

WELCOME

The UAH College of Nursing Dean, faculty, and staff welcome you to The University of Alabama in Huntsville. This handbook provides information pertaining to policies, procedures, and activities within the College. It is intended to be used in conjunction with the [UAH Student Handbook](#) and the [UAH Graduate Catalog](#). We are here to assist you in the successful completion of your program of studies leading to a Master of Science in Nursing Degree. We wish you much success in the attainment of your educational and professional goals.

The College of Nursing is accredited by the Commission on Collegiate Nursing Education (CCNE) and approved by the Alabama Board of Nursing.

CCNE
One Dupont Circle, NW, Suite 30
Washington, D.C. 20036
Telephone Number: 202-887-6791

Alabama Board of Nursing
P.O. box 303900
Montgomery, Alabama 36130-3900
Telephone Number: 334-242-4060

The University of Alabama in Huntsville is an equal opportunity/affirmative action institution and does not discriminate with respect to race, color, religion, sex, age, national origin, or handicap status in any education program or activity.

LETTER FROM THE DEAN

Dear Students:

I am very glad that you have chosen UAH College of Nursing for your graduate education. While you are here, I hope that you will be an active participant in your academic work as well as in extracurricular programs in the University.

Nursing is one of the largest graduate majors on the UAH campus. The College also offers a baccalaureate program and two certificate programs: family nurse practitioner and nursing education.

Faculty have developed a sound and progressive curriculum to prepare you for advanced roles in direct clinical practice and in management. You and your classmates will be prepared as acute care nurse practitioners, adult health clinical nurse specialists, family nurse practitioners, leaders in healthcare systems, and clinical nurse leaders. There is a high demand for nurses in these roles and our graduates are quickly employed in exciting positions.

You will also have opportunities to participate in a variety of research and community service projects. Faculty are engaged in research addressing some of the major health needs of our country including diabetic self care, staffing and patient outcomes, disaster – preparedness, and suction effectiveness. The faculty and I hope that you will work with us on these and other projects.

Our major purpose is to provide high quality nursing education in a manner that is respectful and supportive of our students. While the courses in which you enroll are fundamental in meeting that purpose, other student services are also of major importance. We have provided the Learning Resource Center, the Office of Nursing Student Affairs, lounge/study areas, evening hours, lockers, microwave ovens, and email accounts for you. A suggestion box is located on the first floor of the College. If you have ideas about ways in which we can improve, please leave a note for me. All suggestions receive careful attention.

I invite all of you to stop by my office and introduce yourselves to me. I look forward to talking with you.

Dr. Fay Raines
Dean, College of Nursing and
Associate Provost for Institutional Effectiveness
(256) 890-6345
rainsesc@email.uah.edu

Table of Contents

College of Nursing

Mission & Philosophy.....	1
History.....	2
Graduate Program Objectives.....	3
Glossary of Terms.....	4

Section I Standards of Practice and Performance

Professional Nursing Standards & Guidelines.....	7
Standards for Nurse Practitioner Education (NONPF,2000).....	8
AONE Nurse Executive Competencies.....	9
Program Competencies for the Clinical Nurse.....	11
Terminal Competencies for Clinical Nurse Specialist.....	12

Section II GENERAL INFORMATION

Administrative Offices.....	14
Areas of Responsibilities.....	15
College of Nursing Services	
Building.....	16
Bookstore.....	16
Bulletin Boards.....	16
Commons Area.....	16
Communicating with Faculty.....	17
Copy Machine.....	17
Emergency Messages.....	17
Lockers.....	17
Mail Folders.....	18
Suggestion Box.....	18
Telephone.....	18
Vending Machines.....	18
University Services	
Career Planning and Placement.....	19
Counseling Services.....	19
Exercise Facilities.....	19
Mathematics Workshops.....	20
Office of Multi-Cultural Affairs.....	20
Services for Disabled Students.....	20
Tutoring, Study and Test-Taking Skills.....	20
UAH Student Handbook.....	20
UAH Graduate Catalog.....	20
Wellness Center.....	20
Writing Assistance.....	20
Campus Offices and Phone Numbers.....	22
Financial Aid and Scholarship Information.....	24

Section III POLICIES AND PROCEDURES

General Policies	
Attendance	27
CPR Certification.....	27
Clinical Agency Contracts	27
Clinical Preceptor Selection.....	27
Course Assignments.....	27
Costs Incurred for Accidents or Injury	28
Ethical Conduct.....	28
Evaluation of Courses and Faculty by Students	28
Evaluation of Student Progress	28
Grades	28
Health Insurance	28
Inclement Weather	29
Plagiarism	29
Professional Liability Insurance	30
References.....	30
Responsibility to Clinical Agency	30
Smoking	30
Style for Written Assignments.....	30
Academic Policies	
Academic Advisement Procedure.....	31
Academic Misconduct Disciplinary Procedure	31
Academic Grievance Procedure.....	31
Clinical Practice Guidelines	
Purposes for Clinical Experience.....	32
Preceptor and Nursing Responsibilities to Student.....	32
Student Responsibility to Nursing Personnel and Preceptors.....	32
Role of the Preceptor	32
Grading Policy For Clinical Nursing Courses	34
Evaluation by Preceptor	36
Course Policies	
Withdrawal.....	38
Recording of Withdrawals	38
Course Repeat	38
Thesis and Special Project Grading	39
Graduate Seminars and Special Topics Courses.....	39
Appeal of Grade.....	39
Curriculum Guideline Acute Health Nurse Specialist	40
Curriculum Guidelines Acute Care Nurse Practitioner	41
Curriculum Guidelines Family Nurse Practitioner	42
Curriculum Guidelines Nursing Administration.....	43
Curriculum Guidelines Clinical Nurse Leader	44

Guideline for Developing Independent Study	45
Learning Resource Center Policies	47
Master's Degree.....	49
Plan I Requirements.....	50
Plan II Guidelines for Project/Paper	52
Helpful Hints.....	53
Selecting Supervisory Committees.....	54
Policy on Defense and Evaluation of Thesis	55
Policy on Evaluation of Scholarly Project	56
Graduation Information	
Application for Graduation.....	57
Commencement	57
Graduation Requirements	58
Policy Relating to Comprehensive Examination	59

Section IV STUDENT ACTIVITIES AND ORGANIZATIONS

Student Activities.....	61
CHEERS Project.....	62
Let's Pretend Hospital.....	62
Health Fair	62
Awards and Honor Society	
Honors.....	63
Sigma Theta Tau	63
Class, Campus and National Organizations	
Class Organization.....	65
Graduate Student Association (GSA).....	65

Section V Some Things That Will Make Your Life Easier.....66

Section IV APPENDICES

OUTLINE OF APPENDICES.....	73
Appendix A Program of Study for Master's Degree	73
Appendix B Program of Study for Certificate	73
Appendix C Petition for Change in Graduate Program	73
Appendix D Application for Certificate	73
Appendix E Petition for Change in Graduate Supervisory Committee	73
Appendix F Notification of Oral Examination/Defense	73
Appendix G Report of Oral Examination Committee.....	73
Appendix H Report of Master's Degree Final Written Examination.....	74
Forms Sample	75

MISSION STATEMENT

The fundamental purpose of the College of Nursing is to prepare clinically excellent baccalaureate and master's level nurses to deliver health care services to a culturally diverse population within a variety of health care settings. Our graduates practice as professionals, able to utilize critical thinking skills for therapeutic interventions, disease prevention and health promotion. The graduate, undergraduate and continuing education programs provide opportunities for participation in collegial, interdisciplinary learning activities that promote intellectual development and life-long learning. In support of the mission of the university, the College of Nursing, through its graduates, faculty activities, and programs, contributes to the health and well-being of the community.

PHILOSOPHY

The College of Nursing Faculty believes that nursing is both an art and a science. We believe nursing focuses on holistic health and wellness among individuals, families, and communities in the context of cultural, environmental, and spiritual diversity. The College promotes nursing knowledge through teaching, research, and service. The diversity and complexity of changing health care systems requires critical thinking and life-long learning.

Nursing Education is within a broad theoretical and research based curriculum to address health care issues for individuals or groups with emphasis on delivery systems or health promotion and disease prevention. Implicit in this is an understanding and appreciation of human diversity in health and wellness.

The faculty serve as facilitators and models of competence in nursing practice. We are dedicated to advancing the art and science of nursing. We participate in teaching, research, and service to our students and community. We maintain the advancement of new knowledge through research.

HISTORY OF THE COLLEGE OF NURSING

UAH is the only institution offering both undergraduate and graduate nursing programs in north Alabama and is committed to becoming the regional center for research activities in nursing. The School of Nursing was established by act of the Alabama Legislature in 1971. The School was designated a College of Nursing in 1987.

Dr. Kathryn Crossland, the first Dean, was appointed in September, 1971, and the first students were admitted to the professional nursing curriculum for the fall of 1972. Thirty-six students were graduated in 1974. That same year the School of Nursing baccalaureate program was granted initial accreditation by the National League for Nursing. The Master of Science in Nursing degree was approved by the Board of Trustees of the University of Alabama System in 1978. The first students were graduated in 1980 and the program received initial accreditation from the National League for Nursing in 1982. The program initially prepared graduates as specialists in family nursing. A major curriculum revision, begun in 1980, resulted in the development of a two track option: Adult Acute Care and Family Nurse Practitioner. A third track in Home Health Care Administration was added in 1988. In the fall of 1995, that track was modified to become a broader Nursing Administration track. The track was revised again in 2005 and is now the Leadership in Health Care System. This track is offered online with two, three-day residencies scheduled at the beginning of each fall semester. An Acute Care Nurse Practitioner track was added in 1994 and the Adult Acute Care track was modified and updated in 1998 resulting in an Adult Health Clinical Specialist track. A Post-Master's Family Nurse Practitioner Program was initiated in 1994. A certificate program in Nursing Education was begun in 2003. The Clinical Nurse Leader track began Fall 2006. The Doctor of Nursing Practice program was approved with the first class admitted in Fall 2008. The DNP is offered as a joint program with the University of Alabama in Birmingham School of Nursing and The University of Alabama Capstone College of Nursing.

The College is housed in a centrally located building that was first occupied in 1976. The four-story structure houses state-of-the-art equipment, lecture rooms, distance learning classrooms and laboratories for teaching nursing. The building also contains faculty and administrative offices as well as offices, lounges, and study areas for student support. The unique design of the College of Nursing building promotes interaction among faculty and students and it supports the concept of a dynamic open system that is reflected in the philosophy of the programs of the College. The building is in close proximity to the Library, the University Center and other academic buildings, providing opportunities for faculty, staff and students to be an integral part of the University community

GRADUATE PROGRAM OBJECTIVES

The master's degree in nursing builds upon the baccalaureate degree and prepares the individual for advanced nursing practice in a specialized area. The framework for practice emerges from interrelationships of theory, practice, and research. Primary roles of the nurse practitioner and the nurse administrator embody dimensions of clinical expertise, research, consultation, collaboration, management, leadership, and teaching.

PROGRAM OBJECTIVES – MASTER’S

1. Demonstrate clinical decision - making skills in the delivery and management of care for diverse populations in a variety of settings.
2. Utilize theoretical bases and scholarly inquiry to intervene therapeutically to improve patient outcomes.
3. Utilize leadership, communication and political skills in augmenting optimal health care outcomes and policies.
4. Incorporate human, fiscal and technology resources in providing and managing advanced care.
5. Successfully complete national certification appropriate to areas of specialty.
6. Continue life-long learning including the pursuit of doctoral education in nursing.

GLOSSARY OF TERMS

Attainment of Credentials: Attainment of advanced nursing practice certification by students and faculty through advanced education and/or certification examination.

Client/Patient/Resident: The consumer of nursing care: individual, family, group, community. A participant in health care (the terms client, patient, and resident are used interchangeably respective to setting).

Communication: The exchange of information in caring, therapeutic, and collaborative relationships to convey ideas and refine interpersonal meaning.

Critical Thinking: A complex rational reasoning process involving synthesis and analysis of data in a decisive and evaluative manner relevant to nursing care.

Diverse Populations: Groups of people whose characteristics are distinguished by cultural, ethical, geographic, social, economic, spiritual, or physical differences.

Environment: The context within which lived experiences occur.

Family: A unit of one or more persons bound by kinship or commitment characterized by a variety of structures, relationships, and developmental phases.

Generalist: The nurse prepared at the baccalaureate level for beginning professional practice with diverse populations in a variety of health care settings.

Health: That harmonious state of being wherein interaction with the environment results in function at a level compatible with the client's/patient's goals.

Illness: A condition in which the client/patient is in actual or perceived internal or external disharmony.

Managed Care: A health care system in which there is administrative control over health care services.

Nursing Diagnosis: A summary statement of human responses to health and illness of a client/patient system based upon a systematic assessment, and for which the nurse can prescribe interventions.

Nursing Process: An organized framework for clinical decision making that requires systematic assessment, planning, implementation, and evaluation of care as it relates to the health status of clients.

Nursing: A humanistic art and a science which focuses on the diagnosis and treatment of human responses to health and illness.

Patterns of Employment: The number of graduates who obtain employment as generalists or specialists in nursing.

Glossary of Terms (Continued)

Professional Role: Attitudes and behaviors which meet societal expectations for nursing.

Program Satisfaction: Level of perceived satisfaction with the learning process and outcomes of the select nursing program.

Service: Level of participation of faculty and students in clinical practice, political activism, and committees with the College, University, community and profession.

Therapeutic Intervention: Knowledge based psychomotor and psychosocial actions by the nurse to promote client/aggregate goal attainment. At the graduate level, the interventions may also include medical interventions within established protocols, as well as initiating administrative strategies and decisions.

Section I

Standards of Practice and Performance

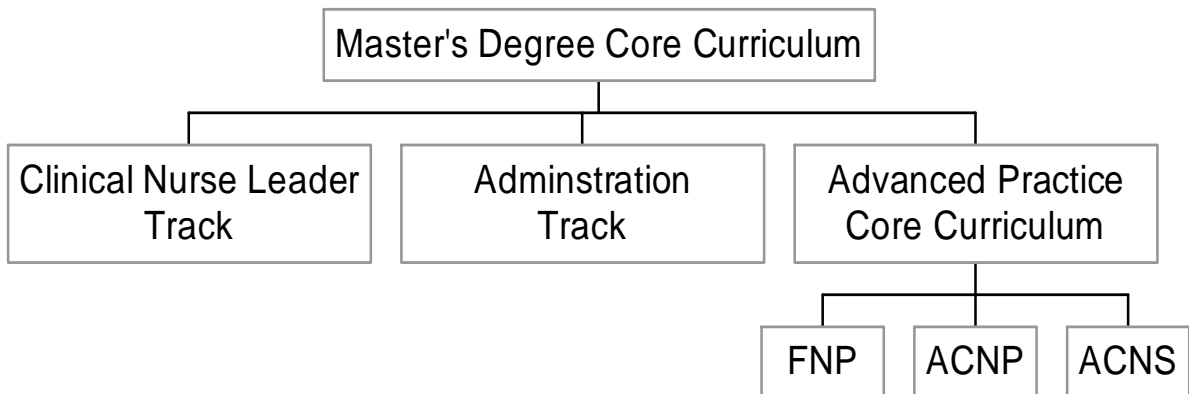
PROFESSIONAL NURSING STANDARDS & GUIDELINES

Professional nursing standards serve as guides and standards for master's education. Graduate these standards to provide a framework for curriculum, and assure the public that the program ensures quality education.

Master's Nursing Education: AACN

The College of Nursing supports the American Association of Colleges of Nursing, The Essentials of Master's Education for Advanced Practice Nursing (1996). The essential elements of the curriculum in the Master's program are as follows:

- Graduate Core Curriculum Content
 - Research
 - Policy, organization and financing of health care
 - Ethics
 - Professional role development
 - Theoretical foundations of nursing practice
 - Human diversity and social issues
 - Health promotion and disease prevention
- Advanced practice core curriculum (includes both nurse practitioner and clinical nursing specialists)
 - Advanced health assessment
 - Advanced pathophysiology
 - Advanced pharmacology



Standards for Nurse Practitioner Education (NONPF, 2000)

The following domains and competencies were developed by the National Organization of Nurse Practitioner Faculties (NONPF) in 1990 and refined in 2000. These do not constitute a complete list of the skilled practices of nurse practitioners; however they serve as a conceptual framework for nurse practitioner education and practice. These standards are used to ensure a quality nurse practitioner education. Please see <http://www.nonpf.com> for the competencies appropriate to your speciality program.

Domains and Core Competencies

Domain 1. Management of Patient Health/Illness Status

Competency: The nurse practitioner demonstrates competence in the domain of management of patient health/illness.

Domain 2. The Nurse Practitioner – Patient Relationship

Competency: The nurse practitioner demonstrates competence in the domain of the nurse practitioner – patient relationship.

Domain 3. The Teaching – Coaching Function

Competency: The nurse practitioner demonstrates competence in the teaching – coaching function.

Domain 4. Professional Role

Competency: The nurse practitioner demonstrates competence in the domain of professional role.

Domain 5. Managing and Negotiating Health Care Delivery Systems

Competency: The nurse practitioner demonstrates competence in the domain of managing and negotiating health care delivery systems.

Domain 6. Monitoring and Ensuring the Quality of Health Care Practice

Competency: The nurse practitioner demonstrates competence in the domain of monitoring and ensuring quality health care practice.

Domain 7. Cultural Competence

Competencies: The nurse practitioner demonstrates cultural competence.

AONE Nurse Executive Competencies

AONE believes that managers at all level must be Competent in:

- I. Communication and relationship – building
- II. A knowledge of the healthcare environment
- III. Leadership
- IV. Professionalism
- V. Business skills

While all nursing leaders share these competency domains, the emphasis on particular competencies will be different depending on the leader's specific position in the organization.

Communication and relationship-building competencies include:

- I. Effective communication
- II. Relationship management
- III. Influence of behaviors
- IV. Ability to work with diversity
- V. Shared decision-making
- VI. Community involvement
- VII. Medical staff relationships
- VIII. Academic relationships

Knowledge of the healthcare environment includes:

- I. Clinical practice knowledge
- II. Patient care delivery models and work design knowledge
- III. Healthcare economic knowledge
- IV. Healthcare policy knowledge
- V. Understanding of governance
- VI. Understanding of evident-based practice
- VII. Outcome measurement
- VIII. Knowledge of and dedication to patient safety
- IX. Understanding of utilization/case management
- X. Knowledge of quality improvement and metrics
- XI. Knowledge of risk management

Leadership skills include:

- I. Foundational thinking skills
- II. Personal journey disciplines
- III. The ability to use systems thinking
- IV. Succession planning
- V. Change management

Professional includes:

- I. Personal and professional accountability
- II. Career planning

- III. Ethics
- IV. Evidence –based clinical and management
- V. Advocacy for the clinical enterprise and for nursing practice
- VI. Active membership in professional organizations

Business skills include:

- I. Understanding of healthcare financing
- II. Human resource management and development
- III. Strategic management
- IV. Marketing
- V. Information management and technology

END – OF – PROGRAM COMPETENCIES FOR THE CLINICAL NURSE LEADER

Nursing Leadership

- I. Effects change through advocacy for the profession, interdisciplinary health care team and the client.
- II. Communicate effectively to achieve quality client outcomes and lateral integration of care for a cohort of clients
- III. Actively pursues new knowledge and skills as the CNL role, needs of clients, and the health care system evolve.

Care Environment Management

- I. Properly delegates and utilizes the nursing team resources (human and fiscal) and serves as a leader and partner in the interdisciplinary health care team.
- II. Identifies clinical and cost outcomes that improve safety, effectiveness, timelines, efficiency quality, and the degree to which they are client – centered.
- III. Uses information systems and technology at the point of care to improve health care outcomes.
- IV. Participates in systems review to critically evaluate and anticipate risks to client safety to improve quality of client care delivery.

Clinical Outcomes Management

- I. Assumes accountability for healthcare outcome for a specific group of clients within a unit or setting recognizing the influence of the meso-and macrosystems on the microsystem
- II. Assimilates and applies research – based information to design, implement and evaluate client plans of care.
- III. Synthesizes data, information and knowledge to evaluate and achieve optimal client and care environment outcomes.

- IV. Uses appropriate teaching/learning principles and strategies as well as current information, materials and technologies to facilitate the learning of clients, groups and other health care professionals.

Terminal Competencies for Clinical Nurse Specialist Program

The core concept of the reconceptualized of certified practice – the AACN Synergy Model for Patient Care – is that the needs or characteristics of patients and families influence and drive the characteristics or competencies of nurses. **Synergy results when the needs and characteristics of patient, clinical unit or system are matched with a nurse’s competencies.**

Assumption Guiding the AACN Synergy Model for Patient Care

These characteristics must be viewed in context. Various assumptions regarding nurses, patients and families guide the Synergy Model.

- Patients are biological, psychological, social, and spiritual entities who present at a particular development stage. The whole patient (body, mind, and spirit) must be considered.
- The patient, family and community all contribute to providing a context for the nurse – patient relationship.
- Patients can be described by a number of characteristics. All characteristics are connected and contribute to each other. Characteristics cannot be looked at in isolation.
- Similarly, nurses can be described on a number of dimensions. The interrelated dimensions paint a profile of the nurse.
- A goal of nursing is to restore a patient to an optimal level of wellness as defined by the patient. Death can be an acceptable outcome, in which the goal of nursing care is to move a patient toward a peaceful death.

SECTION II

GENERAL INFORMATION

A very thorough description of UAH student services is provided in the [UAH Student Handbook](#). The Handbook also provides a comprehensive listing of office locations and phone numbers.

The College of Nursing Student Services Directors are available to assist in referrals for any University student services.

**COLLEGE OF NURSING
ADMINISTRATIVE OFFICES**

Office of the Dean
Room 210
824-6345
Dean
Executive Secretary

C. Fay Raines, Ph.D. **824-6345**

Office of the Associate Dean for Undergraduate Programs
Room 207
824-6742

Associate Dean
Staff Assistant
Director of Undergraduate Program Student Affairs

Pam O'Neal, PhD **824-6742**
Ms. Linda Wilson
Ms. Laura Mann

Office of the Associate Dean for Graduate Programs
Room 202
824-6669

Associate Dean
Staff Assistant
Director of Graduate Programs Student Affairs

Faye Anderson **824-6669**
Ms. Niki Malone
Mr. Charles Davis

Learning Resource Center
Fourth Floor
824-6139
Director LRC

TBA **824-2430**

Faculty Secretaries
Room 338

Ms Carol Fondren **824-6513**
Ms Louise Clark **824-6512**

Resource Manager
Room 217

Ms. Susan Hammond **824-6251**

Nursing Accreditation & Regulation Coordinator
Room 218

Ms. Melodie Drewyor **824- 6650**

AREAS OF RESPONSIBILITY

Dean

The Dean is the chief administrative and academic officer of the College of Nursing. Major responsibilities are planning, operations and leadership. The Dean is the chief operating officer of the College and has overall responsibility for instructional, research, and service programs; student services; faculty and staff personnel actions and policies; and budgetary matters. The Dean also provides leadership for the College within the University, the community, the professions, and with students and alumni. The Dean delegates responsibilities for specific components of the College's programs to other individuals and offices.

Associate Dean for Undergraduate Programs

The Associate Dean for Undergraduate Programs has delegated responsibility for the day-to-day management of the College's undergraduate programs. Among these responsibilities are scheduling, teaching assignments, coordination of various parts of the programs, evaluation of programs and faculty, and management of student/faculty issues not resolved at the course level.

Associate Dean for Graduate Programs

The Associate Dean for Graduate Programs has delegated responsibility for the day-to-day management of the College's graduate programs. Among these responsibilities are scheduling, teaching assignments, coordination of various parts of the programs, evaluation of programs and faculty, and management of student/faculty issues not resolved at the course level.

Course Managers

Each course has a designated course manager. The Course Manager has responsibility for the planning, implementation and evaluation of the course within established curricular guidelines. In courses in which more than one faculty is involved, other faculty report to the Course Manager. The Course Manager is responsible for management of all aspects of the course. Course Managers provide evaluative feedback of all course members to the Associate Dean.

Directors of Student Affairs

The Director of Student Affairs have delegated responsibility for student service programs in the College of Nursing. Specific responsibilities include academic advisement of lower division undergraduate students, pre-admission advising of undergraduate and graduate students, recruitment and admission of undergraduate and graduate students, and non-academic student services and programs.

COLLEGE OF NURSING SERVICES

Nursing Building

The four-story Nursing Building, which is centrally located on campus, houses College of Nursing programs and services. Classrooms and student lounges and study areas are located on the first floor. Administrative offices, including the Dean's Office, Office of Undergraduate Programs and Office of Graduate Programs and student study/lounge areas are on the second floor. The third floor contains faculty offices and the entire fourth floor is the Learning Resource Center (LRC).

Building Hours

The College of Nursing Building is open at 7:30 a.m. until 5:00 p.m. Monday through Friday. In addition, the building, including the LRC, is open on selected evenings and Saturdays. A schedule for evenings and Saturdays is posted at the beginning of each semester. When leaving the building after doors have been secured for the evening, please make sure the door locks behind you.

Bookstore

Required textbooks, manuals, and other supplies are available in the UAH Bookstore located on the lower level of the University Center. Textbooks are also available at The Off-Campus Bookstore, 1020 Henderson Road. Texts for each nursing course are printed in the course syllabus. See website at

<http://www.uah.edu/HTML/StuLife/StuLifeInfo/bookstore.html>

Bulletin Boards

Bulletin boards are located near the classrooms on the first floor. Bulletin boards are available for information concerning Educational and Employment Opportunities, Upcoming Events, and to publicize information pertinent to each class in the College of Nursing. There are separate boards for a variety of student groups and classes.

Cell Phones

Cellular phones are to be turned off during class times. Cellular phones are not allowed during any clinical experience.

Commons Area

The Commons Area, on the second floor mezzanine, has been set aside for student use. A microwave oven and coffee pot are available. Cabinets are also available for student use. Non-perishable items may be stored in the cabinets. Two student copy machines and student mailboxes are also located in this area.

Tables have been provided for both studying and eating. Students are requested not to bring food into the classroom areas.

Communicating With Faculty

Faculty may be reached by direct dialing to their offices. Faculty telephone numbers are listed in course syllabi and in the UAH Telephone Directory. All faculty have voice mail so students may leave a message if the faculty member is not available. Office hours for faculty secretaries are 8:00 a.m. to 5:00 p.m., Monday through Friday. Faculty secretaries may be reached at 824-6512 or 824-6513.

Faculty offices are located on the third floor of the Nursing Building. Faculty members post weekly office hours on bulletin board beside their office.

Faculty may also be reached by email. Faculty email addresses are published in the Student/Faculty Telephone Directory, made available in the fall semester. All students are issued an email account by Computer and Network Services. It is important that you log onto the internet and read your email regularly because the faculty and staff will often correspond with you in this manner. Refer to Section IV of this handbook for instructions on how to access your email.

Copy Machines

Two copy machines for student use are located in the Commons Area of the College of Nursing. Students must purchase copies on their Charger ID card available at University Center Room 110 or 111. These cards are inserted into the box located next to the machine. The number of copies available for each card will be displayed on the box when the card is inserted. When the copies on the ID card have been completely used, it should be returned to UC Room 110 or 111 to purchase more.

Paper for the copy machine located in the Commons Area may be obtained from the Office of Graduate Programs.

Additional copy machines are available in the Library and at other locations on the campus.

Emergency Messages

In an emergency situation, the staff of the College of Nursing will make every effort to contact students. However, we cannot guarantee that it will always be possible to get messages to students. A backup emergency contact should always be maintained.

Lockers

Small lockers have been placed on the first floor to provide a secure place to store books and other valuables. Please observe the following guidelines in using the lockers:

1. Use will be on a first come, first serve basis.
2. Books or personal items may be stored in the lockers. Please do not store food items in the lockers.
3. **Please do not leave items in lockers overnight or on weekends.** The College of Nursing cannot assume responsibility for items not removed.
4. Students must provide their own locks, either combination or key-operated padlocks. When items are removed from a locker, the lock should also be removed.

Mail Folders

Student mail folders are located in the Commons Area and are color coded by class and in alphabetical order. Retrieval of information is the individual student's responsibility. The College of Nursing assumes no responsibility for misplacement or loss of messages.

Since mail folders are often utilized to notify students of upcoming events, scholarship opportunities, meetings, and important deadlines, students should check their mail folders on a regular basis.

Suggestion Box

A suggestion box is located on the first floor of the nursing building at the main entrance. Suggestions are welcomed and read by Dean Raines. Please feel free to include your name or to leave messages anonymously.

Telephone

A telephone is located on the first floor for student use for local or on campus calls. LRC and faculty office phones are to be used only in emergency situations.

Vending Machines

Vending machines, a refrigerator and a microwave are located near the Commons Area on the second floor. Students wishing to use the refrigerator should have personal items clearly marked with their name. Please do not use the refrigerator for long-term storage of food.

UNIVERSITY SERVICES

Career Planning and Placement

The Office of Career Services assists students to identify their individual capabilities and interests, and to use this information for career planning purposes. Workshops in resume writing skills, interview skills and job search techniques are available. A complete listing of services can be found in the UAH Student Handbook.

Counseling Services

Students often encounter personal difficulties during the course of their collegiate experience. Students are assisted through short-term therapy to cope with stress that negatively impacts academic, personal and social functioning. Through individual and group counseling, individual treatment plans are devised and implemented to alleviate or successfully manage problems. Short term therapy does not exceed a 3 to 4 month period without reassessment and/or referral off-campus.

Licensed, certified counselors offer free, confidential counseling for UAH students. They are available by appointment from 8:00 a.m. - 5:00 p.m. Monday through Friday. Off-campus psychologists and psychiatrists are contacted for emergency situations.

Appointments may be scheduled through the Student Development Services Office in the University Center, Room 113, or by calling 824-6203.

Exercise Facilities

The University Fitness Center has exercise facilities which may be used free of charge by full time UAH students with a current ID. Hours of use are at the beginning of each semester. The facilities house a pool, racquetball and basketball courts, free weights, and Nautilus equipment as well as other exercise options. Part-time students must pay a fee to use these facilities.

Policies for Library Computer Lab

Computer Use

- Log in to the Library computers using the first part of your UAH email address. The default password is your initial, last initial and the last six digits of your Banner ID. Make sure to change your password after you log in (press CTL-ALT-DEL).
- Your login on Library pcs gives you your own My Documents folder and desktop which can be accessed from any computer in the Library.
- Make sure you save all your work under My Documents or on the desktop.
- Students who have questions about using software on Library computers should contact David Brown in the College of Nursing.
- All students must abide by the UAH General Computer Use Policy http://www.uah.edu/admin/IS/is_home/

General Lab Policies

- No food or drink of any kind is allowed in the labs. This includes water bottles.
- Students should never log in another student. Violation of this policy may result in the student's computer account being suspended.
- Printing in the labs is free for students, but students should restrict their printing to class-related materials.
- The Library labs close promptly at 8:00pm. Students should begin saving their work and getting ready to log off at 7:45pm.
- Students are expected to be courteous to Library staff at all times. Any student exhibiting disruptive behavior will have their Library computer account suspended and their name will be forwarded to the Dean's office at the College of Nursing.
- Students must present a UAH ID to the lab attendant on duty when entering the lab. If a student does not have a UAH ID they are not permitted in the lab.
- If there is not a lab attendant on duty, the student should present their UAH ID to a staff member at the Circulation desk. Any student found in the lab who has not checked in with a UAH ID will be asked to leave the lab.
- Only currently registered students are allowed in the Library labs.

Mathematics Workshops

The Math Lab offers free assistance to UAH students. The lab is open 20 hours per week and is staffed by graduate students. Besides one-on-one tutoring, extra workshops are available. Two computers equipped with tutorial software are also available in 207 Madison Hall. (Phone 824-6470) A computer math lab is also available in Salmon Library.

Office of Multi-Cultural Affairs

The Office of Multi-Cultural Affairs assists the University in providing an atmosphere that is welcoming, supportive and rewarding as students prepare to become responsible adults. The Office endeavors to foster an understanding and a respect for cultural diversity throughout the UAH Community. Students may contact the office in Morton Hall, Room 220 or by calling 824-6822.

Services for Students with Special Needs

The Office of Student Development Services (SDS) offers a variety of services to provide access to academic, social, cultural, recreational, and housing opportunities for students with special needs. New students with special needs should contact the SDS Office before enrollment to discuss any services that may be necessary. Appointments may be scheduled by coming to the SDS Office at Room 113 of the University Center or by calling 824-6203. http://www.uah.edu/student_life/services/counseling/disability/

Tutoring Students and Test-Taking Skills

UAH has a special office with personnel who can assist students in acquiring college survival skills. This office is called Student Development Services and is located in UC 113 (Phone 824-6203). Tutoring services are offered free of charge for a wide range of courses. Students may initiate the contact with or without faculty recommendation. In addition to tutors, classes that assist students in developing good study habits, taking notes, and test taking skills are available.

UAH Student Handbook

The University of Alabama in Huntsville publishes a Student Handbook which reflects current policies and/or rules of the Board of Trustees of The University of Alabama system as well as institutional policies of UAH. Each student is entitled to a free copy of the handbook which may be obtained at the Information Desk located in the University Center or from the Office of the Vice President of Student Affairs also located in the University Center.

UAH Graduate Catalog

The UAH Graduate Catalog is revised every two years and is available from the UAH homepage www.uah.edu. The catalog contains admission and enrollment requirements as well as course descriptions.

Wellness Center

UAH students with minor illnesses and injuries may be seen by a Nurse Practitioner at the Wellness Center located in the University Center in Room 203. Walk-ins and appointments are welcomed. The basic charge is covered in the student health fee; however, laboratory costs will be billed to the student at a modest charge. The Wellness Center is open Monday through Friday, 8:15 a.m. - 5:00 p.m. The telephone number is 824-6775. Students must present current valid UAH identification before receiving services through the Center.

Writing Assistance

The UAH Writing Center offers consultations in all stages of the composing process. Students can receive one-on-one or small group assistance. The aim is to help all students become stronger, independent writers. Please note, however, that the Writing Center is not a proofreading or editing service. Tutorials are free to all UAH students. The Writing Center is located in 228 Morton Hall. (Phone 824-6320)

CAMPUS OFFICES AND PHONE NUMBERS

<u>YOU MAY RECEIVE INFORMATION ABOUT:</u>		<u>FROM:</u>
Academic Advisement & Information Center		824-6290
Activities in the University Center	UC Info Desk	824-6445
Admissions	UC	824-2773
Bursar's Office (Cashier's Office)	UC214	824-6226
Charger Cafe	UC	824-6137
Campus Life (Student Government Assoc.)	UC106	824-6375
Career Planning and Placement	EB117	824-6612
Class Schedules (Graduate Programs)	NB202	824-6669
Computers for Student Use	ASB214	824-6604
Cooperative Education	EB117	824-6741
Counseling Services (Student Development)	UC113	824-6203
Drop/Add		Assigned Advisor
Exponent	UC104	824-6090
Financial Aid	UC212	824-6241
Game Room	UC2	824-6205
Housing	606 A South Loop	824-6108
Library Medical	109 Governors Drive	551-4400
Lost and Found	CON Info. and/or PPB	824-6596
Nursing Student Association	NB Mezzanine	-- -
Parking	Safety Office @PPB	824-6596

UC--University Center NB--Nursing Bldg. PPB--Physical Plant Bldg. ASB--Admin. Sci Bldg. MH--Madison Hall
MSB --Material Science Building

Recreation	Spragins Hall	824-6586
Records and Transcripts (Schedule Errors)	UC124	824-6750
<u>YOU MAY RECEIVE INFORMATION ABOUT:</u>		<u>FROM:</u>
Sigma Theta Tau	NB341	824-6514
Study Skills	UC113	824-6203
Test Taking Skills	UC113	824-6203
Testing Services	ASB226	824-6725
Textbooks and Supplies	Bookstore, UC Off Campus Bookstore 1020 Henderson Rd.	824-6200 837-9529
Tutoring	UC113	824-6203
Wellness Center	UC203	824-6775
English Language Placement Test	ASB226	824-6725
Academic Policies (Academic Bankruptcy, Course Repeats, Residency)	UC119	824-6753
Retroactive Withdrawal	UC114	824-6700
Honors Program	MH336	824-6450
Language Course Questions (French, German, Spanish, Latin, Russian, Japanese)	MH333	824-6300
Multicultural Affairs	MH220	824-6822

UC-University Center
 NB-Nursing Building
 PPB--Physical Plant Building
 ASB-Administrative Science Building
 MH-Madison Hall

FINANCIAL AID AND SCHOLARSHIP INFORMATION

Financial Aid

The University Financial Aid Office located in UC 212 provides financial aid information and assists the student to meet individual needs. All students who wish to be considered for any scholarship must complete a scholarship application available in the University Financial Aid Office (UC 212).

Nursing scholarship information from Student Affairs Director. Nursing students will be considered for endowed scholarships for which they meet the stated criteria.

Tuition Scholarships

Full tuition scholarships may be awarded to qualified students without assistantship appointments. Tuition grants are limited to a maximum of two per department at any given time.

1. *Eligibility*

A department may award a full tuition grant to a qualified student. Recipient must:

- a. be a full-time student;
- b. be a U.S. citizen;
- c. have unconditional admission status.

2. *Appointment Procedure*

- a. The faculty chooses the awardees from qualified applicants.
- b. An appointment letter (similar to the assistantship letter without duties) is written to each awardee and approved by the Associate Dean. The letter is then forwarded to the graduate dean's office along with a copy of the Summary Information Sheet (Form 1 A) for final approval before a copy is furnished to the student.

3. *Tuition Request*

Departments submit to the graduate office tuition request for the awardees on the Tuition Support Request (Form 23), along with those of the graduate assistants, by the close of the priority registration period.

Alabama Board of Nursing Scholarships

Fifteen scholarships are granted each year to graduate students attending schools in Alabama. Funding is \$3,800 for full-time study for one year. Students must make application directly to the Alabama Board of Nursing. Contact Alabama Board of Nursing for deadline. They can be reached by telephone at (334) 242-4060 or by mail at: RSA Plaza, Suite 250; 770 Washington Avenue; Montgomery, AL 36130.

Federal Nurse Training Grants

The College of Nursing applies annually for a limited number of traineeships for graduate students. These funds are granted to admitted students enrolled for full-time study in a clinical major. Currently, only those students enrolled in the Family Nurse Practitioner Track, Acute Care Nurse Practitioner Track or the Adult Clinical Nurse Specialist track

are eligible for traineeships. Application forms may be obtained through the Office of Graduate Programs in the College of Nursing.

Scholarships

Other scholarships available are the Elizabeth M. Fisher Memorial Scholarship and the Graduate Tuition Scholarships. Further information may be obtained through the Office of Graduate Programs.

Graduate Scholarships

A limited number of tuition scholarships may be awarded to students without graduate assistantship appointments who have unconditional admission status and are in good academic standing. Such scholarships may be awarded for up to nine hours of graduate credit hours per semester (6 hours in the summer semester). Students receiving tuition scholarships are bound by the same rules as graduate assistants with respect to course withdrawal, contingency of the award on satisfactory performance toward the graduate degree, general eligibility, and special department requirements. The departmental faculty select the proposed awardees from qualified applicants. An appointment letter, similar to a graduate assistantship letter but without assigned duties, is prepared by the department chair and sent through the college dean to the graduate dean for approval at least one month prior to the start of the semester in which the scholarship is proposed. After approval, a copy is furnished to the student. The Graduate Dean will make final decisions on awards.

Graduate Teaching Assistantships

Graduate Assistantships are offered to encourage graduate work, to promote teaching, and to promote research. Graduate assistants have as their primary goal a graduate degree, and the assistantship is part of their graduate education. Any student qualified for admission to the School of Graduate Studies is eligible to apply for a graduate assistantship. Assistantships usually require 20 hours per week service to the College but may be appointed more or less than half-time in exceptional cases. **Without special permission of the student's department and the graduate dean, a graduate assistant may not hold other full time employment during any semester in which this assistantship is in effect.** The graduate assistant must be registered for a minimum of nine semester hours and not more than ten during any semester in which an appointment is held. Further information may be obtained from the School of Graduate Studies. All students assigned as assistants must attend a mandatory UAH GTA workshop and must also attend GTA meetings with the Associate Dean.

Tuition and fees are paid for a GTA who holds one-half time (20 hours per week) appointment and is registered for nine to ten semester hours.

SECTION III

POLICIES AND PROCEDURES

All UAH academic policies are fully explained in the UAH Graduate Catalog and the UAH Student Handbook. This section contains information on policies and procedures which apply only to students enrolled in the College of Nursing.

GENERAL POLICIES

Attendance

Due to the nature of the educational process and professional nursing practice, faculty expect students to attend all class and clinical sessions. The responsibility for class attendance rests with the student. The student who is absent for any reason is accountable for work missed. Faculty are supportive in assisting students in extenuating circumstances; however, students are expected to make prior arrangements with them or to notify them as quickly as possible in emergency situations. Students who accrue a significant number of absences during any one term may jeopardize their grades. Therefore, regular attendance is important.

The effect of absences upon course grades is determined by course faculty. Attendance policies are more specifically outlined in each course syllabus. Students are expected to be present for all scheduled examinations. Failure to sit for an examination may result in the student receiving a zero for that component of the course.

Cardiopulmonary Resuscitation Certification

Cardiopulmonary resuscitation (CPR) certification at the Basic Cardiac Life Support (BCLS) level is an admission and progression requirement for the nursing program. For students in ACNP and ACNS tracks, Advanced Cardiac Life Support (ACLS) is required. Current CPR certification must be maintained throughout the program. It is the student's responsibility to keep the certification current. A copy of the updated certification card must be submitted each year. Failure to maintain current CPR certification will preclude students from progressing in courses.

Clinical Agency Contracts

University and Board of Nursing regulations require signed contracts with all agencies in which students have clinical experience. Establishing and maintaining these contracts is the responsibility of faculty and administrators in the College of Nursing. Students may not initiate the process. All arrangements for clinical experiences, including review of current contracts, is the responsibility of the faculty member responsible for the course in which the experience is to occur. Students are encouraged to consult with faculty as early as possible if there are special considerations regarding a clinical agency.

Clinical Preceptor Selection

Faculty are responsible for the contact with and selection of clinical preceptors. Students are not to contact agencies or potential preceptors without consultation with and approval from the faculty member responsible for the course in which the experience is desired. **Violating this policy and may jeopardize contractual arrangements with clinical agencies.**

Course Assignments

Assignments are due on the expected date unless the student makes prior arrangements with the faculty. Assignments turned in late may be penalized based upon the discretion of the faculty member. In addition, the faculty member has the option of not accepting the work. Course requirements are outlined in each course syllabus.

Costs Incurred for Accidents or Injury

Students are responsible for costs incurred as a result of accidents or injuries in clinical or college laboratories. This may include follow-up testing and/or treatment. Students are not eligible for Workman's Compensation Benefits from clinical agencies or the University.

Ethical Conduct

Students are expected to maintain ethical and exemplary professional behavior in all aspects of the teaching-learning process. Refer to the UAH Student Handbook for additional information.

Evaluation of Courses and Faculty by Students

Students are requested to evaluate courses and faculty and preceptors at the end of each semester. This information is used in faculty evaluations, in revision of the courses and/or teaching methods, and in the choice of expert preceptors.

Evaluations of Student Progress

Students receive evaluations of progress toward attainment of course objectives at identified intervals throughout courses. The times and methods vary with the courses. Students are encouraged to consult with the grade responsible faculty member any time they need validation of their progression in the course. Students receive summary evaluations at the completion of each clinical course.

Grades

The University grading system is described in the Graduate Catalog.

Grade point average (GPA) is calculated by dividing the total number of quality points earned by the total number of semester hours attempted.

Students with grade point averages below a B (3.0) are placed on probation. A student on probation is not a candidate for a degree. Probationary status is removed by raising the overall grade average to B (3.0) or better on all graduate work attempted in all terms up to and including the semester in which 12 semester hours of graduate work are completed following the semester the student is placed on probation. Failure to remove probation in this manner results in dismissal from the School of Graduate Studies. In exceptional cases, students may petition for readmission. Readmission may be granted based on recommendations of the faculty in the major department and approval by the Graduate Dean.

Test grades will be returned to students during a scheduled class period. College of Nursing faculty/staff will not distribute grades by telephone.

Health Insurance

All students are required to maintain health insurance throughout the program. The University Student Government Association (SGA) provides information about student policies for students who do not have other coverage. The SGA Office telephone number is 890-6375. Failure to maintain current health insurance will preclude students from progressing in courses.

PPD

Students are required to have a two-step PPD test, 3 months prior to fall registration and then repeated annually.

Hepatitis B

Students are required to complete **two** of a series of three hepatitis B injections **prior** to beginning of classes fall semester of the junior year. The **third** injection of the series must be completed no later than **six** months after the initial injection. The documentation of the same must be submitted to the Office of the Associate Dean. Students who refuse to take/complete the series must sign a waiver releasing the UAH College of Nursing from liability should the student contract Hepatitis B as a result of clinical experiences.

Criminal Background Check and Urine Drug Screen

Agencies require students to have a criminal background check and urine drug screen prior to participating in clinicals. Students will need to meet agency requirements, in order to participate in clinical experiences and meet course objectives. If course objectives are not met, the student will not successfully complete the course and not be allowed to progress in the program.

Inclement Weather

Any official cancellation of University classes is made through the President's Office and is announced on local radio and television stations. Because some clinical experiences begin earlier than the announcement is normally made, faculty may occasionally need to make alternate clinical arrangements. If so, the faculty member will contact students.

Students reside in various locations with differing weather patterns and road conditions. It is the responsibility of each student to determine if it is possible to travel safely and to notify the appropriate faculty member if it is necessary to be late or absent from a scheduled class or clinical experience.

Plagiarism

Plagiarism is defined as the use of any other person's work (such work need not be copyrighted) and the unacknowledged incorporation of that work in one's own work offered in fulfillment of academic requirements (UAH Student Handbook). Plagiarism and/or falsification of records are considered justification for failure in the course.

Turnitin

UAH subscribes to Turnitin.com, an online collaborative learning tool for faculty and students, which supports members of the UAH academic community in their quest to uphold academic integrity. Turnitin.com allows the student or educator to upload a paper into the Turnitin.com database, where software will then use algorithms to create "digital fingerprints" that can identify similar patterns in text ("About Turnitin.com"). Turnitin.com creates an "originality report" that highlights any passages from the paper that might not be authentic, and lists web sites and other resources with content that matches that in the paper. To learn how to use Turnitin see <http://lib.uah.edu/turnitin>.

Professional Liability Insurance

Documentation of professional liability insurance must be provided to the College of Nursing Office of Graduate Programs prior to admission to the graduate program. Professional liability insurance must be maintained throughout the program.

References

Students who need references from faculty for employment or other purposes should receive permission of the faculty member prior to submitting their name. Prior to completing the program, students are requested to complete "Consent to Release Information Form". This signed form is placed in the file and allows information to be submitted in response to reference requests received after the student has graduated.

Responsibility to Clinical Agencies

Students are responsible for complying with policies and procedures required by clinical agencies. Failure to meet any requirement may lead to exclusion from required clinical educational experiences and prevent completion of the program. Additionally, should a student cause damage to property during the course of clinical experiences, liability and cost of repair shall be the responsibility of the student. (UAH Graduate Handbook).

Representation as Nursing Student

Students shall not represent themselves as nursing students or engage in patient/client care as nursing students except as part of an assigned, planned learning activity in a practice setting integral to the curriculum.

Smoking

The policy of the University prohibits smoking in the College of Nursing building. Students who fail to adhere to this policy are subject to imposition of appropriate disciplinary action.

Style for Written Assignments

All papers must be typed unless otherwise specified by the faculty member. Guidelines for specific papers are given by the course instructor(s). All written work, including documentation of information sources, bibliographies and/or reference lists, submitted by students must follow the American Psychological Association Guidelines (APA), current edition. Refer to APA Guidelines in the library or purchase a copy of the Guidelines at the UAH Bookstore.

ACADEMIC POLICIES

Academic Advisement Procedure

Students are assigned a faculty advisor during the first semester; the advisor serves throughout the remainder of the student's academic program. Students are expected to consult with their assigned advisor prior to each registration and at other times as needed. A list of students with their respective faculty advisors will be posted in the main lobby on the second floor of the College of Nursing. Faculty advisors post office hours on their office doors. Times other than those posted may be scheduled on an individual basis.

Academic Misconduct Disciplinary Procedure

Academic Misconduct includes dishonesty in any academic work within the College of Nursing. Academic misconduct is defined in the current UAH Student Handbook and is resolved according to the procedure outlined therein.

Academic Grievance Procedure

Should a grievance arise over an academic matter, a student has the right to pursue resolution of the issue through appropriate channels. Since most grievances are resolved at the level where the problem arose, the student is urged to initiate resolution at that level. The student shall proceed through the following channels until such time as the grievance is resolved, or the student chooses to terminate the process:

1. The faculty member immediately involved
2. Course Manager
3. Associate Dean, College of Nursing
4. Dean, College of Nursing

When a grievance relates to a final course grade, the student must institute the appeal process within four weeks after the end of the semester in which the grade was received.

(Refer to the UAH Student Handbook)

CLINICAL PRACTICE GUIDELINES

Purposes for Clinical Experience

Graduate students will be primarily involved in clinical practice for the purposes of:

1. Providing advanced level nursing care to selected patients.
2. Applying current theories and research related to care of selected clients.
3. Gaining additional knowledge and skill related to advanced procedures, equipment, and techniques used in highly specialized areas of nursing practice.
4. Applying the various nursing roles in advanced nursing practice.

Preceptor and Nursing Personnel Responsibilities to Student

Preceptors and nursing personnel have an obligation to:

1. Assist graduate students in meeting their learning objectives.
2. Acquaint graduate students with experiences that may not be directly related to a client care situation but which would enhance their learning.

Student Responsibilities to Nursing Personnel and Preceptors

The graduate student has an obligation to:

1. Acquaint staff with his/her expertise and/or limitations as an advanced practice nursing student.
2. Seek appropriate help from other health care professionals in the care of a client in such situations where the status of the client has become increasingly complex or more critical.
3. Negotiate directly with the preceptor if a change in scheduled hours becomes necessary or different types of experiences are needed during the scheduled clinical time.

Role of the Preceptor in Clinical Practice

The Preceptor will:

1. Validate history and physical examination skills.
2. Assist the student with interpretation and synthesis of history and physical findings.
3. Assess ability to formulate a differential diagnosis and arrive at a tentative or actual diagnosis.
4. Demonstrate and observe return demonstration of selected physical examination skills, e.g., otoscopic and ophthalmic exams.
5. Assist in review of basic reading and interpretation of x-rays.

6. Verify appropriateness of laboratory tests and procedures requested and assist in the interpretation of results.
7. Encourage the student to utilize a family-centered approach to care and to incorporate appropriate counseling/teaching measures with each client, including anticipatory guidance.
8. Verify appropriateness of proposed treatment plan including follow-up needs and evaluation of treatment effectiveness.
9. Provide a learning environment which will promote critical thinking skills and allow the student to manage increasingly complex clinical problems.
10. Participate in the evaluation of the student performance in conjunction with the faculty and student.

GRADING POLICY FOR CLINICAL NURSING COURSES

Assumptions Regarding Clinical Evaluation

1. The grade for graduate courses with a clinical component will be established by evaluating knowledge and skill as demonstrated through written work and clinical laboratory performance. The preceptor evaluation is an important component in that process, however the faculty member maintains the final responsibility for the grade.
2. Measurement of knowledge and clinical performance will be based on written course objectives.
3. Measurement instruments for each course will be developed by faculty.
4. Components of the measurement instruments will include the broad categories of knowledge, skill, leadership, and interpersonal relationships, critical thinking, communication and therapeutic interventions.
5. When there is a classroom and clinical laboratory practice component for a course, both will be evaluated by the faculty in determining a final course grade.

Policy Statements

1. A student must successfully complete both the classroom and clinical components of a course.
2. Faculty members who teach the course are responsible for developing the percentage distribution for the final course grade, allocating appropriately both the classroom and clinical components.

Progression Requirements

- a. Any student who receives a “C” in the clinical nursing courses listed in the graduate program in the MSN UAH College of Nursing will be reviewed for progression by the Graduate Admission and Progression Committee. This committee will recommend either continuation in the program with repeat of the course or dismissal from the nursing program. Input from appropriate faculty will be obtained. The Graduate Admission and Progression Committee will make recommendations to the Associate Dean.

Courses Requiring a Grade of “B” or Higher:

Primary Care of Adults

ACNP II, III, IV

FNP I, II, III, IV,

Leadership in Healthcare Systems NUR633, 634

ACNS I, II, III, IV

Advanced Health Assessment, Pathophysiology, Pharmacology

CNL I, II, III, IV

- b. If the recommendation is for the students to continue in the programs and repeat the course, he/she may retake the course at the next time the course is offered.
- c. If the student obtains a “C” in a nursing course and is allowed to continue, makes a “C” in a second clinical nursing course, or if the student receives a “C” in the retake of the original course, this student may not be allowed to progress independent of GPA, and will be dismissed from the College of Nursing. The student may petition for readmission to the Associate Dean for Graduate Programs.
- d. If the student makes a “C” in any graduate course and the student’s GPA falls below a 3.0, the student will be placed on academic probation by the University. The student has an additional twelve semester hours to bring the GPA up to 3.0 in accordance with the UAH School of Graduate Studies policy.
- e. No student will be able to record a grade less than a “C” on their program of study for the preferred graduate track.
- f. Courses taken at other universities will be considered for transfer credit only if a grade of “B” or higher is obtained in the course.

SAMPLE

CLINICAL EVALUATION OF STUDENT’S PERFORMANCE BY THE PRECEPTOR

Student: _____ Date: _____ Preceptor: _____

Directions: On the following page, please rate the student on a 1 to 5 scale which you think most appropriately describes the student’s performance for each item.

Rating Scale:

- 1 Unsatisfactory-----Incomplete and disorganized history and physical exam. Presentation is rambling and irrelevant.
- 2 Needs Improvement-----Requires supervision to complete exam. Needs assistance with organization of presentation.
- 3 Satisfactory-----History and physical exam usually complete. Presentation adequate. Able to apply knowledge to clinical situations.
- 4 Above Satisfactory-----History and physical exam is systematic and complete. Consistently exhibits organization and evidence of in-depth learning.
- 5 Outstanding-----Outstanding systematic history and examination skills. Applies knowledge base consistently and efficiently with planned treatment/management.
- N/A-----Not applicable or not observed

<u>ITEMS</u>	<u>RANK</u>					
Gathers complete history	1	2	3	4	5	N/A
Performs physical exam	1	2	3	4	5	N/A
Presents accurate history in systematic fashion	1	2	3	4	5	N/A
Correlates history with physical exam	1	2	3	4	5	N/A
Differentiates normal from abnormal	1	2	3	4	5	N/A
Selects and interprets appropriate lab and other diagnostic tests	1	2	3	4	5	N/A
Formulates differential diagnosis	1	2	3	4	5	N/A
Consults/refers when appropriate	1	2	3	4	5	N/A
Develops treatment plan	1	2	3	4	5	N/A
Involves woman/family in treatment plan	1	2	3	4	5	N/A
Incorporates health teaching	1	2	3	4	5	N/A
Incorporates appropriate health screening	1	2	3	4	5	N/A
Establishes priorities	1	2	3	4	5	N/A
Applies current knowledge to clinical situations	1	2	3	4	5	N/A
Professional conduct	1	2	3	4	5	N/A
Able to accept constructive criticism	1	2	3	4	5	N/A

Comments:

Strengths:

Areas for Growth:

Student's Signature

Preceptor's Signature

Date: _____

Date: _____

COURSE POLICIES

Withdrawal: Through the tenth week of the fall or spring semester, a student may withdraw from any course. After the tenth week a student may withdraw from a course only under extenuating circumstances and with the approval of the dean of the college in which the student is enrolled. In any case, the student must initiate a formal request for withdrawal through the Office of Graduate Studies. Class non-attendance does not constitute withdrawal nor does notification to the instructor. Any student failing to follow the established procedure for withdrawal will continue to be enrolled in the class and may receive a failing grade in that course.

Recording of Withdrawals: If the withdrawal process is completed during the first two weeks, the withdrawing student's name does not appear on the final rolls of the class from which the student withdrew, and that course does not appear on the student's permanent record. If the withdrawal process is completed after the first two weeks, then the withdrawing student's name will be on the final rolls of the class from which the student withdrew, and that course will be recorded on the student's permanent record with a final grade of W. It is the responsibility of the Office of Student Records to inform each instructor in a timely manner (and in writing) when a student appearing on the instructor's final class roll withdraws from that course. The University does not use grades of W to compute grade point averages.

Approvals Required: The University does not require that the student justify any course withdrawal completed before the end of the tenth week. After the tenth week, the student must give evidence of extenuating circumstances to justify withdrawal from a course. **Avoidance of an undesirable grade does not justify withdrawal.** It is the duty of the dean of the college in which the student is enrolled to verify that the circumstances justify withdrawal from a course. In addition, students participating in certain programs must secure approval or give adequate notification to the appropriate officers of these programs. It is the joint duty of these programs and the Office of Student Records to insure that students participating in these programs are aware of any such requirements.

Withdrawals: Students need to be aware that many potential employers, as well as graduate and professional schools, view an excessive number of W's on a transcript as a flag that the student cannot be counted on to complete demanding projects. Advisors should be informed of this fact and students should be encouraged to discuss with their advisors any plans to withdraw from a course, especially after the first two weeks of the semester. For more information, please see the UAH Student Handbook.

Course Repeat: The Current policy of unlimited repeats may change. Please consult the UAH Graduate Catalog.

Course Policies (Continued)

Thesis (699)

Grades of S or U shall be assigned for Thesis (699) and these grades shall not be counted in the grade point calculation (Adopted 7/19/89).

Graduate Seminars and Special Topics Courses

Graduate Seminars and Graduate Selected Topics courses may use grades of A to F or S/U at the discretion of the academic department. The grades of S/U shall not be counted in the grade point calculation (Adopted 7/19/89).

Appeal of Grade

Appeal of any course grade must be initiated by the student no later than the fourth week of the term following receipt of the course grade.

PROGRAMS OF STUDY

**MASTER OF SCIENCE IN NURSING
ADULT CLINICAL NURSE SPECIALIST**

FALL SEMESTER I

NUR 605	Advanced Health Assessment	3 SH
NUR 607	Pathophysiology	3 SH
NUR 660	Adult Clinical Nurse Specialist I	<u>6 SH*</u>
		12 SH

SPRING SEMESTER I

NUR 602	Scholarly Inquiry for Advanced Practice	3 SH
NUR 606	Pharmacology	3 SH
NUR 661	Adult Clinical Nurse Specialist II	<u>6 SH*</u>
		12 SH

SUMMER SEMESTER I

NUR 698/699	Plan I or Plan II	3 SH
NUR 662	Adult Clinical Nurse Specialist III	<u>6 SH*</u>
		9 SH

FALL SEMESTER II

NUR 663	Adult Clinical Nurse Specialist IV	6 SH*
NUR 698/699	Plan I or Plan II	<u>3 SH</u>
		9 SH

PROGRAM TOTAL 42 SH

AN ASTERISK () FOLLOWING NUMBER OF SEMESTER HOURS CREDIT INDICATES THAT THE COURSE INCLUDES A CLINICAL COMPONENT. TOTAL NUMBER OF CLINICAL HOURS FOR ADULT CLINICAL NURSE SPECIALIST TRACK IS 500.*

PROGRAM OF STUDY
FAMILY NURSE PRACTITIONER

FALL SEMESTER I

NUR 605	ADVANCED HEALTH ASSESSMENT	3 SH
NUR 606	PATHOPHYSIOLOGY	3 SH
NUR 610	PRIMARY CARE OF ADULTS	<u>6 SH*</u>
		12 SH

SPRING SEMESTER I

NUR 602	SCHOLARLY INQUIRY FOR ADVANCED PRACTICE	3 SH
NUR 607	PHARMACOLOGY	3 SH
NUR 611	FAMILY NURSE PRACTITIONER II	<u>6 SH*</u>
		12 SH

SUMMER SEMESTER I

NUR 698/699	PLAN I OR PLAN II	3 SH
NUR 612	FAMILY NURSE PRACTITIONER III	<u>6 SH*</u>
		9 SH

FALL SEMESTER II

NUR 613	FAMILY NURSE PRACTITIONER IV	6 SH*
NUR 698/699	PLAN I OR PLAN II	<u>3 SH</u>
		9 SH

PROGRAM TOTAL **42 SH**

AN ASTERISK () FOLLOWING NUMBER OF SEMESTER HOURS CREDIT INDICATES THAT THE COURSE INCLUDES A CLINICAL COMPONENT. TOTAL NUMBER OF CLINICAL HOURS FOR FAMILY NURSE PRACTITIONER PROGRAM IS 588.*

GUIDELINE FOR DEVELOPING AN INDEPENDENT STUDY (NUR 650)

- I. Purpose:
An Independent Study provides the opportunity for students to study selected problems related to health care of individuals or groups under the direct supervision and guidance of faculty members. Independent Studies do not take the place of the required courses but, in most cases, constitute electives in the curriculum.

- II. Developing an Independent Study:
NUR 650 carries variable credit of 2 to 4 Semester Hours. The written prospectus for an independent study should contain the following elements.
 - A. Problem: A concise statement of the problem which should be related to health care of individuals or groups. It would be helpful for the student to indicate why became interested in the problem.
 - B. Purpose: A statement of purpose which delineates the precise area of the problem to be studied.
 - C. Credit Hours: The number of credit hours should be stated.
 - D. Objectives: Objectives should be stated in measurable terms and based on what the student expects to accomplish during the course. The stated objectives will be used by the faculty sponsor to determine, with the student, the evaluation criteria for the independent study.
 - E. Plan of Action: The plan of action which will enable the student to accomplish the objectives should be stated in narrative form. Problems that may be encountered should be projected if anticipated by the student. The plan may be practical action or literary in nature. However, observations and assessments made should be validated. It is recognized that plans should provide some flexibility for change which might occur if the situation warrants.
 - F. Evaluation: The student should propose the evaluation criteria (or percentage) to be used in evaluating each objective. This should be done in percentages of 100 in order to arrive at a numerical grade specified by the College of Nursing. The faculty sponsor will make all final determinations of the percentages before signing as the sponsor of the study.
 - G. Signature: The prospectus should contain an area for signature of the student and the faculty sponsor.

Guideline for Developing an Independent Study (Continued)

- A. The student should select a member of the graduate faculty whose preparation and interest coincide with the area to be studied. The student should request the faculty member to sponsor the study, or in some instances to refer them to another member of the faculty who may have stronger preparation and experience in the field. In any case, it is the student's responsibility to obtain a faculty sponsor. A student may seek guidance from the Associate Dean if assistance is needed.
- B. Students may discuss in general terms the plan for independent study with a faculty sponsor, and then proceed with the writing of their prospectus, or may submit the written prospectus to the faculty sponsor on first contact.
- C. Two copies of the signed prospectus should be made. The student and faculty sponsor each retain a copy. The faculty sponsor is responsible for notifying the Associate Dean's Office of the following information:
 - 1. Student Name
 - 2. Course & Section # (ex. NUR 650-01)
 - 3. # Credit Hours
- D. The faculty sponsor will appropriately assign the grade on the grade sheet.

LEARNING RESOURCE CENTER POLICIES

INTRODUCTION

The Learning Resource Center (LRC) is located on the fourth floor of the College of Nursing building. A computer lab with 13 personal computers, audio/visual material, and assessment equipment are available in this area in addition to meeting space for small group study and skills practice areas. Usual hours of operation for the LRC are 7:30 am to 5:00 pm Monday through Friday. Evening and Saturday hours may be announced each semester. Students are encouraged to use the LRC for meeting individualized or faculty assigned course objectives. LRC personnel are available to assist students in selection of media, operation of equipment, practicing skills, and remediation. If individualized practice is needed, please make arrangements in advance by scheduling appointments with the appropriate LRC personnel or clinical faculty. Most of the resources in the LRC require active participation and information exchange. Students who need a quieter place to study may wish to use the library.

The College of Nursing has a dedicated computer lab located on the second floor of the M. Louis Salmon Library. This lab is usually open from 8:00 am to 8:00 pm Monday through Friday and is available to students unless a class is meeting in the lab. During Fall and Spring semesters, this lab is staffed whenever possible with a student worker to facilitate students' entrance to the lab and their use of the computers.

GENERAL POLICIES

Equipment for check-out:

- At present, only certain health assessment equipment and CD-ROMs that are made for specific courses may be checked-out and removed from the nursing building. All other material and equipment is available to be signed-out and used in the nursing building. If you are unsure, please ask LRC personnel for clarification.
- Any LRC material that is checked-out to a user must be returned at the end of the semester unless prior arrangements are made with the LRC Director. Faculty will hold a student's grades if materials are not returned by the assigned date. Failure to return material may result ultimately in a request that a student not be allowed to register for future classes unless material is returned or satisfactory steps are taken for its replacement.

Children in the LRC/Visitors in the LRC:

- **Children are not allowed in the LRC.**
- Visitors and guests are allowed, but may be asked to leave if they become disruptive or mishandle equipment. Because of the nature of the course material in the nursing curriculum, students may be viewing videotapes or computer software in an open area containing full/partial nudity and/or depicting graphic medical procedures. Please be mindful of this before bringing visitors into the LRC.

Food/Drink in the LRC:

- Please refrain from eating or drinking in the computer lab area.

- No food or drink is to be taken into the skills practice areas.
- Dispose of ALL wrappers, cans, bottles, papers in an appropriate manner!

Skills Practice:

- All students, faculty, staff and visitors are responsible for **cleaning skills practice areas and disposing of materials appropriately**. Do not expect anyone to clean-up after you! Improperly disposed of sharps or soiled materials may result in the closure of the skills practice areas for unsupervised practice. If you are unable to locate trashcans or sharps containers, contact the LRC Director immediately!

COMPUTER USE POLICY

All faculty, students, staff, and visitors are to abide by University of Alabama in Huntsville Computer Use Policy. To review the policy in full, please access the following website:

http://www.uah.edu/admin/IS/is_home/usage_policy/uahsecpol/index.htm

You may also ask the LRC Director for a copy of this policy. Anyone discovered misusing LRC and/or Library computers will be referred for disciplinary action through appropriate university channels.

General LRC Computer/Printer Policies:

- The **purpose** of the Learning Resource Center computer lab is to provide students with the opportunity to use personal workstations in their university education.
- Please restrict your use of the computers and printers to course-related activities.
- **Copying of software:** No software may be copied onto personal devices (floppies, CD-ROMs, jump drives, etc.) Copying software programs is a violation of federal copyright laws and agreements between UAH and the software vendors. Violators will be subject to disciplinary action.
- **Disks:** Blank disks, CD-ROMs, DVD-ROMs, etc., are not provided; these may be purchased from the university bookstore or from another outside source. The College of Nursing and LRC personnel assume no responsibility for personal data storage/transport devices.
- **Clean-Up** and/or dispose of any materials in your work-area when you are through – this includes all wrappers and personal items.
- Do not leave print jobs unattended or start a print job without staying to pick-up your papers! If you need assistance with printing please ask for help.
- **Problems:** Anyone experiencing any problems with hardware or software should immediately contact LRC personnel for assistance. Do not attempt to correct the problem without supervision or assistance.
- LRC personnel are available to assist students with their use of various hardware and software. They are not responsible for teaching the use of software programs and are not to complete work for students under any circumstances. **Do not approach student workers with any requests to perform word-processing or other tasks for compensation!**

MASTER'S DEGREE

Student may follow one of two plans for the master's degree, except where modified by individual departments. To avoid delay, students are encouraged to plan a Program of Study with the help of a faculty advisor before the completion of 12 semester hours of graduate coursework. Courses taken without an approved Program of Study may or may not apply toward a degree.

Plan I (Thesis)

Degree requirements under this plan include completion of at least 24 semester hours of graduate course work and at least 6 credit hours toward the writing of an acceptable thesis.

The thesis should show evidence of the student's capability for research, independent thought, and analysis. Furthermore, the thesis should be written in fluent, acceptable English. The subject must be in the major field and approved by a faculty committee of the major field, by the chair of the department, by the college dean, and by the graduate dean. All theses must be accessible to the general public.

A completed copy of the thesis must be submitted to the major department at least eight week before the date on which the candidate expects to receive the degree. After the student has passed his thesis defense and at least five weeks before graduation, six copies of the thesis approved by the thesis committee, the department chair, the appropriate college dean, and the graduate dean must be deposited in the Office of the Registrar along with a receipt for the binding fee. Theses must comply with the regulations set forth in the Graduate School's *Thesis and Dissertation Manual*.

Plan II (Non-Thesis)

Degree requirement for the master's degree under this plan include the completion of a minimum of 33 semester hours of graduate coursework. A thesis is not required. Students have a variety of options and are encouraged to discuss the options with their advisor. A list of options for Plan II are available on page 51 of this handbook.

PLAN I THESIS REQUIREMENTS – NUR699

See UAH School of Graduate Studies, Graduate Handbook

www.uah.edu

1 A. Supervisory Committees

The objective of a supervisory committee is to apply standards of academic excellence. Supervisory Committees are appointed by the department/program chair in consultation with the advisor and student, and approved by the Graduate Dean. Masters thesis supervisory committees shall have at least three members and doctoral dissertation committees have at least five members. Committee members shall all be graduate faculty, with at least half being Full Members of the graduate faculty and at least half being from the major department/program. Specific tasks of the Supervisory Committee include:

- 1 1. guiding the student in developing a program of study;
- 2 2. administering examinations to enable the Committee to certify the student's retention of knowledge and competence in the subject matter shown on the program of study;
- 3 3. approving thesis and dissertation proposals;
- 4 4. providing guidance and advice to the student regarding completion of thesis/dissertation requirements;
- 5 5. evaluating the satisfactory completion of thesis/dissertation requirements;
- 6 6. certifying the satisfactory completion of thesis/dissertation requirements.

The success in accomplishing these tasks is determined, in part, by the cooperation of the student with the supervisory committee. At least once per academic year, all doctoral supervisory committees are required to prepare a brief report, signed by the entire committee, summarizing the progress of the student and the expected actions to be taken during the next year. These reports are to be submitted to the appropriate department/program chair and become part of the student's file. Individual colleges and/or departments may place more frequent or stringent requirements on doctoral dissertation and/or masters thesis committees within that unit.

If a faculty member perceives a conflict of interest between a graduate student and any member of that student's supervisory committee, the faculty member shall report this perceived conflict of interest through the Supervisory Committee Chair to the Dean of the School of Graduate Studies. If the Committee Chair is a component of the perceived conflict of interest, then the faculty member shall report the perceived conflict directly to the Graduate Dean. The Graduate Dean will then, in consultation with the Supervisory Committee Chair (if appropriate), the Provost and applicable College Dean(s), provide for the monitoring and managing of this conflict of interest by whatever means appropriate, to include adding another committee member with specific responsibilities in this area.

1 B. Supervisory Committee Chair

The chair of the Supervisory Committee is responsible for ensuring compliance with Graduate School policies and procedures and may or not also be the advisor. The chair shall be:

- 1 1. A full-time member of the University faculty; and
- 2 2. A Full Member of the graduate faculty.

1 C. Advisors of Theses and Dissertations

The advisor of a thesis or dissertation has primary responsibility for the academic quality of the thesis/dissertation work. The advisor shall be a Full Member of the graduate faculty.

1 D. Theses and Dissertations

All theses and dissertations must conform to the requirements set forth in the Thesis and Dissertation Manual and must eventually be accessible to the general public. A copy of each approved thesis and dissertation is placed in the University Library. Dissertation results are expected to be submitted for refereed scholarly publication. Each thesis and dissertation must contain a page with the following paragraph and signed by the student:

“In presenting this thesis (dissertation) in partial fulfillment of the requirements for a masters (doctoral) degree from The University of Alabama in Huntsville, I agree that the Library of this University shall make it freely available for inspection. I further agree that permission for extensive copying for scholarly purposes may be granted by my advisor or, in his/her absence, by the Chair of the Department (Director of the Program) or the Dean of the School of Graduate Studies. It is also understood that due recognition shall be given to me and to The University of Alabama in Huntsville in any scholarly use which may be made of any material in this thesis (dissertation).”

PLAN II GUIDELINES FOR SCHOLARLY PROJECT/PAPER – NUR698

The problem selected for exploration in the Plan II will be relevant to nursing and the title selected appropriate to the subject. The project will reflect a concise writing style, be clearly written, and logically organized. The project will be developed and completed under the direction of a graduate faculty chair and committee. A final oral presentation must be made to the committee no later than six weeks prior to the end of the final semester of course work.

PLAN II: OPTIONS

1. Faculty research projects
2. School related projects
3. Grant proposal writing
4. Group project (less than three)
5. Journal article manuscript
6. Conference presentation
7. Clinical project

PLAN II: Proposal

The Proposal should include the following components:

1. Area of focus
2. Purpose and background
3. Product/outcome
4. Methodology

PLAN II: To Be Submitted at Completion

1. Title page
2. Signature page
3. Summary of process
4. Products where appropriate

The style specified by the College of Nursing is the Publications Manual of the American Psychological Association, (Current Edition). If points in the style manual differ from the rules in the Guide for Preparation of Theses and Dissertations at the University of Alabama in Huntsville (Current Edition), the rules in the UAH guide take precedence.

Spring 2009

THESIS OR PROFESSIONAL PAPER HELPFUL HINTS

1. Use classmates and faculty to test your ideas for study.
2. First Term: The majority of your time will be spent with the Chair of your committee.
 - a) By end of first term all committee members should have been selected.
 - b) Student is responsible for informing the Associate Dean of the committee membership.
 - c) Purchase from the UAH Bookstore copy of Guide for Preparation of Thesis and Dissertation at UAH. (These guidelines will be used for both thesis and professional papers.)
 - d) The College of Nursing uses APA format for all papers.
 - e) The chair of the committee may give a tentative approval of the study topic. Final approval will be given by all committee members.
 - f) Guidelines for Thesis and Professional Papers are contained within this Orientation Manual.
3. Responsibilities of Committee Chair:
 - a) Primary role is to guide the student through the research process.
 - b) Do not always depend on direct conferences with committee members and the chair, begin to use the telephone (office and home).
4. Drafts of chapters should be typed.
5. Allow appropriate turn-around time for the committee to read and return chapters to you.
6. Do not depend on other classmates to assist you with data collection in their work environments.
7. Anticipate 2-3 drafts of each chapter.
8. Make plans early to pay for final typing of thesis or professional paper.
9. Students are responsible for cost of copying all drafts.
10. All committee members are to receive copies of all work done.
11. Faculty observers at Thesis Defense: An extra defense copy should be prepared and offered to the Faculty Observer prior to the defense.

POLICY ON SELECTION OF THESIS OR SCHOLARLY PROJECT SUPERVISORY COMMITTEES

1. All student supervisory committees must have a minimum of three graduate faculty. The student must have negotiated the chair of the committee prior to registering for the first term of the thesis (NUR 699) or project (NUR 698). Students register for sections assigned by faculty names.
2. The chairs of all committees will be selected from an approved list of graduate faculty members of the College of Nursing.
3. The complete committee membership should be constituted no later than the end of the first term the student is registered.
4. Students may select faculty from other departments or colleges. No more than one member of the committee may come from these areas. All “outside” members must hold graduate faculty status with the School of Graduate Studies.
5. It is the responsibility of each student to inform the Associate Dean of the committee chair and members as soon as each has been negotiated. A form for faculty consent to serve is available in the Associate Dean's office.

Note: All faculty teaching in the College of Nursing do not hold graduate faculty appointments.

Approved by Graduate Faculty
School of Nursing
Revised Spring 09

POLICY ON THE DEFENSE AND EVALUATION

OF THESIS (Plan I - NUR699)

1. Any student who does not demonstrate progress during any semester during which he/she is registered for NUR 699, will receive an “unsatisfactory” for NUR 699.
2. A thesis requires a defense process.
3. The scheduling of the defense will be done by the Chair of the student’s thesis supervisory committee. No defenses will be scheduled during a final examination week.
4. A student may be allowed, with permission of the Supervisory Chair, to defend from a **typed draft** copy of the thesis.
5. The **typed draft** copy must be submitted to all committee members no later than seven (7) days, including weekends, prior to the scheduled defense date.
6. If the defense of the thesis is to occur in the term the student expects to graduate, the **typed draft** copy must be submitted to all committee members and the defense scheduled by the Chair at an appropriate time in order for the student to meet all deadlines identified by the School of Graduate Studies (for thesis) and the College of Nursing (for professional papers). Deadline dates will be posted in public places in the nursing building.
7. If the student is unable to meet the deadlines for submitting the **final** copy of the thesis, the student will be required to register for an additional term of 2 Semester Hours in order to complete the work. If the work and the defense can be completed on or before the first two weeks of classes in the next term, registration may be waived by the Associate Dean upon recommendation of student’s Chair.

Note: Grades of S or U shall be assigned for Thesis (NUR 699) and these grades shall not be counted in the grade point calculation (UAH Policy, 1989).

Approved by Graduate Faculty
School of Nursing
Revised 2/90

**POLICY ON THE EVALUATION OF
SCHOLARLY PROJECT (Plan II – NUR698)**

1. Any student who does not demonstrate progress during any semester during which he/she is registered for NUR 698, will receive an “unsatisfactory” for NUR 698.
2. A scholarly project requires a final oral presentation to the committee.
3. A **final copy** of the scholarly project paper must be submitted to all committee members at an appropriate time designated by the Chair in order for the student to meet all deadlines identified by the School of Graduate Studies and the College of Nursing. The student’s chair will announce these deadlines.
4. There will be a final meeting of the student’s supervisory committee with the student for the purpose of receiving the Professional Paper and signing off on satisfactory completion of the paper. Scholarly project satisfactory completion meets the synthesis requirement for graduation
5. If the student is unable to meet the deadlines for submitting the **final copy** of the professional paper, the student will be required to register for an additional term of 3 Semester Hours in order to complete the work. If the work and the final meeting can be completed on or before the first two weeks of classes in the next term, registration may be waived by the Associate Dean upon recommendation of student’s Chair.

Note: Grades of S or U shall be assigned for Scholarly Project (NUR 698) and these grades shall not be counted in the grade point calculations (UAH Policy, 1990).

Approved by Graduate Faculty
School of Nursing
Revised 2/90

GRADUATION INFORMATION

Application for Graduation

Candidates for graduation must file an application with the Registrar at least three months prior to the time requirements are expected to be completed. Application forms may be obtained through the Office of Student Records or from the Associate Dean's office at the College.

Commencement

UAH Commencement is conducted at the end of the Fall and Spring semesters. Caps and gowns are available through the UAH Bookstore.

Comprehensive Examination

A final comprehensive examination is required of candidates for a master's degree who do not elect to do a thesis or scholarly project. The examination will be administered during the tenth week of the fourth semester of the four semester program. To be eligible to take the examination, a student must have completed all core and clinical courses as follows:

Core: NUR 602

<u>ACNP</u>	<u>FNP</u>	<u>ADMIN</u>	<u>ACNS</u>
NUR 605	NUR 605	NUR 630	NUR 605
NUR 606	NUR 606	NUR 631	NUR 606
NUR 607	NUR 607	NUR 632	NUR 607
NUR 610	NUR 610	NUR 633	NUR 660
NUR 621	NUR 611	NUR 636	NUR 661
NUR 622	NUR 612	NUR 637	NUR 662

Students may take the comprehensive exams if all of the above requirements have been met and they are currently enrolled or completed the following courses in the semester the exam is to be given: NUR 613, 623, 634 or 663.

It is your responsibility to make written application to the Office of the Associate Dean no later than the end of the sixth week of the semester before the semester in which the written comprehensive examination is scheduled to be administered.

The student must achieve a minimum of 70% on the comprehensive exam. If the student does not achieve this minimum, the written exam may be repeated only one time. Failure to pass the examination the second time will result in not earning the master's degree.

GRADUATION REQUIREMENTS

1. Graduate Nursing students must meet requirements for all UAH graduate students. In addition, requirements specific for the College of Nursing are addressed in the College of Nursing section of the UAH Graduate Catalog.
2. Students must meet standards of professional conduct in the Code of Nursing and standards of student behavior in University handbooks.
3. Throughout the program, students must meet health and other requirements identified in Graduate Admission and Enrollment requirements.
4. Registered nurse students must maintain an unencumbered license in good standing in the State in which clinical experiences are completed throughout the program. They will not be eligible for continuance in the program if licensure is suspended or revoked. Students are required to notify the College of Nursing if there is a change in licensure status.
5. Any requests for exceptions to progression and graduation requirements must be addressed, in writing to the Associate Dean.
6. Requirements for completion of the graduate program are a minimum of 45 semester hours of graduate coursework for students enrolled in the Acute Care Nurse Practitioner Track, the Family Nurse Practitioner Track, Nursing Administration Track and the Adult Health Nurse Specialist.
7. Students may follow one of two research options for their program of study: (1) Plan I: Thesis, (2) Plan II: other activities with approval of advisor.
8. All tracks require that students complete a written comprehensive examination if Plan I or II is not selected.

(From Graduate Catalog)

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
COLLEGE OF NURSING
GRADUATE PROGRAM

POLICY RELATING TO COMPREHENSIVE EXAMINATIONS

The written comprehensive examination is designed to allow the student to demonstrate mastery of the program content. Application and synthesis of knowledge will be the expectation and intent of the questions. The following statements constitute the evaluation process for the examination:

1. The written comprehensive examination is composed of questions integrating content from core and clinical major courses. Specifically, the components are:
 - A. Core: NUR 602: Scholarly Inquiry
 - B. Track Core
FNP / ACNP / ACNS
 - NUR 605: Health Assessment
 - NUR 606: Pathophysiology
 - NUR 607: PharmacologyADMIN
 - NUR 630: Health Care Systems
 - NUR 631: Resource Management
 - NUR 632: Fiscal Management
 - NUR 636: Basic Budgeting
 - NUR 637: Case Management
 - C. Clinical Major
 - FNP
 - NUR 610: Primary Care of Adults
 - NUR 611: FNP II
 - NUR 612: FNP III
 - NUR 613: FNP IV
 - ACNP
 - NUR 6210: Primary Care of Adults
 - NUR 621: ACNP II
 - NUR 622: ACNP III
 - NUR 623: ACNP IV
 - LEADERSHIP
 - NUR 633: APPLIED LEADERSHIP IN HEALTH CARE SYSTEMS (126 Clinical hours)
 - NUR 634: INTERNSHIP IN NURSING LEADERSHIP (210 Clinical hours)
 - ACNS
 - NUR 660: ACNS I
 - NUR 661: ACNS II
 - NUR 662: ACNS III
 - NUR 663: ACNS IV

2. The exam must be passed at 70% or higher.
3. If a student fails (below 70%) the comprehensive examination may not be repeated any earlier than the beginning of the next semester in which the student is enrolled. Exceptions may be made upon petition by the student to the Associate Dean.
4. A student must be enrolled in NUR 698 or NUR 699 in order to repeat the examination. Exceptions may be made upon petition by the student to the Associate Dean.
5. The written examination may be repeated only one time according to University policy. Failure to pass the examination the second time will result in not earning the master's degree.

Adopted by Graduate
School of Nursing 1/84
Revised 3/86, 6/88, 2/90, 7/92, 7/95, 9/97, 6/05

COMPEXM.POL

SECTION IV

STUDENT ACTIVITIES AND ORGANIZATIONS

There are many avenues for becoming involved in campus activities. Refer to the UAH Graduate Catalog and bulletin boards for information about organizations and activities on campus.

Student Activities

CHEERS Project

The purpose of the *Cheers* Project is to provide community educational experience for Registered Nurse students while utilizing their professional expertise. It facilitates collaboration between College of Nursing and community agencies by forming a Health Care Coalition. The project actively involves RN students in assisting homebound elders in Northern Alabama to maintain activities of independent living.

Let's Pretend Hospital

Let's Pretend Hospital is UAH's largest community service project. College of Nursing students and faculty conduct Let's Pretend Hospital each spring in cooperation with Huntsville Hospital and the hospital volunteers. Let's Pretend Hospital is designed to teach first graders about health care experiences and to help decrease children's anxieties about hospitalization. Approximately 3,000 children from city, county and private schools visit Let's Pretend Hospital.

The simulated hospital includes an admitting area, emergency room, radiology, patient room, play area, operating room, and business office. Several health related skills are also presented before the children enter "the hospital". Students write the skits and use role-playing in presenting the various hospital areas.

Health Fair

Health screening activities are an important part of remaining healthy. Graduate students in the College in collaboration with the Wellness Center of the University offer an annual health fair for members of the University community. People participating in the fair can be screened for such things as hypertension (blood pressure checks) or obesity (body mass index calculated). Health information is distributed to all participants.

AWARDS AND HONOR SOCIETY

Sigma Theta Tau

Sigma Theta Tau is the international honor society of nursing. Beta Phi is the UAH chapter. The purposes of Sigma Theta Tau includes the recognition of superior achievement and leadership qualities, the fostering of high professional standards and creative work, and strengthening of the individual's commitment to the ideals and purposes of the nursing profession. Graduate students in nursing who have completed one-fourth of the required graduate curriculum may be eligible for membership with a grade point average of 3.3. Applications are available during spring semester.

Honors

College of Nursing Graduate honors are presented at the annual Academic Honors Convocation held during the Spring semester.

Graduate Academic Excellence Award

There will be an award given to a graduate student who has demonstrated overall academic excellence according to the following criteria:

The student will:

1. Have a minimum GPA of 3.6 on courses taken at UAH.
2. Have completed a minimum of 30 graduate hours. Student cohorts graduating within one year will be eligible. If the primary month of graduation is December, those completing course work prior to the Spring or Summer semesters will be eligible to be within the pool of applicants for awards in December.
3. Have demonstrated enthusiasm for and excellence in scholarship and its application to health care.
4. Demonstrate enthusiasm and support for the profession, the educational program, and the development of nursing science.

Note: Post-master certificate students are not eligible for this award.

Awards and Honor Society (continued)

Graduate Honors Scholars

There will be an award given to a graduate student in each of the clinical tracks according to the following criteria:

The student will:

1. Have a minimum GPA of 3.6 on courses taken at UAH.
1. Have completed a minimum of 30 graduate hours. Student cohorts graduating within one year will be eligible. If the primary month of graduation is December, those completing course work in the Spring or Summer semester will be eligible to be within the pool of applicants for awards in December.
2. Have demonstrated outstanding clinical expertise and contribution to the field of practice.
3. Demonstrate enthusiasm and support for the profession, the educational program, and the development of nursing science.
4. Demonstrate leadership in the field and have potential to impact the future direction of nursing and health care.

Note: Post-masters certificate students are not eligible for this award.

Graduate Dean's List

A graduate student who has a minimum grade point average of 3.85 on all graduate work and has completed at least twelve semester hours of graduate work at UAH in the past twelve months and has a grade point average of 4.0 on the last twelve semester hours of graduate work is eligible for the Graduate Dean's List which is compiled by the School of Graduate Studies each semester.

CLASS, CAMPUS AND NATIONAL ORGANIZATIONS

Class Organization

Graduate Student Association (GSA)

The Graduate Student Association is an independent, student-organized, and student-run organization. Membership is open to all students at UAH. There are no fees or membership dues.

The purpose of the GSA is to represent and give voice to ALL the graduate students on campus. THE GSA aims for more effective participation of the graduate students in all aspects of university life. The GSA stands for the principle that the graduate students should be informed about, and take part in, all decisions which affect them.

To accomplish these goals, the GSA does several things. Through its meetings, the GSA gopher, and other activities, the GSA helps keep graduate students informed of what is happening at UAH. In the same way, GSA then serves as a forum in which the issues which affect us can be discussed. When problems are identified, the GSA will then serve as a representative and advocator for the point of view of the graduate students to the administration, faculty, and other segments of the university community.

For more information, please contact the School of Graduate Studies at 864-6002.

Student Representatives On College of Nursing Committees

Graduate students have the opportunity to participate in the shared governance of the College of Nursing. Students have the opportunity to actively participate on the Graduate Curriculum as well as the Nursing and Space Life Sciences Committees. The student representatives on the Graduate Curriculum Committee may be involved in the following activities: recommendation of changes in the graduate curriculum; review, revise, and update the College of Nursing's admission policies; recommend to the total curriculum committee changes in admission, progression, and graduation policies and procedures; and plan, develop, revise, and evaluate the curriculum.

The student representative to the Nursing and Space Life Sciences Committee may be involved in the identification and implementation of strategies appropriate to the Space Nursing Initiative such as maintaining a repository for space nursing literature; collaborating with continuing education in planning and conducting conferences; seeking funding to support research and projects related to space; collaborating with government and private agencies in developing programs in space nursing; and researching and assisting with planning and implementing nursing and space life science content within the graduate curriculum.

Each of the committees will meet at least once during each semester of the academic year.

SECTION V

SOME THINGS THAT WILL MAKE YOUR LIFE EASIER

◆ SOME THINGS THAT WILL MAKE YOUR LIFE EASIER ◆



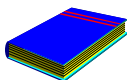
STUDENT ID CHARGERCARDS

Student photo ID cards are made in the University Center. The first card is free; there is a fee for replacement cards. To obtain your original card, take a copy of your class schedule to the UC during the hours listed below. To validate your ID at the beginning of each semester, take a copy of your class schedule to the Information Desk in the UC and they will put a new sticker on your existing card. All students must have a valid photo ID for the semester in order to use the library, participate in student elections, athletic events, and all functions for which a student may be entitled to special privileges.

Phone: University Center Information Desk 256/824-6445

REGULAR HOURS

Mon and Tues 10:00AM - 1:00PM
 5:00PM - 9:00PM



BOOKSTORE INFORMATION

The UAH Bookstore is located on the lower level of the University Center.

Phone: 256/824-6600

REGULAR HOURS

Mon - Fri 8:30AM - 6:00PM
Saturdays 10:00AM-1:00PM



LIBRARY

The Louis B. Salmon Library is located just to the west of the Nursing Building.

Phone: Library Hours Hotline 256/824-6359

Circulation/Information 256/824-6530

REGULAR HOURS

Mon - Thur 8:00AM - Midnight
Friday 8:00AM - 8:00PM
Saturday 9:00AM - 6:00PM
Sunday 1:00PM - 10:00PM

In addition there is a nursing computer lab available for your use during the weekdays in LIB 210. To enter this lab, you will be required to show your nursing identification badge. There is also an area of the library downstairs that has all the nursing software that is available for your use 7 days a week.

Procedure for Use of Nursing Lab 210 – Library
Rev. 4/05/07 LO)

Procedure for Use of Nursing Lab 210

rev. 4/5/07 – LO)

- 1) The Nursing Lab (210) hours are Monday- Friday 8:00am-8:00pm. The five Nursing workstations in the Information Arcade on the first floor are available at all hours that the library is open.
- 2) Anyone signing-in to use the Nursing Lab must be a Nursing student, with a UAH Charger ID and must be currently enrolled in classes.
- 3) Students must sign-in at the Circulation Desk to have the Lab opened and must sign-out when leaving.
- 4) No one may be allowed entrance into the Nursing Lab except by Library staff. The lab door will remain locked to outside access at all times. The door must never be propped open.
- 5) All workstations in the Nursing lab must be filled from the front row of workstations first. The last row of workstations (next to windows) is not to be used, at all, without Library staff permission.
- 6) Students must use their own login and password to access the computers and should never log in another student.
- 7) Any damages to any of the equipment or misuse of equipment or programming in the Nursing Lab will be, initially, the responsibility of any and all students who are signed into the Lab at that time and will be reported to the Deans of the Library and the School of Nursing.
- 8) No food or drinks are allowed in the Nursing Lab.
- 9) Video cameras will be used to monitor the Nursing Lab at all times.
- 10) Anyone found in violation of these procedures will be reported to the Deans of the Library and the School of Nursing for appropriate action, which could include suspension of Library computer privileges.
- 11) Any problems with computer equipment or printers in the lab should be reported to the Circulation desk, x6530.



LIBRARY CARDS

Library cards may be obtained from the Circulation Desk at the Salmon Library. During the first several weeks of the semester, you will need to take either your class schedule or your student ID to the Circulation Desk to have your card

issued. After the third week of the semester, the Library will have access to a listing of all currently enrolled students so you would just need to show them some form of identification to obtain your card.

a) WELLNESS CENTER

Currently enrolled UAH students with valid ID's may be seen for minor illnesses and injuries on an appointment basis at the Wellness Center located in UC 203. Basic services are fee-based; however, laboratory costs will be billed to the student at a modest charge. The Wellness Center is open Mon-Fri. 8AM-5PM, 824-6775.



COPY CARDS

There are two copy machines available for student use in the College of Nursing Commons Area, as well as copiers in the UAH Library, the University Center, and other buildings on campus. Student Charger Cards double as a copy card to use these machines. Copies purchased on ID cards are 6 cents per copy versus 10 cents per copy in the coin operated machines. When all copies are used additional copies can be purchased on the ID card at UC 110 or 111. If there is a problem with your copy card, please take it to the Copy Center on South Loop road.



PARKING DECALS

You must display a UAH student parking decal on any car parked in a University lot. Your annual decal fee will appear on your Fall tuition bill. Decals will be mailed within the first two to three weeks of the semester. If you need a temporary tag during the semester, please go by the Campus Safety Office on South Loop Road; there is no fee for a temporary tag.



E-MAIL ACCOUNTS

Every student at UAH has an email account set up by Computer and Network. It is important that you log onto the internet and read your email regularly because the faculty and staff will often correspond with you in this manner.

To find your login name (user name):

1. go to <http://register.uah.edu> (do not type in "www")
2. click on "login to student services"
3. type in your student ID# (A #)
4. type in your PIN (your date of birth, mmddyy)
5. click "login"
6. type in your PIN again
7. under "personal services" click on "view email addresses" and it will tell your login

name (also called “user name”)

Once you have your user name:

1. go to <http://webmail.uah.edu> (again, don’t use “www”)
2. type in your login name (only the letters to the **left** of “@email.uah.edu” it won’t work otherwise)
3. type in your password, which is your first initial, last initial and last 4 digits of your SS# (with no spaces)

If you have a problem, call the computer help desk at 824-2639.



STUDENT MAILBOXES

Each student enrolled in nursing classes has a “mailbox” in the bin in the Commons Area. If you check at the beginning of the semester and do not find a folder with your name on it, please let the Office of Graduate Programs know and we will make one immediately. Scholarship announcements, registration instructions, information on important dates and events, etc. will all be put in your mailbox. **PLEASE CHECK YOUR MAILBOX EVERY TIME YOU COME FOR CLASS.**



INCLEMENT WEATHER

In the event of inclement weather, information regarding closings and delays will be conveyed to all local media by the University President. If you live outside of the immediate area, you can call the Campus Safety Office at 256/824-6911 for information. If we are open, but the weather is bad where you are, please call the Office of Graduate Programs (256/824-6669) and we will notify your instructor for you. Students will not be penalized for missing class under these circumstances.



EMERGENCY NUMBERS

If you need to leave an emergency number on the days you are in class, please use the Office of Graduate Programs number 256/824-6669. We would appreciate it if this number is used for real emergencies only; please do not make us the primary contact in case of emergencies with your children since we may not always be able to get in touch with you. For emergencies after office hours, call Campus Safety at 256/824-6911. Campus Safety will also assist you if you have

a problem while you are on campus, i.e. your battery is dead, you locked your keys in your car, you have a flat tire, etc.

STUDENT DEVELOPMENT AND ORIENTATION SERVICES

Student development services provides free personal counseling and sponsors workshops and seminars on such topics as study skills, stress management, and drug and alcohol awareness. Telephone number: 256-824-6203.

DRUG SCREENING and CRIMINAL BACKGROUND CHECKS

Currently some of the contracts held by the University with selected clinical agencies require mandatory drug screening and criminal background checks prior to beginning any clinical experience. It is anticipated that most students may encounter this requirement. The College required criminal background check and drug screening to be completed at the time of admission and prior to clinical attendance. See Office of Graduate Programs for deadlines. If a student does not meet requirements related to drug screening and criminal background checking, the student may not be allowed to attend clinicals, thus not progressing in the nursing program.

SECTION VI

APPENDICES

OUTLINE OF APPENDICES

There are basic forms that must be completed by the student and/or the student's faculty advisor. Samples of these forms may be found in the appendices. The following descriptions provide information about the initiation and filing of the forms. All forms can be found on the School of Graduate Studies web page www.gdeanoffice.uah.edu.

Appendix A: Program of Study for Master's Degree

This form will be completed and filed by the Associate Dean's Office after the program of study has been determined with the academic advisor and in the first semester of study. Once the Program of Study form has been approved, no changes can be made unless there is a written petition to the student's academic advisor for change initiated by the student. This form is also to be used to signify the committee members for students working to write a thesis (Plan I).

Appendix B: Program of Study for Graduate Certificate

This form will be completed and filed by the Office of Graduate Programs in the first semester or study.

Appendix C: Petition for Change in Graduate Program

This form is initiated by the student in consultation with the student's academic faculty advisor. It is to be used only after a Program of Study form has been approved and it becomes necessary to change the student's program of study. Changes that usually occur are often related to the student adding electives, changing their clinical track major, or changing from thesis to professional paper (or vice versa). Form may be secured from the Office of Graduate Programs.

Appendix D: Application for Graduate Certificate

All students must apply for a certificate. The form is initiated by the student at least 90 days prior to the completion of the certificate program.

Appendix E: Petition for Change in Graduate Supervisory Committee

This form is to be used for those students choosing Plan I (Thesis option) and requesting a change in the committee membership.

Appendix F: Notification of Oral Examination/Defense

In those students writing a thesis (Plan I), an oral defense of that work will be scheduled. A graduate observer from another department will be present at the defense. This form is used to notify the School of Graduate Studies of the scheduled date of the defense.

Appendix G: Report of Oral Examination Committee

This form is to be submitted to the School of Graduate Studies indicating a student's performance at the oral defense of a thesis (Plan I).

Outline of Appendices (continued)

Appendix H: Report of Master's Degree Final Written Examination

This form will be initiated by the Associate Dean and will be submitted to the School of Graduate Studies. This form notifies the School of Graduate Studies of the results of your written comprehensive examination.

Advanced Degree

All students **must apply** for graduation and the advanced degree. The application form is initiated by the student in the term **before** the term the students **expects** to graduate. Forms are located in the Registrar's Office. At the time the student submits the application a fee will be charged. This fee takes care of processing and purchasing the actual degree (the sheepskin) and is a **one-time** fee. If for any reason the student does not complete the work for the degree in the expected term for graduation, the initial application form and fee paid remains in effect and carries forward into any subsequent term(s) until all work toward the degree has been completed.

APPENDIX A
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
 School of Graduate Studies
PROGRAM OF STUDY FOR MASTER'S DEGREE

Name: SID #

Address: Phone:

Department/Program Degree:

Thesis Non-Thesis

Course	Title of course	Credit Hours	Grade	Term	Remarks, including Institution if transferred.

Required Courses

Courses Taken at an Undergraduate Level					

Thesis Courses (if applicable)

ESL Courses (if applicable)

Foreign Language Requirement:

Signatures:

Student Date

Advisor (type name here) Date

Department Chair Date

Dean, Graduate Studies Date

For Thesis Option Only:

Supervisory Committee Signatures

Comm. (type name here) Date
 Chair:

Member: (type name here) Date

Member: (type name here) Date

Member: (type name here) Date

APPENDIX B
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
 School of Graduate Studies
PROGRAM OF STUDY FOR GRADUATE CERTIFICATE FNP or NURSING EDUCATION

Name:	(type name here)	SID #	
Address:		Phone:	
Department/Program			

Course	Title of course	Credit Hours	Grade	Term	Remarks, including Institution if transferred.
--------	-----------------	--------------	-------	------	--

Required Courses

ESL Courses if applicable

Foreign Language Requirement:	
-------------------------------	--

Signatures:

Student: (type name here)	Date
Program Advisor (type name here)	Date
Department Chair (type name here)	Date
Dean, Graduate Studies	Debra M. Moriarity
	Date

Distribution: Department
 Student

Sep-04

APPENDIX C
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
School of Graduate Studies
PETITION FOR CHANGE IN GRADUATE PROGRAM OF STUDY

Name SID #

Address:
 Phone

Department/Program Degree

Non-Thesis Thesis Ph.D.

Course	Course Title	Credit Hours	Grade	Term	Remarks, including Institution if transferred.

Courses to be deleted:

Courses to be added:

Reason for change:

Student Preference
 University Cause
 Other:

Signatures:

Student: (type name here) Date

Advisor: (type name here) Date

Department Chair (type name here) Date

Dean, Graduate Studies: Debra M. Moriarity Date

STUDENTS: PLEASE COMPLETE THIS APPLICATION and submit it to Charger Central, Room 118 University Center. You must apply to graduate by the application deadline before an audit will be performed and your degree can be awarded. Please note there is a **\$20 GRADUATE PROCESSING FEE.** You can pay by check or credit card in Charger Central or cash in the Bursar's Office, UC 124.

Please contact the Registrar's Office for assistance in correcting information that has been omitted or printed in error.

The Registrar's Office conducts a degree audit based on the student's Program of Study, a copy of which must be on file in the Department Office before an audit can be done. If there are changes or substitutions to the POS, it is the student's responsibility to file a change of POS and have an approved copy sent to the Office of Graduate Studies. You will receive the official audit results in the mail.

Name: _____ SID # _____

Address: _____

Street City State Zip Code

Hometown: _____

City State [or] Country (if international student)

Phone #'s _____ e-mail: _____

NAME TO BE PRINTED ON DIPLOMA

(Please print name EXACTLY as you wish it to appear on your diploma)

Semester degree requirements: Fall Spring Summer Year 20

Master's Student: Thesis Non-Thesis Doctoral Student: _____

Degree: _____ Department/Program: _____

According to my official Program of Study and the requirements of the degree program in which I am enrolled, I have the following requirements still to complete:

COURSES	COMPLETION DATE

EXAMS	COMPLETION DATE
WRITTEN	
ORAL	
DEFENSE	

I am officially applying to graduate from the University of Alabama in Huntsville. I understand that if I fail to satisfy degree requirements in the term identified above, I must notify the Registrar's Office immediately.

If you would like to be included in the printed commencement program and the UAH graduation press release, please sign and date below

Student's Signature (required)

Date

Signatures:

Student:	(type name here)	Date	\$20 application fee paid
Advisor:	(type name here)	Date	(Check, cash, credit card) _____ Date
Department Chair:	(type name here)	Date	Received by: _____ (staff initials)
Dean, Graduate Studies:	Debra M. Moriarity	Date	Proof of payment _____

APPENDIX D
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
 School of Graduate Studies
APPLICATION FOR GRADUATE CERTIFICATE

Name: SID #
 (Type your name exactly as you wish it to appear on your certificate. If this is a change from the way your name appears on University records, please fill out a name change form with the Office of Student Records at least six weeks prior to the expected date of graduation. **THE NAME ON THE CERTIFICATE WILL BE AS IT IS ON THE OFFICIAL UNIVERSITY RECORD.**)

Email Phone

Address
 Street City State Zip Code

Permanent Address
 Country PO

Semester you expect to complete degree requirements: Fall Spring Summer

Certificate Program:

According to my official Program of Study and the requirements of the certificate program in which I am enrolled, I have the following requirements still to complete:

Courses	Completion Date

I have reviewed this Application for Graduate Certificate Award and the attached Program of Study (including any changes to POS). I certify that all of the information is correct.

Signatures:

Student: <input style="width: 300px;" type="text" value="(type name here)"/>	Date <input style="width: 50px;" type="text"/>
Advisor: <input style="width: 300px;" type="text" value="(type name here)"/>	Date <input style="width: 50px;" type="text"/>
Dept. Chair: <input style="width: 300px;" type="text" value="(type name here)"/>	Date <input style="width: 50px;" type="text"/>
Dean, Graduate Studies	Date <input style="width: 50px;" type="text"/>
Registrar	Date <input style="width: 50px;" type="text"/>

Records Use ONLY:	
Date application received: <input style="width: 100%;" type="text"/>	
Comments: <input style="width: 100%;" type="text"/>	

APPENDIX E
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
 School of Graduate Studies
PETITION FOR CHANGE IN GRADUATE SUPERVISORY COMMITTEE

Name: SID#

Address:
 Phone:

Department/Program: Degree:

Committee members to be deleted:
 (Initials indicate notification of change)

Committee members to be added:
 (Initials indicate acceptance of change)

(initials)

(initials)

(initials)

(initials)

(initials)

(initials)

New Committee:

Chair
 Advisor (if
 different)

Reason for change:

Signatures:

Student: (type name here) Date

Advisor: (type name here) Date

Department Chair: (type name here) Date

Dean, Graduate Studies: Debra M. Moriarity Date

APPENDIX F
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
 School of Graduate Studies
NOTIFICATION OF ORAL EXAMINATION/DEFENSE

TO: (type name here) Committee Chair
 (type name here if applicable) Advisor (if different from above)
 (type name here)
 (type name here)
 (type name here)
 (type name here)

Graduate School Observer

FROM: Dean, School of Graduate Studies

This is to advise you Masters (Thesis) Defense
 Masters (Non-Thesis) Final Examination
 Ph.D. Qualifying Examination
 Ph.D. Dissertation Defense

of (name) (type name here) SID #

Department/Program:

Date: Time: Place (Bldg. & Room No.):

Thesis/Dissertation Title, if applicable:

For dissertation: plans for submission to refereed publication:

This examination is the first second Ph.D. Advisor
 submitted by tent.

Signatures:

Committee Chair: (type name here) Date

Advisor [if different from above]: (type name here) Date

Department Chair: (type name here) Date

Dean, Graduate Studies: Debra M. Moriarity Date

This form must be submitted to the School of Graduate Studies
TWO WEEKS BEFORE EXAMINATION DATE

APPENDIX G
 THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
 School of Graduate Studies
REPORT OF ORAL EXAMINATION COMMITTEE

TO: Dean, School of Graduate Studies

We report that, as an approved committee, we have examined

(name) SID #

Department/Program: on (date)

<input type="checkbox"/>	Masters (Thesis) Defense
<input type="checkbox"/>	Masters (non-thesis) Final Examination
<input type="checkbox"/>	Ph.D. Qualifying Examination
<input type="checkbox"/>	Ph.D. Dissertation Defense

This examination was the first th attempt student, and resulted in a

Additional Pass. We recommend that the following additional requirements be met:

by the specified date:

with final approval given by (name):

<input type="checkbox"/>	Requirements for pass	Satisfied	Not Satisfied
--------------------------	-----------------------	-----------	---------------

Signature Date

If first attempt: We recommend that the following action be taken by the student before another examination is given:

Signatures:

<input type="text"/>	Committee Chair	(type name here)	Date
<input type="text"/>	Advisor [if different from above]	(type name here)	Date
<input type="text"/>	Member:	(type name here)	Date
<input type="text"/>	Member:	(type name here)	Date
<input type="text"/>	Member:	(type name here)	Date
<input type="text"/>	Member:	(type name here)	Date
<input type="text"/>	Member:	(type name here)	Date

APPENDIX H
 School of Graduate Studies
REPORT OF MASTER'S DEGREE FINAL WRITTEN EXAMINATION

TO: Dean, School of Graduate Studies

We report that we have examined

(name)	<input style="width: 95%;" type="text" value="(type name here)"/>	SID #	<input style="width: 95%;" type="text"/>
Department/Program	<input style="width: 95%;" type="text"/>	on (date)	<input style="width: 95%;" type="text"/>

Thesis

Non-Thesis

This examination was the first second attempt by the student, and resulted in a

Pass

Conditional Pass. We recommend that the following additional requirements be met:

by the specified date:	<input style="width: 98%;" type="text"/>
------------------------	--

with final approval given by:

<input type="checkbox"/> Requirements for Pass	Satisfied	Not Satisfied
--	-----------	---------------

<input style="width: 98%;" type="text"/>	<input style="width: 98%;" type="text"/>
Signature: (type name here)	Date

Fail *If first attempt.* We recommend that the following action be taken by the

student before another examination is given:

Signatures:

Committee Chair (type name here) Date

Department Chair [if different from above] (type name here) Date

Examining Comm. Member (type name here) Date

Examining Comm. Member (type name here) Date

Examining Comm. Member (type name here) Date

Form to be submitted to the School of Graduate Studies. If the result is a conditional pass, the committee should retain a copy of this form and transmit a signed copy to the School of Graduate Studies after a decision has been made whether the requirements have been met.