giving or receiving of unauthorized aid in tests, examinations, or other assigned schoolwork. Further information about academic dishonesty can be found in the Code of Student Life.

Any violation of the above is considered an act of misconduct and warrants disciplinary action appropriate to the violation. A student has the right to contest any allegation of misconduct or disciplinary action. Whenever possible, allegations of misconduct should be settled at the lowest possible level—between the individuals involved. Allegations of misconduct should be resolved as quickly as possible. When a faculty member believes that a student has engaged in misconduct or academic dishonesty, the faculty member will submit a report to the Office of the Dean of Students. When students are found responsible for academic dishonesty, the sanctions can include but are not limited: failing grade on an assignment, failing grade in a course, completing a required assignment, being placed on disciplinary probation, being suspended, or being expelled. Be advised that University policy prohibits withdrawing from a course to avoid a grade penalty due to academic dishonesty. The School of Nursing does not allow a student to withdraw from a class if accused of academic dishonesty. Records of academic dishonesty are kept on file in the college office and in the Office of the Dean of Students.

Professional Conduct

The expectation of the students is they will respect and uphold the rights of all their patients and health care personnel while in the online learning environment. By safeguarding others' right to privacy by judiciously protecting information of a confidential nature. This would include but not be limited to sharing personal protected information of others- including co-workers- and disclosing private health information of patients while participating in online education.

Professional misconduct is construed as any violation of the following provisions:

1. It is expected that faculty and students will protect patients against incompetent, unethical or illegal practice.
 - 1.1. By participating in the profession's efforts to establish and maintain conditions of practice conducive to high quality of nursing care.
 - 1.2. By participating in the profession's efforts to implement and improve standards of nursing.

- 1.3. By participating in the profession's efforts to protect the public from misinformation and misrepresentation and to maintain the integrity of nursing.
 - 1.4. By collaborating with members of the health profession and other citizens in promoting community and national efforts to meet the health needs of the public.
 - 1.5. By assuming responsibility for reporting incompetent, unethical, or illegal practice to the appropriate authority (i.e., incident reports, etc.)
2. The expectation is that faculty will respect and uphold the rights of RN-BSN students in the online learning environment.
 - 2.1. By maintaining confidentiality of students' records.
 - 2.2. By obtaining or disseminating to the appropriate persons only information strictly pertinent to student's current academic performance.
 - 2.3. By treating the student as a person of worth and dignity.
 - 2.4. By ensuring that respectful virtual collaboration, correspondence, and communication are maintained.
3. It is expected that students will respect and uphold the rights of faculty while in the online learning environment.
 - 3.1 By ensuring that respectful virtual collaboration, correspondence, and communication is maintained. Specific information on best practice in an online learning environment can be found in [Netiquette](#).
 - 3.2 By treating the faculty member as a person of worth and dignity
 - 3.3 Students are expected to work in groups while in the RN-BSN program. Students will respect classmates and communicate effectively in the online environment.
 - a. All group members should be included in all group work correspondence.
 - b. Effective groups are characterized by early communication, assessment of the components of the project, identification of group members' contribution to group project, and identification of submission dates that fit with the work schedules of the group. Ex.: If a group has members who work only weekends it is best to set group submissions and emails containing members' contributions during week to avoid last minute worry and anxiety.
4. It is expected that students will respect and uphold the rights of one another specifically while in the online learning environment.
 - 4.1 By ensuring that respectful virtual collaboration, correspondence, and communication is maintained. Specific information on best practice in an online learning environment can be found in [Netiquette](#).

Students will be responsible for conducting themselves in a manner that complies with the [UNCW Code of Student Life](#).

CONFIDENTIALITY STATEMENT

Students in the RN-BSN program will maintain all patient information confidential. This includes all case study work in the program. Students will discuss patients or virtual patients using de-identified data.

Patient protected health information (PHI) is confidential. PHI includes data described in the [HIPAA guidelines](#).

It is the policy of the UNCW School of Nursing that students, faculty, and staff of the school should respect and preserve privacy and confidentiality of patient information, regardless of the agency to which the student or faculty is assigned. Violations of this policy include, but are not limited to:

- accessing information that is not within the scope of one's assignment.
- misusing, disclosing without proper authorization, or altering patient or personnel

information.

- disclosing to another person one's sign-on code and password for accessing electronic or computerized records.
- using another person's sign-on code and password for accessing electronic or computerized records.
- leaving a secured application unattended while signed on; and
- attempting to access a secured application without proper authorization

Violation of this policy by students, faculty, or staff to any agency with which the UNCW School of Nursing has a Contractual Agreement or Memorandum of Understanding, may constitute grounds for corrective action up to and including loss of agency privileges, dismissal, or termination from the school in accordance with applicable agency, school, or university procedures. Violation of this policy by any member of the school's student body, faculty or staff may constitute grounds for termination of the contractual relationship or other terms of affiliation between the school and the agency. Unauthorized release of confidential information may also result in personal, civil, and/or criminal liability and legal penalties.

Information Security Policy

Policy

Information, as defined hereafter, in all its forms and throughout its life cycle will be protected in a manner consistent with its sensitivity and value to any agency to which a student or faculty member is assigned via Contractual Agreement or Memorandum of Understanding between the equipment and software used to process, store, and transmit information.

This policy applies to all information, which includes clinical information generated in the context of patient care. Examples of this policy include laboratory data, x-ray results, results of other tests and procedures, and dictated and written notes detailing patient histories and physical exam findings. Such patient-related data may be available electronically or in written form in standard records and patient charts; it may be available for individual patients or for groups of patients. Such information may reside in large central computer databases, such as those maintained by large hospitals and academic health centers, where it is available via computers to clinical workstations or other clinical databases maintained by individual agency personnel. It may also reside in databases that are separate from the centrally maintained database, such as the clinical databases developed for certain agency personnel members.

Scope:

The scope of information security is protection of information that is written, spoken, recorded electronically, or printed from accidental or intentional modification, destruction, or disclosure. Information will be protected throughout its life cycle, including origination, entry, processing, distribution, storage, and disposal.

SAMPLES OF BREACHES OF CONFIDENTIALITY

Assessing information that is not within the scope of your job/role as a student, faculty, or staff member:

- Unauthorized reading of patient account information
- Unauthorized access of personnel file information
- Unauthorized reading of a patient's chart
- Accessing information that you do not need to know for the proper execution of your job function

Misusing, disclosing without proper authorization, or altering patient or personnel information:

- Making unauthorized marks on a patient's chart
- Making unauthorized changes to a personnel file
- Sharing or reproducing information in a patient's chart or personnel file with unauthorized personnel
- Discussing confidential information in a public area, including but not limited to waiting room, restroom, or elevator
- Posting confidential patient information on social media such as Facebook, Instagram, Twitter, etc.

Disclosing to another person your sign-on code and password for accessing electronic or computerized records:

- Telling a co-worker your password so that he or she can log in to your work
- Telling an unauthorized person, the access codes for personnel files or patient accounts

Using another person's sign-on code and password for accessing electronic or computerized records:

- Using a co-worker's password to sign in to and/or "Log on" to the hospital's computer system
- Unauthorized use of a log-in code for access to personnel files or patient accounts

Leaving a secured application unattended while signed on:

- Being away from your desk while you are logged into an application
- Allowing a co-worker to use your secured application for which he or she does not have access after you have been logged in

Attempting to access a secured application without proper authorization:

- Trying passwords and log-in codes to again access to an unauthorized area of the computer system
- Using a co-worker's application for which you do not have access after he or she is logged in

Responsible Use of Digital and Social Media

Social media sites are online communities used in our professional and personal lives to communicate and distribute information. Some examples of these include Facebook, Instagram, YouTube, LinkedIn, Snapchat, and TikTok. The usage of such sites has provided new ways to network, nurture relationships, and discuss nursing as it relates to education, research, and practice. There are also new concerns for students to be aware of and an increased diligence in communicating on these sites is necessary to maintain an atmosphere of integrity and respect that is free of harassment, exploitation, and intimidation.

Responsible Social Media Use by Nursing Students

The SON faculty believe we are accountable for educating students on social media use in their personal and professional lives. The federal rules (HIPAA Privacy Act and the HITECH Act, 2012, which modifies HIPAA [Federal Register, Volume 78. Number 17 Rules and Regulations]) are expected to be followed by all nursing students as they relate to clinical practice.

Guidelines for Online Professional or Personal Social Media Usage

Students must be aware that social networking sites can be accessed by and then shared with patients and family members, colleagues, and others. Students must avoid sending or posting anything that can *reasonably be used to identify* the patient in any form (HIPAA Privacy Act and the HITECH Act, 2012). Students are encouraged to utilize social media with knowledge of risks. For example:

- a. Inaccuracies can become 'fact'. The public's trust in nurses can be compromised and the 'branding' of self can undermine an individual's nursing career. You are also negatively branded by the use of slang, inappropriate language, and grammar. You are 'branding' yourself with each posting as well as representing UNCW SON and the nursing profession. Often employers and recruiters are looking for social media activity when reviewing résumés for job opportunities. (National Student Nurses' Association, Inc., Recommendations for Social Media Usage and Maintaining Privacy, Confidentiality and Professionalism, 2012).
- b. Content once posted or sent can be disseminated to others. Students should carefully consider the approval of any person allowed access to his or her site. Remember, anyone who accesses your site can read all information posted. It is advised to keep personal and professional online activities separated and be astute to privacy settings ([ANA Principals for Social Networking and the Nurse](#), September 2011, Silver Spring, MD).
<https://www.nursingworld.org/social/>
- c. You may be legally liable for what you post on your site and your posts on the site of others. (Examples include proprietary, copyrighted, defamatory, libelous, or obscene commentary, as defined by the courts).
- d. Students will have an opportunity to provide feedback in the appropriate venue on the course and faculty at the end of each course. Therefore, social media platforms are considered inappropriate locations to provide this feedback. It is good practice to monitor your mood while posting. It is wise to delay posting until you are calmer and have had time to reflect on a situation. Note: These guidelines are also applicable to other forms of media, including newspaper, radio, and TV.
- e. See Fall 2017 article in [NC BON Nursing Bulletin What Nurses Need to know about Informatics, Social Media and Security](#).

EQUAL OPPORTUNITY, DIVERSITY AND UNLAWFUL HARASSMENT

The SON follows the policies and procedures related to Equal Opportunity, Diversity and Unlawful Harassment as outlined in the Undergraduate and Graduate Academic Catalogues.

UNDERGRADUATE PROGRAM CIVILITY STATEMENT

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

The School of Nursing is dedicated to creating and maintaining a civil community that supports respectful discourse and openness to opposing viewpoints. Members of the School of Nursing Community are asked to:

- Assume goodwill- approach situations positively
- Communicate respectfully
- Address issues to the person directly involved. Follow the chain of command if not resolved when discussed with person involved.

Statement of American Nurses Association Position: *The ANA Code of Ethics with Interpretive Statements states that nurses are required to “create a moral environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect.” Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a, provision 1.5). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe, and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence (ANA 2015).*

American Nurses Association, (2015) *Code of Ethics for Nurses, with Interpretive Statements*, Silver Spring, MD: American Nurses Association, Nursebooks.org, publishers.

EMPLOYMENT OF STUDENTS

Students in the RN-BSN program are licensed registered nurses and may hold full time employment. Students are advised to consider the rigor and time commitment academic coursework demands when planning course enrollment each term.

LITERARY FORMAT

To provide consistency, uniformity, clarity, and standardization for written documents in all School of Nursing programs, the *Publication Manual of the American Psychological Associate* (latest edition) is the adopted style for all written documents in the School of Nursing. This format should be used by all students in writing papers as part of course requirements (unless otherwise specified.) The above titled book is often referred to as the “APA Style Manual.” Students are expected to have access to this manual throughout the program.

INSTITUTIONAL REVIEW BOARD PROCESS (IRB)

All students and faculty conducting research projects involving human subjects must be approved by The UNCW IRB. All IRB policies, procedures and forms can be accessed at <https://uncw.edu/sparc/integrity/irb.html>

SUBSTANCE ABUSE POLICY

Substance Abuse Policy

Students, faculty members, administrators, and other employees of the University of North Carolina Wilmington are responsible, as citizens, for knowing about and complying with the provisions of North Carolina law that make it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Article 5 of Chapter 90 of the North Carolina General Statutes. Any member of the university community who violates that law is subject both to prosecution and punishment by the civil authorities and to disciplinary proceedings by UNCW. It is not “double jeopardy” for both the civil authorities and the university to proceed against and punish a person for the same specified conduct. The university will initiate its own disciplinary proceedings against the student, faculty member, administrator, or other employee when the alleged conduct affects the university's interest.

For a complete account, please reference [Student Conduct](#) and [Code of Student Life](#)

Drug Screening Policy

1. Pre-practicum Drug Screen

Prior to a nursing student's initial clinical practicum experience, annually, and at other times as may be mandated by clinical agencies, the student must obtain a 12-panel urine drug screen at a NIDA certified laboratory. The report must be issued from a National Institute of Drug Abuse (NIDA) approved laboratory. The Panel must include Amphetamines (AMP), Barbiturates (BAR), Benzodiazepines (BZO), Cocaine (COC) Metabolite, Marijuana (THC), Methadone (MTD), Methamphetamine (mAMP), Ecstasy (MDMA), Opiate (OPI), Phencyclidine (PCP), Propoxyphene (PPX), and Oxycodone (OXY). (Appendix A, CertifiedBackground.com) A Medical Review Officer (MRO) consults confidentially with any student that tests positive to verify if there is a valid medical explanation. Complete and accurate results are typically available within 48 hours. At any time, a student can access, view and print his/her completed confidential report results from their online account. Results must be clearly positive or negative. Any results indicating as unclear or dilute negative must be retested.

Students must submit to random urine drug screening throughout their practicum courses. When a random urine drug screen is required, individual students will be notified by email and will have 24 hours to complete the screening. Test results will be made available to the School of Nursing and the student. Individual test results of the drug screen may be provided to clinical agencies. There will be a group list of those qualified to attend clinical as a result of the screen. Before these results are available, students must not attend off-campus clinical experiences. All expenses associated with drug testing are the responsibility of the student.

2. Testing based on Reasonable Suspicion

- a) A student may be subject to testing at any time when, in the judgment of a faculty member based on individualized and objective evidence, there is reasonable cause to suspect the student is engaging in the use of non-prescribed or illegal drugs/alcohol. Such individualized reasonable suspicion may be based on information from any source deemed reasonable by the faculty member, including but not limited to:
 - 1) observed possession or use of substances that reasonably appear to be illegal drugs or legal drugs used illegally.
 - 2) conviction for a criminal offense related to the possession, use or trafficking in drugs/alcohol.

- 3) observed abnormal appearance, conduct or behavior, including unusual patterns of absence from school or excessive tardiness that is reasonably interpretable as being caused by the use of drugs/alcohol.
- b) Individualized reasonable suspicion means: if the available facts were conveyed to a (hypothetical) reasonable person unfamiliar with the student, that person would conclude that there is a factual basis for determining that the student is using a prohibited drug/alcohol.
- c) When individualized reasonable suspicion is found to exist, the student shall be subject to the SON Policy on Dismissal for Unsafe Practices.
- d) In the case of individualized reasonable suspicion drug testing, the SON shall contract with a private laboratory. Once the student has been notified by the faculty member of the need for reasonable suspicion drug testing, the faculty member will remove the student from the learning environment and will coordinate transportation for the student to be screened by the identified laboratory. For student and public safety, the faculty member may request that the student not drive to the drug testing laboratory. The student must present for drug testing within 2 hours of being confronted by the faculty member. The student is responsible for all expenses associated with drug testing. A consent and release form will be signed by the student for drug testing. Validated copies of the drug test results will be sent to the SON and, subsequently, to the student. Once the faculty member has notified and removed the student from the clinical setting, the faculty member shall notify the Program Coordinator, Associate Director of Graduate Programs, School of Nursing, and /or Associate Dean for Academic Affairs.

3. Consequences of Failure to Participate in or Cooperate with Testing

An instance of failure or refusal to participate in or cooperate with testing shall be deemed to be an occasion of impermissible drug use that justifies dismissal under the SON Policy on Dismissal for Unsafe Practices.

4. Consequences of Impermissible Drug Use

When prohibited drug use has been confirmed through positive test results, the student shall meet with the Director of the School of Nursing or designated representative of the Director. The following consequences may apply:

- a) Student may be subject to dismissal under the SON Policy on Dismissal for Unsafe Practices.
- b) SON may refer student to the Office of the Dean of Students for disciplinary action.
- c) Referral to UNCW Counseling Center for assessment, treatment recommendations, and follow up monitoring.
 - i. If a student chooses not to participate in the referral and/or treatment prescribed by the UNCW Counseling Center, the student will be subject to dismissal under the SON Policy on Dismissal for Unsafe Practice.
 - ii. If a student chooses to participate in the treatment prescribed by the UNCW Counseling Center, the student may continue theory courses. The student may not attend clinical until the prescribed treatment program has been completed. The treatment program must contain at least the following:
 - Student agrees to assistance, to be drug free, and if there is a relapse, the student must report this to the counselor immediately.
 - Student will obtain the prescribed counseling for a specified length of time and provide documentation to the UNCW Counseling Center on a regular basis.
 - Student will submit to random drug testing as determined by the UNCW Counseling Center.

Once a student has successfully completed the treatment program and is released by the UNCW Counseling Center, the student must submit a letter to the Associate Director and Program Coordinator requesting re- entry into practicum courses. If approved, the student will continue to be subject to the substance abuse policy and must report any relapse immediately to the course and/or Program Coordinator, as well as the Associate Director and Director.

5. Confidentiality of Information Concerning Drug Use

Any information concerning a student's alleged or confirmed use of drugs shall be restricted to institutional personnel and North Carolina Board of Nursing as required. Individual test results of the drug screen may be provided to clinical agencies. There will be a group list of those qualified to attend clinical as a result of the pre-clinical drug screen. No other release of such information will be made without the student's written consent, unless in response to appropriate judicial process. The institution, however, will not voluntarily disclose such information in the absence of a subpoena or court order.

6. Appeals:

Students may appeal administrative actions taken under the Drug Screening Policy in writing within 30 days to the Director of the SON. The decision of the Director regarding that appeal is a final university decision and may not be appealed further.

The University of North Carolina Wilmington Student Handbook/Catalogue: www.uncw.edu/catalogue.

Approved 08/14/97

Revised 03/30/05; 08/22/08; 04/20/10; 11/17/11; 6/12/14; 8/16; 3/17; 8/18; 10/19; 5/23

Last Revised 4/24

Student's Consent Form

SON Substance Abuse Policy

Consent to the Substance Abuse Policy

I have read the UNC-W SON Substance Abuse Policy. I have been given an opportunity to ask any questions I may have about the policy. I understand my responsibilities in complying with the SON Substance Abuse Policy and any consequences regarding violation of the policy. I am voluntarily agreeing to participate in the UNCW SON program and abide by the Substance Abuse Policy.

Signed this _____ day of _____, 20____.

(nursing student's signature) (printed name of student)

Notice of Drug Testing

To: _____
(Name of Student)

From _____ (Faculty,
School of Nursing)

Re: Reasonable Suspicion Drug Testing

Based on individual reasonable suspicion that you may be engaging in the impermissible use of drugs prohibited by the School of Nursing Program of the University of North Carolina Wilmington, you are to report to the local Urgent Care Center as directed by the SON. no later than _____ (time) on _____ (date). You will be required to provide a urine and/or blood sample and/or submit to an alcohol breathalyzer test at that time, in accordance with

- a) the policies and procedures established by the School of Nursing Program at the University of North Carolina Wilmington.
- a) your signed consent to the provisions of the policy and the program for Substance Abuse.

Nursing Student:: _____ Date & Time _____

Clinical Faculty: _____ Date & Time _____

In addition, please reference the "Substance Abuse" section in the current issue of the *University of North Carolina Wilmington Student Handbook and Code of Student Life*.

UNIVERSITY EMERGENCY MANAGEMENT PLAN INCLEMENT WEATHER

The School of Nursing follows the policies of the greater University about scheduled class times. In the case of inclement weather (such as hurricanes, ice storms, etc.) the School of Nursing will follow the [Emergency Management Plan](#) for the university. Students are also reminded that they are to utilize sound, personal judgment when deciding whether to commute for a learning experience. In the online environment, the student is responsible for communicating any effects that inclement weather has on their ability to participate in course activities to the course faculty. Notifications should occur immediately and before deadlines. This includes power outages and emergency work schedules that require students to remain on duty at hospital for extended times that affect course participation.

DISMISSAL POLICIES

Grounds for dismissal from the RN-BSN Nursing Program may include, but are not limited to the following:

Unsafe clinical practice. (See policy on Dismissal for Unsafe Practice)

Unsatisfactory physical or emotional health.

Violations of the Student Academic Honor Code.

Excessive absences in classroom or clinical area (See Class Attendance Policies)

Conduct incompatible with professional practice.

Unsatisfactory academic performance/course grades.

Only under unusual circumstances will a student who has been dismissed or voluntarily withdrew under these circumstances be allowed to re-enter the nursing program. The SON reserves the option to immediately dismiss a student from a clinical experience for unsafe clinical practice. Any student who has been dismissed from the RN-BSN Nursing Program has the right to appeal said dismissal in writing to the Dean of the College of Health and Human Services within 30 days of the dismissal. (See also UNCW Code of Student Life for more information.)

GENERAL POLICIES ON ADVANCED PLACEMENT, WITHDRAWAL, TRANSFER CREDIT

The School of Nursing complies with the policies/procedures of UNCW regarding transfer credit, advanced placement, withdrawal policy, grade appeal procedure, residency requirement. These policies are located in the University Regulations section of the [Undergraduate Catalogue](#).

CLASS ATTENDANCE POLICIES

The University policies regarding class attendance states, "Students are expected to be present and participate in the online classroom environment for the courses in which they are registered. This includes logging in to the course and being active in course activities like discussion boards, submitting assignments and any tests or quizzes scheduled. It is the student's responsibility to learn and comply with the policies set for each class they are registered in. (See UNCW Catalogue). Make-up assignments are not guaranteed and may impact the student being able to meet Student Learning Outcomes. Students are expected to confer with faculty **prior to** the anticipated deadline if extenuating circumstances occur preventing completion of course work. Faculty will have the right to make decisions regarding any possible allowances or extensions. Excessive absences may result in dismissal from the RN-BSN Nursing Program.

TIME LIMITS FOR COMPLETION OF PROGRAM REQUIREMENTS

Bachelor of Science programs should be completed within a six-calendar year period or less. If longer than six years, the university and program requirements may have changed. Non-nursing courses completed over ten years ago will be evaluated individually by the faculty for currency, content, and credit.

STUDENT REPRESENTATION AND ORGANIZATIONS

RN-BSN Council and Committees

The School of Nursing affirms the belief in shared governance with faculty, staff and students having a voice in policy making and program development. Therefore, student representation is expected on committees/councils within the School of Nursing. Students in the online RN-BSN program may participate physically or virtually in committee activities. Interested students should contact the RN-BSN Program Coordinator for information. These include:

- RN-BSN Program Committee

The School of Nursing (SON) values student input regarding program and curriculum. Students are encouraged to share information and feedback through course evaluations and reflective activities in their course work. Additionally, there is a link for RN-BSN student input and feedback located on the [SON website on the right side of the page](#)

RN-BSN program students are also eligible to join on campus student organizations. Here are some that are available in the SON.

Association of Nursing Students

The UNCW Chapter of the North Carolina Association of Nursing Students (ANS) is an officially recognized organization of the School of Nursing and the University. Members function under the Charter of the organization and the leadership of elected officers. An advisor is elected/appointed from the School of Nursing faculty. The faculty advisor is expected to attend the organization's meetings. The advisor's role is to provide clarity, to interpret School of Nursing and University policies/procedures, and to provide general consultation. ANS provides networking and mentoring opportunities for nursing students to foster their professional role. The organization promotes active engagement at the local, state, and national levels to contribute to advances in nursing education, promote advocacy for health care, and provide service opportunities. This organization is affiliated with the UNCW Student Government Association.

American Assembly for Men in Nursing

The purpose and objectives of this organization are to provide a framework for nurses, as a group, to meet, discuss, and influence factors that affect men as nurses. The AAMN will advocate for continued research, education and dissemination of information about men's health issues, men in nursing, and nursing knowledge at the local and national levels. The local AAMN chapter shall provide men and women from the UNCW community and the city of Wilmington with education, knowledge, and skills to enhance the role of men in the nursing profession.

The Wilmington Area Chapter of Nurses Christian Fellowship (NCF) of UNC Wilmington

The Wilmington Area Chapter of Nurses Christian Fellowship (NCF) of UNC Wilmington is an officially recognized student organization of the School of Nursing and the University. Members function under the Constitution of the organization and the leadership of elected officers. An advisor is elected/appointed from the School of Nursing faculty. The faculty advisor is expected to attend the organization's meetings. The advisor's role is to provide clarity regarding School of Nursing and University policies/procedures, and to provide general consultation. The Purpose of Wilmington Area Chapter of Nurses Christian Fellowship at UNCW is to establish and advance at UNCW communities of nursing students and faculty who follow Jesus as Savior and Lord: growing in love for God, God's Word, God's people of every ethnicity and culture, and God's purposes in the world, in response to God's love, grace and truth. This will be done through meetings, guest speakers, Bible studies and prayer opportunities.

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

NURSING HONOR SOCIETY

UNCW School of Nursing is affiliated with Sigma Theta Tau, International, as the Nu Omega Chapter. Sigma Theta Tau is the world's largest nursing honor society, with about 500 chapters in approximately 695 universities throughout 27 countries. It sponsors international research around the world and has more than 135,000 members. The Nu Omega Chapter at UNCW exists to promote nursing scholarship, leadership, creativity, and commitment to nursing. The chapter regularly sponsors meetings for its members and the entire nursing community in the region.

The mission of Sigma Theta Tau International is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. The purposes of the organization are to recognize the achievement of scholarship of superior quality, to recognize the development of leadership qualities, to foster high professional standards, to encourage and support research and other creative work in nursing, and to strengthen commitment on the part of individuals to the ideas and purposes of the profession of nursing. Membership is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing.

See the [\(Sigma Theta Tau International \(STTI\) webpage](#) for details on criteria for membership.

STUDENT SCHOLARSHIPS

Check the [CHHS SON website](#) periodically for up-to-date information about specific scholarships. The application process is online through this website <https://uncw.edu/oss/scholarships.html>

To access the scholarship software in [MySeaport](#), click the Student Services tab. The "Apply for Scholarships" link appears in the navigation pane on the left under the Services bar.

STUDENT AWARDS

The UNCW School of Nursing offers multiple academic program options; whereby, students graduate both in December and in May of each academic year. The intent of the Student Awards is to have worthy students recognized by the faculty. Awards and criteria for RN-BSN students are:

Award of Excellence—RN-BSN Graduate—Awarded in December and in May

(1 senior student—from the RN-BSN Nursing major)

Criteria:

1. Overall cumulative GPA 3.25 or above. (Verified by Student Services Director)
2. Outstanding clinical/academic performance.
3. Nominations accepted from all SON RN-BSN faculty—with justification statement.
4. Must be graduating at the respective December or May commencement.
5. Endorsement by the RN-BSN Council—name of selected students presented to the Director.
6. An individual plaque for this award will be given to the student and an annual collective plaque will be placed in McNeill Hall.

Achievement Award RN-BSN Graduate—Awarded in December and in May

1. senior—from the RN-BSN Nursing major) Criteria:

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

DEPARTMENTAL HONORS

This honors program is a special program for interested students who meet the university departmental honors criteria. The nursing Departmental Honors Program is a two or three semester sequence of seminar classes and activities (2 semester hours of NSG 499 each semester) beginning second semester junior year. Refer to details at the [Honors College](#).