

# **STUDENT HANDBOOK FOR MSN STUDENTS**

**2007 - 2008**



**UNIVERSITY OF ALABAMA  
SCHOOL OF NURSING  
UNIVERSITY OF ALABAMA AT BIRMINGHAM  
NB ROOM 105  
1530 3<sup>RD</sup> AVENUE SOUTH  
BIRMINGHAM, ALABAMA 35294-1210**

Dear Master's Students,

I want to extend to each of you my personal greeting and wishes that your graduate program will be rewarding and exciting for you! I know that you will encounter challenges along the way, with many of you juggling multiple roles and responsibilities. The faculty in the School of Nursing is here to help you in any way that we can. Please let us know if you need our help, and also feel free to share your ideas about ways that we can continue to improve our programs.

My door is open to each of you – please stop by whenever you would like to chat, or just to say hello! Also, please feel free to call (934-0610) or send an email ([bstullen@uab.edu](mailto:bstullen@uab.edu)) if you have problems that I can help with. I hope to have an opportunity to get to know each of you personally while you are in our program.

Best wishes for a wonderful career here at UAB!

Sincerely,

*/Elizabeth Stullenbarger/*

Elizabeth Stullenbarger, RN, DSN  
Professor and Associate Dean, Graduate Studies

## GRADUATE STUDENT HANDBOOK

### Welcome to the University of Alabama School of Nursing The University of Alabama at Birmingham

This handbook provides general information about services, policies, and procedures which will be useful to you as a student in the School of Nursing. Please keep it as a reference for future use. Students should refer to the School of Nursing Handbook (located at <http://main.uab.edu/Sites/nursing/programs/msn/9081/> ) and UAB's Graduate Student Handbook (located at [http://www.uab.edu/graduate/UAB\\_Grad\\_Handbook.pdf](http://www.uab.edu/graduate/UAB_Grad_Handbook.pdf) ) for additional information regarding policies and procedures, student services, student life, and student rights and responsibilities.

The Office of Student Affairs is open from 8:00 a.m. to 11:30 and 12:30 p.m. to 4:45 p.m. Specific questions concerning policies and procedures should be addressed to this office.

|                   |   |
|-------------------|---|
| Location:         | School of Nursing Building<br>Room 105<br>1701 University Boulevard   |
| Mailing Address:  | University of Alabama at Birmingham<br>School of Nursing<br>NB 105<br>1530 Third Avenue South<br>Birmingham, Alabama 35294-1210 |
| Internet Site:    | <a href="http://www.uab.edu/son">www.uab.edu/son</a>  |
| Telephone Number: | (205) 975-7529  |
| Email:            | <a href="mailto:sonstudaffrs@uab.edu">sonstudaffrs@uab.edu</a>  |
| UAB Campus Map:   | <a href="http://www.uab.edu/Campus_map/">http://www.uab.edu/Campus_map/</a>   |

Please note: All information included in this handbook is subject to change upon approval of proper authority.

#### **MISSION STATEMENT OF THE SCHOOL OF NURSING**

The University of Alabama School of Nursing, as part of a research university and academic health center, prepares nurse leaders to excel as clinicians, researchers and educators, advancing knowledge and the delivery of high quality health care in Alabama and worldwide.



The University of Alabama at Birmingham administers its educational program and activities, including admission, without regard to race, color, religion, sex, sexual orientation, age, national origin, disability unrelated to program performance, disabled status, or Vietnam era veteran status. Any inquires or complaints concerning the application of the Americans with Disabilities Act (ADA); Title VII of the Civil Rights Act of 1964; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973; or other legislation and its implementing regulations as they relate to the University of Alabama at Birmingham should be directed to Dr. Virginia Gauld, Vice President for Student Affairs, Student Affirmative Action Officer; Title IX and §504 Coordinator, 503 Hill University Center, Birmingham, Alabama 35294-1150. The full text of the University's Equal Employment Opportunity Policy can be found in the undergraduate, graduate and professional catalogs as well as *Direction* Student Handbook.

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## **SECTION I: FACULTY**

For an up to date list of all faculty in the School of Nursing please visit our website at <http://main.uab.edu/Sites/nursing/about/8930/>

### **SECTION I I: FREQUENTLY CALLED NUMBERS**

|                                   |           |
|-----------------------------------|-----------|
| UAB Bookstore                     | 4686      |
| Cashier                           | 3570      |
| Center for Nursing Research       | 2153      |
| Children's Hospital               | 939-9100* |
| Copy Center                       | 2173      |
| Financial Aid                     | 8223      |
| General Information (Hill Center) | 8000      |
| Graduate School                   | 8227      |
| Learning Resources Center (LRC)   | 5146      |
| Libraries:                        |           |
| Lister Hill - Health Sciences     | 3306      |
| Mervyn Sterne - Academic Affairs  | 6364      |
| Police, UAB:                      |           |
| Business                          | 4434      |
| Emergency                         | 3535      |
| SON Administration/Fiscal Affairs | 2397      |
| SON Student Affairs               | 3534      |
| Sparks Center                     | 5471      |
| Student Health Services           | 3580      |
| SON Switchboard                   | 5428      |
| University Information            | 0         |
| University Registrar              | 8222      |
| University Hospital               | 4011      |
| Veterans Administration Hospital  | 933-8101* |

#### **\*Off Campus Numbers**

All four digit numbers are campus extensions and can be dialed from any campus phone by dialing 4 plus the extension unless a 5- number is designated. If phoning from off-campus to an on-campus number, dial 934, then the desired four digit extension number. If any numbers are preceded by the number "5" their prefix is 975, "6" their prefix is 996.

### **SECTION III: GENERAL INFORMATION AND RESOURCES**

Address/Phone Number Changes: Students must notify the Office of Student Affairs, Room 105 at the School of Nursing and the Registrar at Hill University Center when address, phone number, or name is changed. Also, when graduation papers are completed students must notify this office of a home mailing address and the address of the place of employment post-graduation.

Aids Policy: Located at <http://www.iss.uab.edu/Pol/AidsAtab.pdf>

Appointments with Faculty: Student communication with faculty members is facilitated by students scheduling appointments to discuss concerns. Students should consult the faculty member for an appointment at a mutually convenient time. If unable to keep the appointment the student should notify the faculty member. In addition, students can communicate through e-mail to the address listed by the faculty name at <http://main.uab.edu/Sites/nursing/about/8930/>

Awards and Honors: Each year faculty are asked to nominate individual students for selected awards and honors. To facilitate this nomination process students are asked to complete and return a *Self Report of Scholarly and Professional Awards and Activities* Form. Information on the form may also be used to highlight student achievements in publications and on the website. Forms may be obtained from the Director of Student Affairs by emailing [deupreej@uab.edu](mailto:deupreej@uab.edu) .

#### Bookstore:

Find everything you need to make the grade under one roof at Barnes & Noble @ UAB. Conveniently located on the first floor of Hill University Center, it offers one of the largest selections of new and used textbooks in Birmingham; a comprehensive assortment of medical reference books; general interest books; the full line of Littmann and Welch Allyn medical equipment; school and office supplies; computer software (at special student prices); greeting cards; and a large selection of UAB gifts and apparel.

[blazerbookstore@uab.edu](mailto:blazerbookstore@uab.edu)

Barnes&Noble@UAB (205) 934-4686, Fax: (205) 934-0394

Textbook Hotline: (205) 996-BOOK (2665)

7:30 a.m.-6:00 p.m. (M-Th), 7:30 a.m.-5:00 p.m. (F), 10:00 a.m.-2:00 p.m. (Sat)

Physical Address: 150 Hill University Center, 1400 University Blvd.

Mailing Address: HUC 150, 1530 3RD AVE S, BIRMINGHAM AL 35294-1150

Bulletin Boards: Announcements for students may be found on bulletin boards in the student lounge and in the hallway on the ground floor. In addition, announcements may be found on the TV monitor (KIOSK) located on the ground floor (between the student lounge and the lobby). There is one bulletin board designated for positions available and miscellaneous notices. The other is a locked, glass enclosed bulletin board where yearly calendar of dates and announcements of thesis or dissertation defenses are posted.

Campus Recreation Center: The Campus Recreation Center provides world-class facilities, programs and customer services by utilizing state-of-the-art equipment and technology. For more details on amenities, services. For a complete list of activities and schedules please visit <http://studentaffairs.uab.edu/CampusRecreation/> , or call (205) 934-8224.

Center for Nursing Research (CNR): Support services available to students in the CNR are as follows:

- Statistical Consultation - consultations are held in the CNR. Please call (205) 934-2153 for an appointment.
- Limited grant funds searches and assistance with locating federal grant application are provided.
- Research Resources Room - (G013 houses research references, books, journals, and publication information. Instrument files are located in room GO19).
- Institutional Review Board – assist in locating full review, expedited, and exempt applications forms from the UAB website, assist in submitting completed application forms to IRB.
- Binder Service - The CNR provides a binding service to graduate students. Please contact the CNR for fees charged to students - fee is determined by size of covers, number of documents to be bound, and a flat charge of \$1.00 per document.

Clothing: Name pins and appropriate attire (either uniform or lab coat) must be worn whenever students are engaged in clinical care in the clinical facility. Name pins must be purchased through the UAB Bookstore. Name pins should have the UAB logo, the student's name, Nurse Practitioner, MSN Student, and School of Nursing printed on them. The pins should have green print on a white background.

Consent for Audiovisual Recording: Appropriate consents must be obtained for all audiovisual recording involving patients. Consent forms may be obtained from the LRC. As a matter of courtesy, if audio and/or video taping is contemplated in the classroom, written permission should be obtained from the instructor and/or the students.

CPR Certification: Graduate students enrolled in clinical nursing courses must maintain appropriate CPR certification (Red Cross or American Heart Association). When registering for a clinical nursing course, students must make sure that the CPR certification will be current throughout the term for which they are registering. If certification expires before or during the term, a hold will be placed on the students' registration for that term. Certification verification is completed by providing the Secretary to the Assistant Dean of Student Affairs, Room 108, with the appropriate documentation. You may call that office at (205) 996-7130 for any questions you may have concerning this issue.

Curriculum Vitae for Graduate Faculty: Any student wishing to view the Curriculum Vitae for faculty at the School of Nursing my contact the Associate Dean of Academic Affairs in room 102.

Drug-Free Campus Policy for Students: The updated policy is available in the School of Nursing, Office of Student Affairs, Room 105.

Graduate Assistant to Graduate Studies Program: On occasion the School of Nursing appoints Graduate Students as assistants for faculty. If you are interested in becoming a graduate assistant please contact the Office of the Associate Dean for Academic Affairs in room 102.

Hepatitis B Vaccination Policy: Prior to initial enrollment in the SON, all students must present to the UAB Academic Health Center Student Health Service Office proof of vaccination in accordance with Appendix B, page 13.

Housing: UAB Housing Office may be found at <http://main.uab.edu/Sites/gradschool/students/orientation/7547/>

Learning Resources Center (LRC): Information Desk: (205) 934-5146

LRC Hours (varies during term breaks)

Monday - Thursday: 7:00 a.m. - 9:00 p.m.

Friday 7:00 a.m. - 7:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

Closed on Sunday

A variety of networked software may be selected from screen menus and accessed by using your Blazer ID. All equipment and materials may be accessed at the Information Desk of the Learning Resources Center. Some items must be used within the LRC; others may be checked out. If you wish to use a computer, you may proceed directly to the LRC computer commons.

The following items may be used only in the LRC, and a valid UAB student I.D. or driver's license must be left at the checkout desk until the items are returned:

|                                  |                     |
|----------------------------------|---------------------|
| Videocassettes (not checked out) | CD-ROMs             |
| DVDs                             | Reference Materials |

The following materials may be checked out of the LRC for three consecutive days and renewed once by phone. Fines are charged for all overdue items (items never become due on Sundays):

|                |                |                                |                 |
|----------------|----------------|--------------------------------|-----------------|
| Audiocassettes | Safety Glasses | Tape Recorders                 |                 |
| Tuning Forks   | Stethoscopes   | Blood Pressure Cuffs           | Ophthalmoscopes |
| Reflex Hammers | Scoliometers   | Denver Developmental Test Kits |                 |

Liability Insurance: All School of Nursing students enrolled in clinical and other selected nursing courses must purchase liability insurance through the University Trust Funds, which covers the student from the first day of classes to the last day of the term. A charge of \$4.50 per term is automatically added to the University bills of students registering for clinical courses. The liability insurance through the University Trust Fund does not provide coverage for any concurrent employment. Students needing liability insurance for this situation might want to consider the coverage recommended by the ANA.

Students wishing to engage in clinical practice between terms to complete clinical requirements for a course must obtain the approval of the course coordinator and provide the course coordinator with their name, student ID number, sponsoring faculty, clinical preceptor, and the specific dates of the clinical practice. This must be done 2-3 days prior to the last day of class.

The MSN course coordinator will submit the required information to the Associate Dean for Academic Affairs. Requests and approvals must be completed and the Associate Dean must have the requisite information prior to the last day of class for the term of enrollment in the clinical course, so that arrangements can be made for extending liability coverage. A non-covered student risks personal liability and causes the facility at which s(he) is working to incur liability.

Libraries: There are two main libraries on the UAB campus. The Lister Hill Library of the Health Sciences at 1700 University Boulevard includes the entire collection of the Medical Center. The Mervyn H. Sterne Library at 917 13th Street is a comprehensive library designed to provide material

concerning teaching, research, and other areas. Both libraries publish handbooks concerning their policies for lending books and the way books are classified. These handbooks may be obtained from the circulation desk at each library. Specific library resources may be available within different departments or institutions on the UAB campus. Information about these resources may be obtained by contacting the departments or institutions.

Lister Hill Library (205-934-3306)      Mervyn H. Sterne Library(205-934-6364)  
Website: [www.uab.edu/lister](http://www.uab.edu/lister)      [www.mhsl.uab.edu](http://www.mhsl.uab.edu)

| <u>Hours</u> |                         | <u>Hours</u> |                        |
|--------------|-------------------------|--------------|------------------------|
| Mon-Thurs    | 7:00 a.m. - 11:00 p.m.  | Mon-Thurs    | 7:30 a.m. - 11:00 p.m. |
| Fri          | 7:00 a.m. - 7:00 p.m.   | Fri          | 7:30 a.m. - 7:00 p.m.  |
| Sat          | 9:30 a.m. - 6:00 p.m.   | Sat          | 9:00 a.m. - 5:00 p.m.  |
| Sun          | 12:00 p.m. - 10:00 p.m. | Sun          | 1:00 p.m. - 11:00 p.m. |

Computerized literature searches available - some free; some at a cost.

Licensure: Graduate students enrolled in clinical nursing courses or involved in clinical nursing practice as a component of research coursework or other supervised research executed as part of the student role must hold a license to practice professional nursing in the State in which they will partake in such activities. It is the student's responsibility to obtain and maintain licensure and certification. Proof of licensure must be submitted to the clinical instructor prior to beginning clinical coursework. Failure to do so may result immediate dismissal from the clinical course(s). Additionally, it is the student's responsibility to notify the School of Nursing of any encumbrance that is placed on their license.

The address for the Alabama Board of Nursing is:

Alabama Board of Nursing  
RSA Plaza, Suite 250  
770 Washington Avenue  
Montgomery, AL 36130 Telephone (334) 242-4060  
Website: [www.abn.state.al.us](http://www.abn.state.al.us)

OSHA Training Policy: Any faculty member, teaching staff member, or degree or non-degree seeking student who is "at risk" must have current verification of having attended an OSHA bloodborne pathogen and prevention of transmission of tuberculosis (TB) training session within the past 12 month period. Students should submit verification of current OSHA training to the Student Affairs Office, Room 108 School of Nursing, (205) 934-3534 to Ms. Patricia Burgett.

Operational Definitions:

1. **"At risk" person**: A faculty member, teaching staff member, or school of nursing student who because of teaching/learning experiences is susceptible to and/or has increased potential for exposure to bloodborne pathogens, clients with bloodborne disease, and other environmental agents that may cause infection. (Adapted from Rules and Regulations-1991, Federal Register, 56(235), p. 64166-64168).
2. **Current Verification**: A School of Nursing On-Campus or Off-Campus Documentation of Attendance Form, Occupational Safety and Health Administration (OSHA) Bloodborne Pathogens and TB Occupational Health Standard Training Session that is signed by the student will constitute verification of attendance.

Parking: Parking passes are available from Transportation Services, 608 8th Street South, CVB Building. Proof of registration is required to purchase a parking pass.

Policies of Agencies: Graduate students are expected to become familiar with and adhere to the policies of each agency or institution used for learning experiences.

Policy on Impairment and Chemical Substance Abuse: The policy is available in the School of Nursing, Office of Student Affairs, Room 105.

Policy on Ownership of Intellectual Property Rights: The policy is available in the School of Nursing, Office of Student Affairs, Room 105.

Scholarships: For a complete list of scholarships please visit <http://main.uab.edu/Sites/nursing/9295/>

Sexual Harassment Policy and Complaint Review Procedures: The policy is available in the School of Nursing, Office of Student Affairs, Room 105.

Smoking: Smoking is not allowed anywhere in the School of Nursing. The nonsmoking policy is available in the School of Nursing, Office of Student Affairs, Room 105.

Snow, Ice, Thunderstorm and Tornado Policies: See Appendices C and D, pp 13-14. UAB also broadcasts information on WBHM (90.3 FM) on local radio, or you may call the University bad weather hotline, 934-2165.

Student Health and Insurance Programs: Student Health Services, supported by student fees, is available to the Academic Health Center student body at UAB. Participation in this program is mandatory for all students in the School of Nursing.

Hospitalization insurance is not included in the Student Health Service fee. All students are required to have hospitalization insurance acceptable to Student Health. A hospital insurance plan is available through the Student Health Service. Students who have hospital insurance with coverage that is comparable to the plan available through the Student Health Service may sign a waiver for hospitalization insurance; otherwise the student will be automatically billed for hospitalization insurance. Waiver forms are available at <http://www.main.uab.edu/sys/images/pdf/shealthservice/waiver.pdf>.

If any student with Viva Health Insurance is required to participate in class activity outside the Birmingham area, Viva Insurance must be notified in advance. Please contact Viva Health Insurance, at 555-7441.

Graduate students may utilize the services of University Hospital's pharmacy at a discount when filling a prescription from the Student Health Service. Consult the School of Nursing and Graduate School Bulletins, contact the Student Health Service, or review Student Health Handbook for further information.

Student Health Service: Location: 930 S. 20th Street, Suite 221 (205) 934-3580

Scheduled Hours: Mon-Fri 8:00 a.m.- 4:30 p.m. (By Appointment)

Drop In Times: Mon-Fri 8:00 a.m. - 9:00 p.m. (Drop in times are subject change)

### Other UAB Policies

In addition to the School of Nursing policies, university-wide policies also apply to School of Nursing students. Students are responsible for being familiar with these policies and should review specific ones as needed. The following is a list of policies that may be obtained from the School of Nursing Student Affairs Office.

- Computer Software Policy
- Drug-free Campus Policy for Students
- Drug-free Workplace Policy
- Electronic Data Processing Security Policy
- Equal Opportunity Policy
- General Policy Concerning the Use and Consumption of Alcoholic Beverages
- Health Care Policy for International Students and Visiting International Scholars
- Immunization Policy
- Nonresident Tuition Policy
- Policy Concerning AIDS and AIDS-related Conditions
- Policy Concerning the Maintenance of High Ethical Standards in Research and Other Scholarly Activities
- Policy on Impairment and Chemical Substance Abuse

A copy of the above policies may be obtained by calling, writing, or visiting the Office of Student Affairs.

### **SECTION IV: STUDENT ORGANIZATIONS**

Nursing Graduate Student Association (NGSA): All students enrolled in the graduate studies in the School of Nursing are also members of the NGSA. It is a separate entity from the UAB GSA and operates with its own bylaws. The organization's main function is to facilitate interaction among School of Nursing graduate students and with other university and community groups, and to serve as liaison between the School of Nursing graduate student body and faculty, as well as the administration of the School and UAB. Copies of the NGSA Bylaws are available upon request in the School of Nursing, Office of the Director of Student Affairs. For information about how you can become involved in the NGSA please email [deupreej@uab.edu](mailto:deupreej@uab.edu).

Sigma Theta Tau: The Nu Chapter of Sigma Theta Tau, an international honor society of nursing, was organized in 1957 in the School of Nursing. As the 12th chapter in the nation, the organization is dedicated to promoting high professional standards. Membership includes graduate and advanced graduate men and women in nursing with excellence in studies, qualities of leadership, capacity for professional growth, and desirable personal characteristics. Invitation to membership occurs in the Spring Term, and chapter inductions are held Spring Term.

Omicron Delta Kappa: Recognizes students and faculty who have demonstrated effective leadership in service to the campus or the community. In selection of members, complete collegiate records are reviewed for evidence of distinction in at least one of the following areas: scholarship, athletics, social, service, religious activities, campus government, journalism, speech, mass media, and creative and performing arts. Active members of ODK may submit names of candidates for membership annually or semiannually. For more information, call the Department of Student Life, Hill University Center, (205) 934-4175.

Phi Kappa Phi: Recognizes and encourages superior scholarship in all academic disciplines. Nominations are made by graduate faculty during the Spring Term.

Phi Beta Delta: Recognizes international students and scholars with international interests. For more information, contact Carol Argo (205-934-3328), Chapter Coordinator, International Affairs.

## SECTION V: ACADEMIC CONCERNS

Academic Calendar: The academic calendar for the School of Nursing for 2007-2008 is shown in Appendix E, page 15.

Academic Common Market of the Southern Regional Education Board: The Academic Common Market is a cooperative venture among at least 13 southern states whereby students who are residents of those states may be classified as in-state students for the purposes of tuition and fees if admitted to specific graduate programs in other states. This status is available when the student's home state does not offer a comparable program.

In order to apply for Academic Common Market status, the prospective student first must make application to the desired program. Academic Common Market status can be sought only if the student is accepted to the desired program. The student then makes contact with the Academic Common Market Coordinator in the \*respective home state, satisfying that individual state's requirements for residence. Once established, the coordinator of the state will inform appropriate Administrators at UAB of the student's eligibility to participate in the Academic Common Market.

Students wishing to obtain more information should contact the Commission on Higher Education in their respective states, or the Southern Regional Education Board, 592 10th Street NW, Atlanta, GA, 30318-5790, 404-875-9211, <http://www.cep.unt.edu/ACM.html>.

Admission on Probation: MSN students admitted on probation must earn at least a 3.00 average on the first 12 semester hours of graduate work attempted to have the status changed to "good standing". Failure to remove the probation in the first 12 semester hours of graduate study will make the student ineligible to continue in the program. Students may petition to exclude grades from graduate courses taken at UAB prior to admission that are not part of the program of study. Such requests must be submitted to the MSN Coordinator in writing before the end of the first term of enrollment in the graduate program.

Evaluations: MSN Students are asked to complete a **Mid-Program Evaluation** when they are in the middle of their program of studies. The purposes of these evaluations are to foster student contributions to the planning and revising of curriculum and to indicate areas of change that would enhance the learning environment. These forms provide a mechanism for direct communication with Administration regarding the curriculum

Prior to graduation the master's student receives an **Exit Evaluation** that is similar in nature to the Mid-Program Evaluation. On this evaluation form, students are asked to evaluate their entire program of study and their achievement of the goals and competencies of their particular program.

A year after graduation, a **one-year follow-up evaluation** form will be sent to MSN graduates. This form and an **employer survey** will be similar to the exit evaluation, but they will allow the faculty to gain graduates' and employers' perspectives about the programs of study after graduates have had time to apply the knowledge and skills obtained during the educational experience.

**Course Evaluation** forms for each course are distributed toward the end of every term. Students are encouraged to thoughtfully complete these forms. Student input is anonymous and is utilized in the ongoing development of courses.

Grades: It is the student's responsibility to remove incomplete grades. If not removed in the subsequent term, the grade will be automatically converted to an F. Graduate faculty are

responsible for decisions related to grades and academic issues that include, but are not limited to, safety of students and patients in the clinical area and course grades. Faculty decisions concerning grades and academic issues are not subject to appeal. No grades nor exam results can be given out by secretaries, nor do faculty give grades over the telephone. Term grade reports are available on [www.uab.edu/access](http://www.uab.edu/access) online.

Graduation: Students must apply for graduation by the deadline for the term they wish to graduate. Deadline dates for each term are posted and are usually the 10th day of classes each term. Applications for graduation are available on the website at <http://main.uab.edu/Sites/nursing/9280/>.

All students must be registered for at least three (3) hours the term they plan to graduate. Students should also notify the Office of Student Affairs of their future mailing and employment address so they can be contacted as alumni regarding School of Nursing events and for program evaluation purposes.

### **Student Grievances**

Academic Matters: Normally complaints can be resolved quickly through discussion with the faculty directly involved. In rare situations where such resolution does not occur, the student should contact the MSN Coordinator and if unavailable the Associate Dean for Academic Affairs. If the matter cannot be settled within the academic program, it may be forwarded to the Dean of the School of Nursing. At the Dean's discretion, an advisory panel may be appointed to study the disagreement and make a recommendation to the Dean. However, it is the responsibility and prerogative of the Dean alone to make a decision on any academic disputes which have not been resolved at lower levels, and the decision of the Dean is final.

Non-academic Matters: When complaints on non-academic matters cannot be settled by the persons directly involved, a written complaint should be forwarded to the office of the Associate Dean for Academic Affairs. If the administrative officer is unsuccessful in resolving the complaint, it may then be forwarded in writing to the appropriate designee for further consideration.

For further information concerning the procedures and process for non-academic complaints and grievances, contact the Office of Student Affairs in the School of Nursing.

Student Appeal of Faculty and Administrative Decisions: Faculty are responsible for decisions relating to academic issues which include, but are not limited to, safety of students and patients in the clinical area and course grades. Faculty decisions concerning academic issues are not subject to appeal by students. Information concerning the appeal mechanism in situations concerning matters other than academic issues may be obtained from the Office of Student Affairs. In all cases concerning student appeal, the decision of the Dean of the School of Nursing is final.

### Guidelines for Writing Scholarly Papers:

- Adhere to the most recent edition of APA or other course approved format for preparing papers.
- Present paper that is grammatically and editorially correct.
- Present material concisely but completely.
- Include a title page in the accepted format.
- Submit the paper to the course instructor by the date due.

Independent Study Contract: Guidelines for graduate students' independent study and other

courses are available on the SON website at <http://main.uab.edu/Sites/nursing/9280/>. Independent study should be discussed with the faculty advisor and a written contract completed in advance of enrollment. Student's registering for NUR 690, NUR 691, and NUR 698 must submit a contract signed by the student and the faculty advisor to the Office of Student Affairs before call numbers are obtained. Call numbers may be obtained from the Office of Student Affairs upon receipt of the contract (which has been signed by the sponsoring faculty member and the student). *Call numbers will not be published in the UAB Schedule of classes.*

Online Learning Opportunities: Online education provides great opportunities for flexible scheduling and for offering courses and educational programs to students who otherwise might not be able to access traditional campus or classroom-based programs. Our School of Nursing has a strategic plan for online learning, and we have an Online Pedagogy Support Term (OPCT) of faculty who works with our Instructional Design staff to help faculty develop expertise in online teaching and learning. We use a software program, WebCT, as the platform for our online course development. In the MSN program, we offer all of our core courses online at least once each year.

Because distance and online education is becoming increasingly common in nursing programs, the American Association of Colleges of Nursing appointed a Task Force on Distance Technology and Nursing Education. The white paper which was produced by this task force can be accessed at the AACN website at [www.aacn.nche.edu/publications/positions/whitepaper.htm](http://www.aacn.nche.edu/publications/positions/whitepaper.htm). Studies have demonstrated that students can learn as well in online courses as in more traditional classroom formats, although they must be able to manage their time independently, and learn to adjust to the online environment.

Do you have what it takes (Computer requirements, that is.)

For students enrolling in Web CT courses for the first time, please visit <http://www.uab.edu/it/instructional/technology/onlinelearning/webct/support/student.html#gs> to make sure all your computer settings are correct and will support online technology.

Some courses, depending on content, will require that you download a free program called "Real Player" for viewing course videos or Adobe Acrobat for viewing pdf files. Instructions and links for Real.com and Adobe are located in the Technical Support section of each course.

Student Honor Code: The Student Honor Code was adopted to help ensure the highest ethical standards at the School of Nursing. Each student is informed about the Honor Code upon admission to the School of Nursing. The Honor Code contains information about plagiarism. A copy of the Student Honor Code is in Appendix 6, pages 17 - 25.

Registration: Note dates on academic calendar and see current UAB class schedule for procedure. Students should discuss registration plans with their advisor prior to registering. Students must have a program of studies approved by their advisor prior to registration. Students should check computer-printed registration forms for errors.

Leave of Absence: After the first enrollment, students should complete a Leave of Absence form for any term they do not intend to enroll even if courses they need are not offered during a specific semester. Forms should be completed by the first day of class during that term, and at the time of withdrawal from coursework due to unforeseen circumstances. Failure to complete the form may result in questions regarding the student's progression through the program because the student's slot in the program may be filled by another student on a space-available basis. Leave of Absence forms are available on the SON website at <http://main.uab.edu/Sites/nursing/9280/>.

Faculty Advisor: Upon admission each student in Plan II (non-thesis MSN) is assigned an advisor. All students must have a current program of studies approved by the faculty advisor on file in the Office of Student Affairs prior to registration. Students should seek guidance from their advisor concerning academic progression by making an appointment and meeting with the advisor.

Students seeking to complete Plan I (Thesis MSN) will be assigned an advisor as well as a Program Chair. please contact the Director of Student Affairs at [deupreej@uab.edu](mailto:deupreej@uab.edu) in the School of Nursing if you are interested in Plan I.

Enrollment: Current School of Nursing policy requires master's degree-seeking students to register for a minimum of three (3) semester hours each term unless permission to take less than three (3) semester hours is approved by the Associate Dean, Academic Affairs. Forms for requesting approval to take less than three (3) semester hours are available in the Office of Student Affairs located in room 105. Exceptions will be granted if the only available course for a student to take is a course of less than three hours and this is indicated on the signed program of studies form of the student. All students must be registered for at least 3 semester hours during the term in which they plan to graduate.

Time Limitations: Graduate credits may be applied to the MSN degree within a period of five (5) years. Credits earned between five and seven years may be validated by examination or other appropriate mechanisms. Graduate credits more than seven years old may not be validated.

Transfer of Master's Credit: The form for transfer of credit for Master's coursework is available on the SON website at <http://main.uab.edu/Sites/nursing/9280/>. All decisions for transfer of credits will be made by the MSN Coordinator.

Change of Clinical Year: Master's degree seeking students wishing to change the year of enrollment in the sequence of clinical courses must complete a *Request to Change year for Clinical Sequence of Courses* form. Advice and counsel of the academic advisor should be sought to assure that an appropriate program of study has been developed. Changes in assignment of clinical year must be approved by the MSN Coordinator. Request forms are available on the SON website at <http://main.uab.edu/Sites/nursing/9280/>.

Change of Major or Practice Area: Students wishing to change their major or practice area must complete a *Change of Major or Practice Area* form. All change of major or practice area requests must be approved by the MSN Coordinator. Change of Major or Practice Area forms are available in on the SON website at <http://main.uab.edu/Sites/nursing/9280/>.

Application for a Degree: The forms and an information sheet for master's students to apply for degree are available on the SON website at <http://main.uab.edu/Sites/nursing/9280/>. The fee of the application for degree is \$50.00. A \$25.00 fee is charged each time for resubmitting the application for degree.

Release of Information to Credentialing Agencies and State Boards of Nursing: Students who wish to have academic information shared with credentialing agencies or boards of nursing, must complete the *Authorization to Release Information to Certification Agencies and State Boards of Nursing* form before the School of Nursing faculty or Administrators may release information about students. Request forms are available on the SON website at <http://main.uab.edu/Sites/nursing/9280/>.

## **SECTION VI: RESEARCH**

Research Compliance at UAB: See Appendix M pages 29-31.

Research Plans: Master's students will choose one of two plans that offer guidelines for research endeavors. Plan I is research that results in the writing of a thesis. Thesis level work requires individual effort and achievement whereas Plan II includes participation in research and supporting course work. Choice of Plan I or Plan II should be made in collaboration with the faculty advisor. Students interested in more information about Plan I (Thesis) should contact the Director of Student Affairs in the School of Nursing.

Institutional Review Board (IRB): The guidelines for research presentation to the Institutional Review Board for Human Use of the University of Alabama at Birmingham are presented in The Investigator's Guide to Research Involving Human Subjects. A copy of the guidelines is available in the LRC. Students should consult their advisor to discuss the IRB requirements for research and be thoroughly familiar with material on the UAB IRB website <http://main.uab.edu/show.asp?durki=30246>. IRB packets are available in the School of Nursing Center for Nursing Research. Students must maintain current IRB approval throughout the dissertation conduct until graduation. Failure to maintain currency of approval will require cessation of research activity. IRB approval of dissertation research is necessary before admission to candidacy can be processed.

School of Nursing Resources for Implementing Research: The School of Nursing has resources that may be helpful in implementing research. Statistical consultants are available by appointment (205-934-2153) to provide consultation on any phase of research. The Center for Nursing Research, located on the ground floor of the School of Nursing Building, includes a reference room. The reference room contains both reference and circulation materials. A number of test instruments, which can be used by students, are on file. Additionally, computers in the LRC are available to students for statistical and data analysis.

Reporting of Research: The UAB Graduate School sponsors the Graduate Student Research Day. Selected graduate students from the various UAB schools have the opportunity to formally present their on-going research to interested persons. In addition, a panel composed of faculty representatives of the participating schools select three outstanding presentations. The outstanding students may receive monetary awards. This event is usually held in the spring of the year.

There are various other meetings (including Sigma Theta Tau, Nu Chapter) at which students are invited to present their work. These are all opportunities to share accomplishments. Students should check with the secretary in the CNR for conferences which might be appropriate for dissemination of research findings.

## **SECTION VII: APPENDICES**

### **Appendix A**

#### **CAMPUS MAP**

[http://www.uab.edu/Campus\\_map/](http://www.uab.edu/Campus_map/)

### **Appendix B**

#### **NOTICE TO ALL APPLICANTS**

Prior to initial enrollment in the School of Nursing, all students must present to the UAB Student Health Services Office satisfactory proof of: 1) vaccination for hepatitis B within the preceding seven years, 2) receipt of at least the first dose of the vaccine for hepatitis B, or 3) a confirmed prior illness with hepatitis B. This proof should be submitted along with the health clearance form. Proof that all three doses of the vaccine have been received within six months of the first dose must be presented to the UAB Student Health Services Office for students to continue their studies in the School of Nursing.

As of this date, the Jefferson County Health Department, and other County Health Departments in Alabama where it is available, will give the injections by appointment. Please note that the hepatitis B vaccine is available through county health departments by appointment only and not a walk-in basis. Therefore, it is advisable to schedule appointments early. The vaccine is also available through many private physicians and clinics.

If you have questions concerning the hepatitis B vaccination requirement or experience difficulty in scheduling your first injection, please contact the Office of Student Affairs, Room 105, SON Building, (205) 934-3534.

### **Appendix C**

#### **SCHOOL OF NURSING THUNDERSTORM AND TORNADO PROCEDURE**

The School of Nursing offers numerous locations to protect oneself during a severe thunderstorm or tornado. The notification of impending danger will be made by either the Civil Defense siren\* or a representative from the Dean's office. A weather radio is maintained in the School to provide warning of impending danger. In the case of the warning, all individuals within the School should proceed immediately to either the basement elevator lobby or a stairwell. All areas that have windows are potentially dangerous and should be avoided during evacuation. The clearance to return will be given by the Dean's office. Any questions concerning the procedures should be directed to the Dean's office.

\*The Civil Defense siren is tested on the first Wednesday of every month at 10:00 a.m.

## Appendix D

### SNOW AND ICE PROCEDURE

Listen to WBHM – (90.3 FM) UAB’s official radio station for closing. WBHM will repeatedly broadcast the status of the University every ten (10) to thirty (30) minutes until the situation has eased.

The UAB Web Site ([www.uab.edu](http://www.uab.edu)) will also update the University closing status. When there is a threat of bad weather, a weather icon is placed on the front page in the sidebar. This icon takes the viewer to a page with information related to the university’s status.

Students can call the bad weather hotline, 934-2165.

## Appendix E

### SCHOOL OF NURSING ACADEMIC CALENDAR 2007-2009

#### Fall 2007

|                            |                  |
|----------------------------|------------------|
| Classes Begin: (Wednesday) | August 22        |
| No Classes:                | September 3      |
|                            | November 21 – 25 |
| Weather Make-up Day:       | December 6       |
| Final Exams:               | December 7 – 13  |
| Graduation:                | December 15      |

#### Fall 2008

|                          |                  |
|--------------------------|------------------|
| Book Discussion          | August 18        |
| Classes Begin: (Tuesday) | August 19        |
| No Classes:              | September 1      |
|                          | November 26 – 30 |
| Weather Make-up Day:     | December 4       |
| Final Exams:             | December 5 – 11  |
| Graduation:              | December 13      |

#### Spring 2008

|                         |                  |
|-------------------------|------------------|
| Classes Begin: (Monday) | January 7        |
| No Classes:             | January 21       |
|                         | March 9 – 15     |
| Weather Make-up Day:    | April 24         |
| Final Exams:            | April 25 – May 1 |
| Graduation:             | May 3            |

#### Spring 2009

|                            |               |
|----------------------------|---------------|
| Classes Begin: (Wednesday) | January 7     |
| No Classes:                | January 19    |
|                            | March 8 – 14  |
| Open Days                  | April 28 – 29 |
| Final Exams:               | May 1 – 7     |
| Graduation:                | May 9         |

#### Summer 2008

|                            |              |
|----------------------------|--------------|
| Classes Begin: (Wednesday) | May 7        |
| No Classes:                | July 4       |
| Final Exams:               | August 1 – 7 |
| Diploma Date:              | August 9     |

#### Summer 2009

|                         |                    |
|-------------------------|--------------------|
| Classes Begin: (Monday) | May 11             |
| No Classes:             | May 25             |
|                         | July 3 – 4         |
| Final Exams:            | July 31 – August 6 |
| Diploma Date            | August 8           |

Dates are subject to change  
PA/pb  
Date: 6/21/07

## Appendix F

### GRADUATE STUDIES SCHOOL OF NURSING GRADUATION DEADLINE DATES

| <b>SEMESTER</b> | <b>DIPLOMA DATE</b> | <b>DEADLINE FOR APPLICATION FOR DEGREE</b> |
|-----------------|---------------------|--|
| Spring 2008     | May 3               | January 25                                 |
| Summer 2008     | August 9            | June 6                                     |
| Fall 2008       | December 13         | September 5                                |
| Spring 2009     | May 9               | January 30                                 |
| Summer 2009     | August 8            | June 5                                     |

**PLEASE NOTE:**

Failure to meet these deadlines will require the filing of a "**NEW**" Application for Degree Form (reorder) and registration in subsequent terms.

**It is the student's responsibility to see that the above deadlines are met.** Students will not be cleared for graduation until all paperwork has been processed, all grades have been finalized, and all fees have been paid.

**The above dates are subject to change, students should check with the School of Nursing Student Affairs Office at (205) 934-6778 if you have any questions concerning graduation.**

ae 1/08

## **Appendix G**

### **THE UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF NURSING**

#### **STUDENT HONOR CODE**

##### **Preamble**

The School of Nursing (SON), as a unit of The University of Alabama at Birmingham (UAB), exists to educate its students; to advance, preserve, and disseminate knowledge through research and scholarship; and to advance the interests and the welfare of society as a whole. Students, faculty, and administration represent the three integral parts of the academic community; they share responsibility for the proper functioning of the institution in the pursuit of its educational goals.

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Free inquiry and free expression are indispensable to the attainment of the goals of the university. Freedom to teach and freedom to learn are inseparable facets of academic freedom and depend upon the appropriate opportunities and conditions in the classroom and throughout the campus community.

In order to insure these rights and freedoms, both the university and the members of the academic community are obligated to prohibit actions that interfere with the achievement of goals or violate the rights of others. This obligation is met by initiating disciplinary action when either academic or nonacademic behavior adversely affects the mission of the university.

The School of Nursing seeks to nurture the development of a strong sense of integrity and of ethical behavior among its students. The faculty and administration ultimately have responsibility for and authority over academic and disciplinary actions concerning nursing students, subject to the policies of The University of Alabama at Birmingham and any applicable civil or criminal statutes.

##### **Statement of Student Honor Code**

The School of Nursing expects its students to practice personal and professional integrity by respecting the dignity, rights, and property of self, other students, faculty, staff, clients/patients, and visitors on both University property and non-University property used for nursing students' educational experiences. Student conduct affects the University and the School, the members of the UAB academic community, and the fulfillment of the University and School's mission.

Given the nature of ethical issues in health care, the faculty and administration of the School of Nursing believe that it is important to develop the highest ethical standards among students at all levels in the school. The School of Nursing expects a higher standard of conduct than the minimum required to avoid disciplinary action.

##### **Student Honor Pledge**

A copy of the Student Honor Pledge is provided to each student during initial orientation and the student is required to abide by the Student Honor Code. The student's signature, indicating agreement, is required. The Student Honor Pledge reads as follows:

I pledge that I will not at any time be involved with any acts of academic or nonacademic misconduct while enrolled as a student at the School of Nursing, The University of Alabama at Birmingham. I have read the Student Honor Code which explains disciplinary procedures that will result from the aforementioned. **I will abide by the Student Honor Code as a condition of admission to the School of Nursing.** I understand that violation of this code could result in penalties as severe as indefinite suspension or expulsion from the School of Nursing and the University.

### **Definition of Terms**

Abetting—helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

Administration--any person employed by the School or University to perform administrative duties.

Appeal--a resort to a higher authority for the purpose of obtaining a review of a lower authority's decision, a reversal of the lower authority's judgment, or the granting of a new hearing.

Cheating--Use or attempted use of unauthorized materials, information, study aids, the answers of others or computer or electronic related information.

Client/patient--any person or group of persons receiving nursing care.

Community--clients/patients, their families, and health care providers in clinical settings or students, faculty, staff, and guests of the University and academic community.

Due process--notification of the issue and an opportunity to be heard

Fabrication--presenting as genuine, falsified data, citations, or quotations.

Misrepresentation--falsification, alteration, or misstatement of the contents of documents, academic work, or other materials related to academic matters; including schedules, prerequisites, transcripts, or work substantially done for one class as work done for another without receiving prior approval from the instructor.

Non-University agency--any agency which has a verbal or written agreement with the School of Nursing to provide learning experiences for students.

Plagiarism--Claiming as your own ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, use of commercially available scholarly papers, failure to cite sources, or copying other's ideas.

School--The School of Nursing (SON), at The University of Alabama at Birmingham.

Staff--any person employed by the School or the University to provide support services.

Student--**any person officially enrolled in a course offered by the School of Nursing**, whether he or she is classified as a degree-seeking or non-degree seeking student.

University--The University of Alabama at Birmingham (UAB).

### **Distinction Between Academic and Nonacademic Conduct**

#### Academic Conduct

Academic conduct is generally considered to be related to the actions of students that are associated with the teaching-learning environment. Therefore, academic misconduct may include, but not necessarily be limited to acts such as plagiarism, cheating, misrepresentation and fabrication.

#### Nonacademic Conduct

Nonacademic conduct is generally considered to involve actions of students related to standards of behavior that are established for the purpose of maintaining an acceptable level of propriety within the university community.

Proscribed conduct may include but is not limited to:

- A. Obstruction or disruption of the teaching, research, public service, administrative, or other authorized activity or function of the university.
- B. Interference with or failure to comply with reasonable directions by university officials or failure to provide identification to any properly identified UAB administrator, staff person, or faculty while that person is in the performance of his or her duties.
- C. Physical abuse; unlawful harassment, including sexual harassment; or threatening the physical or mental health and safety of any person; e.g., any member of the faculty, staff, student body, client/patient, or visitor to the university.
- D. Unlawful possession, use, manufacture, distribution, or dispensing of illicit drugs, controlled substances, or alcoholic beverages by any UAB student on UAB property or as part of any UAB activity.
- E. Drunken behavior or lewd, indecent conduct, and/or expression.
- F. Taking, damaging, or maliciously destroying property belonging to the university, visitors to the university, or any member of the university community.
- G. Illegal use or possession of firearms, explosives, fireworks, or weapons of any kind.
- H. Unauthorized entry into or occupation of university facilities without approved reservations through the appropriate university authorities.
- I. Falsification, alteration, fabrication, or misuse of written or electronic university forms, documents, records, or identification.
- J. Operation on campus of student organizations not properly recognized and registered.
- K. Conduct at a disciplinary hearing involving contemptuous, disrespectful, or disorderly behavior or the giving of false testimony or evidence at any hearing.
- L. Hazing or any action taken or situation created that is intended to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering.
- M. Failure to follow established rules and regulations of the university or school.
- N. Knowingly violating the terms of an official disciplinary sanction.
- O. Intentionally and substantially interfering with the freedom of expression of others on university premises or at university-sponsored activities.

All students are expected to comply with federal, state, and local laws. When a student has been accused of misconduct, the nature of which constitutes a likelihood of serious danger to the student or other members of the university community, or may impede the educational process of the university; the university may impose temporary sanctions, including suspension or expulsion pending final disposition of the case.

When a student is convicted of violating a federal, state, or local law and circumstances indicate that the student's continued presence on campus creates a danger of serious physical or mental harm to the student, or to any member of the university community, or impedes the educational processes of the university, the student may be subject to suspension or expulsion.

### **Sanctions**

Failure of a student to follow the proscribed standards of behavior will subject him or her to one or more of the following sanctions:

Reprimand--official warning in writing that continuation or repetition of wrongful conduct may result in further disciplinary action.

Failing Grade or F for Courses—any course grade of F for academic misconduct supercedes any other grade or notation for that class. A student who receives the grade of F for two instances of academic misconduct will be expelled from the University; however, under certain circumstances, a

student may be expelled on the first offense. The course repeat policy will not apply to course grades resulting from instances of academic misconduct. In these cases, the grades of F will be computed in the UAB grade point average.

Probation--written notice explaining the serious nature of the case and outlining the terms of the probationary status.

Campus and/or Community Service--requirement that services be offered for a specified period to an appropriate nonprofit community agency and/or to the student affairs office.

Restitution--reimbursement for damage to or loss of property which occurred as a result of the misconduct.

Suspension--exclusion from classes, enrollment, and other privileges in the School of Nursing and throughout the UAB community. A student suspended from a UAB school for academic misconduct will have a hold placed on their registration and will not be permitted to enroll in another UAB school without that school's permission. Some UAB programs have policies preventing enrollment of students with past academic misconduct offenses.

Expulsion--permanent termination of student status in the School of Nursing

Disciplinary actions, to include expulsion and suspension, shall be included in the student's permanent academic record.

### **School of Nursing Organizations**

It is expected that individuals within SON student and professional organizations will also abide by the Student Honor Code. Misconduct by individuals representing these organizations may cause sanctions to be imposed on the organization and may result in the loss of status as a SON organization and privileges associated with such status for a specified period of time.

#### **Procedure for Academic and Nonacademic Disciplinary Action for MSN Students\***

##### **Initiation of Charge**

1. An allegation of academic and nonacademic misconduct may be made by other students, faculty, staff, clients/patients, visitors, or any member of an agency that has a verbal or written agreement to provide learning experiences for students.
2. The allegation of misconduct should be submitted in written form to the **Program Coordinator** of the program in which the student is enrolled. The allegation of misconduct must include:
  - a. Date, time, location, and description of the incident
  - b. Names of all parties involved and witnesses
  - c. Supporting facts and justification for the complaint
  - d. Brief description of efforts to resolve the complaint
  - e. Date and signature of the person making the allegation of misconduct

If the **Program Coordinator** is able to determine that the allegations are without merit, s/he may dismiss the charge and shall report to the Associate Dean the facts upon which his/her decision is based.

3. If a charge is believed to have substance and the **student is** enrolled in a School of Nursing course, but is from another school or program, the **Program Coordinator** refers the case of academic misconduct to the appropriate administrator of the school or program of the student.
4. If a charge is believed to have substance and the **student is** a School of Nursing student, the **Program Coordinator** will duly notify the student in writing within 12 working days of the

allegation of misconduct and the proposed disciplinary action. The notice will include a copy of the allegation of misconduct and establish the date, time, and place for a conference between the **Program Coordinator** and the student. The **Program Coordinator** may also establish a time to confer with the person making the allegation of misconduct. The **Program Coordinator** must advise the student in writing of the right to request a hearing and that the request must be made in writing within 10 working days of receipt of the letter to the student regarding the allegation of misconduct. A copy of the Student Honor Code will be enclosed with the letter. Copies of the letter will be sent to the Associate Dean.

Charges of scientific misconduct in research and related scholarly activities for all students are addressed through the UAB Policy Concerning the Maintenance of High Ethical Standards in Research and Other Scholarship Activities (June 28, 2007) <http://www.iss.uab.edu/Pol/HiEthicsMtab.pdf>.

### **Actions**

Section 1. The **Program Coordinator** will discuss the allegations with the student accused and with the complainant to determine whether there is reasonable cause to believe that misconduct may have occurred. Subsequent to these discussions, the allegations may be withdrawn by the complainant, may be dismissed by the **Program Coordinator** for lack of evidence, or the **Program Coordinator** may recommend to the Associate Dean that a formal charge of misconduct be made.

Section 2. If a charge of academic misconduct is made and the student does not request a hearing, the Associate Dean shall resolve the charge as deemed appropriate and may implement disciplinary action. If the student requests a hearing, Section 3 of the Actions in the Student Honor Code will be implemented. The Dean refers cases of academic misconduct involving a student who is enrolled in a SON course and is from a program other than the SON, to the appropriate administrator of the program of the student. In cases of alleged non-academic misconduct, Section 5. of the Actions in the Student Honor Code will be implemented.

Section 3. Establishing a Hearing Panel for BSN and MSN Student Academic Misconduct: If a student submits a written request for a hearing of the academic misconduct charge, the following procedure is to be followed. In the event more than one student is charged in the same incident, a different hearing panel will be appointed for each student. The purposes of a hearing panel are to 1) hear the misconduct charge, 2) determine if the evidence supports the charge, 3) recommend sanctions to be imposed, if any, and 4) submit a report, with all evidence and tapes, to the **Program Coordinator**.

In cases of a charge against a baccalaureate (BSN) student or a charge against a masters (MSN) student, the **Program Coordinator** will appoint a panel to hear the misconduct charge. The panel shall be composed of three regular faculty and two students; the **Program Coordinator\*\*** will designate one of the faculty members to serve as **Panel Chair\*\*\***.

The **Program Coordinator** will notify the accused student, the person making the charge, and the hearing panel of the charge to be heard, the date, time, and location of the hearing, and the names of the panel members. The initial hearing date(s) will be

established within 15 working days of the receipt of the student's written request for a hearing. Days between semesters and holidays do not count in the 15 days.

\*\*Program Coordinator is the MSN Program Director

\*\*\*Panel Chair is the individual appointed to chair the hearing panel if a hearing is held

#### Section 4. Conducting a Hearing Panel for MSN Student Academic Misconduct:

- a. The hearing is closed to the public, and shall not be bound by formal rules of evidence or judicial rules of procedure.
- b. The **Program Coordinator** makes the arrangements for the initial meeting of the panel and will notify the student, and panel members of the date, time, and location of the hearing. The **Program Coordinator** informs the student to submit a list of witnesses and affiliations in advance of the hearing. Likewise, the **Panel Chair** provides the student with the panel's list of witnesses and affiliations in advance of the hearing.
- c. The **Panel Chair** will arrange all subsequent meetings, to include the notification of the appropriate persons. At the beginning of each meeting, the **Panel Chair** will review the purpose of the panel session, the process to be used, other procedural issues, and will reiterate the confidential nature of all information. This information should be recorded for each session on the official proceeding's tapes.
- d. Only one witness is to be present with the panel at a time. Witnesses should be available and ready to be called into the hearing.
- e. The hearing will be recorded on tape and the tapes will remain the property of the School of Nursing. The **Program Coordinator** will make arrangements for the tapes and recorder.
- f. The student is asked at the beginning of the hearing if (s)he has any questions that (s)he wishes the panel to ask the witness or if she hears testimony that (s)he wishes to rebut, (s)he writes it down and gives it to the **Panel Chair** who will pose the question at the appropriate time. The student does not question the witness directly.
- g. Panel members may ask any questions at any time during the hearing and may disallow or curtail testimony that the panel determines to be unnecessarily redundant or not relevant to the issue being heard.
- h. The student accused of misconduct shall be entitled to be present during the questioning of each witness and shall be afforded a reasonable opportunity to be heard, to question witnesses indirectly through the **Panel Chair**, to rebut adverse evidence, and to make a brief closing statement. Notwithstanding any other representation to the contrary, *any* person who is disruptive of the proceeding may be excluded from participation and the hearing may proceed in his/her absence.
- i. The accused student may forfeit his/her right to appear before the panel. In the event a student who has been duly notified chooses not to appear, the hearing will proceed and so indicate on the official proceedings' tape. Failure to appear does not constitute evidence of guilt.
- j. The person making the charge, the accused student, and the School have the right to be advised by a person of their choice at the hearing, including an attorney. It is the responsibility of the accused to inform the **Panel Chair** in advance of the hearing that an advisor will be present and the **Panel Chair** notifies the person making the charge and the other panel members that an advisor will be attending the hearing. Advisors may act in an advisory capacity only and at their own expense. The advisor is not allowed to speak unless requested to do so by the **Panel Chair** and must refrain from disruptive behavior. If such behavior does occur, the **Panel Chair** may ask the advisor to leave the room and shall determine when and if the advisor

- k. Witnesses are instructed to present information only for which they have direct knowledge.
- l. Witnesses may be presented by both the person making the charge and the accused but neither person has the right to cross examine witnesses directly.
- m. Panel members may access the accused student's academic record if there is a need to acquire or validate information. The accused may access her/his academic record for the same reasons but must adhere to the School of Nursing's standing policy and procedure.
- n. If additional information is needed after dismissing a witness, the witness may be requested to return for another session.
- o. Any evidence deemed probative of the charges may be received and may be considered by the panel.
- p. The admissibility of evidence shall be considered by the **Panel Coordinator** with the advice of members of the panel.
- q. After all information has been presented and the panel has completed its deliberations, the panel will determine by majority vote whether or not the accused student has violated the School of Nursing Honor Code. If the student is determined to be guilty of academic misconduct charges, the panel will determine by majority vote the appropriate level of sanction to recommend and the evidence for that recommendation. The panel will write a report to be submitted to the **Program Coordinator** that provides the academic misconduct violation, the evidence to support the violation, and the sanction(s) recommended. The report with the evidence and tapes, are to be submitted to the **Program Coordinator** who appointed the panel.
- r. The **Program Coordinator** decides upon appropriate disciplinary action, which may be the same or different from the recommended action. The **Program Coordinator** notifies the student in writing by certified mail, return receipt requested, of the final decision, disciplinary action if indicated, and of the right to appeal. If the student chooses to appeal, a written request must be submitted to the Associate Dean within 5 working days of receipt of the written decision.
- s. The written request by the student must include a brief statement of the reason for the appeal and may be accompanied by any new evidence that the student wishes to submit to the Associate Dean. The Associate Dean reviews the statement of appeal, any new evidence submitted by the student, and any evidence presented to the hearing panel that is deemed relevant to the consideration of the appeal. The student is reminded that an appeal to the Associate Dean is not intended to provide a forum in which to reiterate the same facts or arguments that have already been considered by the hearing panel, but is an opportunity to present either a challenge to the procedures followed by the hearing panel or to offer newly discovered evidence that could effect the outcome.

As soon as practical and within 20 work days after receiving the notice of appeal and any supporting documentation, the Associate Dean shall consider the appeal. Once the Associate Dean has completed her/his review, (s)he shall issue a written decision, which shall: (1) affirm the decision of the hearing panel; (2) affirm the decision but reduce the penalty in consideration of mitigating facts; (3) vacate the decision of the hearing panel on the ground that procedural error may have prejudiced the outcome, and resubmit the charge for rehearing, or (4) vacate the

decision and resubmit the charge to the hearing panel for reconsideration on the ground that newly discovered evidence might alter the outcome. If the Associate Dean affirms the decision of the hearing panel, or affirms the decision with a reduced penalty, the decision becomes final and the appropriate penalty shall be imposed. If the Associate Dean elects to vacate the decision of the of the student's permanent record.

- t. The Associate Dean notifies the appropriate office to place "suspension" or "expulsion" on the official transcript if that is the disciplinary action taken.
- u. The Associate Provost is notified in writing of all academic misconduct disciplinary actions. hearing panel, (s)he shall provide a concise written statement explaining the basis for such action. If the Associate Dean vacates the decision and resubmits the charge to the hearing panel for reconsideration, the hearing panel shall be reconvened according to Section 4. The student has the right to appeal the decision made by the Program Chair. The Associate Dean's decision is final. The Associate Dean's decision shall be transmitted to the Dean and the hearing panel by internal communication, and notice to the student shall be provided by certified mail, return receipt requested, or by hand delivery. The letter of notification of the charge, final decision, disciplinary action, and right to appeal become part

Section 5: Procedure for Handling Non-Academic Misconduct for MSN Students. In cases of non-academic misconduct, the University Judicial Affairs Officer is notified and reviews the alleged violations of University standards of behavior. Following the review, if the Judicial Affairs Officer determines adequate cause for disciplinary action, the Officer will consult with the academic dean responsible for the program in which the student is enrolled to determine whether the Judicial Affairs Office or the Dean will pursue the case. If the Judicial Affairs Officer handles the case, he or she will meet with the student, and, if the matter is referred to a disciplinary committee, the Vice President for Student Affairs will be advised of the case and will appoint the four-member disciplinary committee. If the Dean of the School of Nursing decides to pursue the case, rather than the Judicial Affairs Officer, the Dean will meet with the student and decide whether to refer the matter to a disciplinary committee.

If the case is to be referred to a disciplinary committee, the Dean of the SON will appoint the four-member disciplinary committee, comprised of one full-time faculty member, two full-time students, and one student affairs officer who will serve as chair of the committee. Disciplinary committee proceedings will be conducted in accordance with appropriate standards of due process. Recommendations from the disciplinary committee appointed by the Dean will be conveyed to the Dean. In cases of non-academic misconduct, which do not involve suspension, restitution or expulsion, the Dean will forward his/her recommendation to the Vice President for Student Affairs, whose decision will be final. In cases of non-academic misconduct, a recommendation of suspension, restitution or expulsion will be communicated by the Dean to the Vice President for Student Affairs, who will forward the recommendation to the President of the University. The President's response to the Dean's recommendation will be communicated to the student(s) involved by the Vice President for Student Affairs.

### References

- Academic Policies and Procedures Committee, Undergraduate Council, April 5, 2004.
- Dixon vs Alabama Board of Education, 294F 2d 158-59 (5th Cir. 1961).
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Adopted by faculty 2/7/94

Revised 8/3/95

Revised 7/17/95

Revised 9/14/95

Revised 9/25/95

Revised 10/2/95

Revised 4/21/04

## Appendix H

### **Use of sources and plagiarism: A Guide for Students<sup>1</sup>**

The purpose of this statement is to clarify the obligations of scholars in their use of sources and in their reporting of data.

#### **The proper use of sources:**

Although the details of form vary among the various style manuals, the tradition of differentiating between a writer's original wording and the wording found in his or her sources is common to them all. Specifically, in making a comment about or in summarizing a work as a whole, quotation marks and specific page numbers are not normally required, provided the actual words of the source are not used.

#### **Example:**

Early vocational theorists including Kitson (1952) and the Parsons (1909) relied heavily on what is known as the trait factor theory.

Here the writer is providing an original description of the work of Kitson and Parsons. Quotation marks would be inappropriate because the writer has not copied the description or any part of it from any unique source. The works summarized are acknowledged with the names of their authors and the dates of their publication according to the conventions of the APA Style Manual.

In determining whether a given phrase requires quotation marks, the distinction between a unique source and other sorts of influence is an important one. It is quite likely, for example, that the phrase "trait factor" or even "trait factor theory" was not the original invention of the researcher who summarized Kitson's and Parson's work. It is also likely, though, that those phrases are common in the literature being discussed and could have been copied from any number of sources, so that adding quotation marks and specific page numbers to indicate the original occurrence would probably be impossible and certainly pointless.

When the writer chooses to use the actual words of a unique source, the following conventions must be observed.

1. The words must be copied exactly as they appear in the source, except when ellipsis points or brackets are used to indicate additions, alterations, or deletions.
2. The reference must include not only the year of the publication but the page number as well.
3. The quoted passage must be enclosed in quotation marks if it is short, or separately indented if it is long.

As a rule, a quotation of more than 40 words is indented.

### **Example:**

In an article regarding career counseling research, Oliver (1979) suggested that the "increased interest in career counseling has led to the need for measuring the impact of career counseling" (p. 217). McDermott (1977) made the following recommendation in his doctoral dissertation:

Different methods of career information delivery should be studied to discover which are the most effective; general career information should be studied to determine more precisely the effectiveness of each type of information on career development as measured by career maturity. (p. 5297)

Notice that quotation marks are not used in block quotations; the indentation signals that the material is quoted.

### **Plagiarism**

Plagiarism in its purest form involves the copying of entire passages either verbatim or nearly verbatim, with no direct acknowledgement of the source. Outright plagiarism needs no exemplification: researchers who copy from sources without acknowledging them know, or ought to know, that they will be liable to the severest academic penalties and, in some cases, to civil penalties as well.

Sometimes plagiarism is subtly disguised, as it is in the passage below:

### **Example:**

Bahr, Chadwick, and Stauss, (1979) pointed out that social distance and personal distance tend to be congruent and complementary, but personal-distance rules may emerge to define relationships not covered by social-distance norms. They stated that if a society has social-distance norms forbidding intermarriage but permitting acquaintance with members of an ethnic group, the appropriate personal-distance rules will be developed by the individual to regulate his or her interaction.

According to Bogardus (1954) social distance includes personal distance.

In this passage two forms of plagiarism occur. The first is that in not using quotation marks, the writer is indicating that the first paragraph is an original paraphrase of Bahr, Chadwick, and Stauss. It isn't. In fact, every word except for the two introductory clauses—"Bahr, Chadwick, and Stauss (1979) pointed out that" and "They stated that"—was copied directly from p. 220 of the book American Ethnicity.

The second paragraph in the example is also a form of plagiarism in that it purports to be the researcher's summary of Bogardus. It isn't. The summary appears in American Ethnicity just below the paragraph that was improperly quoted in the first paragraph of the example. Whether the writer took the trouble to look at Bogardus in the original is irrelevant; consulting the original first hand would not entitle a researcher to use someone else's summary of it without proper attribution.

Another form of plagiarism occurs when, instead of quoting a passage directly, a writer attempt to avoid the necessity of using quotation marks by marking a few superficial changes in the text.

### **Example**

Mayr (1982) noted that the essential difference between Lamarck's and Darwin's mechanisms of evolution is that for Lamarck the environment and its changes had priority. They produced needs and activities in the organism that caused adaptational variation.

In point of fact, every word after "that" in the first line was copied verbatim from Mayr, The Growth of Biological Thought, p. 354, except that "essential" was "crucial" in the original, Darwin's name came before Lamarck's, and the phrase "and these in turn" in the original of the second sentence was replaced by "that." In short, the sentence is too close to the original to be considered a paraphrase, and yet it is altered so that it cannot be regarded as a quotation. It is de facto plagiarism, and although writers who commit this impropriety may plead ignorance of the conventions, ignorance of this sort cannot be condoned or excused in students who are candidates for diplomas, least of all at the graduate level.

### **Avoiding Plagiarism**

The best way to avoid plagiarism is to study the conventions carefully with an understanding of their purpose, which is to acknowledge indebtedness to the previous scholars for phrases, insights, or information that may have affected the researcher's approach to the problem at hand. In mature scholarship, quotations serve a purpose that would not be served by paraphrase; they include a technical definition, an authoritative or controversial opinion, an important distinction, a noteworthy phrase, or some other quality that makes them interesting or important for the reader to see in the original form. Paraphrasing is more appropriate than quotation when the researcher is summarizing an entire document or a lengthy part of it. As a rule of thumb, when researchers are relying so heavily on a particular passage that they must have a copy of it before them as they write, chances are they should quote the passage verbatim and acknowledge it rather than attempt to paraphrase.

Beginning scholars should also be mindful of these other required conventions.

1. When material is quoted, it must be quoted exactly as it appears in the original, mistakes and all; any additions, deletions, or alterations must be clearly signaled by brackets or ellipsis points as indicated in the style manuals.
2. The acknowledgement of material that is quoted from a single passage in the original must include the page number or numbers on which the original appeared.
3. Data that are not commonly available should never be cited without a clear indication of their source.
4. Terminology or phraseology that is not common in the literature should never be copied without proper acknowledgement.
5. Changing a few words in a source to avoid the necessity of quotation marks is a best amateurish scholarship and at worst outright plagiarism.

In general, researchers should study the appropriate style manual before beginning a research project and consult with their faculty advisors as

frequently as possible as they draft their reports. If there is any doubt about how to handle an unusual problem in documentation, the Graduate School may be consulted for guidance.

<sup>1</sup> This guide was modified from a statement on plagiarism and falsification of data, The University of Alabama Graduate School, 1984. Used with permission.

**Reference**

American Psychological Association. (1983). Publication Manual of the American Psychological Association (3rd ed.). Washington, DC: Author.

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## **Appendix I**

### Center For Nursing Research Computer Room Use Policy

We are pleased you have come to use the CNR computer room. Given we only have two computers, and the LRC has the same equipment and software, I have developed the following guidelines to hopefully facilitate everyone's work. Please read the following guidelines in order to determine the priorities for usage. If you have any questions, please contact Angel Bailey at the front office of the CNR. Thank You.

#### **FIRST PRIORITY**

1. Faculty entering or analyzing data.
2. Faculty assistants entering or analyzing data.
3. Doctoral students entering or analyzing data.

#### **SECOND PRIORITY**

1. Doctoral students using the internet or word processing packages.

This priority list means that if two doctoral students are working on the internet and/or word processing and a faculty assistant comes in to enter data the doctoral student should free up one computer so the data may be entered. We encourage everyone to sign up for the time they would like access to the computer, but the priority list still supercedes the sign-on sheet.

If you plan to use the computer room after 4:00 pm please notify Angel Bailey before that time.

Thank you,

The staff at the Center for Nursing Research

Appendix J



THE UNIVERSITY OF  
ALABAMA AT BIRMINGHAM

Carol Z.  
Garrison  
*President*

March 9, 2004

*MEMORANDUM*

TO: UAB Deans  
UAB Vice Presidents

FROM: Carol Garrison  
President

Samuel J. Tilden, M.D.  
Research Compliance Officer

SUBJECT: Research Compliance at UAB

Adherence to the highest standards of research compliance, and vigilance in educating the university community about those standards-and the policies we have in place to support them-are vital to the health of our academic enterprise.

UAB established a Research Compliance Office in 2000 and since then has developed a Research Compliance Program. The purpose of the program is to ensure compliance with all laws and regulations pertaining to UAB's research activities and to demonstrate UAB's commitment to maintain and enhance its leadership position in biomedical and behavioral research. During the current academic year, we have documented and formalized that program with the adoption of a Research Compliance Manual. That manual, now available on-line, includes information about:

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- The role of the Research Compliance Office;
- Descriptions and charges of the University-wide committee with oversight for that office and our compliance program;
- Education and training;
- How to report suspected compliance issues, and how UAB investigates them; and
- Internal monitoring and controls in place.

The foundation of the program is the Code of Conduct for Research. It is vitally important that UAB disseminates this Code of Conduct and receives acknowledgment from its faculty, staff, graduate and professional students, and post-doctoral scholars (including resident trainees) that they have read, understood, and agree to abide by the Code of Conduct. In addition, the campus community needs to be made aware of the confidential and anonymous Research Compliance Hotline which UAB instituted so that individuals can seek guidance or raise issues about compliance with research activities. Therefore, to ensure campus-wide dissemination and receipt of acknowledgement from all such persons, the following process is to be followed, under your direction, in each of your respective schools and units.

The UAB Office of Research Compliance has set up a website for each UAB member to acknowledge their commitment to the Code of Conduct and awareness of the existence of the Research Compliance Hotline.

- This memorandum should be forwarded to all such persons in your school/unit along with instructions to respond electronically through the following web page links:
  - Logon the main UAB website at [www.uab.edu](http://www.uab.edu)
  - Click on RESEARCH
  - Click on Office of Research Compliance
  - Click on Research Code of Conduct and Compliance Hotline
  - Follow instructions on web page

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- Departmental and school employees who are not UAB employees per se (i.e., hired by UAB-related entities and without a Blazer ID) should be encouraged to read the information on the website and be assured that the other related compliance programs within the University (UAB Hospital, HSF, etc) will be disseminating the Research Code of Conduct to them in a formal manner.
- Before distributing the information, each dean should go to the website and acknowledge the Code of Conduct and Research Hotline. The Research Compliance Office will contact your office to let you know of successful transmission of the information.

Thank you for your cooperation and assistance with this vital endeavor.

CG/anc