



**Undergraduate Student Handbook
College of Nursing
University of Alabama in Huntsville**

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 [Undergraduate Catalog](#). We are here to assist you in the successful completion of your program of studies leading to a Bachelor 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, AL 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 educational program or activity.

LETTER FROM THE DEAN

Dear Students:

Welcome to the beginning of a new academic year in the College of Nursing! The year promises to be an exciting one and I encourage you to become an active participant in your academic work as well as extracurricular programs in the University.

Nursing is one of the largest undergraduate majors on the UAH campus. The College also offers a master's program and graduate certificate programs. I hope that many of you will enroll in those programs after completing your bachelor's degree.

Faculty have developed the curriculum to prepare you to practice as registered nurses in a rapidly changing health care system. More and more of health care is being delivered outside of hospital settings so your clinical experiences are balanced to enable you to develop knowledge and skills to practice in both in-patient and community-based settings. Many of you are already licensed and your curriculum is designed to build on your previous nursing education.

You will also have an opportunity to participate in a variety of research and community service projects. Among these are Let's Pretend Hospital, a large health education program for children, and Project CHEERS which provides needed health services to the elderly. Faculty are engaged in research addressing some of the major health needs of our country including early intervention in stroke, childhood cancer, infant nutrition, breast cancer, long term care, and development of technology. The faculty and I hope that you will work with us on these and other projects.

Our major purpose is to provide opportunities for a 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 and we have provided the Learning Resource Center, the Office of Student Affairs, lounge/study areas, evening hours, lockers, and microwave ovens to mention a few. 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 the year.

Dr. C. Fay Raines
Dean, College of Nursing and
Associate Provost for Institutional Effectiveness
(256) 824-6345
rainesc@email.uah.edu

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The University of Alabama in Huntsville
College of Nursing

Mission

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 serves 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.

Revised and Approved by College of Nursing Faculty 2/23/05

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 was begun fall 2006 as well as the leadership track being revised and changed to the Leadership in Health Care Systems. The Doctor of Nursing Practice program was approved and the first class began fall 2008.

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.

UNDERGRADUATE PROGRAM OBJECTIVES

1. Practice nursing at the entry level based on ethical, legal, and professional standards.
2. Utilize the nursing process for promoting, maintaining and restoring health with diverse populations in a variety of settings.
3. Apply knowledge and use critical thinking as generalist in professional practice.
4. Demonstrate leadership, accountability and flexibility in collaboration with multidisciplinary health care systems.
5. Engage in life-long learning and participate in activities that enhance the discipline of nursing.

Junior Level:

1. Provide safe nursing care for clients through the lifespan consistent with the care provider and teacher dimensions of the beginning professional role.
2. Apply theoretical concepts and empirical knowledge from the arts, humanities and sciences in beginning professional practice.
3. Intervene therapeutically utilizing the nursing process to achieve appropriate client outcomes.
4. Facilitate adaptive processes over the life span by establishing and maintaining therapeutic communication with client systems and collaboration with members of the health care system.
5. Use critical thinking, scientific rationale and technology as a foundation for nursing practice.
6. Accept responsibility and accountability for providing nursing care.
7. Reflect in practice the values of professional, legal and ethical standards.
8. Demonstrate respect for clients with diverse cultural, socioeconomic and health belief orientations.
9. Demonstrate a personal commitment to the nursing profession and life-long learning.
10. Appreciate the significance of research in nursing practice.

Undergraduate Program Objectives (Continued)

Senior Level: (Completion of Program)

1. Provide care for individuals, families and communities based upon the synthesis of diverse theoretical perspectives, empirical knowledge and therapeutic communication.
2. Use the nursing process to assist clients experiencing alterations in health throughout the life span.
3. Coordinate care in collaboration with multidisciplinary health care teams to optimize client system outcomes.
4. Evaluate selected research for applicability to nursing practice.
5. Use critical thinking skills in providing safe nursing care consistent with the professional role.
6. Apply principles of teaching-learning and management as well as appropriate technology in achieving optimal health care outcomes.
7. Assume responsibility and accountability for improving the quality of nursing care.
8. Demonstrate in practice professional, legal and ethical standards.
9. Reflect cultural sensitivity and flexibility in managing the health care of diverse populations in a variety of settings.
10. Value life-long learning and a commitment to attaining excellence when practicing 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.

Glossary of Terms (Continued)

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

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.

PROFESSIONAL NURSING EDUCATION

The College provides professional nursing education, and uses the direction provided by the American Association of Colleges of Nursing through *The Essentials of Baccalaureate Education for Professional Nursing Practice* (2008).

The College believes that liberal education, systems leadership, scholarship of evidence based practice, management and application of technology, multiple environments, communication and collaboration, clinical prevention, professionalism and professional values are necessary components in educational preparation of baccalaureate generalist nursing practice. .

- Liberal Education for Baccalaureate Generalist Nursing Practice
 - Provides the foundation for the development of clinical decision making skills
 - Promotes critical thinking and ethical decision making
 - Provides a strong foundation in the physical and social sciences including philosophy, arts and humanities
 - Current trends in health care require learning related to communication, history, global perspectives, economics
- Basic Organizational and Systems Leadership for Quality Care and Patient Safety
 - Promotes knowledge and skills in leadership, quality improvement, and patient safety to provide high quality health care.
- Scholarship for Evidence Based Practice
 - Translates current evidence in practice
- Information Management and Application of Patient Care Technology
 - Applies knowledge and skills in information management and patient care technology
- Healthcare Policy, Finance, and Regulatory Environments
 - Differentiates various environments that directly and indirectly influence the nature and function of the healthcare system
- Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
 - Analyze health promotion and disease prevention strategies at the individual and population level
- Professionalism and Professional Values
 - Facilitates the development of professional values and value based behaviors. These values include but are not limited to:
 - * Altruism
 - * Autonomy

- * Human dignity
 - * Integrity
 - * Social justice
- Provides the framework for practice
- Guides interactions with clients, colleagues, and the public

- Baccalaureate Generalist Nursing Practice
 - Practices with patients to include individuals, families, groups, communities, and populations across the lifespan.
 - Understands and respects variations of care, the increased complexity, and increased use of healthcare recourses in caring for patients.

AMERICAN NURSES' ASSOCIATION STANDARDS

The American Nurses' Association (ANA) standards describe the responsibilities for which nurses are accountable. These standards reflect the values and priorities of the profession; provide direction for professional practice; provide a framework for evaluation; and, define professional accountability to the public. They also serve as yardsticks for the measurements used in licensure, certification, accreditation, quality assurance, peer review and public policy.

The College of Nursing subscribes to these standards for all students.

ANA Standards for Professional Performance

1. *Quality of Care*
The nurse systematically evaluates the quality and effectiveness of nursing practice.
2. *Performance Appraisal*
The nurse evaluates his/her own practice in relation to professional practice standards and relevant statutes and regulations.
3. *Education*
The nurse acquires and maintains current knowledge in nursing practice.
4. *Collegiality*
The nurse contributes to the professional development of peers, colleagues and others.
5. *Ethics*
The nurse's decisions and actions on behalf of clients are determined in an ethical manner.
6. *Collaboration*
The nurse collaborates with the client, significant others and health care providers in providing client care.
7. *Research*
The nurse uses research findings in practice.
8. *Resource Utilization*
The nurse considers factors related to safety, effectiveness and cost in planning and delivering client care.

ANA Standards of Care

Standard I: Assessment

The nurse collects client health data.

Standard II: Diagnosis

The nurse analyzes the assessment data in determining a diagnosis.

Standard III: Outcome identification

The nurse identifies expected outcomes individualized to the client.

ANA Standards of Care (continued)

Standard IV: Planning

The nurse develops a plan of care that prescribes interventions to attain expected outcomes.

Standard V: Implementation

The nurse implements the interventions identified in the plan of care.

Standard VI: Evaluation

The nurse evaluates the client's progress toward attainment of outcomes.

ANA Code of Ethics (2001)

Please view the ANA Code of Ethics at the following website:

<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthics.aspx>

SECTION I

GENERAL INFORMATION

A very thorough description of UAH student services is provided in the UAH Student Handbook (http://www.uah.edu/student_life/handbook/). The Handbook also provides a comprehensive listing of office locations and phone numbers.

The College of Nursing Office of Undergraduate Programs is available to serve as referral office or liaison for any University student services.

**COLLEGE OF NURSING
ADMINISTRATIVE OFFICES**

Office of the Dean

Room 210

824-6345

Dean

C. Fay Raines, Ph.D.

824-6345

Executive Secretary

Cynthia Cook

Office of the Associate Dean for Undergraduate Programs

Room 201

824-6742

Associate Dean

Pam O'Neal, PhD

824-6742

Staff Assistant

Linda Wilson

Director Undergraduate Advising & Admission

Laura Mann

Office of the Associate Dean for Graduate Programs

Room 201

824-6669

Associate Dean

Faye Anderson, DNS

824-6669

Staff Assistant

Niki Malone

Director Graduate Advising & Admission

Charles Davis

Learning Resource Center

Fourth Floor

824-6139

TBA

824-2430

Faculty Secretaries

Room 338

Carol Fondren

824-6513

Louise Clark

824-6512

Resource Manager

824-6251

Room 217

Susan Hammond

824-6251

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.

Offices of Undergraduate & Graduate Programs

The Directors of have delegated responsibility for student service programs in the College of Nursing. Specific responsibilities of the Offices 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, Associate Dean's Office and the Office of Student Affairs, 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 5:30 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 has 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/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. One student copy machine 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 university email. Faculty email addresses are published in the Student/Faculty Telephone Directory, made available in the fall semester. All students are issued a university email account by Information 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. University email is the official communication for the university. Refer to Section IV of this handbook for instructions on how to access your email.

Copy Machines

A copy machine for student use is 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 the Graduate Associate Dean.

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.

E-mail Account

Every student at UAH has an email account set up by Information 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.

To find your login name (user name):

1. Go to www.uah.edu
2. Click on "current students"
3. Under "Additional Links" click on Directories
4. Click on Campus Directory
5. Click students and enter your name
6. Email Address will be shown

Chargernet IDs and Passwords

Default IDs and Passwords

Your default Charger ID is the text located to the left of the "@" sign in your official UAHuntsville email address.

Your default Charger Password is the first letter of your first name, the first letter of your last name, and the last six digits of your A number.

Change Your ChargerNet Password

If you cannot remember your default ChargerNet password, you can view or download the [Password Change Utility](#) document which provides detailed instructions for changing it online. To change your password, you must know your Charger ID (LDAP) and Banner ID ("A" number). With these id's, you can define security questions that will allow you change your password at a secondary website.

If you don't know your Charger ID or Banner ID, bring a valid photo id to the Technical Assistance Group located at the Reference Desk on the first floor of the Salmon Library

UNIVERSITY SERVICES

Student Success Center (<http://www.uah.edu/ssc/>)

It a university sponsored site where students can access various support services to assist with success such as General College Advising, Academic Coaching, Career Development, PASS Program, Writing Center, and Tutoring.

Academic Coaching

This program supports students in being successful in academia by sharing with them key areas of success such as testing taking strategies, time management, and organizational tips.

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](#).

PASS (Peer Assisted Study Sessions)

Peer Assisted Study Sessions (PASS) provides assistance to students enrolled in specific courses that are considered historically difficult. PASS Leaders are undergraduate students who have received a high grade in the course for which they offer support. Their job is to attend class along with students and then hold review and discussion sessions designed to reinforce course materials.

Writing Center (<http://www.uah.edu/writing/>)

This program provides opportunities for students to consult with writing resources either virtually or in person. The Writing Center seeks to foster such an environment for writers across the curriculum and the objective is to help each client better his/her writing skills through peer consultations.

Counseling Services (<http://www.uah.edu/counseling/>)

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. This service is free to currently enrolled students.

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 (<http://www.uah.edu/main/futurestudents/fitnesscenter.php>)

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.

Library (<http://lib.uah.edu/>)

The many pathways for research at the Library include our book, periodical, and microform collections, online databases and specialized reference tools, and an extensive library of U.S. government publications. As a part of the Alabama Virtual Library, UAH continues to offer more and more electronic products. A new electronic library wing opened in 2001.

Regular Library Hours

These hours apply to the library and library services at normal times during the year.

Normal Library Hours

Sunday: 1:00pm-10:00pm

Mon-Thu: 8:00am-Midnight Closing

Friday: 8:00am-8:00pm

Saturday: 9:00am-6:00pm

Summer Hours

Monday - Thursday: 7am to 10pm

Friday: 7am to 6pm

Saturday: 9am to 6pm

Sunday: 1 to 10pm

Information Arcade Extended Hours for UAH Students ONLY

Sunday: NO Extended Hours.

Mon-Thu: 7:00am-8:00am, and from Midnight Closing-1:00am

Friday: 7:00am-8:00am, and from 8:00pm Closing-9:00pm

Saturday: NO Extended Hours.

- [Library Computer Nursing Lab \(Room 210\)](#)
Open from 8:00am-8:00pm for students taking classes scheduled in the lab and for nursing students with a valid UAH ID for independent work.
- **Procedure for Use of Nursing Lab 210 in library**
- 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.

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 the last four 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 Undergraduate Catalog

The UAH Undergraduate Catalog (http://www.uah.edu/Catalogs/Cat07_09/ugCat07_09.pdf) is published every two years and may be obtained from the Admissions Office in the University Center or by phoning 1-800-UAH-CALL. The catalog contains admission, enrollment, and progression requirements as well as course descriptions.

Wellness Center (<http://www.uah.edu/HTML/StuLife/StuLifeInfo/wellness.html>)

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.



STUDENT ID CHARGER CARDS

Student photo ID cards are made in the University Center. Every newly admitted student will be charged a one-time fee of \$10.00 for an official UAHuntsville photo identification card (Charger Card). Students may obtain a Charger Card in the University Center (UC), room 147, from 8:30 am until 5:00 pm, Monday through Friday, excluding holidays. You must provide a current copy of your class schedule from Charger Central, located in UC 118.

The Charger Card will give you access to campus facilities and services as well as making purchases at participating locations.

You can use your card for access to:

- University Fitness Center
- Athletic Events
- Salmon Library (in order to check out books)
- Residence Halls
- Computer Labs and Classrooms
- Campus Entertainment Events
- Copy Machines and Printers
- Food Service Vendors

Copy Card

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.

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	824-6070
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 (Student Affairs)	NB201	824-6742
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 Dean's Office	824-6345
Nursing Student Association	NB Mezzanine	-- -
Parking	Safety Office @PPB	824-6596
Recreation	Spragins Hall	824-6586

Records and Transcripts (Schedule Errors) UC124 824-6750

YOU MAY RECEIVE INFORMATION ABOUT:

FROM:

Study Skills UC113 824-6203

Test Taking Skills UC113 824-6203

Testing Services ASB226 824-6725

Textbooks and Supplies Bookstore, UC 824-6200
Off Campus Bookstore 837-9529
1020 Henderson Rd.

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 (<http://finaid.uah.edu/>)

The University Financial Aid Office located in UC 212 provides financial aid information and assists students to meet individual needs. Summer is a requirement in the undergraduate program. You are encouraged to meet with the financial aid office as soon as possible after admissions to discuss extending financial aid to include summer classes.

Scholarships (<http://finaid.uah.edu/scholarships.php>)

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 is available in the Office of Undergraduate Programs. Nursing students will be considered for endowed scholarships for which they meet the stated criteria.

Alabama State Nursing Scholarships are available each academic year. Applications are available in the UAH Financial Aid Office. Completed applications are returned to the Nursing Office of Student Affairs. Application deadline is July 15 for that academic year. The following criteria must be met in order to be considered for a scholarship:

- Be a resident of the State for one year
- Be a US citizen
- Be of good character
- Have been accepted by UAH College of Nursing
- Be a full-time student
- Recipients should represent various geographical areas (counties) of the State
- Have a minimum overall GPA of 2.5 on a 4.0 scale
- Must have demonstrated financial need
- Must agree to practice in State for one year
- New application must be completed each year even if scholarship was granted for previous year.

General college scholarship information may be obtained through the Financial Aid Office. Applications for scholarships must be completed by February for the following academic year.

SECTION II

POLICIES AND PROCEDURES

All UAH academic policies are fully explained in the UAH Undergraduate 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 expects 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 is 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 and successful course completion. 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.

If the student is unable to attend assigned clinical, the clinical unit and the faculty member should be notified in advance or as soon as possible. Individual faculty will inform students of guidelines for this notification. Lack of proper notification may result in receipt of an unsatisfactory evaluation for that clinical assignment.

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 for adults and children at the Basic Cardiac Life Support (BCLS) for the Healthcare provider (must include AED) level through the American Heart Association is an admission and progression requirement for the upper division nursing program. Current CPR certification must be maintained throughout the program. It is the student's responsibility to keep the certification current. 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, must be initiated by 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 is responsible for the contact with and selection of clinical preceptors. Students are not to contact agencies or potential preceptors without consultation with and approval of the faculty member responsible for the course in which the experience is desired; to do so is a violation of College of Nursing 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.

Standards of Conduct and Accountability

The nursing student shall comply with legal, moral, and legislative standards that determine unacceptable behavior of the nurse and that may be cause for denial of a license to practice as a registered nurse, in accordance with the Alabama law regulating practice of registered and nursing as provided below.

The Alabama Board of Nursing may deny a license and/or temporary permit by examination or endorsement based on Alabama rule 610-X-8-.02. Examples of grounds for denial of a license include: (1) Engaging in fraud, misrepresentation, deception, or concealment of a material fact in applying for or securing licensure or taking any examination required for licensure;(2) Failure to produce evidence of good moral character such as having a criminal history or pattern of illegal conduct or disregard for the law;(3) Any other reasons authorized by law.

Failure to comply with any of the Alabama Board of Nursing rules while in the nursing program constitutes grounds for dismissal from the program.

Completion of the nursing program does not guarantee licensure based on the Alabama Board of Nursing's regulations governing review of candidates for eligibility for initial and continuing licensure.

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 is considered justification for failure in the course. This includes materials purchased or secured from "on-line" services.

Evaluation of Courses and Faculty by Students

Students are requested to evaluate courses and faculty at the end of each semester. This information is used in faculty evaluations and in revision of the courses and/or teaching methods. Students are also requested to complete exit and alumni surveys.

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 Undergraduate 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 C (2.0) are placed on probation.

Suspension from UAH can occur if the grade point average remains below 2.0. Refer to the current UAH Undergraduate Catalog for more details. College of Nursing faculty/staff will not distribute grades by telephone. Test grades are returned to students in a scheduled class period.

An overall “C” (2.0) average on all courses taken at UAH is required for graduation. A grade of “C” or above must be earned in all required nursing courses.

Withdrawals

Any student who withdraws from or does not successfully complete a course for academic or nonacademic reasons as prescribed on the program of study, must contact the Associate Dean of Undergraduate Programs to develop a revised program of study based on space-availability and progression constraints. Before considering placement of any students who have not succeeded in the course, preference for spaces will be given to those applicants who meet all progression criteria. Any alteration of the initial program of study will lengthen the student’s program.

Failures

A student who receives two grades below “C” in required nursing courses, in either the same course or in separate courses, at any time during the program will not be permitted to continue in the College of Nursing. This requirement also applies to non-admitted students who are enrolled in non-clinical courses with NUR prefixes prior to admission to the upper division nursing major. Students who wish to continue their nursing education may petition for readmission to the College of Nursing. Readmission request letters are written to the College of Nursing, Director of Undergraduate Programs. A committee will review the petition and evaluate an identified plan for success written by the student, reasons for past academic failure, and overall academic performance. Each student is individually reviewed for potential readmission. Students who are readmitted and subsequently earn another grade below “C” in any nursing course will be permanently dismissed from the program.

Standardized Exams

Non-licensed students are required to take national standardized examinations in selected courses. These examinations are counted as a portion of the overall course grade for each course. Students are required to earn a passing score on the examination in NUR 408 Professional Practice in Nursing III Seminar to successfully complete this course. Failure to satisfactorily complete the standardized examination in this course may delay the student’s completion and graduation from the program.

Health Insurance

All students are required to maintain health insurance throughout the program. For more information, call (256) 824-6775. Failure to maintain current health insurance will preclude students from progressing in courses.

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.

Professional Liability Insurance

Each year students are required to purchase professional liability insurance through the College of Nursing, Office of Undergraduate Programs. The approximate cost is \$20. However, rates are set by the insurance carrier for each year and those rates may increase. Information about the fee and required payment date is distributed to students during each summer for the subsequent year. Failure to pay the liability insurance premium will preclude progression in the program. This policy provides student coverage only and graduates should purchase individual policies for professional coverage after graduation.

References

Students who need references from faculty for employment or other purposes should receive permission of the faculty member prior to submitting their name. During the spring term of the senior year, students are requested to complete a "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.

PPD

Students are required to have a two-step PPD test, 3 months prior to fall registration and then a one-step PPD test is repeated annually if there is no time lapse between the last PPD test.

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

Students are required to undergo drug testing and criminal background check prior to enrollment in nursing courses and for cause at other points. Information and procedures are provided upon admission and prior to each academic year. If the College deems the drug

testing and or background check information to be unsatisfactory, acceptance or enrollment into the College may be denied or an offer of acceptance rescinded. If a student's acceptance or enrollment is denied or rescinded based on the information obtained from a criminal background check report, the student will be advised of the name and address of the consumer reporting agency that furnished the report, and of the right to dispute the accuracy and completeness of any information contained in the report by contacting the consumer reporting agency directly. If the College decides, based upon the individual's written description, explanation and documentation about information obtained in the criminal background check, that the results of the check are deemed to be satisfactory, the individual shall be informed that the College's positive decision is not a guarantee that every clinical facility will permit the student to participate in educational clinical experiences at that facility or that any state will accept the individual as a candidate for registration, permit or licensure.

Convictions of pleas of guilty of, pleas of nolo contendere (no contest) to, any criminal charges, or any pending criminal charges are grounds for dismissal from the College of Nursing. Any crimes involving violence against the person including but not limited to: murder, manslaughter, use of deadly force, assault and battery (other than simple), sex crimes, abuse of children or the elderly, abduction, or robbery at any time prohibit a student from admission or progression in the Nursing Program. The Associate Dean will inform any disqualified student, and the student will not be allowed to continue in any Nursing Program.

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

- Register for classes based on program of study (POS) for semester admitted
- Your clinical faculty is your advisor each semester.
- Seats in class are only guaranteed based on program of study at time of admission.
- Must have approval from Associate Dean to change program of study and ensure seats in class/clinical.
- Check Banner for holds and reconcile prior to registration.
- Student is responsible for registering for classes and clinicals each semester. Register for class and associated clinical at same time to prevent an error message.
- Track performance on all national standardized exams (HESI) in all clinical courses and meet benchmark of 850. If you score <900 on any component on any HESI exam, you need to identify areas for improvement based on detailed data online and develop a plan for success with specific attention to critical thinking, nursing process, and clinical topics. See Evolve Elsevier website for student account information and other Reach remediation tools: <http://www.evolve.elsevier.com/> Share your plan with your clinical instructor and develop a focus plan for improvement.

Learning enhancements include but are not limited to the following: develop study groups, write NCLEX-RN style questions, practice taking RN-CAT test questions, practice computer Lippincott programs in LRC, info-arcade, and nursing lab in library, use Elsevier tools to search specific information, LRC RN Essentials DVD series, schedule time with the LRC GTA tutor, attend multicultural peer mentoring program (MCPMG), review case studies, engage in concept mapping, review critical thinking scenarios, and practice questions on website NCSBN.org.

- You are encouraged to address any personal/psychosocial issues with the Counseling Center to assist you in academic success.

University resources available to assist in college performance success:

- Student Health Center 824-6775
- Counseling Center 824-6203
http://www.uah.edu/student_life/services/counseling/disability/
- Fitness Center 824 – 5500 <http://www.universityfitnesscenter.com/>
- Student Success Center <http://www.uah.edu/ssc>
- Writing Center <http://www.uah.edu/writing/>
- Disability Services 824-6203 or
http://www.uah.edu/student_life/services/counseling/disability/
- RAC code _____
- I acknowledge that I have been advised about success in the nursing program and informed of resources available to assist me in my success. I affirm that I will follow my POS established at time of admission and that I will discuss any changes with my advisor. I understand failure to follow the prescribed program of study will lengthen my time to complete the program.

Name

Date

Signature

A number

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)

Core Performance Standards (Essential Functions) for Nursing Students

All nursing students should be able to perform each of the activities listed in the Core Performance Standards with or without reasonable accommodations. These Core Performance Standards are not intended to be a complete listing of nursing practice behaviors, but are a sampling of the types of abilities needed by nursing students to successfully meet program objectives and requirements. The College of Nursing or its affiliated agencies may identify critical behaviors or abilities needed by students to meet program or agency requirements. The College reserves the right to amend this listing based on the identification of additional Core Performance Standards.

CORE PERFORMANCE STANDARDS (ESSENTIAL FUNCTIONS) FOR NURSING STUDENTS

Essential functions define selected attributes and behaviors necessary for students to demonstrate in order to successfully complete their education and subsequently enter nursing practice. These essential functions are determined to be required for initial and continued enrollment in the College of Nursing.

Students must be able to perform each of the following essential functions with or without reasonable accommodations:

<u>Issue</u>	<u>Standard</u>	<u>Examples of Necessary Activities Include</u>
Critical Thinking	Critical thinking ability sufficient for clinical judgment.	(Not All Inclusive) Identify cause-effect relationships in nursing clinical and classroom situations and develop nursing care plans
Interpersonal Abilities	Interpersonal abilities sufficient to interact with individuals, families, and groups from various social, emotional, cultural and intellectual backgrounds	(Not All Inclusive) Establish rapport with patients, clients and colleagues.
Communication	Communication abilities sufficient for verbal and written interaction with others	(Not All Inclusive) Explaining treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.
Mobility	Mobility physical abilities sufficient to move from room to room and maneuver in small spaces	(Not All Inclusive) Moving around in client's room, work spaces, and treatment areas, administer cardiopulmonary procedures.
Gross and Fine Motor Skills	Gross and Fine motor abilities sufficient for providing safe, effective nursing care	(Not All Inclusive) Completing examinations/evaluations by writing, typing, or demonstration; Calibrate and use equipment; and position clients.
Hearing	Auditory ability sufficient to monitor and assess health needs	(Not All Inclusive) Hearing basic conversation, monitor alarms, emergency signals, auscultatory sounds, and cries for help.
Visual	Visual ability for observation and assessment necessary in nursing care	(Not All Inclusive) Reading documents such as patient charts and laboratory reports; reading calibrations on syringes, sphygmomanometers, and thermometers, and equipment outputs such as waves, printouts, and digital readings; and accurately observing client behaviors such as color changes and nonverbal
Tactile	Tactile ability sufficient for physical assessment	(Not All Inclusive) Performing palpation, percussion, temperature changes, complete physical examinations and other activities related to therapeutic interventions.
Behavioral/Social	Abilities sufficient to demonstrate emotional stability	Maintenance or composure under stress, development of mature, empathetic and effective nurse-patient relationships and use of sound and unimpaired judgment in classroom and clinical activities.

ADA COMPLIANCE ESSENTIAL FUNCTIONS

In order to satisfactorily accomplish the curriculum objectives of the Bachelor of Science Nursing degree, the student must meet the essential eligibility requirements for admission into and progression in the nursing program. The student should be able to perform each activity listed with or without reasonable accommodations. If the student cannot meet one or more of the essential functions with or without reasonable accommodation, the student may not progress in the program.

The student should review the Essential Functions document and respond in the appropriate column according to the level of performance. If responding less than 100% to any criterion, please explain the space provided.

DISCLAIMER

The *Essential Functions* that are declared in the table are not intended to be a complete listing of nursing practice behaviors, but are a sampling of the types of abilities needed by the nursing students to meet program objectives and requirements. The College of Nursing or its affiliated agencies may identify additional critical behaviors or abilities needed by students to meet program or agency requirements. The College of Nursing reserves the right to amend this listing based on the identification of additional essential functions for nursing students. The identified essential functions are revised and adopted from the Americans with Disabilities Act: Implication for Nursing Education (reapproved 2004) by the Southern Regional Education Board and the Council on Collegiate Education.

COURSE POLICIES

Withdrawal: For fall and spring semesters, up through the tenth week a student may withdraw from any course. After the eighth week a student may withdraw from a course only under extenuating circumstances and with the approval of the Dean of the College. The student must initiate a formal request for withdrawal. Class non-attendance or failure does not constitute withdrawal nor does notification of 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. If a student does withdraw from a course, the student then has changed the program of study and may not be guaranteed a seat in the remaining courses. Withdrawals may be viewed by employers as failures for not completing coursework. Students are expected to progress based on the semester admitted. Fall students will not be permitted to withdraw fall courses and enroll in the exact same courses with the admitted spring cohort. Students are encouraged to seek assistance early if they are having difficulty in a 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 eighth week. After the eighth 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 to verify that the circumstances justify withdrawal from a course.

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. Students are expected to progress based on the semester admitted. Fall students will not be permitted to withdraw fall courses and enroll in the exact same courses with the admitted spring cohort.

Course Repeat: UAH has adopted a Course Repeat Policy which is outlined in both the UAH Undergraduate Catalog and the UAH Student Handbook. A grade of C or above must be earned in each required nursing course. A student who receives a grade below C in a required nursing course may repeat the course one time only. The following courses are required nursing courses in the basic track: NUR 302, 303, 304, 305, 307, 308, 310, 321, 401, 402, 403, 404, 405, 406, 407, and 408. For registered nurse students, the following courses are required nursing courses: NUR 339, 410, 411, 412, 413, 414, 419, and 420.

**UNIVERSITY OF ALABAMA IN HUNTSVILLE
COLLEGE OF NURSING**

Academic Honor Statement

I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, misrepresentation, or any other form of academic misconduct as outlined in the UAH Student Handbook (online) while I am enrolled as a student at UAH. I understand that violating this promise will result in penalties as severe as indefinite suspension from the University of Alabama in Huntsville.

Please check one: Yes / Promise & Affirm Do not Affirm / Promise

Essential Functions

Directions: Read the declarations below and sign only one option. If you are unable to fully meet any criterion, you will need to make an appointment with the Associate Dean of Undergraduate Programs.

OPTION #1

I have read the Essential Functions (see Student Handbook and Undergraduate Catalog) and to the best of my knowledge I currently have the ability to fully engage in the activities.

OPTION #2

I have read the Essential Functions and to best of my knowledge I currently am unable to fully engage in these activities without accommodations. I will follow through with the services for students with disabilities in the University Center, room 113 to arrange an appointment and discussion of my disability. I am aware that progression in the nursing program is contingent on meeting essential functions of the program.

Please check one: Option #1 Option #2

Verification of Knowledge of Nursing Student Handbook

I hereby acknowledge that I am familiar with the College of Nursing Student Handbook that is available online. This resource contains helpful information on the mission, philosophy, program objectives, nursing standards, and policies and procedures associated with the nursing program.

Please check one: Acknowledge Do Not Acknowledge

Print Student Name

Student Signature

Date

UPPER DIVISION PROGRESSION AND GRADUATION REQUIREMENTS

1. Nursing students must meet requirements for all UAH students. In addition, requirements specific for the College of Nursing are addressed in the College of Nursing section of the UAH Undergraduate Catalog.

2. A grade of C or above must be earned in each required nursing course. A student who receives a grade below C in a required nursing course may repeat the course one time only. The following courses are required nursing courses in the basic track: NUR 302, 303, 304, 305, 307, 308, 310, 321, 401, 402, 403, 404, 405, 406, 407, and 408. For registered nurse students, the following courses are required nursing courses: NUR 414, 307, 339, 410, 411, 412, 413, and 420.

3. Any student who withdraws from or does not successfully complete a course for academic or nonacademic reasons as prescribed on the program of study, must contact the Associate Dean of Undergraduate Programs to develop a revised program of study based on space-availability and progression constraints. Before considering placement of any students who have not succeeded in the course, preference for spaces will be given to those applicants who meet all progression criteria. Any alteration of the initial program of study will lengthen the student's program.

4. A student who receives two grades below "C" in required nursing courses, in either the same course or in separate courses, at any time during the program will not be permitted to continue in the College of Nursing. This requirement also applies to non-admitted students who are enrolled in non-clinical courses with NUR prefixes prior to admission to the upper division nursing major. Students who wish to continue their nursing education may petition for readmission to the College of Nursing. Readmission request letters are written to the College of Nursing, Director of Undergraduate Programs. A committee will review the petition and evaluate an identified plan for success written by the student, reasons for past academic failure, and overall academic performance. Each student is individually reviewed for potential readmission. Students who are readmitted and subsequently earn another grade below "C" in any nursing course will be permanently dismissed from the program.

5. Non-licensed students are required to take national standardized examinations in selected courses. These examinations are counted as a portion of the overall course grade for each course. Students are required to earn a passing score on the examination in NUR 408 Professional Practice in Nursing III Seminar to successfully complete this course. Failure to satisfactorily complete the standardized examination in this course may delay the student's completion and graduation from the program.

6. Students must meet standards of professional conduct as described in the American Nurses Association Code of Ethics for Nurses, the Alabama Board of Nursing Practice Act, and standards of student behavior as described in the UAH Student Handbook.

7. Throughout the program, students must meet health and other requirements as identified in the Enrollment Requirements section above, as well as requirements specified in clinical agency contracts.

8. Registered nurse students must maintain an active and unencumbered license throughout the

program. Clinical experiences in states other than Alabama require an active license in that state. Registered nurse students will not be allowed to continue in the program if any nursing license is placed on probation, suspended, or revoked. Students must notify the College of Nursing if there is a change in license status.

9. Any requests for exceptions to progression and graduation requirements must be addressed in writing to the Associate Dean for Undergraduate Programs.

UPPER DIVISION PROGRAM OF STUDY

The upper division of the nursing curriculum is predominantly composed of professional nursing courses, including a heavy emphasis on clinical nursing. It is completed during the junior and senior years.

Students admitted in the fall are expected to follow the fall program of study, and students admitted in the spring are expected to follow the spring program of study. Accommodations will not be made for students who are not progressing according to the admitted program of study.

Professional Practice I	6 hrs.	NUR 310
Nursing and Health Care Promotion	3 hrs.	NUR 302
Health Assessment	3 hrs.	NUR 303
Applied Pathophysiology	3 hrs.	NUR 304
Nursing Process for Mental Health	6 hrs.	NUR 305
Scholarly Inquiry in Nursing	3 hrs.	NUR 307
Nursing Care of Adults with Alterations in Health I	7 hrs.	NUR 308
Pharmacology in Nursing	3 hrs	NUR 321
Nursing Care of Adults with Alterations in Health II	7 hrs.	NUR 401
Population Based Health Care	3 hrs.	NUR 402
Family Centered Parent-Infant Nursing	4 hrs.	NUR 403
Family Centered Care of Children	4 hrs.	NUR 404
Community Health Nursing	6 hrs.	NUR 405
Leadership and Management	3 hrs.	NUR 406
Professional Practice II	7 hrs.	NUR 407
Professional Practice Seminar	1 hrs.	NUR 408
TOTAL	69 Semester hrs	

UPPER DIVISION PROGRAM OF STUDY for Registered Nurses

In recognition of prior learning and work experience, the College of Nursing will award 32 semester hours of validated nursing credit to each registered nurse student after successful completion of NUR 410: Transition into Professional Roles.

Health Assessment	3 hrs	NUR 414
Scholarly Inquiry	3 hrs	NUR 419
Computers in Nursing	3 hrs	NUR 339
Transition into Professional Roles	4 hrs	NUR 410
Validation	32 hrs	
Theoretical Applications in Nursing	5 hrs	NUR 411
Caring for Families Aggregates & Populations	7 hrs	NUR 412
Nursing Leadership in Prof. Practice	3 hrs	NUR 413
Evidence Based Nursing Practice	3 hrs	NUR 420
Electives	6 hrs	300 level or above

TOTAL

69 Semester Hours

Fall - Semester 1

UAH Course		S H	Grade	Comment
NUR 302	Health Promotion	3		
<i>Admission Upper Division</i>				
NUR 303	Health Assessment	3		
<i>Admission Upper Division; 42 Clin Hrs</i>				
NUR 304	Pathophysiology	3		
<i>Admission Upper Division</i>				
NUR 310	Professional Practice I	6		
<i>Admission Upper Division; 168 ClinHrs</i>				
		1		
Total SH:		5		

Spring - Semester 2

UAH Course		S H	Grade	Comment
NUR 305	Mental Health & Illness	6		
<i>Prereqs 303/310/302/304; Concur 321; 84 Clin Hrs</i>				
NUR 308	Care of Adults I 126 Clin Hrs	7		
<i>Prereqs 302/303/304/310; Concur 321</i>				
NUR 321	Pharmacology	3		
<i>Admission Upper Division</i>				
		1		
Total SH:		6		

Summer - Semester 3

UAH Course		S H	Grade	Comment
NUR 307	Scholarly Inquiry	3		
<i>Admission Upper Division</i>				
NUR 402	Population Based H. C.	3		
<i>Prereqs 305/308; Concur Prereq 307</i>				
NUR 406	Leadership & Management	3		
<i>Prereqs 305/308; Concur Prereq 307</i>				
		9		
Total SH:		9		

Fall - Semester 4

UAH Course		S H	Grade	Comment
NUR 401	Care of Adults II	7		
<i>Prereqs 305/307/308; 126 Clin Hrs</i>				
NUR 403	Parent-Infant Nursing	4		
<i>Prereqs 305/307/308; 42 Clin Hrs</i>				
NUR 404	Care of Children	4		
<i>Prereqs 305/307/308; 42 Clin Hrs</i>				
		1		
Total SH:		5		

Spring - Semester 5

UAH Course		S H	Grade	Comment
NUR 405	Community Health	6		
<i>Prereqs 401/402/406; 84 Clin Hrs</i>				
NUR 407	Professional Practice II	7		
<i>Prereqs 401/402/403/404; Cc 405/406; 210 Clin Hrs</i>				
NUR 408	Professional Prac. Seminar	1		
<i>Concur Prereq 407</i>				
		1		
Total SH:		4		

Student Signature

Date

Advisor Signature

Date

Associate Dean Signature

Date

UAHUNTSVILLE COLLEGE OF NURSING

BSN - SPRING ADMISSION - PROGRAM OF STUDY

Spring - Semester 1

UAH Course		S H	Gr ad e	Com ment
NUR 303	Health Assessment <i>Admission Upper Division; 42 Clin Hrs</i>	3		
NUR 304	Pathophysiology <i>Admission Upper Division</i>	3		
NUR 310	Professional Practice I <i>Admission Upper Division: 168 Clin Hrs</i>	6		
		1		
Total SH:		2		

Summer - Semester 2

UAH Course		S H	Gr ad e	Com ment
NUR 307	Scholarly Inquiry <i>Admission Upper Division</i>	3		
NUR 302	Health Promotion <i>Admission Upper Division</i>	3		
		6		
Total SH:		6		

Fall - Semester 3

UAH Course		S H	Gr ad e	Com ment
NUR 305	Mental Health & Illness <i>Prereqs 303/310/302/304; Concur 321; 84 Clin Hrs</i>	6		
NUR 308	Care of Adults I <i>126 ClinHrs Prereqs 302/303/304/310; Concur 321</i>	7		
NUR 321	Pharmacology <i>Admission Upper Division</i>	3		
		1		
Total SH:		6		

Spring - Semester 4

UAH Course		S H	Gr ad e	Com ment
NUR 401	Care of Adults II <i>Prereqs 305/307/308; 126 Clin Hrs</i>	7		
NUR 403	Parent-Infant Nursing <i>Prereqs 305/307/308; 42 Clin Hrs</i>	4		
NUR 404	Care of Children <i>Prereqs 305/307/308; 42 Clin Hrs</i>	4		
		1		
Total SH:		5		

Summer - Semester 5

UAH Course		S H	Gr ad e	Com ment
NUR 402	Population Based H. C. <i>Prereqs 305/308; Concur Prereq 307</i>	3		
NUR 406	Leadership & Management <i>Prereqs 305/308; Concur Prereq 307</i>	3		
		6		
Total SH:		6		

Fall - Semester 6

UAH Course		S H	Gr ad e	Com ment
NUR 405	Community Health <i>Prereqs 401/402/406; 84 Clin Hrs</i>	6		
NUR 407	Professional Practice II <i>Prereqs 401/402/403/404; Cc 405/406; 210 Clin Hrs</i>	7		
NUR 408	Professional Prac. Seminar <i>Concur Prereq 407</i>	1		
		1		
Total SH:		4		

SAMPLE OF PROGRESSION REGISTERED NURSE ONLINE PROGRAM

Student Name: _____

Fall Semester

	Course	SH	Grade	Comments
NUR 410**	Transition into Professional Role	4		
NUR 411	Theoretical Applications in Nursing Practice (Pre or Coreq: NUR 339, 410)	5		
NUR 339	Introduction to Computers in Nursing	3		
Total SH:		12		

** Validated Nursing Credit is applied following successful completion of NUR 410

Spring Semester

	Course	SH	Grade	Comments
NUR 412	Caring for Families, Aggregates & Populations (Prereq: NUR 339, 410, 411; Coreq: 307, 414)	7		84 Clinical Hrs.
NUR 419	Scholarly Inquiry in Nursing (Substitute NUR 602 for RN-MSN)	3		
NUR 414	Health Assessment for the Practicing Nurse	3		
Total SH:		13		

Summer Semester - Session I

	Course	SH	Grade	Comments
NUR 413	Leadership in Professional Practice (Prereq: NUR 412)	3		
NUR Elect	Nursing Elective (300 or 400 level)	3		
Total SH:		6		

Summer Semester - Session II

	Course	SH	Grade	Comments
NUR 420	Evidence Based Nursing Practice (Prereq: NUR 307)	3		
NUR Elect	Nursing Elective (300 or 400 level) (Substitute 500-600 level for RN-MSN)	3		
Total SH:		6		

RN Licensure is required for this program and must be maintained throughout the program.

PROGRAM PLANNING INFORMATION

1. A maximum of 64 hours of transfer credit may be applied toward graduation.
2. A maximum of 32 hours of credit may be earned via validation, correspondence, or other testing for registered nurses.
3. Students must have a minimum GPA of 2.0 in all course work pursued in order to graduate.
4. A grade of "C" or above must be earned in all required nursing courses. (See the UAH Catalog for a listing of all required nursing courses.)
5. Twelve (12) of the last eighteen (18) semester hours must be completed at UAH.
6. A minimum of 128 semester hours are required for the Bachelor of Science in Nursing.
7. A minimum of 25 percent (32 hours) of total requirements must be completed at UAH.
8. A minimum of one-half of the major nursing courses must be completed at UAH.
9. At least six (6) semester hours, numbered 300 or above, in the student's minor or cognate studies must be completed at UAH.
10. Thirty (30) percent of the total degree requirements must be courses numbered 300 or above.
11. A full-time load for undergraduate students equals 12 semester hours. The maximum load normally allowed is 20 semester hours. Over 20 semester hours requires a completed overload form.
12. Bills are mailed and be emailed to your UAH email address within 2-3 weeks following pre-registration. All tuition and fees must be paid in full by 5:00 p.m. on the day preceding the first day of each semester. Payment is due at the time of open registration. If you register for a course and decide not to take the course or not to finish the course an official Drop/Add form must be completed.
13. Registration for classes is via the internet and can be accessed at www.uah.edu. Students must meet with their appointed advisor to update their program of student prior to registering.
14. Programs of studies are not to be changed without consultation, approval, and advisor signature.

GUIDELINE FOR DEVELOPING AN INDEPENDENT STUDY (NUR 390)

- 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 390 carries variable credit of 1 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 he 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 his 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.

III. Implementing an Independent Study

- A. The student should select a member of the 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 390-01)
 - 3. #Credit Hours
- D. Following completion of the study, a one-page summary should be submitted to the faculty sponsor. The grade, faculty sponsor's signature and the date should be placed on the summary. The original of the summary graded, signed and dated by the faculty sponsor should be forwarded to the Associate Dean's Office.
- E. The faculty sponsor will appropriately assign the grade on the grade sheet.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
COLLEGE OF NURSING**

STUDENT DRESS CODE

The Student Dress Code has been developed to allow the College of Nursing (CON) to consistently put forth a professional appearance. At all times nursing students of the College of Nursing, whether in a clinical agency on clinical assignments or in any way representing the College, must be in compliance with the standards of dress established by the specific agency and the College of Nursing. The clinical faculty have responsibility to assure conformance with these standards.

1. Uniforms

- Uniforms are to be “Charger Blue” Landau scrubs (top and pants). Landau color code: Royal Blue (BEP). Landau model numbers for men: #7502 Scrub top and #8555 Pant. Landau model numbers for women: #8219 Scrub top and #8320 Pant. A skirt may be substituted for the pants: Princess brand #PRI-587C, color “Royal”. No deviations in style or color will be permitted.
[Uniforms may be purchased at the following locations or through anyone who carries the Landau brand: Alabama Uniforms (256-536-5367), the Uniform Corner (256-539-0155), Parkway Scrubs (256-536-5367), or the University Bookstore (256-824-6600).]
- The uniform “package” will include: “Charger Blue” scrub, UAH-CON arm patches, and a white lab coat. An optional “Charger Blue” scrub jacket (Landau color BEP, model #7551 for men and #7525 for women) or long-sleeved white fleece jacket may be purchased for use in winter and in chilly clinical sites.
- The school patch must be on the left sleeve, one inch (1”) below the shoulder seam.
- Uniforms must be clean and wrinkle free at the beginning of each clinical.
- A solid white short or long sleeved T-shirt with a high rounded collar or a mock turtle-neck may be worn with the Charger Blue scrub uniform.

2. Shoes

- Shoes must be an enclosed white sports shoe or white sports shoe with a minimum of grey or blue.

3. Hosiery/Socks

- Socks are to be white crew socks.
- White hosiery is to be worn with dress or skirt.

4. Standard Equipment

- Stethoscope (with bell & diaphragm), penlight, and bandage scissors.
(These individual items or an optional package which includes additional equipment are available in the UAH Bookstore).

5. Lab Coat

- Lab coat must be white with school patch on left shoulder, one inch (1 ") below shoulder seam.
- Lab coats must be mid-thigh length.
- Students will wear a lab coat over appropriate street clothes when working on clinical assignments or other designated College activities. Dresses and/or skirts worn under lab coats must be at least knee length. Shorts, jeans, and sandals are deemed inappropriate when on any clinical assignment.

6. College of Nursing Patch

- As designed by the College of Nursing - available in the UAH Bookstore. The school patch must be on the left sleeve, one inch (1") below the shoulder seam on all scrub tops and on the lab coat.

7. Name and ID Badge

- A UAH College of Nursing Picture Identification (ID Badge). This must be worn during all clinical experiences. This UAH College of Nursing ID must be fastened with a clip or pin. This will be made at the same time as your UAH ID (Charger Card). The cost of the College of Nursing Picture ID is \$5.00. Your first UAH ID (Charger Card) is free.

- A College of Nursing Name Badge
Name badge must be one-inch (1") high, white laminate with blue lettering. This may be ordered through the UAH bookstore for \$4.95 and must read as follows:

	<u>For RN Students:</u>
Jane/John Doe	Jane/John Doe, RN
Nursing Student	Nursing Student
UAH College of Nursing	UAH College of Nursing

- A Huntsville Hospital Student Picture Identification to be worn during clinical experiences at Huntsville Hospital. Information on obtaining this identification will be provided by UAH College of Nursing faculty.

8. Hair

- Hair styles should be conservative and off the face. If necessary, hair must be secured away from the face and off the collar with a simple tie or barrette.
- Ornate hair bows and barrettes are not permitted.
- Hair styles and management must conform with agency policy and be appropriate to the clinical assignment.

9. Facial Hair

- Facial hair must be clean and neatly trimmed.

10. Fingernails

- Fingernails should be short and neatly manicured. No nail polish or artificial nails are to be worn in clinical areas.

11. Jewelry
 - Limit wearing of jewelry to watch (with second hand), wedding band and/or engagement ring.
 - Earrings should be simple, stud-type earrings; limited to one in each ear, and no earrings are allowed on any other body part (e.g. eyebrow, nose, tongue, etc.)
 - In some clinical settings, the wearing of jewelry may be limited or prohibited.

12. Personal Hygiene
 - Students are expected to maintain an appropriate level of personal hygiene consistent with health care standards.

13. Perfume/Smoking
 - Because of client sensitivities to aromas, the use of perfumes and tobacco are to be avoided when dealing with clients and/or their families.

Approved by College of Nursing Faculty 3-29-05

Further refined by Faculty June 2005

Revised by Faculty 9-26-05; Updated Summer 2006; Approved 12-13-06

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 10 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 5:30 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, room 210. 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**. 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 a student worker or the LRC Director for assistance.

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.

GRADUATION INFORMATION

Application for Graduation

Candidates for graduation must file an application with the Registrar at least six months prior to the time requirements are expected to be completed. Application forms may be obtained at the Office of Student Records in Charger Central.

Commencement

UAH Commencement is conducted at the end of each semester. Students must complete all degree requirements to be eligible to walk in commencement exercises. Caps and gowns are available in the UAH Bookstore.

NCLEX-RN Review Course

UAH College of Nursing hosts a review course to assist in preparation for the NCLEX licensure exam. Specific information is available in the Office of the Undergraduate Programs. A fee may be associated with this review.

Nursing Pin

Each nursing school or college designs a unique pin for its graduates. The pin denotes the name of the institution and in many instances the symbols on the nursing pin are reflective of the values of the nursing profession and that educational program.

Nursing pins are ordered at least 4 months in advance of the date of graduation in order to assure delivery for the Pinning Ceremony. The Nursing pin is displayed in the trophy case on the second floor of the Nursing building prior to open ordering.

Pinning

A professional Pinning Ceremony is held annually prior to Commencement.

NCLEX-RN

Current fees for applying to the Alabama Board of Nursing, applying to take the NCLEX-RN examination, and application for temporary license are approximately \$335.00. Fees are subject to change. See websites for details <http://www.abn.state.al.us/welcome.html> and <http://www.pearsonvue.com/>.

LICENSURE

Licensure is a process by which a legal authority grants permission to a qualified individual to perform certain activities that are illegal to perform without a license. In Alabama, the Board of Nursing has the authority to grant the legal right to practice professional nursing to individuals who qualify.

The NCLEX-RN is a computer-adapted examination and is scheduled through individual appointment. This examination is utilized by all State Boards of Nursing. The exam focuses on client needs and the structure of the nursing process.

Only graduate of Board approved nursing programs are eligible to take the NCLEX-RN. Applications and instructions are distributed by the Office of the Associate Dean for Undergraduate Programs during your senior year.

Students applying for licensure by examination must comply with legal and legislative standards that determine unacceptable behavior of the nurse and that may be cause for denial of license to practice as a registered nurse.

"The board shall have the power to deny, revoke, or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to personal habits; is habitually intemperate due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances; is mentally incompetent; is guilty of unprofessional conduct of a character likely to deceive, defraud, or injure the public in matters pertaining to health, or has willfully or repeatedly violated any of the provisions of this article as defined by board rules and regulations." (Alabama Board of Nursing Administrative Code, Sept. 1982).

It is important for nursing students to know about the Alabama Board of Nursing's regulations governing review of candidates for eligibility for initial and continuing licensure. When you make application to the Alabama State Board of Nursing to take the NCLEX-RN you will have to answer the following questions:

1. Have you ever been arrested or convicted of a criminal offense other than a minor moving traffic violation?
2. Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?
3. Have you within the last five years received inpatient or outpatient treatment or been recommended to seek treatment for mental illness?
4. Have you within the last 5 years abused drugs/alcohol or been treated for dependency to alcohol or illegal chemical substances.
5. Have you ever been placed on a state and/or federal abuse registry?
6. Have you ever been court-martialed, disciplined, or administratively discharged by the military?

If an applicant answers "yes" to the above question/questions, a full explanation and the appropriate court/treatment records must accompany the application. The explanation should contain a full recitation of how and why the incident occurred and the applicant's history since the incident. Failure to comply with this process could result in a delay in the processing of your application. Also, the board may deny your request to take the licensure examination based upon their investigation. An applicant with questions regarding his or her application should call the Board office (334-242-4060).

POLICIES AND PROCEDURES SPECIFIC TO REGISTERED NURSE STUDENTS

Keeping the special needs of Registered Nurse students in mind, the RN/BSN track is designed to meet the following criteria:

- The program is offered via the internet.
- The program normally begins in the fall semester.
- The curriculum can be completed in one calendar year, although other progression options are available.
- Clinical faculty arranges clinical experiences in the students' geographic areas whenever feasible.

Credit for Previous Nursing Knowledge

Upon successful completion of NUR 410: Transition into Professional Roles, 32 semester hours of nursing credits will be granted based on prior nursing knowledge and on previous academic work in basic nursing. These hours will appear as validated credit on the student's UAH transcript; a fee will be assessed for "Credit by Validation".

Enrolling in Graduate Courses

As indicated in the Graduate Catalog, students admitted to the RN – MSN program may take up to 6 hours of courses (500 level or above) for graduate credit while completing requirements for the Baccalaureate degree if they meet stated requirements. Please refer to the UAH Graduate Catalog for more specific information.

**UNIVERSITY OF ALABAMA IN HUNTSVILLE
COLLEGE OF NURSING**

Incident Report

Students in the College of Nursing will follow these procedures in the event of an “incident” while in the clinical or laboratory portion of a course or activity.

An “incident” is defined as any event with possible or real untoward effects involving a student, client, and family member or where there is a real or potential exposure to a communicable disease or blood borne pathogen. (Examples include, needle or sharps sticks, splashes with body fluids, secretions, etc.)

These procedures are to be followed only after emergency treatment is performed as appropriate.

1. When an incident occurs in an off-campus clinical site:

- A. The event should be immediately reported to the clinical instructor or preceptor. The nurse in charge of the unit should also be immediately notified.
- B. Agency nursing personnel will determine if an official agency incident report is needed.
- C. The student may be requested to complete his/her portion of the incident report. Student must acknowledge follow-up care required with their signature.
- D. Agency protocol must be followed which may include treatment and required blood work.
- E. If direct blood/body fluid contamination (i.e. cuts with contaminated instrument, needle stick, etc.), is involved, the student should immediately contact their personal physician for follow-up care.
- F. Students are required to obtain the follow-up care/testing stated in the agency protocol.
- G. Students are responsible for medical bills incurred as a result of injury or illness.**
- H. Copies of all agency and College of Nursing incident reports must be forwarded to the Office of the Associate Dean.

2. When an incident occurs on campus

- A. The student will immediately notify the instructor and the Office of the Associate Dean.
- B. The student requiring **emergency treatment** should be transported to the appropriate emergency treatment facility by ambulance. College employees are **NOT** to transport the student.

3. Students must sign the Incident Report

University of Alabama in Huntsville College of Nursing

Incident Report Form

Name: _____ Student #: _____

Address: _____ Phone # _____

Date of Incident _____ Time: _____

Type of Incident:

- _____ Needle stick, source unknown
- _____ Needle stick, client positive for HBV or HIV
- _____ Needle stick, source known
- _____ Other (medication error, falls, etc.)

Detailed description of the Incident:

Action taken (check all that apply and attach documentation)

- Incident report completed _____
- Charge nurse notified _____
- Blood drawn on client _____
- Blood drawn on student _____
- Emergency room visit _____
- Private medical doctor seen _____
- Initial treatment taken: _____

Follow-up care recommended/required:

I acknowledge that I am required to complete the recommendations/requirements of the clinical agency listed above. I also acknowledge that I am responsible for any costs incurred. I agree to provide any and all documentation to verify compliance with the Incident Policy.

Student Signature	Date	Faculty Signature	Date
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SECTION III

STUDENT ACTIVITIES AND ORGANIZATIONS

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

ACADEMIC 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 healths 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.

Honors Program

Honors Program (<http://www.uah.edu/honors/>)

Application to UAH is the first step towards admission to the Honors Program. After admission, transcripts and test scores are reviewed. An invitation to join the program is based on the requirements for admission to the Honors Program.

First-year students admitted to the Honors Program typically have a high-school grade point average of 3.5 or higher and a composite score of 28 on the ACT or 1200 on the SAT. However, we also make individual assessments based on a variety of factors, including essays and personal interviews.

Students currently enrolled may join the Honors Program after completing at least twelve hours of course work with a grade point average of 3.3 or higher. Anyone interested in joining should contact the Honors Program and discuss the eligibility requirements. An honors certificate in nursing is available for transfer students who apply to the honors program, who are accepted, and enroll the 12 hours of nursing courses as indicated below.

Typical Honors Diploma Program for Nursing Majors

H 100: Honors Forum	3 hours
EH 105: Honors English Seminar	3 hours

Select a minimum of 6 hours from the following:

PHL 202: Honors: Ethics	3 hours
EH 250: Honors World Literature I	3 hours
EH 251: Honors World Literature II	3 hours
MU 100: Honors: Introduction to Music Literature	3 hours

12 hours in Nursing level Courses:

NUR 307: Honors Scholarly Inquiry in Nursing	3 hours
NUR 415: Honors Directed Research	2 hours
NUR 407 Honors: Professional Practice in Nursing II	7 hours

Nursing students may be authorized to substitute Honors sections of Nursing courses for H 399: Honors Interdisciplinary Seminar.

At present Honors credit for most Nursing courses is done via independent study or Honors contract. For more information on Honors contracts and electronic copies of the necessary forms, see www.uah.edu/honors/contracts.htm.

Total: 24 semester hours. Nursing students will complete the Honors Senior Project in NUR 415 Honors Directed Research and NUR 407 Professional Practice in Nursing II.

(Note: Many variations and course substitutions are available. Some courses may be added or deleted from the list above. Please contact the Honors Program office at 824-6450 if questions arise.)

November 10, 2008

AWARDS AND HONOR SOCIETY

Honors

College of Nursing undergraduate honors presented at the annual Academic Honors Convocation held during spring semester include:

Outstanding Academic Achievement

The College of Nursing faculty recognizes two graduating students, one from the basic track and one from the registered nurse track, for highest academic achievement in the graduating class. In the case of more than one student with the highest academic performance as indicated by the overall grade point average, additional factors considered in selecting the recipient are: the grade point average for courses taken at UAH, the grade point average for courses within the nursing major, the number of courses completed at UAH, the number of credits completed at UAH, outside activities, and time for degree completion.

Honors Scholars

The College of Nursing faculty recognizes six Honors Scholars based on grade point average, senior standing in the major and general academic excellence. An award is presented to a graduate from the basic track and the registered nurse track for Academic Excellence, Clinical Excellence and Leadership Excellence.

Academic Excellence Awards are presented to students with excellent academic achievement based on grade point average. Other factors considered include the GPA for courses taken at UAH, the GPA for courses in the nursing major, the number of courses completed at UAH, the number of credits completed at UAH, outside activities and time for degree completion.

Clinical Excellence Awards are presented to students who exhibit excellent clinical practice by:

1. Establishing caring interpersonal relationships with clients.
2. Functions as a client advocate in clinical interventions.
3. Displays a knowledge base necessary for strong critical thinking behaviors in client interactions.
4. Displays creativity during clinical experiences.
5. Exhibits a high degree of clinical accountability and responsibility.
6. Provides clinical role modeling behaviors for peers.
7. Possesses strong communication skills in the clinical setting.
8. Exhibits leadership skills in peer and community relations.

Awards (Continued)

Leadership Excellence Awards are presented in recognition of outstanding leadership. The criteria for the recipient for each track are:

Graduating Basic Student - In addition to meeting the required minimal GPA of 3.2, the student will exhibit leadership in pre-professional activities. These may include service in leadership capacities in the Association of Nursing Students; service on College and University committees; community activities; leadership and support of the student; or other activities that represent service and commitment to the betterment of society and their chosen profession.

Graduating RN Student - In addition to meeting the required minimal GPA of 3.2, the student will exhibit leadership in professional activities. These may include service in professional nursing associations and societies; service on College and University committees; community activities that are related to their professional role; leadership, support, and sharing of special expertise with student peers; or other activities that represent service and commitment to the betterment of society and their chosen profession.

Dean's Award - The student receiving the Dean's Award will exemplify outstanding academic and professional achievement. This student will:

1. Be a senior student anticipating completion of degree requirements in May or August of the year the award is given.
2. Have outstanding overall academic achievement with at least a 3.2 GPA in Nursing.
3. Exhibit leadership in pre-professional (e.g., leadership in the ANS; service on faculty or University committees; community activities) or professional activities (in the case of RN students, ASNA or other nursing specialty activities; nursing service to the community).
4. The Dean will select this student. However, faculty may make suggestions to the Dean using the process outlined for the other undergraduate awards.

Please see the UAH Undergraduate Catalog for further information regarding Academic Achievement.

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. Invitation to membership may be extended to junior and senior nursing students who have completed at least one-half of the required nursing components with a grade point average of 3.0 and are in the upper one-third of their class. Applications are available during spring semester.

National Student Nurses Association (NSNA)

The National Student Nurses Association (NSNA) is the largest independent student nursing organization in the country and is organized at the national, state and local levels. The local chapter of NSNA is The UAH Association of Nursing Students (ANS). NSNA provides a means to assist students to realize their professional goals, and promotes interaction among all levels of nursing students. The Alabama Association of Nursing Students (AANS) and NSNA each hold annual conventions that provide opportunities for students to interact with other students and nursing leaders from all parts of the country. All NSNA members receive IMPRINT, published five times during the academic year. It contains articles by students and nursing experts that help broaden one's perception of nursing and gives tips on surviving nursing school. Other benefits include financial assistance, career planning, reduced rates and discounts on nursing journals and textbooks.

Student Government Association (SGA)

The Student Government Association promotes the welfare of students in all areas of university life. The primary purpose is to help improve the educational environment. This includes promoting academic innovation and working closely with the faculty and administration to help bring about desirable changes in institutional policies.

The SGA is also responsible for developing and sponsoring programs which will enrich the students' cultural, intellectual, and social life. Each student enrolled at UAH is automatically a member of SGA. An executive branch and a fifteen member legislature, plus a five member arbitration board are responsible for carrying out the official business of the organization. The association sponsors over ninety clubs and organizations across campus in addition to providing many student services such as health insurance, special rates for community cultural events, and a student directory. The SGA office is located in the University Center.

Student Representatives on College of Nursing Committees

Student representatives on College of Nursing Committees are appointed by the Director of Student Affairs early fall term. Current College of Nursing committees that include graduate and undergraduate student representatives are:

- Curriculum Committee and its Graduate, Undergraduate and RN Subcommittees
- Nursing and Space Life Sciences Committee

ASSOCIATION OF NURSING STUDENTS BY-LAWS

Preamble:

We, students of nursing, believe there is a common need to organize, to represent ourselves to the consumer and other health disciplines and to assume our rightful place in the profession of nursing.

We believe every citizen has a right to the highest quality of health care.

We believe in the development of the whole person toward his/her professional role with its rights, responsibilities and ideals.

We believe every right bears inherent responsibility.

We believe responsibilities are participatory, not purely philosophical or ideological, and We believe the quality and quantity of participation are not exclusive, but bear the responsibility of participation.

Rights/Responsibilities

Students have a right to a sound education:

- a right to and a responsibility for having a creative education opportunity;
- a right to and a responsibility for having the highest quality practitioner-teacher;
- a right to and a responsibility for achieving input into curriculum planning;
- a right to and a responsibility for achieving self-directed learning;
- a right to and a responsibility for achieving equal participation in all areas of clinical practice;
- a right to and a responsibility for participation in interdisciplinary activities;

Students have a right to due process:

- A right to and responsibility for insuring peer review and self-evaluation.
- Students have all the rights and privileges of internal governance.

Students have a right to and responsibility to organize and participate in an organization directed toward achieving professional goals:

- a right to and responsibility for facilitating change in health care delivery through various channels;
- a right to and a responsibility for assembling and exploring fundamental and current professional issues and concerns;
- a right to and responsibility for organizing in a flexible structure to encompass and represent the diversities within nursing and be representative of the fundamental and current professional issues and concerns;
- a right to and a responsibility for fostering a better correlation between nursing education and practice.

Article I.

The name of this organization shall be the Association of Nursing Students, hereinafter referred to as ANS.

Article II.

Principal Office

The principle office of the association shall be located at University of Alabama in Huntsville, College of Nursing, Huntsville, Alabama 35899.

Article III.

Purpose and Functions

The Purpose of ANS is:

- To assume responsibility for contributing to nursing education in order to provide the highest quality health care;
- To provide programs representative of fundamental and current professional interest and concerns, and
- To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

The Functions of the ANS Shall Include the Following:

- To have direct input into standards of nursing education and influence the education process.
- To influence health care, nursing education and practice through legislative activities as appropriate.
- To promote and encourage participation in community affairs, activities toward improved health care, and the resolution of related social issues.
- To represent nursing students to the consumer, to institutions, and other organizations.
- To promote and encourage student participation in interdisciplinary activities.
- To promote and encourage recruitment efforts, participation in student activities, and education opportunities regardless of a person's race, color, creed, sex, lifestyle, national origin, or economic status.
- To promote and encourage collaborative relationships with nursing and related health organizations.

Article IV.

Members

Section I. Constituent Associations:

Any school chapter or state association whose membership is composed of active or associate NSNA members who have submitted the application containing the areas of conformity and upon meeting such other policies as the Board of Directors may determine shall be recognized as a constituent.

A school chapter shall be composed of at least 15 members from a school or the total school enrollment if less than 15. There shall be only one chapter on each school campus.

A state association shall be composed of at least two school chapters in any state, or only one school chapter if there is only one nursing school in the state. There shall be only one state association in any state. School chapters shall belong to their state association when one exists. The term 'state' in these bylaws shall be understood to apply equally to any state in the United States of America, to the District of Columbia, or to any territory.

For yearly recognition as a constituent, constituent associations shall be required to submit annually the application which shall include the following areas of conformity: Purpose and Functions, Membership, Dues, and Representation.

A constituent association which fails to comply with the bylaws and policies of NSNA shall have its status as a constituent revoked by a 2/3 vote of the Board of Directors, provided that written notice of the proposed revocation has been given at least two months prior to the vote and the constituent association is given an opportunity to be heard.

School chapters and state associations are entities separate and apart from NSNA in their administration of activities. NSNA exercises no supervision or control over these immediate daily and regular activities. NSNA has no liability for any loss, damages, or injuries sustained by third parties as a result of the negligence or acts of school chapters or state associations, or the members thereof. In the event any legal proceeding is brought against NSNA as a result of such acts of omission or commission by a school chapter or state association, said school chapter or state association will indemnify and hold harmless the NSNA from any liability.

Section 2. Categories of Constituent Members.

Members of the constituent associations shall be:

1. Active Members:
 - a. Students enrolled in state approved programs leading to licensure as a registered nurse.
 - b. Registered nurses enrolled in programs leading to a baccalaureate degree with a major in nursing.
 - c. Active members shall have all the privileges of membership.
2. Associate members:
 - a. Pre-nursing students, including registered nurses, enrolled in College or University programs designed as a preparation for entrance into a program leading to an associate degree, diploma or baccalaureate degree in nursing.
 - b. Associate members shall have all of the privileges of membership except the right to hold office as president or vice president at state and national levels.

3. Individual members:
Individual membership shall be open at the national level to any eligible student, when membership in a constituent association is not available. Individual members shall have the privileges of membership as prescribed in Article IV, Section 2 Items I and 2.
4. Active, associate, and individual membership shall be renewable annually.

Section 3.

Active, associate, and individual membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in a nursing program. Sustaining memberships shall be renewed annually.

Section 4. Dues:

1. The annual NSNA dues for active, associate, and individual members shall be \$30 per member, plus \$5 state and school dues, payable for the appropriate year. The dues year for members shall be a period of twelve consecutive months.
2. The annual NSNA dues for active, associate, and individual members joining for two years shall be \$50 per member, plus \$10 state and school dues, payable for the appropriate dues years. The dues years for these members shall be a period of twenty-four consecutive months.
3. The NSNA Board of Directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in the bylaws.
4. National and state dues shall be payable directly to the NSNA. NSNA shall remit to each state constituent the dues received on behalf of the constituent.
5. Any member who fails to pay current dues shall forfeit all privileges of membership.

Article V. Officers

Section 1.

Officers of ANS shall be president, vice president, secretary, and treasurer.

Section 2. Eligibility:

- Members who shall be nursing students until the end of the academic year and have the privileges of active membership shall be eligible for the office of president and vice president.
- Members who shall be nursing students throughout at least three-quarters of the term of office shall be eligible for the office of secretary and treasurer.
- No member shall hold more than one elected position at a time.
- President and treasurer must have fulfilled all academic requirements of the junior level, as set forth by the University of Alabama-Huntsville College of Nursing by the beginning of the academic year.

Section 3. Duties of Officers:

The officers shall perform the duties prescribed by the parliamentary authority, and more specifically shall include:

1. The president shall:
 - Preside over regular, special, and executive meetings and to call for special and executive meetings.
 - Create special committees.
 - Serve as ex-officio member of all committees.
 - Notify officers, committee members, and delegates of their election or appointment, to furnish committees whatever documents are required for the performance of their duties, and to have on hand at each meeting a list of all existing committees and their members.
2. The vice president shall:
 - Assume the duties of the president in the absence or disability of the president.
 - Act in the office of president in case of a vacancy in the office until elections can be held within 30 days.
 - Serve as ex-officio member on all committees.
 - Conduct the correspondence with the state and national associations.
 - Serve as chairman of the Program Committee.
 - Prepare the agenda prior to each meeting.
 - Assist the treasurer as needed.
3. The secretary shall:
 - Review the minutes of all business meetings of the association (regular, special, and executive) and insure accuracy prior to distribution to the officers for action.
 - Review the minutes of all business meetings for the association and the officers.
 - Make the minutes of all business meetings available to the members upon request.
 - Maintain files of the association including minutes, committee reports, and other association business.
 - Conduct the general correspondences of the association.
 - Act in the office of vice president or treasurer in case of vacancy in the office until elections can be held within 30 days.

4. The treasurer shall:
- Act as custodian of organization funds and see that an annual financial report is prepared.
 - Receive all funds of the association and deposit them in the designated account.
 - Assure that the signatures of the faculty advisor and treasurer appear on each disbursement check.
 - Give a short financial report at each meeting.
 - Receive local, state, and national nursing students' association dues and to see that they are sent to the appropriate areas.
 - Maintain a current list of chapter members.
 - Act in the office of secretary in case of a vacancy in the office until elections can be held within 30 days.

Section 4. Attendance of officers:

Officers shall be allowed three (3) absences. Upon the fourth (4) absence, the officer may be removed from office by majority vote of the chapter members in attendance at the meeting. Votes shall be counted by two (2) officers in good standing. Advisor (s) may stand in place of an absent officer for this vote only.

Section 5.

All officers, upon expiration of their term in office shall surrender all ANS materials in their possession to the newly elected incoming officers.

**Article VI.
Nominating and Elections Committee**

Section 1. Eligibility:

- A nominating and elections committee shall be composed of four volunteer members. The Committee shall be established at the last regular meeting of the year to serve for a term of one year. All members shall be nursing students for at least three-quarters of their term of office. The chairperson shall be determined by the largest number of votes cast for the chairperson on the ballot from among the volunteer committee members.
- A member serving on the nominating and elections committee shall not be eligible to be nominated as candidate or apply for nomination as candidate for any elected position during that term. No member shall hold more than one elected position at any time.
- A vacancy on the nominating and elections committee shall be filled by the Chapter Officers with a nominee recommended by the nominating and elections committee. In the case of a member not performing his/her duties, Chapter Officers shall declare the position vacant and shall fill the vacancy with a nominee recommended by the nominations and elections committee.

Section 2. Duties of the Nominating and Elections Committee:

Duties of the Nominating and Elections Committee prior to the February meeting will include the following:

1. The nominating and elections committee shall receive official applications of proposed candidates submitted by ANS members.
2. The nominating and elections committee shall chose a slate of candidates for officers. The consent of all proposed candidates shall be obtained in writing before placing their names on the ticket. Candidates shall obtain and submit the written support of their nursing faculty advisor or an explanation of why the support was withheld.

The Nominating and Elections Committee shall choose a ticket prior to the opening of the February meeting. Nominations may be made from the floor at the February meeting of the association provided that the eligibility of the individual so nominated, as determined by these bylaws, has been established and written consent of such individuals secured and submitted prior to such meeting. The new officers are then presented to the chapter members at the February meeting.

Section 3. Elections:

The officers shall be elected at each February meeting by the ANS members.

The elections shall be by ballot. A plurality vote shall elect. A tie vote shall be decided first by a revote, and, if necessary, then by casting a lot.

Article VII. Meetings

Section 1. Delegate Representation:

School Constituents:

1. Each school chapter that is a recognized constituency, as determined by these bylaws, shall be entitled to one voting delegate and alternate, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
2. The school chapter delegate and alternate shall be members in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting.
3. Each school constituent shall be entitled to delegates according to the number of members in good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

State Constituents:

- Each state constituent shall be entitled to one voting delegate and alternate. This delegate shall be the state president. If the state president cannot serve, a designated representative and alternate shall be elected at a state meeting or by the state board of directors.

Section 2:

The privilege of making motions and voting shall be limited to the voting body. A voting member shall have but one vote in any election or on any question. This vote must be exercised in person and in their absence may not be assigned to, or exercised by, any other member by means of proxy or other written or oral assignments.

Section 3. Special Meetings:

A special meeting may be called by the officers or faculty advisors and shall be called by the president upon written request of 1/3 or more of the members. Notice of time, place, and purpose of the meeting shall be sent to all members not less than five days prior to the meeting.

**Article VIII.
Faculty Advisors**

Section 1.

There shall be two faculty advisors to the ANS.

Section 2. Selection and Term:

Faculty advisors will be chosen alternately for a term of two years.

Only one advisor will be chosen each year.

The Nominating and Elections Committee members and the Dean of the University of Alabama-Huntsville College of Nursing will choose the Faculty Advisor through a cooperative effort.

Section 3. The Faculty Advisors shall:

- Be responsible for providing for interchange of information between the University of Alabama-Huntsville College of Nursing and the ANS.
- Serve as resource persons consulting with the Chapter Officers and members.
- Attend meetings of ANS.
- Serve as Parliamentarian at ANS meetings.
- Cosign disbursement checks as requested by the treasurer.

**Article IX.
ANS Sponsored Newsletter**

Section 1.

ANS shall sponsor a College of nursing newsletter entitled "The Pulse Point". This news publication shall be printed and distributed in a timely manner.

Section 2. Selection and Term:

- Volunteers for coeditor shall submit a written paragraph delineating qualifications for seeking the position. Two (2) coeditors shall then be selected by Faculty Advisors.
- Coeditors shall serve for a term of one year.
- Co-editors shall select auxiliary members as needed.

**Article X.
Committees**

The Chapter Officers, at their discretion, shall establish committees deemed necessary to carry on the work of the association and determine the functions, terms, and membership of the committees. A quorum for committee meetings shall be a majority of the members.

**Article XI.
Parliamentary Authority**

All meetings of this association shall be conducted according to parliamentary law as set forth in Robert's Rules of Order Newly Revised where the rules apply and are not in conflict with these bylaws. A faculty advisor shall serve as parliamentarian for the chapter.

**Article XII.
Amendments**

Section 1.

These bylaws may be amended at the January meeting by a 2/3 vote of those members present and voting provided that notice of the proposed amendments have been presented to members at the November meeting prior to the January meeting.

Section 2.

Proposed amendment may be submitted only by ANS members to the Bylaws Committee. Proposed amendments shall be submitted in writing, carrying proponent's signature, to the Bylaws Committee for a review at least two (2) weeks prior to the November meeting.

Section 3.

Amendments to the bylaws of ANS, adopted at the January meeting which directly relate to the business of the association in the areas of conformity, shall automatically and immediately effect the necessary amendments to the bylaws of the association and shall promptly be incorporated into the bylaws.

Association of Nursing Students
Amended January 1996