<div align="center">**SECTION 1.0 GENERAL INFORMATION**</div>

1.1 POLICY STATEMENT REGARDING HANDBOOK

The procedures stated in this handbook require continuing evaluation, review, and approval by appropriate University officials. All statements contained herein reflect policies in existence at the time this handbook went to press; the University and the College of Nursing (CON) reserve the right to change policies at any time and without prior notice.

All students in the College of Nursing are responsible for the information contained in the current student handbook and current catalog. Also, students are expected to comply with all policies of the institutions with which the College affiliates.

Students pursuing the Doctor of Philosophy degree with a major in Nursing Science are considered to be students in the UAMS Graduate School who are taking courses offered by the faculty of the UAMS College of Nursing. Accordingly, the UAMS Graduate School Student Handbook is to be considered the primary handbook for all students in the PhD program, supplemented by the College of Nursing Doctoral Student Handbook. All provisions of the Graduate School Student Handbook, including grievance procedures, are the authority applicable to students pursuing the Doctor of Philosophy degree with major in Nursing Science.

Additional details of the policies and requirements specifically pertaining to the PhD program presented in the College of Nursing handbook are for the purpose of augmenting the Graduate School student handbook. Specific procedures, course requirements, and criteria for satisfactory academic progress in these programs are applicable to all students pursuing the Doctor of Philosophy with major in Nursing Science degree, but they do not supersede any general Graduate School policies or requirements. For clarification on specific issues, please contact the Graduate School Office.

1.2 ADMINISTRATION

1.2.1 University of Arkansas Board of Trustees

The Board of Trustees is a ten (10) member body appointed by the Governor with concurrence of the State Senate for ten (10) year terms with one (1) term expiring each year. One (1) member is appointed from each congressional district, the remainder being appointed at-large. The at-large members must be alumni of the University. The Board has constitutional status and exercises those powers and duties prescribed by state statutes. The Board is the ultimate legal authority within the University. The Board functions primarily as a policy-making body, but all major official acts of the University require Board approval. Official acts include, but are not limited to, the following: sale or purchase of property, authorization of new building programs, annual operations and maintenance budget, granting of degrees, legislative requests, new degree-granting programs, and faculty promotions.

1.2.2 Chancellor

The Chief Administrative Officer of the campus is the Chancellor, who is responsible to the president of the University. Under his leadership, campus affairs are conducted in keeping with state laws and policies established by the president and the board of trustees.

1.2.3 Provost, Senior Vice Chancellors, Associate Vice Chancellor, and Vice Chancellors

The Provost provides leadership to coordinate academic programs in partnership with the deans and other campus officials.

The Senior Vice Chancellors, Associate Vice Chancellor, and Vice Chancellors are responsible to the Chancellor of the University.

1.2.4 Deans and Institute Directors

Deans are the chief administrative officers of the various UAMS Colleges: Health Professions, Medicine, Nursing, Pharmacy, Public Health, and the Graduate School. Other administrative officers of UAMS include the Institute Directors of the Harvey & Bernice Jones Eye Institute, Winthrop P. Rockefeller Cancer Institute, Jackson T. Stephens Spine and Neurosciences Institute, Donald W. Reynolds Institute on Aging, Psychiatric Research Institute, Myeloma Institute, and Translational Research Institute.

The deans and institute directors are responsible for and empowered to execute all University policies applicable to the colleges or institutes. They may establish requirements to be satisfied by members of their faculty and/or staff as may be needed to achieve the goals of their respective organizations.

They are responsible for recommending appointments, promotions, and other personnel changes to the Chancellor after consultation with the Provost and appropriate members of the department concerned.

1.3   LEADERSHIP (See the *UAMS College of Nursing Course Catalog*)

1.4   CAMPUS GOVERNANCE

1.4.1   Associated Student Government (ASG)

Students in good standing in one of the six (6) UAMS colleges may participate in the ASG.

1.4.2   UAMS Assembly

The UAMS Assembly has two (2) deliberative bodies, the Academic Senate and the House of Delegates, composed of faculty, students, and staff. The assembly determines, and submits to the Chancellor, guidelines and policies for campus affairs.

1.4.2a   Academic Senate

The Academic Senate, under the Board of Trustees, is responsible for recommending educational policies and programs at UAMS. This responsibility includes the areas of:

1. admission requirements
2. curriculum and courses
3. degrees and requirements for degrees
4. calendar and schedules
5. academic honors and honorary degrees
6. student academic affairs
7. interpretation of its own legislation

The individual colleges, not the Academic Senate, retain primary responsibility for formulating curricula, programs, and admission requirements.

1.4.2b   House of Delegates

The House of Delegates makes recommendations to the Chancellor in areas such as:

1. safety, traffic, and security
2. fringe benefits and health services
3. salaries, work schedules, and working conditions
4. job evaluation, grievances, and appeals
5. other non-academic affairs

1.5   DIRECTORY INFORMATION

1.5.1   Campus Dial System

Campus/Off-Campus Calls—Dial the five-digit MITEL number, or 8+1+area code plus the seven-digit number.

Off-campus calls—dial 8 plus 1 plus area code, plus the seven-digit number.

Residence Hall—All residence hall phones are private.

Display Pagers—Dial the display pager number. Instructions will ask you to enter your telephone number. Hang up and wait for callback.

1.5.2   Central Arkansas Hospitals

Arkansas Children's Hospital	(501) 364-1100
Arkansas Heart Hospital	(501) 219-7000
Arkansas State Hospital	(501) 686-9000
Baptist Health Medical Center	(501) 202-2000

Baptist Medical Center North Little Rock	(501) 202-3000
Baptist Health Rehabilitation Institute	(501) 202-7000
Central AR Veterans Healthcare System (LR & NLR)	(501) 257-1000
St. Vincent Health System	(501) 552-3000
UAMS	(501) 686-7000

1.5.3   Emergency Department   1 (501) 526-2000

1.5.4   Emergency Phone Numbers

      Police   1 (501) 686-7777

      Fire   1 (501) 686-5333

      Parking   1 (501) 526-PARK (501-526-7275)

1.5.5   Poison Control Center   1 (800) 222-1222

College of Pharmacy Poison Control and Drug Information:

      1(800) 3POISON or (501) 686-6486

1.5.6   National Sexual Assault Hotline   1 (800) 656-4673

1.6   EMERGENCY PROCEDURES

1.6.1   Duties and Responsibilities of the Physician/Nursing Personnel Pool during a Disaster

Student Responsibilities during Disaster

1. The medical personnel/labor pool is located in the hospital cafeteria, located on the ground floor of the Central Building.

2. All physicians, nurses, and students not previously assigned and released by their supervisory personnel will report to this room immediately after a Code has been called and upon direction by the Incident Commander.

3. The Labor Pool Unit Leader is in charge. It is his/her responsibility to maintain contact with the Planning Chief/Emergency Operations Center (EOC) either by phone, radio, or by runners.

4. The Labor Pool Unit Leader will keep in communication with the planning branch, which in turn will pass on information and requests from the Incident Commander/EOC.

5. In the absence of a designated hospital administrator, the After Hours Annex of the Emergency Operations Plan will be utilized until additional personnel arrive to assess and assist with the incident.

6. The function of the labor pool is to provide medical personnel to areas of need as determined by the Incident Commander.

7. Personnel that are to report to this are

    a. Labor Pool Unit Leader
    b. medical students (3rd and 4th year)
    c. students (Pharmacy, Nursing, etc.)
    d. nurses not previously assigned
    e. house staff not previously assigned

8. Upon arrival to the labor pool area, the Labor Pool Unit Leader will register and assess available personnel with a sign-in sheet that will list physician/nurse/student name, specialty, and level of training.

9. The Labor Pool Unit Leader will then notify the Planning Branch/EOC with inventory of available personnel and wait for assignment.

10.	Personnel will only be released from the Labor Pool at the direction of Incident Command.

11.	Students may be used for patient transport and reassigned to the transport pool, located in the corridor between the Clinical Laboratory and Central Sterile Supply on the B Level of the hospital, as directed by either the Labor Pool Unit Leader or Incident Commander.

12.	All personnel should remain in designated areas until reassigned or relieved.

### 1.6.2	Emergency Codes and Procedures

The UAMS Emergency Quick Reference Guide and Emergency Codes can be found at the UAMS Occupational Health and Safety website. See https://emermgt.uams.edu/restricted/quickref

UAMS Policy: Emergency Procedures for Active Shooter (Code Active Shooter)

Revision: 9/7/2010; 8/6/2014; 9/10/2018; 09/10/2020; 09/28/2022

Purpose

To communicate how individuals should respond if they witness a violent act on property owned or operated by UAMS.

Scope

All UAMS patients, students, employees, and visitors.

Policy

UAMS will constantly stay diligent and prepared for an attack by an Active Shooter or any person attempting to harm individuals at UAMS.

Procedure

Any threat or act of violence witnessed by a member of the campus community must be promptly reported to the UAMS Police Department by calling (501) 686-7777. Information the caller should provide includes:

- Caller's name and Location
- Description of assailants
- Location of the incident (as specifically as possible)
- Number of assailants (if known)

In the event of an emergency situation requiring a secured campus, a Campus Lockdown Alert will be issued.

Other measures to be taken are contained in the Code Active Shooter procedure within the Emergency Operations Plan (EOP), which includes activation of the procedure and the steps planned to notify the campus population.

References: Administrative Guide, 11.3.07; Workplace Violence Prevention Plan Administrative Guide, 11.3.06; Bomb Threat Plan—"Code White" Administrative Guide, 11.3.01; Building and Grounds Security

CODE ACTIVE SHOOTER

CALL UAMS POLICE AT 501-686-7777 AND 911

CODE ACTIVE SHOOTER is activated when there is credible knowledge of a specific threat of an active shooter to the campus community. Credible reports are: witnesses describing a person with a weapon and intent to use it or information gathered by authorities about a direct and targeted thereat toward the campus.

Upon activation of **CODE ACTIVE SHOOTER**, all campus students, employees, and staff must help patients, families, and visitors in seek shelter and defend themselves in place, until law enforcement officers give them other directions.

AVOID

- Pay attention to your surroundings.
- Know your exits and have an exit plan before an event occurs.
- Move away from the source of the threat as quickly as possible.
- The more distance and barriers between you and the threat, the better.

DENY

- Keep distance between you and the threat.
- Hide in a room that can be locked or barricade the door if it doesn't lock.
- Turn lights off and silence your phone.

DEFEND

- If you cannot AVOID or DENY, be prepared to DEFEND yourself.
- Be aggressive and committed to your actions.
- Do not fight fairly. THIS IS ABOUT SURVIVAL.
- Remember that What You Do Matters.

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow the officer's instruction.
- Put down any items in your hands (bags, phones, etc.).
- Immediately raise your hands and spread your fingers.
- Keep your hands visible at all times.
- Avoid making any quick movements towards officers (attempting to hold onto them for safety).
- Avoid pointing, shouting, and yelling.
- Do not stop to ask officers for help or directions when evacuating (proceed in the direction that the officers came from).

INFORMATION TO PROVIDE LAW ENFORCEMENT OR DISPATCH OPERATOR:

- Location of the threat.
- Number of shooters, if more than one (if known).
- Physical description of the suspect(s).
- Account for all individuals to determine who, if anyone, is missing or injured.

If you are outside when Code Active Shooter is called, **DO NOT RETURN TO THE CAMPUS**. For more information, refer to the Emergency Incident Command System manual.

1.6.3   Emergency, Fire, Disaster, and Weather Plans

There are plans for evacuation of students and staff in ED 2, RAHN, and Shorey buildings. In addition, there are plans for evacuation of staff and patients and their families from the clinical areas of the hospital. This varies from area to area, so familiarize yourself with location of stairs as you enter the various areas.

1.6.4   Fire Assistance

Dial (501) 686-5333 to inform Physical Plant Control Center of exact location, floor, wing, room number, what is burning, and name of caller. The operator will notify the proper authorities. In the education buildings and research buildings, the ringing of a general alarm will signal fire danger.

1.7   STUDENT HOLIDAYS

- Labor Day (first Monday in September)
- Veteran's Day
- Thanksgiving (and following Friday, if approved by Governor)
- Christmas vacation
- New Year's Day
- Martin Luther King Holiday (third Monday in January)
- President's Day (third Monday in February)
- Spring Break (check the CON Academic Calendar)

- Independence Day

When these holidays fall on Saturday, the preceding Friday is observed as the holiday. When these holidays fall on Sunday, the following Monday is observed as the holiday. In addition to the above holidays, some unscheduled holidays, as declared by the Governor of Arkansas, may be observed. The UAMS College of Nursing Catalog and academic calendar lists specific dates for these holidays.

SECTION 2.0 COLLEGE OF NURSING

2.1   ADMINISTRATION

2.1.1   Dean and Associate Deans

The Chief Administrative Officer of the College of Nursing is the Dean, who reports to the Chancellor. Reporting to the Dean are four associate deans and the co-directors of the Hartford Center of Geriatric Excellence.

The Associate Dean of Academic Programs and Accreditation reports directly to the Dean of the College of Nursing and is administratively responsible for all academic programs and coordination of program administration with College needs and goals. This associate dean is also responsible for facilitating the Department of Education and baccalaureate programs.

The Associate Dean for Administration reports directly to the Dean of the College of Nursing and is responsible for all material requisitioning and inventory, personnel actions, and accounting and budgeting for College operation. This associate dean is also responsible for fiscal resources that support the missions of the College.

The Associate Dean for Practice and Community Engagement reports directly to the Dean of the College of Nursing and is responsible for facilitating the development of the practice/service mission within the College. Included in the responsibilities of this position is the development of faculty practice which integrates the scholarship, educational, and service missions of the College.

The Associate Dean for Research reports directly to the Dean of the College of Nursing and is responsible for stimulating research interests of faculty. This associate dean also oversees the activities for advancing research and fostering scholarship initiatives on campus, in the state, regionally, and nationally, attracting support at the state and national levels.

2.1.2   Faculty

The faculty comprises two departments: Department of Nursing Education and the Department of Nursing Practice and Nursing Science.

2.2   AWARDS

2.2.1   BSN Honors in Research Program

Please refer to the College of Nursing section in the current UAMS Course Catalog.

2.2.2   Dean's List

Names of students in the College of Nursing programs whose academic performances have been superior are recorded on the Dean's List. This recognition will be granted to each student at the end of the semester in which the following qualifications have been met:

1. The student was enrolled full-time (≥12 hours) for the whole semester (fall & spring) in the BSN program; or

2. The student was enrolled for at least five (5) hours for the whole semester (fall & spring) in the RN-BSN program; or

3. The student was enrolled for at least five (5) hours for the whole semester (fall & spring) in the MNSc Program; or

4. The student was enrolled for at least five (5) hours for the whole semester (fall & spring) in the DNP or PhD programs; and

5. The student had at least a 3.75 grade point average for the semester; and

6. The student had no Ds, Fs, or Incompletes on the semester grade report.

Each qualifying student will receive a letter of congratulations from the Dean of the College of Nursing.

2.2.3   Graduation with Honors

In order to graduate "With Honors" from the College of Nursing, a student must have a program

grade point average of 3.50 to 3.69. Those students whose program grade-point averages are 3.70 or higher will graduate "With High Honors." Grade-point averages are not rounded up; thus, a student must have a >/= 3.50 or >/= 3.70 in order to receive the honors or high-honors designations.

The program grade-point average is computed after the end of the preceding fall semester for students likely to be eligible to participate in the following May Commencement (for listing honors recipients in the Commencement Program) and again at the end of each student's academic program (completion of all requirements for the degree). They will be recognized at the Pinning, Hooding, Recognition, and Commencement ceremonies. Spring grades will not be included in the honors listing but will be displayed on their transcript.

2.2.4   Pinning, Hooding, and Recognition Ceremony

The College of Nursing sponsors a Pinning, Hooding, and Recognition Ceremony for the graduates of the baccalaureate, master's, and doctoral programs. This ceremony is scheduled during the week prior to Commencement in May each year and all graduates are expected to attend. Baccalaureate graduates are given nursing pins, MNSc and DNP graduates are hooded, and PhD graduates are recognized.

2.3   ORGANIZATIONAL CHART
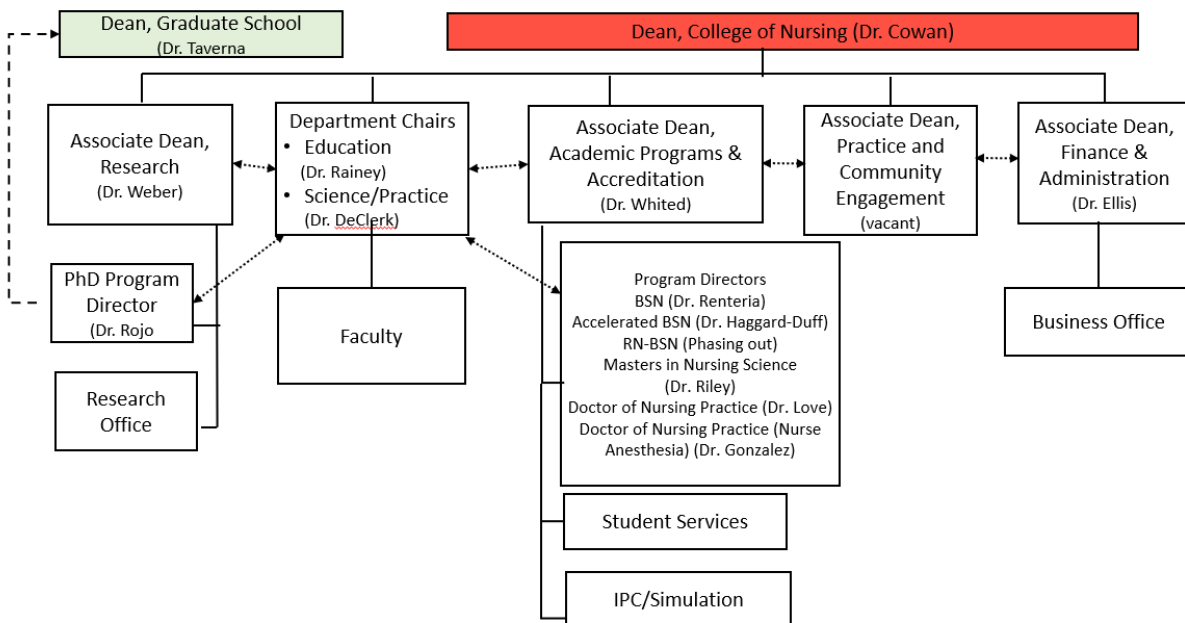
2.4   MISSION STATEMENT

The UAMS College of Nursing is committed to scholarly excellence in (1) undergraduate and graduate nursing education, (2) research, and (3) service to the University, profession, and society.

Education

The UAMS College of Nursing provides exemplary and comprehensive educational programs, based on scholarship in education and practice. The College of Nursing offers educational programs to prepare professional nurses as generalists and for advanced practice, teaching, research, and administrative roles, thereby enhancing health care for the people of Arkansas. As a leader in the preparation of nurses for advanced health care, the College of Nursing collaborates with Regional Centers, other colleges of nursing, and the health care community to provide degree and continuing education programs. The College enhances access to education in this rural, agrarian state by offering degree programs and courses for nurses through distance education.

Research

The UAMS College of Nursing advances the body of nursing knowledge through scholarship in research. This community of scholars contributes to nursing science through research activities that are theory testing, theory generating, and of an applied or basic research nature. Scholarship includes the dissemination of research findings and the translation of research into practice.

Service

The service mission of the UAMS College of Nursing provides service through scholarly participation of faculty and students in academic, professional, and community organizations. Faculty practice as skilled clinicians, consultants, and professional experts in health care organizations and in the community. Faculty serve as role models for students and other nurses at the local, state, national, and international levels.

2.5 PHILOSOPHY

The CON embraces and practices the philosophies of cultural humility and cultural proficiency. Cultural humility and proficiency is an expected standard in healthcare, and the combination of these philosophies advocates the practice of acceptance and affirmation. Cultural humility incorporates a lifelong commitment to self-evaluation and critique, to redressing the power imbalances in the healthcare provider–patient dynamic, and to developing mutually beneficial and non-paternalistic partnerships with communities on behalf of individuals and defined populations. Cultural proficiency is recognized as the knowledge, skills, attitudes, and beliefs that enable people to work well with, respond effectively to, and be supportive of people in cross-cultural settings.

Nursing education prepares graduates to practice within the established professional guidelines and standards and to engage in continuous role development and revision of knowledge. The teaching/learning process fosters intellectual and personal growth; stimulates inquiry, critical thinking, and synthesis of knowledge; and helps the individual value and pursue life-long learning. Additionally, preparing and supporting a culturally humble, proficient, and responsive workforce that demonstrates the attitudes, knowledge, and skills necessary to work effectively with diverse populations is an important strategy to reduce disparities in the areas of health care, academics, and research.

College of Nursing Core Values

In alignment with the University of Arkansas for Medical Sciences core values, the College of Nursing is committed to promoting excellence in nursing education, research, and service through:

Caring: promoting health through protection, enhancement, and preservation of dignity in response to the human condition.

Integrity: adherence to the principles of the nursing profession while respecting the moral wholeness, dignity, and diversity of every person.

Diversity and Respect: fostering a climate of mutual respect and equity through affirmation of the uniqueness and differences among persons, beliefs, values, ideas, practices, and ethnicities.

Excellence: continually striving for nursing excellence through innovative, evidence-based approaches that facilitate learning and the advancement of the nursing practice.

Safety: commitment to the protection, safety, and high-quality health outcomes of all persons we serve through education, research, and service.

Teamwork and Creativity: interprofessional collaboration characterized by flexibility, imagination, resourcefulness, and vision for the advancement of nursing education and practice.

2.6 SCHOLARSHIPS

UAMS Student Financial Services manages the following:

> Federal financial Aid
> Pell Grants
> SEOG
> Nursing Student Loans
> Perkins Loans
> State Student Incentive Grant
> Stafford Loans

Student Financial Services Satisfactory Academic Progress Policy

A student receiving Federal Title IV financial aid or other financial aid directly administered or certified by the University of Arkansas for Medical Sciences (UAMS) must maintain satisfactory academic progress toward the completion of a certification or degree program of study. Satisfactory academic progress for financial aid recipients is measured by both quantitative (timeframe & pace of completion) and qualitative (grade-based) standards, and is an assessment of a student's cumulative academic record at UAMS.

To ensure Satisfactory Academic Progress, students must meet all of the following standards and requirements. SAP is verified at the end of each payment period/semester (Fall, Spring & Summer). At the end of the next term, if the student has not met the minimum requirements, the student will be placed on Financial Aid Warning/Probation.

1. **Minimum Cumulative Grade Point Average (GPA)—**Students must maintain a grade point average of at least a "C" or its equivalent (2.0 for undergraduate/graduate programs excluding EMPS [2.50], Graduate School [2.85] and COPH [3.00]), or have an academic standing consistent with the institution's (individual college's) requirements for graduation (34 CFR 668.34).

2. **Minimum Completion Standard for Attempted Credit Hours (Pace)—**Students must successfully complete 67% of UAMS attempted credit hours (including accepted transfer hours) to stay on pace to complete their degree.

3. **Maximum Time Frame for Degree Completion (Timeframe)—**All colleges enforce their own policies defining the maximum timeframe in which graduate students have to complete their program(s) *(See the College's Handbook/Website).* Undergraduate students' maximum time of enrollment is measured at 150% (Example: Bachelor's Degree = 120 units; student has 180 units to complete the degree).

A student is deemed to have met the qualitative requirements for satisfactory academic progress for financial aid purposes provided the student's academic status is not one of Academic Dismissal.

Transfer Credit:

For transfer students, the total years of credit hours includes time spent at the previous institution, to the extent that credit hours are transferred and applied toward the degree objective at this institution. Applicants must qualify and meet the individual college's admission requirements prior to enrollment. Transfer credit hours accepted by UAMS will be included in calculating both cumulative attempted credit hours and cumulative earned credit hours.

Official Withdrawal:

The Official withdrawal date is determined when the student begins the school's withdrawal process **or** the date the student provides notification of his/her intent to withdrawal. *If both circumstances occur, use the **earlier** withdrawal date.* UAMS is an institution that is not required to take attendance. A school that is not required to take attendance may always use the last date of attendance in an academically related activity as the student's withdrawal date. The school may document and use the student's last day of attendance at an academically related activity as the student's withdrawal date in the Return calculation.

Unofficial Withdrawals:

There are two categories of these unofficial withdrawals for purposes of the return-of-funds calculation.

First, if it is determined that a student did not begin the withdrawal process or otherwise notify UAMS of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the withdrawal date is the date on which UAMS determines that the student ceased attendance because of the aforementioned applicable event. This special circumstance applies when:

1. A student who would have provided official notification to the school was prevented from doing so due to those circumstances.

2. A student withdrew due to circumstances beyond the student's control and a second party provided notification of the student's withdrawal on the student's behalf.

The second category of unofficial withdrawals encompasses all other withdrawals where official notification is not provided to UAMS. For these withdrawals, commonly known as dropouts, the withdrawal date is the midpoint of the payment period or period of enrollment, as applicable, or the last date of an academically related activity in which the student participated. The withdrawal date is determined no later

than 30 days after the end of the earlier of (1) the payment period or the period of enrollment, (2) the academic year, or (3) the student's educational program. *FSA HB*

An unofficial withdrawal is determined by the student's failure to enroll in future terms, or by notification from the registrar, or by confirmation of an unearned F. The registrar will request faculty to provide the last date of attendance for a student that is considered unofficially withdrawn. A Title IV Return of Funds calculation will be processed and may result in a portion of their aid being returned to the federal government.

Incomplete grades, withdrawals, no credits, and missing grades count the same as an "F" grade earned in class when evaluating hour completion.

Administrative Withdrawals without Student Notification:

If any of the five Colleges or Graduate School or CSPS administratively withdraw a student who has not notified the department of his or her intent to withdraw, the date of the withdrawal is the date on which the College terminates the student's enrollment.

Withdrawals for Programs Offered in Modules *(Standard, Non-standard):*

For all programs offered in modules, a student is considered to have withdrawn for Title IV purposes if the student ceases attendance at any point prior to completing the payment period or period of enrollment, unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins within the established timeframes later in the same payment period or period of enrollment, or meets one of the R2T4 withdrawal exemptions.

For a student in a standard- or nonstandard-term program offered in modules, excluding subscription-based programs, a student is considered to have withdrawn from the program if the student is not scheduled to begin another module/course within the payment period or period of enrollment for more than 45 calendar days after the end of the module the student ceased attending, unless the student is on an approved leave of absence. So, for a student in a standard- or nonstandard-term program offered in modules (excluding subscription-based programs) who ceases attendance, the student is considered to have withdrawn for Title IV purposes unless the school obtains written confirmation from the student at the time of the withdrawal that he or she will attend a module that begins later in the same payment period or period of enrollment, provided the later module the student will attend begins no later than 45 calendar days after the end of the module the student ceased attending. *FSA HB*

Course Repetitions:

Students may repeat courses but will be placed on financial aid probation if:

- The student's GPA is below the minimum requirement to proceed in the curriculum; or
- The student does not make incremental progress as determined by the college and/or the Financial Aid Office; or
- The student reaches the maximum pace/timeframe for completion of his/her program of studies.

* The regulatory definition for full-time students (for undergraduates) allows a student, in a term-based program only, to retake any previously passed course (a maximum of once per course). For this purpose, passed means any grade higher than an "F," regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course. This retaken course may be included in the student's enrollment status and would count toward the student's eligibility for Title IV aid.

SAP regulations allow a student to receive Title IV funds for retaking a course he or she failed, and if a student withdraws before completing the course for which he or she is being paid Title IV funds for retaking, that is not counted as his or her one allowed retake for that course. However, if a student passed a class once, then is repaid for retaking it, and fails the second time, that failure counts as their paid retake, and the student may not be paid for retaking the class a third time.

Financial Aid Warning/Appeals Process:

If the Financial Aid Office places a student on financial aid warning, s/he may continue to receive assistance under the Title IV, HEA programs for one payment period despite a determination that the student is not making SAP. Financial Aid Warning Status may be assigned without an appeal or other action by the student. Students who fail to meet SAP after the warning period lose their aid eligibility

unless they successfully appeal and are placed on financial aid probation. Students who lose FSA eligibility will be notified, in writing, that their financial aid has been denied. Each student denied aid will automatically be given an option to appeal to the Financial Aid Office. The student must submit an appeal in writing to the Financial Aid Office with supporting documentation as to why the student failed to meet SAP standards, what has changed that will allow standards to be met within the next term, and how the student will complete their academic studies (submit a copy of the student's degree plan). Each appeal will be reviewed by the Financial Aid office to determine whether there are circumstances beyond the student's control that prevented them from maintaining satisfactory progress. The decision of the Financial Aid Office is final in matters of appeal. The student will be notified in writing of the appeal decision.

Financial Aid Probation:

If the student's appeal is approved, the student is placed on Financial Aid Probation and may receive Title IV, HEA program funds for one payment period. Further, while a student is on financial aid probation, the school may choose to require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of one payment period on financial aid probation, the student must meet the College and Financial Aid's SAP standards or meet the requirements of the academic plan developed by the school to qualify for further Title IV, HEA program funds. If the student does not meet SAP at the end of one payment period on probation, the student loses FSA eligibility.

Reestablishing Aid Eligibility:

Students not meeting SAP and who have lost FSA eligibility may reestablish FSA eligibility by:

- Not exceeding the maximum timeframe;
- Completing at least 67% of the attempted cumulative hours as calculated; and
- Achieving the required UAMS cumulative GPA.

If at the end of the following payment period, these requirements are met, the student will again be eligible for FSA Funds. The student will be notified of this result in writing.

Notification:

Students will be notified in writing of his/her status whether they are placed on financial aid warning/probation, have been removed from warning/probation and are now Title IV Eligible, if s/he loses FSA eligibility, how to reestablish FSA eligibility and result of appeal decisions.

If a student is denied aid, an SAP Hold will be placed on his/her account in GUS to monitor/manage any requests for future awards.

New or Conflicting Information:

If new or conflicting information is received for a previous term in which SAP was calculated, the student's SAP status will be recalculated based on this new information. His/her federal student aid eligibility will be reevaluated based on the new SAP status. The student will be notified of any change to their SAP status and/or Federal Student Aid eligibility. An example of SAP recalculation due to new or conflicting information includes, but is not limited to, a late notification of a grade change for a pervious term.

College Information:

For additional admissions, SAP, handbook, etc. information, please visit the College of Nursing website (http://nursing.uams.edu).

You may call the Bursar's Office at (501) 686-6128 for further information.

The University Hospital provides some scholarships for students who agree to work for UAMS upon completion of the nursing program. Contact the Nurse Recruitment Office at (501) 686-5691 for more information.

Scholarship information is found on the College of Nursing website (http://nursing.uams.edu) under Financial Assistance.

The College of Nursing manages the following scholarships:

The Professional Nurse Traineeship funds, if available, are handled through the Office of the Dean in the College of Nursing. These are awarded to students in the graduate program in their final three (3) semesters of study.

Barton Scholarships

The Barton Scholarship is awarded to students in the baccalaureate program. Funds are handled through the Office of the Associate Dean for Academic Programs and Accreditation in the College of Nursing. The scholarships are awarded automatically for academic excellence and are based on cumulative grade-point average. Funds are awarded in August for the fall and spring semesters based on fund availability.

Graduate Nursing Education Student Loan and Scholarship Program (AGNSLS)

The last revision of the Arkansas Graduate Nursing Education Student Loan and Scholarship Program, Act 1468, was in 2005, and was designed to increase the number of advanced nurse practitioners/clinical nurse specialists practicing in Arkansas communities, nurse educators teaching in Arkansas nursing schools, nurse administrators, and advanced-practice nurses working in the Arkansas Department of Health.

Students who receive graduate nursing loans during graduate school may have these loans converted to scholarship grants according to the terms of the loan. Advanced practice nurse (nurse practitioner, nurse anesthetist, clinical specialist, or nurse midwife) students can fulfill the payback terms by practicing full-time as an advanced practice nurse in a community in Arkansas, by serving as a nurse administrator in an Arkansas complex health care agency, or by working at the ADH one year for each year of the loan. Nurse educator students can fulfill the payback terms by teaching full-time in an Arkansas nursing school one year for each year of the loan.

Eligibility is extended to any bona fide resident of Arkansas enrolled and accepted for enrollment in an accredited graduate nursing program located in Arkansas and leading to a master's or DNP degree in nursing in either a nurse practitioner specialty, nurse anesthesia, nurse midwife, or clinical nurse specialty program, an advanced nursing practice specialty for preparation to work in public health, a nursing administration specialty, an advanced nursing specialty with educational preparation (a minimum of 5 (five) semester hours in nursing education courses), or a PhD degree.

Master's nurse educator applicants can either apply for part-time or full-time funding. Full-time master's nurse educator applicants must be enrolled in nine (9) or more credit hours per semester. Part-time master's nurse educator applicants must be enrolled for at least five (5) or more credit hours per semester.

The nursing doctoral program applicant must be enrolled full-time each semester of funding (9 credit hours or more) to receive the full amount of funding. When enrolled for at least 5 (five) or more credit hours per semester, the nursing doctoral applicant qualifies for half funding.

Monies for these loan/scholarship programs are available if appropriated by the Arkansas Legislature.

Named Endowed Scholarships

When students are accepted for admission into the Bachelor of Science in Nursing program, the Master of Nursing Science program, Doctor of Nursing Practice programs, or the Doctor of Philosophy in Nursing program at the University of Arkansas for Medical Sciences, they are encouraged to investigate possible sources of loans and scholarships, if needed.

Scholarships are awarded based on the criterion established by the donors. They are subject to the maintenance of satisfactory academic work and meeting the obligations of the contract signed on the Scholarship Agreement.

Applications, along with due dates, are found on the College of Nursing website (http://nursing.uams.edu) under Financial Assistance.

Applications received past the due date will not be considered.

Undergraduate and graduate students will be notified by July 1st.

Named Scholarships

Please refer to the current UAMS College of Nursing Catalog or the website (http://nursing.uams.edu) for the following:

- Scholarships for Baccalaureate Students
- Scholarships for Master's Students
- Scholarships for DNP Students

- Scholarships for PhD Students
- Additional Scholarship Opportunities
- Special Honors and Awards

2.7 STUDENT ORGANIZATIONS

UAMS Policy: Registration of Recognized Student Organizations can be found at All UAMS Policies & Procedureshttps://academicaffairs.uams.edu/policy-search/). Search by title.

2.7.1 Academic Houses

Upon entry in the undergraduate BSN program, students are placed in one of seven Academic Houses. Students are placed in an Academic House during orientation just before beginning the program. Each Academic House has two faculty advisors and is named after a former Dean of the College of Nursing. The faculty advisors for each Academic House serve as the advisors for the students in their house and meet with the whole house a minimum of two times per semester. Each house elects a representative leader to serve as a liaison for house activities. House leaders will work with the Academic Coach to facilitate scheduled activities each semester.

2.7.2 Arkansas Nursing Student Association (ANSA) (generic BSN students)

The Arkansas Nursing Student Association was first established in 1955. The state association is one (1) of fifty-one (51) constituent members of the National Student Nurses Association. The association holds a fall convention each year to provide the opportunity for continued growth in nursing and knowledge of the world, people, and ourselves. It promotes professional and social unity among nursing students. There is a local chapter of ANSA on the UAMS Campus, and all generic BSN students become members upon enrollment in the program. Meetings are held twice per semester. There is no minimum GPA required for ANSA membership; however, students elected to board positions in the UAMS chapter of ANSA must maintain a minimum GPA of 3.0 in nursing courses. All board positions for the ASNA are elected in the spring of the junior year, putting rising seniors in the overarching leadership positions. It is recommended that any student pursuing a position at the state or national level consider the impact of the position on their academic performance.

Students Serving on Select University and College of Nursing Committees

Representatives who serve on select University and College of Nursing committees will be elected in September each year. Students elected to these committee positions must attend a minimum of 80% of the committee meetings and maintain a minimum 3.0 GPA in nursing courses.

2.7.3 Sigma International Honor Society of Nursing

Sigma is the International Honor Society of Nursing to which students from all CON programs may be invited for membership. Student membership criteria can be accessed on the Sigma Global Nursing Excellence website: https://www.sigmanursing.org/why-sigma/sigma-membership/apply-now/student-membership-criteria.

Potential members who meet the eligibility criteria are invited to join Sigma—baccalaureate and graduate nursing students who demonstrate excellence in scholarship and to nurse leaders exhibiting exceptional achievements in nursing. Membership in the society is limited and highly selective.

Sigma Theta Tau was established in 1922 by six (6) students at the Indiana University Training School for Nurses. Their aim was to develop a society that would reward distinguished effort and increase professional spirit in the field of nursing. Sigma Theta Tau is a member of the American Association of College Honor Societies. Sigma's mission is advancing world health and celebrating nursing excellence in scholarship, leadership, and service. Sigma's vision is to be the global organization of choice for nursing.

Each chapter has two (2) faculty members who function as counselors to the Honor Society. These faculty members in the College of Nursing are available to answer any specific questions a student may have. Any faculty member can provide the student with the names of these counselors who may be contacted through the office.

2.7.4 Student Access to Facilities

Any recognized student organization, with the approval of its faculty advisor, may use UAMS facilities for meetings or performances, subject only to scheduling regulations. The Office of Academic Services coordinates the scheduling of major student-sponsored events and assists in resolving schedule and facility conflicts.

SECTION 3.0 STUDENT SERVICES

3.1 ACADEMIC ADVISEMENT FOR BACCALAUREATE PROGRAM

Faculty members are assigned as academic or specialty advisors and are available during office hours and by appointment for students. Students should seek advisement for any course, or for any academic or progression issues. The Associate Dean of Academic Programs and Accreditation and/or the Director of the BSN Program advises all students who have been unsuccessful in a course or who are out of the normal curriculum sequence due to personal reasons.

3.2 AUTOMATED TELLER MACHINES

ATMs are located in the lobby of the University Hospital near the information desk, behind the information desk in the Harry P. Ward Tower, and on the ground floor of University Hospital by the elevators. Other ATMs are randomly placed on the Little Rock campus.

3.3 BOOKSTORE

UAMS has partnered with Akademos to develop a UAMS Online Bookstore for UAMS faculty, staff, students, and alumni. In addition to textbooks, the site also offers diagnostic kits, popular books, UAMS merchandise, and other items. UAMS students and faculty will log in to the bookstore site with their UAMS username and password.

3.4 CAMPUS SECURITY

There are 60 Emergency Police telephones at strategic locations throughout the UAMS Campus in Little Rock. All Emergency Police phones are easily seen and are accessible to persons in wheelchairs. A flashing blue light on a pole marks the location. By simply opening the call box cover and picking up the receiver or pushing the red button, you have a direct line to the police dispatcher 24 hours a day for any emergency or police assistance service.

UAMS Physical Plant employs a full-time locksmith, and 24-hour maintenance is available by contacting UAMS Central Control at 686-6424. The security of the campus key system is tightly controlled, with keys issued only by signed authorization of an employee's supervisor.

Fire alarms in campus buildings are connected to a remote alarm system at UAMS Central Control. If a fire is detected in any building or on the grounds, call 686-5333. Repairs to campus buildings and grounds involving personal safety or the security of property are given priority over all others.

Some campus buildings are open at night; you are urged to give special attention to safety when using campus buildings after regular business hours. Students should not study alone in public areas and should stay in well-lighted spaces. Doors to private study and work areas should be kept locked. Exterior doors are closed and opened by UAMS Police in accordance with a schedule related to evening use of each building. To report an unlocked building or office or any security problem, call 686-7777. Visit the UAMS Police Department for crime statistics or more information.

3.5 CHAPLAIN SERVICES

While its pastoral services are primarily directed toward patients, their families, and staff persons, students may also call for short-term personal counseling needs. A non-denominational chapel is open 24/7 for quiet prayer and meditation and is located on the first floor of the Harry P. Ward Tower across from Doc Java. The Pastoral Care Office is also located on the first floor of the Harry P. Ward Tower across from Doc Java and is open from 8:00 a.m.–4:30 p.m., Monday through Friday. You may reach the Pastoral Care Office at (501) 686-6890.

3.6 COURSE SYLLABI AND EQUIPMENT

Most course syllabi are located in the respective course Blackboard site at the beginning of the semester. Equipment needed by students for clinical practice will be designated by course faculty in the clinical courses and may be available for purchase through the UAMS Online Bookstore or through kits in the College of Nursing Innovative Practice Center.

3.7 FOOD SERVICES

The Cafeteria: Located on the ground floor of the Hospital. **Hours of Operation:** Monday–Friday, 6:30 a.m.–3:00 p.m.
Doc Java: Located on the first floor of the Central Building near the College of Medicine offices, Doc Java offers breakfast, sandwiches, salads, desserts, and specialty coffee drinks. **Hours of Operation:** Monday–Friday, 7:00 a.m.–2:30 p.m.
MD2: Located in the RAHN building, 1st Floor, MD2 offers breakfast, pastries, sandwiches with homemade potato chips, soups, salads, and specialty coffee drinks. **Hours of Operation:** Monday–Friday, 7:30 a.m.–2:00 p.m.
Lobby Café Located on the first floor of the hospital, The Lobby Café offers pizza, salads, sandwiches, snacks, and frozen yogurt. **Open 24 hours a day, 7 days a week.**
The Gathering Place: Located on the first floor of the Cancer Institute, The Gathering Place offers a wide selection of breakfast and lunch items. **Hours of Operation:** Monday–Friday, 7:00 a.m.–3:30 p.m.
The Atrium: Located on the first floor of the Outpatient Center across from the pharmacy, The Atrium offers hot breakfasts, sandwiches, salads, and soups. **Hours of Operation:** Monday–Friday, 7:00 a.m.–2:00 p.m.
Metro Deli: Located on the ground floor of the Central Building next to the Cafeteria, Metro Deli offers a variety of sandwiches with homemade chips. **Hours of Operation:** Monday–Friday, 11:00 a.m.–3:00 p.m.
Canteen: Located on the ground floor of the Central Building, the Canteen has vending machines that offer a variety of foods and beverages. **Open 24 hours a day, 7 days a week.**
Local Grounds: Located at the Student Center, Local Grounds has a full selection of Starbucks beverages along with a wide variety of breakfast and lunch items. **Hours of Operation:** Monday-Friday, 7:00 a.m.–2:00 p.m.

3.8 GIFT SHOPS

The Hospital Gift Shop is located on the ground floor of the Harry P. Ward Tower near the main hospital entrance and is open from 9:00 a.m.–4:00 p.m., Monday–Friday. The telephone number is (501) 686-5519.

The Winthrop P. Rockefeller Cancer Institute Gift Shop, operated by the UAMS Cancer Institute Auxiliary, is located on the ground floor of the Cancer Institute and is open from 9:15 a.m.–3:30 p.m., Monday–Friday. The telephone number is (501) 686-5588.

3.9 IDENTIFICATION BADGE

A photo ID badge will be coordinated with students by the director of the program or student services and available to students at or following orientation. Your ID badge should be worn at all times while on campus and entitles you to use the UAMS Library and obtain tickets to University functions at student rates. There is a charge to replace a lost ID badge.

3.10 INSTITUTIONAL ADVANCEMENT

This office is located in the Chancellor's administrative area and can provide the student with information concerning medical center activities, city-wide functions, directions, etc. The office telephone number is (501) 686-5686.

3.11   INTERVENTION FOR THE IMPAIRED COLLEGE OF NURSING STUDENT

Substance abuse, or use of substances such as unlawful drugs or alcohol, is incompatible with responsible behavior expected of students preparing for a nursing career, which requires standards of conduct that foster the safety and well-being of others. Information for assistance to the student may be obtained by contacting UAMS Student Wellness Clinic. All services provided are strictly confidential. The UAMS Student Health Services can be reached at (501) 686-6565, and the UAMS Substance Abuse Treatment Center at (501) 526-8400.

3.12   LAUNDRY

Student residents have access to coin-operated washers and dryers located in the residence hall.

3.13   LIBRARY

Library Website: www.library.uams.edu (501) 686-5980

Library Mobile Website: www.library.uams.edu/m

Educational and Student Success Center: https://students.uams.edu/success/

The UAMS Library website serves as the gateway to all of the library's resources including databases, eJournals, eBooks, and the online catalog as well as services and information. To access resources, use any of the following:

- Computers on all floors of the UAMS Library
- Wi-Fi access at all UAMS campuses
- Remote access from anywhere off campus to the library website, with some resources restricted by UAMS network account and password

Most UAMS Library online resources may be accessed from Arkansas Children's Hospital medical library and regional center libraries via the UAMS Library website and/or their websites.

UAMS Library

- Location: Education 2 Building, 1st Floor

- Phone: (501) 686-5980

Students are invited to take advantage of library computers, comfortable seating, group study rooms, and quiet spaces located around the library. Library Policies include general policies for food and drink in the library, library use and conduct, children in the library, use of library computers, and other policies and procedures. For more information about the library, click on "ABOUT" on the UAMS Library website.

Regular Library Hours

- Mon-Thurs   7:30 am–6:00 pm
- Friday   7:30 am–6:00 pm
- Saturday   9:00 am –3:00 pm
- Sunday   1:00 pm–5:00 pm

The Library website and main phone number have current information on hours. Consult the Holiday Schedule on the website for scheduled closings and holiday hours.

After-Hours Access

After-hours access (24 hours a day/7days a week) to the library first-floor study areas is restricted via card swipe to current UAMS students and residents only. READ IMPORTANT AFTER HOURS ACCESS PROCEDURES AND POLICY.

Inclement Weather

When "Inclement Weather" is declared at UAMS, the library may be closed and may not be staffed (check website for info). However, access to online resources will be accessible through the library website and the after-hours access area on the first floor will be available for students and residents.

Library Services

The Circulation Desk (staffed during all regular library hours) on the first floor can help you with:

- Registering online for check-out privileges
- Printing, copying, print cards, & scanning services
    - Print charges are $0.10/page (black /white) and $0.20/page (color)
- Check-outs, renewals, & overdue fines
    - Fines are charged for overdue items, materials not returned and/or damaged
    - Interlibrary loan service for books and journals is not available in the library

Education and Research Services

Librarians are available from 8:00 am–5:30 pm, Monday–Friday.

- In person, visit the Reference Office (1st floor of the library, west side)
- By phone, (501) 686-6734
- By email: libraryreferencedesk@uams.edu

Librarians provide assistance with:

- Selecting and searching databases
- Accessing eBooks
- Locating journal articles and other information resources
- Locating tests and instruments
- RefWorks and Write-N-Cite citation management software
- Understanding and avoiding plagiarism

Research and Clinical Search Services

The Library's Research and Clinical Search Services (RCSS) unit offers individual and informal small group instruction in the use of bibliographic databases (e.g., PubMed) and the RefWorks citation management software. RCSS expert searchers also offer consultations to students around issues such as selecting databases for specific search topics, building search strategies, and setting up auto-alerts/current awareness searches on topics of continuing interest. The phone number is (501) 686-6734.

Historical Research Center

- Hours: Monday–Friday 8:00 am–4:00 pm
- Phone: (501) 686-6735
- Location: Library, 5th Floor

The Historical Research Center (HRC) maintains the UAMS archives collection. The HRC also acquires, preserves, and provides access to books and materials that document the history of UAMS and of medicine and the health sciences in Arkansas. All materials available for research are included in the library's online catalog, and many of the historical photographs and documents are available in the online Digital Collections.

Copyright

> **Copyright information: http://libguides.uams.edu/c.php?g=609695&p=4234602**
>
> **Summary of Civil and Criminal Penalties for Violating Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, see the website of the U.S. Copyright Office at http://www.copyright.gov and especially their FAQs at http://www.copyright.gov/help/faq/

Educational and Student Success Center

Helen Hu, Ph.D., Director, Student Success Center

- Email: hhu@uams.edu
- Phone: (501) 686-8116

The Educational and Student Success Center (SSC) is located on the 3rd floor of the UAMS Library and provides personalized support and guidance to meet the individual needs of students wanting to enhance their academic performance.

For more information or to schedule an appointment, please visit the Student Success Center.

Student Success Center Hours:

- Mon-Fri.   7:30 a.m. to 6:00 p.m.
- Saturday   Closed
- Sunday   Closed

Laptop Lending

If something happens to your laptop during an important assignment, or you need to take a test or just have a laptop for some personal reason and are planning to stay on campus, consider using the Laptop Lending service. You can browse the internet, create presentations, and take tests anywhere on campus for free, provided you bring the laptop back at the end of the business day (6:00 p.m.)

To reserve a laptop, click on the Laptop Lending link (https://studentsuccess.uams.edu/request-help/laptop-lending-request/) and fill out the Laptop Lending Request Form. A representative from the Tech Center will contact you within 24 hours (by email or phone) to finish your reservation. Drop-ins are accepted, assuming laptop availability.

Peer Tutoring

The Peer Tutoring program (https://studentsuccess.uams.edu/peer-tutoring/) helps students who are having trouble with the content in a particular course. Peer tutors are students who have excelled in the course. They tailor their sessions to meet students' individual needs. Peer Tutors are trained to offer support on course content, study skills, and strong academic habits.

Presentation Center

The Presentation Center (https://studentsuccess.uams.edu/presentation-center/) provides students a place to practice and record presentations. Our state-of-the-art recording studio enables faculty, staff, and students to produce quality audio and video. This studio provides an acoustically neutral and adjustable environment free of machine and air-handler noise and meets the highest standards of sound recording technology.

Schedule an appointment to practice a presentation, record and critique your presentation using audio and/or video, or critique and develop a slide presentation.

Tech Support

Tech Support (https://studentsuccess.uams.edu/tech-support/) is available for all students on campus and focuses on mobile device and laptop support. This is where you go if you are having trouble with or needing assistance in picking a new, mobile device or laptop.

Services Provided:

- Virus Removal
- Device Optimization (make your laptop go faster)
- Data Recovery
- Hardware installation (only if your device has an easily accessible port; we won't void warranties)
- Purchase Advice

- Testing Services

Testing, special testing, and make-up tests are handled within the Testing Center of the SSC. Review the Testing Center Protocols (https://oas.uams.edu/testing-center/testing-center-protocols and FAQs: https://oas.uams.edu/testing-center/testing-center-faqs// before you arrive to familiarize yourself with the Testing Center's hours, what you need to bring with you, procedures for sign-in, and storing your belongings. All students who use the Testing Center must bring their UAMS student ID in order to sign in.

Writing Center

The Writing Center (https://studentsuccess.uams.edu/writing-center/) is a free service for students working on any writing project, from an academic essay to public writing. If your project involves writing, we are here to help. Writing Center staff guide students based on their individual needs. You may need help with basic writing skills, or with MLA/APA writing styles. Whatever your needs, we can help you improve the quality of your writing.

We will also help you understand and avoid plagiarism, and students may use SafeAssign, our plagiarism-checking software.

LITERATURE SEARCHES

The library personnel will assist students to conduct a literature search. Students may use the databases for free in the library or through the UAMS Library website. Students needing help in searching and using the software should use the computers on the first floor. Otherwise, students may use any other library computer or get a password at the information desk and use a personal computer. These databases are reached through the Internet, so to use it at home, students need to be connected to an online service. Any questions regarding computer-related issues can be directed to the UAMS Computer Help Desk at (501) 686-8555.

3.14   MAIL SERVICES

Incoming Mail

Mail addressed to student housing residents is sorted and placed in mailboxes outside the Student Activities and Housing Office. The outgoing and incoming mail is taken to or picked up at the UAMS mailroom at 11:00 a.m.–3:00 p.m., Monday–Friday. There is no mail service Saturday, Sunday, or University holidays.

Interdepartmental Campus Mail

Campus mail can be sent free of charge by dropping the letter or package in the drop box located near the Gift Shop in the Hospital lobby or in any departmental office. The mailroom is located on the ground floor of the old hospital wing. The window is open daily between the hours of 7:30 a.m.–5:00 p.m.

3.15   MESSAGES

Messages and other communications to individual students will be sent by email to the student at their UAMS email address. Important information the College needs to convey will be sent to your UAMS email account and only your UAMS email account. It is the responsibility of the student to check their UAMS email account daily for such messages. In the case of emergency messages, every effort will be made to facilitate transmitting the message directly to the student.

3.16   UAMS PUBLICATIONS

- **Campus Calendar** is web-published each Friday; events (seminars, drug displays, etc.) for the following week are listed. The publication is produced by the University Relations department and is posted to the UAMS website for convenient access to on-campus and off-campus web users.
- **The Caduceus** is the UAMS yearbook and is published annually in the late spring. A portion of each student's registration fee (tuition) is directed toward publication and entitles the student to one (1) copy.
- **The UAMS Update** is produced ten (10) times a year by the UAMS Communications and Marketing Department. It is the campus newspaper for faculty and staff and contains news and information of campus interest.
- **UAMS Announcements** are sent to all UAMS email accounts on Tuesdays and Thursdays.

3.17 RECREATIONAL SERVICES

The Student Activities and Housing Office is located in the UAMS Residence Hall and is a good source of information as to what is currently available. The office also sponsors a Student Wellness Program that provides a variety of on-campus programs and tickets to activities off-campus for students. Students may obtain a program booklet from the Student Activities and Housing Office or call (501) 686-5850 for further information.

3.17.1 Fitness Center

The fitness center is a commitment of UAMS to its employees and significant others to improve individual health and well-being by starting, and continuing, a regular exercise program. It is located on the eighth floor of the RAHN building, and is open 24 hours a day, seven days a week with key card access for members. More information can be found at the UAMS Fitness Center website (http://inside.uams.edu/fitnesscenter/).

3.17.2 Intramural Sports

The Associated Student Government (ASG) organizes intramural sports. Intramural sports offered include flag football, basketball, softball, and volleyball. Information can be obtained by contacting the ASG representative from each class or calling (501) 686-5850.

3.18 STUDENT HEALTH SERVICES

The Student Health Clinic (SHC) provides students care of acute issues and education on their health and well-being. The SHC is managed by an APRN who works closely with the Student Health Clinic manager and a doctor to ensure students are provided the best possible care.

3.18.1 Dental Services

Dental services are available to UAMS students at a nominal fee. Services include teeth cleaning, diagnostic radiographs, and fluoride applications. The Dental Hygiene Clinic is on the first floor of the Harry Ward Hospital Tower Building. The clinical receptionist and working area entrance are just off the main hallway of the Ward Hospital Tower. For appointments, call (501) 686-5733.

3.18.2 Pharmacy

Students receive discounts on prescriptions filled at the UAMS Outpatient Pharmacy. This discount does not apply to any co-pay. For details, call (501) 686-5530.

3.18.3 Psychiatric Services

Mental Health Support with the Student Wellness program is available to UAMS students through the Student-Employee Health Service and the Department of Psychiatry. The SEHS APRNs refer to the Student Wellness Department as well as have an open communication with Student Wellness if they have a current student in crisis to arrange immediate evaluation. All services are strictly confidential. Call (501) 686-8408. Website: studentwellness.uams.edu

3.18.4 Rape Crisis Hotline

If you are sexually assaulted, notify the police immediately. Do not bathe, douche, brush your teeth, or change your clothes. Go to the nearest hospital emergency room to be examined to assess for injuries and to collect evidence for use in court by a physician or sexual assault nurse examiner who will appear in court, if needed.

Call Rape Crisis at (501) 663-3334 or Family Service Agency Sexual Assault Center at (501) 801-2700 for crisis services or for information on rape prevention and services available to rape victims.

3.18.5 Speech, Language, and Hearing Services

The College of Health Professions cooperatively sponsors a clinic for clients with communicative disorders. Speech and hearing evaluations and therapy are available to students at reduced rates. The Speech, Language, and Hearing Clinic is located at the University of Arkansas at Little Rock. For information, call (501) 569-3155.

3.18.6 Student Health Insurance (See the UAMS College of Nursing Catalog)

3.18.7 UAMS Student Wellness Program

The UAMS Student Wellness Program (SWP) is a service created to promote wellness and provide confidential assistance in a timely manner to actively enrolled UAMS students who are experiencing emotional, psychological, or psychiatric problems. The purpose of this service is to provide the necessary tools for students to achieve their fullest professional and personal potential.

Students may seek help for depression, anxiety, grief, relationship conflicts, academic difficulties, or numerous other issues interfering with their maximal functioning.

Seeking care through the service is absolutely confidential. The only exceptions to the strict code of confidentiality (as required by law) include homicidal (planning to kill someone else or being so severely impaired that someone else's life is in jeopardy), suicidal (planning to kill self), and child abuse. Record keeping is also strictly confidential within the SWP Clinic and is not a part of the UAMS Hospital medical records system.

There is no financial cost to students seeking care, except for the cost of prescription medications. The service is made possible through the support of the UAMS Chancellor, the deans of the colleges at UAMS, and a portion of the student health fee. The Student Wellness Program is staffed by two board-certified psychiatrists and three clinical social workers.

When utilization reports are generated, the number of students utilizing the service and the types of problems students seek help for may be reported. Specific identifying information about students is NOT released.

Due to the high volume of utilization, students are asked to keep an appointment once it is made or cancel as far as possible in advance to allow other students needing services timely access.

Referrals for Long Term Difficulties

Students suffering from major mental illnesses and/or severe substance addiction requiring inpatient hospitalization and/or intensive long-term care will be referred to their community mental health center, the UAMS Psychiatric Clinic, or to appropriate resources in the community. The cost for this level of care is the responsibility of the student. (It is important to maintain health insurance coverage without lapse through school.)

Hours

The Student Wellness Clinic hours are: 8:00 a.m.–5:00 p.m., Monday–Friday.

Students are seen by appointment only. To schedule a confidential appointment, telephone (501) 686-8408 or email StudentWellness@uams.edu. The office staff are trained to confidentially elicit information to allow for effective triage and scheduling with the most skilled clinician for a student's particular problem.

In the rare event of an after-hours emergency, please visit the UAMS Emergency Department.

Location

The Student Wellness Office Suite is located at 227 Jack Stephens Drive, on the street level, next to Biomed II and across from the Burger King off Markham. Parking is available in front of the clinic in spots reserved for the "Student Wellness Program" for the duration of the appointment.

3.18.8 Vision Services

The Jones Eye Institute at UAMS is a full-service eye clinic available to the public. The clinic provides services, such as comprehensive eye exams, to evaluate your vision and the health of your eyes, performed by licensed ophthalmologists or optometrists assisted by ophthalmic medical technicians. An optical shop and contact lens service are also available onsite. UAMS students, including their spouses and dependents, are eligible to receive a 20% discount on contact lenses and glasses purchased in the optical shop. If you need to see a subspecialist, the best in the state are available at UAMS. The clinic is located on the east side of campus in the Jones Eye Institute building and accepts most insurance programs. Appointments can be made by calling (501) 686-5822. For more information, visit the Harvey & Bernice Jones Eye Institute website (https://eye.uams.edu/).

SECTION 4.0 RULES & POLICIES

4.1 ACADEMIC DISHONESTY

4.1.1 Administrative Actions Policy

In the College of Nursing, certain individuals have the authority to impose interim administrative actions in order to protect the safety and welfare of members of the University community. These "authorized individuals" include the dean and/or his/her designees. As defined below, the deans and their designees are permitted, when necessary, to take the following administrative actions: (A) interim actions; (B) interim suspensions; and/or (C) referrals for psychological or psychiatric evaluations.

1. Interim Actions

In special circumstances the authorized individuals named above may impose "interim actions" to ensure the safety and welfare of members of the University community, including, but not limited to, student restrictions from certain activities or locations and changes in class schedules. Any restrictions outlined in the interim action will be clearly presented in a written notice to the student.

Appeal of Interim Administrative Action: In the event an interim action is invoked, the student may appeal the action through the College's non-discriminatory grievance procedure. (See *4.4.2: College of Nursing Grievance Procedure* in this handbook.)

2. Interim Suspension

Notwithstanding any other provision of this Code, an "interim suspension" may be imposed upon a student by the dean and/or his/her designees when there is reasonable cause, based on available facts, to believe that the student is an immediate threat to the safety of himself or herself, other members of the University community or University property, or is persistently disruptive to the University community. When an "interim suspension" action is imposed, a student will be given a written notice containing the reasons for suspension, the duration, and any conditions that apply, along with a copy of this interim suspension policy. After receiving such notice, a student is required to leave the campus and University property immediately and make no future visits to any University property unless invited by his/her college dean, the dean's designee, or the Provost. Following notice of an interim suspension, the student will be suspended from participation in all classes and all other University activities.

Appeal from the Interim Suspension: In the event that interim suspension is invoked, the student may appeal the action through the College's non-discriminatory grievance procedure. (See *4.4.2: College of Nursing Grievance Procedure* in this handbook.)

The student may be treated as a trespasser. Permission to be on campus for a specific purpose (e.g., to consult with the Provost, the student's college dean or his/her designees, or to participate in the disciplinary procedures against him /her) may be granted in writing by the Provost, the student's college dean, or his/her designee.

3. Referral for Psychological Evaluation

The authorized individuals may determine that a student should undergo a psychological or psychiatric evaluation. When such determination has been made, the student should be administratively referred to the appropriate agency for such evaluation according to the guidelines outlined below:

a. Referral to the Student Wellness Center

When an authorized professional staff member has reasonable cause to believe that a student has severe emotional problems, and when there is reasonable cause to believe that a student's continued presence on campus would present a danger to himself/herself and/or others, or to university property, the staff member may direct the student to consult with the Director of Counseling and Psychological Services (The Student Wellness Program). In the event of a student's refusal to obtain such consultation in a timely manner, interim action may be invoked.

b. Procedure

Whenever possible, the student who is being administratively referred to the Center for Counseling and Psychological Services (The Student Wellness Program) will be accompanied by an appropriate professional staff or faculty member.

c. Recommendations

Following an evaluation, the Director of The Student Wellness Program, along with the dean and/or designee, may recommend that the student be placed on an administrative leave of absence from the University to seek psychological/medical treatment if:

1. The student has violated institutional regulations and appears to lack the capacity to respond to the disciplinary process, or did not appear to know the nature and wrongfulness of the alleged violation; or

2. The student has threatened or attempted harm to himself or herself or another individual, or to University property, and is suffering from a serious mental disorder that is being exacerbated in the campus environment; or

3. A student is engaged in behavior exacerbated in the academic setting, which places him or her in serious medical jeopardy producing conditions that cannot be treated effectively without leaving the University.

d. Report

The Director of The Student Wellness Program will send a report summarizing the results of the evaluation and any recommended action to the student's dean or his/her designees. Other appropriate personnel will be notified of any action taken regarding a change in the student's status by the student's dean's office (e.g., the University Housing staff member if the student is living in a residence hall).

e. Administrative Leave of Absence

If an administrative leave of absence is recommended, the Director of The Student Wellness Program will notify the student's dean or designee. If the dean or designee accepts the director's recommendation, the student shall be immediately placed on a leave of absence from the College of Nursing.

> Return from Leave of Absence: If a student has been placed on an administrative leave of absence from the College of Nursing based on recommendations from the Director of The Student Wellness Program , prior to ending the leave and returning to school, the student will be required to submit a report to his/her dean or designee from a licensed mental health practitioner stating that he/she is capable of participating in the College's academic/disciplinary/grievance processes, and/or that the student has received sufficient treatment to be capable of returning safely to the University community. The College of Nursing may require further evaluation by the Director of The Student Wellness Program or by another licensed practitioner.

> Appeal from Administrative Leave of Absence: After the dean or designee has received a report from the Director of the Student Wellness program stating that the student is capable of participating in the College's academic, disciplinary, and grievance processes, the student may appeal any disciplinary charges through the College's "Grievance Procedure."

f. Dismissal

If the interim action, interim suspension, or leave of absence extends for a period of time making it impossible for the student to complete all requirements for the

degree, then the student will be dismissed from the College of Nursing using the normal academic procedures of the College.

4.1.2 Honor Code

All academic work for students at the University of Arkansas for Medical Sciences College of Nursing will be conducted under the Honor Code. The Honor Code is a system based upon a spirit of trust and intellectual honesty within the university that manifests itself as a code of ethics shared among all members of that community. The Honor Code is designed to communicate the importance and meaning of intellectual honesty, and to provide a structure that allows the student body to maintain these standards.

Students enrolled in the College of Nursing are expected to comply with the provisions presented in this document. Students should be aware that the College of Nursing Honor Code relies on the presumption that each student appreciates the trust placed in him/her and maintains the highest ethical standards of his/her discipline. It is the responsibility of each student to conduct himself/herself in a manner that complies with the Honor Code guidelines.

The College of Nursing Honor Code applies to all aspects of the student's education, including didactic, clinical, and research courses. Actions that should be considered Honor Code violations include, but are not limited to: cheating on class examinations; plagiarism (to take ideas, writings, etc. from another and pass them off as one's own: *Webster's New World Dictionary*, 3rd College edition); intentional misrepresentation of information on official documents; intentional misrepresentation of research data; and any intentional behavior that is potentially dangerous to others, or acts performed with malicious intent within the university setting. Honor Code violations are confined to acts directly pertaining to university affairs; personal activities not related to the university are not Honor Code violations.

1. College of Nursing students and faculty shall act in academic matters with the utmost honesty and integrity.

2. The Honor Code will appear in the handbook and on the College of Nursing application forms with a place for a signature evidencing the applicant's understanding and acceptance of the Code.

3. A copy of the Honor Code pledge will be placed at the beginning or end of every exam per the instructor's discretion. This will be followed with a line for each student to print his/her name and a line for his/her signature. Each student will be required to print his/her name; however, only those students who have not witnessed or participated in any dishonorable behavior will sign their names. Furthermore, each instructor will be required to turn in any exam that does not contain a printed name or signature to the Honor Council. If the student refuses to print his/her name, this indicates that the student does not agree to live by the terms and spirit of the Code. Hence, the student's work will not be graded, and the student will receive a zero for that exam. If the student prints his/her name, but does not sign his/her name, this indicates that the student has witnessed or participated in dishonorable behavior and this student will be contacted by the Honor Code Council. This will allow the opportunity to bring forth any allegations to be investigated.

4. If an exam is administered electronically, there may be an initial question stating the Honor Code which the student must sign electronically before he or she is able to proceed with the exam.

5. A copy of the College of Nursing Honor Code will be provided to all students during orientation. The student will be expected to sign an honor code acknowledgement form. This form will be placed in the student's file.

If an individual fails to uphold the highest standards of the profession, this reflects poorly on the individual, the College of Nursing, and the profession as a whole. Therefore, it is the responsibility of the students to make a conscious effort to comply with all provisions set forth in this document. However, if an infraction does occur, it is the duty of all students in the College of Nursing to report any misconduct to the Honor Council and to demand just reconciliation to ensure that the infraction will not be repeated.

An Honor Council is established to enforce the regulations of the Honor Code and to provide a fair hearing for each individual. The Honor Council will consist of the elected members of the student body and/or other students appointed by the dean. In addition, a College of Nursing faculty member will serve as an advisor and an impartial mediator in all proceedings. The sole purpose of the Honor Council is to ensure just treatment of any individual accused of misconduct by fellow students.

Academic Matter: an activity that may affect a grade or in any way affect the student's progress toward satisfaction of the requirements for graduation. Academic matters include, but are not limited to, activities for which whole or partial course credit is given.

Academic Dishonesty: the intentional and willful violation of the Honor Code. The term academic dishonesty includes, but is not limited to, the following acts:

1. Witnessing conduct which one knows or should reasonably know is dishonorable and failing to report it as required by this Code.

2. Plagiarism or cheating.

3. Offering for course credit one's own work that one has previously offered for course credit in another course, unless one secures permission to do so prior to submission from the instructor in whose course the work is being offered.

4. Invading or attempting to invade the administrative security maintained for the preparation and storage of examinations.

5. Using material (written or electronic) during an examination period that is not authorized by the instructor giving the examination.

6. Taking an examination for another student or knowingly permitting another person to take an examination for oneself.

7. Divulging the contents of an essay or objective examination designated by the instructor as an examination not to be removed from the examination room, copied, or discussed.

8. Taking, keeping, deliberately misplacing, tampering with, or damaging the property of the University of Arkansas for Medical Sciences, a faculty member, staff member, or another student, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, material in a university library.

9. Communicating with a member of the Honor Council, other than the chair, about an alleged violation of the Honor Code that has been brought to the Honor Council, but not heard. It is the intent of this statement to prevent influencing members of the Honor Council.

10. Altering or falsifying academic documents.

11. Submitting work for course credit belonging to or created by someone other than the student.

12. Unauthorized communication regarding the contents of an exam, either before, during, or after the exam is administered.

Honor Council

The purpose of the Honor Council shall be to:

1. Investigate and hear cases involving UAMS College of Nursing Students suspected of violating the Honor Code. At the discretion of the dean, cases involving clear evidence of a violation will be handled directly by College of Nursing faculty and administration.

2. Formulate disciplinary recommendations to administration in cases during which a violation has been substantiated.

Structure of Honor Council

1. Composition

The Honor Council of the College of Nursing will consist of four (4) representatives from the Undergraduate program and four (4) representatives from the Graduate Program, for a total of eight (8) representatives.

2.   Election of Members

Election of all members must take place by September 1 by their respective classes. The Dean may appoint additional reps to honor council as deemed necessary.

3.   Vacancy

In the event of a vacancy occurring on the Honor Council, this vacancy will be filled by a special election by students in the appropriate class within a month of the occurrence of the vacancy.

4.   Faculty Advisor

Faculty Assembly will annually appoint a faculty advisor and a faculty advisor-elect to assist the Honor Council in its operation. The faculty advisor will serve a one-year term; the faculty advisor-elect will take their position the following year. The faculty advisor will be permitted to attend all proceedings of the Honor Council but will not be permitted to vote. The faculty advisor-elect will serve in place of the faculty advisor in their absence.

5.   Duties of Officers and Members

President: The duty of the President is to contact the accused and inform him /her of an impending investigation. This contact should be made via a formal letter to the accused, and copies should be sent to the Honor Council Faculty Advisor and to all members of the Honor Council. One copy should be kept in the Honor Council files. The President will preside at all meetings and hearings of the Honor Council, act as interpreter of the bylaws, arrange for hearings, personally notify the accused of the impending hearing, and perform all duties common to this office. The president is elected at the first meeting of the Honor Council. The president of the Honor Council will appoint an investigation committee in the event of an allegation.

Members of Honor Council: The members will have voting privileges, consistent with the terms and procedures described below, at all meetings and hearings. Alternates will vote when substituting for a member.

Investigation Committee Chair: The Investigation Committee Chair will preside at all meetings of the Investigation Committee and oversee all activities of the committee. The chair is also responsible for the preparation of a written report of the findings of the investigation for the hearing. The report will be made an official part of the proceedings of the hearing. The report must be witnessed and signed (electronic signatures ("s/[name]") are acceptable when collaborating remotely) by all members of the committee, and it must be presented to all members of the Honor Council, the Honor Council Faculty Advisor, and the accused at least four (4) days prior to the hearing. The Investigation Committee Chair will prepare and present the case of the accuser at the hearing. The case should focus on relevant facts surrounding the case and should be free of personal bias. If the chair is unable to perform these duties, he/she will appoint, in writing, another committee member to carry out this duty.

Members of the Hearing Committee: The members of the Hearing Committee shall consist of the President and the remaining members of the Honor Council who were not part of the Investigation Committee.

Members of the Investigation Committee: The members of the Investigation Committee are responsible for performing the investigation of the accusation and preparing the report for Honor Council hearings under the coordination of the Investigation Committee Chair.

Faculty Advisor: The Honor Council Advisor is responsible for advising the Honor Council, the Investigation Committee, the accuser, and the accused of procedures dictated by the bylaws of the Honor System. The Honor Council Faculty Advisor does not have voting privileges.

6. **Responsibilities of Investigating Committee**

The team investigates complaints to determine whether or not charges are to be brought before the Honor Council and contacts the accused party. The majority of the investigation committee must agree if there is sufficient evidence to bring the charges to the Honor Council.

7. **Meetings**

Meetings of the Honor Council may be called at any time and, at the discretion of the president, may be convened remotely. All meetings will be conducted according to parliamentary procedures. Seventy-five percent of voting members of the Honor Council will constitute a quorum for hearings and meetings. All members of the Honor Council will vote. If a member of the council is unable to attend a meeting or hearing, an alternate will serve as a voting member. At the beginning of each academic year, the Council shall meet to elect its President.

8. **Honor Council Files**

The Honor Council files will be kept secured in the CON Dean's Office. The files will be kept in loose leaf binders or electronic format, so that any part of the file is readily accessible for inspection.

The record for general meetings will be kept in a separate folder from the record for hearings. Audio recordings made at a hearing will be kept in an electronic format. Records from hearings will be kept in permanently locked file cabinets or electronically and will be accessible only to the Dean of the College of Nursing, the Honor Council Faculty Advisor (if different), and the Honor Council President only for official business.

In the fall of each year, the dean will review the files for the purpose of destroying outdated records and updating the files. An outdated record is defined as one older than six years, or the record of a hearing in which only a reprimand was given and the accused has since left the University.

9. **Privacy**

All members of the Honor Council and the Investigation Committee must sign an agreement stating that they will not disclose any information from hearings or investigations to persons who are not members of the Honor Council. This includes information from any hearing, the identity of the accused, the reason for the investigation, and the outcome of the hearing. Any individual suspected of disclosing information may be dismissed from the Honor Council or Investigation Committee as determined by the remaining members of the council and the Honor Council Faculty Advisor.

10. **Reporting Honor Code Violations**

When an act believed to violate the Honor Code is witnessed, this information must be reported to an Honor Council Representative. Violations of the Honor Code include cheating on class assignments or examinations, plagiarism, misrepresentation of research data, or other acts that violate professional and academic ethics. The Honor Council Representative will keep this information in confidence and inform only the Honor Council President and the Associate Dean of Academic Programs and Accreditation of the accusation. Once an accusation has been reported, the Honor Council President and Associate Dean of Academic Programs and Accreditation will follow the procedure described in the Preliminary Procedures section of this document. If there is conclusive proof that an Honor Code violation occurred, this information can be forwarded directly to the Specialty Coordinator/Program Director, the appropriate associate dean, and the dean for disciplinary action without Honor Council consideration. Failing to report an obvious violation of the Honor Code is, itself, a violation of the Honor Code.

11. **Procedure for Addressing Honor Code Violations**

1. Cases involving clear proof of honor code violation do not fall within the

jurisdiction of the Honor Council. Violations involving clear evidence of academic dishonesty are reviewed and a decision regarding penalties is made by the faculty and administration. Honor Council activities and functions are limited to cases associated with *suspected* academic misconduct.

2. If a faculty member suspects that one of his/her students has engaged in dishonorable conduct, the faculty member may:

    a. Handle the matter directly with the student, unless the student requests that the matter be referred to the Honor Council, in which case the faculty member shall do so; or

    b. Refer the matter directly to the Honor Council. If a faculty member attempts to handle a matter of alleged academic dishonesty directly with the accused student but is unsuccessful, the faculty member may refer the matter to the Honor Council, if the referral is made within 10 school days after it becomes apparent to the faculty member that it is not possible to resolve the matter directly with the student. Or, if a faculty member refers a matter of alleged academic dishonesty directly to the Honor Council, he/she must do so within 10 school days of the date on which he/she first had knowledge of the violation.

3. If a student witnesses another student engaged in dishonorable conduct, the witnessing student will immediately report the incident to a representative of the Honor Council.

4. When any alleged incident of dishonorable conduct is referred to the President of the Honor Council, the President will immediately convene the council.

12.   Procedure for Complaints

1. Once an alleged violation of the Honor Code is reported, the Honor Council President will inform the accused of the alleged violation and seek reconciliation between the accused and the accuser under the guidance of the Honor Council Faculty Advisor. The reconciliation is an agreement between both the accused and the accuser on the facts surrounding the proposed Honor Code violation. Both parties should concur on whether or not the violation occurred and, on any actions, needed to reconcile the violation. This information will be drafted in written format and shall be called the *terms of reconciliation*. The accuser may wish to remain anonymous, with the understanding that remaining anonymous may hinder the ability for the matter to be investigated or adjudicated. The accused may or may not admit that he/she has violated the Honor Code and may or may not accept the proposed reconciliation.

2. If the terms of reconciliation are accepted by all parties involved, the matter is resolved. If multiple accusations occur, there will be an attempt to consolidate the terms of reconciliation. If consolidation is not possible, the accused may have to respond to each accusation separately. The Honor Council President will reduce the terms of the reconciliation into a written document to be signed by both the accused and accuser. In order to protect the anonymity of the accuser, the accused will be asked to sign first. If the agreement contains matters about which other faculty need to know, the Honor Council Faculty Advisor shall convey the information to the appropriate faculty. The signed agreement will be kept on record in the Honor Council files until terms of the agreement expire.

3. If the terms of reconciliation are not accepted by the accused, proceedings for a hearing will be initiated. The Honor Council President will notify the accused of an impending investigation. The student should be informed of the names all of the members of the Council so that any potential conflict of interest may be addressed. An Investigation Committee will be formed under the guidance of the Honor Council Faculty Advisor. The committee

will investigate charges against the accused as rapidly and discreetly as possible, obtain witnesses for the hearing, and procure all documents necessary for the hearing.

4. Upon convening of the council, the council may consider the complaint presented by the accuser and may determine that the complaint falls outside the jurisdiction of the code and council or should be dismissed without the need for an investigation. The statement of one witness/accuser is sufficient to initiate an investigation of charge(s) against a student.

5. The President will appoint three (3) investigators (one investigator will be elected Investigation Committee Chair) and request their recommendations as to whether formal charges should be issued by the Honor Council. In the event that a charge is issued, the accused will be notified in writing by the council.

6. The accuser(s) will have the right of anonymity throughout the initial investigation.

7. If requested by the accused, a hearing will be conducted by the Honor Council in accordance with the Procedures for Hearing.

8. During the period of time prior to the disciplinary hearing, the Dean of the College of Nursing or the dean's designee may remove a student from his/her academic position (courses, etc.) if the student disrupts the educational process, constitutes a clear and present danger to the health and safety of himself/herself (or other persons and/or university property), or infringes on the rights of others. Retaliation or threats of intimidation against an accuser or witness will not be tolerated and may result in discipline up to and including dismissal from the program.

13. **Procedures for Hearing**

1. Notice of Charge. A student charged with violation of the Honor Code will receive written notice of the following:

   - The substance of the charge(s) and the identity of the accuser(s)

   - Possible penalties

   - The right to a hearing if the student contests the charge(s)

   - The name and address of the person to whom a request for a hearing should be directed

   - That a request for a hearing should be made in writing within five (5) school days of receipt of the charge(s); email is an acceptable form of writing, but regardless of form, the student is responsible for confirming receipt

2. Who May Attend

   - All members of the Honor Council, the accused, the accuser(s), and witnesses for both parties (while the witnesses are giving testimony) may attend a hearing.

   - Accused students who waive the right of a hearing are deemed to be admitting guilt and, therefore, are subject to penalties recommended by the Council.

   - The hearing must be held no later than ten (10) school days after the council's receipt of the request for a hearing.

3. Hearing Procedures

   The President of the Honor Council will coordinate the hearing in such manner as will best serve the cause of justice within the following general

guidelines:

    a. The hearing shall be held as soon as possible following receipt of the accused's request for a hearing.

    b. Notice of the hearing shall be given to the accuser(s) and accused.

    c. The accuser(s) and the accused have the right to be present at all times during the hearing, but not during final deliberations of the Honor Council.

    d. If the accuser(s) or the accused fail to appear before a Hearing Committee on the date and at the time and place specified in the notice, the Hearing Committee may take the testimony and evidence from the party that is present and reach a decision on the basis of that evidence. Failure to appear and offer evidence may leave the Hearing Committee little choice but to decide in favor of the party presenting the only evidence and testimony. If either party is unable to appear before the Hearing Committee on the date specified in the notice, he/she should notify the President of the Honor Council of the reasons that prevent his/her attendance as scheduled. If the Honor Council determines that good cause exists for not appearing at the hearing when scheduled, it shall set a new date for the hearing.

    e. Each party to a hearing shall be afforded a full and fair opportunity to present all evidence, including witnesses, reasonably relating to the charge or action at issue; evidence which is irrelevant, immaterial, repetitious, or voluminous may be limited or omitted at the discretion of the president. The Rules of Evidence do not apply. The student may appear in person, make an oral statement, and answer questions from members of the Honor Council. Should the student choose to remain silent, no adverse inference will be drawn against him/her. The student may submit exhibits and may hear and question all witnesses, including the accuser.

    f. The Hearing Committee shall consider all evidence presented, giving due consideration to the credibility or weight of each item presented.

    g. Each party shall have the right to question opposing witnesses. The committee members may question any witness at any time.

    h. An appropriate record (which may include an audio/video recording) shall be made of the hearing procedures. However, taping defects in the record shall not invalidate the proceedings. The final deliberation of the Honor Council will not be recorded.

    i. Each party shall be entitled to have a representative of his/her choice, who may be an attorney if dismissal from the program is a potential penalty, present to provide advice and assistance in the hearing. The faculty advisor shall assist the Hearing Committee as necessary. If the accused chooses to have an attorney present, a University attorney may also attend the hearing to serve as an advisor.

    j. The charges against the accused must be proven by a preponderance of the evidence. If a preponderance of evidence is found by a majority of the committee, it may recommend any penalties.

    k. Following the conclusion of the hearing, the Hearing Committee shall present written findings, conclusions, and recommendations to the dean. The accused student may not be present during the Honor Council deliberations. The student will be notified in writing of the determination. Recommendations must be supported by a two-thirds vote of those voting council members participating on the

committee. A copy shall be delivered to the accused and the dean.

    l.   The dean shall consider the written findings, conclusions, and recommendations and may (1) impose the recommendation of the Honor Council, (2) implement alternate actions, or (3) return the matter to the committee with instructions for further deliberations. The dean's decision shall be communicated to all parties within 10 business days.

14.   APPEAL

After receiving the dean's decision, the student has 10 school days to accept or reject the decision and any accompanying penalties or appeal. An appeal may be lodged for the following reasons: (1) the presence of new relevant evidence not available at the time of the hearing, (2) misapplication or misinterpretation of a policy or rule, or (3) a significant procedural error.

The appeal must be in writing and must explicitly state under which of the three grounds it is being submitted. It should include any additional evidence or explanation supporting a reversal of the dean's decision. Within 10 school days of receipt of the appeal, the dean shall decide whether to uphold the decision, amend a decision, or refer the case back to the committee with instructions for further deliberations.

The dean's decision on the appeal of the case shall be final.

15.   Penalties

Penalties for violation of the University of Arkansas for Medical Sciences College of Nursing Honor Code include warning, reprimand, probation, suspension, or dismissal, or any other action deemed necessary by the dean and warranted by the seriousness of the offense. The penalty shall depend upon the severity of the offense and the findings, conclusions, and recommendations of the Honor Council.

16.   The Decision of the Dean is Final

Following his/her review of the committee's findings, conclusions, and recommendations, and the exhaustion of any appeal, the dean shall make a decision regarding the case and shall impose any necessary and appropriate penalty. The decision of the dean shall be final.

17.   Amendment

This Honor Code of the University of Arkansas for Medical Sciences College of Nursing may be amended by three-fourths vote of the student body and with the consent of the dean.

4.1.6   Honor Code—PhD

All academic work in the University of Arkansas for Medical Sciences Graduate School will be conducted under the Honor Code. See the *UAMS Graduate School Student Handbook*.

4.2   AIDS AND HIV

4.2.1   Blood and Body Splashes

UAMS Policy: Blood and Body Splashes can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.2.2   Needlestick/Sharps Injuries and Blood/Body Fluid Exposure

UAMS Policy: Needlestick/Sharps Injuries and Blood/Fluid Exposure can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.2.3   Protection against Occupational Exposure to HBV and HIV

UAMS Policy: Protection Against Exposure to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV) can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.2.4 Students Known to be Infected with a Blood Borne Pathogen (with or without symptoms)

UAMS Policy: Non-Discrimination in Admission and Retention of Students Known to be Infected with a Blood Borne Pathogen (with or without symptoms) can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

Appendix A—Blood Borne Disease Policy Agreement Form can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.3 ANTI-DISCRIMINATION

4.3.1 Anti-Discrimination Policy

UAMS Policy: Anti-Discrimination can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.3.2 Non-Discrimination Statement

UAMS Non-Discrimination Statement can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.4 APPEAL AND GRIEVANCE PROCEDURES

4.4.1 Channels for Problem Resolution

Faculty of the College of Nursing are committed to the use of a problem-solving approach with students who are experiencing difficulties. The explicit purposes of the problem-solving approach are to facilitate open communication between students and faculty members and to achieve resolution of problems. While the specific channels outlined below should be utilized, the student has the prerogative of discussing his/her concerns with his assigned faculty advisor at any time during the process. The specific channels for the problem-solving approach, which would promote early resolution, are as follows:

If the problem is related to a course, the student should first discuss the problem with the faculty member involved to clarify the issue and to attempt to reach resolution. If either the student or faculty member believes that the issue has not been satisfactorily resolved, the issue can be presented through the recommended channels. The issue would be referred to the course coordinator, then the program director, then the appropriate associate dean. It is recognized that students cannot always utilize these channels or that it may not be appropriate for all problems; however, it is recommended whenever possible. (See *4.4.4 Recommended Plans to Be Followed by Students with Concerns about Course and Faculty Matters* in this handbook.)

4.4.2 College of Nursing Grievance Procedure

The College of Nursing Student Grievance Procedure represents a formal mechanism whereby any student may obtain a review of a complaint of unfair treatment. The College of Nursing Grievance Procedure shall not be used to question a rule, procedure, or policy established by an authorized faculty or administrative body. Rather, it shall be used for a hearing and due process for those who believe that a rule, procedure, or policy has been applied in an unfair or inequitable manner or that there has been unfair or improper treatment by a person or persons.

When the student's informal complaint is not satisfactorily resolved, at the student's request the appropriate associate dean will investigate the complaint within ten (10) working days. The student will be provided a written copy of the results of the investigation.

Where the student is not satisfied with the results of the associate dean's investigation, the student must submit a written statement (known as a *formal complaint or grievance*) outlining specifics to the dean within five (5) working days.

The dean has ten (10) working days to either:

1. Dismiss the grievance on the grounds that evidence submitted by the student is insufficient to negate the written finding of the investigation by the associate dean; or

2. Refer the grievance to a hearing before a Grievance Panel for the purpose of conducting a hearing to determine the facts.

The process for selecting a College of Nursing Grievance Panel of three (3) members will be as follows: The person filing the complaint and the dean or designee jointly will randomly select, from a list of faculty, each of whom has a minimum of two (2) years of experience in academia, two (2) faculty members from each department, removing from consideration any member who may with reason be considered inappropriate for the hearing (e.g., a faculty member directly involved in the issue being appealed should not sit on the panel for that complaint). The names of the remaining members will then be written on tabs of paper, folded, and randomized by mixing. The complainant will draw names from the container. The first three (3) names will constitute the Grievance Panel, provided that they are available at the time of the hearing. The fourth name drawn is the first alternate; the fifth name drawn is the second alternate, etc., until all names are listed in a priority hearing sequence.

The hearing is to begin as soon as possible and no later than seven (7) working days after the drawing, unless there is a specific reason why another time must be selected. At a prearranged time prior to the hearing, the three (3) members of the panel and the complainant will meet briefly with the dean to be given the charge (i.e., whether the complainant has been treated fairly and equitably), plus all relevant background data. All supporting documents must be made available to the panel members and the student at least three days in advance of the hearing. The dean and complainant will then withdraw, and the panel will elect a chair to preside at the subsequent hearing. The panel may submit written statements, other exhibits, and witnesses throughout the grievance process that provide information relevant to the grievance issues.

The student may have one (1) person to advise him/her during the hearing. This individual must be identified prior to the scheduling of the hearing. Except as required by Arkansas law, this person may not address the panel, speak on behalf of the student, question witnesses, or otherwise actively participate in the hearing. If the complainant chooses to have an attorney present, a University attorney may also attend the hearing. The student must appear in person, make an oral statement, and answer questions from members of the panel. The student may submit sworn written statements, other exhibits, and witnesses in his/her behalf that provide information relevant to the grievance issues. The student may hear and question all witnesses testifying before the panel.

The panel shall make its determination of whether the student was treated fairly or unfairly based upon the evidence presented at the hearing that is relevant to the issue or issues before the panel. The determination will be made to the dean in writing by the end of the next working day. The panel may make recommendations for resolution of the dispute. The student will not be present during the panel deliberations. The student shall be notified by the dean or designee in writing of the panel's determination.

The student shall be notified in writing of the dean's decision. The decision of the dean shall be final and there shall be no appeal.

Definitions

Student: a "student" who may process a grievance under this procedure is defined to mean a currently enrolled student on the UAMS Campus of the University of Arkansas.

Grievance: a "grievance" (also known as a *formal complaint*) means a dispute concerning the status, right, benefits, obligations, and responsibilities of a student, including the availability of services for that student, under established UAMS programs and activities pursuant to regulations, policies, and practices of the University. Not included are grades earned in course work, alleged traffic and parking violations, Honor Codes in the Graduate School, or issues for which other procedures exist.

There are two types of grievances. One type is classified as discriminatory (because of race, sex, age, etc.). If classified as discriminatory, the University Grievance Procedure is in effect. The other is classified as non-discriminatory (no alleged discrimination based on race, sex, age, etc.). If classified as non-discriminatory, the College of Nursing Procedure is found in this student handbook.

Decision: a "decision" means a determination that the grievance issue or issues were, or were not, in violation of rights, benefits, obligations, and responsibilities of a student, including the

availability of services for that student. An analysis of the issues and the reason for the determination shall be included in the decision.

Recommended Plans to Be Followed by Students with Concerns about Course and Faculty Matters

NOTE: This policy is for College of Nursing students. Graduate PhD students should first refer to the UAMS Graduate School Student Handbook concerning the appeal and grievance procedures.

Plan A

When a student has a concern regarding course or faculty matters, the following steps are recommended:

1. The student should make an appointment to meet with the course faculty member to resolve the concern.

2. If the concern is not satisfactorily resolved, the student should make an appointment and meet with the course coordinator.

3. If the concern is still not satisfactorily resolved, the student should make an appointment and meet with the program director.

4. If the concern is still not satisfactorily resolved, the student should make an appointment and meet with the appropriate associate dean who is responsible for the course.

5. If the concern is still not resolved to the satisfaction of the student, the student should make an appointment and meet with the Dean of the College of Nursing.

Plan B

If the student is unable to approach the course faculty, course coordinator, or program coordinator, the following step is recommended:

1. Discuss the concern with the Associate Dean of Academic Programs and Accreditation.

4.4.3 Student Grievance Procedure

It is the policy of UAMS that a student may have prompt resolution of his/her student grievances and that this may be accomplished under orderly procedures.

4.4.4 UAMS Grievance Procedure for Students Alleging Discrimination

The University of Arkansas for Medical Sciences is committed to the policy of providing educational opportunities to all qualified students regardless of economic or social status and prohibits discrimination on the basis of race, ethnicity, color, sex, creed, age, marital or parental status, pregnancy, national origin, genetic information, gender identity, gender expression, sexual orientation, religion, ethnic origin, disability or veteran status, including disabled veterans and veterans of the Vietnam Era.

From time to time, a student may allege that one or more of the University's policies, procedures or practices are discriminatory. In those cases, it is imperative that clear steps to a common system of inquiry, resolution and appeal be established, and that these steps are communicated and accessible to all parties.

This UAMS Division of Academic Affairs policy provides guidance to students who wish to allege discrimination and describes the procedure of investigating and adjudicating those matters.

UAMS Policy: Student Grievance Procedure can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.5 AUTOMOBILE REGISTRATION

All UAMS students who park in a designated parking lot or deck are required to register their vehicles with the UAMS Parking Operations and display the appropriate registration decal on the vehicles. UAMS students must complete a Parking Application form before a parking decal is issued.

For further information, call UAMS Parking Operations at (501) 526-PARK.

4.6 CAMPUS CLEARANCE

Students who are graduating, who are withdrawing, or have been dismissed from the College will be expected to clear campus immediately. The Office of the University Registrar will direct students regarding how to clear campus. Grades, transcripts, and diplomas will be withheld until campus clearance is completed. Upon clearance, all students must turn in their UAMS ID badge to the office of the registrar.

4.7 CERTIFICATION/ LICENSURE/ REGISTRY REQUIREMENTS

Successful completion of a nursing program does not itself insure certification/ licensure/ registry eligibility. Students are advised to become familiar with the discipline-specific requirements published by each certification/ licensure/ registry agency. An individual that has pleaded guilty, nolo contendere, or been found guilty of any of offenses (as identified in Arkansas Code, Act 1208 of 1999 Legislative Session- ACA § 17-87-312 and ACA § 17-3-102) may not be eligible to take the National Council Licensure Examination—Practical Nurse (NCLEX-PN ®) or National Council Licensure Examination—Registered Nurse (NCLEX-RN ®). An individual interested in becoming a nurse in Arkansas should review the Nurse Practice Act (Sub Chapter Section 3- 17-87-312 and ACA § 17-3-102) at http://www.arsbn.arkansas.gov/lawsRules/Documents/SUBCHAPTER_3.pdf

4.8 CHANGE OF STATUS IN STUDENT DEMOGRAPHIC DATA

If a student's name, address, or phone number changes, a Name or Address Change Form found on the Office of the University Registrar website (http://registrar.uams.edu/our-forms/name-or-address-change-form/) must be filled out and turned in to the Office of the University Registrar.

4.9 CPR CERTIFICATION (See the UAMS College of Nursing Catalog)

4.10 CREDIT HOURS FOR BACCALAUREATE AND GRADUATE COURSES

For clinical courses in the UAMS College of Nursing, the ratio of credit hour to clock hour is 1:3 for baccalaureate courses and 1:7 for clinical courses in the master's program (MNSc). Courses in the Doctor of Nursing Practice (DNP) will also be calculated using a 1:7 ratio (Beginning in Spring 2025; prior to this, ratios remain at 1:6).

For example:

- A baccalaureate clinical course that is 2.5 credits will meet 112.5 clock hours in a 15-week period.
- A graduate clinical course, the ratio of credit hours to clock hours is 1:7. For example, a clinical course of 3 credits will meet 315 hours in the 15-week semester.

The entire UAMS Policy: Assignment of Credit Hours for Education Programs can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.11 DRUG MATH POLICY

All baccalaureate students are required to pass a drug math exam each semester. Drug math exams will be administered prior to the medication administration check off, and then at the beginning of each subsequent semester. Course exams for any course with a practical component starting with Foundations should contain a minimum of three (3) drug math questions. The drug math exam must be successfully passed prior to administering medications in the clinical setting. Students are expected to adhere to the guidelines.

RN-BSN Students

RN-BSN Students follow the below procedures take dug math exam only during their first semester of enrollment with NURS 41303. Successful completion of NURS 4134: RN-BSN students are expected to adhere to the guidelines.

Guidelines

1. Achieve 90% to pass.

2. Three (3) attempts to pass the exam

3. Failure to take a Drug Math exam during the designated testing time will result in a grade of "0" for that exam and counts as 1 of the 3 allowed attempts.

4. 24 hour minimum before taking the next exam. Complete exam 1 prior to the first clinical day.

5. Complete all testing by the end of the testing period.

6.   Calculators are NOT allowed. They are built into the testing software.

Procedure

1.   The first drug math exam will be given prior to attending the first clinical day.

2.   Instructions for location of exam will be given by your course instructor.

3.   Exam 2 and exam 3 will be given as scheduled by your course instructor.

4.   If testing in the Library, tell the person you are there to take the drug math exam. Show a picture ID to the SSC staff prior to taking the exam. (This step is for 2nd or 3rd attempts.)

Exam

1.   When you have completed the exam, the computer will give you your score. Your instructor will review the exam and notify the class when the scores are final.

2.   Once you have received your score, the computer will give you feedback on any question(s) you missed including the correct answer.

3.   Prior to starting the exam, the computer will ask you to acknowledge honor pledge. The honor pledge must be acknowledged before the computer will record your results.

4.   Give all scratch paper to your instructor or the staff person before leaving. If allowed.

If you are not successful on the first exam:

1.   The course coordinator will notify you if you are unsuccessful on the exam.

2.   Wait a minimum of 24 hours before the second attempt.

3.   Your instructor will notify you of time and place for subsequent exams.

4.12   EMPLOYEE/STUDENT INCIDENT/INJURY REPORTING

UAMS Policy: Employee/Student Incident/Injury Reporting can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.13   FINANCIAL INFORMATION/FINANCIAL AID

Scholarships: Scholarships are awarded to students based on academic standing and/or financial need and/or major area of study.

Grants: Grants do not have to be repaid and are usually awarded to students who have exceptional financial need.

Loans: Loans have to be repaid. Access *studentfinancialservices.uams.edu* for additional information regarding the various types of loans.

Employment: Employment may be available to students on a part-time basis for which payment is received at the end of each pay period.

Financial aid is not automatically renewed; therefore, students must reapply for aid every year. Students who apply for financial aid before May 1 each year will receive first consideration for aid.

Student Financial Services

- Financial Aid Office (http://studentfinancialservices.uams.edu/awards-division/)
- Bursar's Office (http://studentfinancialservices.uams.edu/disbursementbilling/)
- Debt Management Office (http://studentfinancialservices.uams.edu/debt-managementdefault-pervention/)

How to Apply For Financial Aid

1. Complete the Free Application for Federal Student Aid (FAFSA) by visiting https://studentaid.ed.gov/sa/fafsa or by clicking the logo below:

UAMS FAFSA School Code: 001109

It is available for completion on October 1st of each year for the next academic year.

Enter school code:

UNIV OF AR FOR MEDICAL SCIENCES 001109

(listing the wrong school code could considerably delay your financial aid).

If you have questions concerning financial aid, please contact the Financial Aid Office at (501) 686-5451 or email *financialaid@uams.edu*.

If you have questions concerning your GUS student account, disbursement dates, payment plans and refunds, please contact the Bursar's Office at (501) 686-6128 or email *studentfinancialservices@uams.edu*.

If you would like to schedule a debt management counseling session, please contact the Debt Management Office at (501) 686-7812.

4.14 GRADES AND TRANSCRIPTS WITHHELD

Grades, transcripts, and diplomas will be withheld and registration refused to any student who fails to clear campus, return laboratory, library, or other university property entrusted to his/her care; who fails to comply with rules governing the audit of student organization accounts; or who has failed to pay any fees, tuition, room and board charges, parking and library fines, or other charges assessed against him /her by UAMS.

4.15 HAZING

No student of any school, college, university, or other educational institution in Arkansas shall engage in what is commonly known and recognized as hazing, or encourage, aid, or assist any other student in the commission of this offense.

Hazing is defined as follows:

1. Any willful action of any school, college, university, or other educational institution in Arkansas by one student alone or acting with others directed against any other student done for the purpose of intimidating the student, attacked by threatening such student with social or other ostracism, or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or

2. The playing of abusive or truculent tricks on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others upon a student to frighten or scare him or her; or

3. Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked, or to discourage any such student from remaining in such school, college, university, or other educational institution or reasonably to cause him to leave the institution rather than submit to such acts; or

4. Any willful act on or off any school, college, university, or other educational institution in Arkansas by one student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim, or to do or seriously offer, threaten, or attempt to do physical violence to any student of any such educational institution or any assault upon any such students made for the purpose of committing any of the acts or producing any of the results to such student as defined in this section.

5. The term hazing as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. No person shall knowingly permit, encourage, aid, or assist any person in committing the offense of hazing, or willfully acquiesce in the commission of such offense, or fail to report promptly his/her knowledge or any reasonable information within his knowledge of the presence and practice of hazing in this State to an appropriate administrative official of the school, college, university, or other educational institution in Arkansas. Any act of omission or commission shall be deemed hazing under the provisions of this section. The offense of hazing is a class B misdemeanor. Upon conviction of any student of the offense of hazing, he/she shall, in addition to any punishment imposed by the court, be expelled from the school, college, university, or other educational institution he is attending.

4.16 HIPAA COMPLIANCE

What is HIPAA?

HIPAA: The Health Insurance Portability and Accountability Act, passed in 1996, addresses medical issues that include the portability of health insurance as employees move from job to job and the privacy and security of individually identifiable health information. It means that when you leave an employer, you can take your current insurance with you, and your confidential health information is protected. The Administrative Simplification portion of HIPAA establishes four types of federal standards:

1. Transactions and Code Sets Regulations—Standards for certain transactions when they are conducted electronically.

2. Identifier Regulations—A system of uniform identifiers for health care providers, health plans, employers and individuals.

3. Security Regulations—Standards to protect the security and integrity of protected health information when it is stored electronically.

4. Privacy Regulations—Standards to protect the privacy of protected health information.

What HIPAA Means To UAMS

At UAMS, we are committed to putting the patient first. HIPAA formalizes our commitment to patients' rights, confidentiality, and privacy.

Student HIPAA Compliance

All UAMS students are required to complete HIPAA Privacy and Security Training. Information on completing the training will be provided to students via email or in classes.

Failure to comply with UAMS HIPAA guidelines or annual training will result in immediate notification to the UAMS HIPAA Compliance Office and may result in immediate dismissal from the College of Nursing. For further information, contact the UAMS HIPAA Office (http://hipaa.uams.edu/).

4.17 HOUSING

Students may elect to live in campus housing. The Residence Hall has controlled access in the evening. Key cards are required to gain access from 11:00 p.m.—6:00 a.m. Please contact the Student Activities Office at (501) 686-5850 for more information.

4.18 INCLEMENT WEATHER

If UAMS implements its inclement weather policy, detailed announcements will be emailed to employees and students, communicated through local media and posted on the front pages of https://uamshealth.com/, www.uams.edu, or the UAMS intranet (http://inside.uams.edu/).

Employees working at sites outside of Central Arkansas should consult with their supervisors when bad weather occurs. Further updates on the weather situation and its effects on UAMS will be sent out as information becomes available. You also can monitor the UAMS website and local TV and radio outlets and follow UAMS on Facebook at w*ww.facebook.com/UAMShealth* and on Twitter at *http://twitter.com/uamshealth*.

By virtue of the mission of UAMS, the campus never closes. However, UAMS recognizes inclement weather may result in hazardous road conditions preventing students from **SAFELY** traveling to class.

Thus, when the inclement weather policy is in effect, all classroom and clinical activities will be canceled for the remainder of that day.

For classes delivered via IVN, UAMS faculty will notify the Regional Program Nurse Educators concerning cancellation of a class. The nurse educator, in turn, will notify the students.

All canceled classes and examinations will be rescheduled at a later time, possibly at night or on weekends. When in doubt about weather conditions and class/clinical attendance, please consult with your faculty member. For students at outlying Regional Program sites, please contact your respective program coordinator.

You must exercise judgment with regard to the inclement weather policy. If the inclement weather policy has NOT been announced yet, and you believe it would be dangerous for you to travel to school, please stay home. Under these circumstances, however, you must make every effort to contact your instructor and explain your situation. You must then work with the course faculty to make up what you miss.

4.19 INVESTIGATION AND EVALUATION OF UNPROFESSIONAL CONDUCT

1. When an incident occurs that constitutes a violation of Academic Professionalism Standards, or when such an incident is discovered, the faculty member shall immediately notify the student and instruct the student to leave the clinical or classroom setting (if appropriate). The faculty member will complete a counseling form up to two (2) times and then up to two (2) Professionalism Action Reports (PAR), and notify the student, the course coordinator, the director of the program, and the appropriate associate dean. If an action is a significant violation, the student may receive a PAR after only one incident of unprofessional behavior.

2. The course coordinator, director of the program, and the Associate Dean for Academic Programs and Accreditation, or their designee, will investigate the incident to determine if substantial proof of unprofessional behaviors exists. The investigation will include an opportunity to discuss the incident with the student.

3. The Associate Dean of Academic Programs and Accreditation, or his/her designee, in consultation with the involved faculty member(s), will review the Professionalism Action Report (PAR), the student's clinical performance evaluation(s), academic record, potential for successful completion of the major in nursing, and any other pertinent information. The instructor initiating the PAR will discuss the incident with the student. The student will then sign the PAR.

4. A copy of the Professionalism Action Report will be sent to the Associate Dean for Academic Programs office and placed in the student's permanent record.

If an event occurs that is in violation of the UAMS Code of Conduct, the UAMS policy for Code of Conduct will be followed within the College of Nursing. (UAMS Policy 2.2.14 Student Code of Conduct).

The University of Arkansas for Medical Sciences College of Nursing reserves the right to dismiss a student at any time due to student actions constituting unprofessional behaviors or Code of Conduct Violations. Each student, by his/her own application and acceptance of admission to the College, recognizes this right of the University and College.

The student may appeal disciplinary decisions through the standard appeals process of the College and UAMS.

4.20 LEADERSHIP AND SERVICE-LEARNING REQUIREMENT

Policy for Traditional BSN students

The service mission of the UAMS College of Nursing provides service through scholarly participation of faculty and students in academic, professional, and community organizations. Faculty practice as skilled clinicians, consultants, and professional experts in health care organizations and in the community. Faculty serve as role models for students and other nurses at the local, state, national, and international levels. In order to instill the spirit of service and leadership in College of Nursing students, the faculty approved a policy requiring all generic BSN students to participate in a minimum number of leadership and/or service activities prior to graduating from the BSN program.

The policy includes the following components:

1. Students will be required to attend at least three (3) professional meetings each

semester.

2. These meetings may include class meetings, Student Nurses Association meetings, and/or professional nursing organization meetings. Verification of meeting attendance will be through a signed attendance roster or a written note from the convener of a professional organization meeting. Students who fail to attend three professional meetings per semester may receive a Disciplinary Action Report and may be placed on academic or disciplinary probation.

3. Students will be required to complete a minimum of 8 (eight) leadership or service hours during the time they are enrolled in the BSN program.

4. Students will not be eligible to graduate until they have completed the minimum 8 (eight) leadership or service hours.

5. Faculty will be assigned as advisors to academic houses and will facilitate advisement of students assigned to the academic house.

6. One of the required service activities must be the College of Nursing–related service activity assigned to the student's academic house or one of the listed alternatives. Additional required service activities must be an event that is supervised by a College of Nursing Faculty (i.e. Flu Shots, Health Screenings, etc.). A student may participate in additional service activities if desired but will not be required to submit documentation beyond the 8 (eight) hours required. Any activities involving nursing skills must have direct College of Nursing faculty supervision.

7. Graduating students will be required to have proof of completion of service activities turned in to their advisor at least two (2) weeks before the end of the semester in which they graduate.

8. All generic BSN students are paid members of the National Student Nurses' Association (NSNA). During their final semester in the BSN program, students who have been members of NSNA and completed the leadership or service activities may log on to the NSNA website (www.nsna.org) and enter the Leadership University icon on the homepage. They may complete the application indicating that they were required to participate in leadership and/or service activities in order to graduate and request a signature from their assigned faculty advisor. Students will then send the completed, signed form to NSNA at nsna@nsna.org, and will receive a certificate from the NSNA Leadership University. Faculty Advisors who sign the verification form will also receive an "Adjunct Faculty" certificate of appreciation from the NSNA Leadership University.

Service Activities and Academic House Assignments

The College of Nursing hosts student-centered events that require volunteer assistance. In order to ensure these activities run smoothly, academic houses have been assigned to provide volunteer coverage for each activity. Faculty assigned to each academic house will ensure students are signed up to volunteer for the event and submit the list of students and a sign-in sheet to the Director of Students Services or an appointee no later than 2 days before the event.

White Coat Ceremony—Senior Students will Volunteer—McSweeney and Barone Houses

Pinning, Hooding, and Recognition Ceremony and Graduation—Juniors will Volunteer—Miller, Frazier, and Jarratt Houses

If students are unable to sign up for or attend their academic house's appointed event, they may sign up to serve at one of the following events at a later time: New Junior Orientation in June
- STTI Gamma Xi Induction Ceremony
- Any official College of Nursing Recruiting or Outreach Event

Important Notes:

In order to verify that you participated in a leadership or service activity, be sure to sign the attendance/participation roster or obtain a note from the project leader indicating your participation. The service verification form can be signed by the meeting's organizer if a roster is not provided.

The simple donation of money or supplies for fundraisers or charitable organizations may not be used as

one of the service activities. The goal is to involve students in actual service activities, not simply to passively donate money or supplies. The only exception is purchasing ingredients for and preparing/cooking the main entrée (e.g., chili, chicken spaghetti) for fundraising, because that could be equated to standing at a fundraising table and cooking food to be served. Donating other food or supplies cannot count.

Students are expected to respond to faculty advisor emails or phone calls in a timely manner. Use only the assigned UAMS email address (not Yahoo, etc.), and indicate the subject in the subject line, in order to prevent unfamiliar emails from being captured by the email spam filter and not delivered to assigned faculty. If you send an email to a faculty member and do not receive a timely response, please follow up to make sure that your email was delivered!

Visit http://nursing.uams.edu/wp-content/uploads/sites/4/2017/04/Community-Leadership-ServiceVerification-Form.pdf for a Community Leadership/Service Verification Form.

4.21 MILITARY DUTY

UAMS Policy: Student or Student's Spouse Called into Military Duty can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.22 PARKING

All parking on campus is controlled. Students may park for free at War Memorial Stadium, Ray Winder Field, or Rick's Armory and ride the shuttle bus to the UAMS campus. Citations for illegal parking will be given by UAMS Police. Students are responsible for any fines from tickets issued. Students will not be allowed to graduate or clear campus until all fines are paid.

Student Evening Parking is available on Parking 2, A Level (4:30 p.m. to 8:00 a.m. weekdays and all hours on weekends/holidays); **decal is required**. **Student Evening Parking decals are included with Student Parking and Transportation Fees.**

All UAMS students must complete a Parking Application form (http://www.uams.edu/campusop/depts/po/Forms/PermitRequest.aspx) before a parking decal is issued. Students who are ineligible for payroll deduction must pay for a minimum of six months in advance when they receive a parking assignment. Visit the website for UAMS Shuttles and Maps (http://www.uams.edu/campusop/depts/po/parkoptions.aspx?listid=6)

For further information, visit Parking Operations (http://www.uams.edu/campusop/depts/po/) or call UAMS Parking Operations at (501) 686-7275.

4.23 POLITICAL SOLICITATION

Student groups are not allowed to use UAMS facilities for the solicitation of political party membership, for the support or opposition of a political candidate, for the raising of money for projects not connected with a university activity, or for the conduct of private business.

4.24 PREGNANCY AND THE HUMAN STRUCTURE ANATOMICAL DISSECTION LABORATORY

Women taking any course in anatomy who are pregnant, or could be pregnant, are not *required* to wear a respirator while in the anatomical dissection laboratory but **are *advised* to do so**. It is also advised to avoid skin contamination with embalming fluid as much as possible. Faculty members in the course can suggest how this can be done. If you are a student who is pregnant or could be pregnant, it is your responsibility to determine, in consultation with your personal physician, the precautions you should take. If it is determined that a respirator or other protective device(s) is needed, the faculty in the course will be happy to help you contact our Occupational Health and Safety office to determine the best devices to use. The expense of any such equipment or devices will be paid for by the student.

4.25 ACADEMIC PROFESSIONALISM STANDARDS

The Academic Professionalism Standards are a set of principles reflecting the ethical foundation of the nursing practice. The student must strive toward unquestionable integrity in all professional relations. In order to pursue this goal, nursing students should demonstrate a commitment to carrying out professional responsibilities and an adherence to ethical principles. The student must develop respect and compassion towards the patient that supersedes self-interest. A nursing student must also exhibit accountability to society and the profession with a commitment to excellence in professional development. The following Academic Professionalism Standards: should be utilized as a guide toward these future goals.

Compliance with the Academic Professionalism Standards are considered an academic requirement by the College. The following are representative of the responsibilities of all students enrolled in the College of Nursing:

Attentiveness: The student regularly attends class and clinicals. All extended absences are for relevant and serious reasons and are approved, where applicable, by the appropriate authority. The student is consistently on time for lectures and stays until the end of presentations. The student is alert during the presentation and demonstrates attentiveness by taking notes and asking appropriate questions.

Demeanor: The student has a positive, open attitude towards peers, faculty, and others during the course of nursing studies. The student maintains a professional bearing in interpersonal relations. The student functions in a supportive and constructive fashion in group situations and makes good use of feedback and evaluations.

Cooperation: The student demonstrates his/her ability to work effectively in large and small groups and with other members of the health team, giving and accepting freely in the interchange of information.

Inquisitiveness: The student acquires an interest in his/her courses and curricular subjects, demonstrating individual pursuit of further knowledge.

Responsibility: The student has nursing school performance as his/her primary commitment. Student/student and student/faculty academic interchanges are carried out in a reliable and trustworthy manner.

Personal Appearance: The student's personal hygiene and dress reflect the standards expected of a professional nurse.

Communication: The student demonstrates the ability to communicate professionally and effectively verbally, nonverbally, and in writing with peers, faculty, patients, and others.

Professional Role: The student conducts self as a professional role model at all times and in compliance with ANA Standards of Practice and the Arkansas State Board of Nursing Rules and Regulations regarding professional conduct. The student demonstrates the personal, intellectual, and motivational qualifications of a professional nurse.

Judgment: The student shows an ability to think critically regarding options, reflecting his/her ability to make intelligent decisions in his/her personal and academic life.

Students who fail to comply with the requirements of the Academic Professional Standards will have a Counseling note completed up to 2 times. After 2 counseling notes, the student will receive a Professionalism Action Report (PAR) completed by the faculty. (In the event an action is a significant violation, the student may receive a PAR after only one incident of unprofessional behavior.) If the student receives one (1) PAR, the letter grade in their course will automatically be reduced by 5%, and if they receive two (2) PARs, the letter grade in their course will automatically be reduced by 10%.

If more than 2 PARs, the Associate Dean of Academic Programs or Program Director will undertake the following action (in the case of a serious violation, a single PAR will suffice). **Should the problem warrant immediate action, the dean or designee may recommend the student be placed on disciplinary probation or dismissed from the college. The procedure is as follows:**

1. Notify the student in writing that he/she has received an excessive number of PARs and will follow the process put forth in the UAMS Student Code of Conduct (UAMS Policy 2.2.14 Student Code of Conduct) based on the need for disciplinary action.

4.26   SMOKING/TOBACCO USE

UAMS Policy: Smoking/Tobacco Use can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.27   SOCIAL NETWORKING SITES

UAMS Policy: Social Networking 2016 can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.28   STATE BOARD NCLEX APPLICATIONS FOR GENERIC BSN PROGRAM GRADUATES

Applications are submitted electronically to the Arkansas State Board of Nursing. The dean reserves the right to withhold approval until she is confident the student has exhibited an appropriate level of

preparedness for taking the NCLEX, which includes successfully passing all capstone course requirements.

All persons seeking initial licensure as a nurse in Arkansas are required to undergo an Arkansas criminal background check and an FBI fingerprint check. These will be initiated electronically at least two (2) months before graduation during the Senior Capstone Course, NURS 49131. Fingerprints can be obtained digitally through a third-party vendor or through the Arkansas State Police. Either entity may charge a fee for this service.

4.29   STUDENT ACCESS TO PATIENT RECORDS AND PATIENT INFORMATION

In clinical learning experiences, students have access to the records and information of patients and former patients. Such records and information are confidential and must be treated accordingly and must not be discussed with any persons not involved in patient care or teaching directly related to that patient. Students must not access records of any patient to whom they are not assigned. (See *4.16 HIPAA COMPLIANCE* in this handbook.)

4.30   STUDENT ADMINISTRATION OF DRUGS FOR CHEMOTHERAPY

Only licensed students in ambulatory care with an oncology focus are allowed to administer chemotherapy drugs. Further, the student must meet the criteria of the institution for chemotherapy administration, as well as have a qualified preceptor in chemotherapy prior to chemotherapy administration. Under no circumstances will unlicensed undergraduate students be involved in the administration of chemotherapy.

4.31   STUDENT ATTENDANCE IN OFF-CAMPUS ACTIVITIES

If a student wishes to attend an off-campus activity and the attendance at that activity would necessitate clinical or class absence, the student must complete the Notification of Off-Campus Travel form. All appropriate signatures are required before travel commences.

The request form is then submitted to the appropriate program director or associate dean and is then placed in the student's record in the Student Services Office.

4.32   STUDENT COMPUTER AND EMAIL RESOURCES

Network Access

Access to the UAMS network, including access to the Internet via the UAMS network, online reference and information resources provided through the UAMS Library, and other UAMS computing resources is, generally speaking, restricted to persons having a UAMS network account, i.e., a UAMS network domain logon ID and password. All active UAMS students receive UAMS network accounts. Information about network accounts is provided to new students during the registration or orientation sessions.

Everyone granted access to the UAMS network must review and sign the UAMS Confidentiality Agreement (https://apps.uams.edu/ConfidentialityAgreement/internalforms/default.aspx). This requirement will also be discussed during registration or orientation.

Your UAMS network account is to be used only by you. Do not share your UAMS network logon identification and password. This is one of the provisions of the Confidentiality Agreement.

Network Access Passwords

For better security, the method of determining passwords:

1. The password must have 8 characters and contain at least 3 of the following:

- capital letter
- lower-case letter
- number
- symbol

Example:

- I am UAMS.
- I hate passwords!
- Simple 4 U

The first time you are prompted to change your UAMS password (network, domain, email) you will have to create one that meets the criteria listed above. Passwords will be more than just case sensitive and allow symbols; you will be required to use three (3) out of the four (4) types. Symbols can be used, such as ~!@#$%^&*()_+=-., and so on.

In the first example above, for instance, you have upper and lower case letters, and symbols (the spaces and the period). Same thing with the second example (the spaces and the exclamation point). In the third example, you have upper and lower case, as well as a number. To elaborate, *simple4u* would not be acceptable, but *simple 4 u* would be.

Acceptable Use Guidelines for Student Use of UAMS Network/Computer Resources

The UAMS network, computer labs, and other computing resources support the teaching, research, clinical care, and service missions of UAMS. Faculty, staff, and students are encouraged to use these resources as tools for work, learning, communication, and research. It must be recognized, however, that these resources serve a large number of users for a variety of purposes. The following guidelines describe acceptable and unacceptable uses of these resources. They are intended to foster use of these resources which is consistent with their intended purposes and which is responsible, appropriate, efficient, and in accord with legal and ethical standards.

Appropriate and acceptable uses include:

- Use for UAMS course assignments or any project assigned by a UAMS faculty member.

- Use to facilitate UAMS research projects or other UAMS work-related projects.

- Communication with faculty, staff, and students at UAMS to share information.

- Communication with faculty, staff, and students at other universities for the purpose of exchanging educational or general information.

- Use of Internet access for personal information research and personal communication with others at UAMS and elsewhere is acceptable if such use is not excessive, does not interfere with use of resources for education or research, and does not violate any other acceptable use provisions or UAMS policies.

Unacceptable uses include but are not limited to:

- Use of Internet access or other resources for mass transfers of personal files or other materials or for any other personal purpose which consumes a large amount of network bandwidth or other network, or computing resources is unacceptable.

- Unauthorized use of these resources by non-UAMS personnel.

- Use for any purpose that violates U.S. or state laws, including copyright laws. See the Copyright Information on the UAMS Library website (http://libguides.uams.edu/c.php?g=609695&p=4234602).

- Use which violates any other applicable UAMS policy.

- Downloading information from Internet sites to be used in committing a crime or which can result in harm to others.

- Use for any commercial enterprise or for outside employment.

- Creation or propagation of computer viruses.

- Unauthorized entry into other computers or information systems ("hacking").

- Use in a manner that interferes with or disrupts other users, services, or equipment.

Use of these resources for course assignments, education, research, and UAMS work-related projects has precedence over all other uses. Additional rules governing their use may apply in particular facilities.

UAMS Community

As a member of the UAMS community you are also obligated to observe all UAMS policies relating to the use of network and computer resources. Policies can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title. In particular:

- UAMS Policy: Confidentiality

- UAMS Policy: Email Access and Usage

- UAMS Policy: Wireless Networking

- UAMS Policy: Computer Device Custodial Practices to Protect Confidential Information

- UAMS Policy: Access to Internet

Revocation of Access

Violation of the Acceptable Use Guidelines or other UAMS policies may result in loss of your privileges to use the UAMS network and computing resources and/or disciplinary action/dismissal by your department or college.

Internet Access

Access to the Internet is provided through the UAMS network. Other than in particular cases, such as the public access PCs in the UAMS Library or guest access through the UAMS wireless network, you must log onto the UAMS network using your own UAMS network account in order to gain access to the Internet. Moreover, further restrictions may be enforced in clinical work areas or other areas in which more stringent security requirements apply.

Email

All students receive UAMS email accounts. You will receive information about your email account during the registration or orientation process. Email services for UAMS students, faculty, and staff are provided through Microsoft Exchange and Outlook. You can access your email account via the Web at http://webmail.uams.edu/ using an up-to-date web browser. This requires that you have an active UAMS network logon ID & password. Students are expected to check their UAM S email daily. This is the only method of communicating official UAMS and College of Nursing information. Students are responsible for information sent to them via UAMS email.

Steps in the process to expunge student email accounts:

1. On October 1 and April 1 an email notification about pending account deletion will be sent to email accounts of former students.

2. Those notified may request extension of their UAMS email service. Replies to the email notification are directed to Academic Computing, who will contact the appropriate College to verify the legitimacy of the extension request. Students may also contact their colleges to request extensions and the Colleges should notify Academic Computing of approved extensions. (A reasonable justification for extension of email services would be that the student does plan to return to UAMS in the near future as a student, resident, or employee.) For those former students for whom extensions are approved, entries will be added to an exceptions list which includes expiration dates for the extensions.

3. Two (2) weeks after the account deletion notification message is sent, accounts will be disabled.

4. Mailbox contents are still retained at this point, but email accounts are not accessible. Network logons will also no longer function.

5. Students may, upon approval from their colleges, request reactivation and extension of their accounts during this period.

6. Thirty (30) days after accounts are disabled, all contents of mailboxes will be expunged and the accounts will be deleted. Recovery of contents is impossible after this point.

7. Dismissed students' email accounts will be deleted immediately upon dismissal from the College of Nursing.

Access to Clinical Information Systems

Access to clinical information systems is only available after appropriate training. Logon IDs and passwords for access to clinical information systems will be made available to students when training has been completed.

Technical Support

For resolution of issues related to your UAMS network or email accounts, access to clinical information systems, and computer security provisions contact the UAMS Technical Support Center at (501) 686-8555 or *techsupportcenter@uams.edu*. Technical Support Center staff will answer your questions or direct your call or request to the appropriate support personnel.

Computer Labs

The principal computer facilities available to all UAMS students are the public computer access areas in the UAMS Library (1st, 2nd, and 3rd floors) and the Educational and Student Success Center (ESSC) computer labs. The public access computers in the Library provide access to the library catalog, online resources, the internet, and Microsoft Office applications. In addition to these services a wide variety of computer-based educational resources and other software are available in the SSC computer labs. Library computer facilities available after work hours are equipped with security provisions, including card-swipe door access devices, door alarms, and monitored security cameras. See the Library section of the handbook for more information.

Computer Classrooms

UAMS educational facilities include several computer classrooms used for scheduled computer-based classes and exams. These computer classrooms are located on the 8th floor of the Ed 2 building. They are equipped with security provisions including card-swipe door access devices, door alarms, and monitored security cameras. Use of these facilities is scheduled through the Office of Academic Services and is ordinarily restricted to UAMS curricular activities or other UAMS-sponsored educational programs.

4.33   STUDENT HEALTH SCREENING

UAMS Policy: Student Health Screening can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.34   STUDENT INSPECTION OF ACADEMIC RECORDS (FERPA)

Student Rights Under the Family Educational Rights and Privacy Act of 1974 (Ferpa FERPA)

UAMS Policy UAMS Academic Affairs Policy 2.1.2: Family Educational Rights and Privacy Act (FERPA) can be found at https://academicaffairs.uams.edu/academic-affairs-policies/

The FERPA Data Restriction Form can be found at https://registrar.uams.edu/ferpa/

Policy for the Release of Academic Records for Deceased Students and Graduates of the College of Nursing

Following the death of a student or graduate of the College of Nursing, the Office of the University Registrar may release the academic records of that individual upon written request of the immediate family or executor/executrix of the estate for five years following the death of the individual. After five years, records will be released upon written request to any of the deceased individual's heirs. See UAMS Academic Affairs Policy 1.4.3 for additional information. It will be the responsibility of the person requesting access to demonstrate that he/she is entitled to access. Moreover, the UAMS may release student education records at any time as required by law under FERPA.

Protection and Maintenance of Student Records

Guidelines from the U.S. Department of Education and the American Association of Collegiate Registrar and Admission Officers (AACRAO) regarding student records are followed by UAMS and the College of Nursing for the maintenance and protection of educational and financial records.

4.35   STUDENT REQUEST FOR ACADEMIC ADA ACCOMMODATIONS

UAMS Policy: Student Accommodation can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

Student Accommodation Request Form can be found under All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

UAMS Policy: Service and Emotional Support Animal in Campus Housing can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.36   SUBSTANCE ABUSE

UAMS is committed to ensuring that employees, students, and faculty have the information and resources necessary to keep our campus free from unlawful drug and alcohol abuse. Under federal law, UAMS is required to provide students with certain information regarding our campus and the effects of drug and alcohol use and dependency. The Drug-Free Schools and Communities Act Amendment of 1989 is federal legislation developed to eliminate illicit drugs and to initiate intelligent use of alcohol use on college campuses and communities.

UAMS policies prohibit the unlawful possession, use, and distribution of unlawful drugs and alcohol on campus and provide for sanctions that include termination of employment or dismissal from academic programs. An unlawful drug includes, but is not limited to, a controlled substance, an illicit substance, and an illegal substance, and is any drug that is illegal under federal, state, or local law. UAMS also provides its employees and students with confidential and professional counseling, including treatment for drug or alcohol dependence, through the Employee Assistance Program and Student/Employee Health Services.

4.36.1 UAMS Policy on the Drug-Free Workplace

UAMS Policy: Drug-Free Workplace can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.36.2 CON For-Cause Student Drug Testing

The College of Nursing may require a student to submit to "for cause" drug testing at any time there is reasonable cause to suspect that the student is impaired or under the influence of unlawful drugs or alcohol, including but not limited to:

- Observed impairment of performance (negative performance patterns, excessive and unexplained absences)
- Abnormal conduct or erratic behavior
- Evidence of drug tampering in the student's practice environment (evidence of drugs or alcohol on or about the student's person or in the general vicinity, eyewitness testimony)
- Arrest or conviction on an alcohol or unlawful drug-related offense.

Students who refuse "for cause" drug testing are subject to administrative dismissal from the College of Nursing. All costs associated with drug testing are the responsibility of the student.

4.37 TITLE IX

The University of Arkansas for Medical Sciences (UAMS) is committed to providing an environment that emphasizes the dignity and worth of every member of its community. Members of the UAMS community have the right to an environment free of sex discrimination, sexual harassment, sexual assault, sexual misconduct, sexual violence, stalking, gender-based harassment, relationship violence, and retaliation, and this behavior will not be tolerated. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by UAMS (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

UAMS does not discriminate on the basis of sex, gender, or sexual orientation in its education programs or activities. Title IX requires the university to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. The Campus Title IX Coordinator is available to explain and discuss: your right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources (both on and off campus); and other related matters. **If you are in the midst of an emergency, please call the police immediately by dialing 9-1-1, or if you are on the UAMS Little Rock campus, dial 686-7777.**

UAMS Policy: Title IX, Sex Discrimination, Sexual Harassment, Sexual Assault, Sexual Misconduct, Sexual Violence, Stalking, Gender-Based Harassment and Retaliation can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

UAMS Title IX/ADA Coordinator: Michelle Zengulis BA (501) 526-5641

College of Nursing: Associate Dean for Academic Programs, Teresa Whited (501) 686-8349

College of Nursing Ph.D students: Bobby McGehee, Jr., PhD, Dean, Graduate School (501)686-8349

4.38 TRANSPORTATION AND HOUSING FOR CLINICAL LEARNING EXPERIENCES

Students have clinical learning experiences in a variety of hospitals and settings away from UAMS campuses. It is necessary for students to arrange for housing and transportation to and from those settings.

4.39   TUITION WAIVERS

UAMS Policy: Border County Out-of-State Tuition Waivers can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

UAMS Policy: Non-Resident Academic Tuition Waiver can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

UAMS Policy: Non-Resident Diversity Tuition Waiver can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

UAMS Policy: Tuition Waiver for Arkansas Residents Aged 60 Years and Over can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

UAMS Policy: Veteran Non-Resident Tuition Waiver Program can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

4.40   UNIFORMS

Policies relating to uniforms and lab coats will be covered at the program orientation. Policy exceptions for particular clinical sites will be explained in individual courses.

Students are responsible for procuring their own uniforms according to the identified policies.

4.40.1   Hospital Policy

All students must familiarize themselves with and adhere to the policies of the facility at which they are doing their clinical. Note that any differences in policy by the clinical facility must be followed by students while at that facility.

4.40.2   Personal Appearance and Attire Policy for Students

The following represents the minimally acceptable appearance and attire during regular College hours. Any after-hours activity representing the College of Nursing or a professional organization should follow the requirements listed below unless otherwise stated. Care should always be taken to represent the profession and College well. A UAMS ID badge should be worn at all times while on campus or when participating in professional College activities.

Students must adhere to the following guidelines at all times while on UAMS campus or school functions:

Clothing/General Appearance

1. Good personal hygiene, including regular bathing and the use of deodorant are expected.

2. Cosmetics should be used in moderation.

3. UAMS ID Badge must be worn and visible at all times.

4. Students should not wear clothing that is tight or revealing. Clothing should completely cover the trunk of the body. Examples of clothing that do not meet this standard include, but are not limited to halter tops, spaghetti straps, strapless tops, and see-through tops.

5. Shorts must hit the mid-thigh. No shorter shorts are allowed.

6. Unacceptable clothing includes pajamas or any clothing which reveals breasts/cleavage, abdomen, buttocks, or underwear.

Jewelry

1. Jewelry that in non-distracting and that does not interfere with student responsibilities may be worn.

2. No more than two sets of earrings may be worn at once.

3. No lobe extenders are allowed.

Hair

1. Hair should be neat and clean, and of natural color. (Hair dyed pink, blue, green or other non-natural hues is not permitted.)

2. Mustaches, beards, goatees, and other styles of facial hair are acceptable as long as they are neatly trimmed and are not longer than 1 inch in length.

Nails

1. Clean, well-groomed fingernails are required at all times. Nothing artificial is allowed on the nails. This includes artificial nails, gels, shellacs, enhancements, decals, and other enhancements. Nail polish of any kind is not permitted in any patient care area.

2. Nails should be no longer than ¼ inch.

3. Nail requirements apply to both patientcare and non-patient care environments.

Tattoos

1. Tattoos that are determined by the clinical faculty to contain obscene, offensive, or discriminatory images or text that result in complaints from visitors or co-workers must be covered.

Dress and grooming while in patient care areas

General appearance

1. Cosmetics should be used in moderation.

2. Cologne and perfume are discouraged due to potential patient intolerance.

Jewelry

1. While in patient care areas, earrings should be no larger than a nickel in diameter and should not extend below the earlobe.

2. No visible body piercings (besides earrings) are allowed while in patient care areas.

3. A flat wedding band may be worn while in patient care areas. No other rings are allowed.

4. Necklaces should not be worn.

Hair

1. Hair must be pulled back and out of the face. Headbands, if worn, must be of a neutral color. Hair must be neat, clean, and of natural color. (Hair dyed pink, blue, green, or other non-natural hues is not permitted.)

2. Facial hair should not prevent proper fit of protective gear.

Uniform

1. BSN students wear uniforms that are compliant with the scrub requirements outlined in section below.

2. Official UAMS CON t-shirts may be worn during service activities when deemed appropriate by the coordinating faculty.

Shoes

1. Students should wear medical shoes, clogs, or tennis shoes (no holes, closed toe).

2. Shoes should be primarily one color and should match the student's uniform.

3. No neon colors are permitted on shoes.

4. Shoes should be clean and well-maintained at all times.

5. Students must wear visible socks of a neutral color.

Tattoos

1. Tattoos that are determined by the clinical faculty to contain obscene, offensive, or discriminatory images or text that result in complaints from visitors or co-workers or are against agency policy must be covered.

Professional Dress

1. When required to be in professional dress, students must wear tucked in collared shirts with dress pants and dress shoes.

2. Skirts and dresses may be worn as well and must be no shorter than just above than knee when seated.

3. If students are dressed inappropriately, they may be sent home or to the Innovative Practice Center to change into a borrowed scrub top or pants.

4.40.3 Scrubs

Generic BSN students must wear black scrubs during patient care or clinical activities unless otherwise directed by the supervising clinical faculty member. Scrubs must meet the following criteria:

1. Female students have the option of wearing scrubs with either skirts or pants.

2. Skirts must be knee-length or longer and cannot have lace trim.

3. Scrub uniforms should be appropriately fitting, free from wrinkles, odor-free, and without rips or tears.

4. Scrub uniforms and components should not be tight or excessively loose and should allow you to move freely (no hem dragging ground, etc.).

5. All tops must have sleeves.

6. Scrubs must have the CON patch on the left sleeve.

7. No jumpsuits are allowed. White or black scrub jackets (not lab coats) with the College of Nursing logo embroidered on the front left chest are allowed in patient care areas.

8. Students must adhere to the shoe requirements outlined in 4.39.2 while in patient care areas.

4.40.4 Wearing of Pins on Uniforms

Students may wear Sigma Theta Tau pins, Professional Nursing Student Association pins, and pins representative of prior nursing institutions, organizations, and associations on their uniforms.

4.41   WRITTEN PAPERS

Students must follow criteria for written assignments as found in the course syllabus. Formatting must follow The Publication Manual of the American Psychological Association (APA), current edition.

4.41.1 Cheating

Cheating may not occur related to any testing activity or assignment to meet course requirements. Cheating is intentionally using or attempting to use or the sharing of study materials or unauthorized exam information. Students are expected to do their own work. Students who cheat may receive an "F" in the course and/or be dismissed from the College of Nursing.

4.41.2 Guidelines and Format for Written Work

The *Publication Manual of the American Psychological Association* (in its current edition), Washington, DC, American Psychological Association (commonly referred to as *APA Publication Manual*) has been adopted by the faculty of the College of Nursing as the reference to be utilized

in the preparation of (the thesis and other) written work. This manual can be purchased in the UAMS bookstore and other bookstores.

4.41.3 Plagiarism

Plagiarism is defined as adopting, appropriating for one's own use and/or incorporating in one's own work, without acknowledgment, passages from the writings or works of others; presenting parts of passages of others' writing as products of one's own mind. **Any student who plagiarizes may be subject to receiving a zero on the written work, may fail the course, and may be dismissed from the College of Nursing.**

Use the following general guidelines when referencing material:

1. The use of exact words from the writings of another requires direct quoting and an appropriate reference using scientific notations.

2. Paraphrasing is defined as restatement of a text, passage or work, i.e., not the use of the original writer's exact words. Paraphrasing requires an appropriate reference using scientific notation.

3. Tables, photographs, models, figures, and illustrations, as well as written text, constitute 'works of another" and must be footnoted and referenced.

4. Inaccurate information in footnotes, while not falling within the definition of plagiarism, constitutes a questionable writing method and is negatively sanctioned in grading.

SECTION 5.0 ACADEMIC POLICIES

The academic policies provided in the *UAMS College of Nursing Student Handbook* relate primarily to the nursing major. Students are also responsible for being familiar with other academic policies listed in the College of Nursing section of the UAMS Course Catalog. A student's place of employment and/or wage-earning job cannot count for clinical hours completed. Clinical facilities reserve the right to ask students to participate in requirements that are required by the institution and may require a fee. A student refusing to comply will be administratively withdrawn from the course.

5.1   CLASS AND CLINICAL ATTENDANCE

Theory Attendance and Tardiness Policy

Attendance to all classes in the traditional BSN program and in the ABSN program is mandatory, regardless of performance. The ethical principle of attending a significant portion of all education sessions and activities demonstrates that a student has been present for the learning process and received the necessary education to practice as a safe nursing care provider and is likely to pass the NCLEX board examination. Additionally, students who are tardy or who leave early miss a portion of class and may be a distraction to others as they enter or leave the classroom. Therefore, it is expected that all students arrive on time and stay for the duration of the class. Attendance may be taken at any time during class. Any student who is not present during the taking of attendance will not be counted as present for that day.

Faculty recognize that emergencies can and do arise that may impact attendance. Students are required to notify faculty in advance if an absence must occur. Students who are absent more than 2 class (lecture) days will be found in violation of the attendance policy, and the student will be required to go before the Admissions and Progressions Committee to defend their position in the course and ability to continue. The Committee will review attendance violations on a case-by-case basis and make the final decision on whether the student is withdrawn from the course. The College of Nursing, in consultation with the faculty members involved, reserves the right to withdraw a student from a course because of excessive absences that interfere with attainment of course objectives. The student may receive a "WF" grade. Withdrawal and re-entry policies will apply.

Clinical Attendance and Tardiness Policy

Clinical learning experiences represent a commitment and responsibility to clients as well as essential application of knowledge. Students are expected to be present and on time for each clinical learning experience. Absence and tardiness interfere with attaining clinical competence and meeting course objectives. Satisfactory demonstration of course requirements and clinical competency is necessary for successful completion of the course. Any assigned clinical experience missed by the student will be considered a clinical absence.

The requirement for clinical hours is set by the Arkansas State Board of Nursing and cannot be waived for any reason. Therefore, all clinical absences must be made up.

In the event of an unavoidable emergency, the student should follow the clinical coordinator's instructions for clinical absence as outlined in each course syllabus and clinical orientation. It is the student's responsibility to contact and arrange for clinical make-up with the clinical coordinator. A student not following these instructions and not reporting to any clinical experience will be noted as a 'No Call/No Show.' A 'No Call/No Show' event may result in an unsatisfactory clinical performance evaluation and may result in course failure.

Students may be required to make up clinical on a day other than their regularly scheduled clinical day, including a night or weekend shift. Failure to complete the clinical makeup assignment may result in a clinical failure; all clinical makeup assignments must be completed by the last day of the semester.

If student absence requires more than 1 clinical makeup experience, the student will be found in violation of the attendance policy, and the student will be required to go before the Admissions and Progressions Committee to defend their position in the course and ability to continue. The Committee will review attendance violations on a case-by-case basis and make the final decision on whether the student is withdrawn from the course.

Punctual attendance is required for all scheduled clinical experiences. Students are expected to be on time and prepared for their clinical assignments. Students will be considered tardy if they arrive more than 7 minutes after assigned clinical start time. An initial tardy occurrence may result in verbal and written

counseling by the clinical instructor. Any subsequent tardy occurrences may result in a dismissal from the clinical experience and counted as a clinical absence for that day, and the student may receive further disciplinary action(s).

The College of Nursing, in consultation with the faculty members involved, reserves the right to withdraw a student from a course because of excessive absences or tardiness that interfere with attainment of clinical objectives and the student may receive a "WF" grade. Withdrawal and re-entry policies will apply.

For inclement weather concerns, please refer to the inclement weather policy.

MNSc/DNP Student Policy

Students are required to return the signed preceptor contract prior to attending clinical rotations with that preceptor. If the contract is not signed, the student may not attend clinical rotations with that preceptor and those hours will not be allowed for completion of clinical hour requirements. Students who are taking their clinical/practicum courses in the same facility in which they work may **NOT** be working as an employee on the days in which they are doing clinical coursework. A student may **NOT** be on the job, performing RN duties at the same time as his/her student clinical rotation. Students violating this policy may be dismissed from the e Program.

Graduate Program (Student)

1. Students will use the Typhon system to complete clinical practicum requests. To ensure adequate processing time, all requests must be submitted as early as possible, with final deadlines of April 15 for summer placements, July 1 for fall placements, and November 15 for spring placements.

2. Faculty can assist with identifying preceptor and clinical practicum sites as needed, but students are required to actively seek placements and participate in the process to ensure all requirements are met.

3. The program's Administrative Assistant (AA) will process the student clinical practicum requests and ensure a current Clinical Affiliation Agreement (CFA) is in place.

4. When the AA completes the requests, the student will submit a Clinical Practicum Request and send the Preceptor Agreement Form via Typhon to their preceptor(s) for completion. Students must ensure that the preceptor(s) completes and returns the agreement form before the start of the practicum.

5. Students must complete and provide all requirements and requests set forth by the clinical organization.

6. Students must promptly communicate any changes or updates related to their clinical practicum with the appropriate preceptors, faculty members, and program AA.

7. Students will be responsible for requesting clinical competence evaluations from their preceptor(s) at mid-term and end-of-practicum courses.

8. Students will schedule and complete on-site clinical competence evaluation(s) with faculty and must review/sign the completed assessment(s) and feedback provided by faculty.

9. Students are responsible for completing all required assessments and evaluations, including self-evaluations, preceptor, and clinical site evaluations.

5.2   COMPUTERIZED WEB-BASED EVALUATIONS FOR COURSES/FACULTY

Course/Faculty Evaluation Policy

Web-based evaluations are conducted to assist the faculty in improving their courses and their teaching strategies.

As members of the student body enrolled in a professional program of study, all students are required to complete the course/faculty evaluations as a part of their preparation for their professional role. The College of Nursing Scholastic Non-Cognitive Performance Standards guides the student in an understanding of these expectations.

Course/Faculty Evaluation Procedure

1. The policy for Course/Faculty Evaluations will be included in the *UAMS College of Nursing Student Handbook*, UAMS College of Nursing Catalog, and all course syllabi. Students in all programs will be held responsible for this policy.

2. A review of the policy for Course/Faculty Evaluations will be given at the time of orientation to the program (if applicable) for students at all levels.

3. All enrolled students will be notified through their UAMS email account of the date and time period that the Course/Faculty Evaluations form will be available for each course offering each semester.

The Course/Faculty Evaluation Form

Course/Faculty Evaluations are used by each nursing program in the College. They are created based on a critical review of the literature and evaluation tools used on campus and at other schools. The consistency of the evaluations will ensure over time that the student understands the meaning of each of the components and, therefore, will improve the reliability and validity of the tool. The evaluation includes a Likert Scale and a comments section where students may comment in specific detail on any of the various tool components.

5.3   DEGREE REQUIREMENTS

A candidate for the degree of Bachelor of Science in Nursing must:

1. Complete all special general degree requirements applicable to all of the undergraduate colleges of the University of Arkansas System.

2. For generic baccalaureate students: Complete a maximum of 120 semester hours with a cumulative grade point average (GPA) of at least 2.0 on all work presented for graduation and of at least a 2.0 in all nursing courses with a cumulative GPA of 2.0 to graduate.

3. For RN students: Complete a maxim um of 120 semester hours with a cumulative GPA of at least 2.0 on all work presented for graduation and of at least a 2.0 in all nursing courses with a cumulative GPA of 2.0 to graduate.

4. Attend the Recognition and Commencement ceremonies.

5.4   ELECTRONIC AND RECORDING DEVICES

Cell phones, pagers, and other devices of communication should not be utilized in the classroom or clinical settings. When necessary for the device to remain operational, it should be set on silent or vibrate mode in order to prevent disruption of the class and/or clinical environment. Only calls or texts of an emergency nature should be responded to by the student. If an emergency call or page is received, the student should quietly leave the classroom or patient environment to respond. Any electronic devices that disrupt environment will not be tolerated. Faculty reserve the right to dismiss a student from the classroom or clinical setting if the inappropriate use of electronic devices becomes disruptive.

Use of recording devices of any type is strictly prohibited at any time in the College of Nursing in all classrooms, clinical, or conference situations without **prior *written* approval** of individual faculty involved. This would include all formal and informal circumstances. Recording devices include but are not limited to tape recorders, digital recorders, cellular phones, personal digital assistants (PDA), or any other device that would maintain photographs, video recordings, or a written record of persons and/or conversations. Recording of lectures in a classroom setting may be allowed as long as the individual faculty is aware of and provides written approval prior to the class.

Lecture and lab presentations are the intellectual property of the faculty and faculty must give their permission for their lecture, lab, or other presentations to be recorded. Some lectures/labs will not be recorded. Recorded lectures/labs may only be posted on websites or other locations approved by your school. Students are prohibited from providing or distributing these materials in any manner—print, electronic, or any other media—or links to these materials to anyone outside of their UAMS classes.

Failure to abide by this policy may constitute a copyright infringement which may have legal consequences. Furthermore, failure to abide by this policy m ay result in disciplinary action by your school, including dismissal.

Students are strictly prohibited from taking photos or videos of the clinical area, patients, patient records, staff, faculty, or peers. Violation of this policy will be considered a breach of confidentiality, a violation of HIPAA, and unprofessional conduct and may result in dismissal from the program.

5.5 GRADES/TRANSCRIPTS/ENROLLMENT VERIFICATION

5.5.1 Enrollment Verification

Students needing verification of enrollment for purposes such as VA, loan deferment, or scholarships may contact the Office of the University Registrar. There is no charge for this service but a signed and dated request must be made.

5.5.2 Grade Renewal

If a student repeats a course, the grade received in the most current semester will be used to determine satisfactory completion of the course, graduation requisites, and grade point average. All work attempted will be recorded on the student's transcripts.

5.5.3 Incomplete Grades

Please refer to the current UAMS College of Nursing Catalog.

5.5.4 Transcripts

Official transcripts are requested through the Office of the University Registrar (OUR). An online UAMS Transcript Request Form (https://secure.uams.edu/nursing/TranscriptRequests2016.asp) is required to obtain a transcript. No requests for transcripts are processed over the telephone. This policy applies to currently enrolled students, graduates of programs, or students who withdraw. There is a $10 charge for each transcript.

5.5.5 Withholding of Grades and Transcripts

The Registrar is authorized to withhold grades, transcripts, diplomas, and refuse registration to any student or former student who fails to return athletic, military, library, or other University property entrusted to his/her care; who fails to comply with rules governing the audit of student organization accounts; who has failed to pay any fees, tuition, room and board charges, fines, or other charges assessed against him /her by a University official or by the campus judicial system; or who has not properly cleared campus.

This policy does not apply to students or former students if the University has received from a bankruptcy court a notice and order that a bankruptcy petition has been filed in their behalf or that the debt has been discharged in bankruptcy. In event the notice for bankruptcy has been dismissed, the policy applies.

5.6 LAPTOPS, PERSONAL COMPUTERS, & ELECTRONIC DEVICES

Students are allowed personal laptops, iPads, or other types of computers during a classroom experience, but are expected to use these devices for the purpose of taking class notes. Internet access for the purposes of social networking or other types of personal activities is not allowed in the classroom setting. Students who use computers or any electronic device for anything other than classroom activities may be dismissed from the classroom, will not be allowed possession of a computer during classroom sessions in the future, and will be in violation of Scholastic Non-cognitive Performance Standards. Use of computers or electronic devices is at the discretion of the faculty member teaching the class.

5.7 PERFORMANCE STANDARDS FOR ADMISSION AND PROGRESSION

The professional nurse must possess the knowledge and ability to effectively assist his/her client's biophysical, psychological, social, cultural, and intellectual domains. Further, the professional nurse must competently analyze the assessment data through intellectual processing to arrive at a definition of the client's status or problem, plan independently or collaboratively for a full range of therapeutic interventions, execute all or part of the plans through nursing acts, and evaluate the care delivered and the client's responses to it.

A candidate for professional nursing or advanced practice nursing must have the abilities and skills necessary for use of the nursing process. These skills and abilities include observation, communication, motor ability, conceptualization, integration and quantification, and behavioral/social acceptability. Technological compensation can be made for some handicaps in certain of these areas, but a candidate should be able to perform in a reasonably independent manner. The use of a trained intermediary is not acceptable, in that a candidate's judgment must be mediated by someone else's power of observation and selection.

The following abilities and skills are necessary to meet the requirements of the program:

1. *Observation:* The candidate must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of the sense of vision, hearing, and somatic sensation. It is enhanced by the functional use of the sense of smell.

2. *Communication:* The candidate must be able to speak, to hear, and to observe patients in order to elicit information; describe changes in mood, activity, and posture; and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with patients. Communication includes not only speech but reading and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the health care team.

3. *Motor:* Candidates should have sufficient motor function to elicit information from patients by palpation, auscultation, percussion, and other assessment maneuvers. A candidate must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate the equipment central to the treatment of patients receiving professional nursing care. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

4. *Intellectual-Conceptual, Integrative, and Quantitative Abilities:* These abilities include measurement, calculation, reasoning, analysis, and synthesis. Problem solving, the critical skill demanded of nurses, requires all of these intellectual abilities. In addition, the candidate should be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures.

5. *Behavioral and Social Attributes:* A candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of mature, sensitive, and effective relationships with patients. Candidates must be able to tolerate physically taxing workloads and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of many patients. Compassion, integrity, concern for others, interpersonal skills, interest, and motivation are all personal qualities necessary for professional nursing.

The College of Nursing affirms that all students enrolled in the College of Nursing must possess those intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the levels of competence required by the faculty for safe professional practice. If an applicant believes that he/she cannot meet one or more of these standards without accommodations or modifications, determination will be made on an individual basis whether or not the necessary accommodations or modifications can be made reasonably.

- Bower, D., et al (1988). *Evaluation instruments in nursing.* New York: National League for Nursing.

Cheating may not occur related to any testing activity or assignment to meet course requirements. Cheating is intentionally using or attempting to use or the sharing of study materials or unauthorized exam information. Students are expected to do their own work. Students who cheat may receive an "F" in the course and/or be dismissed from the College of Nursing.

5.8 PROGRESSION, PROBATION, SUSPENSION, AND DISMISSAL FOR THE BACCALAUREATE STUDENT

See the UAMS College of Nursing Catalog for details.

5.9 STUDENT EMERGENCY LOANS

UAMS Policy: Student Emergency Loan can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

Student Emergency Loan Application and Contract Form can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

5.10 STUDENT EXAM POLICY AND STANDARDIZED TESTING GUIDELINES

BSN Student Exam Policy

In order to insure the UAMS College of Nursing exam policy is implemented equitably across all courses for all students, the following guidelines will be included in each course syllabus:

1. Students are required to complete/sign the UAMS College of Nursing Honor Code Agreement at the beginning of each exam.

2. Makeup exams are given at the discretion of the course coordinator for health or emergency reasons only. Students who are going to miss an exam due to illness or extreme personal emergency (such as the death of an immediate family member) are responsible for contacting the course coordinator before the time that the exam is scheduled to begin. Approval to take a makeup exam for any other reasons is given on a case by case basis by the program director and only for extenuating circumstances. Makeup exams may be in a different format and contain different questions than the original exam. Prior to the make-up exam, an Academic Dishonesty Waiver must be signed with the honor code and stating that if a student provides information to others about an exam, they may be dismissed from the program.

3. A student arriving late for an exam may be allowed to take the exam at the faculty's discretion, but will only have the amount of time remaining in the regularly scheduled timeframe to complete the exam. If any student in the class has completed the exam and left the room prior to the arrival of the late student, the late student will not be allowed to take the exam.

4. Students may not submit written objections to questions after completing an exam. Clarification of test items may be reviewed during an appointment made with faculty.

5. No electronic devices are allowed in the testing area (e.g. cell phones, PDAs, iPods, smart watches etc.). If electronic devices are used during an exam, the student will receive a zero on the exam and may be dismissed from the College of Nursing.

6. Scratch paper will be available for students to use as a visual tool for organizing thoughts, but is not to be used to provide feedback. Scratch paper with the student name and faculty name must be turned back in to the instructor (or test proctor) before leaving the test site.

7. During computerized testing, under no circumstances are students allowed to access email, websites, or any programs other than the current exam. If that should occur, the student will receive a zero for that exam and may be dismissed from the College of Nursing.

8. If a student scores less than 75% on any exam , it is required that the student contact faculty for an evaluation of study habits, areas of content weakness, and other reasons they were unsuccessful on the exam.

9. Bonus points will not be awarded on exams.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) STANDARDIZED EXAM POLICY

1. PRE-ADMISSION EXAM

   An applicant must complete and successfully pass the Assessment Technologies Institute (ATI) Test of Essential Academic Skills (TEAS). This exam is at the applicant's expense. The pre- admission TEAS exam must be completed by the application deadline of the current admission year. An official score report must be submitted at the time of application. A minimum passing score on the adjusted total score must be at least 65% to be considered for admission to the BSN program (rounding does not apply).Students must have completed the exam within two (2) years prior to the application date with the highest exam score considered for application purposes. Scores older than two (2) years will not be considered.

   Licensed RNs returning for a BSN degree are exempt from this test. All transfer students must take the TEAS exam at their own expense prior to transferring into the program. Students may register for the exam and find testing sites at www.atitesting.com. Once you have accessed the website, choose TEAS at Pearson VUE Test option and follow the information given.

2.   STANDARDIZED BENCHMARKING EXAMS:

Standardized benchmarking exams are given during the junior and senior year in conjunction with certain nursing courses. These exams are as follows:

Junior Year Testing:

- Critical Thinking: Entrance Exam and Self-Assessment Inventory
- Foundations of Professional Nursing
- Nursing Care of the Childbearing Family
- Nursing Care of Children
- Psychiatric-Mental Health Nursing
- Pharmacology

Senior Year Testing:

- RN Comprehensive Practice A
- Nutrition
- Nursing Leadership and Management
- Community Health/Public Health Nursing
- RN Comprehensive Practice B
- RN Medical Surgical
- RN Predictor
- Critical Thinking Exit Exam

3.   REMEDIATING ATI BENCHMARK EXAMS:

The desired score for all benchmark exams is a level 2 or 3. All students will be assigned individualized remediation work based on their score. Remediation is submitted for faculty review and all students are allowed one retake attempt for each exam. Students not meeting the level 2 or 3 on two or more junior level benchmark exams (excluding pharmacology) after the retake exam are required to enroll and complete *NURS 32171: ATI Summer Seminar* during the summer between their junior and senior year. Students must earn a minimum of 65% on the pharmacology benchmark, or the exam will count as below benchmark for remediation purposes.

The following benchmark exams follow the ATI remediation plan:

- Fundamentals
- Pharmacology
- Nursing Care of the Childbearing Family
- Nursing Care of Children
- Mental Health

While successful passing of the ATI Standardized Examination is not a requirement for passing the course, the student's score on the ATI benchmark exam will account for 5% of the course grade. This 5% will be added into the student's final course grade after they have achieved a minimum average of 75% on all course exams. If the student's course grade falls below a 75% average after the ATI benchmark score is applied, they will fail the course. The scoring of benchmark exams is listed below:

- Level 1 or below: 75%
- Level 2: 95%
- Level 3: 100%

2.   ATI COURSE FINAL EXAMS:

All courses listed below have an **ATI Final Course Exam**. In order to facilitate grade calculation of your final exam, this exam will be *customized by your course faculty from the ATI test bank. This exam counts towards your final course grade and is separate from the benchmark ATI exam taken after the student passes a course.* Faculty in the College of Nursing are committed to your success in achieving nursing licensure and, therefore, have implemented use of the ATI examinations as the final exam in the following courses:

<u>Junior:</u>

- Foundations of Professional Nursing
- Clinical Pharmacology in Nursing
- Nursing Care of Children
- Nursing Care of the Childbearing Family
- Psychiatric-Mental Health

<u>Senior:</u>

- Care and Management of Adults
- Acute Care of Adults
- Leadership & Professionalism in Nursing Practice
- Nursing Care of the Older Adult
- Community/Public Health Nursing
- Senior Capstone

The ATI Final Exams will be very similar to the ATI Standardized Examinations.

IMPORTANT ATI INFORMATION: All students are required to complete the assigned ATI Practice Exams, learning modules, and other ATI assignments with at least a 90% score AND provide their ATI transcript documenting completion of these practice exams and assignments at the time designated by their course instructors. *If they do not complete these assignments with a 90% score, they will NOT sit for the final, and will fail the course.* All students who have earned a passing grade in the course (≥75% on combined course exam grades) will then take the ATI Standardized Examination following successful completion of the course. ATI online practice assessments A and B, if assigned must meet a minimum score of 65% and be submitted on time for credit.

Successful completion of the baccalaureate program and the requirements to take the NCLEX examination is defined as completion with a grade of "C" or better in all courses and program requirements for the baccalaureate degree and awarding of that degree.

INCOMPLETE GRADE POLICY FOR SENIOR CAPSTONE COURSE—ACCELERATED BSN PROGRAM

The policy for earning an incomplete grade (grade of "I") in the course is different from the policy on incomplete grades for all other courses as listed in the CON student catalog.

Students who do not pass the ATI Predictor and/or the ATI Standardized Medical Surgical Exam with the week 6-7 attempt will earn a grade of Incomplete "I" for the Senior Capstone Course. At this point the student must pay for and register for the Virtual ATI Review Course. Prior to the next official graduation date, the student must earn a "Green Light" (Proof of Completion) from their Virtual ATI Instructor. At this time, the student's incomplete grade will be changed to a grade of "C," the student will graduate, and the student will be cleared to take the NCLEX-RN Licensing Exam.

If the student does not earn a VATI "Green Light" prior to the next official graduation date, the student will earn a failing grade of "F" for the Senior Capstone Course and the student will be required to repeat the entire Senior Capstone Course the next time that it is offered.

VATI POLICY FOR SENIOR CAPSTONE COURSE—TRADITIONAL BSN PROGRAM

Students will complete a series of ATI practice tests and quizzes to earn a letter grade for the course. In addition, students will have three attempts to pass the ATI RN Comprehensive Predictor Exam and ATI RN Adult Medical Surgical Exam during the Senior Capstone course. Students must earn the passing benchmark on both exams in order to complete the course. The passing benchmark for the ATI RN Adult Medical Surgical Exam is a Level II. The passing benchmark for the ATI Comprehensive Predictor is a 92% probability of passing the NCLEX on the first attempt. Students who do not meet the benchmark score on these exams after three attempts will receive an incomplete (I) in the Capstone course and are required to complete Virtual ATI and earn the Green Light. Once the Green Light is earned, the student's grade will be changed from an "I" to the earned letter grade for the course, and the Arkansas State Board of Nursing is notified of the student's eligibility to take the NCLEX.

The student will have 12 weeks to complete the VATI course and earn the Green Light. Once the Green Light is achieved, the student's grade in Capstone will change from an "I" to their earned letter grade and the student will be processed for graduation at the next available degree conferral date as set by the UAMS Office of the Registrar. If the student does not achieve the Green Light status from VATI within the 12 weeks, they will receive a failing grade for the Capstone course. Students who fail the Capstone course will be required to register to repeat the course with the next semester it is offered (fall or spring). If it is the student's second failing grade during the duration of the program, the student will be academically dismissed per program requirements.

All students enrolled in NURS 4911: Senior Capstone are required to complete an NCLEX-RN review course during the semester in which the Senior Capstone course is taken. Completion of the NCLEX-RN review course is graded on a Pass/Fail basis.

To earn the letter grade of "A"	All assignments submitted on time.
To earn the letter grade of "B"	Only one assignment missing or late.
To earn the letter grade of "C"	Two or more assignments missing or late.

In addition, student must meet the passing benchmark for both the ATI RN Adult Medical Surgical Exam and the ATI Comprehensive Predictor within 3 attempts in order to complete the course. Any student unable to meet the benchmark for either test will enroll in Virtual ATI and earn the Green Light as outlined in the course policy.

Students who are unable to meet the benchmark for either exam and unable to earn the Virtual ATI Green Light within 12 weeks of enrollment will earn a failing grade for the course.

SECTION 6.0 UAMS REGIONAL PROGRAMS

Across Arkansas, UAMS Regional Programs provide access to medical services for rural residents and education for healthcare students and professionals. This combination of service and education improves the health for rural Arkansans while also providing needed experience and training. UAMS Regional Programs, formerly the Area Health Education Centers (AHEC) Program, was started in 1973 through the combined efforts of then-Governor Dale Bumpers, the Arkansas State Legislature, and the University of Arkansas for Medical Sciences (UAMS).

Eight Regional Centers serve as the main educational outreach effort of UAMS, preparing physicians and healthcare professionals to serve in rural areas. The programs offer training for family medicine residents and students in medicine, nursing, pharmacy, and some fields of allied health, as well as continuing education for medical professionals. The Regional Centers also provide information and programs about health careers to ensure an adequate future work force for the state.

Each of the 8 Regional Centers across Arkansas is responsible for a specific multi-county region of the state. Each program serves as a training site for students and covers multiple counties.

The main goal of UAMS Regional Programs is to improve the lives of community members across Arkansas. To help accomplish this goal, Regional Programs works to increase the availability of health care in the community, provide consultation and education for area health care professionals, and offer health education to individuals across Arkansas. More information about each of these efforts is included below.

Local Health Care

UAMS Regional Programs provides medical services in clinics across the state. These Family Medical Centers emphasize health promotion and disease prevention that m ay keep a minor issue from developing into a major condition.

In addition to clinic support efforts, UAMS Regional Programs works to recruit and train place health care professionals and physicians where they are needed throughout the state. These efforts help ensure communities across Arkansas have access to highly qualified health care professionals.

Consultations and Continuing Professional Education

UAMS Regional Programs contracts with the UAMS Center for Distance Health (CDH) to offer an ongoing slate of continuing professional education through distance technology. These resources allow medical practitioners to stay abreast of the latest information and research with minimal interruption to their clinical work.

The CDH can also help coordinate onsite consultations with UAMS specialists via the telemedicine network. These consultations help the patient get the care they need without the burden of traveling far from home.

6.1   HOUSING FACILITIES IN REGIONAL CENTERS

Contact the Regional Center in your area for information.

6.2   LIBRARY RESOURCES IN REGIONAL CENTERS

Each Regional Center has a library of printed and audio-visual material to support the educational programs offered at the center. Service is extended to health practitioners and health care institutions of the surrounding hospital libraries and other non-medical libraries associated with institutions of higher learning, extended services are available through each consortia library. Services available through the Regional Center libraries include searches, copying, current awareness searches, interlibrary loan services, bibliographic checks, and computer-assisted research through the UAMS library (MEDLINE, TOXLINE, CANCERLINE, and AVLINE). The Regional Center libraries serve as the entry points into the UAMS Medical Library and the National Biomedical Communications Network.

6.3   REGIONAL CENTERS

Note: * denotes person responsible for testing

Site	Staff	Arkansas Counties
UAMS Northwest 1125 N. College Fayetteville, AR 72703 479-713-8000	Testing and Telecom: Brian Bailey BBailey@uams.edu Phone: 479-332-0605 Campus Librarian Office: 479-521-7615 Kstrahan@uams.edu	Benton Boone Carroll Madison Newton Washington
UAMS North Central Batesville Location: 1993 Harrison Street Batesville, AR 72501 870-698-9991	Faye Turner Senior Administrative Director 870-336-7983 WFTurner@uams.edu Testing—Batesville Kimberly Tate* Administrative Assistant Office: 870-698-9991 KKTate@uams.edu Jordan Weaver, MD, FAAFP Family Medicine Residency Program Director MWeaver3@uams.edu Dr. Julia Roulier, MD Family Medicine Residency Program Assistant Professor JPRoulier@uams.edu 870-698-9992	Baxter Cleburne Fulton Independence Izard Marion Searcy Sharpe Stone Van Buren White
UAMS Northeast 311 East Matthews Avenue Jonesboro, AR 72401 870-972-0063	Faye Turner Senior Administrative Director 870-336-7983 WFTurner@uams.edu Testing Michelle Goss Library Office: 870-972-0063 SMGoss@uams.edu	Clay Craighead Cross Greene Jackson Lawrence Mississippi Poinsett Randolph Woodruff

UAMS West 612 South 12th Street Fort Smith, AR 72901 479-785-2431	Chris Holland Administrative Services Director Office:479-424-3115 CLHolland@uams.edu Clinic APRN Jennifer Becker, RN, APRN, PNP Office: 479-424-3973 Clinic: 479-785-2431 JEBecker@uams.edu Testing/Telecom Pam Pyland* UAMS West Clinic Office:479-424-3175 pylandpamelar@uams.edu Cathy Smith* Office:479-424-3193 cmsmith@uams.edu	Conway Crawford Faulkner Franklin Johnson Logan Montgomery Perry Polk Pope Sebastian Scott Yell
UAMS South Central 1601 West 40th Street Pine Bluff, AR 71603 870-541-7611	Sheila Huskey Administrative Director Office: 870-541-7611 SHuskey@uams.edu Telecom: Rita Ticey Office: 870-380-0301 raticey@uams.edu	Arkansas Cleveland Drew Garland Grant Hot Springs Jefferson Lincoln Lonoke Prairie Saline
UAMS East—Helena 1393 Hwy 242 South Helena-West Helena, AR 72342 870-572-2727	Becky Hall, EdD Director Office: 870-714-3062 HallBeckyG@uams.edu William McClain, Administrative Director Office: 870-714-3035 WJMcclain@uams.edu Clinic APRN Lauren Reeves, APRN Office: 870-714-3045 LHReeves@uams.edu	Chicot Crittenden Desha Lee Monroe Phillips St. Francis
UAMS East—Lake Village Chicot Memorial Hospital 2729 S. Hwy 65 & 82 Lake Village, AR 71653 870-265-9291	Administrative Assistant: Leigh Anthony Office: 870-265-9291 LAnthony@uams.edu or Anthonyl@chicotmemorial.com Testing & Telecom Director of Library Services/IT Support 1393 Highway 242 South Office: 870-714-3046	

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870-234-7676 | Richard Reeves, Senior Administrative Services Director
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Bradley
Calhoun
Dallas
Columbia
Ouachita
Union |

SECTION 7.0 STUDENT TRAVEL REGULATIONS

UAMS Policy: Student Travel Regulations can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

7.1 STUDENT OVERSEAS TRAVEL

All students planning to travel outside of the U.S. on student/UAMS business must follow the policy listed below.

UAMS Policy: Export Control Management and Compliance can be found at All UAMS Policies & Procedures (http://inside.uams.edu/compliance/uams-policies/). Search by title.

SECTION 8.0

STUDENT REPRESENTATION ON COLLEGE OF NURSING COMMITTEES

The College of Nursing has baccalaureate and/or graduate student representation on the following college committees:

8.1   CURRICULUM COMMITTEES

Purpose

1. Review the philosophy, organizing frameworks and programs' objectives at intervals;

2. Review all proposed major course changes, new courses, new programs, and make recommendations to the Faculty Assembly;

3. Initiate and/or review proposals for curricular changes and make recommendations on proposed curricular changes to faculty; and

4. Participate in a systematic plan for the evaluation of the curriculum in relation to the philosophy, organizing frameworks and programs' objectives.

Membership

Undergraduate Curriculum Committee—One (1) each: a junior student, a senior student, and an outreach RN

Graduate Curriculum Committee—One (1) each: a master's student and a doctoral student

8.2   RECRUITMENT AND RETENTION COMMITTEE

Purpose

To plan, implement and evaluate recruitment and retention in all programs of the College of Nursing.

Membership

Two (2) each: junior BSN students and senior BSN students

One (1) each: a master's student, a doctoral student, and an Outreach RN.

8.3   RESEARCH COMMITTEE

Purposes

1. Identify faculty needs and preferences for continuing education in relation to development of the teaching, service, research and scholarly aspects of the faculty role;

2. Explore and recommend professional, intellectual, and physical resources which may be used to facilitate optimum faculty development;

3. Provide leadership in planning and assisting in arrangements for continuing education programs to meet faculty developmental needs;

4. Participate in the review of intramural grants for funding;

5. Advise the Associate Dean for Research on matters pertaining to faculty research activity;

6. Plan and implement the College of Nursing Annual Research Day; and

7. Facilitate the distribution of all requests for faculty or student participation as research subjects.

Membership

One (1) each: a junior BSN student, a senior BSN student, and a graduate (MNSc, DNP, or PhD) student.

8.4   DIVERSITY, EQUITY AND INCLUSION COMMITTEE

Purpose

In alignment with the UAMS Division for Diversity, Equity and Inclusion (DDEI), the purpose of the College of Nursing DEI committee is to intentionally advance and leverage diversity, equity and inclusion among the CON faculty, staff and students to improve the health and wellbeing of the CON, university, and Arkansas.

Towards this purpose the CON DEI committee aims to:

1. Identify and provide resources and trainings for faculty and staff that promote a culturally proficient work environment.

2. Develop and implement strategies to facilitate recruitment and retention of diverse faculty, staff, and students.

3. Assist in developing education for students to contribute to a culturally proficient nursing workforce.

4. Explore partnership with key stakeholders and nursing organizations to promote nursing care that promotes equity, diversity, and inclusion.

Membership

Membership of the Diversity, Equity, and Inclusion Committee shall consist of members from each of the following:

Students: a minimum of one (1) representative from each program level (BSN, MNSc/DNP, and PhD) to serve a two-year term.

SECTION 9.0

INFORMATION SPECIFIC TO MNSc, DNP, AND/OR PhD STUDENTS

9.1   ACADEMIC ADVISING SYSTEM AND PROGRAM OF STUDY

MNSc

Once the student is admitted to the MNSc program and has identified a nurse practitioner specialty or nursing administration, the specialty coordinator for that specialty will serve as the student's advisor. The specialty coordinator will meet with the student, design program of study, and review pertinent policies and procedures for requirements of the program. The student should meet with the specialty coordinator prior to first semester of enrollment to update and/or revise the program of study. The student will be given a copy of the program of study. If changes are necessary in the program of study, the student should make an appointment with the specialty coordinator to revise and/or change the program of study. The Associate Dean of Academic Programs and Accreditation and Director of the MNSc Program are available to assist you after you have met with the specialty coordinator.

DNP

Once the student is admitted to the DNP program, the Director of the DNP program (DNP Director) or designated specialty coordinator will serve as the student's advisor. The DNP Director or designated specialty coordinator will meet with the student, design the program of study, and review pertinent policies and procedures for requirements of the program. The student should meet with the DNP Director or designated specialty coordinator prior to the first semester of enrollment to update and/or revise the program of study.

The student will be given a copy of the program of study. If changes are necessary in the program of study, the student should make an appointment with the DNP Director or designated specialty coordinator to revise and/or change the program of study. The Associate Dean of Academic Programs or Accreditation is available to assist you after you have met with the DNP Director or designated specialty coordinator.

PhD

Once the student is admitted, the Director of the PhD Program is named as the student's advisor and a faculty member with interests similar to the student will serve as a supplemental advisor. These designated faculty members will remain the advisors until the dissertation chair is selected. The chair serves as primary advisor until graduation.

Students should meet with their faculty advisor prior to the first semester of enrollment to update programs of study. A copy of the program of study from the College of Nursing will be given to each student. If changes are necessary in the program of study, each student is expected to update his/her program of study with the Director of the PhD Program and their advisor.

9.2   ACADEMIC POLICY FOR MNSc, DNP, AND PhD STUDENTS

Please see the current UAMS College of Nursing Catalog, the UAMS College of Nursing Doctoral Student Handbook, and the current Graduate School Student Handbook for academic policies.

9.3   REGISTRATION FOR MNSc, DNP, AND PhD COURSES

9.3.1   Registration

Information for each registration will be posted on the Office of the University Registrar website. The student is responsible for checking this website for deadlines. The student must complete all required forms prior to registration each semester.

9.3.2   Attendance at Orientation

MNSc orientation is mandatory for all new master's students. Please check the website for dates and times.

DNP orientation is mandatory. Students will be notified before the beginning of the semester regarding this orientation.

New PhD students are required to attend the one-day orientation program conducted by the College of Nursing Doctoral Program prior to enrolling in course work. This is offered in May of each year immediately prior to the start of course work.

9.3.3   Documents Required for Registration

All students are required to have personal medical insurance, TB screen, yearly criminal background check, and drug screen. All licensed RN, MNSc, DNP, and PhD students must have proof of an unencumbered Arkansas or unencumbered compact state license to practice nursing. Students should review the current UAMS College of Nursing Student Handbook and UAMS College of Nursing Catalog for policy and registration requirements.

All College of Nursing students are required to be certified in cardiopulmonary resuscitation (CPR) prior to entry into the practicum courses. Students must present evidence of current certification in cardiopulmonary resuscitation prior to the start of classes. The only acceptable courses are the American Heart Association (Health Care Provider). ACLS will not be accepted for CPR certification. However, ACLS is required prior to clinical specialty courses for Adult-Gerontology Acute Care Nurse Practitioner, Adult-Gerontology Primary Care Nurse Practitioner, and Family Nurse Practitioner students. Pediatric Nurse Practitioner students will be required to have PALS certification.

Copies of these documents will be placed in the student's file each semester.

Students will not be allowed to register for courses without these documents.