Welcome... to the University of Alaska Anchorage

School of Nursing

The faculty and staff of the University of Alaska Anchorage (UAA) School of Nursing (SON) take this opportunity to welcome all new students. We are pleased you have chosen to attend our school and we hope your educational experience with us will be rewarding.

We provide equal education and employment opportunities and to provide service and benefits to all students and employees without regard to race, color, religion, national origin, sex, age, disability or status as a Vietnam era or disabled veteran. This policy is in accordance with the laws enforced by the Department of Education and the Department of Labor, including Presidential Executive Order 11246 as amended, Title VI and Title VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, the Public Health Service Act of 1971, the Veterans’ Readjustment Assistance Act of 1974, the Vocational Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, the Equal Pay Act of 1963, the 14th Amendment, EEOC’s Sex Discrimination Guidelines and Alaska Statutes 18.80.220 and 14.18. Inquiries regarding application of these and other regulations should be directed to the University’s Affirmative Action Director, the Office of Civil Rights (Department of Education, Washington, DC) or the Office of Federal Contract Compliance Programs (Department of Labor, Washington, DC).

This handbook has been divided into two parts. Part I applies to all students in all programs and Part II is specific to your program. The handbook is designed to assist you in becoming familiar with various aspects of your chosen degree program. Please take the time to familiarize yourself with the contents so that you will know where to locate specific information as it is needed. Use this handbook in conjunction with the UAA Course Catalog. In addition, please take advantage of interacting with the SON faculty.

The UAA School of Nursing programs offer both challenges and rewards. We wish you success in advancing your nursing career.

The School of Nursing Faculty

Note: Updates to the 2016-2017 Student Handbook may periodically be made and will take precedence. All updates will be posted on: http://www.uaa.alaska.edu/schoolofnursing/studenthandbooks.cfm
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Accreditation

The Associate of Applied Sciences, Baccalaureate, and Master's programs at the University of Alaska Anchorage School of Nursing are fully accredited by the Accreditation Commission for Education in Nursing (ACEN).

Contact Information:
Accreditation Commission for Education in Nursing
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Phone: (404) 975-5000
Fax: (404) 975-5020
Email: info@acenursing.org
Web: www.acenursing.org

The Post-Masters DNP program at the UAA SON is pursuing initial accreditation by the Commission on Collegiate Nursing Education (CCNE). Applying for accreditation does not guarantee that accreditation will be granted. Contact a DNP advisor for more details.

Contact Information:
Commission on Collegiate Nursing Education
One Dupont Circle, NW Suite 530
Washington, DC 20036
Phone: (202) 887-6791
Fax: (202) 887-8476
Web: http://www.aacn.nche.edu/ccne-accreditation

All University of Alaska Anchorage nursing programs are reviewed and accredited by the Alaska Board of Nursing, contingent on obtaining and maintaining national nursing accreditation.

Contact Information:
Alaska Board of Nursing
550 West Seventh Avenue, Suite 1500
Anchorage, AK 99501-3567
Phone:907-269-8160
Fax:907-269-8156
E-mail: boardofnursing@alaska.gov
Web: https://www.commerce.alaska.gov/web/cbpl/professionallicensing/boardofnursing.aspx
PART 1: SCHOOL OF NURSING INFORMATION

SECTION I – INTRODUCTION

MISSION
The mission of UAA School of Nursing is to promote 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 School of Nursing 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 SON 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.

CULTURE STATEMENT
Organizational culture is defined as the integration of patterns of human behavior that include language, thoughts, communications, actions, customs, beliefs and values within an organization. Culture encompasses the customary way of thinking and behaving that is shared by members.
- A collaborative culture is sustained and student success is fostered. Individual and collective behaviors incorporate positive communication, collegiality, support, trust, respect and celebration of diversity.
- Organizational goals are accomplished through a participative leadership/management style that fosters safety, openness to ideas and input from members. All ideas and opinions are valued.
- Individual and collective behaviors reflect organizational core values of excellence, respect, integrity and caring.
- Leadership sets agendas with input of members and functions as coach and team builder. Leadership expects results and holds members accountable. Membership expects results and holds leaders accountable.

NURSING PROGRAM PHILOSOPHY
The following are the beliefs of the faculty regarding professional nursing, health, client systems, academic integrity, nursing education and learning; these beliefs guide the graduate nursing education program at UAA.

PROFESSIONAL NURSING
Nursing is a caring profession; it is learned as a science and an art, which synthesizes theoretical and empirical knowledge from science with the practice of the humanistic disciplines. The professional nurse provides care directed toward health maintenance and promotion, health restoration, and rehabilitation that is based on knowledge derived from theory and research.

Professional nursing care for individuals, families, groups, and populations is structured by the application
of critical thinking skills in a variety of settings. The role of the professional nurse is designed to meet emerging health needs of the public in a changing society; inherent in this role is the application of nursing research to practice and the exercise of leadership and management skills. The professional nurse is liberally educated and prepared to responsibly challenge the status quo by anticipating and adapting to change.

Attributes of professional nursing practice include accepting accountability and responsibility for the evaluation of nursing practice, collaboration with other health care providers and the public in promoting health, and the incorporation of professional values into the therapeutic milieu. This is done with consideration of the ethical and legal implications and dilemmas that affect health care and nursing practice.

**HEALTH**

Health is a dynamic state of being that varies on personal dimensions such as the presence or absence of disease or disability, ability to fulfill roles, ability to cope and adapt, a sense of wellbeing, and spirituality. Health is contextual and is influenced by social, political, economic, and cultural environments. The assumption that values and beliefs about health differ is inherent in this conceptualization.

**CLIENT SYSTEM**

Professional nurses interact with client systems which may refer to individuals, families, groups or populations. Each individual is a unique and holistic being with intrinsic worth whose characteristics reflect interrelationships among internal and external environments comprised of physiological, psychological, sociocultural, developmental, and spiritual factors. Individuals are capable of rational thinking and have the capacity to think, know, and make choices that impact their lives.

**ACADEMIC INTEGRITY**

The profession of nursing holds its members to high standards of conduct. Nurses are expected to be knowledgeable, honest, ethical, responsible, accountable, respectful, and trustworthy. As licensed and practicing RNs, individuals admitted to the graduate nursing program should possess these core attributes. Faculty expect students to demonstrate professionalism in all aspects of their academic work. Academic integrity violations clearly show a lack of core professional values and will not be tolerated in any form. Faculty have a responsibility to the school, to the profession, and to our clientele to graduate advanced practice nurses with the highest moral, ethical, and professional standards. As such, any proven occurrence(s) of academic dishonesty will result in severe consequences (approved by faculty 9/2009).

**NURSING EDUCATION**

Nursing education prepares nurse generalists at the associate degree level for practice in structured care settings, nurse generalists at the baccalaureate level with experiences in community, population-focused care and evidence-based practice, nurse specialists at the master’s level prepared for advanced practice and leadership, and advanced clinical practitioners at the doctoral level with a focus on improving health care outcomes through evidence-based practice and leadership. At each successive level of nursing education, knowledge and skills in practice, interprofessional collaboration, scientific evidence, and management/leadership increase both qualitatively and quantitatively.

At the baccalaureate level, the educational process is designed to provide the student with opportunities to develop the knowledge, understanding, and competencies necessary for entry into beginning professional
practice and graduate study. The general education requirements are designed to support nursing practice and development as an educated, productive citizen in society. They serve as the foundation upon which professional education builds. Professional baccalaureate education is based on theoretical constructs drawn from nursing and related disciplines. It is designed to assist the student in development of critical thinking, affective, and psychomotor skills. The curriculum is designed to prepare students to use nursing therapeutics to adapt care to meet the health needs of client systems from diverse populations and to develop a framework for ethical decision making. The curriculum prepares students to recognize, analyze, and affect trends in health care, in the profession, and within Alaska.

At the graduate level, the educational process builds on the undergraduate baccalaureate degree in nursing. The goals of graduate education are to prepare the student for advanced professional practice with populations of varying complexity and from a variety of sociocultural contexts. It emphasizes the analysis and application of nursing theory, the development of skills in conducting, evaluating and applying research to practice, and expanded management and leadership skills. Graduate study at the master’s level serves as the foundation for further study at the doctoral level.

Continuing education in nursing and in related fields is a lifelong expectation for the professional nurse. As a professional, it is the responsibility of the nurse to maintain currency and competence in the chosen arena of practice.

Graduates of the University of Alaska nursing education programs are prepared to practice in a variety of settings and particularly in settings characterized by the demographic, geographic, climatologic, and cultural diversity that are found in Alaska.

**LEARNING**

Learning is expected to influence the values, beliefs, and behaviors of the individual. Within the context of professional nursing education, learning is a primarily goal directed activity that is promoted when the individual has a clear understanding of the objectives of learning opportunities and when the individual takes responsibility for the accomplishment of identified learning objectives. Developing maturity as a professional is demonstrated by the increasing ability of the individual to become an active participant in defining the objectives of learning experiences.

Learning is enhanced when it begins at a point that is congruent with the learner's expectation of what is to be learned, when educational experiences are organized in a logical sequence that promotes continuity, and when the unique needs and strengths of individual students and groups of students are recognized and built upon.

Learning becomes professionally relevant when it is applicable to one's experience and when it provides tools that are applicable in diverse situations. It is futuristic and therefore must be transferable to new and different situations.

The responsibility of the faculty is to assist individual students to acquire the knowledge and competencies needed for entry into beginning (at the baccalaureate level) or advanced (at the master's level) nursing practice. In the socialization of the student to the professional nursing role, the faculty member participates with the learner in the teaching learning process and acts as a critically thinking role model who is both accountable and responsible for professional actions. Faculty also assists students to develop skills in evaluating their need for continuing learning and in meeting those needs through planned activities.
The primary responsibilities of the faculty in the teaching-learning process include the identification of the knowledge and competencies required of students at each level of nursing education, the establishment of minimum standards for demonstrating such, and the evaluation of student behaviors to determine the degree to which standards have been met.

CONCEPTUAL FRAMEWORK
The UAA SON has developed an organizing conceptual framework to serve as a model or map for building the curricula. A group of faculty from the MS, BS and AAS programs considered many current sources to discuss current initiatives and to formulate a single representative list of concepts that would be broad and applicable to all programs. The following sources were considered:

- National League for Nursing (NLN) Framework and Integrating Concepts
- Quality and Safety Education for Nurses (QSEN) Competencies
- Institute of Medicine (2010). *The future of nursing: Leading change, advancing health*
- American Association of Colleges of Nursing (AACN) Essentials Series
- National Organization of Nurse Practitioner Faculties (NONPF) Core Competencies for Nurse Practitioners

As a result of this process, the following unifying concepts have been developed:

- **Relationship-centered care** includes patient advocacy and caring for all clients regardless of where they receive health care. This is best accomplished as nurses communicate and collaborate interprofessionally within the broader healthcare community to form caring partnerships for the benefit of society.
- **Clinical Reasoning** is a practice-based form of reasoning that relies upon scientific and research-based knowledge, the ability to discern the relevance of scientific and technical knowledge, and the applicability of the information to a particular patient or clinical situation. Clinical reasoning occurs within the context of relationships or situations involving patient, family, community, and health care provider teams, and may encompass the patient's goals and preferences, concerns, co-morbidities, and previous responses to interventions and therapies.
- **Inquiry** is a process of continually augmenting knowledge through a commitment to seeking best practices and optimal outcomes. We are committed to constantly questioning, appraising the data/evidence, and incorporating clinical expertise and the patient/family values to solve problems and to enhance patient care. Inquiry refers to exploring all aspects of the health care domain to improve outcomes.
- **Quality** includes the processes and outcomes designed to promote, achieve, and maintain standards of excellence in nursing and health care. When quality of care is measured it is compared to a 'standard'; quality addresses standards of “excellence” set by the profession and by the health care system. We strive to be at the forefront in promoting, achieving, and maintaining standards of excellence in nursing and health care.

NURSING PROGRAMS
ASSOCIATE OF APPLIED SCIENCE PROGRAMS
Graduates of the Associate of Applied Science (AAS) in nursing program are prepared to use the nursing process to provide effective nursing services to individuals receiving care in inpatient settings and in structured outpatient settings. The academic program provides students with a closely related mix of theory and clinical practice; students gain experience in hospitals, nursing homes, clinics and community agencies. The AAS program offers a standard four-semester option, as well as a three-semester option for
individuals who hold a current Alaska license as a Licensed Practical Nurse. Graduates of the AAS program earn both the Associate’s degree and eligibility to sit for National Council Licensure Examination – Registered Nurse (NCLEX-RN).

In 1973, just prior to the graduation of its first class, the Program received the full approval of the Alaska Board of Nursing. Since then approval has been continuous. Initial accreditation by the Accrediting Commission for Education in Nursing (ACEN) was achieved in 1976 and has been continuous ever since. The most recent review by ACEN occurred in 2009 with a recommendation for full accreditation, with the next review to take place in 2017.

While the SON Faculty Association Bylaws have established a number of committees that include members of three nursing programs (AAS, BS and MS), the bylaws also ensure that decisions regarding AAS Nursing Program curriculum and student admission remain within the exclusive purview of the faculty of the AAS Program. Four committees exist for those purposes: AAS Program Committee, AAS Curriculum Committee, AAS Admissions, Progression and Retention Committee, and the AAS Program Evaluation Committee.

**Baccalaureate Program**
The Bachelor of Science (BS) Nursing Program offers the Bachelor’s degree with a major in Nursing Science. There are two options in the program, the Prelicensure Option with courses offered for students in Anchorage and Fairbanks to earn both the Bachelor's degree and eligibility to sit for National Council Licensure Examination Registered Nurse (NCLEX-RN). There is also a RN to BS Option with courses offered for Registered Nurses to earn a Bachelor’s degree in nursing. Continuously approved by the Alaska Board of Nursing since the graduation of its first class in 1978, the BS Program received initial accreditation by the ACEN. Continuing full accreditation was granted in 1986, 1994, 2002 and 2009 for eight-year periods, with the next accreditation review occurring in 2017.

Participation on the Baccalaureate Program Committee, Baccalaureate Curriculum Committee, Baccalaureate Admissions Progression & Retention Committee, and Baccalaureate Program Evaluation Committee is restricted to program faculty.

**Graduate Programs**

*Nursing Master’s Degree Programs*. Graduate studies at the master’s level place primary emphasis upon advanced professional nursing practice, theory, research, and health care delivery systems. Students may develop a specialized practice focus in nursing leadership (NLD) with a concentration in nursing education (NLD-EDUC) or administration (NLD-ADMIN), as a family nurse practitioner (FNP) or psychiatric-mental health nurse practitioner (PMH-NP). The master’s program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000. Graduates of the FNP option are eligible to write the national certification examination for advanced professional practice as a family nurse practitioner. Graduates of the PMH-NP option are eligible to write the national certification exam for advanced professional practice as a psychiatric-mental health nurse practitioner.

*Nursing Graduate Certificates* are designed for individuals who have previously acquired a Master’s or doctoral degree in nursing and wish to expand their practice. Graduate certificate programs are offered in several specialty areas: FNP, PMH-NP, and EDUC. The graduate certificate curriculum builds on the student’s prior graduate degree in nursing by integrating content from that degree with theory-based advanced practice nursing courses and specialty clinical practice. To be eligible for either the FNP or PMH-
NP graduate certificate programs, the individual must already be certified as a nurse practitioner in another specialty. The master's program is accredited by the Accreditation Commission for Education in Nursing (ACEN), 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000.

The Doctor of Nursing Practice (DNP) is the first doctoral degree offered solely at UAA. Study at the doctoral level places primary emphasis upon advanced professional nursing practice, theory, research and leadership roles in advancing health care delivery systems and application of research into practice. The Doctor of Nursing Practice (DNP) represents the highest degree in nursing practice.

The Post-MS DNP program is available for those who currently hold an advanced practice registered nurse (APRN) license and who wish to expand their knowledge and skills to interpret research, apply best practices, and incorporate clinical knowledge and leadership skills to influence health care policy. The Post-MS DNP program at the UAA SON is pursuing initial accreditation by the Commission on Collegiate Nursing Education (CCNE), One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791. Applying for accreditation does not guarantee that accreditation will be granted. The first cohort of this program graduates in fall 2016.

In fall 2018, the Post-BS DNP program will be offered, preparing nurse practitioners as family nurse practitioners (FNP) and psychiatric-mental health nurse practitioners (PMH-NP). Primary emphasis will be placed upon advanced professional nursing practice, theory, research and leadership roles in advancing health care delivery systems and application of research into practice. This program will replace the current master's degree nurse practitioner options (FNP and PMH-NP).

To manage the graduate programs, participation on the Graduate Program Committees is restricted to faculty teaching in graduate courses and working with students on graduate projects. The following Graduate Committees are in place: a) Graduate Program Committee, b) Advisory Committee on Graduate Projects, and c) Graduate Curriculum, Admission, Retention, Recruitment and Progression Committee.

**CURRENT STRUCTURE**

The School of Nursing (SON) is a department within the College of Health (COH). The College was formed in July 2011 when the College of Health and Social Welfare was restructured. In addition to the COH, other major units at UAA include the College of Arts and Sciences, the College of Business and Public Policy, the College of Education, the Community and Technical College and the College of Engineering.

The SON is one of many academic and research units in the COH. They are listed below:

- Alaska Center for Rural Health - Alaska's AHEC
- Center for Human Development (CHD)
- Department of Health Sciences
- Department of Human Services
- Institute for Circumpolar Health Studies
- Interprofessional Health Sciences Simulation Center
- Justice Center
- National Resource Center for American Indians, Alaska Natives and Native Hawaiian Elders
- Occupational Therapy Program
- Office of Health Programs Development
- Pharmacy Program
- Physical Therapy Program
The COH is administered by Jeffrey Jessee, Vice Provost of Health Programs and Dean of the College of Health. Jeffrey Jessee reports directly to the Provost. The Director of the School of Nursing is Dr. Marianne Murray, who reports to the Vice Provost/Dean and is responsible for the day-to-day operations of the School, as well as for planning with the faculty to meet future nursing education needs throughout the State. Assisting the SON Director in administration of the nursing programs are the Associate Director (Maureen O’Malley, PhD, RN), the Chair of the Graduate Nursing Program (Jill Janke, PhD, RN), the Chair of the Baccalaureate Program (Christine Michel, PhD, RN) and the Chair of the Associate of Applied Sciences (AAS) Nursing Program (Pamela Grogan, DNP, MN, RN).

SECTION II – ESSENTIAL BEHAVIORS

ESSENTIAL BEHAVIORS FOR ADMISSION, CONTINUATION, AND GRADUATION, FOR GRADUATE STUDENTS

In addition to the University of Alaska Anchorage Student Conduct Code, Board of Regents’ Policy and University Regulation, students must abide by the following specifications for academic behaviors and abilities in order to be admitted, to continue, and to graduate from the Master of or DNP in Nursing Science program.

COMMUNICATION

Students must communicate effectively and professionally with other students, staff and faculty members, professionals, and others relevant to their programs of study. Expression of ideas and feelings must be clear and appropriate for a professional setting. Students must demonstrate a willingness and ability to give and receive feedback.

COGNITIVE

Students must be able to adequately reason, analyze, integrate, synthesize, and evaluate in the context of the activities of their programs of study.

BEHAVIORAL/EMOTIONAL

Students must have the emotional ability to function effectively under stress and adapt to environments that may change rapidly without warning and/or in unpredictable ways as relevant to their programs of study. Students must possess the emotional ability required for the full utilization of intellectual abilities, the exercise of sound judgment, and the timely completion of responsibilities in their programs of study. Further, students must be able to maintain mature, sensitive, and effective relationships with study subjects, students, faculty and staff members, and other professionals, under all circumstances including highly stressful situations. Students must be able to demonstrate empathy for the situations and circumstances of others and appropriately communicate that empathy. Students must acknowledge that values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. Students must be able and willing to examine and change behaviors when they interfere with productive individual or team academic relationships. Students must demonstrate effective and respectful relationships with the diverse academic, professional, and community environments relevant to their programs of study.
**Professional Conduct**
Students must demonstrate the attributes of compassion, integrity, honesty, responsibility, and tolerance. Students must possess the ability to reason morally and conduct their discovery and/or application of knowledge relevant to nursing science in a manner consistent with ethical scientific and scholarly conduct and guidelines for the protection of human subjects.

**Reasonable Accommodation for Disabilities**
The School of Nursing is committed to ensuring that students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education and employment for students with disabilities. The School works closely with UAA Disability Support Services (DSS) in this process. DSS is the contact point for students with permanent or temporary sensory, physical or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students must follow the established policies for requesting and receiving reasonable accommodations. Students who wish to request reasonable accommodations are encouraged to contact DSS to start the process for documenting their disability and determining eligibility for services prior to the start of the program. While this process can be started at any time, reasonable accommodations will not be implemented retroactively, so being timely in requesting your accommodations is very important. The University does have policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations. For distance students, DSS can conduct many facets of the process by phone. To learn more about the process for establishing services through DSS, please contact the DSS office:

- Disability Support services
- Rasmuson Hall 105
- 3211 Providence Drive
- Anchorage, AK 99508
- Phone (907) 786-4530
- Fax (907) 786-4531
- aydss@uaa.alaska.edu

All students, including students with disabilities, are expected to perform all the essential functions of the program including meeting all program outcomes with reasonable accommodation. The School of Nursing will work with the student and DSS to provide reasonable and appropriate accommodations. It is important to note that the School of Nursing is not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program.

**Section III - General Policies**

**Academic Calendar**
The AAS program is offered in two semesters (Fall/Spring) following the UAA Academic Calendar. The BS, MS and DNP programs are offered in three equal trimesters each year with a two to three week period of no-classes at the end of each trimester. This results in trimester start and end dates for these programs that are different from those posted in the UAA Academic Calendar. The trimester calendar is designed to ensure that the required class sessions meet and that holidays are observed; however, there may be days when trimester classes are in session when semester students are not (e.g., the day before or after a standing holiday). Students enrolled in these programs must verify the course dates on the program
Blackboard site and check the course schedule when registering as the dates may change for short courses.

**INFANTS AND CHILDREN**
Infants and children are not permitted in classes, audio conferences, laboratories or clinical settings, even when a parent is present and involved in a scheduled learning experience. Children should not be left unsupervised in university or clinical facility hallways or lobby areas. 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 his/her advisor or with the relevant program chair.

**PETS AND SERVICE ANIMALS**
Pets. According to the UAA Catalog, “Anyone wishing to bring pets onto campus must first contact the University Police Department. Pets are not permitted in any of the campus buildings without prior permission”. To be consistent with UAA policy, pets will not be permitted in SON classroom or laboratory settings. Students who bring pets to class will be asked to leave, with the absence being treated as unexcused.

Service animals are not pets and are not subject to the rules and policies pertaining to pets. Individuals with disabilities may bring their service animals with them anywhere they would allow the individual to go without the animal unless doing so would pose a danger to health or safety or cause undue burden. See the [Disability Support Services website](#) for clarification.

**ELECTRONIC COMMUNICATION DEVICES**
Cellular phones and audible electronic devices should be turned off during classes, audio conferences, laboratory and clinical laboratory sessions, unless use of the device is permitted explicitly by the instructor and/or clinical agency. If audible communication devices ring against the existing policies, during scheduled learning experiences, the student will be required to leave the 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 his/her instructor or with the program chair.

**SUPPORT FOR NURSING MOTHERS**
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 breast pump should inform the SON at the beginning of the semester/trimester. Students will be expected to schedule times for breast pumping/nursing in advance to allow staff to arrange for space and to minimize disruptions to staff and faculty activities. Students must insure that the condition and contents of the room are not disturbed.

This policy applies to students on the Anchorage campus. The SON does not have control over the facilities at clinical agencies. In some cases, the space in facilities outside of Anchorage may be limited. Students will be expected to insure that breast pumping/nursing does not interfere with their own clinical/educational activities or the clinical/educational activities of any other students.
TRANSPORTATION
Students are required to provide their own transportation to and from campus and assigned clinical agencies. Students assigned to clinical learning experiences on military bases are required to carry identification and provide proof of automobile liability insurance.

SELECTION OF CLINICAL EXPERIENCES
Students will often register or sign-up for clinical experiences. We make every attempt to honor the sections/experiences that students select; however, there will be times when a student will need to be reassigned to a different clinical agency. A need to reassign can occur for various reasons related to the student, faculty or clinical facility. If the assignment was selected using the registration system, then we will use the registration date to select the student to be moved. The last student registered will be reassigned.

DISTANCE CLASSES
Students may be able to complete certain clinical learning experiences at a site distant from the primary learning site and/or to participate in required classroom sessions via distance (if available/supported in the course). The student must have sufficient computer and internet capacity to access online course resources. When this occurs, the student is responsible for the cost of additional long distance charges or technology fees incurred in relation to such participation.

COMPUTER COMPETENCIES
Students are strongly urged to gain basic skills in keyboarding, computing, and in using key software programs (e.g., Word and PowerPoint) prior to beginning the clinical nursing major as well as use of the UAA e-mail system and Blackboard. Competence in Microsoft Word will enable the student to utilize the word processing software that has been loaded onto the computers located in the Nursing computer lab. Use of UAA e-mail and Blackboard will be required for all nursing courses.

PERSONAL COMPUTERS
Access to a personal computer with Internet access is strongly encouraged for all students enrolled in any of the clinical nursing majors. Home computer access required for those students taking courses that are delivered via distance. UAA has wireless internet available which allows students to use a personal computer on campus. Students should be aware of computing policies that will be helpful in using your computer and submitting your work without difficulty.

Students should use the current version of Microsoft Office for course work and assignments.

The supported versions of Office at UAA are Office 2010 (Windows), Office 2011 (Mac), Office 2013 (Windows) and Office 2016 (Windows and Mac). Using the most current version allows you to use templates posted on Blackboard and submit assignments in the correct format that allows the instructor to post feedback without difficulty. UAA now provides access to Office 365, which gives students the ability to install the full version of Microsoft Office for PC or Mac free of charge.

Mac users can still use Office 365 to install Office for Windows. Contact the Information Technology staff if you have questions.

How do I get started with Office 365?
To get started, click the link *Getting Started with Office 365*:
https://www.uaa.alaska.edu/about/administrative-services/departments/information-technology-services/

We have experienced several instances where campus computers have been infected with viruses that greatly impacted our operations. Students must help us to minimize this risk and make every attempt to keep their home computer free of viruses and malware. If a personal computer is infected and documents are being shared the entire UAA network is vulnerable.

**What do I need to do to keep my home computer secure?**

If you use a personal computer for your university assignments you must install and maintain current antivirus and anti-malware software. **Make sure you update anti-virus and anti-malware software and scan frequently.**

New viruses and malware surface continually. Insure your external drives are also scanned. At minimum everyone should install Symantec, anti-virus program and Malwarebytes, which are available from UAA. Go to [UAA Software Downloads](https://www.uaa.alaska.edu/about/administrative-services/departments/information-technology-services/#) to access these programs.

In addition, you have the option of installing supplementary anti-malware software. For a Windows-based personal computer (PC) consider installing [Avira Free](https://www.uaa.alaska.edu/about/administrative-services/departments/information-technology-services/#), an anti-malware program. For an Apple Macintosh (Mac) personal computer consider installing [Sophos](https://www.uaa.alaska.edu/about/administrative-services/departments/information-technology-services/#), another anti-malware program.

**What if my personal computer needs to be repaired?**

The University manages a Help Desk to assist you with technical questions. When your home computer needs more service (e.g., when a home computer has become infected with a virus or is malfunctioning in some way), then the computer will need to be serviced. The UAA IT Services department is an Apple and Dell authorized service provider and they charge students for this service. Go to the UAA website, [Service and Repairs](https://www.uaa.alaska.edu/about/administrative-services/departments/information-technology-services/our-services/hardware-software/software/index.cshtml) for more information.

UAA provides student access to multiple software programs for download free of charge. There are software options for you to reduce the susceptibility of your personal computer to malware and viruses. You also have access to Office 365 which gives you the ability to install the full version of Microsoft Office for PC or Mac. Click the link below for more information.
https://www.uaa.alaska.edu/about/administrative-services/departments/information-technology-services/our-services/hardware-software/software/index.cshtml

**Equipment In Classrooms**

SON classrooms throughout the State have equipment installed to improve the learning experience for students. The equipment includes computers, smart boards, projectors, document cameras, videoconferencing cameras, microphones, and assorted cables. Because of the specific requirements to properly maintain equipment and the cost of repairs, only faculty and UAA/SON technical staff are permitted to access and use the classroom equipment. Students are prohibited from using or tampering with any equipment in HSB classrooms or SON classrooms throughout the State. Technical difficulties should be addressed to the SON or local technical staff.

**Clinical Simulation**

SON students participate in simulated clinical scenarios. Clinical simulation is an important teaching method, which supports student learning in a variety of scenarios and settings. Some scenarios use
manikins and others use standardized patients or actors. Students may care for the patient and family in a controlled setting where a manikin or an actor reacts to the nursing actions provided (or not provided). Some key aspects of clinical simulation are described below.

- **Course Requirement**: Clinical simulation time is the same as time spent in a clinical agency. An assigned clinical simulation is a required course activity. Students should follow procedures for a missed clinical day if they are absent on the day of an assigned clinical simulation.

- **Taping/observation**: The scenarios may be observed by an instructor, simulation technician, and/or fellow students. The scenarios may be taped for further viewing and more in depth critique. The taped simulation sessions are used only for educational purposes, in the assigned course, during the assigned semester/trimester. Students need to feel secure in their ability to make mistakes and learn. Course faculty will determine the number of guest viewers that will be permitted to observe clinical simulations. The tapes will not be used outside of the course without the express permission of all involved in the simulation.

- **Confidentiality**: You will be expected to keep individual student learning activities confidential, similar to the confidentiality expected regarding patients. It is essential that students do not discuss simulations outside of the assigned group. Do not discuss the patient, the medications, or any of your fellow student's behavior. This is an exercise to apply your learning in an unexpected patient situation. Keep it unexpected for all.

- **An Evolving Teaching Tool**: The lab staff and the course instructors are continually learning about this teaching tool and the associated technology. Clinical simulations will be continually changing and adapting. Students should be honest and constructive in providing feedback to help staff and faculty improve this teaching tool.

**Distribution of Simulation Resources**: In the Graduate programs, students come to Anchorage for any required clinical simulations.

**SOLICITING FUNDS, DONATIONS, AND USE OF THE UAA LOGO/PATCH**

There may be times when the SON encourages students to approach members of the community to solicit funds or in-kind donations to obtain support for SON-sponsored events (e.g., SON Recognition Ceremony, Student Nurses’ Association charity events, or other program activities). If an individual student or group of students is working with a faculty advisor and has received the express permission of the SON, then a student or group of students may use the name and logo of the SON when soliciting funds or in-kind donations. All funds/items donated for SON activities must be coordinated with a faculty advisor and used for the specific purpose indicated to prospective donors.

If a student is engaged in an activity that has not been requested or endorsed explicitly by the SON (e.g., a class party, student travel or tuition expenses, etc.), then students may not wear a UAA ID badge or patch when approached members of the community, nor can students use the SON patch, logo, or the name of the SON on a mailing/flyer/document or e-mail without express permission from the Director of the School of Nursing.

**REQUESTING A REFERENCE 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 UAA Reference Letter Request – FERPA Release and Release of Liability form. The form must be completed, signed and received by the faculty member before any student information is released.
SECTION IV - CONDUCT POLICIES

UAA STUDENT CODE OF CONDUCT
Students are expected to adhere to the UAA Student Code of Conduct (Code), which outlines standards for students to act honestly and responsibly, showing respect for others. Violations of the Code will result in referral to the UAA Dean of Students for judicial review and disciplinary action according to the Code.

The Code is available on the UAA website: http://www.uaa.alaska.edu/deanofstudents/StudentJudicialServices/code.cfm.

Procedures related to enforcing the Code of Conduct are found in the UAA Fact Finder Student Handbook: https://www.uaa.alaska.edu/deanofstudents/deanofstudentsoffice/uaafactfinder.cfm.

UAA faculty members have developed a web page which includes UAA policies and student resources regarding Academic Integrity and Honesty: http://www.consortiumlibrary.org/blogs/ahi/uaa-apu-policies-and-procedures. The site includes material designed to help students understand what plagiarism means and how it can be avoided. Students are encouraged to complete the tutorial which provides more detail.

CHEATING, PLAGIARISM, OR OTHER FORMS OF ACADEMIC DISHONESTY
Disciplinary action may be initiated by the university and disciplinary sanctions imposed against any student found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty. Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

The following examples constitute forms of academic dishonesty prohibited by the Student Code of Conduct and are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior:

a. presenting as their own the ideas or works of others without proper citation of sources;
b. utilizing devices not authorized by the faculty member;
c. using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
d. providing assistance without the faculty member’s permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge);
e. submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;
f. acting as a substitute or utilizing a substitute;
g. deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course;
h. fabricating or misrepresenting data;
i. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
j. altering grade records of their own or another student’s work;
k. offering a monetary payment or other remuneration in exchange for a grade; or
l. violating the ethical guidelines or professional standards of the nursing program.

Students are expected to meet course and program academic expectations for functioning safely, responsibly, professionally, and ethically in the didactic and clinical setting. Failure to meet University
and/or course standards for ethical and professional behavior may result in grade penalty, course failure and/or program dismissal.

Cheating and plagiarism are grounds for dismissal from the School of Nursing (SON). It will be the student’s responsibility to maintain the moral standards of academic honesty.

SON faculty define cheating and plagiarism as defined in the Student Code of Conduct and in the UAA Fact Finder Student Handbook: [https://www.uaa.alaska.edu/students/dean-of-students/student-conduct/code.cshtml](https://www.uaa.alaska.edu/students/dean-of-students/student-conduct/code.cshtml)

**STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES**
For a discussion of student rights, freedoms and responsibilities see the UAA Fact Finder Student Handbook on the website of the Dean of Student’s office.
[http://www.uaa.alaska.edu/deanofstudents/deanofstudentoffice/uaafactfinder.cfm](http://www.uaa.alaska.edu/deanofstudents/deanofstudentoffice/uaafactfinder.cfm)

**PROFESSIONAL/ACADEMIC ETHICS**
SON faculty and students will perform in an ethical and legal manner as set forth by the American Nurses’ Association (ANA) and the Alaska State Board of Nursing Statutes governing nursing practice. SON supports the moral value of caring as a foundation for nursing practice. This ethos of care guides the nurse and nursing student in protecting and enhancing the dignity and wellbeing of all clients or patients (Holmes and Purdy, 1992; Noddings, 1984). The UAA SON expects all faculty and students to follow the ANA Code of Ethics [http://www.nursingworld.org/codeofethics](http://www.nursingworld.org/codeofethics). Consequences for unprofessional or unethical behavior on the part of nursing students may result in more serious consequences than recommended by the Dean of Student’s office because of the high standards of the nursing profession.

Course work will be provided to help students make ethical decisions. Students will be expected to make a commitment to these ethical standards and sign the necessary ethical documents as required by each clinical facility.

**SOCIAL MEDIA POLICY**
SON faculty and students will perform in an ethical and legal manner as set forth by the American Nurses’ Association (ANA) and the Alaska State Board of Nursing Statutes governing nursing practice. SON

**PURPOSE:**
The School of Nursing supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The University presence or participation on social media sites is guided by university policy. This policy applies to School of Nursing students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

**GENERAL INFORMATION:**
Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content.
While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to ensure that one is protecting personal, professional, and university reputations.

As students you will want to represent the University and the School 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. As one person remarked, “If you wouldn’t put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don’t broadcast it via social media channels.”

Be aware that you can be held personally and legally responsible for your publicly made opinions and comments, even on personally maintained sites and pages. This not only applies to the confidential information covered by HIPAA and FERPA, but also to any proprietary information from either the University, its community clinical stakeholders, or other organizational partners.

POLICY:

I. Do not post proprietary information or content about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a University of Alaska Anchorage School of Nursing student.
   Do not use copyrighted photos or written content without properly citing the source or gaining permission from the source prior to use. Remember, people’s 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 permission.

II. It is your responsibility to protect confidential, sensitive, and personally identifiable information. Do not discuss your clinical experiences outside of the academic setting and 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. Students must not video record, audio record, or photograph patients/clients without written permission of the patient/client and of the facility. Remember, even if you do not post a name or a photo, others may recognize the patient characteristics.

III. Be aware of your association with University of Alaska Anchorage 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 University of Alaska Anchorage’s behalf, or that of our clinical sites and partners, unless you are authorized to do so in writing. We recommend you use your personal e-mail account, rather than your University account or one provided by a community partner, when you create social media accounts.

IV. Do not use University of Alaska Anchorage or School of Nursing or community partner marks, such as logos and graphics, on personal social media sites. Do not use University of Alaska
Anchorage’s name, or those of community partners’, to promote a product, cause, or political party or candidate.

Use of the School of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by administration. Do not use marks of community partners for any reason unless you obtain permission in writing from their Administration.

V. Do not identify your connection to the University if you plan to disparage the University or its community partners.

If your online activity or posts will disparage the University or its community partners’ reputation, brand, sponsors, leadership, employees or their services, do not refer to or identify your connection with the University. Be aware of libel and slander laws and seriously weigh the risk of engaging in online activities that might cross those legal 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.

VI. Adhere to standards of professional conduct at all times when engaging online as a School of Nursing student.

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.

Be smart about protecting yourself, your and others privacy, and confidential information.

CONSEQUENCES:

I. FERPA violations will go to the University for review, while HIPAA violations will be documented and reported to the clinical agency. Students will be subject to all disciplinary actions recommended by the University and/or 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. Students who do not adhere to standards of professional conduct will be subject to disciplinary action.

IV. 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.).

PROFESSIONAL CONDUCT PROBATION

Nursing students must adhere to the UAA Student Code of Conduct, the SON program/course policies, and the Code of Ethics for Nurses. In addition, nursing students must adhere to the policies and procedures of the assigned clinical agencies and function professionally during course-related clinical experiences. If a student does not follow pertinent policies and codes, or if their behavior is considered disruptive in the clinical setting, then they may be placed on Professional Conduct Probation. Professional Conduct Probation notifies a student that their behavior has been unacceptable, that they must reflect to understand their behavior, seek guidance, and, most importantly, they must change the behaviors associated with the
documented infraction(s). If the behavior does not change and there are additional infractions of a similar nature, then the student could face course failure and/or program dismissal.

**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 student could be placed on Professional Conduct Probation. The SON will attempt to find another placement for the student; although, the student may need to complete the course the next time it is offered.

**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 the unique situation to decide the correct course of action when presented with a gift. Generally, a thank you card, a small treat, or token of appreciation is acceptable, but any monetary gift or gift of value should not be accepted.

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, which can be added to faculty evaluation files which are used for promotion and tenure review for faculty.

**References:**

**Substance Abuse**
On April 21, 1989, the University Of Alaska Board Of Regents adopted Policy 04.02.040 concerning a drug-free workplace. The following points will further explain the position of the School of Nursing on this important issue.

- Students are expected and required to report to class in appropriate mental and physical condition. It is our intent and obligation to provide a drug-free, healthy, safe and secure learning environment.
- The manufacture, distribution, dispensation, possession or use of illegal, controlled substances on University premises or clinical sites is absolutely prohibited. Violations of this policy will result in disciplinary action.
- The University recognizes drug dependency as a major health problem. The University also recognizes drug abuse as a potential safety and security problem.

Additionally, students must, if they are also employed by UAA, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off University premises.
while conducting University business. (A report of a conviction is mandated by the Drug-Free Workplace Act of 1988). The SON policy for dealing with substance abuse by students begins below.

**POLICY AND PROCEDURE FOR SUSPECTED SUBSTANCE ABUSE BY STUDENTS**

Abuse of chemical substances, including alcohol, marijuana, and illegal drugs, is incompatible with success as a nursing professional. This may include drugs that have been obtained with a prescription.

Engaging in clinical nursing practice activities or coming to class, the workplace, computer laboratory, or the simulation laboratory while impaired constitutes unprofessional nursing practice and will not be tolerated. Possessing and/or using alcohol, marijuana, or controlled substances on campus violates UAA policy (described in the UAA Catalog, Student Life Section) and may subject a student to University discipline.

**SIGNS OF SUBSTANCE ABUSE**

A positive drug screening test indicates substance abuse. In addition, any of the following behaviors may indicate substance abuse by a student:

- Change in behavior.
- Chronic lateness.
- Missed assignments.
- Erratic or uneven performance in clinical or classroom settings.
- Chronic alibiing (excuse-making).
- Possible odor of alcohol on breath.

A faculty member who suspects substance abuse by a student is advised to discuss the behavior that led to the suspicion with the Program Chair/SON Administrator.

When indicated, the SON will initiate a conference with the student. At the conference:

- The suspicion or evidence of substance abuse will be conveyed to the student.
- The potential and professional consequences of substance abuse will be conveyed to the student.
- The student will be given the opportunity to respond verbally and in writing.
- Options for substance abuse treatment or, if indicated, other forms of counseling will be discussed with the student.

A summary of each conference with the student regarding the possible or actual substance abuse will be written and kept confidential. The SON representative and the student shall sign the original. The student's signature shall be construed to mean that the conference occurred and that the summary accurately describes the conference content and outcomes.

**PROCEDURE WHEN STUDENT APPEARS UNDER INFLUENCE**

Procedure when a student appears to be under the influence of a chemical substance in the clinical setting:

The instructor/preceptor will confront the student with the suspicion that s/he is under the influence of a chemical substance (drugs or alcohol). The instructor/preceptor will share the specific observations that led to the suspicion with the student. If the student admits that s/he is under the influence of a chemical substance, s/he will be required to leave the clinical setting immediately.

If the student denies being under the influence of a chemical substance and the evidence is strong (e.g., odor of alcohol on breath or use of a drug observed by an instructor, preceptor, a staff member or another
student), the student will be immediately requested to undergo toxicology screening. Refusal to undergo a toxicology screening will result in the student being required to leave the clinical setting immediately.

If the student denies being under the influence of a drug and the evidence is unclear, the student will be allowed to remain in the clinical setting unless, in the instructor's/preceptor's judgment, safety would be compromised.

When arriving at a decision regarding the safety of allowing the student to remain in the clinical setting, the instructor/preceptor may consult with the nurse/manager at the clinical agency (if this occurs in a clinical agency) or with the SON Administration. Prior to the next class/clinical day, the student will be required to meet with the instructor/SON Administration to discuss the behavior that led to the suspicion and to develop a plan for preventing similar behavior in the future.

**If a student has been under the influence of a controlled substance in a clinical setting, the student will not be permitted to return until a satisfactory plan for preventing future occurrences has been achieved.**

**STUDENT RIDE HOME WHEN UNDER INFLUENCE**

Students required to leave the clinical setting for being under the influence of a chemical will not be permitted to drive themselves home. The process for ensuring that the student arrives home safely will be as follows:

- The student will call someone to come to drive him/her home. If there is no one to call:
  - The student will contact a taxi cab to drive him/her home.
  - If the student cannot pay for a cab, the instructor/preceptor will call a taxi cab and pay the cab fare in advance. The receipt for the "in-advance" cab fare should be turned in to the School of Nursing Office Manager for a petty cash reimbursement.
  - If the three options above are not feasible, the instructor/preceptor shall contact the Program Chair or SON Director for assistance.

**PLAN FOR PREVENTING FUTURE OCCURRENCES WITH CONFIRMED SUBSTANCE ABUSE**

The plan for preventing future occurrences will include the following elements:

- Requirement that the student withdraw from all clinical courses for at least one semester/trimester.
- Requirement that the student undergo a substance abuse evaluation by a qualified counselor approved by the Director of Nursing or designee.
- Requirement that the student comply with counseling recommendations resulting from a substance abuse evaluation. Documentation of participation in counseling and compliance with the treatment plan must be provided by the counselor to the School of Nursing.
- Requirement that the student agree to undergo an immediate toxicology screening when requested to do so "for cause" in the clinical setting. "For cause" is defined as exhibiting behaviors suggestive of being under the influence of a chemical substance.

The cost of the substance abuse evaluation, recommended counseling and required toxicology screening shall be the responsibility of the student.
Refusal to agree to a plan including the elements described above will result in the student being dismissed from the nursing major. Readmission shall be on a space-available basis and shall be contingent upon agreement to cooperate with a treatment plan that contains the elements described above.

**Student’s Continued Presence in Clinical Setting**

A judgment that the student's cannot continue to practice in the clinical setting is justified if any of the following factors exist:
- The clients to whom the student is providing care may be harmed by that care
- The student is disrupting the clinical environment for others
- The student requires such close supervision by the instructor/preceptor that other students and/or patients cannot be adequately managed
- The clinical agency does not accept the student.

**Conference Summary**

In all cases involving admitted or suspected substance abuse in the clinical setting, a Conference Summary will be written. The Conference Summary will include the following:
- A description of the behavior that resulted in the need for a conference.
- A description of the conference and its outcomes, including any plan that is developed to prevent similar situations in the future or a refusal by the student to participate in the development of such a plan.

The original Conference Summary will be signed by the faculty member, the supervising preceptor (if applicable), the student and, if appropriate, the Program Chair/Administrator. The student's signature shall be construed to mean that the conference occurred and that the summary accurately describes the conference content and outcomes (original to be placed in the SON Director’s confidential file with a copy going to the student). Conference Summaries regarding possible substance abuse are not included in the Student’s advising file that reflects academic performance.

**Drug Screening**

Nursing students are entering a profession where they will be handling controlled substances and therefore will be subject to drug screening. No one should take any controlled medication without a prescription. Do not ever take a medication that was prescribed to another. Marijuana can stay in the system for months, yet the need to take a drug test may come up with little notice.

Students may be required by the assigned clinical agency to undergo a drug-screening test on or before the first day of their clinical experience. The test may be at the student’s expense. Students should be aware of the following:

*Avoid Poppy Seeds before Drug Screening.* There have been several instances when students ingested poppy seeds (e.g., Costco or Sam’s poppy seed muffins) prior to a drug screening test that resulted in a positive test. When this happens, the individual must go to a commercial lab for further testing (at the individual’s expense). The test can cost $75.00 and it can take an additional 3 to 5 days to obtain the results. We recommend the following:

*Avoid any product containing poppy seeds for four (4) days prior to a drug screening test. This includes poppy seeds contained in bagels, muffins, breads, cakes and poppy confectionary bars.*
If a drug test is positive and the student does not have a verifiable, current prescription to justify the positive test, then the student will be denied access to the clinical setting and withdrawn from clinical courses for at minimum the remainder of the current semester. The SON will follow the SON Substance Abuse Policy in this Handbook, as well as the policies of the clinical agency.

SECTION V - CLINICAL POLICIES

DOCUMENTATION OF HEALTH STATUS

Students wishing to be enrolled in clinical nursing courses are required to provide documentation of having met the following health requirements before the first clinical experience:

INITIAL REQUIREMENTS

- **Rubeola, Mumps and Rubella** immunity must be demonstrated by one of the following:
  - MMR 2 shot series
  - Blood test showing immunity to Rubeola, Mumps, and Rubella

- **Varicella (Chicken pox)** immunity must be demonstrated by blood test **OR** documentation of the varicella two-shot immunization series.

- **Tdap** (Tetanus, Diphtheria, Pertussis) immunity requires proof of one dose of the Tdap vaccine as an adult
  - **Pregnant healthcare workers need to get a dose of Tdap during each pregnancy.**

- **Tuberculosis** testing or documentation of freedom from active tuberculosis must demonstrated by initial negative 2-step tuberculin skin test (TST) (also known as the Purified Protein Derivative or PPD test) **OR** the Quantiferon Gold TB Test.

- **Hepatitis B** – immunity

  *The following recommendations are based on recommendations from the Center for Disease Control and Prevention.*

  If it has been **less than 5 years** since the completion of the three dose hepatitis B series, you should:
  - Have a hepatitis B titer drawn
    - If the titer comes back positive (immune), then submit official documentation. You have met the requirement.
    - If the titer comes back negative (not immune), then
      - Start a second hepatitis B series of three additional vaccine doses
      - Dose #4 – immediately
      - Dose #5 – One month later
      - Dose #6 – Five months after dose five
      - 1-2 months after dose six, receive a titer
    - If titer is positive (you are immune), then submit official documentation. You have met the requirement.
If titer is negative after six total doses, you are considered to be a non-responder and not immune. Submit official documentation. No further hepatitis immunizations or titers are needed. Although you must accomplish the following:

- Healthcare Provider Counseling. Those who have not demonstrated immunity must see the Compliance Coordinator in the Anchorage Student Affairs Office. You will be referred to a health care provider with a specific form to guide the provider. You will discuss precautions required in the clinical setting, as well as any further treatment or testing. You should also understand any prophylaxis, follow up for bloodborne exposure. The form must be signed by the provider and returned to the Compliance Coordinator in Student Affairs.

If it has been more than 5 years since you completed the three dose hepatitis B series, you should:

- Receive one dose (4th dose) of hepatitis B vaccine followed by a hepatitis B titer 1-2 months later
  - If titer comes back positive (immune), then submit official documentation of the results. You have met the requirement.
  - If titer comes back negative (not immune), then
    - Receive dose #5 right away, and
    - Receive dose #6 five months after receiving dose #5
    - Receive a hepatitis B titer 1-2 months after dose #6
      - If titer comes back positive (immune), then submit official documentation of the results. **You have met the requirement.**
      - If titer comes back negative after six total doses, you are considered to be a non-responder and are not immune. Submit official documentation. No further hepatitis immunizations or titers are needed. Although, you must accomplish the following:
        - Healthcare Provider Counseling. Those who have not demonstrated immunity must see the Compliance Coordinator in the Anchorage Student Affairs Office. You will be referred to a health care provider with a specific form to guide the provider. You will discuss precautions required in the clinical setting, as well as any further treatment or testing. You should also understand any prophylaxis, follow up for bloodborne exposure. The form must be signed by the provider and returned to the Compliance Coordinator in Student Affairs.

- **HIV Test** – students provide documentation of having had an HIV test within 6 months of starting nursing classes (results are not required and should not be turned in).

**Recurring Requirements**

- **Annual Tuberculosis Skin Testing (or PPD)** must demonstrate tuberculin status.
  - TST/PPD is negative no further action needed
  - TST/PPD is positive, then the following is required:
    - Proof of negative chest x-ray followed by annual health examination by an approved health provider (medical doctor, osteopath, nurse practitioner or physician’s assistant).

- **Annual Influenza (Flu)** vaccination must be documented.

- **10 year booster Td** (Tetanus, Diphtheria) a booster is required every 10 years after the initial vaccine (must remain current throughout the nursing program)
DECLINING IMMUNIZATIONS
Clinical agencies develop and enforce polices regarding required vaccinations that are applied to all faculty and students working their facilities. The clinical agency experience is a necessary component of the nursing program and all of the immunizations listed are required. Some agencies will allow students to decline an influenza vaccine, others will not. If you have strong feelings about immunizations, you should check with the program chair or track coordinator EACH SEMESTER before registration so you can register for a section or request placement in an agency that will accept you without an influenza vaccine. If the clinical agency will accept you without the influenza vaccine, the agency may require certain accommodations (e.g., signing a declination form, wearing a mask whenever providing care to a patient, avoiding certain specialty areas/patient groups, etc.).

Clinical agencies expect that our faculty and students will advise their patients in accordance with current best practices.

*Faculty and students must advise patients consistent with current CDC immunization recommendations.*

SUBMISSION DEADLINES FOR CLINICAL REQUIREMENTS
1. The deadline for submission of health requirements documentation is:
   - July 15 for fall courses.
   - November 15 for spring courses
   - March 15 for summer courses.
2. Forms are available on the SON website … Current Students … Clinical Requirements.
3. To be considered valid, health requirements must extend through the entire semester; health requirements that expire midway through the semester are considered as non-current.
4. Students for whom the submission deadline imposes undue hardship may file a “Request for Extension of Deadline” to the Program Chair. A form for this purpose is located on the SON website under Current Students … Clinical Requirements. Such requests must be filed at least one month prior to the deadline (shown above). If approved, a temporary extension of the submission deadline is granted. However, all health status documentation requirements must be met prior to the student actually beginning clinical learning experiences (including clinical orientation).
5. Students who do not meet the specified deadline and who do not have an approved deadline extension will be administratively dropped from clinical nursing courses and will be required to provide the necessary documentation before re-enrolling. Seats in particular clinical courses/sections will not be held for students who are administratively dropped because of failure to meet documentation submission deadlines.
6. Students may be able to obtain the necessary immunizations or tests to meet health requirements through the UAA Student Health Center (or possibly the distance campus Student Health Center if there is one available) during the summer months even if they are not enrolled in summer course work. An additional fee may apply. If unable to obtain immunizations on campus, then the immunizations must be obtained from a private clinic.

DOCUMENTATION REQUIREMENTS
Transition to a new tracking system. Students should be advised that the SON is transitioning to the Typhon system to track clinical requirements. You will be informed whether you will use the web-based system to submit OR the paper system. If submitting paper, the documentation should be in the form of a photocopy rather than the original. Whether submitting paper or online documentation, acceptable documents may include:
o The School of Nursing Health Requirements Checklist signed or stamped by the health provider (form on the SON website)
o Official Alaska Immunization Record Card.
o Copies of blood test results. OR
o Copies of actual health records signed by provider

In the paper system, documentation is maintained in a separate and secure health documentation file in the School of Nursing offices. In the online system, documentation is maintained in a secure online system overseen by a contracted vendor. In either case, after receiving a request from a student, documentation can be either returned to the student or deleted when they complete or leave the program.

**BASIC LIFE SUPPORT**
Students must provide documentation of current certification in infant, pediatric and adult basic life support (BLS), one- and two-man rescue and automatic external defibrillator (AED). Certification as a BLS instructor is acceptable. Heart Saver courses and American Red Courses for the general public are not acceptable. Courses approved by the American Heart Association are preferred.
o Certification must remain current throughout the entire semester.
o Submission deadlines are:
  • July 15 for fall courses.
  • November 15 for spring courses
  • March 15 for summer courses

If needed, a “Request for Extension of Deadline” may be submitted. However, even if approved, such extensions are only temporary and may not extend into the time that the student is actually participating in course-related clinical learning experiences. Go to DNP BB site SON Forms section for the Extension form. Upon request, documentation will be returned to graduating students at the end of the final semester of course work.

**CRIMINAL BACKGROUND CHECKS**
**GENERAL INFORMATION AND PURPOSE**
Students enrolled in the School of Nursing (SON) programs either have or are seeking a professional license as a registered nurse or as an advanced-practice nurse. 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 may 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:
o To identify students who have committed crimes that could preclude their eligibility for a nursing license or the pursuit of a nursing degree.
o To meet the requirement of clinical agencies that provide clinical learning experiences for students. A student who is denied access to clinical agencies because of their criminal background will be dismissed from the nursing program. If charges are dropped or their background status changes, they may reapply to the program.
The background checks must be obtained and reported to the School of Nursing prior to beginning clinical courses. Students should note the following policy:

**POLICY:** Students are not eligible to participate in clinical courses until the SON receives the provisional approval of the 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 School of Nursing. If the provisional approval is not available prior to clinical orientation and/or clinical activities, the student will be administratively dropped from the course and may be dismissed from the nursing program. If there are extenuating circumstances as to the reason the background check was not completed on time, a student may appeal to re-enroll in a future semester, being placed on a waiting list to take the course when space is available.

**RESULTS OF INITIAL BACKGROUND CHECK**
If a student has a barrier crime restriction in place, the student will be denied access to clinical agencies and will be dismissed from the nursing program.

Students with concerns about infractions/crimes that may impact their ability to attend SON clinical experiences should contact their Program Chair. Students with concerns about their eligibility to obtain/maintain licensure as a registered nurse or advanced practice nurse 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.

Depending on the seriousness of the crime, students may or may not be considered for re-admission to the nursing program at a later date.

**HEALTH INSURANCE AND STUDENT ILLNESS OR INJURY**
It is strongly recommended that students maintain personal health insurance throughout their enrollment in the nursing programs. There is information on the UAA website about governmental and lower cost options. [https://www.uaa.alaska.edu/studenthealth/eligibilitybillinginsurance/insurance.cfm](https://www.uaa.alaska.edu/studenthealth/eligibilitybillinginsurance/insurance.cfm)

Some clinical agencies require that students present documentation of health insurance in effect for the duration of the clinical experience. Students will be notified of this requirement with sufficient time to purchase and provide documentation of health insurance.
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, for minor injuries or illnesses sustained during clinical learning experiences. An assigned clinical agency cannot mandate that a student go to their emergency department.

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

**Student Identification Badges**
All UAA nursing students are required to wear conspicuously a UAA School of Nursing student identification badge at all times in any clinical area. One identification 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 identification badge with 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 receptionist to report a lost badge or to turn in a damaged badge. A fee will be charged to replace a damaged or lost student identification badge.

**Attire Guidelines**
Student appearance is a reflection of 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.

**Clinical Orientation – Consortium of Alaska State Healthcare Educators**
The Consortium of Alaska State Healthcare Educators (CASHE) is comprised 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.

1. Demonstrate professionalism.
2. Follow agency-specific policies.
4. Engage in proper clinical communication.
5. Engage in effective clinical activities.
7. Show sensitivity and respect for all.

This orientation has been standardized for all clinical agencies, to decrease duplication, thus saving you time, and to provide consistent documentation of the information presented to you in a self-study module. The self-study module must be completed by all students and is included on the Blackboard site for your program. Students cannot attend clinical experience until the CASHE orientation has been completed. The CASHE Clinical orientation includes modules on patient and personal safety, HIPAA, blood-borne pathogens and SON policies.
The CASHE Clinical Orientation is an annual requirement.

MEDICATION ADMINISTRATION
All students must exercise caution when administering medications and adhere to clinical agency policies.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN
EXPOSURE DETERMINATION
Persons with potential for exposure to Blood Borne Pathogens include:
- Nursing students
- Nursing faculty
- Persons emptying waste containers or handling contaminate waste

Tasks and activities with risk for exposure to Blood Borne Pathogens include:
- Finger-stick, blood glucose monitoring practice
- Practice with injections
- Breaking of ampules
- Suturing
- Handling any sharp items

Gloves are the required personal protective equipment (PPE) for these activities.

METHODS OF COMPLIANCE
- Universal precautions will be taught to AAS and BS students early in the first semester of nursing lab, prior to any practice or handling of 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 protective garb and 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 are in compliance with OSHA regulations. Sharps containers will be placed in large red container and the contracted outside agency notified when full.

PROTECTIVE EQUIPMENT
Students must follow clinical agency policies regarding the use of PPE (including protective eyewear) when in clinical settings where exposure to body fluids is possible.
Vaccination
All UAA nursing students and faculty are required to show evidence of meeting health requirements, to include displaying the required immunity as discussed in the “Documentation of Health Status” section of this handbook. Vaccination records for each person are on file at the UAA SON.

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 person to self-administer first aid to him/herself if possible to reduce the potential for causing secondary infections. Always follow universal precautions when administering first aid.
- Allow a small amount of controlled bleeding, if wounded, being careful to capture fluids in a safe manner.
- 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).
- The cost of health care for injuries or illnesses sustained or contracted during clinical learning experiences is not covered by either the University or the health facility; such costs are the responsibility of the student. Health insurance at relatively low cost can be purchased through the University. UAA employees should contact Environmental Health and Safety at 786-1335 for further advice and action.

Communication of Hazard
- For students: UAA faculty will clearly inform students in the first semester of the nursing skills lab of the hazards of exposure to blood and body fluids, including the potential for contaminated injury with sharps whether in the lab or the clinical setting.
- UAA nursing faculty involved in an exposure should complete the UAA Needle stick Mandatory Report Form within two working days. The form can be located at http://ehsrms.uaa.alaska.edu/UAANeedlestickReportForm.pdf.

Information and Training
- The UAA School of Nursing has in place a mandatory training for all students and faculty, to be completed annually, which includes prevention of exposure to blood borne pathogens, body fluids and other biohazards and hazardous materials.
- Documentation of completion of this training by each student and faculty person is maintained in the School of Nursing at UAA.

Extended Sites
- UAA students and faculty in extended nursing school sites outside of Anchorage will complete the UAA Needle stick Mandatory 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 School of Nursing 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. Signs advising of the potential exposure to latex are posted on the skills lab doors.

Natural latex products are manufactured from fluid derived from the rubber tree, Hevea brasiliensis. Latex proteins and chemicals used in processing of the rubber product have been determined to cause allergic reactions. A wide variety of products contain latex, including medical supplies, protective gloves and many household items (balloons, elastic on clothing, diapers, rubber bands, plastic storage bags, etc). Latex proteins fastened to the powder in powdered gloves can become airborne when the gloves are changed, resulting in inhalation as well as contact exposure to the latex proteins. Most individuals who have contact with latex household products have no health problems related to their use. However, reports of work-related allergic reactions to latex or chemicals used in the manufacture of latex have increased in recent years, especially among health care workers who frequently use latex gloves to prevent exposure to infectious organisms.

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” (Epi Pen), and notify their instructor prior to beginning their lab courses.

**Purpose of this Policy**

- Educate nursing students and faculty about the sources, types and signs and symptoms of reactions to latex.
- Provide recommendations for prevention and management of latex reactions and allergy.
- Provide references for further information about latex allergy.

**Implement Latex Precautions in UAA SON Skills Labs**

- Purchase only low-allergen materials and powder-free gloves to the extent possible.
- Post signs in all SON skills labs warning of the presence of latex.
Insure information is available in skills labs that describes the types, causes, and management of latex reactions. Assessment anyone with symptoms of latex reaction, follow the management guidelines, and refer for prompt, medical treatment as appropriate. Maintain rapid absorbing, over-the-counter anti-histamine (diphenhydramine/Benadryl) and offer to anyone who shows signs of an allergic reaction to latex. Do not allow an individual who has taken the diphenhydramine to drive. Track and evaluate all latex reactions and update policies with the goal of reducing future incidents.

**HAND CARE PROTOCOL**

Utilizing a proper hand care protocol will decrease the risk of skin irritation and the development of contact dermatitis due to contact with latex.

*Hand washing:*
- Wash hands thoroughly with an appropriate hand soap or cleansing agent
- Rinse thoroughly to remove residual soap (if applicable)
- Dry hands appropriately by gently patting (if applicable)

**LOTIONS**
- Use appropriate hand lotions, preferably those provided in the lab/clinical facility
- Products containing mineral oil, petroleum or lanolin should not be used when wearing latex gloves

**PROCEDURES FOR STUDENTS**
- Utilize the proper hand care protocol in both lab and clinical settings
- Monitor self for the signs and symptoms of irritant contact dermatitis, allergic contact dermatitis or latex protein allergy
- Inform your clinical instructor should you experience any of these signs or symptoms.
- Follow the management recommendations should you develop the signs and symptoms of chemical or latex reactions
- Read latex allergy policies in your assigned clinical facilities and follow agency guidelines

**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/

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
This policy provides a mechanism for reporting of unusual occurrences involving students and faculty. Examples of unusual occurrences include medication or decision errors, falls, injuries and in some cases near-misses. Unusual occurrences are reported on the UAA SON Unusual Occurrence Form within 24 hours of the occurrence. These reports are used to document the event and safety hazards as a basis for student counseling, remediation and quality improvement. Whenever an unusual occurrence form is completed at a clinical agency, the UAA SON unusual occurrence form should also be completed.

PURPOSE
The purposes of this policy are to:
- Provide a mechanism for unusual occurrences to be reported and according to the policies and procedures of the institution/agency in which UAA nursing students gain clinical experiences.
- Document a safety or environmental hazard that may result in injury, damage or loss to a client or an institution/agency.
- Preserve evidence in the event of legal action against the student and/or University.
- Provide a basis for counseling the student involved in the unusual occurrence.
- Allow for tracking of unusual occurrences to recognize patterns of individual behaviors or system/process limitations.
- Facilitate counseling, remediation, and decision-making related to unusual occurrences regarding student progression within the nursing program.
- Facilitate the implementation of corrective actions to foster a safe environment for patients, students, faculty and staff.

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

EXAMPLES OF UNUSUAL OCCURRENCES (THE FOLLOWING LIST 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

APPLIES TO THE FOLLOWING PEOPLE
- Students engaged in clinical practice within the context of their studies.
- Faculty members performing within the context of their UAA employment
**PHILOSOPHY**

Unusual occurrences provide opportunities to students, faculty and institution/agency staff to identify and prevent potentially dangerous situations in the clinical setting. They also present a learning opportunity to individuals involved in the occurrence.

The role of the faculty member is to promote and facilitate student learning. Additionally, the faculty member bears a responsibility for protecting clients from harm. When a conflict between the two responsibilities exists, the protection of the client takes precedence over the responsibility of teaching the student.

It is the responsibility of the faculty member to create an environment that encourages students involved in unusual occurrences to report those occurrences and participate in analysis and planning to prevent future occurrences of a similar nature. It is the joint responsibility of the student and faculty member to demonstrate professional accountability in reporting unusual occurrences and in implementing the policies and procedures of the clinical institution/agency and the UAA SON regarding unusual occurrences.

Program Chairs have several responsibilities regarding unusual occurrences: to review occurrences, to track occurrences, and to work with Program faculty to implement corrective actions.

**PROCEDURE FOR UNUSUAL OCCURRENCES INVOLVING STUDENTS**

When an unusual occurrence involving a student of the UAA SON is identified by the student, preceptor, or the 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.”
   a. The original form shall be forwarded through the Program Chair to the Director of the SON and retained by the Director of SON indefinitely
3. Prior to the next clinical day the supervising faculty member shall review the form to determine whether a pattern of unusual occurrences is developing.
   a. If it is apparent that such a pattern is developing, the supervising faculty member, the student and the Program Chair shall meet to:
      1) Develop a plan for interrupting the pattern and for preventing future unusual occurrences; plans will be in writing and retained in the student's file.
      2) Discuss the potential consequences of repeated unusual occurrences with the student.
   b. If no developing pattern is apparent, the supervising faculty member and the student (and preceptor, if applicable) shall meet to discuss plans for preventing future unusual occurrences.

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 through 3 above.

When the unusual occurrence involving a student is noted by a staff member after the student and faculty member have left the facility:

1. The staff nurse shall:
   a. Implement the policy of the institution/agency regarding unusual occurrences.
   b. Notify the unit Nurse/Clinic Manager (if applicable), who will notify the faculty member of the incident by telephone as soon as possible.
2. The student and faculty member shall implement Steps 1-3 identified in the procedure above, within one working day following notification.

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 3 (review the form to determine developing pattern and appropriate counseling).

**Potential Consequences of Repeated Occurrences Involving a Student**

The faculty of the SON and the staff of clinical facilities recognize that unusual occurrences may occur as a result of circumstances that may or may not be within the control of the involved student. In general, the response of faculty and institutional/agency staff will be to study unusual occurrences to develop preventative action. However, when a pattern of unusual occurrences within the control of the student is apparent and when remedial action is not effective in reversing that pattern, protection of clients requires action on the part of the SON. Depending upon the severity and frequency of unusual occurrences, the potential consequences may include any one or more of the following:

- Remedial study assignments related to the circumstances of the unusual occurrence
- Remedial assignments through an online tutorial or simulation laboratory.
- Remedial course work.
- Dismissal from the course and award of a failing grade with an option for re-enrollment in a future offering of the course, contingent upon satisfactory completion of remedial assignments and on a space-available basis.
- Dismissal from the course and award of a failing grade with no option for re-enrollment in a future offering of the course. This consequence includes dismissal from the nursing program. (This penalty is automatically applied if it is apparent that the student has deliberately concealed an error or occurrence or has made dishonest statements about the event.)

**Note:** Dismissal from a course with or without the option of re-enrollment in a future offering of the course shall occur only in situations in which the student's behavior leads the faculty member to believe that the student is not likely to seek appropriate assistance or follow direct instructions such that patient safety is impacted. Such actions shall be subject to the Grade Appeals Policy outlined in the UAA Catalog.

**SECTION VI – DISPUTE/COMPLAINT RESOLUTION POLICIES**

The SON follows the UAA Policy “Student Dispute/Complaint Resolution Procedure” as discussed in the current edition of the UAA Fact Finder Student Handbook & Planner. Academic Rights of Students

The Academic Dispute Resolution Procedure is in the UAA Catalog here: https://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/academicrightsofstudents/.
According to the UAA Student Handbook, challenges to academic decisions or actions should be referred to the dean/campus director or designee. In the case of SON students, the challenges or complaints are referred to Vice Provost/Dean Jeff Jessee College of Health. The contact information for Dean/Vice Provost Jessee is shown below.

Jeffrey Jessee, Vice Provost Health Programs & Dean College of Health
Professional Studies Building, Rm 205D
E-mail: jeff.jessee@alaska.edu
Phone: 907-786-6057

SECTION VII - STUDENT RECORDS POLICIES

POLICY REGARDING MAINTENANCE OF STUDENT EDUCATIONAL RECORDS
Student files are kept by the School of Nursing to facilitate pre-major advising, admission to the major and faculty advising within the nursing major. The primary purpose of the files is to contribute to the educational development of students and to comply with various yearly statistical reports required by the School of Nursing, the Alaska State Board of Nursing and the National League for Nursing. Maintenance of these files complies with the UAA Policy on the application of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. For additional information on the Federal law, see the UAA General Course Catalog or the UAA Fact Finder Student Handbook. Download the Fact Finder Handbook at: http://www.uaa.alaska.edu/studentaffairs/fact-finder.cfm.

MAINTENANCE OF ACTIVE STUDENT RECORDS
A file for each student actively pursuing the nursing major is kept in a secure location. The hard copy file is referred to as the advising file. It contains all admission documents: application to UAA, copies of transcripts from high school and previous postsecondary institutions attended, transcript evaluations and evaluation worksheets, admissions test scores, a current unofficial UAA transcript, School of Nursing application, letters of recommendation and a plan of study. Additionally, the advising file may contain petitions, progress reports, letters or statements of disciplinary action, scholarship award letters, financial aid appeal letters and references prepared by SON faculty and/or staff.

A separate confidential computerized database is maintained. It contains the following: name, current address, phone number and e-mail address, assigned advisor and current clinical class enrollment. In addition, this database will contain personal information submitted on the UAA application and SON confidential form, such as birth date, gender; ethnic background, marital status and income (see copy of SON confidential form).

Copies of the health, CPR certification, and background check records are maintained separately from the student’s academic advising file. Students are advised to retain the originals of these documents. While copies of health, CPR certification, and background check records must be maintained throughout the student’s enrollment in clinical coursework, they are returned to the student upon request at the completion of the final clinical class.

RETENTION OF STUDENT FILES
Student advising records are maintained as active files until graduation, at which time they will be transferred to a separate but equally secure location and kept for five years. Copies of faculty letters of
reference and program verification forms may be added to the files of graduated students. At the end of five years, letters of reference originally generated by SON faculty will be inserted into a reference letter file to assist faculty in completing future requests for letters of reference. All other documents in the individual files will be shredded, including health requirement documents.

The file of a student who does not continue enrollment in the nursing program after being admitted to the clinical major will be kept in an inactive status for not more than seven years. Though the student may be required to reapply to UAA, to demonstrate currency of curricular information or to meet updated School of Nursing requirements, retaining the file will facilitate advising for re-entry and appropriate placement within the nursing program. Student information will remain in the computer database indefinitely, listed under the status of attrition along with reason for leaving if known.

Records of students who transfer out of nursing to a non-nursing major will be forwarded to the academic department responsible for the new major after all nursing specific documents have been removed (i.e. School of Nursing application, letters of reference, correspondence related to the nursing major and clinical evaluations and summaries of advising conferences). Nursing specific documents will be placed in a separate file with student name and retained in an inactive status for not more than seven years. Student information will also remain in the computer database indefinitely, listed under the status of attrition/career change.

Upon graduation, student information in the computer database will be transferred to a perpetual alumni database. In addition to the transferred information this database will contain graduation date, NCLEX results, employment status and employment site and other graduate follow-up data that may be collected. As with the active student database, this information will be utilized for statistical purposes and for maintaining contact with alumni.

A separate Alumni Directory will be compiled utilizing current name, address, telephone number and personal and professional information of all alumni who give written permission to be included in such a directory. The Alumni Directory will be available for purchase through the SON Alumni Association Chapter.

EXCEPTIONS TO THE RETENTION POLICY

The files of students who have been dismissed from the nursing program for reasons of academic failure, dishonesty or other disciplinary actions may be kept indefinitely in a secure location.

MAINTENANCE OF CONFIDENTIALITY

In keeping with the Family Educational Rights and Privacy Act (FERPA), students have the right to expect that information in their SON files will be kept confidential. Files may be accessed only by those SON personnel involved in advising, instructing or assisting students in an official capacity or in filing or maintaining the database. Those who have direct access include the Director of the SON, the Coordinator of Student Affairs, faculty and designated staff.

Random student records may be reviewed for the purpose of assessing the degree to which the School implements its published policies and procedures by individuals officially designated as Program Evaluators by regulatory or accrediting bodies. When such reviews occur, they will be conducted in the presence of an official of the SON (e.g., Director, Program Chair, Coordinator of Student Affairs or other designated staff member). Outside reviewers will be prohibited from making any notations that include identifying information.
Tests or other course work being returned to students are also considered confidential. A student must provide written permission if s/he wishes to have such documents picked up by another person.

Information contained in the computerized database will be available to faculty and designated staff on a “need to know” basis. Specific information to document that students have met the conditions established in the School’s Memorandum of Understanding/Agreement with a facility/agency may be provided to an authorized representative of the facility on demand or upon request. Examples of situations when such documentation may be required by a clinical agency include a review of the facility/agency for continuing accreditation (e.g., JACHO Review). Students’ immunity to certain conditions or their tuberculin status has been requested by agencies and/or the State in the face of outbreaks of these conditions. Whenever possible we contact the students to inform them of outbreaks and who to contact to contain the outbreak and insure they receive the required care and follow-up.

Information contained in the computerized database is also utilized to compile statistical reports (i.e., to State and national accreditors) or to prepare grant applications and submit progress reports to granting institutions. No personal data that could enable the identification of the individual student will be disclosed to a third party without the student’s written permission.

**REVIEW OF STUDENT ADVISING FILE**

Students have the right to review the contents of their own SON Student Advising File. If a student wishes to review their student File, they should submit a written request to the Coordinator of Student Affairs. The Coordinator must respond to the request within 45 days. After the request has been processed, the student will review the File in the presence of the Coordinator of Student Affairs or designee. A student may not remove any materials from the File.

SON personnel may not copy or forward to a third party any information that has not originated within the SON. This includes but is not limited to transcripts, application materials, and letters of recommendation contained within the student’s application packet and occurrence reports forwarded directly to the SON from a clinical site or individual preceptor.

No other party may view the contents of a student’s file without the student being present unless the student has provided written permission to the SON. A signed permission form must be placed in the file to document such access has occurred. Such third party review will only be provided in the presence of designated SON personnel and will require valid photo identification.

It is strongly recommended that students keep copies of all letters and reports provided to them by faculty. Copies of documents originated within the SON and placed in the student file may be provided to a student upon written request.

SON personnel may not copy or forward to a third party any information that has not originated within the SON. This includes but is not limited to transcripts, application materials and letters of recommendation contained within the student’s application packet and occurrence reports forwarded directly to the SON from a clinical site or individual preceptor.

**MAINTENANCE OF APPLICANT RECORDS**

Advising files for students interested in pursuing a nursing degree and for those accepted to UAA as a nursing pre-major will be kept in a secure location. The hard copy may contain the same documentation as
does that of the active nursing major. This file will be utilized for purposes of advising, individual student program planning and for admission to the nursing major.

From the first point of contact, all student information in a pending/applicant file will be governed by the School of Nursing policies regarding confidentiality.

Upon receipt of the “Certificate of Admission” to the pre-major and accompanying documents from the UAA Enrollment Services Office, the School of Nursing will consider the student to be in a pre-major/applicant status and will enter the student information into the confidential computerized database.

Applicant records will be maintained as long as the student is enrolled in prerequisite or co-requisite course work and continues to utilize the advising services of the School of Nursing. After three years of inactivity, an applicant file may be destroyed. In no case will an inactive file be kept more than five years for the Associate degree or seven years for the Baccalaureate and Graduate degrees. When a file is destroyed, the applicant’s information will be maintained in the database under the status of attrition. Individuals at that point will be required to reapply to UAA if they wish to pursue a degree.

**MAINTENANCE OF COURSE RECORDS**

The School of Nursing will maintain copies of course records. However, it is strongly recommended that students/graduates maintain a copy of the UAA General Catalog, the School of Nursing Student Handbook and all course syllabi and handbooks. It may also be advisable to retain copies of graded work that was completed in specific courses (e.g., papers, sample care plans, final project reports, etc.).

**RECORDS TO BE MAINTAINED**

**Curricular Designs:** A copy of both the approved curricular design will be kept indefinitely. The following will be included: program outline, curriculum action requests (CARs) and course content guides. Whenever a specific course is substantially changed or deleted or a new course is developed, the new information will be stored with the original curricular design.

**Course Syllabi and Handbooks:** Copies of course syllabi and handbooks that are prepared each semester will be maintained in a secure location according to the semester in which they were taught. These will be kept for a period of eight years. When the syllabi and handbooks for a course are not substantially changed from one academic year to the next, it will be acceptable to note this on the course records and maintain only one copy to conserve storage space. When curricular design is changed, copies of the relevant syllabi and handbooks will be archived along with the program curricular design materials.

**Student Handbook:** A yearly copy of the (AAS, BS or Graduate) Student Handbook will be maintained each year for at least eight years. During that period, if there is no substantial change in the contents of the handbook this may be so noted and one copy may be kept to represent several academic years. Handbooks that reflect major policy revision may be kept indefinitely and archived along with the curricular design materials.

**LONG TERM STORAGE**

All course records, or representation of such as mentioned above, will be kept for a minimum of eight years in an easily accessible form (e.g., actual paper copy of the item). Materials stored for longer than eight years will be those that reflect major curricular design revision and will be utilized to maintain continuity and historical context for the School of Nursing. These records may be stored by utilizing electronic methods.
ACCESING AND COPYING COURSE RECORDS

During the eight year period in which actual paper records are maintained, students/graduates may request copies of specific syllabi at the cost of ten cents per page plus postage. Requests should include name of course and semester completed. Response time for preparing copies can be expected to be at least one week from receipt of the request. Course syllabi and the Student Handbooks will not be reproduced. After eight years, a student should not expect the School of Nursing to retrieve and copy course materials.

SECTION VIII - STUDENT SERVICES AND RESOURCES

TUITION AND FEES

UAA semester expenses are discussed on the UAA Semester Expenses website. Additional fees in the Graduate program range from $20 to $270 depending on the semester, the number of courses, and the course activities. Fees specific to your program are incurred for the items listed below. Some fees are distributed across the program, while others are charged to the student once.

Nurse Practitioner Master’s Program Fees

- Student Liability Insurance
- Simulation/Standardized Patient support
- Typhon
- NP Certification Preparation Program
- Advanced Practice Education Associates (APEA) exams
- My QBank learning modules
- Electronic Health Record System tools
- Audio/Visual Streaming licenses
- Clinical Lab equipment and supplies
- SON Distance Education equipment and support

Nursing Leadership Master’s Program Fees

- Student Liability Insurance
- Audio/Visual Streaming Licenses
- SON Distance Education equipment and support

Doctor of Nursing Practice Program Fees

- Student Liability Insurance
- Simulation/Standardized Patient Support
- Typhon

FINANCIAL AID

Financial assistance is available through the UAA Office of Student Financial Assistance in the form of federal and state loans and grants (Alaska and Stafford Student Loans, Pell Grant, etc.) as well as grants through private organizations.

SCHOLARSHIPS

Nursing students have many opportunities to defray the cost of their education. There are general scholarships that are available to all UAA students who apply from any degree program. There are also nursing scholarships available exclusively to UAA nursing students. Click the link for more information
about applying for scholarships. Note that all scholarships will require completing the application process and some will require supplemental information (e.g., an essay).

**STUDENT HEALTH SERVICES**

**STUDENT HEALTH AND COUNSELING CENTER**

A student health and counseling center is available on several campuses. The 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 referral 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. For more information call 907-786-4040 or go online at [www.uaa.alaska.edu/studenthealth/](http://www.uaa.alaska.edu/studenthealth/).

**DENTAL HYGIENE CLINIC**

On the UAA Anchorage campus, the Dental Hygiene 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. More information can be found at [http://www.uaa.alaska.edu/alliedhealth/dentalclinic/index.cfm](http://www.uaa.alaska.edu/alliedhealth/dentalclinic/index.cfm)

**PSYCHOLOGICAL SERVICES CENTER**

The Psychological Services Center at UAA in Anchorage offers low-cost therapy and counseling to families, couples, and individuals of all ages for a variety of problems. Clinical psychology students in the last phase of study for the master’s or doctoral degree see patients under the supervision of licensed psychologists from the psychology faculty. A fee schedule is based on each individual’s ability to pay. For more information call 907-786-1795.

**COUNSELING & SUPPORT SERVICES**

The UAA Student Affairs Counseling & Support Services provides short-term personal counseling for concerns affecting academic success such as stress, situational crises, and life changes. Other services include student advocacy, workshop presentations, and referrals. These counseling services are provided at no charge to UAA students. For more information call 907-786-6158.

**ACADEMIC RESOURCES**

**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 activate your card online at the following link: [https://www.consortiumlibrary.org/services/library_cards/application/uaa.php](https://www.consortiumlibrary.org/services/library_cards/application/uaa.php). You can use your credit card or debit card to add money to your Wolf Card as needed. Click the link below for more information [https://www.uaa.alaska.edu/wolfcard/](https://www.uaa.alaska.edu/wolfcard/)

**ADVISING AND TESTING SERVICES**

Academic Advising and Testing services are available to students from UAA Enrollment Services (and from the UAA Advising and Testing Center, located in the University Center). The Advising and Testing Center administers a wide range of testing and assessment instruments used for admission, awarding of college
credits, career and life planning, and professional certification; it also provides help for students with test anxiety. Click the link below for more information.
https://www.uaa.alaska.edu/advising-testing/

**Disability Support Services**

If a student experiences a disability that may result in a barrier to his/her academic experience and requires reasonable accommodations, then it is that 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. For more information on the program go to http://www.uaa.alaska.edu/dss/.

**Writing Center**

The UAA Reading & Writing Center, located in SMB 118, 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. - See more at https://www.uaa.alaska.edu/academics/community-and-technical-college/departments/learning-commons/writing-center/index.cshtml

**Native Student Services**

Native Student Services (NSS) provides quality support services to Native and rural students. The NSS Center offers academic advising, scholarship information, assistance, and resource support. You can find out more at: http://www.uaa.alaska.edu/nss/

**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. - See more at: http://www.uaa.alaska.edu/multicultural/#sthash.rvx8f75w.dpuf

**Student Ombudsman**

Student Government provides a Student Ombudsman to serve as a neutral party to confidentially address student concerns and assist students in resolving their University-related complaints.

**University Police**

UAA police officers provide special services unique to the University setting. Those services include maintaining 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. The
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 Director of the Office of Campus Diversity & Compliance, University Lake Building, Room 108, 3890 University Lake Drive, Anchorage, Alaska 99508. The contact number is (907) 786-1424. More information is available on the UAA Website at http://www.uaa.alaska.edu/deanofstudents/title-ix.cfm.

FACILITIES
SCHOOL OF NURSING RESOURCE CENTER (NRC)
The UAA Nursing Resource Center (NRC) is comprised of two skills labs and a small computer lab. The skills labs are located on the second floor of the Health Sciences Building (HSB) with a small computer area in between the labs (HSB 205C). The skills labs include two different rooms equipped with materials necessary for teaching technical and assessment skills. The purpose of the NRC is to provide a supportive, learning environment where nursing students can enhance and challenge their ability to provide holistic patient care through the development of assessment, communication, critical thinking, organizational, and psychomotor skills.

The current NRC coordinator is Elise Harrison. Her office is in HSB 214; her phone number is (907) 786-4565; her email is echarrison@alaska.edu.

Below is a map of where you can find the computers (in 205C). One of the computers has the full version of SPSS on it for student use when doing data analysis.

CAMPUS COMPUTER LABS
There are currently 50 computer labs in the Anchorage campus. While many of the labs are restricted by department-affiliated individuals, there are at least 12 unrestricted labs located across campus for use by...
any UAA student. Most of these computer labs are currently underutilized. See http://www.uaa.alaska.edu/computerlabs/anchoragecampus/index.cfm for locations.

CONSORTIUM LIBRARY
The Consortium Library is your gateway to all the Library’s resources and services, both print and online (electronic). You can search most electronic resources on campus or elsewhere by connecting to the homepage at http://consortiumlibrary.org. Use your university username and password as prompted. For help, call the UAA Information Technology Services Help Desk (Local: 786-4646; Toll Free: 877-633-3888). Wireless Internet and data ports and electrical outlets are located throughout the library. Click the link below for more information about visiting the library and the hours of operation.
https://consortiumlibrary.org/about/visit_us.php#hours

General reference librarians are available on the main floor of the library to answer general questions about sources and searching. Search the Library’s website for books, journal articles, and Internet resources. They offer handy access to Blackboard, Interlibrary Loan, and Reserves, as well as a variety of other links ranging from style manuals and electronic Purchase Request Forms to the catalog for the Learning Resource Center’s Media Library.

GENERAL INFORMATION AND AUDIO TOUR
Go to the “Visit Us” page on the Consortium Library website for general information. An audio tour of the Library (estimated 20 minutes) can be checked out at the Circulation Desk or you can listen to it online. It is excellent introduction to the Library’s collections and services.
https://consortiumlibrary.org/about/visit_us.php

ALASKA MEDICAL LIBRARY
The Alaska Medical Library is a unit within the Consortium Library in Anchorage and 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. Click the link below for more information.
http://www.consortiumlibrary.org/aml/

RESEARCH SUPPORT
The Consortium Library’s website offers some excellent links under Research Help to provide guidance in searching the Internet, steps in doing research and a variety of writing guides, including bibliographic style.
https://consortiumlibrary.org/research

At this time the library offers RefWorks, a free citation management software program that assists students to manage bibliographies by exporting citations from library databases, and adding them to personal reference lists. The library has plans to move from RefWorks to a new citation management program called Flow that should be available sometime in 2016. Click the link below for more information and to login to RefWorks.
http://www.refworks.com/refworks2/?groupcode=RWUAA

BOOKS
The online catalog is the Library Catalog, and it includes the collections of the Consortium Library, UAA’s extended campus libraries, the Anchorage Municipal Libraries, the Alaska Resources Library and
Information Services (ARLIS), and the Anchorage Museum of History and Art. You can “place a hold” on any circulating item in the system and have it delivered to the Consortium Library for pickup.

FULL TEXT ARTICLES
Use the “Find Articles – by Journal” option on the Consortium Library website to locate full-text articles both in print holdings (current health science journal subscriptions) and online journals from multiple vendors. Use the Check Library for Full Text link within the article databases to find full-text articles even when a full-text option is not displayed. This URL will take you to the Journals A-Z feature: http://www.consortiumlibrary.org/articles/journals.php. Library staff will scan articles from journals in the print collection and deliver the item to any student via the Interlibrary Loan and Document Delivery online form.

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.

MEETING AND STUDY ROOMS
The Consortium Library has several rooms available for students to reserve for meetings or for study. They can be reserved for an individual or a group. Click the link below for more information. https://consortiumlibrary.org/services/

INTERLIBRARY LOAN (ILL)
Items not available to you from the Consortium Library can be ordered from other libraries through ILL and most items are free to students. Article requests are usually filled in two to seven days, while book requests average 10 or more days. To make a request, click on Interlibrary Loan from the library’s homepage or, in many cases, from within the database you are searching Document Delivery is a service that allows you to order copies of articles held in the library's print collection of journals and newspapers. When you place an order for an article, ILL staff will find it in the print collection, scan it, and deliver it to you electronically. Do not use document delivery for articles that are available in full-text in the library's online subscriptions. If you are having trouble retrieving a full-text article, please ask a librarian and they will help you get it. Click the link below for more information on ILL. https://consortiumlibrary.org/services/ill/

LIBRARY CARDS
Your Wolf Card is your Library Card. Graduate students may check out up to 50 circulating items at a time for a semester. Books may be renewed by phone, email, or online through the library’s homepage. If a second renewal is desired, the book must be presented at the Circulation Desk. Overdue fines for books are 25 cents per day and $1 per day for media, up to a maximum of $10 per item. Fines begin accruing as soon as a book is overdue and continue until it is checked in by library staff. There are replacement charges incurred for lost materials. Click the link below for more information. http://consortiumlibrary.org/services/librarycard.php

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 click the link below: https://support.uaa.alaska.edu/Pages/Managed-Print.aspx
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
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PART 2: GRADUATE NURSING PROGRAM

SECTION I – POST-MS DOCTOR OF NURSING PRACTICE INFORMATION

WELCOME
We are pleased you have chosen to attend the graduate Post MS DNP program at the University of Alaska Anchorage (UAA). Graduate studies at the doctoral level place primary emphasis upon advanced professional nursing practice, theory, research, and leadership roles in advancing health care delivery systems and application of research into practice. The Doctor of Nursing Practice (DNP) represents the highest degree in nursing practice. Students build on knowledge acquired in their advanced nursing practice master’s degree program.

The Post MS DNP option is available for those who currently hold an advanced practice registered nurse (APRN) licensure and who wish to expand their knowledge and leadership skills to be able to better interpret research, apply best practices and incorporate clinical knowledge to influence health care policy. Contact a DNP advisor for more details.

We hope you will find the experience challenging and rewarding, with opportunities for growth. We will do all we can to facilitate your educational endeavor. The following pages will give you an idea of our programs and resources which can help you achieve your goals and expand your horizons in professional nursing. Again, welcome, with best wishes for a productive learning experience.

STUDENT LEARNING OUTCOMES (POST-MS DNP)
Upon completion of the Post-MS DNP program at UAA, the graduate is prepared to:
  o Enhance professional skills in advanced practice nursing using an ethical, evidence-based approach to promote healthy communities.
  o Apply clinical inquiry using a culturally sensitive, evidence-based approach to adapt practice and change health outcomes.
  o Expand leadership roles to influence local, statewide and national health care policy and delivery systems serving unique, diverse and underserved populations.

POST-MS DNP CURRICULUM
Thirty-seven credits are required for the Post-MS DNP program; however, some credits may be waived based on an analysis of master’s transcripts. It is designed to be completed in four trimesters of full-time study, or seven trimesters of part-time study. Prior to being formally admitted to the Post-MS DNP, students may complete up to 9 credits of degree-applicable coursework, either UAA credit (core courses only) or transfer credit. Students who are not formally admitted will be allowed to register for core courses on a space-available basis and with instructor permission.

Below is the basic curriculum for the Post-MS DNP (Table 1). The outcome of a Gap Analysis may result in some coursework being waived, or additional coursework being required. See your advisor about the Gap Analysis.
CURRICULUM FOR POST-MS DNP PROGRAM

<table>
<thead>
<tr>
<th>Specialty Track/Total Credits</th>
<th>Courses</th>
<th>Credits (contact hrs.: Lecture + Clinical)</th>
<th>Total Clinical Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST MS DNP CORE COURSES</td>
<td>ND A613 Advanced Practice informatics</td>
<td>2 (2+0)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ND A614 Ethics/Law</td>
<td>2 (2+0)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ND A615 Health Services Org &amp; Finance</td>
<td>4 (4 + 0)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ND A618A Advanced Nursing Leadership</td>
<td>2 (2+0)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ND A619A Health Economics</td>
<td>2 (2+0)</td>
<td></td>
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<tr>
<td></td>
<td>ND A634 Epi for Advanced Practice</td>
<td>2 (2+0)</td>
<td></td>
</tr>
<tr>
<td>12 credits</td>
<td>ND A601A Genetics &amp; Genomics in Advanced Pathophysiology</td>
<td>1 (1 + 0)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ND A610A Pharmacology for Primary Care</td>
<td>1 (1 + 0)</td>
<td></td>
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<tr>
<td></td>
<td>ND A628 Practice Inquiry II: Design and Methods</td>
<td>3 (3 + 0)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ND A629 Practice Inquiry III: Proposal Development</td>
<td>2 (2+0)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ND A696a Practice Inquiry 4: Capstone</td>
<td>2 (1 + 4)</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>ND A696b Practice Inquiry 4: Capstone</td>
<td>2 (1 + 4)</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>ND A696c Practice Inquiry 4: Capstone</td>
<td>2 (1 + 4)</td>
<td>60</td>
</tr>
<tr>
<td></td>
<td>ND A683 Clinical Immersion</td>
<td>2-3 (1 + 4-8)</td>
<td>60-120</td>
</tr>
<tr>
<td></td>
<td>ND A684 Clinical Concentration</td>
<td>2-4 (1 + 4-12)</td>
<td>60-180</td>
</tr>
<tr>
<td></td>
<td>Elective (advisor approved)</td>
<td>3 (3 + 0)</td>
<td></td>
</tr>
<tr>
<td>23 credits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>37 Credits</td>
<td>300-480</td>
</tr>
</tbody>
</table>

Applicants are admitted annually in spring to start the following fall. Below is the full-time and part-time plan of study based on the basic curriculum. Students are expected to complete the coursework sequentially as outlined below, based on their status:

Full-Time Plan Of Study

<table>
<thead>
<tr>
<th>TRIMESTER 1 Fall</th>
<th>CR</th>
<th>TRIMESTER 2 Spring</th>
<th>CR</th>
<th>TRIMESTER 3 Summer</th>
<th>CR</th>
<th>TRIMESTER 4 Fall</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ND A601A Genetics &amp; Genomics in Adv Path*</td>
<td>1</td>
<td>ND A615 Health Services Org &amp; Finance</td>
<td>4</td>
<td>ND A614 Ethics/Law*</td>
<td>2</td>
<td>ND A684 Clinical Concentration</td>
<td>4 (1+12)</td>
</tr>
<tr>
<td>ND A610A Pharmacology for Primary Care *</td>
<td>1</td>
<td>ND A634 Epi for Advanced Practice *</td>
<td>2</td>
<td>ND A619A Health Economics *</td>
<td>2</td>
<td>ND A696 Practice Inquiry 4: Capstone</td>
<td>2 (1+4)</td>
</tr>
<tr>
<td>ND A628 Practice Inquiry II: Design and Methods *</td>
<td>3</td>
<td>ND A618A Advanced Nursing Leadership*</td>
<td>2</td>
<td>ND A683 Clinical Immersion</td>
<td>2-3 (1+4-8)</td>
<td>Elective (advisor approved)</td>
<td>3</td>
</tr>
<tr>
<td>ND A629 Practice Inquiry III: Proposal Development*</td>
<td>2</td>
<td>ND A696 Practice Inquiry 4: Capstone</td>
<td>2 (1+4)</td>
<td>ND A696 Practice Inquiry 4: Capstone</td>
<td>2 (1+4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ND A613 Advanced Practice informatics</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOT CR</td>
<td>9</td>
<td>10</td>
<td>8-9</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*These courses may be offered in a condensed format, 7.5 weeks each.

Students admitted to part-time status need to meet with a faculty advisor to develop a plan of study. The following is a suggested plan of study:
Part-Time Plan Of Study

<table>
<thead>
<tr>
<th>TRIMESTER 1</th>
<th>CR</th>
<th>TRIMESTER 2</th>
<th>CR</th>
<th>TRIMESTER 3</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ND A601A Genetics &amp; Genomics*</td>
<td>1</td>
<td>ND A615 Health Services Org &amp; Finance*</td>
<td>4</td>
<td>ND A614 Ethics/Law*</td>
<td>2</td>
</tr>
<tr>
<td>ND A610A Pharmacology*</td>
<td>1</td>
<td>ND A634 Epi for Advanced Practice*</td>
<td>2</td>
<td>ND A619A Health Economics *</td>
<td>2</td>
</tr>
<tr>
<td>ND A613 Advanced Practice informatics</td>
<td>2</td>
<td>Elective (advisor approved)</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRIMESTER 4</th>
<th>CR</th>
<th>TRIMESTER 5</th>
<th>CR</th>
<th>TRIMESTER 6</th>
<th>CR</th>
</tr>
</thead>
<tbody>
<tr>
<td>ND A628 Practice Inquiry II: Design and Methods *</td>
<td>3</td>
<td>ND A618A Advanced Nursing Leadership*</td>
<td>2</td>
<td>ND A683 Clinical Immersion</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ND A629 Practice Inquiry III: Proposal Development*</td>
<td>2</td>
<td>ND A696a Practice Inquiry 4: Capstone</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ND A696b Practice Inquiry 4: Capstone</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRIMESTER 7</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ND A684 Clinical Concentration</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(0 + 16)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ND A696 Practice Inquiry 4: Capstone</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1+4)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*These courses may be offered in a condensed format, 7.5 weeks each.

SCHEDULING OF COURSES
Graduate DNP courses are offered online. Some courses may require short time blocks on the UAA campus. Online courses may be synchronous (entire class participating at the same time) or asynchronous. Some courses will be offered in a condensed 7.5-week format. The program was designed to allow students who reside outside of Anchorage to take advantage of the opportunity to pursue graduate study at UAA. All students will have the opportunity to take advantage of clinical learning opportunities throughout the state, including both urban and rural settings.

ACADEMIC ADVISING
A Post-MS DNP Nursing Program advisor, named on the student’s UAA Certificate of Admission, assists in formulating a plan of study that is feasible and best meets the student’s needs. All graduate nursing students must seek formal academic advisement prior to admission. Once admitted they will meet with their advisor to have a GAP Analysis of their transcripts to determine how many clinical credits will be needed and whether any other coursework is needed or can be waived. The Post-MS DNP Nursing Program Advising Record should be filled out at each advising session with both faculty and student signing the form. The original goes in the student file and a copy is given to the student. The UAA SON Graduate Plan of Study Worksheet can be found on the DNP BB website and should be used to keep track of completed classes and classes still needed.

STUDENT RESPONSIBILITY
The DNP handbook is meant to accompany the UAA Catalog (https://catalog.uaa.alaska.edu/) and the Graduate School Handbook (https://www.uaa.alaska.edu/academics/graduate-school/current-students/handbooks.cshtml). 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 (see above link) and the DNP Handbook. Advisement assists the student in meeting graduation goals. The student should initiate advisement sessions by contacting the DNP coordinator for an appointment.

Dr. Lisa Jackson 907-786-4590 LMJACKSON2@ALASKA.EDU
Dr. Kitty Wellmann 907-786-4596 KSWELLMANN@ALASKA.EDU
TRIMESTER SYSTEM
The SON graduate program is on a trimester system and therefore may have course start/end dates different than the rest of the University. In addition, some graduate courses are offered in an intensive format. Students should be aware that add/drop dates are pro-rated, based on when a course starts and ends. This information is available on the UAA website: https://www.uaa.alaska.edu/records/calendar/.

SECTION II – ADMISSION REQUIREMENTS

INTRODUCTION
Application for the Post-MS DNP can be found by logging on to: https://uaonline.alaska.edu/banprod/owa/bwskalog_P_DispLoginNon. As part of the application process students need to submit their Résumé, Personal Goal Statement, and three professional letters of recommendation. Students can apply for full-time or part-time status and once admitted must follow their plan of study. Changes to the plan of study can be made with advisor permission.

Prior to admission, a Non-Degree Seeking student (NODS) may take up to nine credits of program specified core courses (with instructor permission and space availability). To register as a NODS, students must go to https://uaonline.alaska.edu, click on ‘Just want to take a class’ and follow the directions. If a student wants to take more than the nine credits of coursework before beginning the specialty courses, they must be admitted to the Post-MS DNP program. Once admitted to the program students must maintain continuous registration to maintain degree seeking status.

Applicants will be considered for program admission on a competitive basis. Meeting all admission criteria does not guarantee admission. Special consideration may be given to candidates with clinical expertise, proficiency in other languages, knowledge of other cultures, and a proven record of professional contributions. This information should be documented in the Résumé portion of the application. To the extent that there are limited seats available in the program, preference may be given to residents of the state of Alaska as defined by the University’s policy on residency for tuition purposes.

APPLICATION PROCESS

REQUIREMENTS OF THE PROGRAM
☐ Master’s degree in nursing from an accredited nursing school with a nurse practitioner specialty
☐ Minimum graduate GPA of 3.00 (B) on a 4.00 scale
☐ Active, unencumbered* Advanced Nurse Practitioner license in the State of Alaska
☐ National certification as an Advanced Nurse Practitioner
☐ Engaged in practice as an Advanced Nurse Practitioner

*Licenses may be encumbered for a variety of reasons, some of which preclude admission to the program. Students with encumbered licenses should meet with the graduate chair to determine program eligibility.

STARTING THE ADMISSION PROCESS
☐ Meet with the SON Post-MS DNP Advisor, Dr. Lisa Jackson (907-786-4590; lmjackson2@alaska.edu). Note: We will need to do a Gap Analysis as part of the study plan. Please bring a copy of your transcripts from your Master’s degree program.
Complete the Post-MS DNP application online, which can be accessed at UAOnline.

- You will need to list the names and emails of 3 individuals willing to provide a professional reference as part of the application process. UAA will send them the request on your behalf and they will be instructed to upload the reference into your application.

- Pay the $75 application fee

- Submit official college/university transcripts for undergraduate and graduate degree coursework (these go to the UAA Registrar, not the SON)

- Upon submission of your application you will receive email instructions for uploading your Resume’ and Goal Statement. There will be a link in the email with the details on what to include (please follow the directions carefully). When ready, you can upload them to your application.

- It is important to monitor your application to verify all references and transcripts have been received.

- Once your application is complete you will be contacted by the SON to schedule an interview with faculty. Interviews are done in February/March.

**APPLICATION DEADLINES**

**UAA GRADUATE ADMISSION:** Refer to the current UAA Course Catalog for UAA graduate admission requirements and deadlines.

**SON ADMISSION:** The School of Nursing application must be submitted using UAOnline by December 1 in the year prior to the intended start date. Please see the checklist and requirements (listed above) to assure a complete application. You can start taking course work prior to being admitted, up to 9 credits. Once admitted to the program you must maintain continuous enrollment.

**ORIENTATION**

**UAA GRADUATE SCHOOL**

The UAA Graduate School has an annual orientation for new graduate students. You can find out more about the orientation by going to their web site: http://www.uaa.alaska.edu/graduateschool/Orientation/index.cfm

**UAA SCHOOL OF NURSING (SON)**

The SON also has an orientation for new graduate students every fall trimester. Contact the SON for the time, date and location.

**SECTION III: GRADUATE STUDENT POLICIES**

**TRANSFER CREDITS AND PETITIONS**

The Graduate Curriculum Committee evaluates the suitability of transfer credits. The student must fill out a petition and submit catalog course descriptions and/or syllabi as requested. The petition typically goes to the UAA faculty person teaching the content, and then is forwarded to the Graduate Curriculum Committee for action. Transcripts from other schools must be sent to the UAA Records Office. Please note that courses used toward a prior degree cannot be petitioned for credit towards the current degree.

*NOTE: Credits taken prior to admission do not automatically count toward the master's degree. A maximum of nine prior credits may be used; however, all credits counted toward the degree must be taken within seven years of earning the degree.
**Grading Policy**

The SON's grading rubric is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00 (90-100%)</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>3.00 to 3.99</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00 to 2.99</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00 to 1.99</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>&lt; 1.00 (&lt; 60%)</td>
<td></td>
</tr>
</tbody>
</table>

*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.*

All assignment grades in the Post-MS DNP 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 (i.e. 83.5673 will be 83.56). Final grades will be calculated by adding and weighting the assignment grades per the course syllabus.

Students have one week after the return of an assignment, test, quiz or paper to discuss a change of grade for the assignment with the instructor, based on a verifiable rationale. After one week, the grade becomes permanent and will be used in calculating the final course grade.

Students are expected to turn all graded and pass/fail assignments in on time. Grade deductions for late assignments may vary between assignments, courses, and faculty. The course syllabus will serve as the definitive policy for missed or late assignments.

**Continuous Registration And Progress**

Graduate students are expected to make continuous progress in their program of study, from admission through completion of the degree. This requires that the student maintain continuous registration every trimester through degree completion. Students who need to temporarily suspend their studies for personal reasons must apply for a leave of absence through their advisor and committee chair and the UAA Graduate School. If the leave is approved by the graduate school, the student is placed on inactive status for up to one academic year. If a student is unable to return to their studies after one year they are dismissed from the program.

Ideally, students will complete their project at the same time they complete other course work. In the event a student has completed all course work, with the exception of the project, they will have up to 3 sequential academic trimesters to complete their degree. However, they must make substantial progress each trimester in order to remain in good standing.

**Good Standing Policy**

The UAA SON Graduate Program has a Good Standing Policy. It is updated yearly and becomes effective immediately. Current students should be familiar with the most recent policy. When the policy addresses a grade, it will be referring to the SON grading rubric (see Grading Policy, including special note, above).

**Requirements to Remain in Good Standing**

To remain in good standing, the student must:
1. Meet **provisional admission** requirements within admission letter time frame.
2. Maintain **professional and academic standards** at all times.
3. Earn a **minimum B grade** in all required courses for Post-MS DNP program. [Note: A student cannot be considered for SON admission unless a B grade (3.0) has been earned in all required graduate course work taken prior to admission]. Once admitted, students are expected to follow their plan of study. Any alterations must be done with approval of advisor.

4. Maintain **continuous registration** once admitted or ask for and is granted, a one-time only leave of absence.

5. Make **continual progress** toward degree completion once admitted to the graduate program; the one exception would be if a student is on an approved leave of absence (see above).

6. Complete project within 3 sequential trimesters after passing final clinical course.

   NOTE: **Students may request an extension of this deadline, which may or may not be granted, by filling out Graduate Nursing Program Request for Extension to Project/Thesis Completion Deadline.**

**ACADEMIC PROBATION**

A student is placed on academic probation under the following circumstances:

1. If a student earns a C (2.0) in any required course for the *1st time* or withdraws at or after the midpoint of a course with a course grade of C (regardless of the cumulative GPA). ‘Midpoint’ is based on start and end date of a given course.

   - A student remains on probation for up to one year until the course is re-taken the next time it is offered for a B or better. A student may take other core courses while waiting to re-take the course in which they received a C grade.
   - In order to re-take any course after being placed on academic probation the student must fill out the *Graduate Re-enrollment Request* (DNP Blackboard site), which includes a detailed strategy for success, a new plan of study, and a recommendation from course faculty to allow the student to repeat the course. Granting the re-enrollment request will be based in part on space and clinical site availability and successful completion of any remediation required by course faculty.

2. The first time a student **fails to make adequate progress*** while enrolled in ND A696, after completing all other required coursework.

   *NOTE: Adequate progress addresses the major milestones toward project completion, such as: proposal being approved by committee; successful proposal defense; successful IRB application; completion of data collection and analysis; writing up results and discussion, final project defense. Students are expected to contract with their committee chair and provide a time line for the trimester addressing what they will accomplish. The contract must be signed by the student and the committee chair and a copy turned in to the faculty in charge of the project seminar, the program chair, and a copy is placed in the student’s file. The contract must be turned in within two weeks of the start of the trimester.**

**PROGRAM DISMISSAL**

Program dismissal will occur:

1. If a student fails to meet the **provisional admission** requirements within the time frame indicated in the admission letter.

2. If a student fails to re-take the *1st* course in which a C was received for a B or better the next time it is offered (within 1 year).
3. If a student earns a 2nd C in any required course or withdraws at or after the midpoint of the course with a C or lower course grade.

4. If a student earns a D or lower in any required course for the 1st time or withdraws at or after the midpoint of the course with a D or lower course grade.

5. If a student fails to maintain continuous registration once admitted to the program or fails to request or be granted a leave of absence (only one leave allowed).

6. If a student fails to make adequate progress for the 2nd time while enrolled in ND A696 after completing all other required course work.

7. If a student at any time violates professional standards, fails to maintain academic integrity, and/or has RN license encumbered (includes, but is not limited to, engaging in unethical, unprofessional, or unsafe behavior).

**Graduate Re-Enrollment**

Students who need to re-take a course must fill out the Graduate Re-enrollment Request. This form requires a detailed strategy for success, a new plan of study, and a recommendation from course faculty to allow the student to repeat the course. If the faculty recommends remediation, that must be completed before the student re-takes the course. If there is a clinical component to the course, re-enrollment may be contingent on course and clinical space availability.

**Graduate Re-Admission After Program Dismissal**

All students who are dismissed from the program may reapply for admission; however, a request for re-admission may or may not be granted. When making a decision regarding readmission after program dismissal, the faculty and Graduate Curriculum, Admissions, Retention and Progression Committee will consider the entire content of the student’s file, including all events leading up to the dismissal.

To request program readmission after dismissal, the student must submit a new application to the program (and if needed, to UAA), meeting all current application requirements. In addition, the student must submit a request for Graduate Readmission after Program Dismissal (see forms on DNP BlackBoard website) which includes a plan for success, a new plan of study, and faculty/program coordinator/chair recommendation. The request is then forwarded to the Graduate Curriculum, Admissions, Retention, and Progression Committee for consideration. The recommendation from the committee will be forwarded to the SON Director who will make the final decision regarding readmission. The new plan of study will be based on the student’s history and how much time has elapsed since a course was first taken. Some course work may need to be repeated. In addition, there may be remediation conditions that must be met satisfactorily prior to re-entry.

Students who are dismissed for non-progression reasons alone and who subsequently are granted readmission will be considered in good standing when they begin their course work. Examples of students being dismissed for non-progression reasons include, but are not limited to, withdrawal from classes when in good standing and/or delayed coursework in the program for more than a year. A new plan of study must be submitted with the request for readmission. Some course work may need to be repeated, depending on how much time has elapsed since a course was first taken.

All students dismissed from the program for academic or professional reasons (e.g. violation of academic and/or professional standards, grade issues) and who subsequently are granted readmission, will
remain on **probationary readmission** throughout the remainder of his/her program. **Probationary readmission** is on a space available basis and is valid as long as the student remains in good standing. In making a decision regarding **readmission after program dismissal for academic or professional reasons**, faculty will take into consideration the philosophical statement on academic integrity approved by faculty in 2009:

> The profession of nursing holds its members to high standards of conduct. Nurses are expected to be knowledgeable, honest, ethical, responsible, accountable, respectful, and trustworthy. As licensed and practicing RNs, individuals admitted to the graduate nursing program should possess these core attributes. Students are expected to demonstrate professionalism in all aspects of their academic work. Academic integrity violations demonstrate a lack of core professional values and will not be tolerated in any form. Graduate student nurses should be practicing with the highest moral, ethical and professional standards. As such, any proven occurrence(s) of academic dishonesty will result in severe consequences. See figure 1 for an abbreviated schematic of the Good Standing Policy.

**SECTION IV: STUDENT REPRESENTATION**

**Student Government (Union of Students)**
The Union of Students provides opportunities to serve on University boards, committees, and task groups that make UAA policy recommendations and decisions affecting students, faculty, and administration. To find out more information go to the following website: [http://www.uaa.alaska.edu/unionofstudents/](http://www.uaa.alaska.edu/unionofstudents/).

**Graduate Student Association**
The Graduate Student Association (GSA) represents the interests of all students wishing to attain advanced degrees by communicating with the university administration to effect positive change. You can find out more about the GSA at their website: [http://www.uaa.alaska.edu/gsa/about.cfm](http://www.uaa.alaska.edu/gsa/about.cfm).

The GSA strives to make UAA a more competitive institution by maintaining a living wage, adequate health insurance, sufficient resources and administrative support for all graduate students. In addition, the Graduate Student Association provides a supportive community for students in all colleges and departments. Any UAA student is welcome to attend GSA meetings and events. For more information about the GSA, or to be added to the Listserv, please email [aygsa@uaa.alaska.edu](mailto:aygsa@uaa.alaska.edu).

Potential and incoming graduate students are encouraged to contact the GSA with any questions about being a graduate student at UAA. Graduate Student Orientation is specifically designed for new graduate students, who are already familiar with college. The program familiarizes students with UAA, its policies, and resources specifically for graduate students. For more information on orientation schedules and dates, check the following web site: [http://www.uaa.alaska.edu/graduateschool/Orientation/index.cfm](http://www.uaa.alaska.edu/graduateschool/Orientation/index.cfm)
FIGURE 1. Abbreviated Schematic of Good Standing Policy

<table>
<thead>
<tr>
<th>GOOD STANDING</th>
<th>PROBATION</th>
<th>DISMISSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meets provisional admission requirements within admission letter time frame.</td>
<td>Earnings a C in any required course for the 1st time or withdraws at or after the midpoint of a course with a course grade of C (regardless of cumulative GPA). **</td>
<td>Fails to meet provisional admission requirements within time frame of admission letter.</td>
</tr>
<tr>
<td>Earnings a minimum B grade in all required courses for degree.*</td>
<td></td>
<td>Fails to re-take 1st course in which a C was earned for a B or better the next time it is offered (within 1 year).</td>
</tr>
<tr>
<td>Maintains continuous registration once admitted or asks for and is granted,</td>
<td>Earnings 2nd C in any required course or withdraws at or after the midpoint of course with C or lower.</td>
<td>Earnings D or lower in any required course or withdraws at or after the midpoint of course with a D or lower.</td>
</tr>
<tr>
<td>is granted, a one-time only leave of absence for no longer than one year.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains continuous progress toward degree completion after passing last</td>
<td>Fails to make adequate progress for the 1st time while in Project after completing last clinical course.</td>
<td>Fails to make adequate progress for the 2nd time while in Project after completing final clinical course OR has not completed degree within 3 sequential trimesters after completing the final clinical course.</td>
</tr>
<tr>
<td>clinical course AND completes degree within 3 sequential trimesters after</td>
<td></td>
<td></td>
</tr>
<tr>
<td>passing final clinical course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains professional and academic standards at all times.</td>
<td></td>
<td>Violates professional standards, fails to maintain academic integrity, and/or has RN license encumbered.</td>
</tr>
</tbody>
</table>

*Note: A student cannot be considered for SON admission and/or cannot start the SON specialty courses unless they have earned a B or better in all required course work. If a student has been admitted to the specialty track and later earns a C in a required course, before starting the clinical courses, the student will revert to graduate student status and will have to reapply to the specialty track.

**Note: A student remains on probation for up to one year and must re-take the course for a B or better the next time the course is offered. In order to re-take any course after being placed on academic probation the student must fill out the Re-enrollment form on DNP BB site.
**Graduate Representation on SON Committees**

Students are the reason the SON exists. Every effort is made to encourage and facilitate student participation and input into all phases of the educational process. Student representatives are included in the membership of the University of Alaska Board of Regents as well as on a variety of UAA committees. The School encourages student participation in all aspects of campus life: in formal and informal contacts with the SON Director and faculty, and in the committee work of the SON, the UAA Graduate School, and UAA Governance.

Committees function to facilitate, coordinate, and develop the purposes of the School in an orderly fashion. Each faculty member serves on at least one standing committee. Broad student representation on selected standing committees is solicited each year by faculty.

Participation on these committees is an avenue by which students can provide input to the faculty about curriculum and student concerns. Any student interested in serving on one of these committees may submit their name to a faculty member the Program Chair or Director of the SON. Representatives of the DNP student body are recruited to attend Graduate Nursing Program meetings and the Graduate Curriculum, Admissions, Retention and Progression Committee meetings.

**Graduate Program Committee**

The function of the Graduate Nursing Program Committee is to:

- Make recommendations regarding the Graduate Nursing Program to all standing committees, to the Director and Program Chairperson’s Committee, and to the Nursing Faculty Association;
- Serve as an ongoing problem solving group related to daily functioning of the Graduate Nursing Program;
- Provide for ongoing evaluation and future development of the Graduate Nursing Program; and
- Provide a forum for students to address issues.

**Graduate Curriculum and Admissions, Retention & Progression Committee**

This committee has two primary functions: Curriculum and Admissions, Retention, and Progression.

- **Curriculum Functions:**
  - Review and make recommendations on all courses proposed as new offerings of the Graduate Nursing program.
  - Conduct periodic curriculum evaluation of programs.
  - Review and make recommendations regarding student petitions for exceptions to the usual program of study within the Graduate Nursing program.
  - Periodically review and update advising materials of the Graduate Nursing program.
  - Review non-nursing course requirements for the programs.
  - Make recommendations to the Director of the SON regarding proposed changes in the Graduate Nursing program curricula.
  - Make recommendations and to facilitate planning for curriculum development workshops.
  - Utilize the results of outcomes evaluation in curricular decision making.

- **Admissions, Retention and Progression Functions:**
  - Coordinate, implement, and evaluate admissions, retention, progression activities for the Graduate Nursing program.
  - Review and evaluate students for admission and readmission.
- Make recommendations to the Director regarding admission and readmission of students.
- Design and implement activities to foster the retention and progression of students.
- Conduct follow-up survey of graduates.
- Evaluate admission policy and make policy recommendations to the SON Faculty Association.
- Monitor and evaluate student advising processes and make recommendations for changes in advising processes.

**Graduate Membership in Professional Organizations**

**Theta Omicron Chapter of Sigma Theta Tau**

Sigma Theta Tau is the International Honor Society of Nursing. Chartered in 1986, Theta Omicron is the UAA Chapter of Sigma Theta Tau.

Membership in Theta Omicron is open to graduate nursing students who have completed at least one quarter of the required courses and is by invitation. Eligibility criteria include: enrollment in the nursing graduate course work and being in the upper 35th percentile of the graduating class as measured by cumulative GPA. Induction to Theta Omicron occurs in the spring trimester, generally around the time of May graduation.

Theta Omicron carries out a number of activities that support the ongoing education of nursing professionals and that facilitate nursing scholarship. In addition, the organization recognizes leadership with the annual award of the Tina DeLapp/Theta Omicron Professional Excellence Award.

**Honor Society of Phi Kappa Phi**

The Honor Society of Phi Kappa Phi was founded in 1897 at the State Universities of Maine, Tennessee, and Pennsylvania to recognize and encourage superior scholarship in all academic disciplines. The UAA chapter of Phi Kappa Phi was chartered in 1990. The Society was named Phi Kappa Phi from the initial letter of the Greek words forming its adopted motto “Philosophia Krareito Photon,” “Let the love of learning rule humanity.” Nomination to Phi Kappa Phi is very selective and is based upon academic achievement and good character. Membership in Phi Kappa Phi is limited to the top students of each graduating class; a minimum cumulative GPA of 3.8 is required for an invitation to membership to be issued.

**SECTION V – Student Success and Project**

Graduate students should have computer and typing skills. Students must be able to use computers for communication, to access online classes, and to write papers. Success in graduate school also requires good technical writing skills and knowledge of APA formatting and referencing. Students who need to improve their writing skills are encouraged to take English 414 “Research Writing”. The UAA Learning Resource Center is another resource for students having difficulty with professional writing (http://www.uaa.alaska.edu/ctc/lrc/index.cfm). Other academic resources are listed under PART I, section VIII.

**Graduate School Project Formatting Handbook**

The UAA Graduate School’s website has guidelines for project submission. Please go the following URL to review this information http://www.uaa.alaska.edu/graduateschool/uaa-graduate-school-projects.cfm.

**SON DNP Project Handbook**

The SON has a DNP Project Guide that is revised annually. It can be found on the DNP Blackboard Website.
SECTION VI: GRADUATION INFORMATION

APPLICATION FOR GRADUATION
During the trimester you plan to graduate you must fill out an online application for graduation form. Students will have until the week before ‘finals’ week of the trimester to apply to graduate. However, if you are graduating in the spring and want your name to appear in the commencement program you must apply by April 1st. There is a $50.00 fee that must be paid, through UA online, at the time you submit your application. The application for graduation form can be found at https://www.uaa.alaska.edu/students/registrar/registrarforms.cshtml.

Students who apply for graduation and who do not complete their degree/certificate requirements by the end of the trimester in which they have been approved to graduate, but are within six credits of completion, will have their application request changed to the following trimester by the Office of the Registrar. This courtesy change will be granted one time. Students with more than 6 outstanding credits of requirements remaining, or who have 6 credits or fewer remaining for a second trimester, must reapply for graduation and pay another application fee.

COMMENCEMENT CEREMONIES
UAA Commencement ceremonies are held in December after the end of fall trimester and May at the end of the spring trimester. All students are encouraged to participate in graduation ceremonies. Students who will be graduating with honors will be need to contact Enrollment Services to find out procedures for picking up honor cords the day of the commencement. Commencement is usually held on the first Sunday after the end of spring or fall trimester. Commencement will be held in the UAA Sports Arena.

GRADUATION RECEPTION
The recognition ceremony for nursing graduates is a function separate from the formal University graduation (commencement ceremonies). It is held in December for associate, baccalaureate and graduate students completing their program at the end of fall trimester, in April for the associate degree, baccalaureate, and graduate students completing their program at the end of spring trimester, and in August for baccalaureate and graduate students completing their program in August. Graduates of all nursing programs are honored at these ceremonies. The recognition ceremony provides graduates with an opportunity to celebrate their achievements with friends and family in a personal way. Participation in the graduation reception is optional. Planning the ceremony is the responsibility of the SON Student Affairs Committee, which is composed of faculty and student representatives. Graduating students fund costs associated with the recognition ceremony, generally by soliciting donations and by selling tickets to friend and family members. At the graduation reception school pins and special awards are presented to graduating students. Student input is vigorously sought in the planning of the ceremony so that the event is a personally meaningful celebration.

Graduate Degree Hooding Ceremony
The special Hooding Ceremony adds to the graduation experience by making it possible to focus on advanced degree candidates and their accomplishments. It allows graduate faculty and staff, family and friends a chance to witness the ceremonial hoding of the graduate student in a more intimate setting. Please Note: This special Hooding Ceremony does not take the place of
Commencement. Graduate Students will continue to walk and have their degrees conferred at Commencement. More information on the hooding ceremony can be found at http://www.uaa.alaska.edu/commencement/graduating-students/index.cfm