



School of Nursing
UNIVERSITY *of* ALASKA ANCHORAGE

**MASTER'S OF SCIENCE-NURSING & GRADUATE CERTIFICATE
PROGRAM STUDENT HANDBOOK
2025-2026**

DISCLAIMER: The student handbook is updated as needed for policy changes and programmatic requirements. The electronic version of this handbook supersedes all print copies.

This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is made to ensure its correctness, regulations of the university and this program's requirements change from time to time during the period any student is attending the University of Alaska Anchorage; to the extent there is a conflict between this handbook and the university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.

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Land Acknowledgements

As we build a more diverse, equitable, and inclusive future, we acknowledge the Indigenous peoples of the land on which we work and live. We honor our Alaska Native peoples.

University of Alaska Anchorage

UAA recognizes and values the diversity of our unique location in Southcentral Alaska, the ancestral lands of the Dena'ina, Ahtna, Alutiiq/Sugpiaq and Eyak/dAXunhyuu Peoples.

Dena'ina land acknowledgment: Dena'inaq elnenaq' gheshtnu ch'q'u yeshdu. "I live and work on the land of the Dena'ina."

Translation: Helen Dick, Sondra Shaginoff-Stuart, Joel Isaak.

University of Alaska Fairbanks

We acknowledge the Alaska Native nations upon whose ancestral lands our campuses reside. In Fairbanks, our Troth Yeddha' Campus is located on the ancestral lands of the Dena people of the lower Tanana River.

University of Alaska Southeast

Our campuses reside on the unceded territories of the Áak'w K̓wáan, Taant'á K̓wáan, and Sheetk'á K̓wáan on Lingít Aaní, also known as Juneau, Ketchikan, and Sitka, Alaska. We acknowledge that Lingít Peoples have been stewards of the land on which we work and reside since time immemorial, and we are grateful for that stewardship and incredible care.

We also recognize that our campuses are adjacent to the ancestral home of the Xaadas and Ts'msyen and we commit to serving their peoples with equity and care. We recognize the series of unjust actions that attempted to remove them from their land, which included forced relocations and the burning of villages. We honor the relationships that exist between Lingít, Xaadas, and Ts'msyen peoples, and their sovereign relationships to their lands, their languages, their ancestors, and future generations. We aspire to work toward healing and liberation, recognizing our paths are intertwined in the complex histories of colonization in Alaska. We acknowledge that we arrived here by listening to the peoples/elders/lessons from the past and these stories carry us as we weave a healthier world for future generations.

Notice of Non-Discrimination

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

University of Alaska Anchorage

Director, Title IX Coordinator, ADA/504 Coordinator - Office of Equity and Compliance

3190 Alumni Drive, Suite 352

Anchorage, AK 99508

Phone: 907-786-6086

E-mail: uaa_titleix@alaska.edu

[UAA Office of Equity and Compliance Web Page](#)

SECTION I: WELCOME & INTRODUCTION

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Welcome to the University of Alaska Anchorage School of Nursing

Introduction

On behalf of myself, Associate Directors, Faculty, and Staff of the University of Alaska Anchorage School of Nursing, we extend a heartfelt welcome to all new and returning students. As you embark on this academic journey, we are excited to support and guide you through your studies. Our commitment to excellence in nursing education and our dedication to your success are unwavering. We look forward to seeing you thrive in our dynamic and nurturing learning environment. Welcome to the UAA School of Nursing family!

Respectfully,

Carla Hagen, PhD, MPH, RN

School of Nursing Director

Accreditation

The associate, baccalaureate, master's and post-master's certificate programs at the University of Alaska Anchorage School of Nursing are accredited by the Accreditation Commission for Education in Nursing (ACEN).

Contact Information:

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone: (404) 975-5000
Email: info@acenursing.org
Web: <https://www.acenursing.org/>

The Doctor of Nursing Practice (DNP) program at the UAA SON is accredited by the Commission on Collegiate Nursing Education (CCNE).

Contact Information:

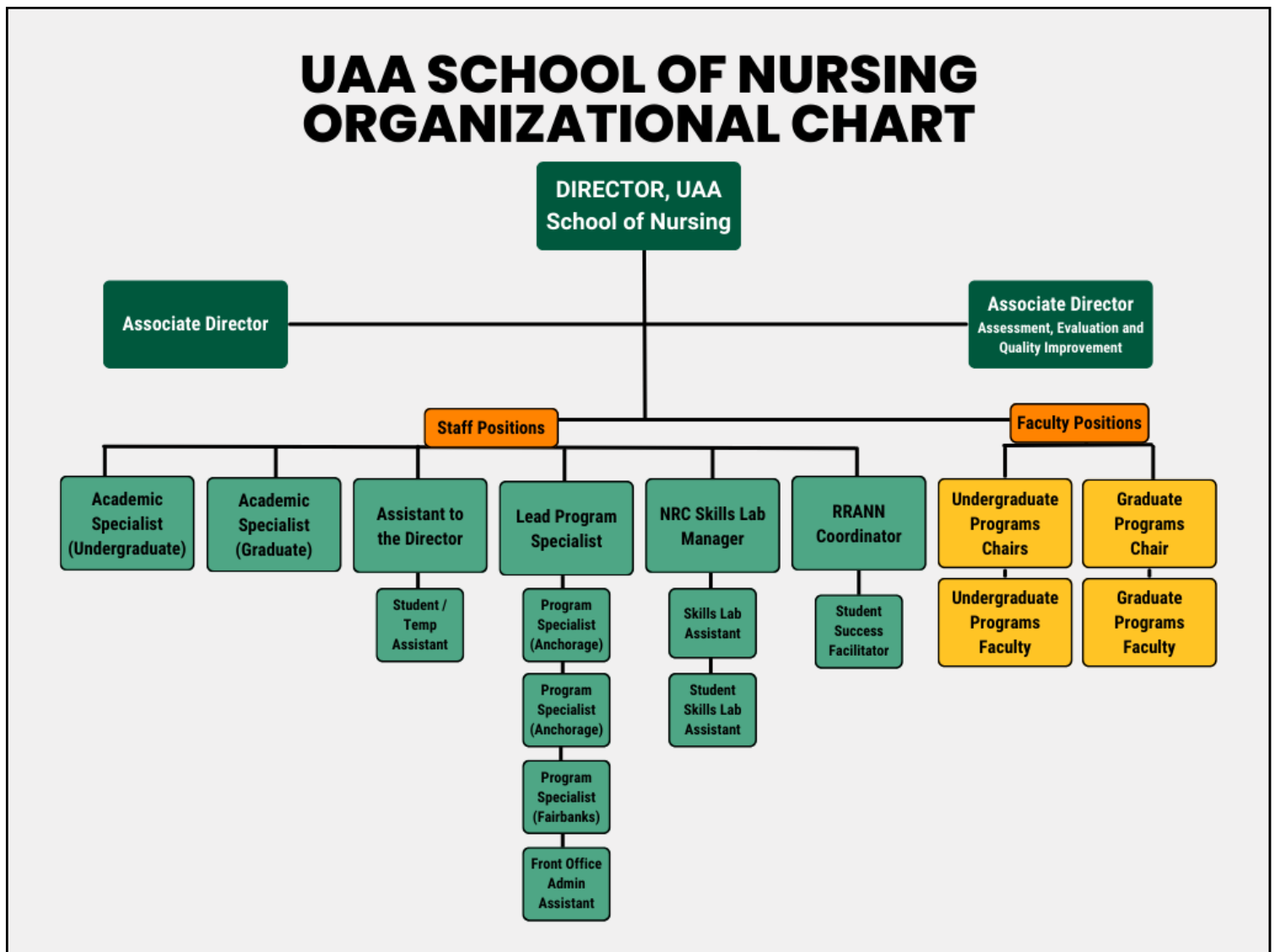
Commission on Collegiate Nursing Education
655 K Street NW Suite 750
Washington, DC 20001
Phone: (202) 887-6791
Web: www.aacnnursing.org/ccne-accreditation

All University of Alaska Anchorage nursing programs are reviewed and approved by the Alaska Board of Nursing.

Contact Information:

Alaska Board of Nursing
550 West Seventh Avenue, Suite 1500
Anchorage, AK 99501-3567
Phone: (907) 269-8160
Email: boardofnursing@alaska.gov
Web: Alaska Board of Nursing

UAA School of Nursing Organizational Chart



Mission, Vision, and Values

Mission: The mission of the SON is to promote the health and well-being of people and communities by fostering excellence and innovation in nursing education, research, and health care.

Vision: The vision of the SON is to be a leader in the transformation of nursing in Alaska dedicated to improving local and global health outcomes.

Core Values: The core values held by the School of Nursing include -

- Excellence – We strive for the best, to continually improve ourselves and our endeavors.
- Respect – We treat each person in a manner that recognizes their intrinsic value as a human being.
- Integrity – We demonstrate unwavering honesty and decency.
- Caring – We display kindness and concern for all, especially for those in need.

SECTION II: GENERAL INFORMATION

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Student Contact and General Communication

UAA uses e-mail to communicate with students on many important matters. The university automatically assigns each student an official University of Alaska (UA) email account at the time of admission to the university for certificate/degree-seeking students and at the time of registration for all other students. All registration and enrollment communication will occur via UAOnline or the official UA-assigned e-mail. Students should be careful to keep these accounts clear and review the correspondence received there regularly.

Students are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to their official UA e-mail accounts. To receive university communication at a different email address, students may forward emails from their assigned UA accounts to any valid third-party e-mail address of their choice that accepts forwarded emails. More information may be found on the [IT Services website](#).

Students are responsible for DAILY, proactive monitoring of, acting upon, or replying to communications from UA, UAA, the SON, staff and faculty in all of the following (please note this list is not exhaustive):

1. Official UA e-mail (Gmail) account
2. Blackboard (including all announcements, modules, etc.)
3. EXXAT

If the student remains unclear regarding any specific concerns or communication, they should direct questions to their faculty via their official UA e-mail account, or as required by that specific faculty.

Use of professional demeanor and communication is the standard within the UAA SON in alignment with the ANA Code of Ethics. This standard applies to all interactions including but not limited to email communication with staff, faculty, and peers; verbal interactions always including use of respectful language while on and off campus. This includes both inside and outside of the classroom, lab, skills, clinical, preceptorships, in communication with all clinical partners including all preceptors and staff working with those clinical partners.

Electronic Communication Devices

Cellular phones and audible electronic devices should be turned off during classes, audio conferences, laboratory sessions, clinical/practicum experiences, and simulation sessions unless the use of the device is permitted explicitly by the instructor and/or clinical/practicum agency. Failure to follow the policy may result in the student being required to leave the clinical setting and not return for the remainder of the day. Absences resulting from violating the policy are treated as unexcused. When this policy creates a special hardship, the student should discuss the problem with their faculty or with the relevant program chair. Students may also be required to follow specific guidelines as defined by individual instructors or as outlined in their syllabi. Recording is not allowed unless permission has been obtained by the faculty. Students who need to record as an accommodation for a disability must go through the UAA Disability Support Services (DSS) process. Programmable devices (e.g. calculators and smartwatches) are not allowed during testing except when the faculty approves. The use of communication devices may differ in the clinical setting and is addressed in the clinical handbook.

Service Animals

The University of Alaska Anchorage recognizes the importance of allowing people who require the use of service or assistance animals to receive the benefit of the work, tasks or therapeutic support provided by such animals on campus. However, service animals, assistance animals, and pets are not the same.

Service Animal: A service animal is a dog (and in certain circumstances, a miniature horse) that has been individually trained to do work or perform tasks for an individual with a disability. As provided in the Americans with Disabilities Act (ADA), individuals with disabilities may bring their service animals with them anywhere the individuals are normally allowed to go.

- **Assistance Animal:** An assistance animal is an animal that works, aids, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. An assistance animal does not have to be professionally trained and is not considered a service animal as defined by the ADA.
- **Pet:** A pet is an animal kept for ordinary use, pleasure, and companionship. Pets are not allowed on campus without permission from the University Police Department with regards to the Anchorage

campus, or the Community Campus Director with regards to a UAA community campus. An employee wishing to bring a pet into a facility at any time must have the written permission of their supervisor. UAA residential housing programs may have separate policies regarding pets.

Pets are not allowed on campus without permission from the University Police Department with regards to the Anchorage campus, or the Community Campus Director with regards to a UAA community campus. An employee wishing to bring a pet into a facility at any time must have the written permission of their supervisor.

Locations for individuals to seek permission to bring a pet on campus:

- [Permission to Bring a Pet on Campus](#)
- [Accommodating Students with Service Animals in Teaching Laboratories](#)

Infants and Children

Infants and children are not permitted in classes (in-person and synchronous online [Zoom, Teams, etc.]), laboratories, or clinical settings, even when a parent is present and involved in a scheduled learning experience. Students who bring children to class will be asked to leave with the absence being treated as unexcused. When this policy creates a special hardship, the student should discuss the problem with their faculty advisor or with the relevant program chair.

Pregnant or Breastfeeding Parents

The SON will make every attempt to support students who are breastfeeding their babies. When requested, the SON will provide a private space for students who would like to use a breast pump or to nurse their baby. While a space for pumping/nursing will be provided, SON policy indicates that students should not bring their infants and/or small children into classes. The space for pumping/nursing should have comfortable seating and a hand cleanser. A “Do Not Disturb” notice will be placed on the door. The SON will not refrigerate or store breast milk.

Students who would like to request a private room to use a breastfeed or use a breast pump should inform their advisor at the beginning of the semester. Students will be expected to schedule times for breastfeeding/pumping in advance to allow staff to arrange for space and to minimize disruptions to staff

and faculty activities. Students must ensure that the condition and contents of the room are not disturbed.

Technical Computer Requirements

Students need a laptop and internet access that meets the current technical requirements of UAA and SON. More information about specific requirements may be found at the following link: [Seawolf Tech Portal](#). Please note that older Chrome books and all iPads do not work for required testing.

Students are strongly encouraged to gain and maintain basic skills in keyboarding, computing, and use of common software programs (e.g. Word, Excel, Google Docs, and PowerPoint) prior to beginning the nursing program. Students may download Microsoft Office 365 for free (with PC or Mac) by going to [UAA Software Downloads](#).

Classroom Equipment

Students should not use or manipulate classroom and lab equipment without express permission from nursing faculty or facility personnel.

Soliciting Funds, Donations

As a general rule, soliciting funds or donations from any entity for UAA SON as a student is prohibited. Any activity for which fundraising is needed must be sanctioned, approved, and overseen by the UAA SON administrators. Contact your program chairperson if there is a fundraising request.

Student Success, Services and Resources

Information related to specific services below are applicable to the UAA (Anchorage) campus but may also offer services and resources to students state-wide.

[Student Success & Resources/Office of Academic Affairs](#)

Please Note: If you are a student at an Off-Campus Instructional Site(s): Please refer to the specific campus website to learn more about the services and resources at that campus.

Academic Advising

Students will be assigned a nursing faculty advisor upon admission who will be denoted in DegreeWorks. Students are expected to follow the published plan of study. If there is a need to modify the plan of study, the student must meet with their Nursing Faculty advisor to discuss needs and determine a new plan of study, this will be uploaded into EXXAT. Changes to the plan of study are based upon space availability. Additionally, changing the plan of study may delay graduation from the program. Students are encouraged to meet with their faculty advisor every semester.

UAA Student Government

Students have the opportunity to be involved in the Union of Students at UAA (USUAA), the student governance organization on campus. The purposes of USUAA are to:

- Broaden the educational perspective of students by instituting a structure of self-governance;
- Promote the educational needs, general welfare, and rights of students;
- Serve as a forum for students to express their ideas for enhancing the quality of their educational experience through expanded and improved communications among students, faculty, and administration and beyond;
- Formulate policies and procedures concerning student life, and
- Serve all students equally, regardless of race, color, religion, national origin, sex, sexual orientation, Vietnam era or disabled veteran status, physical or mental disability, change in marital status, pregnancy, or parenthood.

All full and part-time students at UAA who pay the Student Government fee are automatically members of USUAA. Membership provides students with opportunities for involvement and leadership in a diverse array of campus activities. Additional information is available on the [Union of Students \(USUAA\) | Students | University of Alaska Anchorage](#).

Tuition and Fees

Tuition rates are set and modified by the University of Alaska Board of Regents. Campus and program fees are determined locally each year and posted on [UAA Tuition and Fees](#). There are additional Fees assessed from the university and from the nursing program. Some fees are distributed across the program, while others

are charged to the student once. Financial Aid's [Cost of Attendance](#) provides an estimated cost of completing a full year as a full-time student. For estimated costs associated with the nursing undergraduate programs, please visit our [financial support](#) page.

Financial Support

The School of Nursing and the University of Alaska Anchorage offer a wide range of other scholarship and funding options to students. To learn more about financial aid and general scholarships available through the School and University, please visit the following links:

[Financial Aid Office | University of Alaska Anchorage](#)

[Scholarships | Financial Aid Office | University of Alaska Anchorage](#)

[University of Alaska Foundation](#)

Please note, the main application deadline for all UAA scholarships is February 15th prior to the academic year for which you are seeking funding.

Additional information about funding can be found at [Financial Support | School of Nursing | University of Alaska Anchorage](#)

Student Health Services

Student Health and Counseling Center

[The UAA Student Health and Counseling Center](#) campus health center provides primary health services for physical and mental health conditions as well as education and support to maintain a healthy lifestyle. In many cases, the center is a source of low-cost primary health care services with referrals for specialized treatment. The center may also bill your personal insurance. The UAA Student Health and Counseling Center is open weekdays during the regular academic year.

Dental Hygiene Clinic

On the UAA Anchorage campus, the [Dental Clinic](#) provides reduced-cost dental care to staff, students, and community members. As part of the Dental Hygiene program, dental hygiene students see patients under the supervision of a dentist from the Anchorage community.

Psychological Services Center (PSC)

The [Mental Health | Students | University of Alaska Anchorage](#) Student Health and Counseling Centers' mental health staff includes Licensed Professional Counselors and Advanced Psychiatric Nurse Practitioners to assist students with mental health needs. Our mental health providers provide crisis prevention, brief therapy, and offer workshops to help students succeed in their academics. Visit the link above for more information.

Counseling & Support Services

[Counseling & Support Services](#)

The PSC offers both online and in-person sessions. All sessions are by appointment only.

Individual and group psychological services are provided in an atmosphere sensitive to culture and ethnicity. People are seen for many reasons, from a curiosity about one's own potential to concerns such as anxiety, depression, stress, loss, and relationship difficulties.

UAA students are welcomed at the PSC, but clients do not need to be affiliated with UAA to receive services. Because this is a training clinic that is closed on weekends, holidays, and school breaks, the PSC is generally not a good match for people who have severe crises.

To review our fees, payment options, and more, please look through our [Fees and Financial Information](#).

Academic Resources

Tutoring Services

Tutoring services are currently offered to any nursing student for both prerequisite and nursing-specific courses through the Learning Commons.

Nursing Tutoring resumes on September 5, 2024. Please visit the webpage for more information [Nursing Tutoring | Learning Commons | University of Alaska Anchorage](#)

Wolf Cards

Your [Wolf Card](#) is your student identification card, a U-Pass card for the Anchorage/Valley bus system, your library card, and a card that provides access to services and resources on campus. The UAA student identification number is shown on the back of the card. The Wolf Card can also be used to pay for items sold on campus, such as meals, snacks at vending machines, and merchandise at the campus bookstore. You can use your credit card or debit card to add money to your Wolf Card as needed.

Testing Services

[Testing services](#) provide a professional testing environment that supports student retention and success by offering examinations for students and the community that assist with academic and professional advancement. The testing center maintains membership with and adheres to guidelines set forth by the National College Testing Association (NCTA). All testing appointments must be scheduled online, 24 hours in advance of the test date to ensure all students/testers have a reserved workstation.

Disability Support Services (DSS)

If a student experiences a disability that may result in a barrier to their academic experience and requires reasonable accommodations, it is the student's responsibility to disclose their disability to [Disability Support Services](#) (DSS) as soon as possible. DSS is located on the University of Alaska Anchorage – Anchorage (UAA) main campus in Rasmussen Hall 105 and can be reached by phone at 786-4530 or by email at aydss@uaa.alaska.edu. Students at outlying campuses can contact the Disability Support Coordinator at their local campus (usually within the student counseling department). It is important to request accommodations early enough for DSS to adequately consider your request before it is needed for your (class(es)). Reasonable accommodations will be approved once students have provided appropriate documentation. Academic accommodations are free of charge and available to any student who qualifies as an individual with a disability. Disability Support Services maintains an adaptive computer lab on campus for students with disabilities. Workstations include voice-activated software, screen enlargers, and screen readers. UAA has an accessible shuttle bus service equipped with a wheelchair lift for transportation on campus.

Writing Center

The [UAA Reading & Writing Center](#) located in SMH 115, provides reading and writing assistance to UAA students at all levels and all disciplines. Certified and formally trained tutors offer help for those seeking to improve their reading, writing, and study skills.

Indigenous Rural Student Center (IRSC)

[Indigenous and Rural Student Center \(IRSC\)](#) at UAA (formerly Native Student Services) is committed to centering and supporting Alaska Native, Indigenous, Native American, and rural students through programming and resources that foster a sense of community and belonging. The IRSC offers community connections, academic support, and cultural activities, academic advising, scholarship information, assistance, and resource support for all students.

Multicultural Center

One of the missions of the [UAA Multicultural Center](#) is to improve the overall quality of life for all underrepresented minority students (URMs) on the campus by developing and implementing educational, cultural, and social programs that will assist the students in obtaining satisfactory grades, reaching self-determined academic goals, and successfully graduating.

University Police

University Police on the following campuses provide special services unique to university settings. Those services may include one or more of the following: maintaining the security of university buildings; providing crime prevention classes to students, staff, and faculty; providing escorts on the University campus; vehicle and room unlocks; and vehicle jumpstarts.

UAA Anchorage Campus - [UAA University Police](#) For more information, call 907-786-1120.

If you are on an Off-Campus Instructional Site(s) please contact your local campus security to determine their usual availability and resources.

For EMERGENCIES, dial 911.

Safety from Sexual Violence (Title IX)

Members of the university community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. UAA takes all matters of Sexual Harassment, Sexual Assault, and Sexual Violence seriously. If you have concerns or need to report an incident, please contact the [Office of Campus Diversity & Compliance](#).

Consortium Library

The [Consortium Library](#) is your gateway to all the library's resources and services, both print and online (electronic). Use your university username and password as prompted. For help, call the UAA Information Technology Services Help Desk (Local: 907-786-4646; Toll-Free: 877-633-3888).

The SON also has a dedicated Medical Librarian who is available to support [Alaska Medical Library](#). The Alaska Medical Library is a unit within the Consortium Library in Anchorage and is located on the 2nd floor near the health collections. The medical library office is open 8-5 Monday-Friday, although students should make an appointment for in-depth research or help with database searching. One-on-one assistance is provided as needed, whether face-to-face or via distance. They provide a very valuable service, supporting faculty and students in healthcare disciplines to optimize their use of the library and its services.

- Distance Students: For students living outside the Anchorage and Mat-Su areas, library staff will check out and mail books using your library card number. If you have questions about this service, call 907-786-1828.
- Library Cards: Your Wolf Card is your Library Card. Click [My Library Card](#) for more information.
- Printing: Printing across the Anchorage campus is done through Managed Print Stations using your Wolf Card. There are two print stations in the HSB in each of the alcoves, HSB104 and HSB204. For more information go to the website [Printing | Information Technology Services | University of Alaska Anchorage](#)

SECTION III: CONDUCT POLICIES

SECTION III: CONDUCT POLICIES

Attendance

Attendance is required for all theory classes, video conferences, clinical and laboratory experiences.

Professionalism Expectations

As with all members of the university community, the University requires students to conduct themselves honestly and responsibly and to respect the rights of others. Students may not engage in behavior that disrupts the learning environment, violates the rights of others or otherwise violates the Student Code of Conduct (Code), university rules, regulations, or procedures. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the University or at activities authorized or sponsored by the University. In addition to the UAA Student Conduct Code, Board of Regents' Policy and University Regulation, students must abide by the following specifications for academic behaviors and abilities to be admitted, to continue, and to graduate from UAA nursing programs. The Student Code of Conduct may be found online in the [Student Code of Conduct and Association Policies](#).

Specific to the UAA SON:

All SON students will be expected to adhere to the professionalism expectations as set forth by their individual professors in all theory, lab, and practicum settings.

To begin to understand, apply, and uphold the professional and ethical standards of the Nursing profession, all students will be expected to have reviewed the [ANA Code of Ethics](#) after admission to the program.

Social Media

As students, you want to represent UAA and the SON in a fair, accurate, and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by

others.

Be aware that you may be held personally and legally responsible for opinions and comments made publicly, including media sites and pages. This not only applies to the information covered by Health Insurance Portability and Accountability Act (HIPAA) and Family Education Rights and Privacy Act (FERPA), but also to any proprietary information from either UAA, its community clinical stakeholders, or other organizational partners.

SON faculty and students will perform ethically and legally as outlined in the [ANA Code of Ethics](#), the Alaska State Board of Nursing Statutes governing nursing practice, and the [NCSBN Social Media Guidelines for Nurses](#).

Guidelines and Best Practices

- Do not post proprietary information or content about UAA, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a UAA nursing student.
- Do not use copyrighted photos or written content without gaining permission from the source prior to use. People's voices and/or images require permission to use; you may not video record, audio record, or photograph professors or fellow students for personal or social media use without their written permission.
- It is your responsibility to adhere to HIPAA and FERPA regulations. You are required to complete HIPAA training annually. You are to follow HIPAA and FERPA guidelines at all times. Confidential or personally identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage, including Blackboard. Students must not video record, audio record, or photograph patients/clients without written permission of the patient/client and of the facility.
- Be aware of your association with UAA in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own when creating a personal site or commenting on other sites. When posting your point of view, you should neither claim nor imply you are speaking on UAA's behalf, or that of our clinical sites and partners, unless you are authorized to do so in writing. Do not use your UAA account when you create social media accounts.
- Do not use UAA, the SON, or community partner marks, such as logos and graphics, on personal social media sites. Do not use UAA's name, or those of community partners', to promote a product,

cause, or political party or candidate. Use of the SON marks (logos and graphics) for SON-sanctioned events must be approved (posters, flyers, postings) by the administration. Do not use marks of community partners for any reason unless you obtain permission in writing from the SON administration.

- Students should use the Student Complaint process if they have negative perceptions or opinions they wish to share; sharing them on social media is considered unprofessional behavior. Be aware of libel and slander laws and seriously weigh the risk of engaging in online activities that might cross those legal/ethical/professional lines and leave you vulnerable to a civil lawsuit. Many (almost all) organizations are prepared to vigorously defend their reputations and your status as a student contains no inherent legal protection.
- Adhere to standards of professional conduct at all times when engaging online as a student at the UAA SON. Understand that perception is reality. In online social networks, the lines between public and private, personal and professional, are blurred. By identifying yourself as a SON student, you are creating perceptions about your expertise and about SON. Ensure that all content associated with you is consistent with your work and with SON's values and standards. Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct, such as bullying, that would not be acceptable in the professional workplace.

Ultimately, you have sole responsibility for what you post.

Policy Violations

- I. FERPA violations will go to the UAA Dean of Students for review, while HIPAA violations will be documented and reported to the clinical agency. Students will be subject to all disciplinary actions recommended by UAA and/or the clinical agency.
- II. Students who violate patient/client privacy or share confidential or unprofessional information will be subject to disciplinary action including failure in a course and/or dismissal from the program.
- III. Each student is legally responsible for their actions and for their individual postings. Students are subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students are also liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Gifts To and From Students

Students are strongly discouraged from accepting gifts from clients and families. Health care agencies have ethical guidelines for their employees regarding the acceptance of gifts and students should follow these guidelines. Although not strictly forbidden in the [ANA Code of Ethics](#), the concern for professional boundaries, appropriate relationships with clients, and provision of professional nursing care support the non-acceptance of gifts from clients. Students should consider cultural norms and unique situations to decide the correct course of action when presented with a gift. Generally, a thank you card, or token of appreciation is acceptable, but any monetary gift or gift of value should not be accepted. All tokens of appreciation should be reported to the clinical faculty.

Gifts to instructors are discouraged using the same ethical principles that guide the student-patient relationship. Appreciation can be expressed to instructors through very small tokens or most appropriately, through thank you cards or letters of appreciation.

Behavior in Clinical Agencies

Students are guests in clinical agencies, who are expected to follow the policies and procedures of the agency, to follow the direction of the supervising nurse or preceptor, to engage cooperatively and professionally on a clinical unit, and to follow the direction of the UAA instructor. If problems arise, clinical agencies have the right to ask a student to be removed from the agency. If a student is asked to be removed from a clinical agency for cause, for unprofessional or unethical behavior, disruptive behavior, ineffective communication, or any behavior that has the potential to reduce the safety of others, then the incident will be referred to the Dean of Students. Please see the “Student Conduct Review Procedures” link below for additional information.

Nursing students must adhere to the [UAA Student Code of Conduct](#), the SON program/course policies, and the [ANA Code of Ethics](#). They must also practice with general knowledge of the nursing profession’s Scope and Standards of Practice (2015) covered in introductory nursing courses

See the following link for consequences of unprofessional behavior: [Student Conduct Review Procedures](#)

Substance Abuse

On April 21, 1989, the UAA Board of Regents adopted Policy 04.02.040 concerning a drug-free workplace. The following points will further explain the position of the SON on this important issue. The University recognizes drug dependency as a major health problem. The University also recognizes drug abuse as a potential safety and security problem. Any substance misuse even off campus and outside clinical settings can indicate problems that the SON has a professional and ethical obligation to address with the student.

Students are expected and required to report to all UAA and SON policies throughout their nursing program enrollment and are required to report to class, lab, and clinicals in appropriate mental and physical condition. If suspected of being impaired, the student may be asked to take a drug/alcohol test, and leave the classroom, lab, clinical setting.

In concurrence with the [UAA Drug and Alcohol Policy](#) and [Alaska State Statute Section 08.68.270](#), the SON recognizes various over-the-counter substances can alter mentation and in the presence of, will be treated in accordance with the above policies. Any student or student employed by UAA found in violation of the above policies will result in disciplinary action up to and including dismissal from the SON program. Any student with a history of misusing drugs or intoxicants is responsible for contacting the Alaska Board of Nursing to determine if their history will impact their ability to obtain a nursing license.

Substance abuse is an infraction as defined in the [UAA Student Code of Conduct](#). Infractions will be reviewed by the Dean of Students. If a student is in violation of the Student Code of Conduct and/or UAA drug and alcohol policy, the student will not be permitted to return until a satisfactory plan for preventing future occurrences has been achieved.

SECTION IV: DISPUTE, COMPLAINT, RESOLUTION POLICY

SECTION IV: DISPUTE, COMPLAINT, RESOLUTION POLICY

The SON follows the Student Complaints and Disputes procedure outlined in the [UAA Student Handbook](#).

Student Complaints and Disputes

Challenges to academic decisions or actions should follow the complaint procedures in the UAA Student Handbook.

Steps for Informal Resolution:

- Contact your Faculty
- Contact the Course Coordinator
- Contact your Nursing Faculty Advisor
- Contact the Program Chair(s)

If all efforts to resolve the situation through the informal resolution steps have not been effective, the student should contact the Director of the School of Nursing.

SECTION V: CLINICAL POLICIES

SECTION V: CLINICAL POLICIES

Special Considerations

Prior to the commencement of the nursing program and annually while enrolled, students must provide documentation for the following:

- Immunizations: Proof of rubella, rubeola, and mumps vaccination or titer; varicella (chickenpox) vaccination or titer; Hepatitis B titer demonstrating immunity; Hepatitis A titer demonstrating immunity; diphtheria/tetanus vaccine within the past ten years; influenza vaccine within the previous twelve months.
- Freedom from active tuberculosis: Verified annually by a negative PPD skin test or by a health examination conducted by a nurse practitioner, physician, or physician's assistant.
- Current certification in cardiopulmonary resuscitation (CPR): Required for infants, children, and adults.
- Additional requirements: These may include, but are not limited to, drug screening, additional vaccinations, and/or clinical facility-specific requirements.
- Eligibility determination from a national-level criminal background check.
- Professional liability insurance: Specific information regarding acceptable policies can be obtained directly from the program.
- Proof of health insurance: The school assumes no responsibility for illnesses and injuries experienced by students during their clinical experiences. Students who are injured while completing clinical assignments are responsible for all associated medical costs.
- Furthermore, students enrolled in clinical courses must arrange their own transportation to clinical assignments and will need to purchase uniforms and specialized equipment.

Failure to maintain current requirements listed above while enrolled in a clinical (practicum), and laboratory (skills) experience will result in unexcused clinical absences until resolved.

Criminal Background Checks

General Information and Purpose

Students enrolled in SON programs either have or are seeking a professional license as a registered nurse (RN) or as an advanced-practice registered nurse (APRN). In the interest of patient safety, State Boards of Nursing are guided by statutes and regulations that govern the licensure requirements for nurses.

The State of Alaska has a list of barrier crimes that will impact a student's ability to obtain a nursing license or prevent a student from pursuing a nursing degree.

Nursing students provide care to vulnerable individuals in clinical agencies that must ensure the safety of patients. Therefore, the criminal background check is required for two reasons:

- To identify students who have committed crimes that could preclude their eligibility for a nursing license or the pursuit of a nursing degree.
- To meet the requirements of clinical agencies that provide clinical learning experiences for students. The background checks must be reported to the SON before beginning any clinical course. Students should note the following policy:

Students are not eligible to participate in clinical courses until the SON receives approval of the eligibility determination from a national-level criminal background check from the State of Alaska.

Failure to Obtain a Criminal Background Check

It is the student's responsibility to obtain the criminal background check as directed by the SON. If the eligibility determination from a national-level criminal background check is not acquired or received, admission to the SON will be rescinded. Students with concerns about infractions/crimes that may impact their ability to attend SON clinical experiences, or their eligibility to obtain/maintain licensure as an RN, should contact the [Alaska Board of Nursing](#).

Results of Ongoing Criminal Background Checks

Criminal background check information will be reported to the SON on an ongoing basis by the State of Alaska.

- If a student commits a crime while in the nursing program, that crime will be reported.
- If a student has committed a felony or other serious crime, the student will be dropped from clinical courses and may be dismissed from the nursing program.
- If a student commits a crime while enrolled in the nursing program and as a result is denied access to clinical agencies, the student will be dismissed from the program.

Health Insurance Requirements & Student Illnesses or Injuries

Students are required to obtain and maintain personal medical insurance. The school assumes no responsibility for illnesses and injuries experienced by students in conjunction with their practicum experiences; students who are injured while completing practicum assignments are responsible for all associated medical costs. Please see UAA Policy on the following link: [UAA SON Requirements](#). Students can visit the [HealthCare Exchange Website](#) to determine their options for an insurance plan through the federal government.

Expenses incurred as a result of injuries or illnesses sustained or contracted during clinical learning experiences are not covered by either the University or the clinical agency. Such expenses are the responsibility of the student.

Students are encouraged to go to their local Student Health Center (if available) or to their personal healthcare provider for minor injuries or illnesses sustained during clinical learning experiences. An assigned clinical agency cannot mandate that a student go to their emergency department. Be advised that if a student is assessed and treated at any healthcare clinic/hospital, the student (and/or the personal health insurance carrier) will be responsible for the costs incurred, even if the injury/illness occurred as a result of clinical activities.

Professional Liability Insurance

All students enrolled in clinical courses are covered by student professional liability insurance through the University of Alaska Statewide Risk Management. The cost of this insurance is covered by fees for the clinical courses.

Student ID Badges

All UAA nursing students are required to wear a UAA SON student ID badge visibly displayed in a conspicuous place at all times in any clinical area (see the UAA Student Clinical Handbook). One ID badge will be issued to each student in the first clinical course. Validation stickers will be provided to indicate the date of the current semester. The UAA SON ID badge with a current validation sticker is required for entry into any facility as part of any UAA-sponsored/sanctioned event or course. Students should contact the SON Front Office Assistant to report a lost badge or to turn in a damaged badge. A fee will be charged to replace a damaged or lost ID badge.

Attire Guidelines

Student appearance reflects the individual and of the SON. A professional, neat and well-groomed appearance must be maintained during clinical experiences. All students must adhere to the dress code in the assigned clinical agency, to include displaying the UAA student identification badge at all times.

Please note: Expectations for clinical experiences also apply to the lab/skills/simulation areas within the SON while on campus and includes all requirements as identified below.

Students should also be aware of the UAA SON attire guidelines and adhere to them as directed by program/course faculty. The UAA attire guidelines include:

- Students must wear the UAA SON ID badge at all times on the neckline of the attire being worn anytime a student is engaging in a clinical learning activity at the clinical agency, in the lab setting, or simulation setting. The ID badge should be visible on either the uniform or personal attire, whichever attire is required at the agency.
- Appropriate professional footwear. Appropriate footwear includes non-porous, non-penetrable, closed-toed shoes (this is to avoid potential BBP exposure from spills and accidental sticks/penetrations). Any open-toed, mesh, porous, or penetrable shoes are not considered appropriate footwear. Shoes should be in good condition. Permitted colors of footwear are white, black, or gray.
- Students will wear a professional watch in a conservative color during clinical, simulation, and lab experiences.
- Hair should be clean and arranged neatly. Long hair should be pulled back and secured. Hair longer

than shoulder length should be pulled back in a ponytail, braid, or bun. Hair should be worn in a manner so that it does not interfere with patient care activities.

- Beards/mustaches must be short and neatly trimmed.
- Nails should be kept clean and short. Nail polish and artificial nails (including gel nail coverings) are not allowed.
- Students will not be permitted to attend clinicals with extreme styles of dress, hairstyles and/or makeup.
- Tattoos of a nature that could be found offensive to others must be covered while in clinical, lab, or simulation settings.
- Please note: All clinical sites are scent-free zones. All areas while on campus, classrooms, lab, or simulation areas are scent free zones. The chemicals used in scented products can make some people sick, especially those with fragrance sensitivities, asthma, allergies, and other respiratory ailments.
- Jewelry should be limited to small post-type non-dangling earrings and flat, smooth rings. Rings with stones pose a safety risk and therefore are not permitted.
- Wearing jewelry on the face, or any other exposed body sites may pose a safety risk to the student and/or patient and, therefore, will be removed.

Clinical Orientation

The Consortium of Alaska State Healthcare Educators (CASHE) is composed of educators from clinical agencies in the state where students are assigned for clinical experiences. Nursing students working in an industry governed by numerous regulations. For a healthcare facility to be in regulatory compliance, students at all levels engaging in clinical experiences must participate in an orientation, which includes specific components. The CASHE Clinical Orientation has been developed to meet the following objectives.

- Demonstrate professionalism.
- Follow agency-specific policies.
- Maintain patient and personal safety.
- Engage in proper clinical communication.
- Engage in effective clinical activities.
- Maintain confidentiality and security of patient information.

- Show sensitivity and respect for all.

The CASHE Clinical orientation includes modules on patient and personal safety, HIPAA, bloodborne pathogens and SON policies. The orientation is a standardized self-paced module for all clinical agencies and for all clinical students. The self-study module is available on the Blackboard site: SON Health Requirements and Compliance. Students cannot attend any clinical experience until the CASHE orientation is complete.

The CASHE Clinical Orientation is a requirement upon acceptance to the program.

Attendance - Clinical (Practicum), and Laboratory (Skills)

Tardiness and leaving before the end of the day will be considered missed time which is unexcused. Missed time will be made up through either additional clinical days or through written assignments at the faculty's discretion. Students should not expect to be excused from required coursework or program activities for personal, family, or work commitments.

Students should never request to arrive late, leave early, or have any extended break times during clinical, lab, simulation or preceptorship opportunities. Attendance to any of these clinical opportunities should be viewed as a privilege. Respect for the environment, the clinical partner, clinical staff, and professor's time will be expected.

If a student is provided an opportunity to learn by a clinical partner, clinical staff, professor, or preceptor, the student is advised to take advantage of these opportunities as appropriate and approved by the professor, even if the student has observed or completed the task previously.

Bloodborne Pathogens Control Plan

Methods of Compliance

- Universal precautions will be taught to students early in the first semester of the nursing lab, before practicing or handling any blood or body fluids. All UAA nursing students will practice universal precautions at all times in the lab and/or clinical setting.
- Puncture-resistant, leak-proof containers must be used for disposal of all sharp items, including needles and glass. The UAA SON will provide containers in the SON labs or as needed by instructors

for student activities.

- Needles used for practice will have protective sheaths or guards. Needles will be used only when required for practice of key nursing skills and will be disposed of in designated sharps containers.
- Non-latex gloves will be worn at all times by students or faculty when there is any risk of exposure to blood or body fluids. Gloves are available in the SON if they are needed for student activities.
- If blood or body fluid is spilled on any surface, it will be cleaned as soon as possible with disinfectant soap and water by an individual wearing the appropriate personal protective equipment.
- Hands are to be washed immediately after removing gloves that have had contact with blood or body fluids.
- Non-sharp contaminated waste (used gloves, alcohol swabs, cotton, gauze, etc.) will be disposed of in regular trash cans which will be emptied using Universal Precautions.
- Full sharps containers will be disposed of through local agencies that comply with OSHA regulations. Sharps containers will be placed in a large red container and the contracted outside agency notified when full.

Protective Equipment

Students must follow clinical agency policies regarding the use of personal protective equipment (including protective eyewear) when in clinical settings where exposure to body fluids is possible.

Post-Exposure Follow-Up

Immediate steps to take in the event of a suspected exposure to body fluids:

- Apply first aid or arrange for emergency assistance (911) if needed. Allow affected persons to self-administer first aid to themselves, if possible, to reduce the potential for causing secondary exposures. Always follow universal precautions when administering first aid.
- Allow a small amount of controlled bleeding, if wounded, being careful to capture fluids safely.
- All potentially contaminated material must be stored in red biohazard bags with the words "Biohazard" labeled on the bag or container. Refer to disposal guidelines for biohazards.
- Thoroughly wash the wound with disinfectant soap and running warm water.
- After immediate medical needs are attended, assume that you have incurred a true exposure and seek immediate post-exposure care from a qualified provider. Students are encouraged to go to the Student Health Center or the local campus health center (if available).

Communication of Hazard

For students: Any injuries or exposures should be immediately reported to clinical faculty.

Information and Training

- The UAA SON has in place mandatory training for all students and faculty, to be completed annually, which includes prevention of exposure to bloodborne pathogens, body fluids, and other biohazard and hazardous materials.
- Documentation of completion of this training by each student and faculty person is maintained in the UAA SON.
- UAA students and faculty in an off-campus instructional site outside of Anchorage will complete the UAA Needle Stick Incident Report Form and will be referred to the emergency room or physician of their choice for appropriate follow-up of the exposure.

Latex Allergy

UAA SON programs require students to participate in activities in skill laboratories and in clinical agencies where latex and other potentially allergenic substances are common components of many medical supplies (gloves, airways, intravenous tubing, syringes, stethoscopes catheters, bandages, etc.).

Both the SON learning laboratories and clinical agencies in the community maintain policies and procedures for patients and health care workers who are allergic/sensitive to substances in the environment (e.g. latex, iodine, etc).

The SON has an allergy/sensitivity policy that provides guidelines for the prevention, identification, and management of allergic reactions to latex among nursing students and faculty. Faculty and students should be familiar with existing policies and immediately report any problems he/she may have in a learning lab or at a clinical training site related to an allergic reaction. It will not be possible for UAA or any clinical setting to remove every allergen from the environment.

Individuals with allergies to certain foods (particularly avocado, potato, banana, tomato, chestnuts, kiwi, and papaya) are believed to be at increased risk for developing a latex allergy. Several types of synthetic rubber gloves are available which do not release the proteins that cause true latex allergies.

The SON will attempt to minimize the exposure of students and faculty to latex by purchasing non-latex gloves for use in the nursing lab. Students and faculty, however, may experience exposure in clinical facilities that still utilize latex gloves.

If an allergy is suspected, it is recommended students see their personal health care provider for a complete evaluation. Those determined to be allergic to latex should wear a medical-alert bracelet, carry an "Epinephrine Kit" (EpiPen), and notify their instructor prior to beginning their lab courses.

Selected References for Further Information

American Latex Allergy Association <http://www.latexallergyresources.org/>

National Institute for Occupational Safety and Health, (800) 356-4674

"NIOSH Alert: Preventing Allergic Reactions to Natural Rubber Latex in the Workplace". June 1997 (request publication number 97-135 - <http://www.cdc.gov/niosh/docs/97-135/>)

CDC NIOSH Information

NIOSH Publications and Products "Latex Allergy a Prevention Guide"

<http://www.cdc.gov/niosh/docs/98-113/>

American Nurses Association, (800) 637-0323

Unusual Occurrences/Incident Reporting

Definition

An unusual occurrence is:

- Any situation that actually or potentially results in injury to persons or damage to property in the clinical setting.
- Any situation involving a student that is not congruent with the operational or safety standards of the clinical agency.

Examples of Unusual Occurrences (the following list is not exhaustive)

- Medication errors (including errors involving lateness, omission, or commission)
- Treatment errors

- Patient falls or injuries
- Student injuries - or potentially injurious events
- Instructor injuries
- Equipment damage
- Administrative errors
- Errors that may be "remedied" within the institution by obtaining a "covering" physician's order

Procedure for Unusual Occurrences Involving Students

When an unusual occurrence involving a student of the UAA SON is identified by the student, preceptor, or faculty member, the following steps should be carried out.

1. The student and faculty member (and/or preceptor, if applicable) shall immediately implement the policy of the institution/agency regarding unusual occurrences.
2. Within 24 hours following the incident, the student and instructor (and preceptor, if applicable) shall jointly complete the UAA SON Unusual Occurrence Form located on the Course Blackboard site.
 - a. The original form shall be forwarded through the Clinical Faculty, Course Coordinator, and Program Chair to the Director of the SON and retained.

When the unusual occurrence involving a student is noted by a staff member while the student and the faculty member are present in the institution/agency, the staff member shall notify the instructor immediately. The faculty member and the student shall implement steps 1 and 2.

When the unusual occurrence involves a student being precepted by a member of the staff of the institution/agency:

1. The student and preceptor shall:
 - a. Implement the policy of the institution/agency regarding unusual occurrences.
 - b. Complete the "UAA SON Unusual Occurrence Form."
 - c. Notify the faculty liaison of the occurrence as soon as possible (within 24 hours of its occurrence).
2. The faculty liaison shall carry out Step 2 (review the form to determine developing pattern and appropriate counseling).

Root Cause Analyses

When a significant incident occurs, the student(s) involved may be required to participate in a root cause analysis – a team effort geared to understand what and why the event occurred and how to prevent future events.

SECTION VI: STUDENT INVOLVEMENT

SECTION VI: STUDENT INVOLVEMENT

Committee Participation

The SON encourages student participation in all aspects of campus life, in the Graduate Student Nurses Association (GSNA) – of which all graduate nursing students are members, professional organizations, in formal and informal contacts with the SON Director and faculty, and in SON Student Affairs committee.

SECTION VII: GRADUATION AND PROGRAM COMPLETION

SECTION VII: GRADUATION AND PROGRAM COMPLETION

State Board of Nursing Information

A representative of the Alaska State Board of Nursing or a UAA nursing faculty member will orient students graduating from their respective nursing program, in the semester they graduate, concerning application for licensure. There will be several fees involved: application fee, license fee, transcript fee, fingerprint processing fee, and perhaps a notary fee. There is also a fee for an optional temporary permit. National Certification requirements and processes will be reviewed by UAA nursing faculty as part of the licensure process.

For advance or additional information, students may contact the Alaska State Board of Nursing Anchorage office located at 550 W. 7th Ave, #1500, Anchorage, Alaska 99501. Their telephone number is (907) 269-8160. The [Alaska Board of Nursing website](#) includes additional information.

Requesting a Letter of Reference or Recommendation from a Faculty Member

There are times when students would like a faculty member to serve as a reference or to write a letter referencing their performance as a student. Before the faculty member can prepare or send the letter, students need to complete the [SON FERPA Release](#). The form must be completed, signed, and received by the faculty member before any student information is released. Learn more [Privacy and FERPA](#).

SECTION VIII: MS IN NURSING SCIENCE PROGRAM SPECIFIC

SECTION VIII: MS IN NURSING SCIENCE AND GRADUATE CERTIFICATE PROGRAM SPECIFIC INFORMATION

MS in Nursing Science and Graduate Certificates

In the Master of Science in Nursing Science and graduate certificates program, there are three available options which include family nurse practitioner (FNP), psychiatric mental health nurse practitioner (PMHNP), and nursing leadership with a concentration in nursing education (NLDR-EDU).

Graduate studies at the master's level place primary emphasis upon advanced professional nursing practice, theory, research, and health care delivery systems. Master's level studies provide the student with a basis for further study at the doctoral level.

Program Student Learning Outcomes

Students graduating with a Master of Science in Nursing Science will be able to:

1. Apply nursing theory, best practices and scholarly evidence to the advanced nursing practice role for which the student is being prepared.
2. Apply ethical, legal and professional standards and policy to advanced nursing practice with an emphasis on the role for which the student is being prepared.
3. Collaborate across disciplines and in partnership with key stakeholders to improve health for diverse populations.
4. Create a plan for self-directed, lifelong learning and professional development.
5. Demonstrate professional competence in the advanced nursing practice role for which one is being prepared.
6. Use emerging information, health technologies and healthcare data to promote safety and quality care to improve health.

Advising

A nursing program faculty advisor, named on the student's UAA Certificate of Admission, and the student's Degree Works file assists in formulating a plan of study that is feasible and best meets the student's needs. Academic advising is required for all students prior to enrollment in nursing courses. A plan of study will be

developed, and students are expected to follow that plan. If there is a need to modify the plan of study, the student works with their faculty advisor to develop a new plan of study.

The SON MS and Graduate Certificate Student Handbook is meant to accompany the UAA Catalog (<https://catalog.uaa.alaska.edu/>). It is the responsibility of the individual student to become familiar with the policies and regulations of the University of Alaska Anchorage as it relates to their program of study, registration, graduation, etc. This information is found in the UAA catalog, which is updated yearly and the SON MS and Graduate Certificate Handbook, which is also updated yearly. The handbook may have periodic updates during the academic year. When this happens, students are notified of the changes via email and postings in Blackboard. Advisement assists the student in meeting graduation goals. Once admitted, your advisor will contact you for an initial visit. After which, the student should initiate advisement sessions when needed by contacting their program coordinator for an appointment. etc.

Admission Process SON Graduate Program Application Process

Transfer of Courses to Meet Nursing Degree Requirements Nursing Courses

To transfer credits from another University, the student and faculty advisor fill out a graduate petition and submit catalog course descriptions and syllabi, as requested. The petition typically goes to the faculty person teaching similar content at UAA for approval. The advisor, program chair, SON Director, and COH Dean/Associate Dean sign off on the petition. Then it is sent to the Graduate School Dean for a final signature. Petitioned courses must have been completed within seven years of the UAA graduation date. Only one course may be used to fulfill a UAA SON requirement.

Pathophysiology, Pharmacology, and Physical Assessment (the 3 Ps)

The program does not typically allow the transfer of advanced pathophysiology, pharmacology or physical assessment courses taken at other institutions.

UAA SON will review courses for transfer if:

- The course was taken through a nursing program that is nationally accredited (e.g. ACEN or AACN).
- The course was taken through a university that is regionally accredited.

- The course meets all Student Learning Outcomes of the required UAA course it is fulfilling
- There is a full syllabus provided to the SON Graduate Program Chairperson.

Please Note:

- The ability of the UAA SON to admit transfer students into any program is made on a space available basis.
- The transfer student can submit the request and will work closely with the Graduate Program Chair and administration to determine the plan of study after review of the application.
- The student's faculty advisor and the Program Chair review completed petitions. Final approval of academic petitions rests with the SON Director or designee, who forwards all such petitions to the Graduate School, which communicates decisions to the student.

Application to the MS and Graduate Certificate Program

See the [SON Graduate Program Application Process](#) for more information on SON programs and admissions. Completed applications received by the deadline are ranked and reviewed by the Graduate Admissions Committee for acceptance into the program. A decision letter will be sent to all applicants.

PLANS OF STUDY

The Nurse Practitioner options require 750 direct patient care clinical hours. Direct Patient Care clinical hours are defined as *"Hours/time in which direct clinical care is provided to individuals, families, and groups in one (1) of the six (6) population focused areas of NP practice and in primary care or acute care as appropriate."* 2022 National Task Force on Quality Nurse Practitioner Education, 6th Ed.

FNP (Family Nurse Practitioner) Plan of Study

Semester	Course and Title	Course and Title
Semester 1: Fall	NSG A621 Knowledge Development for Advanced Nursing Practice	A633 Statistics for Advanced Practice
Semester 2: Spring	NSG A613 Advanced Practice Informatics	NSG A627 Practice Inquiry: Nature of Evidence
Semester 3: Summer	NSG A619 Nursing Health Policy	NSG A601 Advanced Pathophysiology

Semester 4: Fall	NSG A610 Pharmacology for Primary Care	NSG A618a Advanced Nursing Leadership
Semester 5: Spring	NSG A602 Advanced Health Assessment in Primary Care	A618 Role Development in Advanced Nursing
Semester 6: Summer	NSG A611 Psychopharmacology	
Semester 7: Fall	NSG A661 FNP II (Women's Health) - 120 Hours	
Semester 8: Spring	NSG A660 FNP I (Pediatrics) - 180 Hours	
Semester 9: Summer	NSG A662 FNP III (Adult/Geriatrics) - 180 Hours	
Semester 10: Fall	NSG A663 FNP IV (Adult/Geriatrics) - 270 Hours	

PMHNP (Psychiatric-Mental Health Nurse Practitioner) Plan of Study

Semester	Course and Title	Course and Title
Semester 1: Fall	NSG A621 Knowledge Development for Advanced Nursing Practice	A633 Statistics for Advanced Practice
Semester 2: Spring	NSG A613 Advanced Practice Informatics	NSG A627 Practice Inquiry: Nature of Evidence
Semester 3: Summer	NSG A619 Nursing Health Policy	NSG A601 Advanced Pathophysiology
Semester 4: Fall	NSG A610 Pharmacology for Primary Care	NSG A618a Advanced Nursing Leadership
Semester 5: Spring	NSG A602 Advanced Health Assessment in Primary Care	A618 Role Development in Advanced Nursing
Semester 6: Summer	NSG A611 Psychopharmacology	
Semester 7: Fall	NSG A670 Advanced Practice Psychiatric & Mental Health Nursing I - 120 Hours	
Semester 8: Spring	NSG A671 Advanced Practice Psychiatric & Mental Health Nursing II - 180 Hours	
Semester 9: Summer	NSG A672 Advanced Practice Psychiatric & Mental Health Nursing III - 180 Hours	
Semester 10: Fall	NSG A673 Advanced Practice Psychiatric & Mental Health Nursing IV - 270 Hours	

NLDR-Edu (Nursing Leadership in Education) Plan of Study

Semester	Course and Title	Course and Title
Semester 1: Fall	NSG A648 Nurse Leader and Educator Roles	NSG A649 Best Practices in Teaching and Learning in Nursing Education
Semester 2: Spring	NSG A650 Evidence-Based Practice for Nurse Educators	NSG A651 Advanced Pharmacology, Pathophysiology, and Health Assessment for Nurse Educators
Semester 3: Summer	NSG A652 Technology and Informatics for Nurse Educators	NSG A653 Leadership Focus in Population Health
Semester 4: Fall	NSG A654 Assessing Learning in Nursing Education	NSG A655 Curriculum Design and Program Assessment
Semester 5: Spring	NSG A695A Clinical Practicum in Leading Population health Initiatives	NSG A695B Teaching Practicum
Semester 6: Summer	NSG A656 Clinical Teaching, Simulation, and Evaluation	

FNP Graduate Certificate Plan of Study

Semester	Course and Title
Semester 1: Fall	NSG A661 FNP II (Women's Health) - 120 Hours
Semester 2: Spring	NSG A660 FNP I (Pediatrics) - 180 Hours
Semester 3: Fall	NSG A662 FNP III - 180 Hours
Semester 4: Spring	NSG A663 FNP IV - 270 Hours

PMHNP Graduate Certificate Plan of Study

Semester	Course and Title
Semester 1: Summer	NSG A611 Psychopharmacology
Semester 2: Fall	NSG A670 PMHNP I - 120 Hours
Semester 3: Spring	NSG A671 PMHNP II - 180 Hours
Semester 4: Fall	NSG A671 PMHNP III - 180 Hours
Semester 5: Spring	NSG A673 PMHNP IV - 270 Hours

NLDR-Edu Graduate Certificate Plan of Study

Semester	Course and Title
Semester 1: Fall	NSG A649 Best Practices in Teaching and Learning in Nursing Education
Semester 2: Spring	NSG A652 Technology and Informatics for Nurse Educators
Semester 3: Summer	NSG 654 Assessing Learning in Nursing Education
Semester 4: Fall	NSG A655 Curriculum Design and Program Assessment

Section IX: MS Student Policies

SECTION IX: MS STUDENT POLICIES

Completion of Course Assignments

Students are required to complete all assignments on time in each Nursing course. Failure to do so may result in a failing grade unless otherwise specified in the course syllabus. This policy includes assignments for all Nursing courses including theory, clinical (practicum), and laboratory (skills) courses. Incomplete grades are only given in exceptional situations determined by the course coordinator.

All assignments are to be typed unless stated otherwise by your faculty.

Format for Papers

The Nursing Program at UAA uses the current edition of the Publication Manual of the American Psychological Association, as the primary guideline for formatting student papers. This style manual is also referred to as "APA format" or "APA style." Faculty may specify additional or alternative formatting requirements for specific projects as needed to achieve course objectives. The APA style guide should be consulted for details on formatting papers and assignments. Support and information can be found at the [UAA Consortium Library Guide Nursing](#).

General Information Regarding Papers

- Nursing Care Plans unless otherwise directed by the course faculty follow APA grammar requirements. All other Nursing course papers follow APA format.
- Papers are to be typed using proper grammar, correct spelling and to be neat and legible.
- Submit all written assignments on or before the assigned due date.

Progression and Retention Policies

To progress within the MS/Graduate Certificate Nursing program, students must earn a satisfactory grade in all nursing courses; a satisfactory grade is defined as a "B" or greater in theory courses (refer to Grading Scale below), or a "Pass" depending on the grading system being used in the particular course. Students who are unable to earn a satisfactory grade in a required nursing course must repeat that course before

progressing to the next course in the sequence; specific information regarding such situations is included in the section entitled "Withdrawal & Re-enrollment".

Grading

Grade Scale

Grade A	90 to 100%
Grade B	80 to 89.9%
Grade C	70 to 79.9%
Grade D	60 to 69.9%
Grade F	59.9% or below

**NOTE: When a student withdraws at or after the mid-point of a required course, the grade they have at the time of withdrawal will be noted as the grade earned for the purpose of the Good Standing Policy.*

Documentation of the grade, at the time of withdrawal, will be placed in the student's file. The determination of mid-point will be based on the start and end date of the class.

Grading Policy

Theory Course: The graduate program at the SON uses letter grades (A-F). A student must achieve a B or better for the course to count towards the degree.

All assignment grades in the MS and Graduate Certificate program will be calculated to 2 decimal places for entry into the grade book. No rounding will take place in the calculation of these grades. Final grades will be calculated per the course syllabus.

Students have one week after the return of a graded item, to discuss a change of grade for the assignment with the instructor, based on a valid rationale. After one week, the grade becomes permanent and will be used in calculating the final course grade.

Clinical Courses

Performance in clinical courses is graded as Pass/No Pass. A grade of PASS is assigned when the student successfully achieves all required course objectives and achieves a grade of B or higher in the theory

component of the course. Thus, students must earn a grade of PASS in the clinical component and a grade of B or higher in the theory component of the course in order to progress to the next course in the sequence. If a student receives a NO PASS in any clinical that student will receive a failing grade of 'C' in the theory component of the course and the student must repeat the course.

If a student receives a failing grade in the theory component of a course, that student will receive a NO PASS in the clinical component.

Penalty for Lateness

Students are expected to complete all assigned coursework per the schedule in the course syllabus and/or announcements on Blackboard. Assigned coursework may be, but is not limited to, exams, quizzes, papers, care plans, journals, presentations, check-offs, required clinical hours and any other assignments.

The grade for assigned coursework that is turned in late may be a zero, depending on the circumstances and the type of assigned coursework. The course syllabus will serve as the definitive policy for late or missed assigned coursework. Missed assignments may result in a failure in some courses.

Withdrawal and Re-enrollment

****STUDENTS MUST BE AWARE OF THE UAA ADD/DROP DEADLINES****

- Withdrawal is categorized as a student withdrawing from a course.
- It is the student's responsibility to assess the impact of this action on all financial aid (i.e. scholarships, or if they are part of Providence Scholars Program, or if they are living in dormitories).
- Students must meet with the Graduate Program Chair prior to withdrawing from any course in the nursing program.
- The student must fill out a re-enrollment form to be considered for re-entry into the program.
- Returning to the program will be on a space-available basis only
- Students seeking re-enrollment will be required to meet all specialized requirements as stated in the re-enrollment request.
- Students who are unsuccessful twice in any nursing course will not be allowed to re-enroll for a third time and will be dismissed from the MS/Graduate Certificate Nursing program (see policy on Dismissal from the Nursing Program). If a student in this situation feels there are unusual

circumstances the student may petition the Dean of Students. The sequential semester policy will remain in effect.

- If a student fails to complete withdrawal procedures, this will result in the student receiving grades of F in all course work and will negatively impact their progression.
- Withdrawal Procedures:
 - Submit a letter to the Graduate Program Chair stating the reasons for the withdrawal (in general terms)
 - Submit a re-enrollment request (this can be obtained from the Program Chair or Student's Advisor)
 - Submit this request to the Graduate Program Chair
 - The re-enrollment request form must be completed and submitted prior to the time a student desires any re-enrollment in nursing courses.

Requesting a Leave

If a student requests a leave of absence, the student must schedule an appointment with their SON advisor to discuss the request. A request for a leave of absence will be reviewed and granted on a case-by-case basis by the Program Chair and Director of the SON. The student must submit a Graduate School Request for Temporary Leave of Absence form, available from the student's Advisor. LOAs are granted for one year. If the student is needing to extend the LOA beyond one year, he/she must submit another request.

Please note not all requests for a leave of absence will be granted.

Course Progression for Students

If a MS/Graduate Certificate student taking courses does not pass a required nursing course, he/ she will be required to retake the course before they progress in the program.

Academic Probation Policy

The Academic Probation Policy states that students who do not continuously satisfy the requirement for maintaining "Good Standing" within the nursing program will be placed on Academic Probation within the program by the School of Nursing Director. Specific situations that will result in the student being placed on Academic Probation include the following:

- Earned a grade of less than a B in a required nursing course.

Academic Probation within the nursing program will affect the student's status only within the nursing program; it will not be communicated to other University Departments nor reflected on the student's transcript. During the time that the student is on academic probation within the nursing program, his or her status of being on probation will be communicated accurately to institutions/agencies to which the department is required to provide information regarding students' status within the program (e.g., scholarship providers, other nursing programs requiring letters of reference, etc.). Such information will only be released with the student's written permission.

Additionally, academic probation may restrain student progression. It is recommended that the student meet with their course faculty to develop a plan for regaining good standing and understand how this action impacts their progression in the academic program. Students must submit a written Re-Enrollment Request for the specific course(s), as well as stating the desired semester for re-enrollment. This request form can be obtained from the Program Chair and should be submitted to the Course Faculty and Graduate Program Chair. Re-enrollment requests will not be accepted until 5 business days after the last day of class. It is the student's responsibility to obtain all required signatures before submitting the form. The re-enrollment request form must be filled out before the time a student desires any re-enrollment in nursing courses.

The action of placing a student on Academic Probation within the program is subject to the Academic Appeals Policy outlined in the UAA Catalog.

Repeating Nursing Courses After a Failure

A student who earns a grade of less than a B/Pass in a nursing course may request permission to re-enroll in the course in which the unsatisfactory grade was earned; requests are granted on a space-available basis and the student must wait until final grades are submitted to learn whether space is available. Please Note: A student may only repeat one course one time.

A student who earns an unsatisfactory (C, D, F, or NP) grade in a subsequent required nursing course or who withdraws from that course with an unsatisfactory grade at the time of the withdrawal may request permission to re-enroll in the course one additional time.

In all cases of requested re-enrollment, the SON Director may require that the student meet special

conditions prior to being allowed to re-enroll. Such conditions may include but are not limited to, successful completion of additional coursework to facilitate success in required nursing courses, documentation of learning ability evaluation and follow through in meeting recommendations arising from that evaluation, or undergoing special counseling activities to improve study skills or time management skills.

Academic Dismissal Policy

The SON Director will automatically initiate a Program Dismissal when one or more of the following situations exist:

- Failed two (2) required nursing courses in the MS/ Graduate Certificate Nursing program.
- Earned a grade of less than B in a required nursing course in the MS/Graduate Certificate Nursing program during a second attempt.
- A student fails to maintain continuous registration once admitted to the program or fails to request or be granted a leave of absence.
- A student has a delay of progression in the MS/ GC NP options and is unable to complete the four (4) semester sequence of courses from NSG A601 to NSG A663 (FNP) or NSG A670 to NSG A673 (PMHNP) within six (6) sequential semesters.
- A student at any time violates professional standards, fails to maintain academic integrity, and/or has their RN license encumbered.

A Program Dismissal may be anticipated during or at the end of the semester in extreme situations including, but not limited to, the following:

- Violations of the Student Code of Conduct or Academic Dishonesty Policy outlined in the UAA Catalog.
- Performance in the clinical setting that requires such intense supervision by the clinical instructor that it is impossible for that instructor to effectively instruct and/or supervise other students enrolled in the clinical section.

Students should be aware that the action of being dismissed from the nursing program only affects your status as a student within the School of Nursing. The status of a student at the University of Alaska Anchorage will be affected only with regard to the nursing major, which will be changed to undeclared. Because “Undeclared Major” status may have implications related to financial aid eligibility, students are

urged to seek academic advising if they plan to continue to pursue coursework at UAA in another major. This action of dismissing a student from the MS/Graduate Certificate nursing program will not appear on the UAA transcript.

Re-Application to the Nursing Program after Program Dismissal

After dismissal, the student must first meet with the SON Director to discuss the possibility of reapplying and being admitted to the nursing program.

Reinstatement in Clinical Course After Prolonged Absence

Students who have completed an advanced health assessment course or any of the clinical courses will be required to complete competency testing for prolonged absence. The request for competency testing must be submitted to the Graduate Program Chair. Who coordinates with the appropriate course coordinator. Any student seeking reinstatement must submit a request no later than the semester prior to reinstatement. Competency testing will be required.

Competency testing is based on the completed course content, standards, and grading criteria of the current catalog/syllabus. If the theory section or the skills/practicum section of the course is not successfully completed via testing, the entire course must be completed by re-enrolling in the course on a space-available basis. Re-entry into MS/Graduate Certificate Nursing courses is not guaranteed. Students will be enrolled pending successful testing, available space and faculty approval.