UNIVERSITY OF SOUTH CAROLINA COLLEGE OF NURSING
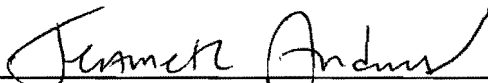
GRADUATE STUDENT HANDBOOK

2013 – 2014

Prepared by
The Office of Academic Affairs
University of South Carolina
College of Nursing
Columbia, South Carolina 29208

FOREWORD TO THE GRADUATE STUDENT HANDBOOK

2013 – 2014

.

The Faculty welcomes you to the USC College of Nursing and extends our best wishes for success in your graduate nursing education endeavors. We are pleased to provide you with the Student Handbook for the Graduate Programs in Nursing. The purpose of the Graduate Student Handbook is to provide a useful reference on academic and student life at the College of Nursing and the University of South Carolina.
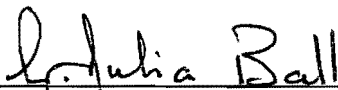
This handbook contains selected information about programs, policies, and procedures that are likely to be of interest to you. Please remember that the complete listing of Graduate School and College of Nursing policies and procedures is in the Graduate Studies Bulletin (http://bulletin.sc.edu/index.php?catoid=35) and the Carolina Community (http://www.sa.sc.edu/carolinacommunity/).

_____   _8-5-13_____
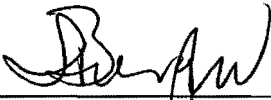Jeannette Andrews, PhD, RN, FNP, FAAN   Date
Dean and Professor

_____
L. Julia Ball, PhD, RN
Associate Professor
Interim Associate Dean for Academics

_____
Stephanie Burgess, PhD, APRN, BC, FAANP
Clinical Professor
Associate Dean for Practice
Director, DNP/MSN Program

_____
DeAnne K. Hilfinger Messias, PhD, RN, FAAN
Professor
PhD Program Director

GRADUATE STUDENT HANDBOOK
2013-2014

TABLE OF CONTENTS

COLLEGE OF NURSING
GRADUATE STUDENT HANDBOOK

2013 – 2014

INTRODUCTION

The College of Nursing Graduate Student Handbook provides students with current information about curricula, policies, and other important information concerning the graduate programs in the College. The Handbook is updated annually and is available on the College of Nursing website and Virtual Communities. It is important that students become familiar with the current Handbook and are required to read and understand the content and are responsible for adhering to the Policies and Procedures stipulated in the Handbook. All students are required to read the Handbook and submit a signed statement form to their graduate program office prior to the start of the academic term. Changes/additions to the Graduate Student Handbook are made throughout the year and changes are posted in a timely fashion on the Virtual Community in Blackboard (Bb). Students are responsible for checking the program Bb on a regular basis for all program-related updates.

The Handbook is organized into the following general categories: (1) Information about the College; (2) Master of Science in Nursing and Certificate of Graduate Studies in Advanced Practice Nursing Degree Programs and Related Academic Policies; (3) Doctor of Nursing Practice Degree Program and Related Policies; (4) Doctor of Philosophy in Nursing Practice; (5) Academic Policies for Progression for All Graduate Students; (6) Special Policies for All Graduate Students; (7) Resources and Support Services; (8) Graduation; and (9) Appendices.

INFORMATION ABOUT THE COLLEGE OF NURSING

COLLEGE OF NURSING MISSION AND VISION

MISSION STATEMENT
Integrate education, research, and service to develop competent and caring nurse leaders who will shape health care and health care delivery with new knowledge, evidence-based practice, partnerships, and policy to facilitate optimal health outcomes for individuals, families, and communities (updated May 2013).

VISION
Achieve national prominence as an innovator in the integration of education, research, and practice to advance the profession of nursing, health care delivery, and policy.

The College of Nursing Strategic Plan can be found at:
http://www.sc.edu/nursing/about/mission/index.php

OFFICE OF ACADEMIC AFFAIRS

The purpose of the Office of Academic Affairs (OAA) is to support students through their curricula from initial application to graduation. OAA provides student support services such as academic advising, registration, dropping/adding courses, changing programs or majors, health requirement records, and graduation applications. Electronic communication with students is done through the USC email address assigned to you at enrollment. The student USC email address is the only email address that the CON uses to electronically correspond with students. No personal email accounts are uses. The Director of Student Affairs, Gloria Fowler, is the student's advocate. PhD student support services are provided by the PhD Program Director.

MASTER OF SCIENCE IN NURSING DEGREE PROGRAM

MASTER'S DEGREE AND CERTIFICATE PROGRAMS
The College of Nursing offers the Master of Science in Nursing (MSN) degree awarded through the Graduate School of the University of South Carolina. A Certificate of Graduate Study in Advanced Practice Nursing is offered. Admission to the certificate program is restricted to students who hold a masters degree in nursing. The MSN degree program is accredited by the Commission on Collegiate Nursing Education (CCNE).

Master of Science in Nursing Degree Program

OBJECTIVES
Students in the master's programs of the College acquire:
 a. Knowledge and skills required for advanced nursing practice
 b. Ability to apply theory and research in practice
 c. Leadership skills for advanced nursing practice

CURRICULUM
Two programs are offered at the master's degree level: clinical nursing with emphasis in acute care and health nursing with emphasis in primary care ranging in length from 37 to 45 credit hours. These emphasis areas are: Adult Gerontology Acute Care Nurse Practitioner and Family Nurse Practitioner. Foundation courses include nursing theory, research methodology, and statistics. Advanced practice core courses include pharmacology, pathophysiology and physical assessment. A detailed description of the courses required in each major and emphasis area is found in the USC *Graduate Studies Bulletin* website: **http://bulletin.sc.edu/index.php?catoid=35.**

Applicants to the MSN degree program are reviewed after the May 1st deadline. Course schedules are planned around a fall admission with courses offered fall, spring, and summer. Full-time and part-time study is available. **Program requirements must be completed within six years.**

RESEARCH REQUIREMENTS
Candidates for an MSN degree must complete research activities consistent with program requirements. For the MSN degree, the student may elect a thesis option or a non-thesis option. Students electing the thesis option enroll in NURS 799 *Thesis Preparation* (6 credits) and complete a thesis under the supervision of a thesis committee. Students electing the non-thesis option enroll in NURS 791 *Seminar in Clinical Nursing Research* (3 credits). Thesis Guidelines are available at the Graduate School website.
http://bulletin.sc.edu/content.php?catoid=35&navoid=3815#Thesis_Submission

MSN COMPREHENSIVE ASSESSMENT
The Graduate School requires that all masters programs offered by the University of South Carolina have an end of program comprehensive assessment of graduating students. All MSN students must successfully pass a comprehensive assessment during the last semester of the program. This assessment will be a written paper describing how the student achieved the program objectives through discussion of a paradigm case(s). This policy will begin for students admitted to the masters program in fall, 2011. (Appendices A-C)

CERTIFICATE OF GRADUATE STUDY IN ADVANCED NURSING PRACTICE

The College offers two post-master's certificate program options. The curriculum is 24 - 27 credit hours for students who have a master's degree in nursing and are not certified as advanced practice nurses, The curriculum is 18 credit hours for students who have a master's degree in nursing and are currently licensed, certified and practicing as advanced practice nurses and are seeking an additional certification emphasis area. The emphasis areas are: Adult Gerontology Acute Care Nurse Practitioner and Family Nurse Practitioner.

The Certificate of Graduate Study in Advanced Practice Nursing (nurse practitioner) is restricted to students who hold a masters degree in nursing. The program of study is designed to augment the student's prior graduate study through advanced practice preparation in one of two emphasis areas; family nurse practitioner or adult - gerontology acute care nurse practitioner. Students who complete the program of study are eligible to apply for national certification examinations in the applicable nurse practitioner specialty area.

CURRICULUM
A detailed outline of the courses required in the post-master emphasis area is found in the College of Nursing home page
http://www.sc.edu/nursing/academic_programs/graduate_programs/masters_programs/index.php

Full and part-time study in the 18-27 credit hour emphases may be initiated upon advisement.

MASTER'S DEGREE AND CERTIFICATE ACADEMIC POLICIES

ADMISSION REQUIREMENTS
The admission process attempts to identify individuals who have a high probability of successfully completing the MSN program. All factors are considered in combination. Specific requirements include:
- A bachelor of science in nursing (BSN) degree from a program that is nationally accredited
- Transcripts of all previous college studies
- General GRE verbal and quantitative scores or MAT score (Under discussion Fall 2013 for other requirements in lieu of GRE or MAT)
- Registered nurse licensure in South Carolina or eligibility for S.C. licensure
- Completed application to the Graduate School with the College of Nursing supplement (both are available online)
- Two references written by master or doctorate prepared nurses who are qualified to evaluate nursing practice performance and academic potential
- Resume or CV

The admission requirements for the Post Masters Graduate Certificate program are the same except that a Master of Science in Nursing (MSN) degree from a nationally accredited program *is* required and a GRE or MAT score is *not* required.

DEGREE REQUIREMENTS
Requirements for earning the MSN degree include:
- Completion of an approved Master's Program of Study
- Completion of an applied research course, NURS 791 (3 credits), or a thesis, NURS 799 (6 credits)
- A GPA of 3.00 (on a 4.00 scale) on all courses attempted for graduate credit and all courses numbered 700 and above
- A GPA of 3.00 (on a 4.00 scale) on all courses on the approved Master's Program of Study
- Successful completion of the Masters Comprehensive Assessment Exam

ADVISEMENT
The Office of Academic Affairs presents a mandatory orientation for all new MSN and Certificate students prior to their enrollment into the programs (usually late July or early August). At orientation to these programs, each student has a Program of Courses (POC) developed by the appropriate Program Director(s). A Graduate Academic Advisor will be assigned to each student.

PROGRAM OF STUDY
The USC Graduate School Program of Study is a binding agreement between the Graduate School and the student which must be on file and approved prior to graduation. Newly admitted students meet with their advisor during orientation and sign the Program of Study form. Modification to the Program of Study may be made only in consultation with the student's academic advisor and must be submitted to the

Graduate School on the Program of Study Adjustment Form (available on the Graduate School website **http://gradschool.sc.edu/DocLibrary/**).

ONLINE COURSES
All nursing courses are delivered online through Blackboard Courses Management System which allows USC faculty to create a secure course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams, and much more. In courses that use Blackboard, the course syllabus will provide basic information about accessing Blackboard **https://blackboard.sc.edu**. More information about Blackboard is available at **http://www.uts.sc.edu/academic/blackboard/**. Courses offered in this format are constructed and conducted differently than traditional classroom courses. Below are some suggestions on how to be successful in online courses:
- Become familiar with Blackboard, the course software
- Access Bb through your VIP account
- Read the "How to…" guides that are found in each course.
- Participate actively in the course

Clinical Courses have didactic component online but require direct clinical practice, direct clinical check offs with faculty, and other activities such as clinical conferencing.

LENGTH OF TIME TO COMPLETE PROGRAM
All course work to be applied toward the master's degree or graduate certificate must be completed within **six calendar years** of the date at which the degree or certificate is to be granted. When courses taken at the University are beyond the six-year limit, the course must be revalidated to be applied toward the degree. Please refer to the *Graduate Studies Bulletin* Academic Regulations section on Revalidation of Out-of-Date Courses for more information: http://bulletin.sc.edu/index.php?catoid=35. Coursework taken at other institutions cannot be revalidated.

TRANSFER CREDIT
A limited number of graduate credits with grades of '**B'** or better from other institutions with approved graduate standing may be transferred for use toward the Master of Science in Nursing or the Certificate of Graduate Studies in Advanced Practice Nursing programs. For students seeking a Masters degree or Post Masters degree, foundation courses (Advanced Pathophysiology, Advanced Health Assessment, Advanced Pharmacology) or Advanced Practice Clinical courses cannot be transferred.
Please refer to the *Graduate Studies Bulletin* Academic Regulations section on Transfer Credit into the University http://bulletin.sc.edu/content.php?catoid=35&navoid=3815&hl=Revalidation&returnto=search#Transfer_Credit_ .

A maximum of nine semester hours of graduate credit that are part of a completed graduate degree or certificate program at USC or elsewhere may be applied to a second USC master's degree program. For students seeking a second Masters degree, foundation courses (Advanced Pathophysiology, Advanced Health Assessment,

Advanced Pharmacology) or Advanced Practice Clinical courses cannot be applied unless the student is currently licensed, certified, and practicing as an Advanced Practice Nurse.

The following procedures must be followed for transfer credit requests by both the master's degree and graduate and certificate programs:
- Requests for transfer of courses for academic credit must be made through the appropriate Program Director and approved by the Associate Dean for Academics and Program Director.
- Transfer of a course for academic credit is determined by the content faculty member reviewing the course syllabus for equivalency to required course(s) in the Program of Study, with a recommendation to the Program Director and Associate Dean.
- Course work must be documented on an official transcript that is on record in the USC Graduate School.
- Courses approved for transfer credit are to be included on the Program of Study form.

Transfer credits must be dated within the **six year period** allowed for degree completion. Revalidation of transfer course credit is not permitted.

CHANGE OF MAJOR IN THE GRADUATE PROGRAM
Students who wish to change their major within the graduate program of the College of Nursing are required to submit a program transfer request to College of Nursing Office of Academic Affairs. Program Transfer is included on the Update Request form, available at **http://gradschool.sc.edu/DocLibrary/**. **(Alert: submission of this form puts a hold on registration and suspends the existing Program of Study.)**

OTHER STUDENT SUPPORT SERVICES
The Director of Student Affairs, Gloria Fowler, is the student's advocate in the College of Nursing and serves as the initial contact for concerns such as requesting exception to a college policy or a grievance. In addition, Mr. Dale Moore, The Graduate School Ombudsman, serves as a confidential, neutral, informal and independent resource for graduate student concerns and conflicts. More information about the role of the Graduate School Ombudsman is available on the Graduate School website at http://gradschool.sc.edu/

STUDENTS WITH DISABILITIES
The USC College of Nursing is committed to providing reasonable accommodations for students with disabilities. Students with disabilities must contact the Office of Student Disability Services (http://www.sa.sc.edu/sds/) prior to or early in their academic program to determine if they are eligible for reasonable accommodations. Students with disabilities, like all other students in the nursing program, must be able to continually meet core performance standards and functional abilities established to ensure that they meet the objectives of the nursing program. (See Office of Student Disability Services in section, Resources and Support Services.)

DOCTOR OF NURSING PRACTICE PROGRAM

The Doctor of Nursing Practice (DNP) degree program is designed to prepare nurses as practitioners/scholars to assume leadership roles at the highest level of advanced practice. The DNP program has two entry points depending on prior educational experiences: (1) Students with a Bachelor of Science in Nursing (BSN) Degree and (2) students with a master degree in nursing. DNP requirements must be completed within **eight years**. Post - baccalaureate graduates are eligible to sit for a national certification examination in an area of advanced practice nursing. The DNP degree program is accredited by the Commission on Collegiate Nursing Education (CCNE).

OBJECTIVES OF THE DNP DEGREE PROGRAM
Students in the DNP program acquire skills to:
1. Manage health care of individuals, families, communities, and populations in complex health care systems
2. Conduct research utilization/evidence based practice studies to innovate practice
3. Influence health care policy at the local, state, and national levels
4. Assume leadership roles in health care

CURRICULUM
The DNP curricular plan totals 33 credit hours for students who enter with a master's degree in nursing. Students may choose either clinical or organizational leadership courses. Note: The Organizational leadership is under revision at this time. All students will take NURS 737 (1credit), 734 (3 credits), 779 (3 credits), 781 (3 credits), 805 (3 credits), 808 (2 credits), 819 (3 credits), 820 (3 credits), 821 (3 credits), 898 (3 credits). Students taking organizational leadership courses will take NURS 806 (3 credits) and NURS 807 (3 credits). Students admitted after Fall 2012 will take NURS 897 (6 credits) in place of 820 and 821. In addition, students will take six hours of clinical or related courses by advisement.

Students who enter with a BSN must take the 33 hours in addition to their selected advanced practice emphasis area. Credit hours required for graduation with a DNP degree vary (67-75 credit hours) depending on the advanced practice emphasis area chosen by the student. Advanced practice emphasis areas are located in the **Graduate Bulletin** at **http://bulletin.sc.edu/index.php?catoid=35**. These areas are also described on the College of Nursing website at **http://www.sc.edu/nursing/academic_programs/graduate_programs/doctoral_degrees/dnp/index.php**

ADMISSION REQUIREMENTS
Regulations governing admission to graduate study in nursing include those established by both the Graduate School and the College of Nursing.
Admission requirements for students with a BSN or a MSN:

1. A BSN or MSN from a nationally accredited program
2. Current authorization to practice as SC Registered Nurse or possession of an unencumbered license in the state in which clinical practice will occur

3. Transcripts of all previous college courses and credits
4. Completed application to the USC Graduate School with the College of Nursing supplement
5. Satisfactory written references from three nurses with educational preparation at the doctoral level who are able to evaluate the academic potential of the candidate
6. An admission interview
7. Evidence of writing competence, which will be evaluated through the candidate's prepared written statement submitted with the application, as well as by written response to an essay question given during the admissions interview
8. Applicants with a master's degree in nursing must be certified, licensed, and practicing as an advanced practice nurse or hold a master's degree in nursing administration in order to proceed to the 33 credit hours DNP terminal degree.
9. Applicants with a MSN in nursing must present a professional portfolio of knowledge, skills, and expertise acquired through education and experience to include a resume or CV, documentation of RN licensure or unencumbered license in the state in which clinical practice will occur

DNP DEGREE REQUIREMENTS
A summary of degree requirements is listed below:
1. Residency requirement of at least 18 graduate credit hours over three consecutive semesters
2. Completion of an approved Program of Study
3. Defense of a project proposal
4. Defense of a final practice project
5. Completion of at least 1000 clinical hours for BSN entry students
6. Clinical hours for MSN entry students are calculated based on clinical hours achieved in MSN program. Validation of clinical hours from MSN program is required.

DNP PROGRAM ACADEMIC POLICIES

ADVISEMENT
The Office of Academic Affairs presents a mandatory orientation for all DNP students prior to their enrollment into the program (usually late July or early August). At orientation to this program, each student has a Program of Courses (POC) developed by the appropriate Program Director. A Graduate Academic Advisor will be assigned to each student. Students will be assigned a faculty advisor to guide the DNP student committee. This faculty member works in alignment with the Graduate Academic Advisor to assure all academic requirements are being met, according to the student's Plan of Courses and Program of Study.

PROGRAM OF STUDY
The USC Graduate School Program of Study is a binding agreement between the Graduate School and the student which must be on file and approved no later than one year prior to graduation. Newly admitted students meet with their advisor during orientation and sign the Program of Study form. Modification to the Program of Study may be made only in consultation with the student's academic advisor.

RESIDENCY REQUIREMENT
After admission to the doctoral program, the doctoral residency requirement is satisfied with 18 hours of course work taken over three consecutive major semesters.
Enrollment in a summer term is not required to maintain continuity, but credits earned during summer terms (including May Session) will count toward the 18 hours required for residency.

NURSING LEADERSHIP RESIDENCY (Called NURS 820 for students graduating before Fall 2013 and NURS 897 for students admitted after Fall 2012)
This course is an opportunity for students to use the clinical, leadership, and policy skills gained during the program to develop a project to improve the health of a selected population and are taken during the last semester of the DNP program. Students select a mentor to assist in the process. Forms required for this course are *Nursing Leadership Residency Project (NURS 820) Approval Form and Successful Completion of Nursing Leadership Residency Project (NURS 820)* APPENDIX D *or in* APPENDIX E: Successful Completion of Nursing Leadership Residency Project (Use the DNP PROJECT NURS 897 APPROVAL FORM APPENDIX G, which will be used by students admitted after Fall 2012). Forms can be found on the DNP Virtual Community in Blackboard.

DNP PROJECT COMMITTEE (Called NURS 821 for students graduating before Fall 2013 and NURS 897 for students admitted after Fall 2012)
Students must select their DNP topic and committee upon completion of NURS 793 *(for Advanced Practice Nurses in Primary Care Family Nurse Practitioner)* and NURS 796 *(for Advanced Practice Nurses Adult-Gerontology Acute Care Nurse Practitioner)* and NURS 819. The DNP Committee consists of a chair and one member from the College of Nursing who are members of the Graduate Faculty and who hold a terminal degree. The DNP Committee supervises the student's project. The DNP Project Guidelines are

found on DNP Virtual Community (**Appendix F**). The form required for this course is *DNP Project Approval Form* (**Appendices G**). A copy of the NURS 821 or 897 Syllabus is provided by your Chair.

DNP PROJECT DEFENSE (NURS 897 DNP Project Preparation) (for students admitted Fall 2013 and thereafter)
The DNP project (NURS 897 DNP Project Preparation) is the culmination of a student's study in the DNP program (See Guidelines: **APPENDIX F**). The project is done under the supervision of two graduate faculty members in the College of Nursing – one serves as the chair and one as the member, each holds a terminal degree and has graduate faculty status. Other individuals may be added if specific expertise is needed. This project is graded T/U and NURS 897 may be taken for variable credit (1-6). The College of Nursing does not allow a student to continue in the program with a grade of U in two semesters. Students must successfully defend the project proposal which serves as the written and oral comprehensive exam required by the Graduate School. The student must successfully defend the project and will not graduate until the DNP project committee approves the project. (See **Appendix G**)

DNP students are required to publish their NURS 821/897 project defense date, title, and abstract on the Graduate School website 14 days prior to public defense. A public defense must be conducted no less than 30 days before the date on which the student expects to receive the DNP degree. This deadline is strictly enforced by the Graduate School. A Successful Defense of Project form is signed by all members of the Project Committee, the Program Director and the Associate Dean for Academics – and is then and filed in the Office of Academic Affairs, with a copy forwarded to the Graduate School.

The DNP project is submitted to The Graduate School through the electronic thesis and dissertation (ETD) submission process. The preliminary DNP document will need to be submitted electronically to The Graduate School for a format check not later than five weeks before graduation through the ProQuest/UMI ETD portal in PDF format. Submission instructions are available:
http://gradschool.sc.edu/DocLibrary/documents/G-DSF.pdf.

CHANGE OF PROGRAM
Students who wish to change their DNP degree within the graduate program of the College of Nursing are required to submit a program transfer request to the College of Nursing, Office of Academic Affairs. Program Transfer forms are found at
http://gradschool.sc.edu/DocLibrary/. **(Alert: submission of this form puts a hold on registration and suspends the existing program of study.)** If at a later point in time the student wishes to receive the DNP degree, he/she must **reapply** and complete degree requirements for the DNP degree as appropriate for the entry point.

PROGRAM LENGTH
All course work applied toward the DNP must be completed within **ten calendar years** of the date at which the degree is granted. The BSN prepared student is typically enrolled for seven semesters and three summers (approximately 3 ½ years) of full time

study. Completion time for MSN prepared students is three semesters and one summer. Part-time study is available**.**

TRANSFER CREDIT
A limited number of credits with grades of '**B'** or better may be transferred from other institutions for use toward the DNP with approval by the Associate Dean for Academics, the USC Graduate School and the USC Registrar – provided that transfer credits are dated within the **eight year time** period allowed for transfer at the time of graduation. To receive transfer credit, the student must submit a transcript documenting the grade and a copy of the syllabus. The appropriate content faculty member reviews the syllabus to determine equivalency and to make a formal recommendation to the appropriate Program Director. The Program Director routes this recommendation to the Associate Dean for Academics for final CON approval. Outdated transfer courses (courses completed outside the eight year period preceding graduation date) cannot be revalidated. The Office of Academic Affairs Administrative Assistant in the College of Nursing, should be contacted for information and processing of transfer credit. Foundation courses (Advanced Pathophysiology, Advanced Health Assessment, Advanced Pharmacology) or Advanced Practice Clinical courses cannot be transferred. Please refer to the *Graduate Studies Bulletin* Academic Regulations section on Transfer Credit in http://bulletin.sc.edu/content.php?catoid=35&navoid=3815&hl=Revalidation&returnto=search#Transfer_Credit_ .

For students seeking a DNP degree as a BSN entry or MSN entry without APRN licensure, foundation courses (Advanced Pathophysiology, Advanced Health Assessment, Advanced Pharmacology) or Advanced Practice Clinical courses cannot be transferred if taken at another institution. Nursing 897 hours cannot be transferred in for credit.

ONLINE COURSES
All nursing courses are delivered online through Blackboard Courses Management System which allows USC faculty to create a secure course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams, and much more. In courses that use Blackboard, the course syllabus will provide basic information about accessing Blackboard **https://blackboard.sc.edu**. More information about Blackboard is available at **http://www.uts.sc.edu/academic/blackboard/**. Courses offered in this format are constructed and conducted differently than traditional classroom courses. Below are some suggestions on how to be successful in online courses.
- Become familiar with Blackboard, the course software
- Access Bb through your VIP account
- Read the "How to…" guides that are found in each course. They are well worth your time
- Participate actively in the course

OTHER STUDENT SUPPORT SERVICES

The Director of Student Affairs, Gloria Fowler, is the student's advocate in the College of Nursing and serves as the initial contact for concerns such as requesting exception to a college policy or a grievance. In addition, Mr. Dale Moore, The Graduate School Ombudsman, serves as a confidential, neutral, informal and independent resource for graduate student concerns and conflicts. More information about the role of the Graduate School Ombudsman is available on the Graduate School website at http://gradschool.sc.edu/

STUDENTS WITH DISABILITIES
The USC College of Nursing is committed to providing reasonable accommodations for students with disabilities. Students with disabilities must contact the Office of Student Disability Services (http://www.sa.sc.edu/sds/) prior to or early in their academic program to determine if they are eligible for reasonable accommodations. Students with disabilities, like all other students in the nursing program, must be able to continually meet core performance standards and functional abilities established to ensure that they meet the objectives of the nursing program. (See Office of Student Disability Services in section, Resources and Support Services.)

PhD PROGRAM

The PhD in Nursing Science program is designed to prepare professional nurses for research careers in a variety of academic and health care settings. The goal of the curriculum is to prepare beginning researchers in a defined area of nursing science. This goal is accomplished through the development of individualized programs of study and research experiences. Admission to the program requires a bachelor's or master's degree in Nursing.

PhD IN NURSING SCIENCE PROGRAM OBJECTIVES
Graduates of the PhD in Nursing Science program will be able to:
- Conduct research which is theory generating and/or theory testing.
- Generate and refine nursing science as the basis for nursing practice, education, and/or administration.

PhD ADMISSION REQUIREMENTS
The admission process aims to identify individuals who have a high probability of successfully completing the degree program. All factors are considered in the admissions process and decision. Specific requirements include:
- One of the following educational background options:
  - BSN entry (i.e., a bachelor of science in nursing degree from a nationally accredited program)
  - MSN entry (i.e., a master in nursing degree from a nationally accredited program)
  - non-MSN master's degree entry (i.e., a bachelor of science in nursing degree from a nationally accredited program and a master's degree in another discipline)
- Completed on-line application to The USC Graduate School
- Official record of GRE verbal and quantitative scores
- Transcripts of all previous college studies
- South Carolina RN license or eligibility for S.C. Licensure (i.e., current licensure in state or country of residence)
- Potential for scholarship in nursing science as evidenced by:
  - A writing sample
  - A personal statement
  - Three recommendations from doctorally-prepared nurses or other health professionals
  - Admission interview
  - Resume/Curriculum Vitae.

PhD CURRICULUM
The curriculum of the PhD in Nursing Science program consists of core courses in which students develop the requisite knowledge and skills for theory analysis and development and the design, implementation, and critique of nursing research. Upon completion of the required core courses, students take the Candidacy Examination (refer to section entitled *Candidacy Examination*). Additional program components build

on core courses and allow for the development of individualized programs of study, including the preparation and defense of the doctoral dissertation. All PhD requirements must be completed within ten years of initial enrollment.

Distribution of PhD Requirements (minimum of 60 credits required post master's):

Core Courses (24 credits *minimum*)
NURS 800   Philosophical Foundations of Nursing Science
NURS 801   Theory Analysis for Nursing Science
NURS 802   Theory Analysis and Development
NURS 803   Scientific Knowledge in Nursing
NURS 810   Advanced Research Methods
NURS 811   Quantitative Methods in Nursing Research
NURS 813   Qualitative Methods in Nursing Research
NURS 899   Mentored Internship

Statistics Courses (3-9 credits)
BIOS 757   Intermediate Biometrics (pre-requisite for NURS 811)

Contributing Courses (18 credits *minimum*, determined under advisement of Student's Program Advisory Committee)

Dissertation (12 credits *minimum*)
NURS 899 Dissertation Preparation

PhD PROGRAM PREREQUISITES AND COREQUISITES

Students in the BSN entry option must complete an additional 18 credit hours of master's level courses before enrollment in the PhD core courses. These courses may be selected from one of the existing nursing majors or emphasis areas or in an individualized program of study. BSN and non-MSN prepared entry level students who do not have beginning level graduate courses in nursing theory, nursing research, and statistics equivalent to those required in the USC College of Nursing MSN degree program will need to complete these courses prior to beginning the PhD core courses. These required courses will be determined by the PhD Program Director, in consultation with appropriate course faculty and communicated to students at the time of admission. These courses must relate to the student's research area of interest.

PhD DEGREE REQUIREMENTS

A summary of degree requirements is listed below. Each of the requirements is described in greater detail under the next section, PhD Program Academic Policies.
- Complete the USC doctoral residency requirement by enrolling in 18 graduate credit hours for three consecutive major semesters. Enrollment in a summer term is not required to maintain continuity, but credits earned during summer terms (including May session) will count toward the 18 hours required for residency. The residency requirement may be met only after admission to the PhD program;

- Complete an approved program of study totaling not less than 60 credit hours for master's degree entry options and not less than 78 credit hours for a BSN entry option;
- Complete the admission-to-candidacy examination at least one full academic year prior to the date on which the degree is to be granted;
- File an approved Doctoral Program of Study (DPOS) with the Graduate School prior to enrolling in NURS 899 Dissertation Preparation credit hours;
- Complete the language requirement, through either a reading knowledge of a foreign language or competency in statistics/research methods specific to the student's proposed course of study;
- Complete at least 3 credits of mentored research under a College of Nursing faculty member (NURS 898 *Research Internship*);
- Successfully complete a comprehensive examination (dissertation proposal defense) taken after admission to candidacy and completion of all course requirements except those courses in which the student is currently enrolled;
- Complete written and oral defense of a doctoral dissertation. A candidate must present a dissertation and abstract approved by the student's Dissertation Committee, the PhD Program Director, and the Dean of the Graduate School no later than five years after the comprehensive examination has been successfully completed.
- Complete all degree requirements within 10 years.

THE PhD PROGRAM OFFICE

The PhD Program Office provides support for PhD students through their doctoral program from initial application to graduation. The PhD Program Office provides support services including academic advising, registration, dropping/adding courses, health requirement records, and graduation applications. Electronic communication with students is done through the USC email address and through Blackboard.

ADVISEMENT AND MENTORING

Upon admission to the PhD program, students receive academic advising through the PhD Program Office. The PhD Program Office staff assists students with registration, orientation to College and University resources, progression through the core courses, and completion of the PhD Candidacy Exam. Guidelines for completing the Candidacy Exam are described in Overview of the PhD Candidacy Exam **Appendix L**; **Appendix M** *PhD Candidacy Examination Procedures,* and **Appendix N** *Criteria for Grading Doctoral Candidacy Examination.* Upon successful completion of the candidacy exams, students are admitted to candidacy and required to establish three doctoral committees. These are described in the section entitled *Appointment of Doctoral Committees.*

Upon admission, students are assigned a Faculty Mentor who will accompany the student through the pre-candidacy phase of the program. Working with their faculty mentor outside of formal classroom time will provide students the opportunity to become familiar with faculty research roles and activities. The Faculty Mentor will be a resource as students begin to develop or refine the focus of their research.

Once a student reaches the point of the Candidacy Exam, the student may request that the Faculty Mentor take on the role of Program Advisory Committee/Dissertation Chair **or** may ask another faculty member to assume the role of Program Advisory Committee/Dissertation Chair.

OTHER STUDENT SUPPORT SERVICES
The Director of Student Affairs, Gloria Fowler, is the student's advocate in the College of Nursing and serves as the initial contact for concerns such as requesting exception to a college policy or a grievance. In addition, Mr. Dale Moore, The Graduate School Ombudsman, serves as a confidential, neutral, informal and independent resource for graduate student concerns and conflicts. More information about the role of the Graduate School Ombudsman is available on the Graduate School website at http://gradschool.sc.edu/.

STUDENTS WITH DISABILITIES
The USC College of Nursing is committed to providing reasonable accommodations for students with disabilities. Students with disabilities must contact the Office of Student Disability Services (http://www.sa.sc.edu/sds/) prior to or early in their academic program to determine if they are eligible for reasonable accommodations. Students with disabilities, like all other students in the nursing program, must be able to continually meet core performance standards and functional abilities established to ensure that they meet the objectives of the nursing program. (See Office of Student Disability Services in section, Resources and Support Services.)

PhD PROGRAM ACADEMIC POLICIES

PROGRAM LENGTH

All course work applied toward the PhD must be completed within **ten calendar years** of the date at which the degree is granted. Anticipated length of the PhD in Nursing Science program is three to four years of full-time study or five to six years of part-time study and is designed for students who have earned a Master's degree in Nursing. Program length for BSN entry students is anticipated to be four to five years of full-time study or six years of part-time study. A candidate must present a dissertation and abstract approved by the student's Dissertation Committee, the PhD Program Director, and the Dean of the Graduate School no later than five years after the comprehensive examination has been successfully completed.

After enrollment, students are expected to make satisfactory and timely progress towards the degree. Following three years of non-enrollment, the graduate admission of students admitted to degree programs becomes invalid. Degree-seeking students must reapply and meet current admission requirements. Upon readmission, students are subject to regulations of the *Graduate Studies Bulletin* in effect at the time of reenrollment.

RESIDENCY REQUIREMENT

The intent of the residency requirement is to ensure that doctoral students contribute to and benefit from the complete spectrum of educational and professional opportunities provided on the campus of a comprehensive university. When establishing residency, the student should interact with faculty and peers by regularly attending courses, conferences or seminars, and utilizing the library and laboratory facilities provided for graduate education.

After admission to the doctoral program, the doctoral residency requirement is satisfied with 18 hours of course work taken in 3 consecutive major semesters. Enrollment in a summer term is not required to maintain continuity, but credits earned during summer terms (including May Session) will count toward the 18 hours required for residency.

STATISTICS REQUIREMENT

The student must take 3-9 credit hours in statistics beyond the master's degree. Master's degree level statistics courses include EDRM 710 Educational Statistics I, BIOS 700 Introduction to Biostatistics, and equivalent courses.

Prior to enrollment in NURS 811 Quantitative Methods in Nursing Research, students in the PhD program must successfully complete BIOS 757 Intermediate Biometrics, EDRM 711 Educational Statistics II, or an approved equivalent course. Students must obtain approval from the PhD Program Director or Program of Study Committee before enrolling in statistics courses.

Further credit hours in statistics are selected by the student based on advice from the PhD Program Director or student's Program Advisory Committee. Course selection is based in part on the requisite skills needed to complete the dissertation research.

Examples of courses offered in the School of Public Health, Department of Psychology, College of Education, and the Department of Statistics include:

BIOS 710	Effective Data Management for Public Health
BIOS 751	Health Data Systems
BIOS 752	Vital Record and Health Survey Data Analysis
BIOS 753	Community Health Studies
BIOS 754	Discrete Data Analysis
BIOS 758	Advanced Biometrics
EDRM 712	Nonparametric Statistics
EDRM 718	Research and Statistical Packages
EDRM 816	Correlational and Multivariate Methods.

FOREIGN LANGUAGE and/or RESEARCH METHODS REQUIREMENT
The following options fulfill the foreign language requirement in the PhD in Nursing Science program. In some cases the courses listed may overlap the statistics courses selected to meet the core statistics requirement in the program. In those cases the same courses serve to meet both the foreign language and the statistics requirement. At the time of the dissertation defense, the Dissertation Defense Committee certifies that the student has met the foreign language requirement.

Option A: Completion of the appropriate foreign language course numbered 315 with a grade of S or satisfactory performance on a proficiency examination administered by the appropriate foreign language department.

Option B: Satisfactory completion of three or more credits of statistics beyond the master's degree level of graduate statistics courses and nine credit hours of nursing research methods courses (NURS 810, 811, and 813). Other statistics courses at the 700 level or above may be included with the approval of the PhD Program Director or Program Advisory Committee.

PREPARING FUTURE FACULTY REQUIREMENT
All PhD students are expected to successfully complete the requirements for Preparing Future Faculty (PFF). The PFF is a national program established by the Council of Graduate Schools, the Association of American Colleges and Universities, the Pew Charitable Trust and the National Science Foundation. At USC the PFF program is administered through a partnership between the Center for Teaching Excellence and the Graduate School. Information about the PFF program is available at http://sc.edu/cte/PreparingFutureFaculty.php

TRANSFER CREDIT
A limited number of graduate credits with grades of B or better from other institutions with approved graduate standing may be transferred for use toward the PhD in Nursing Science with approval of the Advisory Committee, provided that transfer credits are dated within the ten year period allowed for the PhD. The *Request for Transfer of Graduate Credit* form and other information about the requirements for request transfer

credit are available at http://gradschool.sc.edu/DocLibrary/. To receive transfer credit, the student must submit a transcript documenting the grade and a copy of the syllabus. The appropriate content faculty member reviews the syllabus to determine equivalency. Outdated transfer courses (courses completed outside the ten-year period preceding graduation date) cannot be revalidated. Please contact the PhD Program Office at (803)777-0290 for transfer credit information. **Transfer credits may not constitute more than 50 percent of the hours listed on a Program of Study, not including dissertation preparation (899) or the equivalent.**

Courses taken before admission to candidacy may be considered for transfer credit with the approval of the PhD Program Director using the same process as outlined above for core courses.

CANDIDACY EXAMINATION
Admission to doctoral candidacy in the PhD in Nursing Science program requires satisfactory performance on the PhD Candidacy Examination administered through the PhD Program Office in the College of Nursing. (See **Appendix L** *PhD Overview of the PhD Candidacy Exam: Purpose and Evaluation Criteria* **Appendix M** *PhD Candidacy Examination Procedures* and **Appendix N** *Criteria for Grading Doctoral Candidacy Examination*). The scope of the exam is such that faculty can determine the candidate's potential for ongoing intellectual development, capacity for critical analysis and synthesis of ideas, and a knowledge of the major theoretical concepts and current thinking in nursing science. Doctoral students take the examination for admission to candidacy immediately following completion of the last core course, NURS 803 *Scientific Knowledge in Nursing*.

PROGRAM OF STUDY
An approved Doctoral Program of Study (DPOS) must be on file in the Graduate School before the student enrolls in NURS 899 Dissertation Preparation credit hours.

Following successful completion of the Candidacy Examination, the student will:
- Form their Program Advisory Committee (See *Appointment of Doctoral Committees*).
- Work with their Program Advisory Committee to determine courses for the DPOS. The purpose of the written POS is to engage the student and Advisory Committee in planning to facilitate achievement of the student's goals. A completed DPOS facilitates course planning and protects the student in the event of curriculum or faculty changes. The *Doctoral Program of Study* form is available on the Graduate School website, http://gradschool.sc.edu/DocLibrary/
- Submit the approved *Doctoral Program of Study* form to the PhD Program Office for filing with the Graduate School prior to enrollment in NURS 899 Dissertation Preparation.

To make an adjustment in the DPOS, the student must have the approval of the Program Advisory Committee, the PhD Program Director and the Dean of the Graduate

School. Please consult the PhD Program Office or Graduate School website at http://gradschool.sc.edu for more information.

ADMISSION TO CANDIDACY

The Graduate School considers doctoral students to be candidates for their respective degrees when they have **1)** been fully admitted to the doctoral degree program; **2)** passed a candidacy/qualifying examination; and **3)** filed an approved *Doctoral Program of Study* form with the Graduate School. The Dean of The Graduate School admits the student to doctoral candidacy after completion of all three conditions. The Graduate School will notify the student and PhD Program Director upon admission to candidacy. Completion of all three components of the admission to candidacy procedures should be at least one full academic year before the degree is granted.

APPOINTMENT OF DOCTORAL COMMITTEES

The PhD candidate must establish committees responsible for providing guidance through the final phases of doctoral work. The Graduate School regulations governing doctoral programs are outlined on their website in the Doctoral Progress to Degree section, http://gradschool.sc.edu/students/progress-doc.asp. Three committees serve specific roles in the supervision and examination of a doctoral candidate in the College of Nursing:

Program Advisory Committee. The *Program Advisory Committee* is responsible for approval of the student's Doctoral Program of Study. The Program Advisory Committee does not require approval by the Graduate School but must include a qualified member from a unit outside the College of Nursing. The doctoral *Program Advisory Committee* provides curriculum advisement and designates specific course requirements on the student's Program of Study, and should be appointed **immediately following the student's successful completion of the Candidacy Exam**. The proposal for committee membership is submitted by the student to the PhD Program Director for approval.

Written and Oral Comprehensive Exam Committee. The Written and Oral Comprehensive Exam Committee administers the written and oral portions of the comprehensive exam. In the College of Nursing, the defense of the dissertation proposal constitutes the oral comprehensive exam. The Written and Oral Comprehensive Exam Committee must include at least 3 graduate faculty members from the College of Nursing and one qualified faculty member from another unit. A candidate must present a dissertation and abstract approved by the student's Dissertation Committee, the PhD Program Director, and the Dean of the Graduate School no later than five years after the comprehensive examination has been successfully completed.

Dissertation Committee and *Dissertation Defense Committee.* The Dissertation Committee and Dissertation Defense Committee direct the student in the preparation of the dissertation, examines the student on the dissertation, and informs the Dean of The Graduate School as to whether the student passed or failed. The

dissertation cannot be submitted to the Graduate School until it has been approved and signed by members of the Dissertation Defense committee. The Dissertation Committee must consist of at least four members, one of whom is from outside the nursing major. NOTE: The same faculty composition is acceptable for the Written and Oral Comprehensive Exam and Dissertation Committees.

The *Doctoral Committee Appointment Request Form* is available online at http://gradschool.sc.edu/DocLibrary/. The form includes a description of the Graduate School's policy on committees and faculty membership eligibility requirements. Questions regarding faculty who are eligible to serve should be directed to the PhD Program Office. All committees must receive approval before functioning as committees. Where alteration of committee membership is necessary, the change must be initiated by the student on a new *Doctoral Committee Appointment Request* form. NOTE: If the proposed outside member of any doctoral committee is not a member of the USC Graduate Faculty, a copy of his or her curriculum vitae and statement indicating experience as a doctoral committee member and research experience relevant to the students' research topic should accompany the request for approval to the PhD Program Director. The College of Nursing Tenure and Promotion Committee must approve the request before submission to the Graduate School.

DISSERTATION DEADLINES

Specific deadlines are outlined on the Graduate School website in the Doctoral Progress to Degree section http://gradschool.sc.edu/students/progress-doc.asp. Students are urged to consult multiple Graduate School information sources to insure timely adherence to all deadlines in their final term of enrollment, including

- Dissertation Research. Completion of Comprehensive examination not less than 60 days before graduation. Completion of other degree requirements (language examination, etc.)
- Application for Graduation. Within 15 days after the start of the final term of study, submit application for graduation to the Graduate School.
- Order academic regalia (graduation gown, hood, etc). The PhD Program Office has information about purchasing options.
- Dissertation Draft/Defense Announcement. Students are required to publish their dissertation defense date, title, and abstract on the Graduate School website 14 days prior to public defense. A public dissertation defense must be conducted **no less than thirty days before graduation.** This deadline is strictly enforced by the Graduate School.
- Dissertation Format Check/Defense. Not later than five weeks before graduation, submit dissertation draft to the Graduate School for preliminary format check. Complete dissertation defense not less than 30 days before graduation.
- Dissertation Signature and Approval/Survey of Earned Doctorates. A *Dissertation Signature and Approval* form, available on the Graduate School website http://gradschool.sc.edu/forms/ is signed by all members of the Dissertation Committee and the PhD Program Director. The form is filed in the PhD Program Office, which forwards a copy to the Graduate School.
- Dissertation Final Approval. Not later than 20 days before graduation, the final approved dissertation is submitted via the electronic thesis and dissertation/ETD process.
- Attend the College of Nursing Convocation and USC doctoral hooding ceremony with your family, faculty, and friends to celebrate your tremendous accomplishment!

ACADEMIC STANDARDS FOR PROGRESSION FOR ALL GRADUATE STUDENTS

ACADEMIC STANDARDS

Graduate courses may be passed for degree credit with a grade as low as C, but a degree-seeking student must maintain at least a B (3.00 on a 4.00 scale) cumulative grade point average. Additionally, the student's grade point average on all grades recorded on the Program of Study for courses numbered 700 or above must be at least 3.00 and all courses listed on the Program of Study must be at least 3.00. Grades earned on credits transferred from other institutions do not count in the grade point average.

ACADEMIC SUSPENSION POLICY (and the 2-C Rule)

Graduate students whose cumulative grade point average (GPA) drops below 3.00 (**B**) will be placed on academic probation by The Graduate School and allowed one calendar year in which to raise the cumulative GPA to at least 3.00. In the case of conversion of grades of incomplete that cause a cumulative GPA to drop below 3.00, a student will be placed on academic probation at the end of the semester in which the grade is posted. Students whose cumulative GPA falls below the required minimum of 3.00 by receiving a grade for a course in which they received a grade of Incomplete will, instead of a one-year probationary period, be granted only one major semester of probation dating from the semester in which the Incomplete conversion grade is received by the registrar in which to raise their cumulative GPA to 3.00 or above. Students who do not reach a cumulative 3.00 grade point average during the probationary period will be dismissed from the College of Nursing.

Graduate students enrolled in Nurse Practitioner programs at either the master's or doctoral level must earn a grade of B or higher in designated core and clinical courses. This requirement is indicated on the syllabus for each of the designated courses. Students earning a grade of C in any designated course are required to repeat the course and earn a grade of **B or higher** to remain in the program. **However, the initial grade of C remains on the student record and counts toward the "Two C Rule" (see below in Academic Dismissal).** (Approved by USC CON Graduate Council February 2013 and Approved by USC Graduate Council March 2013).

Graduate students will be dismissed from the College of Nursing upon receipt of an initial grade of **C** in **more than 2 graduate nursing courses,** regardless of the number of credit-hours per course. (Two-C Rule). (Approved by USC CON Graduate Council February 2013 and Approved by USC Graduate Council March 2013).

Graduate students in any doctoral program with **two temporary grades of Incomplete (I) or No Record (NR) cannot register for additional coursework.** Students will not be permitted to register for further coursework until **both** temporary grades have been replaced with a satisfactory permanent grade. Students enrolled in graduate study may not graduate with a temporary grade of **I** or **NR on their record, even if the course is not listed on the Program of Study.**

Academic Dismissal

Graduate students will be dismissed from the College of Nursing upon receipt of an initial grade of **C** in **more than 2 graduate nursing courses,** regardless of the number of credit-hours per course. (Two-C Rule). (Approved by USC CON Grad Council February 2013 and Approved by USC Graduate Council March 2013).

Upon receipt of a grade of **"D"** or **"F"** in **any graduate course required for the program of study,** a student will be dismissed from the College of Nursing. (Approved by USC CON Grad Council Feb 2013 and Approved by USC Grad Council March 2013).

APPEALS FOR REINSTATEMENT
Appeals for reinstatement from students who have been suspended should be reviewed first by the Director of Student Affairs. The Director will assist the student in filing a petition. If the appeal is approved, then it must be forwarded to the Dean of The Graduate School for action by Graduate Council.

INCOMPLETE GRADE/NO RECORD
Incomplete (**I**) grades may be assigned in certain cases when, due to extenuating circumstances, the student is unable to complete required course assignments within the term time frame. Incomplete (**I**) grades convert to (**F)** or to the default grade assigned by faculty if the (**I)** is not removed within the time specified. When the incomplete course work is completed, the faculty member must file a special form to change the (**I**) grade. This form is filed in the appropriate graduate program office and forwarded to the Registrar's Office. After 12 months an (**I**) (incomplete) grade that has not been replaced with a letter grade is changed permanently to a grade of (**F)** or to the backup grade indicated by the faculty member on the Assignment of Incomplete Grade form if additional time for course work completion is not officially authorized. .

NR (no record) is a temporary mark on the transcript assigned by the Office of the University Registrar if a grade has not been submitted by the instructor at the proper time or if any grade not approved for a particular course has been submitted. As a temporary mark on the transcript the **NR** must be replaced by a grade. If the **NR** is not resolved or replaced by the instructor with a valid end-of-term grade before the end of the major (Fall or Spring) term following the term for which the grade of **NR** was recorded, a grade of **F** will be assigned. No Report **(NR)** grades are administratively converted to (**F)** grades at the end of the next major semester if a grade is not assigned by faculty.

Graduate students in any program with **two temporary grades of Incomplete (I) or No Record (NR) cannot register for additional coursework.** Students will not be permitted to register for further coursework until **both** temporary grades have been replaced with a satisfactory permanent grade. Students enrolled in graduate study may not graduate with a temporary grade of **I** or **NR on their record, even if the course is not listed on the Program of Study** (Approved by USC Graduate Council March 2013).

GRADING OF THESES, DISSERTATION AND DNP CREDITS
Completion or satisfactory progress in these courses will be indicated by the grade of '**T**'; unsatisfactory progress will be indicated by a grade of '**U'**. These grades will not be used to calculate the student's GPA. However, the College of Nursing does not allow a student to continue in the program with a grade of '**U'** in two terms.

REPORTING OF GRADES
Students' grades are kept confidential in accordance with federal law (the Family Educational Rights and Privacy Act of 1974, as amended). Grades are reported to students via Self Service Carolina at **https://my.sc.edu/**. The permanent address on file for each student is used for mailing reports of grades. *Note: The only students who will automatically get a grade report in the mail are those who are scholastically deficient or ineligible to continue.* Unofficial copies can be printed from the Student tab on Self Service Carolina. If you need an official copy of your grades, contact the Registrar's Office at (803) 777-5500. A complete official transcript may also be released for a fee. Information on how to order transcripts can be found at: **http://registrar.sc.edu/html/transcripts/default.stm**.

GRADUATE SCHOOL ACADEMIC FORGIVENESS
The Graduate School Academic Forgiveness policy is outlined in the *Graduate Studies Bulletin,* **http://bulletin.sc.edu/index.php?catoid=35,** in the Academic Regulations section **http://bulletin.sc.edu/content.php?catoid=35&navoid=4221**

ENROLLMENT STATUS
Students enrolled in full-time or part-time study are entitled to use the full services of the University. Full-time status requires enrollment in at least nine credit hours during a regular semester and six credit hours during the summer. Students may elect not to enroll for a summer session; however they are not entitled to use faculty, computing or library resources during that time. If a period of one year lapses between enrollment, students must contact the Graduate School to reactivate enrollment. If three years or more lapse between enrollments, students must reapply for admission.

A student will be certified as half-time for academic purposes with an enrollment of six graduate credits during a fall or spring term or three graduate credits during a summer session. This verification typically is for postponement of loan repayment and is routinely done on request by the Registrar's Office. Certification of half-time status with enrollment less than that specified above can be approved only after the following conditions have been satisfied:

1. The student has completed coursework on his/her program of study excluding NURS 799; NURS 821, or NURS 897.

2. The student verifies in writing that he/she is not employed full-time and that he/she is in fact working full-time on completion of the thesis, project, or dissertation.

Upon confirmation of the above conditions, a verification of half-time status with minimal enrollment will be authorized on a semester basis for a maximum of two semesters provided cumulative enrollment in NURS 799 does not exceed 18 credits. Enrollment status for scholarship purposes may vary from that for academic purposes.

SPECIAL POLICIES FOR GRADUATE STUDENTS OBTAINING APRN EDUCATION

PRESCRIPTIVE AUTHORITY
The South Carolina Board of Nursing accepts the USC College of Nursing curricula and pharmacology hours as meeting the minimum of 45 contact hours of education for prescriptive authority designation. The 45 didactic hours taken in NURS 702 are also sufficient for initial approval of prescriptive authority in accordance with the Laws Governing Nursing in South Carolina, section 40-33-34(E) and (F), if the application is made within two years of graduation from either the MSN degree program, a Certificate of Graduate Study in Advanced Practice Nursing degree program or the DNP degree program in which an advanced practice area of study was completed.

CLINICAL PLACEMENT INFORMATION
A student enrolled in a course with a clinical component is responsible for finding an approved health agency and an approved preceptor for their clinical experience. Students are advised to locate a preceptor a semester before the clinical course begins.

Students may contact Julie Ghent, Mid-Carolina AHEC, Inc. for assistance in locating a preceptor in South Carolina (jughent@comporium.net, website: **http://www.midcarolinaahec.org** or (803) 286-4121. Students may also contact their course professor for assistance in locating a preceptor. Students can also contact Stacey Day at the SC Office of Rural Health at 803-454-3850, Extension 2009.

The Clinical Placement Information Form (available in Blackboard in the Clinical Information and Documents folder and **Appendix** H initiates or renews a clinical site contract. This form is to be submitted in the semester immediately preceding enrollment in a clinical course to the Contracts Manager and the course professor. Upon receipt of this form, 2 - 4 months are required to complete the approval process for a new site contract or renewal site contract for clinical placement. Students **MAY NOT** begin clinical experience until they receive contract verification by the Clinical Contracts Manager, Milini Mingo, and preceptor approval by the student's course professor. Going to clinical without the appropriate approval of contracts, course professor, and necessary forms in place will result in course failure, a violation of Academic Integrity, liability exposure, and possible Board of Nursing sanction due to possible HIPAA violations among others.

The Clinical Agreement for Student Experience Form (CASE Form - available in Blackboard in the Clinical Information and Documents folder and **Appendix I**) is to be completed jointly by the student, preceptor and faculty member. The form is then submitted to the following:
- Contracts Manager before the student begins clinical experience. A business card, voided script or letterhead with the preceptor's printed name and agency information **MUST** be submitted with the *Clinical Agreement for Student Experience Form.*
- The Professor of record in the Course *before* the student begins clinical

experience. The student submits the Original CASE and a copy of the CASE to the Professor. Attached to the Original CASE and Copy of the CASE is a business card, voided script or letterhead with the preceptor's printed name and agency information.
- Your preceptor for that Clinical experience
- Keep a copy of the CASE for yourself

The Policy on Obtaining Clinical Contracts explains in detail the responsibilities of the faculty, student, and Contracts Manager. It is available on Blackboard in the Clinical Information and Documents folder.

It is **essential** to have complete and accurate contact information on forms (i.e. names, telephone and fax numbers) for the contract process to be successful. If you have questions regarding a contract, please contact the Clinical Contracts Manager for the College of Nursing at 803-777-9505.

PRECEPTOR DEFINITION, GUIDELINES, PROCEDURES
Preceptors for clinical courses are integral to the student's clinical learning. The preceptor must have the expertise to support (facilitate) a student's achievement of course/clinical objectives as listed on the course syllabus and clinical agreement forms. The preceptors are approved by the course faculty and signatures are required on the clinical agreement forms. The preceptor for the course receives the evaluation tool to assess student's performance. Taking in consideration preceptor evaluation, the course faculty determines student final grade. Preceptor guidelines and procedures are located on Blackboard **(Appendices J - K).**

CORE PERFORMANCE STANDARDS
The USC College of Nursing requires all applicants and continuing students in all nursing programs to meet certain standards based on the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN) Core Performance Standards. These standards describe requirements in the six dimensions of ability/performance. These are critical thinking and related mental abilities, communication and interpersonal abilities, physical abilities, hearing, vision, and smell. *CORE PERFORMANCE STANDARDS;* **Appendix O** describes each of the standards.

STUDENTS WITH DISABILITIES
The USC College of Nursing is committed to providing reasonable accommodations for students with disabilities. Students with disabilities must contact the Office of Student Disability Services (http://www.sa.sc.edu/sds/) prior to or early in their academic program to determine if they are eligible for reasonable accommodations. Students with disabilities, like all other students in the nursing program, must be able to continually meet core performance standards and functional abilities established to ensure that they meet the objectives of the nursing program. (See Office of Student Disability Services in section, Resources and Support Services.)

DRESS CODE FOR CLINICAL COURSES *(Approved by College of Nursing Faculty)***: By choosing to be a graduate student in the College of Nursing at the University of South**

Carolina, each student accepts the responsibility to present and maintain a professional image by complying with the dress code policy. The dress code is designed to protect the personal safety of patients, as well as students, while in the clinical area; project the professional image of nursing; and portray the proud heritage of USC nurses. The following are specific stipulations of the code:

- Conservative business attire covered by a clean, white lab coat with name tag identifying you as an RN and USC graduate student is to be worn at all times
- Shorts, jeans, tightly fitted clothing, and see-through, low-cut midriff revealing tops and bottoms are all inappropriate attire
- Hair should be clean, neat, and off the collar
- Other than one earring per earlobe, piercing jewelry is to be removed
- All tattoos must be covered either by clothing or an appropriately sized bandage
- No perfumes or colognes, scented makeup or hair products may be worn
- Nails must be clean and not extend beyond the finger tip. Artificial nails in any form are unacceptable. If nail polish is worn, it must be clear
- Appropriate clinical equipment includes but is not limited to cardiology stethoscope, opthalmoscope/otoscope, percussion hammer, and tuning fork. Other equipment may be needed as outlined by the Agency or Clinical setting

Although this dress code is congruent with the majority of health care agencies, some agencies have more restrictive dress codes and should then be followed. College of Nursing faculty reserve the right to ask students to leave the clinical area if their attire is deemed inappropriate or student's lack of appropriate equipment to carry out the clinical duties.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENS
Prior to the first clinical course, students are required to undergo a background check and a drug screen.

The Background Checks include these but additional checks may be required:
Residence History Trace and Criminal Record Check for the past 7 years
Check of the Nationwide Sex Offender Registry
Social Security Number Verification
Nationwide Healthcare Fraud and Scan
U.S. Patriot Act-OFAC
Check of any other registry or records required by law, accrediting agency, or specific agency.

Drug Screens include but may not be limited to:
Marijuana
Cocaine
Amphetamines
Opiates
Phencyclidine (PCP)
Barbiturates

Benzodiazepines
Propoxyphene
Methadone
Oxycodone
Merperidine
Ethanol

Read the Background Check and Drug Screen Policies on Blackboard in the Background Check and Drug Screen folder. See Appendices P and Q.

INSURANCE REQUIREMENTS

Professional Liability Insurance
Students enrolled in clinical courses are required to purchase professional liability insurance and worker's compensation insurance each semester. This fee is included on the students' semester fee statement.

PRACTICUM TRANSPORTATION POLICY
Students are responsible for transportation to sites for their practicum experiences each semester. It is the obligation of students to provide their own vehicle collision and/or bodily injury liability insurance for their personal vehicles. Neither the College of Nursing nor the University of South Carolina is responsible for any vehicle occurrences or transportation.

RN LICENSURE
All USC College of Nursing graduate students must have SC Registered Nurse licensure or be eligible for SC unencumbered licensure when admitted and must maintain current licensure throughout the program. Students must have a current RN licensure for the state in which precepted clinical experiences occur. Unencumbered SC licensure is required if the precepted clinical experience occurs in SC unless licensed in a Compact state.

CLINICAL REQUIREMENTS
In addition to meeting the health requirements of the University, graduate nursing students must meet certain health requirements as stated on the Clinical Requirement Information Form found on Blackboard. See **Appendix R.**

A completed *Clinical Requirements Information Form*, with appropriate documentation attached must be received by deadline. Failure to provide documentation prohibits release for registration in clinical courses for the semester.
CPR certification **must** be completed through and up-to-date by the following course:

Basic Life Support for Health Care Providers (through the American Heart Association)**.** More information at:
http://www.heart.org/HEARTORG/CPRAndECC/HealthcareTraining/BasicLifeSupportBLS/Basic-Life-Support-BLS_UCM_001281_SubHomePage.jsp

KNOWLEDGE OF PROTECTION AGAINST BLOODBORNE DISEASE
The College's policies concerning bloodborne disease is published in the ***Bloodborne Pathogen Exposure Control Plan* found on Blackboard**. As specified in the plan, all students in the College must document their knowledge of protection against bloodborne disease annually through completion of a software program titled, "Bloodborne Pathogens Online Training" which includes a post test. Upon completion of the training program and a score of 100 on the post-test, the documentation must be submitted to Office of Academic Affairs and must be on file in the student's record before the student is allowed to register for clinical courses, attend class, or begin practica.

OTHER POLICIES FOR ALL GRADUATE STUDENTS

HEALTH INSURANCE
All graduate students and international students are required to have health insurance. Under this University requirement, graduate students enrolled in nine or more hours, all graduate assistants, and international students must either:

- Purchase the student health insurance plan offered by Pearce & Pearce

    OR

- Waive out by providing documentation of enrollment of a comparable health insurance plan by the established deadline

HOW DO I WAIVE OUT?
To "waive out" or to "complete the waiver process" simply means to turn down the Pearce & Pearce student health insurance plan offered by the University. If you are a graduate or international student and have comparable health insurance coverage and wish to turn down the Pearce & Pearce student health insurance plan, you MUST complete the waiver process on-line by the established deadline in order to have the health insurance fee removed from your tuition.

You must waive out **each semester** (excluding Maymester and Summer Sessions) or you will be automatically enrolled into the student health insurance plan and billed by the Bursar's Office. For further information contact the Thomson Health Center at (803) 777-1916 or visit this website to waive out: http://www.sa.sc.edu/shs/billing/insurance/

REVALIDATION OF OUTDATED COURSES
Outdated **USC** graduate courses (taken more than **six years** prior to completion of master's degree. Ten years for doctorate) **may** be revalidated if the involved department accepts revalidation for the particular course. Revalidation of a course requires that the student demonstrate current knowledge of the course content by a faculty member who currently is teaching or has taught the course. **Outdated transfer courses cannot be revalidated.**

Permission to revalidate a course is secured on a *Permit for Course Revalidation Examination* (GS 04) form found in the Forms Library on the Graduate School website **http://gradschool.sc.edu** or **http://gradschool.sc.edu/DocLibrary/**). The College of Nursing Program Directors (PhD, DNP, MSN) recommend approval to the Associate Dean for Academics, who then sends the request to the USC Graduate School Dean for approval. A per credit hour fee must be paid to the Treasurer's Office before revalidation can occur and a receipt must accompany the *Course Revalidation Examination* form for approvals. It is the student's responsibility to track the *Course Revalidation Examination* through the approval process, and to obtain the faculty member's signature upon completion of revalidation requirements. The completed form

must then be submitted to the appropriate College of Nursing graduate program office for filing and forwarding to the Graduate School.

ENROLLMENT RESTRICTIONS
Applicants to the graduate program may not register for nursing courses until they are admitted to the program and advised at the mandatory new student orientation. Registration for NURS J769, NURS J770, and NURS J840 (independent study courses) requires completion of an independent study contract (GS 50) by the student and faculty member that must be filed in the OAA and in the Registrar's Office.
Registration for a clinical nursing course is limited to students admitted to a College of Nursing graduate degree or certificate program.

INDEPENDENT STUDY
A limited number of credits from NURS J769 *Independent Study, NURS J770 Independent Study Field Study, or* NURS J840 *Independent Study in Nursing Science* may be applied toward degree program completion but do not substitute for required courses. Enrollment in independent study courses requires completion of a special course enrollment form that must include the course overview, objectives, resources and evaluation plan for the course. Nursing students may **not** enroll for nursing independent study courses on a pass/fail basis. Nursing students must secure a faculty sponsor to enroll in Independent Study courses.

ACADEMIC RESPONSIBILITY
It is the responsibility of every student at the University of South Carolina-Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud or deceit of any type in connection with any academic program. Any student who violates the Rule of Academic Responsibility or who knowingly assists another to violate this rule shall be subject to discipline (See *Carolina Community: USC Columbia Student Handbook and Policy Guide*, and **Appendix T** of this handbook.)

ATTENDANCE POLICY
Attendance for online courses is calculated by the student's presence on the Blackboard website. Students are expected to log in as specified by course syllabus. Unsatisfactory class participation may be considered adequate reason for the instructor to request the student to withdraw from a course or assign a course failure.

Attendance at assigned course clinical sessions is mandatory. Clinical absences are not allowed. Students will notify preceptors and the faculty member of the course for any clinical absence. The Faculty Member and preceptor will decide on the best mechanism and time frame for make-up clinical sessions. Students who do not meet the required clinical hours will receive an "F" in the course, regardless of the didactic grades.

PETITIONS PROCESS
Students who feel they are entitled to relief from or deviation in the academic regulations of the University or the College of Nursing should apply through the petition process of the Student Affairs Committee of the College. Petition forms and information are available from the Director of Student Affairs who is prepared to assist the student with completion of this form. Petitions are reviewed at specified times throughout the year.

GRIEVANCES POLICY
For nonacademic issues, see the current USC Student Handbook, the Carolina Community policy http://www.sa.sc.edu/carolinacommunity/. For academic issues refer to both the current Carolina Community http://www.sa.sc.edu/carolinacommunity/ and the College of Nursing policy below.

The graduate student academic grievance policy describes the channel of resolution used in the College of Nursing to resolve students' academic issues or complaints. The channel requires that the student seek resolution with the faculty member alleged to have caused the problem and, if not resolved, the student should initiate resolution through a defined set of procedures. ***Graduate Student Grievances* Appendix U** describes these procedures.

Students are encouraged to meet with their course faculty if they have academic problems. Further procedures for resolution of differences are outlined in the Student Grievance Policy-Academic of the current *Carolina Community* http://www.sa.sc.edu/carolinacommunity/ and this College of Nursing Graduate Student Handbook. For assistance, graduate students are urged to contact the Director of Student Affairs in the College of Nursing.

DRUG AND ALCOHOL POLICY
Students enrolled in the College of Nursing are subject to the regulations found in the USC **Carolina Community Student Handbook and Policy Guide http://www.sa.sc.edu/carolinacommunity/** and the ethical standards of the Nursing profession as described in the **ANA Code of Ethics http://www.nursingworld.org/Mobile/Code-of-Ethics**

STATEMENT OF RESPONSIBILTY/WAIVER OF LIABILITY
Students attending certain events sponsored by the College of Nursing are to agree to specific requirements in order to participate, and also to sign the Statement of Responsibility/Waiver of Liability form **Appendix V**.

RESOURCES AND SUPPORT SERVICES

FINANCIAL ASSISTANCE
University financial aid programs are coordinated by the USC Office of Student Financial Aid and Scholarships located at 1714 College Street. Phone number is 803-777-8134. The office provides information regarding scholarships, grants, work-study programs, and student loans. Students interested in obtaining student aid are

encouraged to make an appointment with a financial aid counselor. In addition, the Director of Student Affairs in the College of Nursing is available to assist students with obtaining information about financial aid opportunities specifically targeted to nursing and to graduate students. College of Nursing scholarships are coordinated by the Director of Student Affairs. Graduate students must be enrolled in nine credits per fall/spring semester to be eligible for College of Nursing scholarships. Scholarship applications (application form from the Director of Student Affairs) for the next academic year are due annually on March 15th; deadlines for other sources of funding vary. Scholarships, traineeships, and research funding opportunities may be available through the College, the Graduate School, the University and extramural sources.

GRADUATE ASSISTANTSHIPS
The College offers a limited number of graduate assistantships with stipends. Tuition assistance for graduate assistantships is sometimes available to graduate students enrolled in at least six (6) credit hours during the fall and spring semesters; summer assistantships require at least three (3) credit hours of enrollment. Information and applications are available at http://www.sc.edu/nursing/student/student.html . Contact the College of Nursing Human Resources Director, at 777-6198.

FEDERAL FUNDING SOURCES FOR GRADUATE STUDY

Nurse Faculty Loan Program. The Health Resources and Services Administration (HRSA) Bureau of Health Professions provides a loan program to prepare nursing faculty. These loans are available on a limited basis to full-time students who complete a nursing education component and commit to teaching in a nursing education program for four consecutive years following graduation. Up to 85% of the load will be forgiven and the remaining 15% repaid at 3% interest. These loans are available depending the Congress budget approval.

United States Public Health Service (USPHS) Grants and Loans. These grants are available to graduate students who commit to work in underserved areas; one year of service is expected for each year of education. They provide tuition reimbursement and/or stipends. In addition, the National Health Service Corps (NHSC) of the USPHS offers a loan repayment program for nurse practitioners. Scholarships through the NHSC are also offered. Information packets are available online.

VISUAL INFORMATION PROCESSING (VIP) (Transitioning to Banner)
Registration is coordinated by the Registrar's Office. The University of South Carolina Registrar's web page enables students to register via the Internet and gain access to their personal information such as grades, financial aid, fees, and class schedule. The web site for registration is: **http://vip.sc.edu or https://my.sc.edu/. The most up to date information is posted on-line.**

CHANGE IN NAME OR ADDRESS
A student must notify the Office of the Registrar, the Graduate School, and the College of Nursing Office of Academic Affairs of any changes in name or address. Change of name requires presentation of legal documentation.

DROPPING AND ADDING COURSES

Any change in enrollment must be recorded with the Registrar's Office. Students may check the Academic Calendar online at **http://registrar.sc.edu/html/calendar/default.stm** for the last day to drop a course without a grade of "W" being recorded and for the last day to drop a course or withdraw without a grade of "WF" being recorded. Failure to complete the official course withdrawal process has serious implications for calculation of the final course grade and calculation of grade point averages. **Students should discuss any potential changes with their assigned academic advisor *prior to making the changes.***

WITHDRAWAL FROM THE UNIVERSITY

Withdrawal from all courses constitutes withdrawal from the University. All full or part-time graduate students wishing to withdraw from the University or to discontinue enrollment from all courses for the semester should first consult with their academic advisor. To withdraw from the University, the student should follow instructions on the Visual Information Processing (VIP) at (**http://vip.sc.edu**) or **https://my.sc.edu/** when requesting to drop the last course. In addition, staff of the Student Ombudsman Office located in the Russell House can provide information, referral assistance or counseling. Students requesting withdrawal for extenuating circumstances after the penalty date (last day for W grade) should contact their academic advisor and their course faculty.

Students should be aware of the academic and financial consequences incurred by withdrawing from all courses. Financial Aid and Scholarship recipients should contact the Office of Financial Aid and Scholarships. University Housing residents should call Housing before withdrawing.

INFORMATION RESOURCE CENTER (IRC)

IRC (Room 306) is available to all nursing students, faculty, and staff. The IRC encompasses a computer laboratory. The computers are equipped with a wide range of software packages including computer-assisted instructional and testing programs. Additional resources include laptops that can be checked out on a limited basis (students are charged for late returns), a coin-operated copier, and laser printing (for a nominal fee).   Certain audio-visual and health equipment can be reserved and checked out by nursing students in compliance with IRC policies. IRC hours are posted outside the entrance to the lab. The IRC will be closed to general student usage due to computer testing sessions, primarily at the end of semesters. Efforts are made to notify students in advance when these testing sessions are needed. The IRC director, Ben Card, and helpdesk staff are available to answer questions and assist student and faculty with the use of resources and health equipment.

CLINICAL SIMULATION LABORATORY (CSL)

The CSL (Room 105) utilizes a major area of the first floor of the College of Nursing in the Williams-Brice building. This facility features an open classroom area which will seat approximately 40 students for classroom style learning through group simulation and advanced audiovisual presentation. In addition, there are four individual simulation suites. These have the capacity for groups of 5 - 6 for simulation experiences that replicate the hospital/clinical environment. The lab hosts a hospital-like setting including

beds with head wall units that house suction and oxygen, exam tables, task trainers, and high fidelity manikins. There is also a small, private meeting/debriefing room designed for a small group of 5 - 6 people. The combination of these accommodations provides for an up-to-date teaching environment. See link on College of Nursing Home page for more detail http://www.sc.edu/nursing/clinics_labs/simulation_lab/index.php.

STATISTICS LABORATORY AND CONSULTATION
The College provides a Statistics Laboratory, located on the third floor of the building. The Stat Lab is equipped with CRT computer terminals connected to the USC mainframe computer, and a remote printer. The laboratory is staffed by a full-time biostatistician/programmer and research assistants who assist with orientation to use of the mainframe terminals and provide consultation on data analysis projects. Graduate students enrolled in research courses or conducting research projects are eligible for a computer account for data analysis. Information on applying for a computer account may be obtained in the Stat Lab by contacting the Director of the Lab, Dr. Abbas Tavakoli, at 803-777-2978.

LIBRARIES
The Thomas Cooper Library (TCL), located on Greene Street (next to Russell House), assigns specific personnel to provide services for online students. Access to the library is through the USC libraries website: **http://www.sc.edu/library/** and the USCAN link. Computerized literature searches, microfiche readers, and photocopiers are also available. A fee may be involved for some of these services. Readings (journals, articles, book chapters) can be made available to students online through e-reserve service. E-sources for distance education students are found at **http://www.sc.edu/library/pubserv/disted.html**   Students can search databases, on-line journal collection and chat with a virtual librarian. Students can access Nursing Journals and Data Bases through the http://library.sc.edu/er/?m=search&c=54&t=15.

CAREER PLANNING AND PLACEMENT OFFICE
The Career Center, located on the sixth floor of the H. William Close Building ("BA Building"), helps students realize their career goals and locate employment upon graduation. Graduate students may take advantage of the excellent services in developing professional resumes and preparing for the job search process. For more information, you may contact the Career Center by phone at (803) 777-7280 or visit their website at http://www.sc.edu/career/.

BOOKSTORES
The University Bookstore is located on the first floor of the Russell House and maintains a list of required texts for all courses. Several other bookstores such as the South Carolina Bookstore and Addams University Bookstore, located near campus, also sell required texts and academic supplies.

Online students can access the bookstore and purchase textbooks at:
http://sc.bncollege.com .

COUNSELING AND HUMAN DEVELOPMENT CENTER (CHDC)
All students will be seen free of charge on their initial visit to CHDC. Students who have paid the Health Fee portion of the University fee are eligible for 12 free sessions in the period between July 1 and June 30. Beyond 12 sessions, students may continue beyond the 12 free sessions by paying a fee per session. Currently enrolled students who have not paid the Student Health Service Fee can receive counseling by paying a fee per session. The Division of Personal Development provides personal counseling to enhance personal growth. The Center provides both group workshops and individual counseling. The Center is located on the 7th floor of Byrnes, 803-777-5223 **http://www.sa.sc.edu/shs/chdc** . Their address is 901 Sumter Street. Columbia, SC 29208.

VETERANS AFFAIRS OFFICE
Veteran Affairs Office informs veteran students of their benefits opportunities. As of June 2013, they are located at 1224 Blossom Street, Suite 123. Columbia, SC 29208, 807-777-5156 and Fax 803-777-9076. veterans@sc.edu

OFFICE OF STUDENT DISABILITY SERVICES
The Office of Student Disability Services located at LeConte College 803-777-6142, provides individualized support and accommodations for students with documented disabilities. Students must contact the office regarding the evaluation process. Upon determination of a qualified disability and appropriate accommodations, students receive a letter with recommendations to present to faculty. No accommodations are allowed to be made by faculty without this letter in place. The Office of Disabilities is located at 1523 Greene Street in the LeConte Building, Room 112A.
sasds@mailbox.sc.edu
TDD: 803-777-6744

GRADUATE STUDENT/PROFESSIONAL ORGANIZATIONS
Graduate students are encouraged to actively participate in campus organizations.
- The Graduate Student Association (GSA) is an active campus graduate student organization that works in collaboration with the Graduate School to create a better University environment for all graduate students. GSA provides an active voice for graduate students in a variety of ways. It offers an annual orientation for incoming graduate students, sponsors weekly forums on issues of concern to graduate students, and works with the Graduate School in planning and presenting Graduate Student Day. Graduate students are encouraged to become active in this organization and/or take advantage of the activities it sponsors.

- Invitation to membership in Sigma Theta Tau International Honor Society in Nursing is offered to graduate nursing students who demonstrate academic excellence in the nursing program, leadership in community service, and a potential for scholarly excellence. Events sponsored by the College of Nursing chapter, Alpha Xi, occur throughout the academic year. Induction of new members is held annually.

- Chi Eta Phi Sorority is an organization open to registered nurses and nursing students. This service-oriented organization focuses on a broad range of special projects and educational programs. Information about these organizations may be obtained from the Director of Student Affairs.

COMMUNICATION
The major mode of communication between the College of Nursing and Graduate students is through the University email system and Blackboard. Most nursing courses, regardless of distance learning or on-campus only class options, use the Blackboard instructional system which allows USC faculty to create a secure course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams, and much more. More information about Blackboard is available at **https://blackboard.sc.edu/webapps/portal/frameset.jsp.** A USC email address/account is required for each student. The College of Nursing uses the students' USC email account/address to correspond electronically. No personal students' email addresses are used by the College of Nursing for electronic correspondence. Program notices are posted in the Virtual Community on Blackboard.

CAMPUS TRANSPORTATION
The University operates a campus shuttle service. The system operates during the fall and spring semesters, with limited operation during the summer, reading days, and holidays. Service is free to all USC students, faculty, and staff. Shuttle/Parking maps and schedules are available at Parking Services (Pendleton Street Parking Garage, ground floor), the Askus information desk at the Russell House, and at Vehicle Management. Shuttle buses stop at various locations on campus and run approximately every 15 minutes. Three of the bus routes and the evening shuttle stop at the College of Nursing. More information can be obtained at the Parking Service website: **http://www.sc.edu/vmps/shuttle.html**.

PARKING
Commuting students are required to register automobiles and have parking decals in order to park in various parking zones on campus. Students may also purchase a space in one of the campus parking garages. A student can purchase a parking decal or a garage space at the Office of Parking and Vehicle Registration in the Pendleton Street Garage. A limited number of metered spaces are also available. To apply for a parking decal, go online at **http://www.sc.edu/vmps/to_vip.html**.   Information about cost and other parking regulations is available at **http://www.sc.edu/vmps/park.html**.

The Parking Office is located at:
1501 Pendleton Street
Columbia, SC 29208
office: 803-777-5160
fax: 803-777-4325
parking@mailbox.sc.edu

DINING FACILITIES
The University operates nearby cafeterias at the Russell House and Capstone. A small cafe is located in the Welsh Humanities Center, and a number of fast food shops are located in the Russell House. Snack bars and other fast food services are found close to the central campus. More information about USC dining services is available at **http://www.sc.edu/dining**.

UNIVERSITY FEE
The University Fee is comprised of the following areas: (1) Program Funds, (2) Athletic Fee, and (3) Health Fee. Students who pay the full University Fee are entitled to all of the student services on the USC campus. Not all students will pay the full fee; some will pay only the Health Fee. To find out if this applies to you, call the Bursar's Office of Financial Services at 803-777-4233. http://www.sc.edu/bursar/schedule.shtml.
The Bursar's Office is located at:
516/518 Main Street
Columbia, SC 29208
803-777-4233

RECREATIONAL FACILITIES
The Strom Thurmond Wellness and Fitness Center and the Blatt Physical Education Center offer many recreational opportunities for students, including racquetball, tennis, squash, weightlifting, swimming, aerobics, and an intramural sports program.

THOMSON STUDENT HEALTH CENTER
The Thomson Student Health Center, located behind the Russell House, offers treatment for illness or injury to graduate students who have paid the University Fee or on a fee-for-service basis. Hours are 8:00 a.m. - 5:00 p.m. Monday –Friday for the fall and spring semesters and 8:30 a.m. - 4:30 p.m. Monday – Friday for summer sessions and breaks. It is open 4:00 pm – 8:00 p.m. on Sundays for urgent conditions only. It is closed on University holidays. You can use MyHealthSpace or http://www.sa.sc.edu/shs/patientinfo/appointments/ or http://www.sa.sc.edu/shs/ to make appointments online or call the numbers below.

General Medicine Center
803 -777-3175, option #1, then option #1

Women's Care Center
803-777-3175, option #1, then option #2
Counseling & Human Development Center
803-777-5223 *OR*
803-777-3175, option #1, then option #3

Immunizations/Allergy/Travel Clinic
803-777-3175, then option #2

Nutrition Consultations
803- 777-3175, option #1, then option #4

DIVISION OF STUDENT AFFAIRS AND ACADEMIC SUPPORT
The USC Division of Student Affairs and Academic Support collaborates with campus and external constituents to provide access, facilitate students' progress and persistence, advance learning, and shape responsible citizens and future leaders. More information about the offices under the Division is available at http://www.sa.sc.edu/

COPY CENTERS/COPYING
Many copy machines are available on campus. The machines require a small fee per copy. Several commercial copy services are located near campus. In addition to photocopying, these establishments also offer FAX service. A photocopier for nursing student use is located in the College's IRC, 3rd floor.

COLLEGE OF NURSING FIRE EVACUATION PROCEDURES
The Fire Evacuation Procedure must be used in the event of fires in the College. Although the fire alarms in the building are tested occasionally, any alarm lasting more than 20 seconds should be considered a signal that a real fire is occurring.

Students shall immediately leave the building via the stairs. Those that exit on the first floor onto Greene Street should walk around to the second floor entrance past the "bubble" to meet others evacuated so that all individuals may be accounted for. A representative will then walk around to Greene Street to report to the fire fighters that the building is clear.

GRADUATION

APPLICATION FOR A DEGREE
To be eligible for graduation a student must meet all University and College of Nursing standards for receiving a degree. Candidates for degrees must file formal applications during the last semester before graduation prior to the deadline set by the Registrar's Office. Applications filed after the deadline result in a $25.00 penalty fee (subject to change) and delay in receipt of diplomas. Forms can be obtained on the web at Registrar's office http://commencement.sc.edu/ or the College of Nursing Office of Academic Affairs.

All students enrolled in a doctoral degree program must file the application for degree/graduation available on the website of the Office of the University Registrar http://commencement.sc.edu/ with The Graduate School within the first 15 class days of the fall or spring semester in which the degree is to be awarded, or within the first 10 class days of Summer Session I if the degree is to be awarded at the end of the summer (even if the student does not plan to take courses until the second summer session). Although some departments do not require students to provide the academic program with copies of the application for graduation, The Graduate School recommends that students do provide a copy to the academic program to facilitate assessment of degree requirements. Applicants are encouraged to consult with the academic program to confirm that all requirements for graduation have been met.

Applications for graduation submitted after the announced filing deadline will be accepted if supported by a letter from the graduate director of the student's program and accompanied by a late fee of $25, which increases by $25 every thirty days after the deadline. Deadlines are posted for each term on the official academic calendar of the University found on the website of the Office of the University Registrar. Any late application that lacks the supporting letter or late fee will be processed for the following term.

The Graduate School forwards the Application for Graduation form to the Office of the University Registrar to start the degree audit process. In VIP or Banner, students should view their Graduation Degree Application to confirm the accuracy of the information submitted and to correct any errors so the diploma is printed correctly. It is also important to inspect the VIP or Banner graduation degree application information to determine if there are any holds that will prevent issue of an official transcript or mailing of the diploma. At the end of the semester, the degree program and The Graduate School both assess for degree audit whether all requirements have been completed, and then forward a recommendation to the Registrar to approve or disapprove award of the degree.

At the time of graduation, the student's cumulative gradepoint average (GPA) must be at least 3.00. Additionally, the student's average on all grades recorded on the program of study for courses numbered 700 or above must be at least 3.00 and all courses listed on the program of study must be at least 3.00.

ALUMNI

Upon graduation, students of the College become alumni of the University of South Carolina. The College's Alumni Society is a major support system for the College and offers several scholarships annually. Alumni are electronically sent copies of *USC College of Nursing Gamecock CONnections* and invited to attend the annual Alumni Meeting and Viana McCown Lectureship, an important annual event in the life of the College. All graduates are encouraged to notify the Society or the University of South Carolina Alumni Association of address changes.

APPENDIX A
MSN Comprehensive Assessment

Purpose
The Graduate School requires that all masters programs offered by the University of South Carolina have an end of program comprehensive assessment of graduating students. This policy has approval revision dates of
Approved by Graduate Council March, 2011
Approved by Associate Dean for Academics 7-20-11
Approved by CON Graduate Council February 2013

Policy
All MSN students must successfully pass a comprehensive assessment during the last semester of the program. This assessment will be a written paper describing how the student achieved the program objectives through discussion of a paradigm case(s). This policy will begin for students admitted to the masters program in fall, 2011.

Procedure
1. The Graduate Student Services Coordinator II (GSSC) in the Office of Academic Affairs will distribute the materials to graduating students by the third week in the semester (Appendix A).
2. Students will return the written paper via email to the GSSC no later than March 31 for spring graduates and October 31 for fall graduates.
3. The GSSC will distribute electronically student instructions, student paper, and grading sheet (Appendix B) to one clinical faculty expert and one theory/research faculty expert who will determine if the student successfully demonstrated achievement of program outcomes. The paper will be graded as P/F.
   a. If both readers score the student as pass, that indicates the student has successfully achieved program outcomes.
   b. If the two faculty score the student differently, they will meet and reconcile the score.
   c. If both readers score the student as fail, the student will be given another chance to demonstrate achievement of program outcomes using the process above. If the student is not successful on the second try, the student will meet with the Associate Dean for Academics and the Director of the NP program to determine what remediation needs to be designed for the student.

Reporting
The Associate Dean for Academics will present the pass/remediation rates to the Graduate Council at the first meeting of the next semester.

Appendix B
Comprehensive Assessment
Instructions for Students

The purpose of the comprehensive assessment is to determine if you have accomplished the program outcomes. The program outcomes are to:
1. Acquire knowledge and skills needed for advanced practice
2. Apply theory and research to advanced practice
3. Provide leadership in advanced practice

You are required to write a paper describing how you accomplished the program outcomes using a paradigm patient/client case. You may demonstrate mastery of the program outcomes using one, two or three patient/clients. The paper may not be over 4 pages, excluding reference list page, double spaced with a font no less than 11. APA format is expected. **TO YOUR PAPER, ATTACH A GLOSSARY OF TERMS IF YOU USE ANY ABBREVIATIONS**.

The comprehensive assessment will be graded pass/fail by two graduate faculty, one a clinical expert and one a theory/research expert. If you receive a fail on the first attempt, you may submit a second paper following the format described above. If you are not successful on the second attempt, you must meet with the Associate Dean for Academics and Director of the NP program to determine remedial work that will need to be done in order to pass the comprehensive assessment.

The paper will be graded using the following criteria:
1. Accuracy of content
2. Evidence of ability to use theory/research findings to guide practice
3. Demonstration of leadership behavior

For students expecting a spring graduation, the comprehensive assessment paper is due March 31. For students expecting a fall graduation date, the comprehensive assessment paper is due October 31.

Appendix C
Masters Comprehensive Grading Form
Faculty Grading Form

Name of Student
Name of Faculty 1
Name of Faculty 2

Instructions
The student is to demonstrate mastery of program outcomes by describing patient/client cases. The paper is to be graded P/F. The program outcomes are:
1. Acquire knowledge and skills needed for advanced nursing practice
2. Apply theory and research to advanced practice
3. Provide leadership in advanced practice

The grading criteria are:
1. Accuracy of content
2. Evidence of ability to use theory/research findings to guide practice
3. Demonstration of leadership behavior

Grade
Faculty 1: P/F_____
Faculty 2: P/F_____

Please return to the Student Services Coordinator II in room 219.
.

Grid for FNP, Primary Care Students

APRN Student Needs to Demonstrate the Application	Accuracy of Advanced Practice content	Evidence of ability to use theory/research findings to guide practice	Demonstration of leadership behavior
Acquire knowledge and skills needed for advanced practice. a) Collaborate with health care providers and administrators in the formulation, modification, implementation, and evaluation of management plans (including prescribing pharmacological interventions controlled and non-controlled) for primary care clients (pediatric, adult, and gerontological) across the delivery continuum. b) Synthesize and demonstrate clinical and administrative judgments, based on evidence-based strategies and literature, which are complete, appropriate and safe concerning the management of primary care clients (pediatric, adult, and gerontological) across the healthcare delivery continuum c) Incorporate strategies of risk analysis and reduction, screening, lifestyle change, and disease detection and prevention into all aspects of assessment using appropriate research findings, standards of practice and protocols.			
Apply theory and research to advanced practice: a) Apply a conceptual framework for a nursing practice setting. b) Demonstrate knowledge of the key elements of theories and conceptual models. c) Apply concepts important to nursing science and practice. d) Demonstrate beginning understanding of research findings and data analysis by evidenced based practice.			
Provide leadership in advanced practice a) Apply ethical principles in clinical and administrative decision making. b) Incorporate cultural competencies in advanced practice management of primary care clients across the health care delivery continuum. c) Incorporate Standards of Practice as developed by the professional organizations, Standards of Care, and Scopes of Practice for Advanced Practice Nursing. d) Apply political and ethical dimensions of community health issues for families and communities			

Grid for Adult Gerontology Acute Care NP Students

APRN Student Needs to Demonstrate the Application	Accuracy of Advanced Practice content	Evidence of ability to use theory/research findings to guide practice	Demonstration of leadership behavior
Acquire knowledge and skills needed for advanced practice. a) Collaborate with health care providers and administrators in the formulation, modification, implementation, and evaluation of management plans (including prescribing pharmacological interventions controlled and non-controlled) for acute care clients (adult & gerontological) across the delivery continuum. b) Synthesize and demonstrate clinical and administrative judgments, based on evidence-based strategies and literature, which are complete, appropriate and safe concerning the management of acute care clients (adult and gerontological) across the healthcare delivery continuum c) Incorporate strategies of risk analysis and reduction, screening, lifestyle change, and disease detection and prevention into all aspects of assessment using appropriate research findings, standards of practice and protocols.			
Apply theory and research to advanced practice: a) Apply a conceptual framework for a nursing practice setting. b) Demonstrate knowledge of the key elements of theories and conceptual models. c) Apply concepts important to nursing science and practice. d) Demonstrate beginning understanding of research findings and data analysis in evidenced based practice.			
Provide leadership in advanced practice a) Apply ethical principles in clinical and administrative decision making. b) Incorporate cultural competencies in advanced practice management of acute care clients across the health care delivery continuum. c) Incorporate Standards of Practice as developed by the professional organizations, Standards of Care, and Scopes of Practice for Advanced Practice Nursing.			

**Appendix D: NURSING LEADERSHIP RESIDENCY PROJECT (NURS 820)
APPROVAL FORM**

**NURS 820 Attachment
University of South Carolina
College of Nursing**

Approval Form is to be submitted by July 1st for Fall, December 1st for Spring, and May 1st for Summer to the Office of Graduate Studies (Room 218).

_____, _____ _____ _____
      Last Name   First Name   M.I   Student Number

_____, _____ _____
    Street Address   City, State   Zip Code

Student Signature: _____ Date: _____

Approvals:

_____
                             Faculty Mentor   Date

_____
                            Graduate Director   Date

This applies to student graduating prior to Fall 2013.

APPENDIX E: SUCCESSFUL COMPLETION OF NURSING LEADERSHIP RESIDENCY PROJECT (820)

Date:

To: (Insert correct Program Director name)
            Program Director, USC College of Nursing

From: _____
            Faculty Mentor

Re: Nursing Leadership Residency Project

This is to confirm that _____ _____
                                 Student Name   SS#

has successfully completed the Nursing Leadership Residency Project entitled:

_____on _____.
            Name of Project   DATE

Copy: Student file

Submit form to the Office of Graduate Studies (Room 218)

This applies to students graduating prior to Fall 2013.

APPENDIX F: DNP PROJECT GUIDELINES

USC COLLEGE OF NURSING

INTRODUCTION
The DNP student is required to conduct a DNP project under the supervision of the DNP committee while enrolled in NURS 821 or 897. Enrollment in NURS 821 or 897 may begin upon completion of NURS 819.

APPROVAL OF THE DNP COMMITTEE AND PROJECT TOPIC
The Program Directors in conjunction with the CON Associate Dean for Academics shall approve the membership of the committee. After the DNP project committee has been selected, and there is acceptance of the topic, the student must complete the Approval of DNP Project Approval Form (**See Appendix E)**, which is to be signed by the committee members and the Graduate Director of the College of Nursing.

IMPLEMENTATION AND DOCUMENTATION OF THE DNP PROJECT PROPOSAL
The DNP proposal is implemented in the appropriate clinical setting which may be the same site in which the leadership residency is practiced. Appropriate IRB (Institutional review board) approval(s) must be obtained prior to implementation. The written project must conform to the USC thesis guidelines and manuscript submission criteria as indicated in the NURS 821 or NURS 897 course syllabus.

 GUIDELINES FOR DEFENDING THE DNP PROPOSAL CHAPTERS 1-2
In coordination with the student's DNP Committee and the Associate Dean for Academics (or designee), the student will present the Project's Chapters 1-2.   After the successful defense of the Proposal, the student can continue to complete the DNP project.

GUIDELINES FOR PRESENTATION OF DNP PROJECT
In coordination with the student's DNP project committee chair, the student will select an appropriate professional and /or clinical forum for the presentation of findings from the clinical DNP project. The presentation(s) or oral defense will be scheduled toward the end of the semester in which the student completes NURS 821 or NURS 897 no less than thirty days before the date on which the candidate expects to receive the DNP degree. This date must be coordinated with the Dean of the College of Nursing's calendar. A copy of the DNP project must be provided to the Dean for review no later than one week prior to the presentation date. Three signed copies of the DNP project must be filed with the Dean of the Graduate School at least twenty days prior to the date on which the degree is to be conferred.

EVALUATION OF DNP PROJECT PREPARATION
The student's DNP project committee will evaluate the student's achievement of the course objectives or satisfactory progress toward the course objectives for each term in which the student enrolls for NURS 821 and assign a grade of "T" or "U" for the term. Two grades of U render the student ineligible to continue in the program.

SUCCESSFUL COMPLETION OF DNP PROJECT
When the committee is in agreement that the DNP project is complete, the DNP project committee signs the "Successful Completion of DNP Project" form.

COMMITTEE CHANGES AND /OR CHANGES IN THE DNP PROJECT PLAN
On occasion, students may find themselves in need of a new committee member because of faculty illness or because faculty have left their position at the University. In most cases, faculty who leaves the University will not be able to continue on the committee. When the new committee member is the chairperson, there may be particular difficulties for the students since the new chairperson may have different expectations of the DNP project. If committee replacements become necessary, the student will be required to file a new DNP Project Approval Form (**See Appendix G)** signed by the new committee members and submitted for all the required college signatures.

CONFLICTS BETWEEN THE STUDENT AND THE COMMITTEE
Students and faculty are normally expected to resolve conflicts within the Committee. In the event of serious differences within the Committee, grievance channels are always open to students and/or committee members; however, a joint conference of the student and the committee may resolve differences of opinion. If necessary to reach a positive outcome, the student may need to name a new committee and begin again on the DNP project.

*Guidelines may be changed at anytime

APPENDIX G: DNP PROJECT (NURS 821) AND/OR (NURS 897) APPROVAL FORM

NURS 821 or 897 Attachment
University of South Carolina
College of Nursing

_____, _____ _____ _____
Last Name   First Name   M.I.   Student Number

_____, _____ _____
Street Address   City, State   Zip Code

Brief Description:

_____

_____

_____

_____

_____

Student Signature: _____ Date: _____

Approvals:

_____
DNP Project Chairperson's Signature   Date

_____   _____
Committee Member   Date   Committee Member   Date

Additional Approvals:

_____   _____
Graduate Director   Date

Submit form to the Office of Graduate Studies (Room 219) for student file.
*NURS 821 and/or NURS 897 Syllabus located on the DNP Virtual Community

APPENDIX H: CLINICAL PLACEMENT INFORMATION

The Clinical Placement Information Form is to be submitted to the Contracts Manager (Room 216) when a contract with a health agency needs to be initiated or renewed. It takes at least 2-4 months to initiate or renew a clinical contract.

Course #_____   Date_____

New □   Renewal □   Expiration Date _____

Student/Faculty Requesting Clinical Placement:

_____
Student/Faculty Name   Student/Faculty Phone Number   Student/Faculty

E-mail:_____

Agency Information
Name of Agency:

_____

Agency Address:

_____
Street   City   State   Zip Code   County

AgencyTelephone:_____
Agency Fax: _____
Agency E-mail Address:

_____
Accredited by :_____(if
applicable)

Name of person responsible for signing contract (Must have legal signature authority for agency)

_____

Title:

_____

Telephone:

_____

Agency Office Manager:

_____
        Name   Office Number   E-mail

A) If your agency is covered by a current contract with another agency, please provide us with the name, address and telephone number of the parent organization.
_____
_____
_____
_____

B) If your agency owns or operates other agencies, that would be covered by this contract, please provide the name, address and phone number of these organizations also. (Please use additional paper if this does not prove enough space.)
_____
_____
_____
_____

NOTE: If the above placement is used for an individual Master's or RN BSN Students for solo and group practices, this person will most likely be the preceptor. Within some group practices, this responsibility may rotate among them internally. For health care facilities, this will usually be a director or vice-president.

Title of liaison/preceptor for clinical placements:
_____

Preceptor's Name:
_____

Telephone:
_____

In a solo or group practice, this individual is the office manager or the business manager. This person is the one who is responsible for correctly routing the paperwork within the practice. Be aware that a contract CANNOT be kept secret from other partners in a group practice. When the document is signed by the physician(s), it obligates the PRACTICE, not just the individual preceptor (unless substantial changes are made to the document--which then significantly slows the process). In health care facilities this is usually a member of the nursing department.

1. Check one: □ a large agency (hospital, organization, company); □ a group practice (more than one affiliate in a practice); □ a solo practice (one affiliate in a practice)

2. If an acute agency: Bed Capacity_____   Average Daily Census_____

If the agency has a bed capacity and an average daily census, fill in the blanks. If not, put NA. This information is important for College records. If provides statistical information required by the government.
Please check the box below by the appropriate information for the agency you are requesting. More than one block can be checked. (Check all that apply).

POPULATION SERVED

HPSA- Health Professional Shortage Area
MED UND – Medically Underserved
RURAL
URBAN

FACILITY TYPE

Community Health Center (01)   Migrant Health Center (10)
Dental HPSA (02)   National Health Service Corps Site (11)
Health Care for the Homeless Grantee (03)   Nurse Shortage Area (12)
Public Housing Primary Care Grantee (04)   State or Local Health Department (13)
Rural Health Clinic (05)   Indian Health Service Site (14)
Federally Qualified Health Center (06)   Other
Ambulatory Practice Site Designated by State Governors (07)
Primary Medical Care Health Professional Shortage Area (HPSA) (08)
Practice and/or facility – 50% patients are Medicaid recipients (or eligible) and uninsured (09)

PRACTICES

Acute Care (01)   Geriatric/Gerontology (10)   Oncology (19)
Adult (02)   Genetics (11)   Pediatrics (20)
Adolescent (03)   Home Health (12)   Perinatal (21)
Case Management (04)   Immunosuppressive Nursing (13)   Primary Care (22)
Chronic/Long Term (05)   Maternal-Child/   Psychiatric-Mental
Health(23)
Community Health   Parent-Child Health (14)   Rehabilitation (24)
(excludes Public Health)(06) Medical-Surgical (15)   School Health (25)
Critical Care (07)   Neonatal (16)
Other:_____(99)
Environmental (08)   OB/GYN/Women's Health (17)
Family (09)   Occupational Health (18)

57

APPENDIX I: CLINICAL AGREEMENT FOR STUDENT EXPERIENCE

The Clinical Agreement for Student Experience Form must be submitted by all students enrolled in a course with a clinical component. The purpose of this form is to identify and secure approval by the professor for student's preceptors. Clinical Agreements for Student Experience Forms must be submitted to the Contracts Manager (Room 216) and the Professor of the Course before the student can begin clinical experience. **READ THE COURSE WELCOME LETTERS ON BLACKBOARD COMMUNITY THAT SPECIFY THE DATES FOR SUBMISSION. ATTACH THE PRECEPTOR'S LETTERHEAD/VOIDED SCRIPT/OR BUSINESS CARD TO EACH CASE.**

Directions:
- ❑ **Secure approval from course professor before obtaining preceptor signature.**
- ❑ **Contract with practice is current.**
- ❑ Return form to professor after agreement is finalized.

University of South Carolina
College of Nursing Graduate Program
Columbia, SC 29208
PLEASE PRINT

Course Number and Title/Section:_____

Name of Student:_____ Semester/Year:_____

Student Address:_____
　　　　　　　　　(street) 　　　　　　　　　　　　　(city/state) 　　　　　　　(zip)

Phone Numbers:_____
　　　　　(area code)　(work #)　　　(area code)　(home #)　(area code)　　(other #)

Preceptorship start date:_____ End date:_____ Hours per week in preceptorship:_____

Days of week at site (circle)　　**M, T, W, TH, F**　　Start time_____ End time_____

Course Objectives:

Learning Experiences Desired:

Practice/Agency:_____ Phone:_____
　　　　　　　Please Print 　　　　　　　　　　　　　　(area code)　　(number)

Practice/Agency Address:_____
　　　　　　　Please Print　(street) 　　　　　(City/state) 　　　　　　(zip)

Preceptor's Name: _____ Phone:_____
Please Print 　　　　　　　　　　　　　　　　　(area code)　　　(number)

Office Manager/
Administrator (as required): _____ Phone: _____
　　　　　　　　　　　　　　　　　　　　　　　　(area code)　　(number)
Approvals/Signatures:
Preceptor: _____ PRINT PRECEPTOR'S NAME: _____

Preceptor's Supervisor (If Applicable): _____Student: _____

Course Faculty: _____ Phone: _____ Email: _____

58

Course Faculty: _____ Phone: _____ Email:_____

PRECEPTORS: PLEASE FEEL FREE TO CONTACT THE ABOVE FACULTY WITH ANY QUESTIONS, PROBLEMS OR CONCERNS. THANK YOU.
This section to be completed by the Preceptor

(Complete only if information not previously given)

Educational Background   Name of Institution Awarding the Degree   Year Completed

_____ Doctorate in Nursing or related field   _____   _____

_____ Masters in Nursing   _____   _____

_____Post Masters   _____   _____

_____ Medical Degree   _____   _____

_____ Other discipline, specify   _____   _____

Length of time in clinical practice (in current role):_____Years

Previous types of preceptor experience:
_____Precepted USC graduate students
_____Precepted USC undergraduate students
_____Precepted students from other disciplines
_____Precepted students from other nursing programs
_____None

_____   _____
           CERTIFYING BOARD   SPECIALITY AREA

APPENDIX J: PROCESS FOR APPROVING AND EVALUATING PRECEPTORS & HEALTH AGENCY SITE CONTRACTS FOR GRADUATE STUDENT CLINICAL EXPERIENCES

SUBJECT: Graduate Preceptors and Health Agency Site Contracts
REVIEW DATE(S): August 6, 2009; July 9, 2013
POLICY FOR: Approving and Evaluating Preceptors and Health Agency Site Contracts
AUTHORIZED BY: Stephanie Burgess, PhD, APRN, BC, FAANP, Interim DNP/MSN Graduate Director
ISSUED BY: Clinical Contract Manager

Student Responsibilities:
Clinical experiences are student arranged each semester for the appropriate clinical courses. *All clinical experiences must be approved by the faculty member of course record. Students should seek approval for the possible experience from the faculty member of the course before initiating a placement.   This is to ensure that all placements are congruent with Course objectives and Program Outcomes.* The student is responsible for checking the list of current contracts with health agencies to determine if the College of Nursing has a current contract with the selected preceptor's agency. The current contract list for the College of Nursing is located on **Blackboard, select Clinical Information Documents tab from the menu bar on the left side of computer screen.**

1. If the College of Nursing **HAS** a contract with the selected preceptor's agency,
   - The student must complete the Clinical Agreement for Student Experience Form (Appendix A) with professor, preceptor, agency representative, and contract manager signature and fax or mail agreement along with preceptor business card and CV to the Course Faculty Member and Milini Mingo. Her contact information is:

        USC College of Nursing
        Contract Manager
        Office of Graduate Studies
        1601 Greene St
        Columbia, SC 29208

             Or

        Email: mingomj@mailbox.sc.edu

If the College of Nursing **DOES NOT HAVE** a contract with the selected preceptor's agency,

   - The student must complete the *Clinical Information Placement* form (Appendix D) and the *Clinical Agreement for Student Experience* form. **The student must plan at least 2-4 months for the desired placement to be renewed or initiated**. The student **MAY NOT** begin clinical experience until the contract manager clears the agency site.

2. Select a preceptor and complete the *Clinical Agreement for Student Experience* (Appendix A) which must be signed by the preceptor, student, health agency representative, professor and contract manager.
3. Attach either a business card or letterhead that includes the name and address of the preceptor to the *Clinical Agreement for Student Experience Form.*
4. **Submit the *Clinical Agreement for Student Experience* form to the assigned faculty member and contract manager by March 15th for summer clinicals, June 30th for fall clinicals, and November 30th for spring clinicals. Students who fail to submit completed forms by these due dates will be dropped from the course.**
5. Provide preceptor with a copy of course syllabus and clinical agreement form.
6. Complete *Student Evaluation of Preceptor Form* (Appendix B) at end of the course by using Class Climate online. The Office of Research Statistics is implementing this evaluation method Fall 2013.
7. Students seeking placement in agencies must also collaborate with the agency liaison for student placement.

Faculty Responsibilities:
1. The course faculty will submit a *Letter of Course Introduction* and the *Clinical Agreement for Student Experience* Form to the Contracts Manager in the Office of Graduate Studies by **March 1st for summer clinicals, April 1st for fall clinicals, and October 1st for spring clinicals.** The course faculty must complete the course and clinical objectives and faculty contact information sections of the form before submission. (See the Contracts Manager for an electronic copy of *Clinical Placement Information Form*, *Clinical Agreement for Student Experience Form* and *Letter of Course Introduction* template).
2. Determine appropriateness of the student's selected preceptor. Sign the *Clinical Agreement for Student Experience* upon approval of preceptor.
    a. The preceptor should have at least 2 years experience and have had previous preceptor experience.
    b. Faculty is allowed discretion and judgment in situations where the preceptor does not meet the above experience requirements.
    c. If the faculty is unfamiliar with the preceptor or if the preceptor is unfamiliar with the course, the faculty must contact the preceptor and orient him/her to the course objectives, clinical experiences expected, evaluation responsibilities, and answer any questions the preceptor may have.
3. Submit the *Clinical Agreement for Student Experience* form to the Office of Academic Affairs Clinical Contracts Manager if approved.
4. The faculty member will need to attach the *Student Evaluation of Preceptor* to the course syllabus preferably online for each student to complete on their preceptor.
5. Submit the *Student Evaluation of Preceptor* with the Faculty Response section

completed to the Associate Dean of Academic Affairs. Additionally, faculty will notify the Associate Dean of Academic Affairs or Program Director of any preceptor problems or preceptors who receive an evaluation of 2 or less on the specific criteria and/or a 3 or less for the overall level of satisfaction with the experience or negative recommendations/comments.

6. Review the evaluation of the student by the preceptor and use this information in the process of assigning the final course grade for the student.

7. Review the *Student Evaluation of Preceptor* report outcome results on the *Faculty Summary of Student Evaluation of Preceptor* report. *Faculty Summary of Student Evaluation of Preceptor* report is to be submitted at the end of each semester to the Associate Dean of Academic Affairs.

Clinical Contracts Manager Responsibilities

1. Post the *Letter of Course Introduction*, the *Clinical Agreement for Student Experience Form*, the *Clinical Placement Form*, and a listing of all current contracts on Blackboard for projected students.

2. Verify the preceptor's clinical site/agency contract status is current.

3. Inform the course faculty and student of the contract status.

4. Enter the required information for the agency and preceptor into Central.

5. Place student in clinical log in Central.

Graduate Director Responsibilities

1. Report the results of the *Faculty Summary of Student Evaluation of Preceptor Response* to the Graduate Council at the start of each academic semester.

*Policy may be changed at anytime

APPENDIX K: PRECEPTOR GUIDELINES GRADUATE PROGRAM

University of South Carolina
College of Nursing

Preceptor Role:
Preceptors are widely used in the masters and post-masters programs to facilitate clinical learning. Specific roles and responsibilities vary somewhat by specialty area courses. Preceptors for clinical course are integral to the student's clinical learning. The preceptor must have the expertise to support (facilitate) a student's achievement of course/clinical objectives as listed on the course syllabus and clinical agreement forms. The preceptors are approved by the course faculty and signatures are required on the clinical agreement forms. The preceptor for the course receives the evaluation tool to assess student's performance. Taking in consideration preceptor evaluation, the course faculty determines student final grade (Approved by Graduate Council August 20, 2008).

Qualifications:
- Masters degree, post-masters certificate, or doctoral degree in fields relevant to the preceptor role.
- Current South Carolina licensure in discipline.
- Practices in a setting that provides clinical experiences appropriate for the development of the student's skills.

Preceptor Agreements:
Preceptor agreements are individual contractual arrangements (Clinical Agreement for Student Experience Form (CASE)) for a particular supervising provider and a particular student. **They are student arranged each semester for the appropriate clinical courses**. Arrangement may be initiated by the individual student or by the faculty member, depending upon the major and course. Preceptor agreement forms vary by department. Forms are to be completed, signed by the student, faculty member, preceptor, contract manager and agency representatives. Completed agreement forms and the business card or voided script with the preceptors name, credentials and agency information are to be given to the College of Nursing Contracts Manager to be kept on file in the Office of Academic Affairs of the College by **March 15th for summer clinicals, May 30th for fall clinicals, and October 30th for spring clinicals. Students who fail to submit completed forms by the start of course may be dropped from the course.** Students who use multiple preceptors need to submit a preceptor agreement (CASE Form) and business card or voided script for each preceptor. Students who negotiate an agreement with someone who has not previously served as College of Nursing preceptor, needs to ask the preceptor to complete a copy of

the Preceptor Information section of the Clinical Agreement for Student Experience Form and attach a copy of the preceptor's curriculum vita to the Clinical Agreement for Student Experience Form (CASE).

Orientation of Preceptors:
Orientation to the preceptor role varies by course and preceptor background. The course objectives and desired learning experiences are include in the preceptor agreement. In addition, preceptors are typically provided with copies of the syllabus and the student evaluation form. Faculty may elect to meet with new preceptors to orient them to the preceptor process. Advanced practice students are expected to help define and communicate their own learning goals and needs to the preceptor. Any preceptor who needs additional direction should contact the faculty member, as indicated on the preceptor agreement form.

Preceptor Evaluation of Students:
Students are expected to take copies of evaluation forms to preceptors and ask them to complete the evaluation of their clinical practice and return the form to the faculty member by the final week of the clinical experience. Faculty may additionally choose to telephone periodically or visit the site to talk with the preceptor. Preceptors should communicate at any point with the faculty member if they have concerns or questions regarding the student experience or performance.

Student Evaluation of Preceptors:
The University and the College of Nursing have policies and procedures that require faculty to make provision for anonymous evaluation of teachers by students. Because the preceptor is in a sense an extension of the teacher in clinical course, it is also necessary to provide the student with opportunity to evaluate the preceptor. These evaluation materials are used primarily for group evaluations of satisfaction with precepted clinical experiences and to identify trends in student responses. No one has general access to the evaluation data. Course faculty will know how students evaluate their experiences and they use this information in planning future clinical placements. Feedback is provided to the preceptor when it is considered appropriate by the faculty member.

*Guidelines may be changed at anytime

APPENDIX L:
OVERVIEW OF THE PhD CANDIDACY EXAM: PURPOSE AND EVALUATION
CRITERIA

Introduction
The purpose of this document is to set forth expectations, guidelines, criteria, resources and useful references for the preparation, and evaluation of College of Nursing PhD Candidacy Examination. The Candidacy Examination is an opportunity for students to demonstrate scholarship. Scholarship is defined as command of a subject that encompasses discovery, integration, application, and/or teaching of knowledge (Boyer, 1990). Characteristics of scholarliness include demonstrated understanding of the relationships among theory, research, practice, and philosophy. Scholarship also includes appreciation and understanding of the value of pluralism in paradigms, articulation of the boundaries and domains of practice, research, and nursing science and how these domains influence each other.

As a student progresses through the PhD program relationships among theory, research, philosophy, and practice become apparent through a synthesis of the discipline's different components. Over time, various course assignments contribute to this synthesis. For example, concept and philosophical analysis papers, integrative research reviews, analysis and critique of models, theories and research reports help the student synthesize existing knowledge from theoretical and data based literature. Based on this analysis and synthesis students gain the knowledge, skill and abilities to advance nursing science based on their own nursing research agenda. The candidacy examination provides students an opportunity to demonstrate what they know, and how they think, and how they have organized and integrated or synthesized issues. The written and oral defense components of the examination should provide evidence of mastery of content associated with a student's completion of the core nursing courses. The examination provides faculty with evidence of the student's mastery of knowledge, skill, and abilities necessary to conduct the research required at the dissertation stage of the program. The examination is an opportunity for the student to demonstrate they have the knowledge and values that support professional identity as a nurse scientist invested in the scholarly development of the discipline.

Faculty members who evaluate candidacy exams are looking for evidence that the student is a critical thinker who can demonstrate synthesis and be advanced to the dissertation stage. Critical thinking is defined as purposeful self-regulatory judgment which results in interpretation, analysis, evaluation, and inference, as well as the explanation of the evidential, conceptual, methodological, criteriological or contextual considerations upon which that judgment is based (Facione & Facione, 1996). Synthesis is the ability to put together various elements and parts so as to form a whole. Synthesis is the process of combining elements from many sources to put them together into a structure, pattern or product not clearly present before. The synthesis represents personal and professional expression of disciplined inquiry. In order to synthesize one must develop some of the characteristics of an ideal thinker. The ideal thinker has been described as "habitually inquisitive, well-informed, trustful of reason, open minded, flexible, fair minded in evaluation, honest in facing personal biases prudent in making judgments, willing to reconsider, clear about issues, orderly in complex matters, diligent in seeking relevant information, reasonable in the selection of criteria, focused in inquiry, and persistent in seeking

results which are as precise as the subject and the circumstances of inquiry permit (Facione & Facione, 1996). The examination provides the student an opportunity to demonstrate these competencies.

The definition of critical thinking can be expanded and includes many sub-skills. Evidence that these skills are employed in the development of one's ideas and oral defense is useful criteria for evaluation purposes. Critical thinking skills and sub-skills and corresponding elements are outlined below. In evaluating the examination faculty will pay attention to the presence or absence of these skills. Questions that you may want to consider as a means to help you reflect on your paper are outlined. Finally, an evaluation checklist faculty use in grading the examination is attached for your information.

<u>Critical Thinking Skills</u>
Interpretation: categorize, decode sentences, and clarify meaning. Knowledge of specifics and ways and means for dealing with specific facts, trends, conventions, methods, theories, content relative to nursing theory and research given an identified phenomenon of concern.

Analysis: examine ideas, identify arguments, and analyze arguments. Analysis of concepts, principles, theories, methods, and relationships among concepts, theories, variables, measures, methods, and outcomes.

Inference: query evidence, conjecture alternatives, draw conclusions. Interpretation, explanation and discussion of implications, consequences, corollaries and effects. Derive logical consequences given analysis of the evidence, and consequential results.

Explanation: state results, justify procedures, present arguments. Inductive, deductive or retroductive development of propositions and their relationships or theoretical/conceptual framework associated with a research tradition.

Evaluation: assess claims, assess arguments. Ability to indicate logical fallacies and to compare work with standards or criteria relevant to state of the art scholarship and research based evidence.

Synthesis. Ability to draw upon many elements from many sources and put them together in a pattern or structure, plan, or communication not clearly present before -- a unique communication, a plan or proposed set of operations, derivation of a set of abstract relations based on disciplined inquiry.

Self-regulation: self-examination, self-correction. Ability to think about own thinking skills, evidence of self-monitoring, analyzing, predicting, planning, evaluation, and revising.

<u>Questions to Consider in Evaluation of the Written Examination.</u> Given these skills, several questions guide faculty and students in evaluating both the written and oral components of the examination. For example:
1. To what degree does the paper demonstrate knowledge of specifics and ways and means for dealing with specific facts, trends, conventions, methods, theories, content and process

relative to nursing theory and research given the identified phenomenon of concern or issue raised by the question?

2. To what degree does the paper illustrate competent and critical analysis of concepts, principles, theories, methods, and relationships among the elements of the question or among concepts, theories, variables, measures, methods and outcomes associated with the subject matter of the paper?

3. To what degree is competence evident in the interpretation, explanation, and discussion of the implications, corollaries, consequences and effects of issues or observations raised in the paper?

4. To what degree is the student able to derive logical consequences from the analysis of evidence presented? Are the consequential results of that analysis adequately discussed and evaluated? Are the applications and relevancy of these issues for nursing science made explicit?

5. How specifically did the student present and justify arguments and state results? To what degree does the student adequately develop propositions, and relationships among ideas that are associated with the research traditions relevant to the topic of the paper or the issues and observations related to the question?

6. To what degree does the student express in writing or verbally the knowledge, values, and commitments, associated with being a nurse scientist?

7. To what degree do you think the student possesses the knowledge, skills and abilities to conduct independent research?

8. Does the paper demonstrate synthesis?

9. Should the student be advanced to candidacy status? If not, why not?

The checklist on the next page can assist faculty in determining the acceptability or unacceptable nature of the criteria identified.

References and Resources
Blackburn, S. (2000). Think. London: Oxford University Press.
Boyer, E. (1990). Scholarship Reconsidered: Priorities for the Professorate. Princeton, NJ: Carnegie Foundation for the Advancement of Teaching.
Brown, Sharon, Cohen, S, Kaeser, L et. al. (1995). Nursing perspective of Boyer's scholarship paradigm. Nurse Educator, 20, 5, 26-30.
Chinn, P.L., & Kramer, M.K. (1999). Theory and Nursing: Integrated Knowledge Development (5th ed.). St. Louis, MO: Mosby.
Facione, N & Facione, P. (1996). Externalizing the critical thinking in knowledge development and clinical judgment, Nursing Outlook, 44,3,129-136.
Howard, V & Barton, J. (1986). Thinking on Paper. New York: William Morrow.
Meleis, A. (1997). Theoretical Nursing: Development and Progress (3rd ed.) Philadelphia: Lippincott.
Pinch, W. (1995). Synthesis: Implementing a complex process. Nurse Educator, 20, 1, 34-40.
Zinsser, W.K. (1994). On writing well. New York: Harper Perennial.

*Guidelines may be changed at anytime

APPENDIX M:
PhD CANDIDACY EXAMINATION PROCEDURES

<u>Eligibility</u>
Students take the PhD Candidacy Examination immediately following completion of the required core nursing theory (NURS 800, 801, 802), research (NURS 810, 811, 813), theory-research synthesis (NURS 803) courses and the statistics requirement. The PhD candidacy examination process is discussed with pre-candidacy students during academic advisement sessions with the PhD Program Director and the Major Professor/Advisor.

<u>Application for the PhD Candidacy Examination</u>
PhD Candidacy Examination application forms and guidelines are available from the PhD Program Coordinator (Room 305). Completed applications must be returned to the PhD Program Director (Room 305).

<u>Examination Schedule and Procedures</u>
The PhD Candidacy Examination consists of a written paper (Phase I) and oral defense (Phase II) that are evaluated by a panel of three Graduate Faculty members from the College of Nursing.
- Phase I consists of generating and submitting a written paper addressing a question selected by graduate faculty.
- Phase II consists of defending the written paper to the faculty panel.

Phase I. The PhD Program Coordinator will distribute the examination question to the student on the assigned date. The student prepares a written paper that addresses all aspects of the question selected. The completed examination paper must be returned to the PhD Program Coordinator (Room 305) one week later on the same day of the week on which the exam was distributed (e.g. Wed.-Wed., Thurs.-Thurs., etc.). The paper is to be typed and double-spaced, using APA's *Publication Manual* (current edition), and must be no longer than 30 pages, excluding bibliography.

The student may make special arrangements for the receipt of his/her examination questions and delivery of the completed paper. Such arrangements must be specified in writing by the student and approved by the PhD Program Director in advance of the examination date. The student is responsible for logistics and expenses related to such arrangements. Regardless of individual arrangements, the written paper must be received by 4:00 p.m. on the due date.

Phase II. When the student turns in the completed examination paper, a one-hour appointment is scheduled by the PhD Program Office with the student and the faculty panel for oral defense of the paper. The oral defense is held approximately two weeks following submission of the written paper.

The faculty panel consists of 3 CON Graduate Faculty members, two selected by the student and one assigned by the PhD Program Director. The PhD Program Director appoints one of the committee members to serve as Chair. The panel is assigned to read the student's written paper and conduct the oral defense. The purpose of the oral examination is clarification, elaboration, and **defense** of the major ideas presented in the paper. The oral defense is taped and

documentation of both portions of the examination is retained in the PhD Program Office (Room 305) until the student graduates or leaves the program. The Chair is responsible for convening the oral defense session and returning copies of the written paper, tape, and evaluation results to the PhD Program Coordinator (Room 305).

Evaluation

Each committee members independently evaluates the written portion of the exam prior to conducting the oral defense. The examination result is determined by the faculty panel following the oral portion of the exam. Consensus must be achieved by at least 2 of the 3 faculty panel members in reading the paper and conducting the oral examination. The evaluation outcome may be "Pass," or "Fail."

A grade of Pass is awarded to the student who clearly demonstrates synthesis of nursing theory and research. The Pass rating is required for recommendation to candidacy.

A grade of Fail indicates that the student's presentation of ideas is not at an acceptable level of synthesis. The student who fails the candidacy examination obtains written feedback from the Graduate Director and the Faculty Panel Chair regarding performance and appropriate remediation with negotiated timeframes for remediation and reexamination.

Re-Examination

The procedure for a second PhD Candidacy Examination is the same as for the original candidacy examination. The second examination date is planned to accommodate remediation recommendations. The procedure for administration and evaluation of the second candidacy examination is the same as with the first attempt. The student who fails the examination after two attempts is not eligible for admission to candidacy for the PhD in Nursing Science and may not enroll for further doctoral level course work through the College of Nursing.

Notification of Results

PhD Candidacy Examination results are sent to the student by U.S. Mail from the PhD Program Director. A copy of the letter is placed in the student's academic file in the College of Nursing. Notification of individual students' satisfactory examination performance is sent by the PhD Program Director to the Dean of the Graduate School for review and approval. The Dean of the Graduate School notifies the student of admission to PhD candidacy, pending documentation of full admission to the PhD Program and approved Program of Study.

*Procedures may be changed at anytime

APPENDIX N:
CRITERIA FOR GRADING DOCTORAL CANDIDACY EXAMINATION

Summary of Phases I and II

Reader: _____ Student:_____

Overall Rating: Acceptable _____ Unacceptable_____

Instructions: The ten criteria below are considered to be applicable across all areas. Acceptable ratings by two of the three panel members must be obtained for each area. Unacceptable ratings should be accompanied by rationale.

	CRITERIA	ACCEPTABLE	UNACCEPTABLE
1.	Demonstrated depth of knowledge	_____	_____
2.	Demonstrated analysis of knowledge	_____	_____
3.	Based answer on breadth of knowledge, (conceptual, clinical, and/or empirical).	_____	_____
4.	Synthesized relevant knowledge to support answer.	_____	_____
5.	Demonstrated critical thinking in assessing and answering the question.	_____	_____
6.	Demonstrated an ability to integrate experiential knowledge and own ideas with extant knowledge in the field.	_____	_____
7.	Presented the answer logically, derived logical consequences based on evidence.	_____	_____
8.	Articulated the answer clearly.		_____
9.	Supported the answer with pertinent references and resources (current, classic, significant).	_____	_____
10.	Written and presented in a scholarly manner.	_____	_____

Additional Comments:

APPENDIX O: CORE PERFORMANCE STANDARDS

The USC College of Nursing requires all applicants and continuing students in all nursing programs to meet the following standards based on the Southern Regional Education Board (SREB) Council on Collegiate Education for Nursing (CCEN) Core Performance Standards.

Standard 1. Critical Thinking and Related Mental Abilities: Must have critical thinking ability sufficient for clinical judgment. Examples of necessary functional abilities associated with this standard include (not an all inclusive list): Has the ability to interpret, investigate, communicate, and comprehend complex situations; identify cause and effect relative to clinical situations under varying degrees of stress; must be able to read and comprehend detailed charts, reports, journal articles, books, etc; and capable of performing all arithmetic functions (addition, subtraction, multiplication, division, ratios, and simple algebraic equations).

Standard 2. Communication and Interpersonal Abilities: Must be able to read, write, speak, and comprehend English with sufficient skill to communicate effectively verbally and non-verbally. Must have interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. Examples of necessary functional abilities associated with this standard include (not all inclusive): Has the ability to establish rapport with clients and their families, peers, agency personnel, and faculty; explain treatment procedures, initiate health teaching; and document and interpret nursing actions and client responses.

Standard 3. Physical Activities: Must have physical abilities sufficient to move from room to room and maneuver in small spaces with gross and fine motor abilities sufficient to provide safe and effective nursing care. Examples of necessary functional abilities associated with this standard include (not all inclusive): Able to move around a client's room, work spaces, treatment areas and administer CPR; calibrate and use equipment; position and transfer clients; capable of pushing up to 200 pounds independently; capable of reaching 18 inches above head without the use of mechanical devises to elevate themselves; capable of sitting, standing, walking for extended periods of time; experience no limitations when bending, stooping, sitting, standing, walking (i.e. uses no mechanical devices to assist themselves which would impede the safety of a client), ability to move to and respond to an emergency situation in a timely manner, and able to document in a clear, legible manner.

Standard 4. Hearing: Auditory ability sufficient to monitor and assess health needs. Examples of necessary functional abilities associated with this standard include (not all inclusive): Able to hear auscultatory sounds, monitor alarms and emergency signals; able to tolerate loud noises for extended periods of time. Assistive devices must correct hearing to this degree and must be worn at all times during practicums.

Standard 5. Visual: Must have the visual ability sufficient for observation, assessment, and intervention necessary for nursing care. Examples of necessary functional abilities associated with this standard include (not all inclusive): Observe client response, accurately read equipment, gauges, and monitors, vision correctable to 20/40, normal depth perception, and ability to distinguish colors and ability to tolerate offensive visual situations.

71

Standard 6. Smell: Smelling ability sufficient to monitor and assess health needs. Examples of necessary functional abilities associated with this standard include (not all inclusive): Having ability to differentiate between various types of smells, and ability to tolerate offensive odors.

*Standards may be changed at anytime

APPENDIX P: STUDENT BACKGROUND CHECK POLICY & PROCEDURE

UNIVERSITY OF
SOUTHCAROLINA

OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS AND PROVOST

UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING
Student Background Check
Internal Policy and Procedure Statement

Christine W. Curtis   8-14-09

Approved by Christine W. Curtis, Vice Provost for Faculty Development   Date

Warren H. Parham   8-14-09

Approved by Terry Parham, General Counsel   Date

UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING

Student Background Check
Internal Policy and Procedure Statement

Background Check Policy
Healthcare providers are entrusted with the health, safety, and welfare of patients; have access to controlled substances and confidential information; and operate in settings that require the exercise of good judgment and ethical behavior. Thus, an assessment of a student's suitability to function in such a setting is imperative to promote the highest level of integrity in healthcare services.

Clinical facilities are increasingly required by accrediting and federal guidelines, to conduct background checks for security purposes on individuals who provide services within the facility and especially those who supervise care and render treatment. To facilitate this requirement, educational institutions have agreed to conduct these background checks for students and faculty.

Clinical experiences are an essential element in the nursing curriculum. Students who cannot participate in clinical experiences due to criminal or other adverse activities that are revealed in a background check are unable to fulfill the requirements of the program. Additionally, many healthcare licensing agencies require individuals to pass a background check as a condition of licensure or employment. Therefore, it is in everyone's interest to resolve these issues prior to a commitment of resources by the student or the College of Nursing.

Background Check
The College of Nursing agrees to certain conditions for placement of students in clinical agencies/facilities through a formal contract between the University of South Carolina and the clinical agency/facility. One of these conditions is a background check. The following background checks are required:

1. *Residence History Trace and Criminal Record Check for the past 7 years*
2. *Check of the Nationwide Sex Offender Registry*
3. *Social Security Number Verification*
4. *Nationwide Healthcare Fraud and Scan*
5. *U.S. Patriot Act – OFAC*
6. **Check of any other registry or records required by law, accrediting agency, or specific agency.**

Students may not participate in clinical experiences if they have convictions of, plea of guilty, plea of nolo contender (no contest), or pending criminal charges involving the

following:

- Crimes involving violence against a person including, but not limited to: murder, manslaughter, use of deadly force, assault and battery of a high and aggravated nature, assault and battery with intent to kill, sex crimes, abuse of children or the elderly, abduction and robbery.
- Crimes occurring within five years of application involving the distribution of drugs.
- Crimes occurring within five years of application involving illegal use or possession of weapons including but not limited to guns, knives, explosives or other dangerous objects.
- Crimes occurring within five years of application involving dishonesty or moral turpitude including but not limited to fraud, deception, embezzlement or financial exploitation (but not including shoplifting, petit larceny or bad check).
- Any other crime or pattern of criminal behavior which, in the Facility's opinion, warrants exclusion or dismissal from the student rotation at the Facility.

Student Responsibility

Prior to progressing to upper division or enrollment into graduate clinical courses, students will undergo a background check. The College of Nursing will provide the necessary information so that the student can have the background check performed by selected vendor.

1. **Ordering Process**

   Selected vendor will provide background check services to students applying to the University of South Carolina College of Nursing. Selected vendor will issue a unique "Package Code" to the College of Nursing. This Package Code will be printed on the "Student Instruction Form," a 1-page document provided at no charge to the College of Nursing. These forms will be distributed to the students needing a background check. When the student enters the package code on the selected vendor secured web site, the code identifies their school of attendance, their screening requirements and the associated cost. The student then enters payment information and personal identifiers needed to process their order. Background checks will be conducted in an average of 2-3 business days. Once results are completed, students will receive an email notifying them that their background check is ready for review.

2. **Sharing Results**

   Each student is given a unique password which they use, along with the last 4 digits of their Social Security Number, to access their results directly from the selected vendor home page. The results will be accessible in an unalterable PDF format which can be viewed or printed by the student. The student can provide their unique password to ANY person or group they wish to share their background check.

3. **Online Management System**

Selected vendor will provide access to its Online Student Record Management System to authorized administrators at the University of South Carolina College of Nursing. The College of Nursing will ensure confidentiality of the results by only providing results to the appropriate clinical agencies.

4. **Student Deadlines**

The undergraduate/graduate student must submit to a background check within 90 days of the first clinical course. If the first clinical course begins in the fall, background check must be done between June 1 and June 30. If the first clinical course begins in the spring, the background check must be done between November 1 and November 30. If the first clinical course begins in the summer, the background check must be done between April 1 and April 30. Students who do not follow this time frame will be dropped from courses. Students will be reinstated in courses when the background check has been completed. However, there is no guarantee that the student will be able to register for the preferred course sections or clinical groups.

Background Check Findings

If a "problem" background check is returned, the student will meet with the Assistant Dean of Graduate or Undergraduate Studies to discuss the "problem." If the student believes that the background check is in error and can provide proof, the student will be given an opportunity to produce this proof. If the student is unable to refute the background check findings, the student will be ineligible for progression to the upper division or admission to the graduate clinical courses.
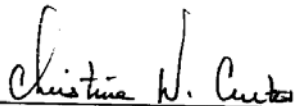
All students are required to report to the Assistant Dean for Graduate or Undergraduate Studies any criminal charges, other than minor traffic violations, that occur after the background check is completed. Failure to report such criminal charges will result in expulsion from the College of Nursing.
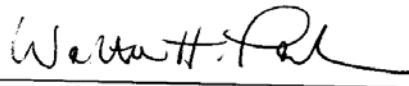
APPENDIX Q: STUDENT DRUG SCREENING POLICY & PROCEDURE

UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING
Student Drug Screening
Internal Policy and Procedure Statement

(signature)

Approved by Christine W. Curtis, Vice Provost for Faculty Development   8-14-09
                                                                                  Date

(signature)

Approved by Terry Parham, General Counsel   8-14-09
                                                       Date

UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING

Student Drug Screening
Internal Policy and Procedure Statement

Drug Screening Policy

The University of South Carolina is concerned with both the welfare of the University community and the academic and personal development of each student. The University strives to create a healthy environment where the illegal and/or improper use of drugs does not interfere with learning, performance or development. Abuse of drugs disrupts this environment and places at risk the lives and well-being of the members of the university community, as well as the potential for students to contribute to society. It is important for all members of the University community to take responsibility for preventing the illegal and/or improper use of drugs from negatively affecting the community's learning environment and the academic, physical and emotional well-being of its students (Carolina Community).

Drug Screening

As a condition of admission to the College of Nursing upper division or graduate clinical courses, each student will be required to submit to a drug screening, and submit, as requested, to additional screenings once enrolled in the College. Refusal by a student to submit to drug screening will result in dismissal from the College of Nursing. Admission will be withdrawn for a student screening positive. However, students taking prescription medications that would cause a positive drug screen will have an opportunity to submit proof of their prescription to a selected vendor staff physician. Any student who voluntarily reports a chemical dependency problem will be referred to USC's Office of Judicial Affairs. Conditions, if any, for continued participation in the College of Nursing Program will be within the discretion of the Assistant Dean for Graduate or Undergraduate Studies. For example, the student may be allowed to continue in didactic courses pending action by the Office of Judicial Affairs. The student will submit to drug screens as requested by the College of Nursing and/or the Office of Judicial Affairs, and will be dismissed from the College of Nursing if a positive drug screen is obtained. The University of South Carolina Statement of Policy regarding drug use is the foundation for this policy statement (Drug Policy for University Students Policy # STAF 3.18; http://sc.edu/policies/staf/staf318.html). However, the College of Nursing Drug Policy and Procedure Statement applies specifically to the College of Nursing.

Urine samples submitted by University of South Carolina College of Nursing students will be analyzed for the presence of the following substances:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Ethanol

78

- Marijuana
- Merperidine
- Methadone
- *Methaqualone*
- Opiates
- Oxycodone
- Phencyclidine (PCP)
- Propoxyphene

This list may be amended at any time by the College of Nursing

Student Responsibility

Prior to progressing to upper division or enrollment into graduate clinical courses, students will undergo a drug screening. The College of Nursing will provide the necessary information so that the student can have the drug screening performed through selected vendor.

1. **Ordering Process**

   Selected vendor will facilitate drug screening services to students applying to the University of South Carolina College of Nursing. Selected vendor will issue a unique "Package Code" to the College of Nursing. This Package Code will be printed on the "Student Instruction Form," a 1-page document provided at no charge to the College of Nursing. These forms will be distributed to the students needing a drug screening, along with a chain of custody form.

   a. When the student enters the package code on the selected vendor secure web site, the code identifies their school of attendance, their screening requirements and the associated cost. The student then enters payment information and personal identifiers needed to process their order.

   b. The College of Nursing student will take the chain of custody form to LabCorp or AccuDiagnostics for submission of urine sampling. Drug screenings will be conducted in an average of 2-3 business days. Once results are completed, students will receive an email notifying them that their drug screening is ready for review.

2. **Sharing Results**

   Each student is given a unique password which they use, along with the last 4 digits of their Social Security Number, to access their results directly from the selected vendor home page. The results will be accessible in an unalterable PDF format which can be viewed or printed by the student. The student can provide their unique password to ANY person or group they wish to share their drug screening.

3. **Online Management System**

   Selected vendor will provide access to its Online Student Record Management System to authorized administrators at the University of South Carolina College of Nursing. The College of Nursing will ensure confidentiality by only providing results to the appropriate clinical agencies.

4. **Student Deadlines**

   The undergraduate/graduate student must submit to a drug screen within 90 days of the first clinical course. If the first clinical course begins in the fall, drug screen must be done between June 1 and June 30. If the first clinical course begins in the spring, the drug screen must be done between November 1 and

November 30. If the first clinical course begins in the summer, the drug screen must be done between April 1 and April 30. Students who do not follow this time frame will be dropped from courses. Students will be reinstated in courses when the drug screen has been completed. However, there is no guarantee that the student will be able to register for the preferred course sections or clinical groups.

Admission/Readmission after a Positive Drug Screening
A student whose admission is withdrawn, or who is suspended from the College of Nursing as a result of a positive drug screen, will be considered for readmission if the following conditions are met:

- Meeting with USC Office of Judicial Affairs
- Completion of the Choices Group conducted by the Counseling and Human Development Center
- Completion of any sanctions from the Office of Judicial Affairs
- Submission to a drug screening prior to admission/readmission. This drug screening will be at the student's expense. A positive drug screening will result in permanent ineligibility for admission/readmission to the College of Nursing
- Submission to drug screening, as requested by the College of Nursing, after admission/readmission. This drug screening will be at the student's expense. A positive drug screening will result in permanent dismissal from the College of Nursing.

APPENDIX R: CLINICAL REQUIREMENTS INFORMATION FORM

UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING
CLINICAL REQUIREMENTS INFORMATION FORM

☐ **SPRING 20__**   ☐ **SUMMER 20___**   ☐ **FALL 20__**

Name: _____ _____ (H) _____ (C)

_____

          Last   First   MI   Phone

Address: _____

          Number and Street   City   State   Zip

Program: ( ) BSN SSN_____ ( ) Graduate SSN: _____

HEALTH INFORMATION
(Health Information must <u>not expire</u> during the semester you are registering for)

HEALTH INFORMATION FORM MAY NOT BE SUBMITTED UNLESS ALL REQUIRED DOCUMENTATION IS ATTACHED. PHOTOCOPIES OF ORIGINAL DOCUMENTS ARE ACCEPTED.

Completed form with appropriate documentation attached must be submitted to the Office of Undergraduate Studies (OUS) or the Office of Graduate Studies (OGS) no later than *December 1* for Spring and no later than
May 1 for Summer and *June 1* for Fall semesters. Each item of the health requirement must NOT expire during the semester. **Failure to submit this form by the deadlines of December 1 or June 1 <u>will</u> result in the <u>non-release</u> of registration holds.**

1. ( ) PPD (within the last 12 months). ***The Two Step PPD*** test (Mantoux) is required in the first semester of upper division or first clinical course in the graduate program and then one PPD every 12 months afterwards. <u>The tine test or the monovac test is not acceptable.</u> Attach documentation of results. If your PPD is positive, you must attach one of the following types of documentation: (a) chest x-ray taken within the last 12 months indicating no signs of active TB; (b) physician's statement stating chest x-ray not needed or (c) documentation of being currently under treatment with Isoniazid (INH).

2. ( ) Tetanus/Diphtheria (within 10 years). *Td* immunizations are required every 10 years. You must attach documentation with your first health form. If you must re-immunize, you will need to present documentation of the subsequent immunization.

3. ( ) Rubella Titer

4. ( ) RubeolaTiter

5. ( ) Chicken Pox (Varicella) Titer

   If titers listed above are negative, you must provide documentation of the negative titer as well as booster injection. You are not required to get an additional titer after a booster injection. MMR vaccine and its component vaccines should not be administered to

women known to be pregnant. Because a risk to the fetus from administration of these live virus vaccines cannot be excluded for theoretical reasons, women should be counseled to avoid becoming pregnant for 28 days after vaccination with measles or mumps vaccines or MMR or other rubella-containing vaccines.

6. ( ) Positive HBV: Titer (Anti HBs)
   If titer is negative, *HBV* immunization is required. Full immunization consists of three injections administered over a six months period followed by a positive titer. Students must begin the series prior to clinical course registration. Evidence of a positive titer must be provided prior to next semester course registration.

7. ( ) Bloodborne Pathogens (Within the last 12 months). Validation of **Bloodborne Pathogens** content is required every 12 months. Go online to http://ehs.sc.edu/modules/BBP/bbpnursingstudents.htm to complete the test. You will need to insert a pseudo SSN (5 zeros then the last 4 digits of your SSN) to complete the post test. Print the certificate after you have successfully completed the test.

8. ( ) CPR certification. *CPR* certification must be current. CPR certification must be completed through the following course: **Basic Life Support for Health Care Providers (American Heart Association)**

9. ( ) Signed and Dated Copy of the College of Nursing Handbook Form verifying that you have read and understand the contents. This form is required every 12 months. Go online to http://www.sc.edu/nursing/student/HandbookSignature.pdf to find the form.

10. ( ) Criminal Background Check and Drug Screen. This must be completed through the College of Nursing approved vendor. Graduate students can find instructions on how to complete in Blackboard.

11. ( ) Nametag. Graduate students can find instructions on how to complete in Blackboard.

12. I am licensed to practice nursing in:

_____ _____ _____ _____ _____
(State)   (Registration #)   (Renewal #)   (Expiration mo/day/yr)   (Verified By)

_____ _____ _____ _____ _____
(State)   (Registration #)   (Renewal #)   (Expiration mo/day/yr)   (Verified By)

THE COLLEGE OF NURSING DOES NOT MAKE COPIES OF CLINICAL HEALTH REQUIREMENTS DOCUMENTATION. STUDENTS ARE RESPONSIBLE FOR MAKING COPIES OF THEIR DOCUMENTATION PRIOR TO TURNING THE INFORMATION IN TO THEIR DEPARTMENT.*

***PLEASE NOTE: THIS IS ALSO APPLICABLE TO STUDENTS WHO HAVE GRADUATED OR ARE NO LONGER IN OUR PROGRAM.**

I CERTIFY THAT ALL INFORMATION IS CORRECT AND THAT THE ATTACHED DOCUMENTATION IS TRUE AND ACCURATE.

I AUTHORIZE OUS/OGS TO RELEASE THIS INFORMATION TO THE AGENCIES WHERE I HAVE CLINICALS.

_____   _____
    (Signature of Student)   **(Date)**

College of Nursing
University of South Carolina
Columbia, South Carolina

A. Introduction

The College of Nursing contracts with many agencies to provide clinical experience for students. Each clinical placement must have a policy for protection against bloodborne diseases in effect, and available for the students and must provide personal protective equipment required by the clinical placement site for students. The students are governed by the College of Nursing policies and procedures as well as the policies for teach clinical placement.

B. Purpose

The policies and procedures in this manual are intended to:
1. Eliminate or minimize student occupational exposure to blood and other potentially infectious materials.
2. Decrease risk of disease from bloodborne pathogens through education and immunization.
3. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030

C. Exposure Determination

Hepatitis B is an inflammation of the liver. The virus is transmitted by exposure to infectious body fluids, usually blood or blood components. Bloodborne pathogens may be transmitted in the following ways during work activities:

* injuries from sharps
* skin or eye contact
* scratches or cuts
* bites or wounds

Occupational exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result during the performance of direct patient care.

Although universal precautions can provide some protection from exposure to Hepatitis B (HBV), Hepatitis C (HCV), and AIDS (HIV) pre-exposure risks are defined based on the probability of exposure to potentially infectious materials.

All students taking clinical courses in which they have direct patient contact or who practice in the clinical laboratory in the College of Nursing are considered to be at risk for exposure to blood and certain body fluids.

D. Compliance Methods

1. Universal precautions will be observed at the College of Nursing and at each clinical placement in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

2. Hand washing facilities shall be made available to students who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. *(If hand washing facilities are not feasible, USC will provide either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. If these alternatives are used then the hands are to be washed with soap and running water as soon as feasible.)*

3. Work practice controls:
In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, students are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. This would include all areas in the labs. Food and beverages aren't to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

4. Engineering Controls
Contaminated needles and other contaminated sharps shall not be bent, recapped or removed unless it can be demonstrated that no alternative is feasible or that such action is required by a specific procedure. Such bending, recapping or needle removal must then be accomplished through the use of a mechanical device or a one-handed technique. Shearing or breaking of contaminated needles is prohibited.
Immediately after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be puncture resistant, labeled or color-coded, and leak proof on the sides and bottom.

5. Implementation of safer medical devices
The Needle-stick Safety and Prevention Act, was signed into law on November 6, 2000, in response to the advances made in technological developments that increase employee/student protection. Safer medical devices replace sharps with non-needle devices or incorporate safety features designed to reduce the likelihood of injury.

Safer medical devices that are appropriate, commercially available, and effective must be implemented. An effective safer medical device is one that, based on reasonable judgment, will decrease the risk of an exposure incident involving a contaminated sharp.

Engineering controls shall be examined and maintained or replaced on a regular schedule to ensure their effectiveness.

6. Safety Procedures

Mouth pipetting/suctioning of blood or other potentially infectious materials is prohibited.

All procedures will be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

Specimens of blood or other potentially infectious materials will be placed in a container that prevents leakage during the collection, handling, processing, storage, and transport of the specimens. The container used for this purpose will be labeled or color-coded.

Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant. If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container that prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

7. Personal Protective Equipment

The laboratory supervisor or the safety officer in each clinical placement is responsible for ensuring that the following provisions are met. All personal protective equipment used at the facility will be provided without cost to students. Students are required to purchase certain equipment at the beginning of the upper division for used in the CSL, such as goggles and person CPR masks. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the students clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the protective equipment will be used.

a. PPE Use

The laboratory or clinical supervisor or the safety officer in each clinical placement is responsible for ensuring that the following policies are met. Each department shall ensure that the students uses appropriate PPE unless the supervisor shows that student temporarily and briefly declined to use PPE when under rare and extraordinary circumstances, it was the supervisor's professional judgment that in the specific instance its use would have prevented the delivery of healthcare or posed an increased hazard to the safety of the student or co-worker. When the supervisor makes this judgment, the circumstances shall be investigated and documented in order to determine whether changes can be instituted to prevent such occurrences in the future.

b. PPE Accessibility

Personal protective equipment used in the clinical facilities will be provided without cost to the students. Each clinical site shall ensure that appropriate PPE in the appropriate sizes is readily accessible at the worksite. Hypoallergenic gloves, glove liners, powder less gloves, or other similar alternatives shall be readily accessible to those students who are allergic to the gloves normally provided.

c. PPE Cleaning, Laundering and Disposal

All garments which are penetrated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible. All PPE will be removed prior to leaving the work area. When PPE is removed, it shall be placed in an appropriately designated area or container for storage, washing, decontamination or disposal.

d. Gloves

Gloves shall be worn where it is reasonably anticipated that student will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes; when performing vascular access procedures and when handling or touching contaminated items or surfaces.

Disposable gloves used at clinical placement sites are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

e. Eye and Face Protection

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations at each clinical placement which would require such protection would be listed in each agency's policies.

8. Housekeeping Procedures

Each clinical site shall ensure the worksite is maintained in a clean and sanitary condition and meets the following. An appropriate written schedule for cleaning and method of decontamination is based upon the location within the facility, type or surface to be cleaned, type of soil present, and tasks or procedures being performed in the area.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as at the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled basis.

Any broken contaminated glassware will not be picked up directly with the hands. Dustpans and hand brooms or forceps/ tongs are available for use.

Reusable sharps that are contaminated with blood or other potentially infectious materials shall not be stored or processed in a manner that requires students to reach by hand into the containers where these sharps have been placed.

9. Regulated Waste Disposal
The second container shall be labeled or color coded to identify its contents.

Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner that would expose students to the risk of percutaneous injury. Disposal of all regulated waste shall be in accordance with applicable federal, state and local regulations, and follow the USC Infectious Waste Management Plan.

10. Disposable Sharps
Contaminated sharps shall be discarded immediately or as soon as feasible in containers that are capable of being sealed, puncture resistant, leak proof on sides and bottom and labeled or color coded.

During use, containers for contaminated sharps shall be easily accessible to students and located as close as is feasible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., laundries).

The containers shall be maintained upright throughout use and replaced routinely and not be allowed to overfill.

When moving containers of contaminated sharps from the area of use, the containers shall be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

The container shall be placed in a secondary container if leakage of the primary container is possible. The second container shall be capable of being sealed, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping.

11. Other Regulated Waste
Other regulated waste shall be placed in containers that are closeable, constructed to contain all contents and prevent leakage of fluids during handling, storage, transportation or shipping. The waste must be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

12. Laundry Procedures

Laundry contaminated with blood or other potentially infectious materials will be handled as little as possible and will not be sorted or rinsed in the area of use. Such laundry will be placed in appropriately marked (biohazard labeled, or color-coded red bag) bags at the location where it was used. Students should refer to each clinical site's policies on the handling of contaminated linen.

13. Labels and Signs

Each clinical site or lab shall ensure biohazard labels are affixed to containers of regulated wastes, refrigerators and freezers containing blood or other potentially infectious materials, and other containers used to store, transport, or ship blood, or other potentially infectious materials.

The universal biohazard symbol shall be fluorescent orange or orange-red. Red bags or containers may substitute for labels; however, regulated wastes must be handled in accordance with the rules and regulations of the organization having jurisdiction. (DHEC)

14. Hepatitis B vaccines, Evaluation and Follow Up

All Students, before beginning their clinical rotations, must complete the Hepatitis B vaccination series, show medical documentation of immunity status, or have a physicians' letter showing inability to take the vaccine. The vaccination series is available through private physicians, the health department, or Thomson Student Heath Center. No student will be allowed to continue clinical courses unless documentation of training and vaccination is proved to the Office of Academic Affairs.

It is recommended that a Hepatitis B antibody titer be drawn no sooner than 1 to 3 months after the last dose of vaccination series. If titer is negative, it is recommended that the series be repeated once.

15. Bloodborne Pathogen Exposure Protocol (Revised July 2008)

This protocol applies to all USC Columbia campus employees, student employees and all other USC students who have an exposure to human blood or body fluids.
Exposures through sexual contact are not included in this protocol.

 If skin is punctured by a contaminated sharp, or broken skin or mucous membrane is splashed with blood or body fluid, _IMMEDIATE_ personal action is required.

1.   If possible, wash or flush the exposed area with soap and/or water immediately.
2.   Notify faculty member immediately after step one. If in clinical site, notify charge nurse right away. Complete clinical agency incident report if instructed to do so by charge nurse. **Blood needs to be drawn from the source patient immediately if possible for hepatitis C, Hepatitis B surface antigen, and Stat HIV**. Ask that source patient lab reports results be faxed to Donna Wall 434-8644.
3.   _If exposure occurs 8am-4pm,_ page Exposure nurse (Donna Wall at Richland Family Practice) at 303-0035. Alternate telephone numbers are: 434-2479 or 434-6116. She will discuss all steps which need to be followed. If instructed, Proceed to 3209 Colonial Drive (Richland Family Practice).

4. *If exposure occurs after hours*, on weekends or holidays, report to the Emergency Department at Palmetto Richland Memorial Hospital and state that exposure occurred while functioning as an USC student or employee.
5. Faculty members are to notify the Director of Student Affairs at 608-6770. If unable to contact the Director, call the Office of Academic Affairs at 777-7412. The faculty member will be responsible to submit a USC incident report to the Director of Student Affairs by the next working day.

Workers' Compensation covers the following populations who experience a
     Bloodborne pathogen exposure while working or at clinical:

-All university employees and apprenticeship students in the Colleges of Education, Exercise
     Science, Medicine, Nursing, Pharmacy, Physical Therapy, and Social Work.
     -Work study students and graduate assistants who are exposed while on the job.

Those working in satellite clinics and hospitals outside of Columbia area should familiarize themselves with the site's policies about exposures prior to beginning patient care. If an exposure occurs, call the site's occupational health/infection control nurse or seek treatment at the nearest hospital emergency department if after hours.

All exposure incidents in the clinical agencies and the client-simulated laboratory (CSL)
     Shall be reported, investigated, and documented. If an exposure occurs and there is no faculty present, the student must notify faculty and/or the Office of Academic Affairs as soon as possible.

Students who suffer a **Non-Job Related/Non clinicals related Bloodborne Pathogen Exposure** during an enrolled academic session:
     -Should report to the Thomson Student Health Center for initial evaluation and referral. If the TSHC is closed, students may seek care at the Palmetto Richland Hospital Emergency Department. If away from Columbia area, the student should report to the nearest hospital emergency department.

16. Post Exposure Evaluation and Follow-up
Following the report of an exposure incident, the university shall make immediately available to the exposed student a confidential medical evaluation, post-exposure evaluation and follow-up. Documentation of the routes of exposure, circumstances under which the exposure incident occurred, and other information related to the exposure incident, shall be addressed by the licensed physician or other licensed healthcare professional who is evaluating the exposure incident.

17. Information and Training
The College of Nursing will require training for Bloodborne pathogens for all nursing Students to include:
a. An explanation of the methods of transmission of bloodborne pathogens;
b. An explanation of the modes of transmission of bloodborne pathogens;
c. The recognition of tasks what would involve potential exposure;

d.   An explanation to the use and limitations of methods to reduce exposure, for example engineering controls, work practices and PPE;

e.   Information of the types, uses, locations, removal, handling, decontamination, and disposal of PPE;

f.   Information on the Hepatitis B Vaccine, including efficacy, safety, method of administration, benefits, and where it may be obtained;

g.   Information on the appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;

h.   An explanation of the procedures to follow if an exposure incident occurs including the method of reporting and medical follow up;

i.   Information of the evaluation and follow-up suggested after an exposure incident;

j.   An explanation of the signs, labels, and color-coding system.

k.   College of Nursing Bloodborne Pathogen Exposure Protocol.

18. Evaluation and Review

The Safety Committee is responsible for annually reviewing this policy and procedures and its effectiveness and for updating the program as needed.

E. Safe Practice Guidelines

All students of the College of Nursing shall follow all of the rules, regulations and guidelines on the institution in which they are providing patient care. All students will practice "Universal Precautions" when dealing with patients. Universal Precautions consist of the following:

a.   All students should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn when any potential exists for contact with blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaced soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Glove should be changed after contact with each patient and hands are to be washed. Masks and protective eye wear or face shields should be worn during procedures that are likely to involve droplets of blood or other body fluids. Gowns should be worn during procedures that are likely to generate splashes of blood or other body fluids.

b.   Hands and other skins surfaced should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed and before contact with patients.

c.   All students should take precautions to prevent injuries cause by needles scalpels, and other sharp instruments of devices during procedures, when cleaning used instruments, during disposal of used needles, and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. When possible, needle-less alternatives should be utilized. After use sharps should be placed in puncture-resistant container for disposal.

d.   Mouth-to-mouth resuscitation devices should be available in areas in which the need for resuscitation is possible.

e.   Students who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

f.   Students with pink sclera and/or drainage from eyes should seek medical care and diagnosis prior to any contact with patients or patient-care equipment.

g.   Students with a fever greater than 100 F should seek medical care and diagnosis prior to any patient contact.

h.   Students with active vomiting or diarrhea should refrain from all direct patient care.

APPENDIX T: RULE OF ACADEMIC RESPONSIBILITY

It is the responsibility of every student at the University of South Carolina-Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this rule or who knowingly assists another to violate this rule shall be subject to discipline. Please visit the Office of Academic Integrity for additional information on the honor code, Carolina Creed, policies and procedures related to academic integrity or violations http://www.housing.sc.edu/academicintegrity/.

This Rule is intended to prohibit all forms of academic dishonesty and should be interpreted broadly to carry out that purpose. The following examples illustrate conduct that violates this Rule, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Rule:

1. Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work;
2. Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical devise in connection with the completion of any academic work;
3. Unauthorized access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration;
4. Use of another person's work without proper acknowledgement of source;
5. Intentional misrepresentation by word or action of any situation of fact, or intentional omission of a material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work);
6. Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program;
7. Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

See the Carolina Community: USC Columbia Student Handbook and Policy Guide at http://www.sa.sc.edu/carolinacommunity/atoz.htm for the Rule of Academic Responsibility and Academic Discipline Procedures. Sections A, B, D, E, and F shall apply to all alleged violations of the rule. The College of Nursing has adopted substitute procedural rules for Academic Responsibility; The Honor Code (Student Affairs Policy STAF 6.25).

Policies for Student Academic Responsibility-The Honor Code

This Honor Code is intended to prohibit all forms of academic dishonesty and should be interpreted broadly to carry out that purpose. The following examples illustrate conduct that violates this Honor Code, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Honor Code.

1. Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.

2. Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.

3. Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.

4. Use of another person's work or ideas without proper acknowledgement of source.

5. Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).

6. Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.

7. Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

Whenever a student is uncertain as to whether conduct would violate this Honor Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.

Investigation of Complaints-Office of Academic Integrity

1.1 Upon receiving a report of an alleged violation of the Honor Code, the Assistant Vice Provost for Academic Integrity will review the report and relevant evidence, has the duty to investigate, and consult with relevant parties regarding the incident in question. The Assistant Vice Provost will consult eh Dean to determine if the evidence warrants a charge. The Dean will ultimately determine wither a charge is warranted. If a charge is warranted, the Office of Academic Integrity will send written notification to the charged student indicating what sections of the Honor Code were allegedly violated.

Options and Resolution Procedures for Allegations of Violations of the Honor Code

Students who have violated the University of South Carolina Honor Code are subject to both academic and non-academic penalties.

2.1 <u>Outcomes of the initial meeting with the student</u>. When an instructor of recording or the Assistant Vice Provost for Academic Integrity meets initially with a student regarding an allegation of a Honor Code violation, there are four possible outcomes of that meeting:

1. Student does not contest the allegation(s) or sanctions. If a student does not contest the allegation (s) of a Honor Code violation, please see section 2.2.2.1 for resolution.

2. Student does not contest the allegation(s), but contests the sanctions. If a student only contests the sanctions of an Honor Code violation, please see section 2.2.2.2 for procedures for resolution.

3. Student contests allegations. If a student contests the allegation(s), please see section 2.2.2.2 for procedures to resolution.

4. Allegation is dismissed by the Dean

2.2 <u>Procedures for Resolution of allegations of Honor Code violations</u>.

2.2.1 <u>Academic Resolution</u>. The student should have the opportunity to meet with the instructor of record to discuss any academic penalty that may be applied. The instructor of record will determine the academic evaluation of the student's work and any academic penalty if necessary.

<u>Non-Academic Resolution</u>. A non-academic resolution is the disciplinary punishment imposed by the university, which may be in addition to any grade penalty. All allegations must be referred to the Office of Academic Integrity for investigation. The instructor of record may also make a recommendation to the Office of Academic Integrity regarding non-academic sanctions (see Section 5). The student will have the opportunity to meet with Assistant Vice Provost for Academic Integrity for Academic Integrity to determine the nature of the recommended non-academic penalty, if any.

At the conclusion of the meeting between the charged student and the Assistant Vice Provost, the Assistant Vice Provost will recommend to the Dean either:

1. To dismiss the charges if they are unsupported by evidence OR

2. Recommend one of the options below to resolve the charges.

The final determination will be made by the Dean. This matter may also be forwarded to the office of Student Judicial Programs for additional disciplinary action, if appropriate.

If the charged student fails to meet with Assistant Vice Provost, a hold may be placed on the student's registration preventing him/her from registering for future classes until the matter is resolved. Any student who has an outstanding Honor Code allegation cannot graduate until the matter has been resolved.

*Rules may be changed at any time

APPENDIX U: GRADUATE STUDENT GRIEVANCE POLICY - ACADEMIC

**UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING**

The purpose of this policy is to inform students of their rights and responsibilities regarding the academic issues cited below.

1. **Protection of freedom of expression**. Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion. They are responsible, however, for learning the content of any course of study for which they are enrolled.

2. **Protection against improper academic evaluation**. Students should have protection, through orderly procedures, against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

3. **Protection against improper disclosure**. Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered as confidential. Protection against improper disclosure is a serious professional obligation. Judgments about a student's ability and character may be disclosed under appropriate circumstances, normally with the knowledge and consent of the student.

Student Grievance Process

If a student perceives that any of the protections described above have been violated, the student should initiate resolution through the following channels and in the sequence indicated.

1. Discuss the issue with the faculty member involved in the alleged violation. The discussion must take place within 30 calendar days after the end of the semester during which the alleged incident occurred. If the complaint is not resolved with the faculty involved:

2. Notify the Director of Student Affairs (Director), who will explain the grievance policy and the student's rights and responsibilities. The Director will assist the student in completing a written narrative describing the alleged violation of the protections described above. The narrative must contain the nature of the problem or complaint, reasonable evidence to support the case, background material, and a description of what has been done to resolve the problem.

3. Meet with the Graduate Director (Assistant Dean) and submit the written narrative describing the alleged violation. The Assistant Dean will send to the student a written response within 10 regular working days following the meeting. If, after receiving the Assistant Dean's response, the complaint is not resolved to the aggrieved student's satisfaction, the student must notify the Assistant Dean within 10 working days of receiving the letter and request a grievance hearing. The Assistant Dean will appoint an Ad Hoc Grievance Committee of four faculty members, one of whom will serve as chair, and three students to conduct the grievance hearing. The grievance hearing will be held within 10 regular working days of the student's request. The Assistant Dean will distribute the written narrative of the student's grievance to the Ad Hoc Grievance Committee and the faculty alleged to have caused the violation at the time of appointment to the Ad Hoc Committee.

4. Attend the grievance hearing and present the alleged violation(s) to the Ad Hoc Grievance Committee and answer questions. The faculty member(s) who is alleged to have caused the grievance has the right to be present during all presentations of evidence to the Committee. The student and the faculty member may call witnesses. However, the Chair of the Ad Hoc Grievance Committee must be notified in writing at least 24 hours before the hearing of the names of all witnesses and the reason each witness has been called.

It is the responsibility of the student and the faculty member, respectively, to arrange for the appearance of witnesses. The Assistant Dean may not attend the grievance hearing.

The Ad Hoc Grievance Committee must schedule a hearing; inform the faculty involved in writing and schedule his/her appearances at the hearing; maintain accurate, confidential records of the case; conduct the hearing in a fair and impartial manner; and inform the student and the faculty member(s) of the decision within two regular working days of the hearing.

Appeal

Graduate students may file an appeal of the decision of the Ad Hoc Grievance Committee to the Dean of the College of Nursing within ten days of receipt of the finding of the Ad Hoc Grievance Committee. The appeal must be filed on grounds that cite procedural error that results in a bias decision; new evidence; or penalty imposed that is not appropriate to the violation. If the Dean finds merit in any of the above claims, the Dean will appoint a new Ad Hoc Grievance Committee who will conduct a new grievance hearing. If the Dean does not find merit to student claims, the finding of the Ad Hoc Grievance Committee will be upheld.

Graduate students may appeal decisions to the Graduate School through the Office of the Dean of the Graduate School. Appeals accepted by the Graduate School for consideration of reversal or modification of the Departmental decision are those with one or more of the following cited as grounds: inequitable application of regulations,

bias, conflict with regulations, or extenuating circumstance. See current Graduate Bulletin for addition information.

A faculty member who feels aggrieved as a result of student grievance proceedings has the right to appear before the University Faculty Grievance Committee and present his/her case to the Committee. The process is described in the Faculty Manual.

*Policy may be changed at anytime

Approved by Cliff Scott 8-13-07
Approved by Student Affairs Committee 9-10-07
Approved by Graduate Council 11-19-07

APPENDIX V: STATEMENT OF RESPONSIBILITY/WAIVER OF LIABILITY

University of South Carolina
College of Nursing

In consideration of my (self, son, daughter) being permitted to participate as a student in the_____activity/program administered by the University of South Carolina College of Nursing. I hereby certify that I understand and agree with the following terms of my participation in the program and I do hereby release the College of Nursing and University of South Carolina from liability and assume the risk and financial responsibilities as follows:

1.   I understand that I am subject to all laws of the state I am traveling in/to. I agree to conduct myself in a manner that will comply with the regulations of the College of Nursing and University of South Carolina including but not limited to the Student Code of Conduct.

2.   I understand that I am financially responsible for any personal health and or hospitalization needs during my participation in the stated activity/program.

3.   I agree to carry vehicle collision and/or bodily injury liability insurance on my personal vehicle if utilized in this activity/program. I understand that the College of Nursing and University of South Carolina is not responsibility for any damages or injuries related to travel to or from the stated activity/program.

4.   I expressly understand and agree to hold harmless the College of Nursing and the University of South Carolina, their agents, affiliates, officers and employees from any and all claims and causes of action for damage to or loss of property, personal illness or injury or death arising out of my participation in this program.

I have read and understand the above provisions and agree to be bound thereby.

_____   _____

Signature of Participant   Date

_____

Name (please print)

If the above-signed is not 18 years of age at the date of the signing, this form must also be signed by the participant's parent or legal guardian below.

As the parent or legal guardian of the participant whose signature appears above, I have read and understand the conditions outlined above, have given my child or ward permission to participate in the program, and agree to be bound by the conditions outline above as if I myself had signed above.

_____   _____

Signature of Parent/Legal Guardian   Date

Name (please print)

APPENDIX W: STUDENT HANDBOOK FORM

University of South Carolina
College of Nursing

I acknowledge that I have read and understand the content of the 2013-2014 College of Nursing Graduate Student Handbook _____

Initial here

Initial beside the appropriate handbook(s) found at
http://sc.edu/nursing/internal/gradhandbook1314.pdf.

I understand that I am responsible for the policies and procedures stipulated in this handbook.
If I have questions, I will contact the appropriate College of Nursing representative.

Student Name (Print) _____

Student Signature_____ _____

DATE

Please page, sign, and return to the PHD Program Coordinator (for PhD students) or the DNP/MSN Student Advisor (for MSN, Post Masters, or DNP students) located in the Office Academic Affairs.