Welcome to the USC College of Nursing. We are here to help you be successful 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.

The faculty and staff in the College of Nursing are committed to guiding and assisting you in your academic career. You, in turn, have a responsibility to familiarize yourself with the policies and procedures of the College and University.

There are a number of resources available to assist you in meeting your academic and personal goals. This handbook provides information on many of those resources and policies specific to the College of Nursing. Comprehensive University policies and procedures are found in the 2018 - 2019 USC Graduate Studies Bulletin http://bulletin.sc.edu/index.php and in the USC Policies and Procedures Manual http://www.sc.edu/policies/policiesbydivision.php. Registration at the University of South Carolina assumes the students’ acceptance of all published regulations.

The academic bulletins are the official documents of record concerning undergraduate and graduate academic programs and regulations. These bulletins are for information purposes only and do not constitute any contractual agreement between a student and the University of South Carolina. The University reserves the right to make changes in curricula, degree requirements, course offerings, or academic regulations at any time when, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the University.

The College of Nursing reserves the right to make changes to this handbook as necessary. Please note that the electronic version of this handbook is the one that will be updated. Consult the electronic version as the primary resource.

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1 USC College Of Nursing

1.1 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 with periodic updates available on the College of Nursing website and Virtual Communities. It is important that students become familiar with the current Handbook. All graduate students are required to read and understand the content and are responsible for adhering to the Policies and Procedures stipulated in the Handbook. Students are required to sign a statement annually attesting to the fact that they have read the current Handbook. Notifications of changes or additions to the Graduate Student Handbook made throughout the year 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 and handbook updates.

The Handbook is organized into the following general categories: (1) Information about the College; (2) Academic Integrity; (3) Academic Programs; (4) Academic Policies and Procedures; (5) Clinical Placements and Activities; (6) Non-Academic Policies and Procedures; (7) Resources and Support Activities; and (8) Appendices.

1.2 Mission Statement

The University of South Carolina College of Nursing provides nationally recognized educational programs and advances science, practice, and policy to optimize health for all.

Learn more about the College of Nursing Mission
https://www.sc.edu/study/colleges_schools/nursing/about/mission/index.php

1.3 Vision and Values

Vision: To be a preeminent College of Nursing of distinction that pioneers innovation, leadership, and excellence.

Values: Diversity, Inclusivity, Commitment, Caring, Integrity, Respect, Professionalism

1.4 Accreditation

The Commission on Collegiate Nursing Education (CCNE) accredits the MSN and DNP degree programs. The Southern Association of Colleges and Schools accredit the University.
1.5 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. The Associate Dean for Academics, the Assistant Dean for Graduate Studies, Program Directors and Executive Director of Student Affairs in conjunction with student services managers and coordinators provide academic and student support including academic advising, assistance with course registration, dropping/adding courses, changing programs or majors, health requirement records, graduation applications and referral to university resources.

1.6 Communication

The major channel of communication between the College of Nursing and Graduate students is through the University email system and Blackboard Virtual Communities. 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](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. The College of Nursing will not use students’ personal email addresses for electronic correspondence. Program notices are posted in the Virtual Community on Blackboard. Students who forward their email from the USC student email account to a personal email account (i.e. Yahoo or GMAIL) risk losing forwarded mail or broken links and ultimately assume the responsibility for lost or broken emails.
2 Academic Integrity

2.1 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 http://www.sc.edu/policies/ppm/staf625.pdf. Students found guilty of academic dishonesty may receive a zero for their course grade and/or be removed from further study in the CON.

2.2 Ethics for Nursing

Nursing is a profession, and as such, nursing students are expected to behave ethically. Ethical behavior applies to colleagues, peers, supervisors, subordinates, and clients. (Appendix A) contains the Code of Ethics for Nurses developed by the American Nurses Association (ANA).

2.3 Civility and Professional Conduct

As students’ progress through the curriculum, they are preparing for transition into professional life. Some behaviors expected in the classroom/clinical setting parallel many behaviors expected in the work place.

Classroom Expectations
a. Notifies professor when unable to submit assignment on time prior to the deadline
b. Completes reading all assignments
c. Engages in class discussion
d. Maintains appropriate demeanor during in line class activity
e. Refrains from the use of on line discussion forum for posting of non-academic material (i.e. advertisements for jobs, products or services)
3 Academic Programs

The College of Nursing offers the Master of Science in Nursing degree, Certificate of Graduate Study degree, Doctor of Nursing Practice degree, and the Doctor of Philosophy in Nursing Science degree. The Graduate School of the University of South Carolina awards all degrees.

3.1 Master of Science in Nursing Degree Program

3.1.1 MSN Program Objectives

Students in the master's programs of the College acquire:

a. Knowledge and skills required for advanced nursing practice or nursing administration
b. Ability to apply theory and research in practice
c. Leadership skills for nursing practice

3.1.2 Master's Degree Admission Requirements

The aim of the admission process is to assess applicants' probability of successfully completing the MSN program. All factors are considered in combination.

MSN Admission for Adult-Gerontology Acute Care Nurse Practitioner Program

A. Bachelors of Science in Nursing from a nationally accredited program.
B. Copy of unencumbered RN license. The license must be active in the state that the clinical experience will occur.
C. Minimum Cumulative GPA of 3.0 on a 4.0 scale (official transcripts for all nursing coursework required). Applicants who attended a BSN program that issued pass or fail grades for all classes will not be considered a competitive applicant.
D. Science grades will be strongly considered (e.g., Human Anatomy and Physiology, Microbiology, Chemistry, Pathology).
E. Current CV or Resume (In addition to your education and professional experiences, include any certifications, leadership experiences, experiences with diverse or underserved population, paid or volunteer healthcare experiences.)
F. Current BLS and ACLS.
G. Must have a minimum of 600 hours of experience as a Registered Nurse within the past 2 years in an acute care setting (ICU, Med-
Surg, and Emergency Department). Submit verification of work hours. This must be completed and submitted on the University of South Carolina College of Nursing Form.

H. Three (3) letters of recommendation that attest to the applicant’s academic ability, professional competence and personal character. These letters must be from a master’s or doctorally prepared healthcare professional.

I. Submit a personal statement: Describe the role and scope of the Adult-Gerontology Acute Care Nurse Practitioner (AGACNP). Describe how this program will advance your professional goals.

J. GRE not required.

**MSN Admission for Family Nurse Practitioner Program**

A. Bachelors of Science in Nursing from a nationally accredited program.

B. Copy of unencumbered RN license. The license must be active in the state that the clinical experience will occur.

C. Minimum Cumulative GPA of 3.0 on a 4.0 scale (official transcripts for all nursing coursework required). Applicants who attended a BSN program that issued pass or fail grades for all classes will not be considered a competitive applicant.

D. Science grades will be strongly considered (e.g., Human Anatomy and Physiology, Microbiology, Chemistry, Pathology).

E. Current CV or Resume (In addition to your education and professional experiences, include any certifications, leadership experiences, experiences with diverse or underserved population, paid or volunteer healthcare experiences.)

F. Current BLS

G. Minimum of 600 hours of experience as a Registered Nurse within the past 2 years. Submit verification of Work Hours from Employer. This must be completed on the University of South Carolina College of Nursing Form.

H. Three (3) letters of recommendation that attest to the applicant’s academic ability, professional competence and personal character. These letters must be from a master’s or doctorally prepared healthcare professional.

I. Submit a personal statement: Describe the role and scope of the Family Nurse Practitioner. Describe how this program will advance your professional goals.

J. GRE not required.
MSN Admission for Nursing Administration Program

A. Bachelors of Science in Nursing from a nationally accredited program.
B. Copy of unencumbered RN license. The license must be active in the state that the clinical experience will occur.
C. Minimum Cumulative GPA of 3.0 on a 4.0 scale (official transcripts for all nursing coursework required). Applicants who attended a BSN program that issued pass or fail grades for all classes will not be considered a competitive applicant.
D. Current CV or Resume (In addition to your education and professional experiences, include any certifications, leadership experiences, experiences with diverse or underserved population, paid or volunteer healthcare experiences.)
E. Three (3) letters of recommendation that attest to the applicant’s academic ability, professional competence and personal character. These letters must be from a master’s or doctorally prepared healthcare professional.
F. Submit personal statement: Describe your plan for obtaining a preceptor and/or project site. In addition, describe your plan for your project.
G. GRE not required.

MSN Admission for Psychiatric Mental Health Nurse Practitioner Program

A. Bachelors of Science in Nursing from a nationally accredited program.
B. Copy of unencumbered RN license. The license must be active in the state that the clinical experience will be completed.
C. Minimum Cumulative GPA of 3.0 on a 4.0 scale (official transcripts for all nursing coursework required). Applicants who attended a BSN program that issued pass or fail grades for all classes will not be considered a competitive applicant.
D. Minimum of 600 hours of experience as a Registered Nurse within the past 2 years strongly preferred. Submit verification of Work Hours from Employer. This must be completed on the University of South Carolina College of Nursing Form.
E. Science grades (e.g., Human Anatomy and Physiology, Microbiology, Chemistry, Pathology) will be strongly considered.
F. Current CV or Resume (In addition to your education and professional experiences, include any certifications, leadership
experiences, experiences with diverse or underserved population, paid or volunteer healthcare experiences.)

G. Current BLS certification

H. Three (3) recommendations that attest to the applicant's academic ability, professional competence, and personal character. These letters must be from a master's or doctorally prepared healthcare professional.

I. Submit a personal statement: Describe the role and scope of the psychiatric mental health nurse practitioner and how this program will advance your professional goals.

J. GRE not required.

3.1.3 MSN Curriculum

Four programs are offered at the master's degree level: Adult Gerontology Acute Care Nurse Practitioner (AGACNP), Family Nurse Practitioner (FNP), Psychiatric Mental Health Nurse Practitioner (PMHNP), and Nursing Administration (NA).

Course work ranges in length from 30 to 45 credit hours, depending on the foci. Foundation courses include nursing theory, research methodology, and statistics.

Advanced practice core foundation courses include advanced diagnostics, 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/preview_entity.php?catoid=76&ent_oid=1492&returnto=2192

The MSN-Nursing Administration program prepares nurses to be key leaders in health organizations managing the delivery of health services across the spectrum of health care. Applicants to the MSN-Nursing Administration program are accepted 3 times a year. Please see website for up to date admission deadlines. The MSN-Nursing Administration leadership courses are offered online in 7-week blocks. Upon program completion, graduates will be eligible to take the Nurse Executive Certification (AONE). 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/preview_entity.php?catoid=76&ent_oid=1492&returnto=2192

Applicants to the MSN degree programs are reviewed after the published deadlines. Course schedules are planned around the semesters following admission with courses offered fall, spring, and summer. Program requirements must be completed within 4 years.
3.1.4 Program of Study

The Graduate School Program of Study is a binding agreement between The Graduate School and the student that must be on file and approved prior to graduation. Students must follow courses in the order and as outlined on the program of study. Modification to the Program of Study may be made only in consultation with the appropriate Program Directors. Any changes must be submitted prior to beginning any change to The Graduate School on the Program of Study Adjustment Form (GS-43 (POSA) (available on website), which is submitted by the student’s Graduate Advisor http://gradschool.sc.edu/forms/.

3.1.5 MSN Degree Requirements

Requirements for earning the MSN degree include:

a. Completion of an approved Master’s Program of Study in Nursing
b. Completion of an applied research course, NURS 791 (3 credits), or a thesis, NURS 799 (6 credits)
c. A cumulative GPA of at least 3.000 at time of graduation
d. 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.
e. Complete Clinical Hours
f. Successful completion of the Masters Comprehensive Assessment Exam

3.1.6 Length of Time to Complete Program

The CON requires that all course work to be applied toward the master’s degree in the CON must be completed within 4 years. Additionally, when courses taken at the University are beyond The Graduate School 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/content.php?catoid=52&navoid=1287. Coursework taken at other institutions cannot be revalidated.

3.1.7 MSN 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 must meet with the Assistant Dean for Graduate Programs at matriculation in order to 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://gradschool.sc.edu/students/thesisdiss.asp
3.1.8 MSN Comprehensive Assessment

The Graduate School requires that all master's degree 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 policy applies to all students admitted to the master's program in fall, 2011 and thereafter.

3.2 Certificate of Graduate Study Degree Program

The College offers three post-master’s certificate of graduate study program options in advanced practice. 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 (i.e., nurse practitioners), and are seeking an additional certification emphasis area. Additionally, students requesting the 18 hours CGS program must submit transcript and in some cases syllabi to support the following three separate advanced APRN course across the life-span: Pharmacology, Health Assessment and Pathophysiology

* Note: If the advanced practice core courses do not meet requirements for secondary certification, 27 hours may be required for these students.

The emphasis areas are Adult Gerontology Acute Care Nurse Practitioner, Family Nurse Practitioner, and Psychiatric Mental Health Nurse Practitioner. Depending on the certification that the student currently has and is seeking, additional foundation courses or other courses may be required.

A post-master's Certificate of Graduate Study in Nursing Administration is offered. The curriculum is 18 credit hours for students who have a master's degree in nursing.

Both the Certificate of Graduate Study in Advanced Practice Nursing and Certificate of Graduate Study in Nursing Administration are restricted to students who hold a master's degree in nursing. The program of study is designed to augment the student's prior graduate study through advanced practice preparation in one of four emphasis areas; Nursing Administration, Family Nurse Practitioner, Adult Gerontology Acute Care Nurse Practitioner, or Psychiatric Mental Health Nurse Practitioner.

Students who complete the program of study are eligible to apply for national certification examinations in the applicable specialty area.
3.2.1 CGS Admission Requirements

Admission for Certificate of Graduate Studies in Advanced Practice Nursing
(Already Certified as an APRN)

A. Bachelors of Science in Nursing and a Master of Science in Nursing (MSN) degree from a nationally accredited program and evidence of credentialing within the applicant’s specialty.
B. Preferred cumulative grade point average (GPA) of 3.0 on a 4.0 scale for undergraduate coursework (official transcripts for all nursing coursework are required). Applicants who attended a BSN or MSN program that issued pass or fail grades for all classes will not be a competitive applicant.
C. Preferred cumulative grade point average (GPA) of 3.0 on a 4.0 scale for graduate coursework (official transcripts for all graduate coursework are required). Applicants who attend a graduate program that issued pass or fail grades for all classes will not be a competitive applicant.
D. Unencumbered, active advanced practice registered nurse (APRN) license in state where clinical experiences will be occur.
E. A copy of current APRN specialty certification must be submitted (does not apply to Nurse Administrators).
F. Current BLS is required for FNP and PMHNP Certificate of Graduate Studies
G. Current BLS and ACLS is required for students seeking admission to the AGACNP Certificate of Graduate Studies.
H. You are required to provide evidence of completion of graduate level courses in Health/Physical Assessment (across the lifespan), Physiology/Pathophysiology(across the lifespan) and pharmacology (broad categories of drugs). These must be three separate courses that meet current criteria for content based on the Consensus Model for APRN regulation (AACN, 2008).
I. Current CV or Resume (In addition to your education and professional experiences, include any certifications, leadership experiences, experiences with diverse or underserved population, paid or volunteer healthcare experiences.)
J. Three (3) recommendations that attest to the applicant's academic ability, professional competency and personal character. These letters must be from a master’s or doctoral prepared health care professional.
K. Submit a personal statement: Describe the advanced practice role (FNP, AGACNP, PMHNP) and scope for which you are seeking certification. Describe how this program will advance your professional goals.
L. GRE not required.
Admissions for Certificate of Graduate Studies in Advanced Practice (Non-APRN)

A. Bachelors of Science in Nursing and a Master of Science in Nursing (MSN) degree from a nationally accredited program.

B. Preferred cumulative grade point average (GPA) of 3.0 on a 4.0 scale for undergraduate coursework (official transcripts for all post-secondary school coursework are required). Applicants who attended a BSN or MSN program that issued pass or fail grades for all classes will not be a competitive applicant.

C. Preferred cumulative grade point average (GPA) of 3.0 on a 4.0 scale for graduate coursework (official transcripts for all graduate coursework are required). Applicants who attend a graduate program that issued pass or fail grades for all classes will not be a competitive applicant.

D. BLS is required for FNP and PMHNP Certificate of Graduate Studies.

E. BLS and ACLS is required for students seeking admission to the AGACNP Certificate of Graduate Studies.

F. Unencumbered, active registered nurse license in state where clinical experiences will occur. This includes telehealth visits (South Carolina) for PMHNP Certificate of Graduate Studies.

G. Current CV or Resume (In addition to your education and professional experiences, include any certifications, leadership experiences, experiences with diverse or underserved population, paid or volunteer healthcare experiences.)

H. Three (3) recommendations that attest to the applicant's academic ability, professional competency and personal character. These letters must be from a master's or doctoral prepared health care professional.

I. Submit a personal statement based on the program that you are applying.

J. Clinical Students: Describe the advanced practice role (FNP, AGACNP, PMHNP) and scope for which you are seeking certification. Describe how this program will advance your professional goals.

K. GRE not required.

Admission for Certificate of Graduate Studies Nursing Administration

A. Bachelors of Science in Nursing and a Master of Science in Nursing (MSN) degree from a nationally accredited program and evidence of credentialing within the applicant's specialty.

B. Preferred cumulative grade point average (GPA) of 3.0 on a 4.0 scale for undergraduate coursework (official transcripts for all nursing coursework are required). Applicants who attended a BSN or MSN program that issued pass or fail grades for all classes will not be a competitive applicant.

C. Preferred cumulative grade point average (GPA) of 3.0 on a 4.0 scale for graduate coursework (official transcripts for all graduate coursework are
required). Applicants who attend a graduate program that issued pass or fail grades for all classes will not be a competitive applicant.

D. Unencumbered, active registered nurse (RN) license in state where clinical experiences will be occur.

E. Current CV or Resume (In addition to your education and professional experiences, include any certifications, leadership experiences, experiences with diverse or underserved population, paid or volunteer healthcare experiences.

F. Three (3) recommendations that attest to the applicant’s academic ability, professional competency and personal character. These letters must be from a master’s or doctoral prepared health care professional.

G. Submit personal statement: Describe your plan for obtaining a preceptor and/or project site. In addition, describe your plan for your project.

H. GRE not required.

3.2.2 CGS Curriculum

A detailed outline of the courses required in the post-master certificate of graduate study emphasis areas is available upon consultation with a student services coordinator and program director. The courses listing will depend on the emphasis and entry preparation.

3.2.3 Program of Study

The Graduate School Program of Study is a binding agreement between The Graduate School and the student that must be on file and approved prior to graduation. Students must follow courses in the order and as outlined on the program of study. Modification to the Program of Study may be made only in consultation with the appropriate Program Directors. Any changes must be submitted prior to beginning any change to The Graduate School on the Program of Study Adjustment Form (GS-43 (POSA (available on The Graduate School website), which is submitted by the student services coordinator and program director http://gradschool.sc.edu/forms/.

3.2.4 CGS Degree Requirements

Requirements for earning the CGS degree include:

a. Complete an approved program of study.

b. Have a cumulative GPA of at least 3.0 and earn a 3.0 or better in all required classes and courses number 700 or higher.

c. Complete clinical hours.

d. The CON requires a comprehensive exam for all CGS Advanced Practice candidates.
3.3 DNP Program

The 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. The CON requires that all course work to be applied toward the DNP degree must be completed within 6 years (8 semesters) of graduation. 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).

3.3.1 DNP Program Objectives

Students in the DNP program acquire skills to:

a. Manage health care of individuals, families, communities, and populations in complex health care systems
b. Conduct research utilization/evidence based practice studies to innovate practice
c. Influence health care policy at the local, state, and national levels
d. Assume leadership roles in health care

3.3.2 DNP Admission Requirements

Admission for Post Master’s to DNP

A. Bachelors of Science in Nursing and a Master of Science in Nursing (MSN) degree from a nationally accredited program and evidence of credentialing within the applicant's specialty.

B. Preferred cumulative grade point average (GPA) of 3.0 on a 4.0 scale for undergraduate coursework (official transcripts for all nursing coursework are required). Applicants who attended a BSN or MSN program that issued pass or fail grades for all classes will not be a competitive applicant.

C. Preferred cumulative grade point average (GPA) of 3.0 on a 4.0 scale for graduate coursework (official transcripts for all graduate coursework are required). Applicants who attend a graduate program that issued pass or fail grades for all classes will not be considered a competitive applicant.

D. Unencumbered, active registered nurse (RN) or advanced practice registered nurse (APRN) license in state where clinical experiences will be occur.

E. Current CV or Resume (In addition to your education and professional experiences, include any certifications, leadership experiences, experiences with diverse or underserved population, paid or volunteer healthcare experiences.)
F. Three (3) recommendations that attest to the applicant's academic ability, professional competency and personal character. These letters must be from a doctoral prepared

G. 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

H. Applicants with a master’s degree in nursing must be certified, licensed, and practicing as an advanced practice nurse with prescriptive authority in order to proceed to the 33 credit hours DNP terminal degree unless seeking the Executive Leadership concentration.

I. Applicants with a MSN in nursing, once admitted must present verification of clinical hours completed during the MSN program.

J. GRE not required.

Admission for BSN to DNP

A. Bachelors of Science in Nursing degree from a nationally accredited program.

B. Preferred cumulative grade point average (GPA) of 3.0 on a 4.0 scale for undergraduate coursework (official transcripts for all nursing coursework are required). Applicants who attended a BSN or MSN program that issued pass or fail grades for all classes will not be a competitive applicant.

C. Preferred cumulative grade point average (GPA) of 3.0 on a 4.0 scale for graduate coursework (official transcripts for all graduate coursework are required). Applicants who attend a graduate program that issued pass or fail grades for all classes will not be considered a competitive applicant.

D. Unencumbered, active registered nurse (RN) in state where clinical experiences will be occur.

E. Current CV or Resume (In addition to your education and professional experiences, include any certifications, leadership experiences, experiences with diverse or underserved population, paid or volunteer healthcare experiences.)

F. Three (3) recommendations that attest to the applicant’s academic ability, professional competency and personal character. These letters must be from a doctoral prepared

G. 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

H. GRE not required.

3.3.3 DNP Curriculum

The DNP curricular plan totals 33 credit hours for students who enter with a master’s degree in nursing and hold an APRN license. All students will take the following 3 credit courses including NURS 737, NURS 734, NURS 779, NURS 781, NURS 805, NURS 808, NURS 817, NURS 819, and NURS 840A. Students
will also take 6 credits of NURS 897 (minimum of 3 credits in each of two semesters).

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/preview_entity.php?catoid=76&ent_oid=1492&returnto=2192

3.3.4 Program of Study

The Graduate School Program of Study is a binding agreement between The Graduate School and the student that must be on file and approved prior to graduation. Students must follow courses in the order and as outlined on the program of study. Modification to the Program of Study may be made only in consultation with the appropriate Program Directors. Any changes must be submitted prior to beginning any change to The Graduate School on the Program of Study Adjustment Form (GS-43 (POSA) (available on The Graduate School website), which is submitted by the student’s Graduate Advisor http://gradschool.sc.edu/forms/.

3.3.5 DNP Degree Requirements

A summary of degree requirements is listed below:
  a. Residency requirement of at least 18 graduate credit hours over three consecutive semesters (6 hours per semester)
  b. Completion of an approved Program of Study
  c. Defense of an approved DNP Project Proposal
  d. Defense of a final DNP Project
  e. Completion of at least 1000 clinical hours for BSN entry students
  f. 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. This form will be sent to all admitted students during the first semester after matriculation.
  g. For APRN major students a comprehensive exam will be required.

3.3.6 DNP 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 will count toward the 18 hours required for residency.
3.3.7 NURS 897 DNP Project Preparation & Residency

This course is an opportunity for students to use the clinical, leadership, and policy skills gained during the program to develop a quality improvement project to improve the health of a selected population. It is taken during the latter semesters of the DNP program. A DNP Project Committee assist in the process. Additional information about the DNP Project Committee requirements and related forms are posted in the DNP Virtual Community in Blackboard, DNP Project Information tab.

3.3.8 DNP Project Committee

The Project 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 CON members of the DNP committee (chair and second reader) will be assigned to the student after NURS 737 by the DNP council. The student will select one outside member to serve a clinical liaison and the third member of the committee during NURS 734. The DNP Committee supervises the student’s project. The DNP Project Committee Chair will provide a copy of the NURS 897 Syllabus and it is available on the DNP Virtual Community.

3.3.9 DNP Project Proposal and Project Defense (While Enrolled In NURS 840A or 897)

The DNP Project is the culmination of a student’s study in the DNP program (See Guidelines: (Appendix B). 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 (second reader), each holds a terminal degree and has graduate faculty status. One outside member will serve a clinical liaison and the third member of the committee. A letter of support and the third member’s CV/resume must be sent to The Graduate School for approval. This project is graded T/U (T= Satisfactory, U= Unsatisfactory. The College of Nursing does not allow a student to continue in the program with a grade in NURS 897 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. After the student has successfully implemented the Project, the student must successfully defend the Project and will not graduate until the DNP Project Committee approves. (See Appendix C)

DNP students are required to publish their DNP 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. The Graduate School requires a Dissertation Signature and Approval Form (G-DSF) form to have original signatures and be submitted to The Graduate School upon a student’s successful DNP Project defense. A checklist for program forms required by the Graduate School and the
Project Proposal and Defense process is available in the DNP Virtual Community.

3.3.10 DNP Program Length

All course work applied toward the DNP must be completed within six years of the date at which the degree is granted. The BSN prepared student is typically enrolled for 10 or 11 semesters of full time study. Completion time for MSN prepared students is usually 6 or 8 semesters.

3.4 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.

3.4.1 PhD Program Objectives

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

3.4.2 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:
   a. One of the following educational background options:
      1. BSN entry (i.e., a bachelor of science in nursing degree from a nationally accredited program)
      2. MSN entry (i.e., a master in nursing degree from a nationally accredited program)
      3. 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)
      4. DNP entry (i.e., Doctor of Nursing Practice degree from a nationally accredited program)
   b. Submission of a completed on-line application to The Graduate School
   c. Official record of GRE test scores within the last five years
   d. Official transcripts of all previous college studies
   e. Registered nurse licensure in South Carolina or eligibility for S.C. Licensure or possession of an unencumbered license in the location in which the research will occur.
f. Written statement of career goals

g. Three letters of reference from doctoral-prepared individuals that address research and scholarship potential

h. Resume/Curriculum Vitae

i. Admission interview with 2 nursing graduate faculty members.

j. Potential for scholarship in nursing science as evidenced by an example of scholarly work (e.g., research report, published articles, thesis, course papers, and written innovations).

3.4.3 PhD Program Prerequisites and Co-requisites

Students in the BSN entry option must complete an additional 18 credit hours of master's level related nursing courses prior to enrolling in the PhD core courses. These courses may be selected from one of the existing nursing majors or emphasis areas or may consist of 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 may relate to the student's research area of interest.

3.4.4 PhD Curriculum

The PhD in Nursing Science curriculum consists of core courses in which students develop the requisite knowledge and skills for the conceptual and methodological development, implementation, interpretation, and critique of nursing research. Upon completion of the required core courses, students take the Qualifying/Candidacy Examination (refer to section entitled Qualifying/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, including the dissertation defense, must be completed within ten years of initial enrollment. Curriculum varies depending on the students preparation at entry Post-BSN, Post MSN, Post-masters (non-MSN), Post-DNP. All students will take the following PhD core courses: NURS 800, NURS 801, NURS 803, NURS 804, NURS 810, NURS 811, NURS 813, NURS 870, NURS 898 and NURS 899 (12 hours). A detailed description of the courses required for each preparation entry is found in the USC Graduate Studies Bulletin website: http://bulletin.sc.edu/preview_entity.php?catoid=76&ent_oid=1492&returnto=2192

3.4.5 PhD Degree Requirements (Students Entering Fall 2016 and Later)

A summary of degree requirements is listed below. Each of the requirements is described in detail under the next section, PhD Program Academic Policies.
a. Complete doctoral residency 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;

b. Complete an approved program of study totaling not less than 39 credits for post-DNP entry, 57 credit hours for master’s degree entry options and not less than 75 credit hours for a BSN entry option;

c. 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;

d. Complete at least 3 credits of mentored research under a College of Nursing faculty member (NURS 898 Research Internship);

e. Complete the admission-to-candidacy examination at least one full academic year prior to the date on which the degree is to be granted;

f. File an approved Doctoral Program of Study (DPOS) with The Graduate School prior to enrolling in NURS 899 Dissertation Preparation credit hours;

g. Complete all course requirements on the DPOS;

h. Complete a comprehensive examination (i.e., oral and written dissertation proposal defense), taken after admission to candidacy and completion of all course requirements except those courses in which the student is currently enrolled;

i. Complete written and oral defense of a doctoral dissertation. A candidate must present a dissertation and abstract approved by the student’s Doctoral Committee, the PhD Program Director, and The Graduate School no later than five years after successful completion of the comprehensive examination/dissertation proposal defense;

j. Complete all degree requirements within 10 years of initial enrollment.

3.4.6 Advisement and Mentoring

Upon admission to the PhD program, students receive initial academic advising with the director of the PhD program. Upon entry into the program, students will be assigned a mentor. Both the mentor and the PhD program director may be involved in academic advising during the student’s first year of course work. No later than the beginning of the second year following entry into the PhD program, the student will select a major advisor from among College of Nursing Graduate Faculty. Once a major advisor is selected, the major advisor will provide academic support during degree progression through the core courses and candidacy process. Once a student has been admitted to candidacy, the primary advising role moves to the student’s Doctoral Committee Chair.

Upon successful completion of the candidacy exams, students are admitted to candidacy and required to establish a Doctoral Committee.
3.4.7 PhD 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. For DNP-entry students, the anticipated length of the PhD in Nursing Science program is 3 years of full-time enrollment or 4 to 5 years part-time enrollment. For students who enter with an MSN degree, the anticipated length of the PhD in Nursing Science program is 3 to 4 years of full-time enrollment or 5 to 6 years of part-time enrollment. Students entering with a BSN should complete the program in 4 to 5 years of full-time enrollment or 6 years of part-time enrollment.

A PhD candidate must present a dissertation and abstract approved by the student's Doctoral Committee, the PhD Program Director, and the Dean of The Graduate School no later than five years after the comprehensive examination (i.e., Dissertation Proposal) has been successfully completed.

Upon enrollment, students are expected to make satisfactory and timely progress towards the degree. An Annual Advising Meeting will be held to review and finalize the Individual Development Plan (IDP) Form (Appendix D), and update the student’s biosketch (Appendix E). The advising meeting will take place in the Spring of each academic year. The student is responsible for drafting the Individual Development Plan (IDP) Form, updating the biosketch, scheduling the advising meeting and submitting the final form for signatures.

Following three years of non-enrollment, admission to the PhD in Nursing Science program becomes invalid and students must reapply and meet current admission requirements for readmission. Upon readmission, students are subject to regulations of the Graduate Studies Bulletin in effect at the time of reenrollment.

3.4.8 PhD Progress to Degree Guide

An overview of the Dissertation process is available on The Graduate School website on the Thesis and Dissertation webpage. The Doctoral Progress to Degree Guide outlines important considerations and deadlines for PhD students. Additionally, a program checklist of important program requirement and processes are available in the PhD virtual committee.

3.4.9 Appointment of the Qualifying/Candidacy Examination Committee

Qualifying/Candidacy Committee membership is only documented within the College of Nursing, not The Graduate School. For PhD students in the College of Nursing, the Qualifying Examination is called the Candidacy Exam. The Qualifying/Candidacy Examination Committee administers the written and oral portions of the Qualifying/Candidacy Exam. Three CON Graduate Faculty members comprise the Qualifying/Candidacy Examination Committee. Students
may indicate their choice for one member, and the remaining members are indicated by the PhD Program Director

3.4.10 Qualifying/Candidacy Examination Procedures

For PhD students in the College of Nursing, the Qualifying Examination is called the Candidacy Exam. The Candidacy Exam includes a written component and an oral defense. Admission to doctoral candidacy requires satisfactory performance on the PhD Candidacy Examination administered through the PhD Program. Prior to scheduling the candidacy exam, the student should complete the Doctoral Program of Study (DPOS) in consultation with the Major Advisor. For more information see appendices below.

- **(Appendix F): PhD Overview of the PhD Candidacy Exam: Purpose and Evaluation Criteria**
- **(Appendix G): PhD Candidacy Examination Procedures**
- **(Appendix H): Criteria for Grading PhD Candidacy Examination**

The scope of the Qualifying/Candidacy Exam allows faculty to 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.

Upon successful completion of the Qualifying/Candidacy Examination, a Doctoral Qualifying Exam Verification Form and the Doctoral Program of Study (DPOS), must be signed by the student’s Major Advisor and the CON Graduate Assistant Dean. Both forms are available at [http://gradschool.sc.edu/forms/](http://gradschool.sc.edu/forms/). Following appropriate signatures, both forms are sent to the Graduate School by the PhD program office.

Note: the DPOS protects the student from modifications in the event of curriculum or faculty changes and must be submitted to 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. A Program of Study Adjustment form is required to document changes to the original Program of Study. Please consult the Office of Student Affairs or Graduate School website at [http://gradschool.sc.edu](http://gradschool.sc.edu) for more information.

3.4.11 Admission to Candidacy by The Graduate School

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 Qualifying/Candidacy 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 conditions

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components of the admission to candidacy procedures should be at least one full academic year before the degree is granted.

3.4.12 Appointment of Doctoral Committee

The PhD candidate must establish a Doctoral Committee 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.

The Doctoral Committee directs 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 Doctoral Committee. The Doctoral Committee must consist of at least four members, one of whom is from outside the College of Nursing.

The Doctoral Committee Appointment Request Form is available online at http://gradschool.sc.edu/forms/. 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 Assistant Dean for Graduate Studies. 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 submitted to the PhD Program Director. The College of Nursing Tenure and Promotion Committee must approve the request before submission to The Graduate School.

3.4.13 Written and Oral Comprehensive Exam

Students must pass a written and oral comprehensive examination under the direction of their Doctoral Committee. In the College of Nursing, the written and oral defense of the dissertation proposal constitutes the Comprehensive Exam. Doctoral Committee members have two weeks (10 business days) to review drafts of dissertation chapters. Once the proposal is finalized the student initiates the Comprehensive Exam/ Dissertation Defense Approval Form (Appendix I). The Comprehensive Exam/ Dissertation Defense Approval Form (proposa defense) may be scheduled when the signed Comprehensive Exam Approval Form is submitted to the PhD Program Office. The written and oral portions of the Comprehensive Exam (Dissertation Proposal) are administered by the Doctoral
Committee in accordance with the approved PhD Dissertation Proposal Guidelines in (Appendix J). Upon successful completion of the written and oral Comprehensive Exam/Dissertation Proposal, the PhD student must submit a completed Doctoral Comprehensive Exam Verification Form to The Graduate School (available at http://gradschool.sc.edu).

3.5 Dissertation

The Doctoral Committee directs the student in the preparation of the dissertation in accordance with the approved PhD Dissertation Guidelines (Appendix K). Doctoral Committee members have two weeks (10 business days) to review drafts of dissertation chapters, and the final dissertation. Once the dissertation is finalized the student initiates the Dissertation Defense Approval Form (Appendix I). The Dissertation Defense may be scheduled when the signed Dissertation Defense Approval Form is submitted to the PhD Program Office. The Doctoral Committee examines the student on the dissertation at the time of the public dissertation defense, 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 Doctoral Committee.

A candidate must present a dissertation and abstract approved by the student's Doctoral Committee and the Dean of The Graduate School no later than five years after the comprehensive examination has been successfully completed.

3.6 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

- Completion of dissertation research and other degree requirements (language examination, etc.)
- Application for Graduation. Submit application for graduation to The Graduate School.
- Dissertation 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. Consult The Graduate School website for the published deadlines for each semester at http://gradschool.sc.edu/students/progress-doc.asp
- Dissertation Signature and Approval Form is available on The Graduate School website http://gradschool.sc.edu/forms/
- Order academic regalia (graduation gown, hood, etc.) from the USC Bookstore.
- Dissertation Final Approval. Verify dates with The Graduate School regarding deadlines for the final approved dissertation that is submitted via the electronic thesis and dissertation/ETD process.
- Attend the College of Nursing Convocation and USC doctoral hooding ceremony with family, faculty, and friends to celebrate this tremendous accomplishment!

3.7 Preparing Future Faculty Professional Development Program

All PhD students are strongly encouraged to successfully complete the requirements for Preparing Future Faculty (PFF). The PFF is a national credentialing 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](http://sc.edu/cte/PreparingFutureFaculty.php).
4 Academic Policies and Procedures

4.1 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 L) describes each of the standards.

4.2 Student Progression with Course of Study

4.2.1 Online Courses

All nursing courses in the MSN, CGS, and DNP Programs are delivered online through Blackboard Course 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. Additional information about Blackboard is available at http://www.uts.sc.edu/academic/blackboard/.

Students access online courses by logging in at https://blackboard.sc.edu/webapps/portal/frameset.jsp

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 (Bb), the course software
- Learn how to access Bb using Multifactor authentication
- Read the “How to…” guides that are found in each course. They are well worth your time
- Participate actively in the course

Clinical Courses have didactic component online but require direct clinical practice and other activities such as clinical conferencing or simulation.

4.2.2 Academic Advisement

A mandatory online orientation is required for all new MSN, CGS, and DNP students. Each student receives advisement, provided a Program of Study, Degree Plan developed by appropriate Program Director prior to initial registration. Thereafter, all MSN, CGS and DNP students are required to participate in advisement as needed as communicated via Blackboard announcements. Deviation from the degree plan will result in a mandatory
advisement with appropriate Program Director prior to subsequent registration. Enrollment in clinical and other special courses is contingent upon a student meeting other requirements by the stated deadlines (i.e. prerequisites, immunization and other health requirements).

4.2.3 Independent Study

The purpose of an independent study is to allow the student to pursue an area of academic interest not adequately covered by the regular course structure. Students seeking to enroll in an independent study course should work with a faculty member willing to serve as Instructor of Record. Prior to enrolling in the course, the student and faculty member will meet to develop The Graduate School Independent Study Contract form (G-ISC), required for any graded, for-credit course in which the student is doing independent academic work.

This contract is to contain the following information:
- Course Description should give insight into the content to be covered within one semester or part of the semester
- List of Tasks should include 1) a brief description of each task and how it will be assessed, 2) an estimated of when it will be due or accomplished, and 3) the weighted contribution toward a final grade, preferably expressed as a percentage. The total of all of the task should be 100 percent.
- Grading Scale

This form must be approved by course faculty and Graduate Director. See additional required approval below. Students send an approved copy of the G-ISC to the Office of the University Registrar before registering for the course.

A limited number of credits from NURS 769, Independent Study in Nursing or NURS 840, Independent Study in Nursing Science may be applied toward MSN, or DNP degree program completion. Students enrolled in the MSN/DNP programs may not enroll for nursing independent study courses on a pass/fail basis.

A maximum of 6 credits of NURS 840, Independent Study in Nursing Science may be applied toward PhD degree program completion as contributing courses. Students seeking to enroll in an independent study course should work with a faculty member willing to serve as Instructor of Record. Prior to enrolling in the course, the student and faculty member will meet to develop a NURS 840, Independent Study Contract. This contract is to contain the following information:
- Course Summary: Provide a brief description of the specific focus and primary components of the NURS 840 Independent Study course
- List Required Readings or other Required Activities
- List Dates of Faculty/Student Meetings and Assignments Due Dates
- Identify Grading Criteria.

The approval of the course instructor, the chair of the student’s doctoral Advisory Committee, and the graduate director of the academic program is required.
Sample NURS 840 syllabi are available through the Office of Student Affairs.

4.2.4 Prescriptive Authority and APRNs

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 licensure 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, 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 continuous enrollment and application of content in the DNP degree program in which an advanced practice area of study was completed. Students must maintain continuous enrollment in their program of study or must repeat Nursing 702 Advanced Pharmacotherapeutics to meet the Board of Nursing application requirements for prescriptive authority. The University defines continuous enrollment as 2 or 3 major semesters per academic year Fall, Spring and Summer. Students in the DNP program typically take NURS 702 more than two years before graduation but the Board of Nursing allows students to apply for prescriptive authority as long as the student remains continuously enrolled and the Board of Nursing can verify that content was applied in subsequent semesters.

4.2.5 Grades

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 nursing graduate 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 or if the Incomplete (I) was assigned to a course that is considered a pre-requisite for a subsequent course. 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.

Grading Of Theses, Dissertation and DNP Project Courses

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’. No other grading options (i.e., Incomplete) are available. These grades will not be used to calculate the student’s GPA. However, as noted above, the College of Nursing does not allow a student to continue in the program with a grade of ‘U’ in two courses.

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/. A complete official transcript may also be released for a fee. Information on how to order official transcripts can be found at: http://bulletin.sc.edu/content.php?catoid=52&navoid=1287

4.2.6 Graduate School Academic Forgiveness


4.2.7 Self-Service Carolina

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 https://my.sc.edu/. The most up to date information is posted on-line.
4.2.8 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. For the purposes of financial aide, a student must be enrolled in at least 6 hours per semester to be eligible for financial aide. 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. Graduate School requires any student who misses one or more semesters to submit an update request form to renew your enrollment privileges. In some cases if a planned term away is pre-arranged and approved prior to the term this requirement may be waived. 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:

a. The student has completed coursework on his/her program of study excluding NURS 799 or NURS 897.

b. 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.

4.2.9 Enrollment Restrictions

Applicants to the MSN, CGS, or DNP program may not register for nursing courses until they are admitted to the program, agreed to the degree plan and completed orientation.

Registration for a clinical nursing course is limited to students admitted to a College of Nursing graduate degree or certificate program.

Registration for NURS769/769A and NURS 840/840A (independent study courses) requires completion of an independent study contract (G-IS) by the student and faculty member that must be filed with the student’s Graduate Advisor for the student’s file and in the USC Registrar's Office.
All health requirements to include background checks and drug screenings must be in compliance by the end of the first semester of enrollment or a registration hold for subsequent semester enrollment will issued.

4.2.10 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](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. Please note a “W” does constitute an attempt of a course. 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 program director and assigned academic advisor prior to making the changes.

4.2.11 Transfer Credit

MSN, CGS, and DNP Transfer Credit

Graduate credit earned as part of a completed graduate degree or certificate program at USC or elsewhere may or may not be applied to a second USC master’s degree program. A limited number of graduate course work not part of a completed certificate program or graduate degree from USC or another institution with grades of ‘B’ or better may be transferred for credit toward a Master’s or doctoral degree.

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 his/her recommendation along with faculty member’s recommendation to the Assistant Dean for Graduate Studies for final CON approval. Outdated transfer courses (courses completed outside the ten-year period preceding graduation date) cannot be revalidated. Please refer to the Graduate Studies Bulletin Academic Regulations section on Transfer Credit in [http://bulletin.sc.edu/index.php](http://bulletin.sc.edu/index.php) before contacting the graduate advisor for more information about transfer credit.

For students seeking a DNP degree as a BSN entry or MSN entry without APRN licensure and are seeking APRN licensure upon completion of the program, foundation courses (Advanced Pathophysiology, Advanced Health Assessment, Advanced Pharmacotherapeutics, Diagnostics) or Advanced Practice Clinical courses cannot be transferred if taken at another institution. Nursing 897 hours cannot be transferred in for credit.
PhD Transfer Credit

With the approval of the student’s Program Advisory Committee, 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 if transfer credits are dated within the ten-year period allowed for the PhD. The Request for Transfer of Graduate Credit form (G-RTC) and other information about the requirements for request transfer credit are available at [http://gradschool.sc.edu/forms/](http://gradschool.sc.edu/forms/). 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. Review The Graduate School transfer credit policy and forms before contacting the Office of Student Affairs. Not all courses will be accepted for transfer and only a certain number of courses may be transferred and applied to a degree depending on the length and type of degree.

Upon admission to the program, students may submit transfer credit requests for previously completed courses. Following successful completion of the Qualifying/Candidacy Examination and admission to Candidacy, the student’s Program Advisory Committee determines final approval of transfer courses for inclusion on the Doctoral Program of Study.

4.2.12 Revalidation of Outdated Courses

Outdated [USC](http://bulletin.sc.edu/content.php?catoid=52&navoid=1287) 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. Core, foundation, and Clinical Courses leading to nurse practitioner preparation cannot be revalidated. These courses must be repeated.

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://bulletin.sc.edu/content.php?catoid=52&navoid=1287](http://bulletin.sc.edu/content.php?catoid=52&navoid=1287) or [http://bulletin.sc.edu/index.php](http://bulletin.sc.edu/index.php), or [http://gradschool.sc.edu/forms/](http://gradschool.sc.edu/forms/). The College of Nursing Program Director (PhD, DNP/MSN) recommend approval to the Associate Dean for Academics, who then sends the request to The Graduate School for approval. A per credit hour fee must be paid to the Bursar’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.

4.2.13 Change of Program or Major in the Graduate Program

Students who wish to change their degree or major within the graduate program of the College of Nursing are required to submit an Update Request Form to The Graduate School. Submission of this form is not a guarantee of transfer. Requests will be evaluated on a space available basis and may require a delay in the program of study.  (Alert: submission of this form puts a hold on registration and suspends the existing program of study.)

4.2.14 Leave of Absence or Inactive Status

A student taking one or more semesters off from coursework will require submission of an Update Request Form (URF). The Admission Committee will review the URF and determine the semester of return based on the student's revised plan of study.  (Approved by College of Nursing Graduate Council, 10/9/2017)

4.2.15 Academic Standards and Academic Suspension Policies

A student pursuing graduate level course work who maintains a minimum cumulative graduate grade point average of 3.0 is in good academic standing. (Approved by College of Nursing Graduate Council, 10/9/2017)

Withdrawal

A student may attempt a specific graduate course twice in the graduate program. An attempt is any grade or W received in a course. Each MSN, CGS, or DNP course may only be attempted twice. If the student is unsuccessful on the second attempt of a course, the student is no longer eligible to continue in the program and will be dismissed from the College of Nursing. For specific date, refer to the academic calendar at: https://www.sc.edu/about/offices_and_divisions/registrar/academic_calendars/2018-19_calendar.php (Approved by the College of Nursing Graduate Council, 10/9/2017)

Academic Probation

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.

A minimum grade of 80% (B) is required in all graduate course work. If a grade lower than B is earned, this course must be repeated in order to enroll in subsequent nursing courses. However, the initial grade of C remains on the student record and counts toward the “Two C Rule” (see below in Academic Dismissal). Students must have a cumulative grade point average of at least 3.0 (B) to receive the Master of Science in Nursing degree, Certificate of Graduate Studies and Doctor of Nursing Practice degree. (See below for Academic Dismissal). (Approved by College of Nursing Graduate Council, 10/9/2017)

Clinical Failure

Failure to earn a satisfactory evaluation in the clinical component inclusive of the faculty evaluation will result in a course failure regardless of other grades earned in the course. Clinical failure may occur at any time during the semester. If a student has been asked to leave a clinical rotation because of unsafe or unprofessional activities, a clinical failure will be assigned. Depending on the level of the clinical infraction, a D or F may be assigned for the course. Violation(s) of the Nurse Practice Act will be reported to the Board of Nursing. (Approved by College of Nursing Graduate Council, 10/9/2017)

Unsafe Clinical Practice

Nursing Department faculty members are academically committed to preparing who are competent in the skills of nursing practice: technical, diagnostic and interpersonal. Faculty members have an ethical and legal responsibility and accountability for the protection of others within the health care and larger community from unsafe, unethical, or illegal nursing practice on the part of USC students and graduates. All students are expected to be familiar with the principles of safe, ethical, and legal practice and are expected to perform accordingly. Therefore, students may be disciplined or dismissed from the nursing major for practice or behavior, which threatens, or has the potential to threaten, the safety of a client, family member, authorized representative, student peer, faculty member, healthcare provider, and/or self, or is unethical or illegal. Unacceptable practice may be a one-time event or a series of events. Clinical practice may be considered unsafe when a student fails to use the nursing process effectively by engaging in one or more of the following activities. Please note that this list is not all-inclusive.
You understand that should it be determined that if you are considered unsafe and fail to use a nursing process effectively, you will receive an academic penalty (including but not limited to: a clinical failure, course failure, suspension, expulsion from the College, or other penalties) and be referred to the Office of Academic Integrity for additional disciplinary action.

Unsafe clinical practice is at the discretion of each individual professor:

1. Unacceptable practice is defined as: An act(s) or behavior(s) of the type that violates the Nurse Practice Act. An act(s) or behavior(s) that violates the American Nurse Association (ANA) Code [of Ethics] for Nurses, the ANA Standards of Clinical Practice, or the College of Nursing Core Values.

2. An act(s) or behavior(s) that threatens, or has the potential to threaten, the physical, emotional, mental, or environmental safety of a client, family member or designate, student peer, a faculty member, health care provider, or self.

3. Attending clinical with active infectious disease process or when lab results are in critical range.

4. An act(s) or behavior(s) that is unethical, dishonest or illegal, e.g., lying or deliberately giving inaccurate information.

5. An act(s) or behavior(s) that constitutes nursing practice for which the student is not authorized to perform, or has not been taught, at the time of the incident.

6. Unauthorized entry(s) into the computer or misuse of clinical records or misuse of computer technology to violate patient, faculty or staff rights.”

7. A trend of behavior often characterized by being unprepared or inadequately prepared for clinicals, the classroom or in simulation.

8. Continued inability to perform safely, ethically, or legally without immediate/close instructor supervision (in this case, there may not be a single isolated incident of unacceptable practice, failure to progress).

9. A use of prescribed/non-prescribed or other substances that alter the ability to clinically reason in the classroom, simulation area or clinical environment.

10. Failure to recognize the need for assistance when unfamiliar with advanced practice nursing action.

11. Failure to take advanced practice nursing action when such action is essential to the health and safety of the client.

12. Failure to recognize the influence of own attitudes and behaviors on care of client.

13. Failure to assume responsibility for completing nursing action.

14. Violation of laws or rules relating to patient record confidentiality.

15. Classroom (online) or College behavior that is threatening or potentially harmful towards peers, instructors, advisors or others.

16. Unsatisfactory attendance/tardiness in clinical, simulation, advisement or classroom. (Approved by College of Nursing Graduate Council, 10/9/2017)

Clinical Evaluation

Should a student receive a 2 or 1 on any area of the clinical evaluation, the course faculty may contact the preceptor and remediation may be required by the student. The College of Nursing requires a grade of B or greater in all
clinical courses in order to progress in the program. Failure to achieve a B or greater will result in repeating the entire course including clinical hours. (Approved by College of Nursing Graduate Council, 10/9/2017)

Academic Dismissal

Any student receiving two (2) grades of 79.99% (C+) or lower in the same NURS course or in any two NURS courses will be dismissed from the College of Nursing. (Approved by College of Nursing Graduate Council, 10/9/2017).

Graduate students will be dismissed from the College of Nursing if they are banned from a clinical agency because of unprofessional, unethical, or illegal behavior. Students shall be automatically dismissed from the College of Nursing Program for professional (RN or APRN) licensure suspension or revocation (Approved by College of Nursing Graduate Council April 2014).

Appeals for Reinstatement

Appeals for reinstatement from students should be reviewed first by the Executive Director of Student Affairs. The Director will assist the student in filing a petition. If the appeal is approved, then Graduate Council must forward it to the Dean of The Graduate School for action.

4.2.16 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 Petitions Committee of the College. Petition forms and information are available from the Executive 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.

4.2.17 Student Grievances Process


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 M) 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 USC Policies and Procedures Manual [http://www.sc.edu/policies/policiesbydivision.php](http://www.sc.edu/policies/policiesbydivision.php) and this College of Nursing Graduate Student Handbook. Contact the Executive Director of Student Affairs in the College of Nursing for assistance.

4.3 Degree Completion and Graduation

4.3.1 State Authorization Reciprocity Agreement (SARA) and State Board of Nursing Regulation

Important Information about Programs Leading to Licensure: Each state has its own licensing board with its own Registered Professional Nurse and Advanced Practice Registered Nurse licensure requirements. Consequently, although the baccalaureate and master’s degree programs in the College of Nursing at the University of South Carolina are fully accredited by the Commission on Collegiate Nursing Education (CCNE, [http://www.aacn.nche.edu/ccne-accreditation/accredited-programs](http://www.aacn.nche.edu/ccne-accreditation/accredited-programs)) thereby making BSN graduates eligible to sit for national licensure (NCLEX-RN) and MSN graduates eligible to sit for national certification (ANCC and AANP), thus meeting requirements for RN and APRN professional licensure in the state of South Carolina, we cannot confirm that the program meets all the requirements for professional licensure in another state (e.g., some states have specific topical requirements). Certificate in Graduate Studies (Post MSN) programs are similar in content. For students not living in South Carolina, the following link provides information regarding state licensure specific to individual states throughout the U.S. where a non-resident student lives: [http://www.nursinglicensure.org/](http://www.nursinglicensure.org/) for RN licensure and [http://www.nursinglicensure.org/articles/nurse-practitioner-license.html](http://www.nursinglicensure.org/articles/nurse-practitioner-license.html) for APRN licensure.

If a current student is considering relocating to another state after being admitted into the program, the student must contact the program director to discuss how the move may impact their ability to participate in academic courses (distributed learning) and clinical practica (experiential learning) opportunities in a different state.

4.3.2 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 a formal application during the last semester before graduation prior to the deadline set by the Registrar’s Office. Deadlines are posted for each term on the [official academic calendar](https://www.sc.edu/about/offices_and_divisions/registrar/graduation/graduation_application/) of the University Registrar. Applications filed after the deadline result will not be accepted and will delay receipt of diploma. At the time of graduation, the student’s cumulative grade
point 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.

4.4 Withdrawal from the University

A student who wishes to withdraw from all courses should consult their academic advisor and Program Director for advisement before withdrawing from course work. The date of withdrawal affects the grades assigned (W or WF), as do valid, supported claims of extenuating circumstances. If applicable, Form AS-122A available from the Office of the University Registrar must be approved by the Assistant Dean for Graduate Studies and a student’s instructors prior to withdrawal. Students who withdraw should be aware of the ramifications of that action with respect to grades assigned, program status, liability for repayment of student loans, and financial obligations to the University. Note: a W or WF does count as an attempt of the course. Only two attempts per course are permitted.

4.5 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.
5 Clinical Placements and Activities

5.1 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.

5.2 Clinical Simulation Laboratory (CSL)

The Clinical Simulation Lab (CSL) is located on the first floor of the College of Nursing in the Williams-Brice building. This state-of-the-art facility is designed to replicate realistic practice environments where healthcare students develop clinical decision making skills and enhance technical skill acquisition. Students function within their full scope of practice while receiving real-time feedback and guidance from expert clinical educators. All simulation-based learning experiences adhere to the International Nursing Association for Clinical Simulation and Learning’s (INACSL) Standards of Best Practice: SimulationSM. For more information about the CSL, please refer to the lab’s website at:
http://www.sc.edu/study/colleges_schools/nursing/clinics_labs/simulation_lab/index.php

5.3 Clearance Requirements for Clinical Experience

5.3.1 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.

5.3.2 RN Licensure

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

5.3.3 Criminal Background Check and Drug Screens

During the first course of enrollment, students are required to undergo a background check and a drug screen through the approved College of Nursing vendor. Additionally, students may be subject to random checks throughout the
program. Students are responsible for all expenses incurred for background checks and drug screenings. Read the Background Check (Appendix N) and Drug Screen (Appendix O) Policies on Blackboard in the Background Check and Drug Screen folder.

The Background Checks include the screenings listed below but additional checks may be required depending on the agency or other requirements. A 7-year background check is conducted unless the background check indicates further background investigation is needed to confirm a clean check, which means the background check may go back further in years. This will incur additional expense to the student:

a. Residence History Trace and Criminal Record Check
b. Check of the Nationwide Sex Offender Registry
c. Social Security Number Verification
d. Nationwide Healthcare Fraud and Scan
e. U.S. Patriot Act-OFAC
f. Check of any other registry or records required by law, accrediting agency, or specific agency.

Drug Screens include but may not be limited to Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Ethanol, Meperidine, Methadone, Methaqualone, Opiates, Oxycodone, Phencyclidine, and Propoxyphene.

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

5.3.4 Clinical Requirements

In addition to meeting the health requirements of the University, graduate nursing students must submit certain health requirements via the College’s approved vendor. See (Appendix P). Additional information is available on Blackboard. Failure to provide documentation prohibits enrollment in clinical courses for the semester.

CPR certification must be completed and up-to-date by way of the following course:

Basic Life Support (BLS) 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](http://www.heart.org/HEARTORG/CPRAndECC/HealthcareTraining/BasicLifeSupportBLS/Basic-Life-Support-BLS_UCM_001281_SubHomePage.jsp)

For AGACNP students, Advanced Cardiac Life Support (ACLS) is required in addition to BLS.
5.3.5 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. A list of current clinical agreements held by the CON are found on Bb in the “Clinical Information and Documents” folder. Students are advised to locate a preceptor at least a semester before the clinical course begins. Students having difficulty finding an experience must contact the course faculty member and the Director of Clinical Partnerships for assistance.

Students will be able to use the C360/Web CASE Form application from their desktop or mobile device, available at http://con-central.nurs.sc.edu/studentportal for submission of the Clinical Agreement for Student Experience Form (CASE Form). Students will submit their CASE Form after having secured a preceptor for their course and it must be submitted no later than one (1) week prior to the beginning of each course. If the college already approves a site or preceptor, the student will select them from a list. If new, students must enter all prompted information. A confirmation email will be sent to the preceptor and site contact including a confirmation link. The student will be able to track the progress of the approval in the system. See instructions on how to submit in Bb Clinical Information and Documents.

Students who use multiple preceptors need to submit a preceptor agreement (CASE Form) for each preceptor. Students who negotiate an agreement with someone who has not previously served as a College of Nursing preceptor needs to provide a copy of the preceptor’s curriculum vita.

Upon receipt of this information, 4 - 6 months are required to complete the approval process for a new site contract or renewal site contract for clinical placement. Students CANNOT begin clinical experience until they receive contract verification 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 and may be grounds for dismissal from the program and the CON, a violation of Academic Integrity, liability exposure, and possible Board of Nursing sanction due to possible HIPAA violations among others. If you have questions regarding a contract, please contact the Clinical Contracts Manager for the College of Nursing at 803-777-9505.

5.3.6 Knowledge of Protection Against Bloodborne Disease

The College’s policies concerning bloodborne disease is published in the Bloodborne Pathogen Exposure Control Plan found in Blackboard. As specified in the plan, all students in the College must document their knowledge of protection against bloodborne disease annually. The documentation must be submitted to CastleBranch before the student is allowed to register for clinical courses, attend class, or begin practicums.
5.4 Guidance for all Clinical Experience

5.4.1 Preceptor Definition, Guidelines, Procedures

The University of South Carolina, College of Nursing, does not directly pay nor facilitate student payment for student clinical placements in healthcare systems, provider practices or payment to individual preceptors. This includes application fees for such placements.

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 course faculty approves the preceptors. The preceptor for the course receives the evaluation tool to assess student’s performance, located in the course syllabus. Taking in consideration preceptor evaluation, the course faculty determines the student’s final grade. Preceptor guidelines and procedures are located on Blackboard (Appendices N).

5.4.2 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 knee length 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 fingertip. Artificial nails in any form are unacceptable. If nail polish is worn, it must be clear
- Appropriate clinical equipment that is operational includes but is not limited to cardiology stethoscope, ophthalmoscope/otoscope, percussion hammer, and tuning fork. Other equipment may be needed as outlined by the Agency or Clinical setting.
- Name tag with appropriate credentials following USC guidelines.

Although this dress code is congruent with the majority of health care agencies, some agencies have dress codes that are more restrictive 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.

5.4.3 External Resources for Clinical Placement

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 http://scahec.net/ or (803) 286-4121. A policy for placing students using AHEC is posted on the Blackboard Community under the folder “Clinical Information and Documents.”
6 Non-Academic Policies and Procedures

6.1 Health Insurance

All graduate students taking six hours or more, graduate students with assistantships and all international students and international students are required to have health insurance.

- Students may purchase the student health insurance plan: https://sc.edu/about/offices_and_divisions/student_health_services/insurance-payments/required-health-insurance/student-health-insurance-plan.php

OR

- Waive Out https://sc.edu/about/offices_and_divisions/student_health_services/insurance-payments/required-health-insurance/waiving-out.php

HOW DO I WAIVE OUT? Complete the online waiver online process before the deadline to have the health insurance fee removed from your tuition. You'll need to have your proof of insurance ready.

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/

6.2 Statement of Responsibility/Waiver of Liability

Students attending certain events sponsored by the College of Nursing are to agree to specific requirements in order to participate, and to sign the Statement of Responsibility/Waiver of Liability form found in Appendix S.

6.3 Copyright Policy

The Nursing Programs seek to aid enrolled students by offering electronic presentations and recordings of lectures to improve student engagement and to better meet individual learning needs. With the growing use of technology, students and faculty have the responsibility to understand and observe copyright law including educational fair use guidelines, obtaining written permission, and to follow the corresponding campus University policy.

As supplemental tools, all material found in lectures is owned by the University of South Carolina College of Nursing or its faculty and is protected by United States Copyright laws.
Lecture material is only available to students enrolled in the course where the content is available, and use is not permitted outside the scope of the course. Recorded lectures will only be posted to Blackboard. Material found in the lectures may not be photocopied, screen-shot, duplicated or distributed by any student without the express, written permission from the faculty member who created the material. Video, audio, or photographic recordings of course material are strictly prohibited. Recordings, course material, quizzes, tests and lecture notes may not be reproduced verbatim nor uploaded to publicly accessible web environments. Recordings and course material may not be exchanged nor distributed to a third party for compensation. Recordings and course material may not be used for any purpose other than personal study and may not violate any policies herein. An individual may individually print copies of lecture material solely for personal use under the scope of the course. Duplication or dissemination of lecture materials without authorized use may violate federal or state law and USC University policies.

Failure to adhere to these policies is a violation of the College of Nursing Professionalism Policy and may result in disciplinary action under University guidelines.

6.4 Social Media

As professional nurses, students are responsible for protecting the privacy and confidentiality of patients and research participants. The following guidelines are intended to minimize the risks of using social media:

a. First and foremost, nurses must recognize that they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.

b. Nurses are strictly prohibited from transmitting by way of any electronic media any patient-related image. In addition, students/nurses are restricted from transmitting any information that may be reasonably anticipated to violate patient rights to confidentiality or privacy, or otherwise degrade or embarrass the patient.

c. Do not share post or otherwise disseminate any information, including images, about a patient or information gained in the nurse-patient relationship with anyone unless there is a patient care related need to disclose the information or other legal obligation to do so.

d. Do not identify patients by name or post or publish information that may lead to the identification of a patient. Limiting access to postings through privacy settings is not sufficient to ensure privacy.

e. Do not refer to patients in a disparaging manner, even if the patient is not identified.

f. Do not take photos or videos of patients on personal devices, including cell phones. Follow employer policies for taking photographs or video of patients for treatment or other legitimate purposes using employer-provided devices.
g. Maintain professional boundaries in the use of electronic media. Like in-person relationships, the nurse has the obligation to establish, communicate and enforce professional boundaries with patients in the online environment. Use caution when having online social contact with patients or former patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. The fact that a patient may initiate contact with the nurse does not permit the nurse to engage in a personal relationship with the patient.

h. Consult employer policies or an appropriate leader within the organization for guidance regarding work related postings.

i. Promptly report any identified breach of confidentiality or privacy.

j. Be aware of and comply with employer policies regarding use of employer-owned computers, cameras and other electronic devices and use of personal devices in the work place.

k. Do not make disparaging remarks about employers or co-workers. Do not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.

l. Do not post content or otherwise speak on behalf of the employer unless authorized to do so and follow all applicable policies of the employer.

*All guidelines apply to students. Student should also not make disparaging remarks related to their clinical site, faculty or school. The College of Nursing has adopted the NCSBN position statement:

https://www.ncsbn.org/NCSBN_SocialMedia.pdf

6.5 Change in Name or Address

A student must notify the Office of the Registrar and the College of Nursing Office of Student Affairs of any changes in name or address. Change of name requires presentation of legal documentation.

6.6 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 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.
### 7 Resources and Support Services

#### 7.1 College of Nursing Executive Director of Student Affairs

The Executive Director of Student Affairs 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.

#### 7.2 Graduate School Ombudsman

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/](http://gradschool.sc.edu/)

#### 7.3 Division of Student Affairs

The USC Division of Student Affairs 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/](http://www.sa.sc.edu/)

#### 7.4 University Fee

The University Fee is comprised of the following areas: (1) Program Fees (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/](http://www.sc.edu/bursar/)

The Bursar's Office is located at:
516/518 Main Street
Columbia, SC  29208
803-777-4233

**NOTE:** In addition to USC Fees, the College of Nursing applies fees to clinical course, direct and indirect clinical courses. Please visit the Bursar's Office website [http://www.sc.edu/bursar](http://www.sc.edu/bursar) for information.

#### 7.5 Financial Assistance

The USC Office of Student Financial Aid coordinates university financial aid programs and Scholarships located at 1714 College Street. The office 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 Executive 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. The Executive Director of Student Affairs coordinates College of Nursing scholarships. Scholarship applications (application form from the Executive Director of Student Affairs) for the next academic year are usually due annually by March 15; 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.

7.6 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. Contact the College of Nursing Human Resources Director for more information at 777-6198.

7.7 Federal Funding Sources for Graduate Study

7.7.1 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 may be forgiven and the remaining 15% repaid at 3% interest, depending on the HRSA criteria. These loans are available depending on Congressional budget approval.

7.7.2 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.

7.8 Student Disability Resource Center

The USC College of Nursing is committed to providing reasonable accommodations for students with disabilities. Students with disabilities must contact the Student Disability Resource Center (http://sc.edu/about/offices_and_divisions/student_disability_resource_center/) 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 meet core performance standards and functional abilities established to ensure that they meet the objectives of the nursing program. The Student Disability Resource Center 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. Faculty without this letter in place will make no accommodations. More information is available on the website at http://sc.edu/about/offices_and_divisions/student_disability_resource_center/

Contact information for Student Disability Resource Center:
1523 Greene Street
LeConte Room 112A
Columbia, SC 29208
Phone: 803-777-6142
Fax: 803-777-6741
TDD: 803-777-6744
Email: sadrc@mailbox.sc.edu

7.9 Technology Resource Center (TRC)

TRC (Room 306) is available to all nursing students, faculty, and staff. The TRC 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 TRC policies. TRC hours are posted outside the entrance to the lab. The TRC 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 TRC director and helpdesk staff are available to answer questions and assist student and faculty with the use of resources and health equipment.

7.10 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 TRC, 3rd floor.

7.11 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://library.sc.edu/p/TCL.
7.12 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 at [http://www.sa.sc.edu/shs/mhsonline/](http://www.sa.sc.edu/shs/mhsonline/) and book an appointment using a secured HIPAA compliant site at [https://myhealthspace.ushs.sc.edu/login_directory.aspx](https://myhealthspace.ushs.sc.edu/login_directory.aspx) or [http://www.sa.sc.edu/shs/](http://www.sa.sc.edu/shs/).

Contact information for Thomson Student Health Center:
1409 Devine Street
Columbia, SC 29208
Phone: 803-777-3175

7.13 Counseling and Psychiatry

Counseling & Psychiatry: psychiatric services assists patients through consultation, psychotherapy and medication. Counseling staff provide psychological counseling, education and consultation to the university community, as well as clinical supervision for selected mental health graduate students. Counseling services is located at Close/Hipp Building, fifth floor, 1705 College St. Columbia, SC 29201. Psychiatry services are located at Thomson Building fourth floor, 1409 Devine St. Columbia, SC 29208. (in back of the Russell House)

The National Suicide Prevention Lifeline 1-800-273-TALK (8255) is a free, confidential service that operates 24 hours-a-day, 7 days-a-week. Your call is routed to the crisis center nearest to you. Call for yourself or someone you care about.

7.14 Career Planning and Placement Office

The Career Center, located in the Thomas Cooper Library on Level Five, 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/](http://www.sc.edu/career/).

7.15 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. Students can access the bookstore and purchase textbooks at: [http://sc.bncollege.com](http://sc.bncollege.com).
7.16 Veterans Services

Veteran Services informs veteran students of their benefits opportunities. The office is located at 1224 Blossom Street, Suite 129, Columbia, SC 29208, 807-777-5156 and Fax 803-777-9076. [http://www.sa.sc.edu/veterans/](http://www.sa.sc.edu/veterans/). Students can also email for information at veterans@sc.edu

If you have a question regarding a pending benefits claim, contact the Muskogee Regional Benefits Office (1-888-442-4551).

7.17 Graduate Student/Professional Organizations

Graduate students are encouraged to participate actively 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 Week. 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 Executive Director of Student Affairs.

7.18 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](http://www.sc.edu/vmps/shuttle.html).
7.19 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/index.html. Information about cost and other parking regulations is available at http://www.sc.edu/vmps/index.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

7.20 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/.

7.21 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.
8 Appendices

8.1 APPENDIX A: Code of Ethics for Nurses with Interpretive Statements

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Source: American Nurses Association, August 2015
APPENDIX B: DNP Project Guidelines

DNP Project Proposal

Purpose

The purpose of this policy and procedure is to provide guidance for faculty and students in the DNP project process. This policy combines the policies of the Graduate School and the process approved by the College of Nursing Graduate Council.

Policy

The DNP project (NURS 897 DNP Project Preparation) is the culmination of students’ study in the DNP program. The project is done under the supervision of two graduate faculty in the College of Nursing (one serves as the chair and one as the member), and one outside member. More individuals may be added if additional expertise is needed. This project is graded T/U and NURS 897 may be taken for variable credit (3-6). 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 prepare a project proposal which serves as the written and oral comprehensive exam required by the Graduate School. The student must successfully complete the project and will not graduate until the DNP project committee approves the project.

Procedure for DNP Projects

1. Students select an outside member and are assigned to a Committee chair after NURS 737, the chair and student will work together and select the inside committee member and complete the DNP Project Committee Approval Form which is submitted to the Graduate Student Services Coordinator II (GSSC).

2. The DNP Project Committee determines if the student has successfully completed the proposal.

Topical Outline of DNP Project Proposal

DNP Project Proposal Outline – Student will need

Chapter 1 - includes the:

- **Abstract** (819)
- **Introduction** (819)
- **Background including:**
  - the analysis and synthesis of the evidence in the literature (819)
  - the resulting recommendations (build the case for the project you are proposing) (737)
  - scope of the clinical problem (if applicable) (737)
- **Problem Statement**
  - One to three sentences (737/734)
- State why the project is appropriate for the site where it will be implemented (734)

- **Review of the Literature**
  - Summarize, compare and contrast published literature, then synthesize the key concepts (819)

- **Theoretical Framework/Evidence Based Practice Model** (734)

- **Goals, Objectives, and Expected Outcomes**
  - PICOT question (737/734)

- **Project Design**
  - Project site (734) and population (808)

- **Implementation Plan/Procedures**
  - Measures (817)
  - Instruments (if appropriate) (817)
  - Data collection procedures (817/781)
  - Data Analysis (817)

- **Timeline**
  - Of implementation and evaluation (840A/807)
  - Use a Gantt chart

- **Budget or Resource Requirements** (734/805)

- **Protection of Human Subjects** (805)

Chapter 2 Manuscript Planning includes description of the:
- proposed manuscript, author guidelines and submission guidelines (805)

References

Appendix
- Project’s Evidence Table (begin work in 737, 734 and with final product due in 819) and other supporting materials (as appropriate). Follow APA formatting for in text referencing of Appendices.

**Format of the Final DNP Project**

Chapter 1 includes the: (revise Chapter 1 to past tense for final paper; see above)
Chapter 2 – Manuscript
Inclusion of the submitted manuscript for publication to an appropriate peer review journal. The focus of the paper is expected to be a description of the completed project including a presentation of the findings. Note: some information form Chapter 1 and 3 will included in the manuscript.
Chapter 3 – Conclusions – includes:
- Implications: - future direction for evidence based project
- Sustainability of the project.

References

Appendix

• Project’s Evidence Table and other supporting materials (as appropriate). Follow APA formatting for in text referencing of Appendices.

**Authorship:** The DNP Candidate must be the first author on each paper and presentation, and must be prepared under the guidance of at least 1 member of the candidate’s project committee or approved faculty member(s) who will be co-author. The student should consult the American Psychological Association. (2009). *Publication manual of the American Psychological Association (6th ed.*). Washington, DC: Author. For further information on publication credit or other professional organization guidelines on authorship and acknowledgement of contributions.

**Procedure for Completion of DNP Project**

Project must be completed at least 30 days before the date of graduation. Once the DNP Project is completed, the DNP Project Team Chair signs Signature and Approval Form that is forwarded to Graduate School. If unsuccessful, the student will receive a grade of U for the semester and repeat the process above.
DNP PROJECT APPROVAL FORM
University of South Carolina
College of Nursing

Last Name __________________________   First Name __________________   M.I. __________________   USC ID (A123456789) __________________

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 student’s Graduate Advisor for student file.
*NURS 897 Syllabus located on the DNP Virtual Community
The Individual Development Plan (IDP) is a mechanism for creating and accomplishing both long and short term goals in pursuit of a desired career goal. To receive maximum benefit from the IDP process, it is essential that both graduate students and their faculty mentor(s) participate fully in the process. The IDP will need to be revised as circumstances change, and it is most helpful if the mentor and graduate student work together to modify the IDP.

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<tr>
<th>Name of Graduate Student</th>
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</table>
Part I. Review of Past Year  (to be completed by Graduate Student)
Research Training and Professional Progress
Provide a timeline of major research accomplishments over the past year.
List all accomplishments from the past year in the following categories. Provide as much detail as possible (dates, locations, titles, departments, names, etc.).

**Honors and Awards**

**Grant or Fellowship Funding Applications** (both applied for and received)

**Publications**

**Presentations at Professional Meetings**

**Seminar Presentations**

**Patents**

**Clinical Activity**

**New research skills/new techniques acquired**

**Research Mentoring** (supervision of undergraduate/high school students)

**Teaching Activity** (course lectures, labs or courses taught)

**Service on Committees** (Departmental, College, University)

**Leadership or organizational activity** (such as leadership position in organization, session chair at professional meeting, role in organization of symposium or professional meeting, etc.)

**Other Professional Activities**
Part II. Goals for Next Year (to be completed by Graduate Student)

A. Research Goals
   Provide a timeline of research activities planned for the next year. When planning for the next year, it is advisable to break large projects into smaller sections to create a feasible timeline.
B. Training and Professional Goals and Progress

List all planned activities for the next year in the following categories. Provide as much detail as possible (titles, name of meeting, name of funding program, etc.).

**Expected grant or fellowship applications**

**Expected publications** (indicate status—in preparation, in review, in press; target journal)

**Expected presentations and meeting attendance**

**Expected leadership or management activities**

**Expected teaching activities** (including mentoring)

**Other expected professional training**
Part III. Career Goals and Planning (to be completed by Graduate Students)

What is your current career goal? (Need ideas? Look here: http://www.sc.edu/career/exploremajors.html)

Why does this career appeal to you?

What other career path(s) interest(s) you?

Why does this / do these career path(s) appeal to you?

In order to be competitive for your desired career path(s), what additional training or experience is needed prior to applying for positions? Have you accounted for these needs in Part II above?

Are there constraints that will affect your job search? (partner's career, visa issues, geographic limitations, etc.)

When do you anticipate going on the job market?
Part IV. Mentor Comments and Recommendations
(to be completed by mentors)

In this section, mentors should evaluate

• the graduate student’s progress from the previous year
• the feasibility and appropriateness of the plan for the next year
• the progress towards career goals

Primary Mentor Comments and Recommendations:

Secondary Mentor Comments and Recommendations:
BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FIVE PAGES.**

NAME:

eRA COMMONS USER NAME (credential, e.g., agency login):

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

<table>
<thead>
<tr>
<th>INSTITUTION AND LOCATION</th>
<th>DEGREE <em>(if applicable)</em></th>
<th>Completion Date MM/YYYY</th>
<th>FIELD OF STUDY</th>
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A. Personal Statement

B. Positions and Honors

C. Contributions to Science

D. Additional Information: Research Support and/or Scholastic Performance
8.6 APPENDIX F: PhD Overview of the PhD Candidacy Exam: Purpose and Evaluation Criteria

PHD 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.

**Critical Thinking Skills**

**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.

Questions to Consider in Evaluation of the Written Examination. 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

*Guidelines may be changed at anytime*
PHD CANDIDACY EXAMINATION PROCEDURES

Eligibility
Students take the PhD Candidacy Examination immediately following completion of the required core courses in nursing theory (NURS 800, 801), professional roles and socialization (NURS 803, 804, 870), nursing research (NURS 810, 811, 813), 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 appointed to serve as Chair of the student’s Candidacy Examination Committee.

Application for the PhD Candidacy Examination
PhD Candidacy Examination application forms and guidelines are available from the Student Service Coordinator for the PhD Program Coordinator. Completed applications must be returned to the Office of Student Affairs on the 2nd Floor of the CON WBB.

Examination Schedule and Procedures
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, divided into 5 sections: 1) Overview of the phenomenon of interest/area of research; 2) Presentation and discussion of a conceptual framework related to the phenomenon of interest; 3) Synthesis of current state of the science in the phenomenon of interest; 4) Critique of current methodological approaches used in advancing knowledge related to the phenomenon of interest; and 5) Presentation of projected research trajectory, including the dissertation and beyond. The completed examination paper must be returned to the Student Services Coordinator by the due date. 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.

Students must make arrangements with the PhD Program Office for the submission of the completed paper (i.e., hand-delivered hard copy; electronic PDF submission, etc.). 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. NO LATE SUBMISSIONS WILL BE APPROVED OR ACCEPTED. If the written exam is not submitted by the designated due date, the candidacy exam will be re-scheduled for the following semester.
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. In the event that the student does not complete Phase II at the scheduled time, the candidacy exam will be re-scheduled for the following semester.

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 student file 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 Office of Student Services.

**Evaluation**
Each committee member 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 either “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 in further doctoral level course work through the College of Nursing.

**Notification of Results**
PhD Candidacy Examination results are sent to the student from the PhD Program Director or the Assistant Dean for Graduate Studies. 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 communicated to the Dean of the Graduate School through the Doctoral Qualifying Exam Verification form 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 an approved Program of Study.

*Procedures may be changed at anytime.
### CRITERIA FOR GRADING PHD 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.

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>ACCEPTABLE</th>
<th>UNACCEPTABLE</th>
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</thead>
<tbody>
<tr>
<td>1. Demonstrated depth of knowledge</td>
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<tr>
<td>2. Demonstrated analysis of knowledge</td>
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<tr>
<td>3. Based answer on breadth of Knowledge, (conceptual, clinical, and/or empirical)</td>
<td></td>
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<tr>
<td>4. Synthesized relevant knowledge to support answer.</td>
<td></td>
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<tr>
<td>5. Demonstrated critical thinking in assessing and answering the question.</td>
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<tr>
<td>6. Demonstrated an ability to integrate experiential knowledge and own ideas with extant knowledge in the field.</td>
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<tr>
<td>7. Presented the answer logically, derived logical consequences based on evidence.</td>
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<tr>
<td>8. Articulated the answer clearly.</td>
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<tr>
<td>9. Supported the answer with pertinent references and resources (current, classic, significant).</td>
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</tr>
<tr>
<td>10. Written and presented in a scholarly manner.</td>
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**Additional Comments:**
8.9 APPENDIX I: COMPREHENSIVE EXAM/DISSERTATION DEFENSE APPROVAL FORM

PhD in Nursing Science

Doctoral Committee Comprehensive Exam/Dissertation Defense Approval Form

Instructions: By signing this form, Doctoral Committee members signify they have reviewed the student’s dissertation proposal (used for the Comprehensive Exam) or completed dissertation and give approval to the student to schedule the oral Comprehensive Exam or the Dissertation Defense. The completed form should be submitted to the PhD Program office by the student two weeks prior to scheduling the Comprehensive Exam or the Dissertation Defense. Some faculty are employed only Fall and Spring semesters and may not be available for summer defenses.

Semester:  ____Fall  ____Spring  ____Summer  ____Year:_______

Student Name:__________________________________________________________

We certify that the PhD candidate has permission to schedule the Comprehensive Exam.

We certify that the PhD candidate has permission to schedule the dissertation defense.

________________________________________
Doctoral Committee Chair Signature  Date

________________________________________
Doctoral Committee Member Signature  Date

________________________________________
Doctoral Committee Member Signature  Date

________________________________________
Doctoral Committee Member Signature  Date
8.10 APPENDIX J: PhD DISSERTATION PROPOSAL GUIDELINES

PHD DISSERTATION PROPOSAL GUIDELINES

Approved by the CON Graduate Council January 11, 2016

This is the general format for the Dissertation Proposal in the College of Nursing. Students are expected to work closely with their Dissertation Chair and Committee members in tailoring the proposal to the context and methods of the dissertation research.

The Dissertation Proposal in the College of Nursing is organized as follows:

- Chapter 1 Introduction
- Chapter 2 Review of the Literature
- Chapter 3 Conceptual Framework
- Chapter 4 Research Plan

The following are general guidelines for the content of each chapter.

CHAPTER 1 Introduction
Identification of the phenomenon of interest
Background, context, and discussion of the relevance and significance to nursing science
Specific aims of the proposed research

CHAPTER 2 Review of the Literature
A review of the relevant literature (i.e., scoping review, systematic review, narrative review, etc.) in relation to the phenomenon of interest. This chapter may be presented in manuscript format.

CHAPTER 3 Conceptual/Theoretical Framework
Discussion of the conceptual/theoretical framework(s) guiding the proposed research. This chapter may be presented in manuscript format.

CHAPTER 4 Research Plan
Presentation of the proposed research plan, including (as warranted) description of the research setting and context, participant recruitment plan and strategies, data collection method(s), data analysis strategies, ethical considerations and protection of human subjects, and researcher engagement/reflexivity.
8.11 APPENDIX K: PhD DISSERTATION GUIDELINES

PHD DISSERTATION GUIDELINES

Approved at the April 13, 2015 CON Graduate Council Meeting

The USC College of Nursing PhD Dissertation includes 3 manuscripts which have been published by, submitted to, or ready for submission to a peer-reviewed journal during the period of matriculation as a PhD student in USC College of Nursing. The 3 manuscript dissertation consists of one conceptual, theoretical, or methodological manuscript or an integrated literature review and two data-based manuscripts reporting findings from the dissertation research.

Format and Structure of Three-Manuscript Dissertation
Chapter 1 – Introduction to the research; includes summary of the aims, background, and methods and brief overview of the 3 manuscripts and target journals.

Chapters 2-4 - Each of these 3 chapters contains one of the three manuscripts prepared for submission, submitted, or published in peer-reviewed journals.
- Chapter 2 – Chapter 2 contains one article that is either an integrated review of the literature or a theoretical, conceptual, or methodological manuscript.
- Chapters 3 and 4 – Each of these chapters contains a data-based manuscripts consisting of specific aims, background, methods, results, and conclusions.
- Each manuscript included in the dissertation must be formatted for a specific journal.
- At least 1 of the 3 manuscripts must have been submitted prior to the dissertation defense.
  Manuscripts submitted for publication prior to the final dissertation defense must have the approval of all dissertation committee members in order to be included in the final dissertation.
- Manuscripts that have not been submitted at the time of the Dissertation Defense must have prior approval of all committee members in order to be included in the dissertation.

Chapter 5 - Conclusions and Recommendations; includes a synthesis of the conclusions of the research, discussion of implications for nursing research, education, and practice, and presentation of future research directions.

Authorship The PhD Candidate must be the first author on all three manuscripts, each of which must be prepared under the guidance of at least 1 member of the candidate’s Dissertation Committee. The student should consult the Publication Manual of the American Psychological Association for further information on publication credit or other professional organization guidelines on authorship and acknowledgement of contributions.

***If the student has not submitted the remaining manuscripts within a two-year period following graduation, the faculty members involved in the dissertation research may renegotiate authorship order on subsequent publication submissions.
Note: These guidelines apply to all students admitted to the PhD Program in Fall 2015 and beyond. Students admitted prior to Fall 2015 have the option, but are not required, to use the manuscript dissertation format.
8.12 APPENDIX L: CORE PERFORMANCE STANDARDS

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.

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
8.13 APPENDIX M: GRADUATE STUDENT GRIEVANCE POLICY - ACADEMIC

UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING
GRADUATE STUDENT GRIEVANCE POLICY - ACADEMIC

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 Executive Director of Student Affairs, 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 Assistant Dean for Graduate Studies and Academic Dean and submit the written narrative describing the alleged violation. The Assistant Dean for Graduate Studies will send to the student a written response within 10 regular working days following the meeting. If, after receiving the Assistant Dean for Graduate Studies response, the complaint is not resolved to the aggrieved student’s satisfaction, the
student must notify the Assistant Dean for Graduate Studies within 10 working days of receiving the letter and request a grievance hearing. The Assistant Dean for Graduate Studies 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 for Graduate Studies 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 for Graduate Studies 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. 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
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 contendere (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.
UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING
Student Background Check
Internal Policy and Procedure Statement

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

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

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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 contendere (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.
8.15 APPENDIX O: STUDENT DRUG SCREEN

STUDENT DRUG SCREEN
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 https://www.sa.sc.edu/sape/alcohol-and-drug-policies/

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
- Marijuana
- Methadone
- Methamphetamine
- Opiates
- Oxycodone
- Phencyclidine (PCP)
- Propoxyphene
- MDMA

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 March 1 and March 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 Screen
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.
8.16 APPENDIX P: CLINICAL REQUIREMENTS

CLINICAL REQUIREMENTS
HANDBOOK FOR GRADUATE STUDENTS

CastleBranch (CB) 4-2018
Instructions for account creation and information population
for
MSN, Post-Master’s and DNP Students

• Required documents & procedures
  • Positive Titers
  • Tuberculosis (TB) Screening
  • Influenza
  • Tetanus/Diphtheria
  • Current CPR Certification
  • Bloodborne Pathogens Self Study Unit & Post Test
  • Consent for Release of Health Information
  • Clear background check
  • Clear drug screen
  • Handbook Acknowledgment
  • Academic Bulletin(s) and Code of Conduct Acknowledgement
  • Future Focus survey

• Helpful Tips
  • Required documents must be uploaded as “one” (PDF) file for each requirement.
  • Be sure to check your TO-DO List in CastleBranch. It will guide you regarding what procedures are approaching renewal.
  • CastleBranch will send e-mail notifications of required renewals 60 days, then 30 days, then weekly leading up to renewal dates. Renewals can be uploaded to CastleBranch within 21 days of the renewal date. After the renewal date has passed, “overdue” alerts will be received.
  • To update or renew documents in CastleBranch, you do not need to create an additional account.
  • Requirements must not expire during the semester of clinical enrollment.
INSTRUCTIONS

• Go to portal.CastleBranch.com/UO26

• Select appropriate package code:

**UP68AGACNP** - for AGACNP students only

**UP68na:** Nurse Administration – for NA-OL students only

**UP68np:** FNP, PMHNP, NEL, APRN – for FNP, PMHNP, NEL or APRN students only.
<table>
<thead>
<tr>
<th>Graduate Student Requirements:</th>
<th>How Often?</th>
<th>Description &amp; Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Due during first course of attendance</strong></td>
<td><strong>Each item required must NOT expire during a semester of clinical enrollment</strong></td>
<td></td>
</tr>
<tr>
<td>Positive Rubeola Titer (Measles)</td>
<td>Once - see Description &amp; Additional Information</td>
<td>A positive IgG (not IgM) antibody titer (lab report required) indicates immunity. If a titer is negative or equivocal, the negative or equivocal titer result must be accompanied by a booster injection. An additional titer is not required 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 can occur, women should avoid becoming pregnant for 28 days after vaccination with MMR or other measles, mumps, or rubella-containing vaccines.</td>
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<tr>
<td>Positive Mumps Titer</td>
<td>Once - see Description &amp; Additional Information</td>
<td></td>
</tr>
<tr>
<td>Positive Rubella Titer (German Measles)</td>
<td>Once - see Description &amp; Additional Information</td>
<td></td>
</tr>
<tr>
<td>Positive Varicella Titer (Chicken Pox)</td>
<td>Once - see Description &amp; Additional Information</td>
<td>A positive IgG (not IgM) antibody titer (lab report required) indicates immunity. If a titer is negative or equivocal, the negative or equivocal titer result must be accompanied by a booster injection.</td>
</tr>
<tr>
<td>Positive Hepatitis B Surface Antibody Titer (Anti HBs)</td>
<td>Once - see Description &amp; Additional Information</td>
<td>A positive surface antibody titer (lab report required) indicates immunity. If a titer is negative or equivocal, Hepatitis B vaccines and a 2nd titer are required. Full immunization consists of three Hepatitis B vaccinations administered over a 6 month period to be followed by a 2nd titer given 1-2 months after the 3rd vaccination. Students must begin the vaccination series prior to clinical course registration. Evidence of a positive titer must be provided prior to next semester's course registration. If the post-vaccination titer is negative or equivocal, then one will be considered as a non-responder, not expected to convert and documented as not immune to the Hepatitis B virus.</td>
</tr>
<tr>
<td>Component</td>
<td>Frequency</td>
<td>Requirement</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Negative Tuberculosis (TB) Screening</strong></td>
<td>Annually</td>
<td>One of the following is required:</td>
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<tr>
<td></td>
<td></td>
<td>Negative two-step PPD skin test (Mantoux) administered 1-3 weeks apart within the past 12 months OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Negative two-step skin test administered 1-3 weeks apart and all subsequent 1 step skin tests with the most recent 1 step test being administered within the past 12 months OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Negative QuantiFERON Gold Blood Test administered within the past 12 months OR</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Negative T-Spot Blood Test administered within the past 12 months. If result is positive, a clear chest x-ray report must be submitted following last positive test result, administered within the past 12 months along with a physician clearance documented on letterhead.</td>
</tr>
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<td></td>
<td></td>
<td>The renewal date will be set for 1 year, requiring one of the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Negative one-step test OR Negative QuantiFERON Gold Blood Test OR Negative T-Spot Blood Test</td>
</tr>
<tr>
<td><strong>Influenza</strong></td>
<td>Each Fall</td>
<td>One of the following is required:</td>
</tr>
<tr>
<td></td>
<td>(administered by November 1)</td>
<td>Documentation of a flu shot administered during the current flu season OR a declination waiver, which must be completed on a school form.</td>
</tr>
<tr>
<td><strong>Tetanus/Diphtheria</strong></td>
<td>Every 10 years</td>
<td>Submit a Tetanus booster (Td or Tdap) administered within the past 10 years.</td>
</tr>
<tr>
<td><strong>Current CPR Certification</strong></td>
<td>Every 2 years, depending on expiration date - see Additional Information</td>
<td>Must be the American Heart Association BLS for Healthcare Provider course OR American Heart Association ACLS course OR Military Training Network Healthcare Provider (in accordance with the curriculum of the American Heart Association for the BLS for Healthcare Providers). Submit copy of front &amp; back of signed card. The renewal date will be set based on the expiration of the card. A letter from provider will be accepted and temporarily approved for 30 days by which time the permanent CPR card must submitted.</td>
</tr>
<tr>
<td><strong>Bloodborne Pathogens Self Study Unit &amp; Post Test</strong></td>
<td>Annually</td>
<td>Submit proof of successful completion of Bloodborne Pathogens quiz</td>
</tr>
<tr>
<td><strong>Consent for Release of Health Information</strong></td>
<td>Once</td>
<td>Submit signed Consent for Release of Health Information.</td>
</tr>
<tr>
<td>Requirement</td>
<td>Details</td>
<td>Check Details</td>
</tr>
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<td>-----------------------------------</td>
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</tr>
<tr>
<td>Clear background check</td>
<td>During first course of attendance; after return to program following a leave of absence; if/when requested by College of Nursing or a clinical agency</td>
<td>The following will be searched: 7 year County Criminal Search, National Sex Offender Registry, Nationwide Healthcare Fraud and Abuse Scan (FACIS level 3), U.S. Patriot Act Search, Residence History, and Social Security Alert.</td>
</tr>
<tr>
<td>Clear drug screen</td>
<td>During first course of attendance; after return to program following a leave of absence; if/when requested by College of Nursing or a clinical agency</td>
<td>12-panel urinalysis drug screen to be administered. 9 panel + MDMA + Oxy Test includes: amphetamines, cocaine, marijuana, barbiturates, benzodiazepine, methamphetamine, methadone, opiates, oxycodone, phencyclidine, propoxyphene, MDMA</td>
</tr>
<tr>
<td>Handbook Acknowledgment</td>
<td>Each Fall (by September 1)</td>
<td>Submit signed and dated Handbook Acknowledgement form found in the graduate handbook at <a href="http://www.sc.edu/study/colleges_schools/nursing/internal/current_students/index.php">http://www.sc.edu/study/colleges_schools/nursing/internal/current_students/index.php</a>.</td>
</tr>
<tr>
<td>Academic Bulletin(s) and Code of Conduct Acknowledgement</td>
<td>Annually</td>
<td>Submit signed Academic Bulletin(s) and Code of Conduct Acknowledgement.</td>
</tr>
<tr>
<td>Copy of Student Nametag</td>
<td>Once</td>
<td>Upload photocopy of student nametag</td>
</tr>
<tr>
<td>Professional License</td>
<td>Once - see Description &amp; Additional Information</td>
<td>Submit current unencumbered SC RN or NP licensure or compact RN licensure and/or current unencumbered license from state where clinicals are facilitated.</td>
</tr>
</tbody>
</table>
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 each 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.

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**

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 student's 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 Health 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.


This protocol applies to all USC Columbia campus employees, student employees and all other USC students who have an exposure to a potentially infectious biological material. A potentially infectious material or biological hazard may include an incident involving a microorganism (e.g. bacterial agent, viral agent, and fungal agent), human-derived material, biological toxin, or an incident involving recombinant DNA research. Exposures through sexual contact are not included in this protocol.

**Procedures for needle sticks or other exposure to a potentially infectious material:**

- Report the incident immediately to the supervisor and clinical faculty to authorize medical evaluation. Supervisors are responsible for ensuring students are offered immediate medical care, appropriate diagnostics and treatment.
  ➢ Percutaneous Exposure (e.g., needle stick, cut, animal bite) –
Immediately wash or flush the exposed area with soap and water for 10 minutes.
➢ Mucous Membrane Exposure (i.e., eyes, nose or mouth) – Flush the exposed area with water. If exposure is to the eyes, flush eyes (holding open) using the eyewash station for 10 minutes.

● The student or supervisor should immediately notify the appropriate entity within the health care institution where the exposure occurs, in order to initiate testing of the “source patient” for HIV, hepatitis B, and hepatitis C infection. It is **important for rapid HIV testing to be completed with results available within a few hours**. Each institution has its own procedures for obtaining “source patient” testing, and supervising faculty should know these procedures. If there is uncertainty about whom to contact within the host institution, instructions should be obtained from one or more of the following:
  ➢ Employee health office
  ➢ Charge nurse for the floor or unit where the exposure occurred
  ➢ Infection control nurse
  ➢ Administrative officer of the day
  ➢ Clinic director (for outpatient sites)

● Once the necessary “source patient” testing has been order, seek medical treatment as soon as possible after the incident (see below for specific instructions)

● Notify Director of Student Affairs of incident at 803-608-7770 between the hours of 9am-9pm. Leave a message with return phone number if no answer. If no response within one hour, call the Office of Academic Affairs at 803-777-7412.

**During normal working hours: Monday-Friday, 8:00 am – 4:00 pm (excluding holidays):**

USC Columbia faculty, staff and students:
● Report immediately to USC’s Student Health Services for a confidential post-exposure evaluation and for assistance with any necessary referrals and appropriate follow-up care. Student Health Services is only equipped to provide medical evaluations for low risk and minor exposure incidents. Higher risk and more significant exposure incidents will be referred to the Palmetto Health ER,

**Lab exposures occurring outside normal working hours and on weekends or holidays:**

● In such a case, the student should seek guidance from the rotation supervisor and follow the policies of the institution or practice where he/she is rotating to ensure that “source patient” testing is performed and
that appropriate post-exposure treatment is obtained, if needed. If HIV prophylaxis is needed, it is important that this be started as soon as possible, rather than delaying until the next day.

- Report to the Emergency Department at Palmetto Health Richland Hospital: USC main campus faculty/staff/students should then verify that USC’s Student Health Services is provided an incident report and any medical evaluation records. This report must include the date of the incident, person involved and their supervisor, nature and consequences of the incident, root cause, and a description of the material/hazard involved.

Procedures for faculty/staff/student exposures occurring in facilities outside Columbia, SC:
(Note: This guidance applies to personnel participating in academic training at an area hospital or facility.)

- Go to a designed medical facility in your area and complete an Employee Injury Report [pdf]. Turn your Employee Injury Report form into your clinical instructor.
- Notify your supervisor, clinical instructor and Director of Student Affairs.
- Clinical instructors will need to submit the signed Employee Injury report along with a Supervisors Report [pdf] to the Director of Student Affairs within 7 days for submission to the Benefits Office.
- The Benefits Office must report this injury to the S.C. Workers' Compensation Commission within 10 days. Failure to submit within 7 days may result in student responsibility for services granted.

Authorized Treatment Facilities
You must receive medical treatment for work related injuries at the medical facility designated for your campus:

**USC Columbia**
Student Health Center*
1409 Devine Street
Columbia, S.C. 29208
803-777-3957
*located in the Thomson Building behind the Russell House, Greene Street

**Other USC Campuses**
Contact workers' compensation designated medical facilities [pdf] for an approved facility near you.

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.
Workers’ Compensation covers the following populations who experience a bloodborne pathogen exposure while working or at clinical if, appropriate reports are filed:

- 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.

Students who suffer a **Non-Job Related/Non clinical related Blood borne Pathogen Exposure** during an enrolled academic session:

- Should report to the Student Health Services for initial evaluation and referral. If the SHC 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. 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.

**17. 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.

**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. Gloves 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 skin surfaces 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 caused by needles, scalpels, and other sharp instruments or 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.
8.18 APPENDIX R: PRECEPTOR GUIDELINES

PRECEPTOR GUIDELINES GRADUATE PROGRAMS

University of South Carolina
College of Nursing

SUBJECT: CON Preceptor Guidelines
REVIEW DATES(S): August 6, 2009; July 9, 2013, September 5, 2017
POLICY FOR: Preceptor Guidelines
AUTHORIZED BY: Alicia Ribar, PhD, FNP-BC, Assistant Dean for Graduate Studies
ISSUED BY: Clinical Contract Manager

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 THE 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 or current licensure in the state that the student is engaging in clinical practice.
- 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. Students who fail to submit completed forms by the start of course may be dropped from the course.

Students will utilize the new C360/Web CASE Form application from their desktop or mobile device, available at http://con-central.nurs.sc.edu/m for submission of Clinical Agreement for Student Experience Form (CASE Form): If a site or preceptor are already approved by the college, the student will select them from a list. If new, enter all
prompted information. A confirmation email will be sent to the preceptor and site contact including a confirmation link. The student will be able to track the progress of the approval in the system. CASE Forms are to be submitted no later than one week prior to the start of the semester. 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 provide a copy of the preceptor's curriculum vita.

Upon receipt of this information, 6 - 8 months are required to complete the approval process for a new site contract or renewal site contract for clinical placement. Students **CANNOT** begin clinical experience until they receive contract verification 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.

**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. Graduate 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
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)
I acknowledge that I have read the entire College of Nursing

Undergraduate Student Handbook: 

Initial here

Graduate Student Handbook: 

Initial here

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: ________________________________
Registration at the University of South Carolina assumes the students’ acceptance of all published regulations, including those documented in the Undergraduate Studies Bulletin and/or Graduate Studies Bulletin (http://bulletin.sc.edu/) as well as USC Policies and Procedures Manual http://www.sc.edu/policies/policiesbydivision.php maintained by the Office of the Provost http://www.sc.edu/about/offices_and_divisions/provost/index.php.

The academic bulletins are the official documents of record concerning undergraduate and graduate academic programs and regulations. These bulletins are for information purposes only and do not constitute any contractual agreement between a student and the University of South Carolina. The University reserves the right to make changes in curricula, degree requirements, course offerings, or academic regulations at any time when, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the University.

USC Policies and Procedures Manual, is designed to provide you with information concerning the many policies, procedures, activities and opportunities that exist at Carolina. These policies are identified by policy number and are located in their entirety and in their most current version at http://www.sc.edu/policies/policiesbydivision.php. The university reserves the right to change these policies and procedures without notice.

I understand that it is my responsibility to become aware of the contents of the Undergraduate Studies Bulletin and/or Graduate Studies Bulletin as well as the USC Policies and Procedures Manual.

Student Signature: ___________________________ Date: ______________