

**GRADUATE
STUDENT HANDBOOK**

2011 – 2012

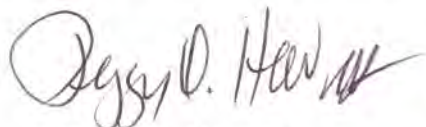


Prepared by
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Columbia, South Carolina 29208

FOREWORD TO THE GRADUATE STUDENT HANDBOOK
2011-2012

We are pleased to provide you with the Student Handbook for the Graduate Programs in Nursing. Its purpose is to furnish a useful reference on many aspects of academic and student life at the College of Nursing and the University.

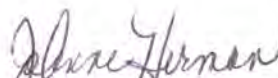
The Faculty welcome you to the College of Nursing and hope that your graduate educational experience is rewarding. This handbook contains selected information about programs, policies, and procedures that are likely to be of interest to you. Please remember that the complete listing of Graduate School and College of Nursing policies and procedures is in the Graduate Studies Bulletin (**USC Graduate Studies Bulletin**) and the Carolina Community (**Carolina Community**).



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2011-2012**

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COLLEGE OF NURSING GRADUATE STUDENT HANDBOOK 2011-2012

INTRODUCTION

The College of Nursing Graduate Student Handbook provides students with current information about curricula, policies, and other important information concerning the graduate programs in the College. The Handbook is updated annually and is available on the College of Nursing website, <http://www.sc.edu/nursing/student/student.html>. It is important that students become familiar with the current Handbook.

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

INFORMATION ABOUT THE COLLEGE OF NURSING

COLLEGE OF NURSING MISSION

The mission of the College is to develop competent, caring nurse leaders to advance the profession of nursing through the integration of teaching, research, and service to improve the health and well-being outcomes of the people we care for.

The College of Nursing Strategic Plan can be found at:
<http://www.sc.edu/nursing/about.html>.

OFFICE OF ACADEMIC AFFAIRS

The purpose of the Office of Academic Affairs (OAA) is to support students through their curricula from initial application to graduation. OAA provides support services such as academic advising, registration, dropping/adding courses, changing programs or majors, health requirement records, and graduation applications. Electronic communication with students is done through the USC email address assigned to you at enrollment. The Director of Student Affairs, Gloria Fowler, is the student's advocate.

MASTER'S DEGREE AND CERTIFICATE PROGRAMS

The College of Nursing offers the Master of Science in Nursing (MSN) degree awarded through the Graduate School of the University of South Carolina. A Certificate of Graduate Study in Advanced Practice Nursing is offered. Admission to the certificate

program is restricted to students who hold a master degree in nursing. The MSN degree program is accredited by the Commission on Collegiate Nursing Education (CCNE).

Master of Science in Nursing Degree Program

OBJECTIVES

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

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

CURRICULUM

Two majors are offered at the master's degree level: clinical nursing with emphasis in acute care, and health nursing with emphasis in primary care ranging in length from 37 to 45 credit hours. Foundation courses include nursing theory, research methodology, and statistics. Advanced practice core courses include pharmacology, pathophysiology and physical assessment. A detailed description of the courses required in each major and emphasis area is found in the USC *Graduate Studies Bulletin* website:

<http://bulletin.sc.edu>.

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

RESEARCH REQUIREMENTS

Candidates for an MSN degree must complete research activities consistent with program requirements. For the MSN degree, the student may elect a thesis option or a non-thesis option. Students electing the thesis option enroll in NURS 799 *Thesis Preparation* (6 credits) and complete a thesis under the supervision of a thesis committee. Students electing the non-thesis option enroll in NURS 791 *Seminar in Clinical Nursing Research* (3 credits). Thesis Guidelines are available at the Graduate School.

Certificate of Graduate Study in Advanced Practice Nursing Program

The College offers two post-master's certificate program options. For students who have a master in nursing and are not certified as advanced practice nurses, the curriculum is 24-27 credit hours. For students who have a master's degree in nursing and are certified as advanced practice nurses, the curriculum is 18 credit hours.

The Certificate of Graduate Study in Advanced Practice Nursing (nurse practitioner) is restricted to students who hold a masters degree in nursing. The program of study is designed to augment the student's prior graduate study through

advanced practice preparation in one of two emphasis areas; family nurse practitioner or acute care nurse practitioner. Students who complete the program of study are eligible to apply for national certification examinations in the applicable nurse practitioner specialty area.

CURRICULUM

A detailed description of the courses required in the post-master emphasis area is found in the USC *Graduate Studies Bulletin* <http://bulletin.sc.edu>. Full and part-time study in the 18-27 credit hour emphases may be initiated upon advisement.

MASTER AND CERTIFICATE ACADEMIC POLICIES

ADMISSION REQUIREMENTS

The admission process attempts to identify individuals who have a high probability of successfully completing the MSN program. All factors are considered in combination. Specific requirements include:

A bachelor of science in nursing (BSN) degree from a program that is nationally accredited,

Transcripts of all previous college studies,

General GRE verbal and quantitative scores or MAT score,

Registered nurse licensure in South Carolina or eligibility for S.C. licensure,

Completed application to the Graduate School with the College of Nursing supplement (both are available online),

Two references written by master or doctorally prepared nurses who are qualified to evaluate nursing practice performance and academic potential,

Resume or CV.

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

DEGREE REQUIREMENTS

Requirements for earning the MSN degree include:

1. Completion of an approved Program of Study,
2. Completion of an applied research course, NURS 791(3), or a thesis, NURS 799 (6),
3. A GPA of 3.00 (on a 4.00 scale) on all courses attempted for graduate credit and all courses numbered 700 and above,
4. A GPA of 3.00 (on a 4.00 scale) on all courses on the approved Program of Study.

ADVISEMENT

Each year the Office of Academic Affairs presents a mandatory daylong orientation for all new MSN and Certificate students (usually late July or early August). At orientation to these programs, each student has a Program of Courses (POC) developed by the Assistant Dean for Graduate Studies, who serves as the student's academic advisor.

PROGRAM OF STUDY

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

ONLINE COURSES

All nursing courses are delivered online through Blackboard Courses Management System which allows USC faculty to create a secure course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams, and much more. In courses that use Blackboard, the course syllabus will provide basic information about accessing Blackboard <https://blackboard.sc.edu>. More information about Blackboard is available at <http://www.uts.sc.edu/academic/blackboard/>. Courses offered in this format are constructed and conducted differently than traditional classroom courses. Below are some suggestions on how to be successful in online courses.

Become familiar with Blackboard, the course software,

Access Bb through your VIP account,

Read the "How to..." guides that are found in each course. They are well worth your time,

Participate actively (on a daily basis) in the course. You will be on the computer every day in every class.

LENGTH OF TIME TO COMPLETE PROGRAM

All course work to be applied toward the master degree or certificate must be completed within **six calendar years** of the date at which the degree or certificate is to be granted. When courses taken at the University are beyond the six-year limit, the course must be revalidated to be applied toward the degree. Transfer credit cannot be revalidated.

TRANSFER CREDIT

A limited number of graduate credits with grades of **B** or better from other institutions with approved graduate standing may be transferred for use toward the Master of Science in Nursing or the Certificate of Graduate Studies in Advanced Practice Nursing programs.

A maximum of 9 semester hours of graduate credit that are part of a completed graduate degree or certificate program at USC or elsewhere may be applied to a second USC master's degree program.

The following procedures must be followed for transfer credit requests by both the master and certificate programs:

Requests for transfer of courses for academic credit must be made through College of Nursing Office of Academic Affairs (OAA). Transfer of a course for academic credit is

determined by the content faculty member reviewing the course syllabus for equivalency to required course(s) in the Program of Study. Course work must be documented on an official transcript that is on record in the USC Graduate School. Courses approved for transfer credit are to be included on the Program of Study form.

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

CHANGE OF MAJOR IN THE GRADUATE PROGRAM

Students who wish to change their major within the graduate program of the College of Nursing are required to submit a program transfer request to College of Nursing Office of Academic Affairs. Program Transfer forms are found at <http://gradschool.sc.edu/DocLibrary/>. **(Alert: submission of this form puts a hold on registration and suspends the existing program of study.)**

PHD PROGRAM

The PhD in Nursing Science program is designed to prepare nurse scientists. The program provides a core foundation in nursing theory development, nursing research, and statistics. 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 experience. Admission to the program requires at least a BSN degree or equivalent.

PHD IN NURSING SCIENCE PROGRAM OBJECTIVES

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

CURRICULUM

The curriculum of the PhD in Nursing Science program offers a core foundation of course work in nursing theory development, research methods, and statistics. Upon completion of these core courses, students take a candidacy exam. Remaining program options build on core courses and provide for development of individualized programs of study, which include the preparation and defense of the doctoral dissertation. PhD requirements must be completed within **eight years**.

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

Core Courses (minimum of 24 hours required)

Nursing Theory: NURS 800, 801, 802 (9 hours)

Nursing Research: NURS 810, 811, 813 (9 hours)

Theory-Research Synthesis: NURS 803 (3 hours)

Statistics: (3-9 hours)*

Mentored Research (minimum of 9 hours required)

Research internship: (Statistics and research methods specific to students' area of research are incorporated in the research internships)

NURS 898

Contributing Courses (minimum of 18 hours required by advisement of dissertation committee)

Advanced Nursing Courses

Elective Courses: 6 hours must be taken outside of nursing (9-15 Hours)

Independent Study

Dissertation: NURS 899 (12 hours)

*Students completing only 3 hours of statistics must take six hours of NURS 898; Students completing 6 or more hours of statistics need only three hours of NURS 898.

PROGRAM PREREQUISITES AND COREQUISITES

Students in the BSN entry option will need to complete an additional 18 credit hours of master level courses before enrollment in the PhD core courses. These courses may be selected from one of the existing nursing majors or emphasis areas or in an individualized program of study. BSN and Non MSN Master prepared entry levels 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 Assistant Dean for Graduate Studies, in consultation with appropriate course faculty and communicated to students at the time of admission. These courses must relate to the student's research area of interest.

ADMISSION REQUIREMENTS

The admission process attempts to identify individuals who have a high probability of successfully completing the program. All factors are considered in combination. Specific requirements include:

1. One of the following options:
 - a. BSN entry --a bachelor of science in nursing degree from a program that is nationally accredited,
 - b. MSN entry --a bachelor of science in nursing degree and/or a master in nursing degree from nationally accredited programs,
 - c. non-MSN master entry --a bachelor of science in nursing degree from a nationally accredited program and a master degree in another discipline.
2. General GRE verbal and quantitative scores,
3. Transcripts of all previous college studies,
4. Registered nurse licensure in South Carolina or eligibility for S.C. Licensure,
5. Completed application to The Graduate School with the College of Nursing Supplement,
6. Potential for scholarship in nursing science as evidenced by the following:
 - a. Two or three examples of scholarly work, e.g., research reports, published articles, thesis, course papers, and written innovations,

- b. Written statement of career goals,
- c. Three letters of reference from doctorally prepared nurses that address research and scholarship potential,
- d. Interview with two nursing graduate faculty members,
- e. Resume/Curriculum Vita.

DEGREE REQUIREMENTS

A summary of degree requirements is listed below. Each of the requirements is described under the section, PhD program academic policies.

1. Completion of 27 credit hours over three consecutive semesters to meet the USC residency requirement,
2. Completion of an approved program of study totaling not less than 60 credit hours for master entry options and not less than 87 credit hours for BSN entry option,
3. Successful completion of the admission-to-candidacy examination at least one full academic year prior to the date on which the degree is to be granted,
4. Completion of a language requirement, met through either a reading knowledge of a foreign language or competency in statistics/research methods specific to the student's proposed course of study,
5. Completion of a mentored research experience under the supervision of College of Nursing faculty (*NURS 898 Research Internship*),
6. Completion of a comprehensive examination taken after admission to candidacy and completion of all course requirements except those courses in which the student is currently enrolled,
7. Completion and oral defense of a doctoral dissertation.

PhD PROGRAM ACADEMIC POLICIES

ADVISEMENT AND MENTORING

Upon admission to the PhD program, students are advised by the Assistant Dean for Graduate Studies. In the preliminary advisor role, the Assistant Dean assists the student with registration, orientation to College and University resources, progression through the core courses, and completion of the PhD candidacy exam. Guidelines for completing the candidacy exam are described later under "PhD Candidacy Examination Procedures." (Appendix A) Upon successful completion of the candidacy exams, students are admitted to candidacy and required to establish three doctoral committees. These are described in the section "Appointment of Doctoral Committees."

During the pre-candidacy phase of the program, students are encouraged to become familiar with faculty research activities and to begin identifying faculty mentors that may facilitate their development and/or refinement of their research focus. Students will need to commit some time outside of the formal classroom structure to develop as a nurse scientist.

RESIDENCY REQUIREMENT

The intent of the residency requirement is to ensure that doctoral students contribute to and benefit from the complete spectrum of educational and professional opportunities

provided on the campus of a comprehensive university. When establishing residency, the student should interact with faculty and peers by regularly attending courses, conferences or seminars, and utilizing the library and laboratory facilities provided for graduate education.

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

APPOINTMENT OF DOCTORAL COMMITTEES

Upon admission to candidacy, the PhD candidate must establish committees to guide them throughout the remainder of their doctoral work. The Graduate School regulations governing doctoral programs define three committees that serve specific roles in the supervision and examination of a doctoral candidate. The Program Advisory Committee does not require approval by the Graduate school. The Advisory Committee, Written and Oral Comprehensive Exam Committee, and Dissertation Committee and Dissertation Defense Committees must include a qualified member from outside the student's major department; **both committees require approval by the Associate Dean for Academics and Dean of the Graduate School.** The same faculty composition is acceptable for both committees. Forms for committee appointment are available online at <http://gradschool.sc.edu/DocLibrary/> (click on graduate school forms and click on doctoral committee form). The form includes a description of graduate school 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/Graduate Director. 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 committee appointment request form.

The *Written and Oral Comprehensive Exam Committee* administers the written and oral portions of the comprehensive exam. In the College of Nursing, the defense of the dissertation proposal constitutes the oral comprehensive exam.

The *Dissertation Committee* and *Dissertation Defense 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 dissertation defense committee. They consist of at least four members, one of whom is from outside the nursing major.

The doctoral *Program Advisory Committee* provides curriculum advisement and designates specific course requirements on the student's Program of Study, and should be appointed **immediately following the student's admission to candidacy.** The proposal for committee membership is submitted by the student to the Assistant Dean for Graduate Studies/Graduate Director for approval.

NOTE: If the proposed outside member of any doctoral committee is not a member of the USC Graduate Faculty, a copy of his or her curriculum vitae and statement indicating experience as a doctoral committee member and research experience relevant to the students' research topic should accompany the request for approval to the Assistant Dean for Graduate Studies/Graduate Director. The College of Nursing Tenure and Promotion Committee must approve the request before submitting to the USC Graduate School.

PROGRAM OF STUDY

An approved Program of Study (POS) must be on file in the Graduate School before the student enrolls in dissertation credit hours. Following admission to candidacy, the student will:

Form the Advisory Committee;

Work with Advisory Committee to determine POS. The purpose of the written POS is to engage the student and Advisory Committee in planning to facilitate achievement of the student's goals. A completed POS facilitates course planning and protects the student in the event of curriculum or faculty changes;

Submit POS to Student Services Program Coordinator II;

An approved POS must be on file in the Graduate School before the student enrolls in dissertation credit hours. To modify a POS, a Request for Adjustment in Graduate Program form should be completed. To make an adjustment in the POS, the student must have the approval of the Program Advisory Committee, the Graduate Director, and the Graduate School Dean.

PROGRAM LENGTH

All course work applied toward the PhD must be completed within **eight calendar years** of the date at which the degree is granted. The PhD in Nursing Science is designed to be completed by Master in Nursing graduates in three years of full-time study or six years of part-time study; by BSN graduates in four and one-half years of full-time study and in five years of part-time study.

TRANSFER CREDIT

A limited number of graduate credits with grades of **B** or better from other institutions with approved graduate standing may be transferred for use toward the PhD in Nursing Science with approval of the Advisory Committee provided that transfer credits are dated within the eight year period allowed for the PhD. To receive transfer credits, 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 eight-year period preceding graduation date) cannot be revalidated. The Graduate Program Student Services Coordinator II should be contacted at (803)777-3754 for transfer information. **Transfer hours may not constitute more than 50 percent of the hours listed on a program of study, not including dissertation preparation (899) or the equivalent.**

Courses taken before admission to candidacy may be considered for transfer credit with the approval of the Assistant Dean for Graduate Studies using the same process as outlined above for core courses.

STATISTICS REQUIREMENT

The student must take 3-6 credit hours in statistics above the master level (700 level or higher). Students completing only 3 hours of statistics must take six hours of NURS 898; Students completing 6 or more hours of statistics need only three hours of NURS 898. Students who take only three hours of statistics must incorporate a strong statistics component in the second NURS 898 course. Students must obtain advisement from the Graduate Director before enrolling in statistics courses.

Courses equivalent to EDRM 710 and BIOS 700 at USC are considered master level statistics.

Students in the PhD program must take a course equivalent to EDRM 711 or BIOS 757 prior to enrollment in NURS 811. Equivalent courses are offered in the Department of Psychology, College of Liberal Arts, and the Department of Statistics in the College of Science and Mathematics. One of these courses meets 3 credit hours of the statistics requirement.

The remaining 3 credit hours in statistics or NURS 898 are selected by the student based on advice from the Graduate Director or student's Program Advisory Committee to develop the skills needed to complete the dissertation research. Statistics courses that students have selected in the past include:

EDRM 712: *Nonparametric Statistics* (3 credits);

EDRM 718: *Research and Statistical Packages* (available for 1 – 3 credits)

EDRM 816: *Correlational and Multivariate Methods* (3 credits); or

BIOS 758: *Advanced Biometrics* (3 credits).

These courses are suggested but others are possible.

FOREIGN LANGUAGE and/or RESEARCH METHODS REQUIREMENT

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

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

Option B: Satisfactory completion of three or more hours of statistics beyond the master level of graduate statistics courses and nine credit hours of nursing research methods courses (NURS 810, 811, and 813).

Other computer courses at the 700 level or above may be included with the approval of the student's Program Advisory Committee.

CANDIDACY EXAMINATION AND ADMISSION TO CANDIDACY

The Graduate School considers doctoral students to be candidates for their respective degrees when they have **1)** passed a qualifying examination; **2)** been fully admitted to the doctoral degree program; and **3)** filed an approved doctoral program of study with The Graduate School. While the qualifying examination is often taken early in a doctoral program, a graduate student does not become a candidate for the doctoral degree until granted admission to candidacy by the dean of 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 graduate director of the admissions to candidacy. Completion of all three components of the admission to candidacy procedures should be at least one full academic year before granting of the degree.

Admission to doctoral candidacy in the PhD in Nursing Science program requires satisfactory performance on the PhD Candidacy Examination administered through the Office of Academic Affairs in the College of Nursing. (**Appendix A, PhD Candidacy Examination Procedures**). The scope of the exam is such that faculty can determine the candidate's potential for ongoing intellectual development, capacity for critical analysis and synthesis of ideas, and a knowledge of the major theoretical concepts and current thinking in nursing science.

Doctoral students take the examination for admission to candidacy immediately following completion of the last core course, NURS 803, *Scientific Knowledge in Nursing*.

DISSERTATION DEADLINES

A candidate must present a dissertation and abstract approved by the student's Dissertation Committee, Assistant Dean for Graduate Studies/Graduate Director, and the Dean of the Graduate School no later than five years after the comprehensive examination has been successfully completed. **Students are required to publish their dissertation defense, title, and abstract on the Graduate School website 14 days prior to public defense.** A public dissertation defense must be conducted **no less than thirty days before the date on which the candidate expects to receive the PhD degree.** This deadline is strictly enforced by the Graduate School. A Successful Defense of Dissertation form is signed by all members of the Dissertation Committee and the Graduate Director, and filed in the Office of Academic Affairs, which forwards a copy to the Graduate School.

The dissertation is submitted to The Graduate School through the electronic thesis and dissertation (ETD) submission process. The preliminary dissertation document will need to be submitted electronically to The Graduate School for a format check not later than five weeks before graduation through the ProQuest/UMI ETD portal in PDF format. Submission instructions are available:

<http://gradschool.sc.edu/thesisdissertation/dissertation-submission.htm>.

DOCTOR OF NURSING PRACTICE PROGRAM

The Doctor of Nursing Practice (DNP) degree program is designed to prepare nurses as practitioners/scholars to assume leadership roles at the highest level of advanced practice. The curriculum incorporates elements of traditional master education and preparation for advanced practice in nursing but includes dimensions of leadership development, research-based practice and policy change needed to improve the quality of nursing practice in complex health care systems. Capstone experiences include a research utilization/EBP project and a nursing leadership residency. 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.

The DNP program has two entry points, depending on prior educational experiences: (1) Students with a Bachelor of Science in Nursing (BSN) Degree, and (2) students with a master degree in nursing. DNP requirements must be completed within **eight years**.

OBJECTIVES OF THE DNP DEGREE PROGRAM

Students in the DNP program acquire skills to:

1. Manage health care of individuals and/or communities in complex health care systems,
2. Conduct research utilization studies to innovate practice,
3. Influence health care policy at the local, state, and national levels,
4. Assume leadership roles in health care.

CURRICULUM

The DNP curricular plan totals 33 credit hours for students who enter with a masters degree in nursing. Students may choose either clinical or organizational leadership courses. All students will take NURS 737 (1), 734 (3), 779 (3), 781 (3), 805 (3), 808 (2), 819 (3), 820 (3), 821 (3), 898 (3). Students taking organizational leadership courses will take NURS 806 (3) and 807 (3). Students taking clinical courses will take 6 hours of clinical or related courses by advisement.

Students who enter with a BSN must take the 33 hours in addition to their selected advanced practice emphasis area. Credit hours required for graduation with a DNP degree vary (67-75 credit hours) depending on the advanced practice emphasis area chosen by the student. Advanced practice emphasis areas are located in the **Graduate Bulletin** at <http://bulletin.sc.edu>.

ADMISSION REQUIREMENTS

Regulations governing admission to graduate study in nursing include those established by both the Graduate School and the College of Nursing.

Admission requirements for students with a B.S.N. or a MSN:

1. A B.S.N. or MSN in nursing from a program that is nationally accredited;
2. General GRE verbal and quantitative scores;
3. Current authorization to practice as SC Registered Nurse or possession of an

- unencumbered license in the state in which clinical practice will occur;
4. Transcripts of all previous college;
 5. Completed application to The Graduate School with the College of Nursing supplement;
 6. Satisfactory written references from three nurse with educational preparation at the doctoral level who are able to evaluate the academic potential of the candidate;
 7. An admission interview;
 8. 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.
 9. Applicants with a master's degree in nursing must be certified as an advanced practice nurse or hold a master's degree in nursing administration;
 10. Applicants with a MSN in nursing must present a professional portfolio of knowledge, skills, and expertise acquired through education and experience to include a resume or CV, documentation of RN licensure or unencumbered license in the state in which clinical practice will occur.

DNP DEGREE REQUIREMENTS

A summary of degree requirements is listed below:

1. Doctoral residency of at least 18 graduate credit hours for three consecutive semesters,
2. Completion of an approved Program of Study,
3. Defense of a research utilization/evidence based practice proposal,
4. Defense of a research utilization/evidence based practice project.,
5. Completion of at least 1000 clinical hours for BSN entry students. Clinical hours for MSN entry students are calculated based on clinical hours achieved in MSN program

DNP PROGRAM ACADEMIC POLICIES

ADVISEMENT

Each year the Office of Academic Affairs presents a mandatory daylong orientation for all new DNP students (usually late July or early August). At orientation to the DNP program, each student has a Program of Courses (POC) developed by the Assistant Dean for Graduate Studies, who serves as the DNP student's academic advisor.

PROGRAM OF STUDY

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

RESIDENCY REQUIREMENT

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

EXPEDITED COMPLETION OF NURS 210 FOR NON-BSN ENTRY STUDENTS

Students who believe they have obtained the knowledge and skills detailed in the course objectives for NURS 210 may test out of the course using the following process: Notify the faculty member that you wish to test out of the course.

Read the required text book.

Take all the exams in the course.

YOU MUST EARN A GRADE OF 83% or HIGHER ON ALL TESTS TO TEST OUT OF THE COURSE.

NURSING LEADERSHIP RESIDENCY (NURS 820)

NURS 820 is taken during the last year of the DNP program. This course is an opportunity for students to use the clinical, leadership, and policy skills gained during the program to develop a project to improve the health of a selected population.

Students select a mentor to assist in the process. Forms required for this course are *Nursing Leadership Residency Project (NURS 820) Approval Form and Successful Completion of Nursing Leadership Residency Project (NURS 820)*. Forms can be found on the DNP Virtual Community in Blackboard.

DNP PROJECT COMMITTEE (NURS 821)

Upon completion of NURS 793 and NURS 819, students must select their DNP topic and committee. The DNP Committee consists of a chair and one member from the College of Nursing who are members of the Graduate Faculty. The DNP Committee supervises the student's project. The DNP Project Guidelines are found on DNP Virtual Community. The form required for this course is *DNP Project Approval Form*. A copy of the NURS 821 Syllabus is provided on the DNP Virtual Community in Blackboard.

DNP PROJECT DEFENSE

The DNP project (NURS 821 Research Utilization 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. More individuals may be added if additional expertise is needed. This project is graded T/U and NURS 821 may be taken for variable credit. If a student receives two U's, the student will be dropped from the DNP program. Students must successfully defend the project proposal which serves as the written and oral comprehensive exam required by the Graduate School. The student must successfully defend the project and

will not graduate until the DNP project committee approves the project (see Appendix D).

DNP students are required to publish their 821 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 thirty days before the date on which the student expects to receive the DNP degree. This deadline is strictly enforced by the Graduate School. A Successful Defense of 821 Project form is signed by all members of the 821 Project Committee and the Graduate Director, and filed in the Office of Academic Affairs, which forwards a copy to the Graduate School.

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

<http://gradschool.sc.edu/thesisdissertation/dissertation-submission.htm>

CHANGE OF PROGRAM

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

PROGRAM LENGTH

All course work applied toward the DNP must be completed within **eight calendar years** of the date at which the degree is granted. Length of study for non-BSN degree prepared students is typically six years of full time study including summers. The BSN prepared student is typically enrolled for 7 semesters and 3 summers (approximately 3 ½ years) of full time study. Completion time for MSN prepared students is three semesters and one summer. Part-time study is available; however, **full-time study is required for unlicensed non-BSN prepared students while taking the upper division courses.**

TRANSFER CREDIT

A limited number of credits with grades of **B** or better may be transferred from other institutions for use toward the DNP with approval by the Office of Academic Affairs and the Graduate School provided that transfer credits are dated within the **eight year** period allowed for transfer. 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 eight year period preceding graduation date)

cannot be revalidated. The Graduate Student Services Coordinator II should be contacted at (803) 777-3754 for information and processing of transfer credit.

ONLINE COURSES

All nursing courses are delivered online through Blackboard Courses Management System which allows USC faculty to create a secure course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams, and much more. In courses that use Blackboard, the course syllabus will provide basic information about accessing Blackboard <https://blackboard.sc.edu>. More information about Blackboard is available at <http://www.uts.sc.edu/academic/blackboard/>. Courses offered in this format are constructed and conducted differently than traditional classroom courses. Below are some suggestions on how to be successful in online courses.

Become familiar with Blackboard, the course software,

Access Bb through your VIP account,

Read the "How to..." guides that are found in each course. They are well worth your time,

Participate actively (on a daily basis) in the course. You will be on the computer every day in every class.

ACADEMIC STANDARDS FOR PROGRESSION FOR ALL GRADUATE STUDENTS

ACADEMIC STANDARDS

Graduate courses may be applied for degree credit with a grade no lower than **C**, but a student's cumulative grade point average must be at least **B** (3.00 on a 4.00 scale). 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. Grades earned on credits transferred from other universities do not count in the grade point average.

ACADEMIC SUSPENSION POLICY ("3.00 RULE")

Graduate students whose cumulative grade point average (GPA) drops below 3.00 (**B**) will be placed on academic probation by The Graduate School and allowed one calendar year in which to raise the cumulative GPA to at least 3.00. In the case of conversion of grades of incomplete that cause a cumulative GPA to drop below 3.00, a student will be placed on academic probation at the end of the semester in which the grade is posted. Students whose cumulative GPA falls below the required minimum of 3.00 by receiving a grade for a course in which they received a grade of Incomplete will, instead of a one-year probationary period, be granted only one major semester of probation dating from the semester in which the Incomplete conversion grade is received by the registrar in which to raise their cumulative GPA to 3.00 or above. Students who do not reach a cumulative 3.00 grade point average during the probationary period will be dismissed from the College of Nursing. Additionally, students are dismissed from the College of Nursing if they receive grades below "B" in 9 hours of graduate work. All graduate nursing courses in which students receive a grade

below “C” MUST be repeated. **All graduate clinical nursing courses in which students receive a grade below “B” MUST be repeated.**

Non-BSN degree prepared students must adhere to all academic standards published in the Undergraduate Student Handbook while taking required undergraduate coursework.

APPEALS FOR REINSTATEMENT

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

INCOMPLETE GRADE/NO REPORT

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 semester 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 must file a special form to change the (**I**) grade. This form is filed in Office of Academic Affairs 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. 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 cannot register for additional coursework if there are 3 or more temporary grades of incomplete (**I**) that have not yet been replaced with a permanent grade on their academic record. Student enrolled in graduate study may not graduate with a temporary grade of **I** on their record, even if that course is not listed on the Program of Study.

GRADING OF THESES, DISSERTATION AND DNP CREDITS

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

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 Student Information Online at <http://vip.sc.edu>. Student identification numbers and secure PIN are required for access. The permanent address on file for each student is used for mailing reports of grades. *Note: The only students who will*

automatically get a grade report in the mail are those who are scholastically deficient or ineligible to continue. Unofficial copies can be printed from the Student Information Online. If you need an official copy of your grades, contact the Registrar's Office at (803) 777-5500. A complete official transcript may also be released for a fee.

Information on how to order transcripts can be found at:

<http://registrar.sc.edu/html/transcripts/default.stm>.

GRADUATE SCHOOL ACADEMIC FORGIVENESS policy is found at <http://bulletin.sc.edu> under Academic Regulation.

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 9 credit hours during a regular semester and 6 credit hours during the summer. Students may elect not to enroll for a summer session; however they are not entitled to use faculty, computing or library resources during that time. If a period of one year lapses between enrollment, students must contact the Graduate School to reactivate enrollment. If three years or more lapse between enrollments, students must reapply for admission.

A student will be certified as half-time for academic purposes with an enrollment of 6 graduate credits during a fall or spring term or 3 graduate credits during a summer session. This verification typically is for postponement of loan repayment and is routinely done on request by the Registrar's Office. Certification of half-time status with enrollment less than that specified above can be approved only after the following conditions have been satisfied:

1. The student has completed coursework on his/her program of study excluding NURS 799; 821, or 899.
2. The student verifies in writing that (a) he/she is not employed full-time and that he/she is in fact working full-time on completion of the thesis, project, or dissertation.

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

SPECIAL POLICIES FOR ALL GRADUATE STUDENTS

PRESCRIPTIVE AUTHORITY

The South Carolina Board of Nursing accepts the USC College of Nursing curricula and pharmacology hours as meeting the minimum of 45 contact hours of education for prescriptive authority designation. The 45 didactic hours taken in NURS 702 are also sufficient for initial approval of prescriptive authority in accordance with the Laws

Governing Nursing in South Carolina, section 40-33-34(E) and (F), if the application is made within two years of graduation from either the MSN degree program, a Certificate of Graduate Study in Advanced Practice Nursing degree program or the DNP degree program in which an advanced practice area of study was completed.

CLINICAL PLACEMENT INFORMATION

A student enrolled in a course with a clinical component is responsible for finding an approved health agency and an approved preceptor for their clinical experience. Students are advised to locate a preceptor a semester before the clinical course begins. Students may contact Julie Ghent, Mid-Carolina AHEC, Inc. for assistance in locating a preceptor in South Carolina (jughent@comporium.net, website: <http://www.midcarolinaahec.org> or (803)286-4165). Students may also contact their course professor for assistance in locating a preceptor.

The Clinical Placement Information Form (available in Blackboard in the Clinical Information and Documents folder) initiates or renews a clinical site contract. This form is to be submitted in the semester immediately preceding enrollment in a clinical course to the Contracts Manager. Upon receipt of this form, 2-4 months are required to complete the approval process for a new site contract or renewal site contract for clinical placement. Students **MAY NOT** begin clinical experience until contract has been approved by the Contracts Manager.

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

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

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

PRECEPTOR DEFINITION, GUIDELINES, PROCEDURES

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

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 J*** describes each of the standards.

STUDENTS WITH DISABILITIES

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

DRESS CODE FOR CLINICAL COURSES (*Approved by College of Nursing Faculty*): By choosing to be a graduate student in the College of Nursing at the University of South Carolina, each student accepts the responsibility to present and maintain a professional image by complying with the dress code policy. The dress code is designed to protect the personal safety of patients, as well as students, while in the clinical area; project the professional image of nursing; and portray the proud heritage of USC nurses. The following are specific stipulations of the code:

Conservative business attire covered by a clean, white lab coat with name tag identifying you as an R.N and USC graduate student is to be worn.

Shorts, jeans, tightly fitted clothing, and see-through, low-cut midriff revealing tops and bottoms are all inappropriate attire.

Hair should be clean, neat, and off the collar.

Other than one earring per earlobe, piercing jewelry is to be removed.

All tattoos must be covered either by clothing or an appropriately sized bandage.

No perfumes or colognes, scented makeup or hair products may be worn.

Nails must be clean and not extend beyond the finger tip. Artificial nails in any form are unacceptable. If nail polish is worn, it must be clear.

Although this dress code is congruent with the majority of health care agencies, some agencies have more restrictive dress codes and should then be followed. DNP students taking undergraduate clinical courses must adhere to the dress code established for undergraduate students (see Undergraduate Handbook). College of Nursing faculty reserves the right to ask students to leave the clinical area if their attire is deemed inappropriate.

CRIMINAL BACKGROUND CHECK AND DRUG SCREENS

Prior to the first clinical course, students are required to undergo a background check and a drug screen.

The Background Checks are:

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

Drug Screens include:

- Marijuana
- Cocaine
- Amphetamines
- Opiates
- Phencyclidine (PCP)
- Barbiturates
- Benzodiazepines
- Propoxyphene
- Methadone
- Oxycodone
- Merperidine
- Ethanol

Read the *Background Check and Drug Screen Policies* on Blackboard in the Background Check and Drug Screen folder!!!

INSURANCE REQUIREMENTS

Professional Liability Insurance

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

Health Insurance

All graduate students and international students are required to have health insurance. Under this University requirement, graduate students enrolled in nine or more hours, all graduate assistants, and international students must either: purchase the student health insurance plan offered by Pearce & Pearce
OR

waive out by providing documentation of enrollment of a comparable health insurance plan by established deadline.

HOW DO I WAIVE OUT?

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

You must waive out (<https://www.pearceandpearce.com/pearcesite/schools/sc/usc>) each semester (excluding Maymester and summer sessions) or you will be automatically enrolled into the student health insurance plan and billed by the Bursar Office. For further information contact the Thomson Health Center at (803) 777-1916.

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.

RN LICENSURE

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

CLINICAL REQUIREMENTS

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

A completed *Clinical Requirements Information Form*, with appropriate documentation attached must be received by deadline. Failure to provide documentation prohibits release for registration in clinical courses for the semester.

CPR certification **must** be completed through and up-to-date by the following course:

Basic Life Support for Health Care Providers (through the American Heart Association). More information about these requirements may be obtained from the Graduate Programs Student Services Coordinator.

KNOWLEDGE OF PROTECTION AGAINST BLOODBORNE DISEASE

The College's policies concerning bloodborne disease is published in the ***Bloodborne Pathogen Exposure Control Plan*** found on Blackboard. As specified in the plan, all students in the College must document their knowledge of protection against bloodborne disease annually through completion of a software program titled, "Bloodborne Pathogens Online Training" which includes a post test. The link to the USC Bloodborne Pathogens Self Study Unit and Post-test has been placed on the College of Nursing website at: <http://www.sc.edu/nursing/student/student.html>. Upon

completion of the training program and a score of 100 on the post-test, the documentation must be submitted to Office of Academic Affairs and must be on file in the student's record before the student is allowed to register for clinical courses, attend class, or begin practica.

REVALIDATION OF OUTDATED COURSES

Outdated **USC** graduate courses (taken more than **6 years** prior to completion of master program, **8 years** for doctorate) **may** be revalidated if the involved department accepts revalidation for the particular course. Revalidation of a course requires that the student demonstrate current knowledge of the course content by a faculty member who currently is teaching or has taught the course. **Outdated transfer courses cannot be revalidated.**

Permission to revalidate a course is secured on a Permit for Course Revalidation Examination (GS 04) form found in the Forms Library on the Graduate School website www.gradschool.sc.edu. The Assistant Dean for Graduate Studies/Graduate Director and the Graduate School Dean must approve the form. A per credit hour fee must be paid to the Treasurer's Office before revalidation can occur and a receipt must accompany the GS 04 form for approvals. It is the student's responsibility to track the GS 04 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 OGS for filing and forwarding to the Graduate School.

ENROLLMENT RESTRICTIONS

Applicants to the graduate program may not register for nursing courses until they are admitted to the program.

Registration for NURS 769 and NURS 840 (independent study courses) requires completion of an independent study contract (GS 50) by the student and faculty member that must be filed in the OAA and in the Registrar's Office.

Attendance at new student orientation is required prior to enrollment in initial course(s). Registration for a clinical nursing course is limited to students admitted to a College of Nursing graduate degree or certificate program.

INDEPENDENT STUDY

A limited number of credits from NURS 769 *Independent Study* or NURS 840 *Independent Study in Nursing Science* may be applied toward degree program completion but **do not substitute for required courses.** Enrollment in independent study courses requires completion of a special course enrollment form that must include the course overview, objectives, resources and evaluation plan for the course. Nursing students may **not** enroll for nursing independent study courses on a pass/fail basis.

ACADEMIC RESPONSIBILITY

It is the responsibility of every student at the University of South Carolina-Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud or deceit of any type in connection with any academic program. Any student who violates the Rule of Academic Responsibility or who knowingly assists another to violate this rule shall be

subject to discipline (See *Carolina Community: USC Columbia Student Handbook and Policy Guide*, and **Appendix O** of this handbook.)

ATTENDANCE POLICY

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

PETITIONS PROCESS

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

GRIEVANCES POLICY

NOTE: For nonacademic issues, see the current [Carolina Community](#) policy. For academic issues refer to both the current [Carolina Community](#) and the College of Nursing policy below.

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

Students are encouraged to meet with their course faculty if they have academic problems. Further procedures for resolution of differences are outlined in the Student Grievance Policy-Academic of the current *Carolina Community* and this handbook. For assistance, graduate students are urged to contact the Director of Student Affairs.

DRUG AND ALCOHOL POLICY

Students enrolled in the College of Nursing are subject to the regulations found in the USC **Carolina Community Student Handbook and Policy Guide** <http://www.sa.sc.edu/carolinacommunity/> and the ethical standards of the Nursing profession as described in the **ANA Code of Ethics**.

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 also to sign the Statement of Responsibility/Waiver of Liability form **Appendix Q**.

RESOURCES AND SUPPORT SERVICES

FINANCIAL ASSISTANCE

University financial aid programs are coordinated by the USC Office of Student Financial Aid and Scholarships located at 1714 College Street. The office provides information regarding scholarships, grants, work-study programs, and student loans. Students interested in obtaining student aid are encouraged to make an appointment with a financial aid counselor. In addition, the Director of Student Affairs in the College of Nursing is available to assist students with obtaining information about financial aid opportunities specifically targeted to nursing and to graduate students. College of Nursing scholarships are coordinated by the Director of Student Affairs. Graduate students must be enrolled in 9 credits per fall/spring semester to be eligible for College of Nursing scholarships. Scholarship applications (application form from the Director of Student Affairs) for the next academic year are due annually on February 15; deadlines for other sources of funding vary. Scholarships, traineeships, and research funding opportunities are available through the College, the Graduate School, the University, and extramural sources.

GRADUATE ASSISTANTSHIPS

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

FEDERAL FUNDING SOURCES FOR GRADUATE STUDY

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

Federal Nurse Traineeships. These traineeships are available to full time (at least 9 credits Fall and Spring semester) graduate students enrolled in graduate programs. These funds are distributed annually in August for the upcoming academic year. The deadline for traineeship applications is July 31 for the following year. Applications, available online at <http://www.sc.edu/nursing/student/student.html>, must declare full-time study for fall and spring semesters for which the application applies.

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

VISUAL INFORMATION PROCESSING (VIP)

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

CHANGE IN NAME OR ADDRESS

A student must notify the Office of the Registrar, the Graduate School and the office of Graduate Studies of any changes in name or address. Change of name requires presentation of legal documentation.

DROPPING AND ADDING COURSES

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

WITHDRAWAL FROM THE UNIVERSITY

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

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

INFORMATION RESOURCE CENTER (IRC)

IRC (Room 306) is available to all nursing students, faculty, and staff. The IRC encompasses a computer laboratory. The computers are equipped with a wide range of software packages including computer-assisted instructional and testing programs. Additional resources include laptops that can be checked out on a limited basis (students are charged for late returns), a coin-operated copier, and laser printing (for a nominal fee). Certain audio-visual and medical equipment can be reserved and

checked out by nursing students in compliance with IRC policies. IRC hours are posted outside the entrance to the lab. The IRC will be closed to general student usage due to computer testing sessions, primarily at the end of semesters. Efforts are made to notify students in advance when these testing sessions are needed. The IRC director and helpdesk staff are available to answer questions and assist student and faculty with the use of resources.

CLINICAL SIMULATION LABORATORY (CSL)

The CSL (Room 105) utilizes a major area of the first floor of the College of Nursing in the Williams-Brice building. This facility features an open classroom area which will seat approximately 40 students for classroom style learning through group simulation and advanced audiovisual presentation. In addition, there are four individual simulation suites. These have the capacity for groups of 5-6 for simulation experiences that replicate the hospital/clinical environment. The lab hosts a hospital-like setting including beds with head wall units that house suction and oxygen, exam tables, task trainers, and high fidelity manikins. There is also a small, private meeting/debriefing room designed for a small group of 5-6 people. The combination of these accommodations provides for an up-to-date teaching environment. See link on College of Nursing Home page for more detail <http://www.sc.edu/nursing/csl/csl.html>.

STATISTICS LABORATORY AND CONSULTATION

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

LIBRARIES

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

CAREER PLANNING AND PLACEMENT OFFICE

The Career Center, located on the sixth floor of the Darla Moore School of Business Building, helps students realize their career goals and locate employment upon

graduation. Graduate students may take advantage of the excellent placement services in developing professional resumes and creating a placement file. For more information about this service you may contact the Center at telephone (803) 777-3166 or <http://www.sc.edu/career/> . Other employment opportunities are posted on various websites. One of these is <http://www.AcademicKeys.com?tag=HS040501> .

BOOKSTORES

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

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

COUNSELING AND HUMAN DEVELOPMENT CENTER

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

VETERANS AFFAIRS OFFICE

Veteran Affairs Office is located in the Russell House (Room 316, (803)777-5156) informs veteran students of their benefits opportunities.

OFFICE OF STUDENT DISABILITY SERVICES

The Office of Student Disability Services located at LeConte College (803)777-6142, provides individualized support and accommodations for students with documented disabilities. Students must contact the office regarding the evaluation process. Upon determination of a qualified disability and appropriate accommodations, students receive a letter with recommendations to present to faculty. No accommodations are allowed to be made by faculty without this letter in place.

GRADUATE STUDENT/PROFESSIONAL ORGANIZATIONS

Graduate students are encouraged to actively participate in campus organizations.

The Graduate Student Association (GSA) is an active campus graduate student organization that works in collaboration with the Graduate School to create a better University environment for all graduate students. GSA provides an active voice for graduate students in a variety of ways. It offers an annual orientation for incoming

graduate students, sponsors weekly forums on issues of concern to graduate students, and works with the Graduate School in planning and presenting Graduate Student Day. Graduate students are encouraged to become active in this organization and/or take advantage of the activities it sponsors.

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

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

COMMUNICATION

The major mode of communication between the College of Nursing and Graduate students is through the University email system and Blackboard. Most nursing courses, regardless of distance learning or on-campus only class options, use the Blackboard instructional system which allows USC faculty to create a secure course web site for class communications, posting assignments, posting readings, linking to complementary web sites, administering exams, and much more. More information about Blackboard is available at <http://www.uts.sc.edu/academic/blackboard/>.

CAMPUS TRANSPORTATION

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

PARKING

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

EATING FACILITIES

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

UNIVERSITY FEE

The University Fee is comprised of the following areas: (1) Program Funds, (2) Athletic Fee, and (3) Health Fee. Students who pay the full University Fee are entitled to all of the student services on the USC campus. Not all students will pay the full fee; some will pay only the Health Fee. To find out if this applies to you, call the Office of Financial Services (Petigru) at (803)777-4233.

RECREATIONAL FACILITIES

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

THOMSON STUDENT HEALTH CENTER

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

General Medicine Center

(803) 777-3175, option #1, then option #1

Women's Care Center

(803) 777-3175, option #1, then option #2

Counseling & Human Development Center

(803) 777-5223 **OR**

(803) 777-3175, option #1, then option #3

Immunizations/Allergy/Travel Clinic

(803) 777-3175, then option #2

Nutrition consultations

(803) 777-3175, option #1, then option #4

STUDENT LIFE/DIVISION OF STUDENT AFFAIRS

The Division of Student Affairs at Russell House coordinates all extra-curricular activities on campus and offers many services, programs, and activities to enhance student life.

COPY CENTERS/COPYING

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

COLLEGE OF NURSING FIRE EVACUATION PROCEDURES

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

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

GRADUATION

APPLICATION FOR A DEGREE

To be eligible for graduation a student must meet all University and College of Nursing standards for receiving a degree. Candidates for degrees must file formal applications during the last semester before graduation prior to the deadline set by the Registrar's Office. Applications filed after the deadline result in a \$25.00 penalty fee and delay in receipt of diplomas. Forms can be obtained on the web at www.gradschool.sc.edu, the Office of Academic Affairs or the Register's Office.

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 sent copies of *USC Nurse* and invited to attend the annual Alumni Meeting and Viana McCown Lectureship, an important annual event in the life of the College. All graduates are encouraged to notify the Society or the University of South Carolina Alumni Association of address changes.

APPENDIX A: PhD CANDIDACY EXAMINATION PROCEDURES

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 examinations. 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 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.

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

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

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

*Guidelines may be changed at anytime

CRITERIA FOR GRADING DOCTORAL CANDIDACY EXAMINATION

Summary of Phases I and II

Reader: _____

Student: _____

Overall Rating: Acceptable _____

Unacceptable _____

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

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

Additional Comments:

B. PhD CANDIDACY EXAMINATION PROCEDURES

Eligibility

Students take the PhD Candidacy Examination immediately following completion of the required core nursing theory (NURS 800, 801, 802), research (NURS 810, 811, 813), statistics, theory-research synthesis (NURS 803) courses. The PhD candidacy examination process is discussed with precandidacy students during academic advisement sessions with the Graduate Director.

Application For The PhD Candidacy Examination

PhD Candidacy Examination application forms and guidelines are available from the Graduate Student Services Coordinator II (Room 219). Applications must be completed and returned to the Graduate Programs Student Services Coordinator II (Room 219).

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. 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 examination question is distributed to the student through the Graduate Programs Student Services Coordinator II (Room 219). The student prepares a written paper that addresses all aspects of the question selected.

The completed examination paper must be returned to the Graduate Programs Student Services Coordinator II (Room 219) one week later on the same day of the week on which the exam was distributed (e.g. Wed.-Wed., Thurs.-Thurs., etc.). The paper is to be typed and double-spaced, using APA's *Publication Manual* (current edition), and must be no longer than 30 pages, excluding bibliography.

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

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

The faculty panel consists of 3 faculty members, two selected by the student and 1 assigned by the Graduate Director. This panel reads the student's written paper and conducts the oral defense. The purpose of the oral examination is clarification, elaboration, and **defense** of the major ideas presented in the paper. The oral defense is taped and documentation of both portions of the examination is retained in the OAA, Room 219 until the student graduates. A faculty chair is appointed by the Graduate Director to convene the oral defense session and return copies of the

written paper, tape, and evaluation results to the Graduate Programs Student Services Coordinator II, Room 4219.

Evaluation

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

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

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

Re-Examination

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

Notification Of Results

PhD Candidacy Examination results are sent to the student by U.S. Mail from the Graduate Director. A copy of the letter is placed in the student’s academic file in the College of Nursing. Notification of individual students’ satisfactory examination performance is sent by the Assistant Dean for Graduate Studies/Graduate Director to the Dean of the Graduate School for review and approval. The Dean of the Graduate School notifies the student of admission to PhD candidacy.

*Procedures may be changed at anytime

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

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

Approval Form is to be submitted by July 1st for Fall, December 1st for Spring, and May 1st for Summer to the Office of Graduate Studies (Room 219).

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

_____, _____ Zip Code
Street Address City, State

Student Signature: _____ Date: _____

Approvals:

Faculty Mentor Date

Graduate Director Date

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

Date:

To: JoAnne Herman
Graduate Director, College of Nursing

From: _____
Faculty Mentor

Re: Nursing Leadership Residency Project

This is to confirm that _____ **Student Name** _____ **SS#**

has successfully completed the Nursing Leadership Residency Project entitled:

_____ on _____
Name of Project DATE

Copy: Student file

Submit form to the Office of Graduate Studies (Room 219)

APPENDIX D: DNP PROJECT GUIDELINES

USC COLLEGE OF NURSING

INTRODUCTION

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

APPROVAL OF THE DNP COMMITTEE AND PROJECT TOPIC

The Graduate Director of the College of Nursing shall approve the membership of the committee. After the DNP project committee has been selected, and there is acceptance of the topic, the student must complete the Approval of DNP Project Approval Form (**See Appendix E**), which is to be signed by the committee members and the Graduate Director of the College of Nursing.

IMPLEMENTATION AND DOCUMENTATION OF THE DNP PROJECT PROPOSAL

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

GUIDELINES FOR PRESENTATION OF DNP PROJECT

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

EVALUATION OF DNP PROJECT PREPARATION

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

SUCCESSFUL COMPLETION OF DNP PROJECT

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

COMMITTEE CHANGES AND /OR CHANGES IN THE DNP PROJECT PLAN

On occasion, students may find themselves in need of a new committee member because of faculty illness or because faculty have left their position at the University. In most cases, faculty who leaves the University will not be able to continue on the committee. When the new committee member is the chairperson, there may be particular difficulties for the students since the new chairperson may have different expectations of the DNP project. If committee replacements become necessary, the student will

be required to file a new DNP Project Approval Form (**See Appendix E**) signed by the new committee members and submitted for all the required college signatures.

CONFLICTS BETWEEN THE STUDENT AND THE COMMITTEE

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

*Guidelines may be changed at anytime

APPENDIX E: DNP PROJECT (NURS 821) APPROVAL FORM

**NURS 821 Attachment
University of South Carolina
College of Nursing**

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

_____, _____, _____
Street Address City, State Zip Code

Brief Description:

Student Signature: _____ Date: _____

Approvals:

DNP Project Chairperson's Signature Date

_____, _____, _____, _____
Committee Member Date Committee Member Date

Additional Approvals:

_____, _____
Graduate Director Date

Submit form to the Office of Graduate Studies (Room 219) for student file.

**NURS 821 Syllabus located on the DNP Virtual Community*

APPENDIX F: CLINICAL PLACEMENT INFORMATION

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

Course # _____ Date _____

New Renewal Expiration Date _____

Student/Faculty Requesting Clinical Placement:

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

E-mail: _____

Agency Information

Name of Agency: _____

Agency Address: _____

Street City State Zip Code County

Agency Telephone: _____

Agency Fax: _____

Agency E-mail Address: _____

Accredited by : _____ (if applicable)

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

Title: _____

Telephone: _____

Agency Office Manager:

Name	Office Number	E-mail
------	---------------	--------

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

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

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

Title of liaison/preceptor for clinical placements:

Preceptor's Name:

Telephone:

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

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

2. If an acute agency: Bed Capacity _____ Average Daily Census _____

If the agency has a bed capacity and an average daily census, fill in the blanks. If not, put NA. This information is important for College records. If provides statistical information required by the government.

Please check the box below by the appropriate information for the agency you are requesting. More than one block can be checked. (Check all that apply).

POPULATION SERVED

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

FACILITY TYPE

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

PRACTICES

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

APPENDIX G: CLINICAL AGREEMENT FOR STUDENT EXPERIENCE

The Clinical Agreement for Student Experience Form must be submitted by all students enrolled in a course with a clinical component. The purpose of this form is to identify and secure approval by the professor for student's preceptors. Clinical Agreements for Student Experience Forms must be submitted to the Contracts Manager (Room 216) before the student can begin clinical experience.

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

Directions:

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

Course Number and Title/Section: _____

Name of Student: _____ Semester/Year: _____

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

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

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

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

Course Objectives:

Learning Experiences Desired:

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

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

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

Office Manager/
Administrator (as required): _____ Phone: _____
(area code) (number)

Approvals/Signatures:

Preceptor: _____ PRINT PRECEPTOR'S NAME: _____

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

Course Faculty: _____ Phone: _____ Email: _____

Course Faculty: _____ Phone: _____ Email: _____

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

(Complete only if information not previously given)

Educational Background	Name of Institution Awarding the Degree	Year Completed
____ Doctorate in Nursing or related field	_____	_____
____ Masters in Nursing	_____	_____
____ Post Masters	_____	_____
____ Medical Degree	_____	_____
____ Other discipline, specify	_____	_____

Length of time in clinical practice (in current role): _____ Years

Previous types of preceptor experience:

- ____ Precepted USC graduate students
- ____ Precepted USC undergraduate students
- ____ Precepted students from other disciplines
- ____ Precepted students from other nursing programs
- ____ None

CERTIFYING BOARD

SPECIALITY AREA

UNIVERSITY OF SOUTH CAROLINA
College of Nursing

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

SUBJECT: Graduate Preceptors and Health Agency Site Contracts

REVIEW DATE(S): August 6, 2009

POLICY FOR: Approving and Evaluating Preceptors and Health Agency Site Contracts

AUTHORIZED BY: JoAnne Herman, PhD, RN, Assistant Dean for Graduate Studies

ISSUED BY: Clinical Contract Manager

Student Responsibilities:

Clinical experiences are student arranged each semester for the appropriate clinical courses. The student is responsible for checking the list of current contracts with health agencies to determine if the College of Nursing has a current contract with the selected preceptor's agency. The current contract list for the College of Nursing is located on **Blackboard, select Clinical Information Documents tab from the menu bar on the left side of computer screen.**

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

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

Or

Email: mingomj@mailbox.sc.edu

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

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

2. Select a preceptor and complete the *Clinical Agreement for Student Experience* (Appendix A) which must be signed by the preceptor, student, health agency representative, professor and contract manager.
3. Attach either a business card or letterhead that includes the name and address of the preceptor to the *Clinical Agreement for Student Experience Form*.
4. **Submit the *Clinical Agreement for Student Experience* form to the assigned faculty member and contract manager by March 15th for summer clinicals, May 30th for fall clinicals, and September 15th for spring clinicals. Students who fail to submit completed forms by the beginning of the start of the course may be dropped from the course.**
5. Provide preceptor with a copy of course syllabus and clinical agreement form.
6. Complete *Student Evaluation of Preceptor Form* (Appendix B) at end of the course and submit to course faculty. No grade will be issued without completion of this form.

Faculty Responsibilities:

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

the Associate Dean of Academic Affairs of any preceptor problems or preceptors who receive an evaluation of 2 or less on the specific criteria and/or a 3 or less for the overall level of satisfaction with the experience or negative recommendations/comments.

6. Review the evaluation of the student by the preceptor and use this information in the process of assigning the final course grade for the student.
7. Review the *Student Evaluation of Preceptor* report from each student and record outcome results on the *Faculty Summary of Student Evaluation of Preceptor* report. *Faculty Summary of Student Evaluation of Preceptor* report is to be submitted at the end of each semester to the Associate Dean of Academic Affairs.

Clinical Contract Manager Responsibilities

1. Post the *Letter of Course Introduction*, the *Clinical Agreement for Student Experience Form*, the *Clinical Placement Form*, and a listing of all current contracts on Blackboard for projected students.
2. Verify the preceptor's clinical site/agency contract status is current.
3. Inform the course faculty and student of the contract status.
4. Enter the required information for the agency and preceptor into Central.
5. Place student in clinical log in Central.

Assistant Dean for Graduate Studies Responsibilities

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

*Policy may be changed at anytime

APPENDIX I: PRECEPTOR GUIDELINES GRADUATE PROGRAM

University of South Carolina
College of Nursing

SUBJECT: CON Preceptor Guidelines
REVIEW DATES(S): August 6, 2009
POLICY FOR: Preceptor Guidelines
AUTHORIZED BY: JoAnne Herman & Graduate Council
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 preceptor evaluation, the course faculty determines student final grade (Approved by Graduate Council August 20, 2008).

Qualifications:

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

Preceptor Agreements:

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

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

Orientation of Preceptors:

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

Preceptor Evaluation of Students:

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

Student Evaluation of Preceptors:

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

*Guidelines may be changed at anytime

APPENDIX J: 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 devices 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

APPENDIX K: STUDENT BACKGROUND CHECK POLICY & PROCEDURE



OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS AND PROVOST

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

Christine W. Curtis

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

8-14-09

Date

Terry Parham

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.

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.

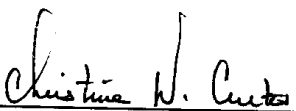
All students are required to report to the Assistant Dean for Graduate or Undergraduate Studies any criminal charges, other than minor traffic violations, that occur after the background check is completed. Failure to report such criminal charges will result in expulsion from the College of Nursing.

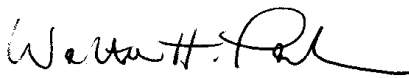
APPENDIX L: STUDENT DRUG SCREENING POLICY & PROCEDURE



OFFICE OF THE VICE PRESIDENT FOR
ACADEMIC AFFAIRS AND PROVOST

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


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


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

**UNIVERSITY OF SOUTH CAROLINA
COLLEGE OF NURSING**

**Student Drug Screening
Internal Policy and Procedure Statement**

Drug Screening Policy

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

Drug Screening

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

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

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Ethanol

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

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

Student Responsibility

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

1. Ordering Process

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

- a. When the student enters the package code on the selected vendor secure web site, the code identifies their school of attendance, their screening requirements and the associated cost. The student then enters payment information and personal identifiers needed to process their order.
- b. The College of Nursing student will take the chain of custody form to LabCorp or AccuDiagnostics for submission of urine sampling. Drug screenings will be conducted in an average of 2-3 business days. Once results are completed, students will receive an email notifying them that their drug screening is ready for review.

2. Sharing Results

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

3. Online Management System

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

4. Student Deadlines

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

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

Admission/Readmission after a Positive Drug Screening

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

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

APPENDIX M: CLINICAL REQUIREMENTS INFORMATION FORM

UNIVERSITY OF SOUTH CAROLINA COLLEGE OF NURSING

SPRING 20__ SUMMER 20__ FALL 20__

Name: _____ (H) _____ (C) _____
Last First MI Phone

Address: _____
Number and Street City State Zip

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

HEALTH INFORMATION

(Health Information must not expire during the semester you are registering for)

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

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

1. () PPD (within the last 12 months). *The Two Step PPD* test (Mantoux) is required in the first semester of upper division or first clinical course in the graduate program and then one PPD every 12 months afterwards. The tine test or the monovac test is not acceptable. Attach documentation of results. If your PPD is positive, you must attach one of the following types of documentation: (a) chest x-ray taken within the last 12 months indicating no signs of active TB; (b) physician's statement stating chest x-ray not needed or (c) documentation of being currently under treatment with Isoniazid (INH).
2. () Tetanus/Diphtheria (within 10 years). *Td* immunizations are required every 10 years. You must attached documentation with your first health form. If you must re-immunize, you will need to present documentation of the subsequent immunization.
3. () Rubella Titer
4. () Rubeola Titer
5. () Chicken Pox (Varicella) Titer
If titer is negative, you must provide documentation of the negative titer as well as booster injection. You are not required to get an additional titer after a booster injection. MMR vaccine and its component vaccines should not be administered to women known to be pregnant. Because a risk to the fetus from administration of these live virus vaccines cannot be excluded for theoretical reasons, women should be counseled to avoid becoming pregnant for 28 days after vaccination with measles or mumps vaccines or MMR or other rubella-containing vaccines.
6. () HBV: Vaccine or Titer (Anti HBs). *HBV* immunization is required of all undergraduate (upper division traditional and RN/BSN) and graduate nursing students. Full immunization consists of three injections administered over a six months period. Graduate students and RN/BSN students must complete

the series prior to enrollment. Undergraduate students must begin the series prior to progression to the upper division in order to enroll in upper division courses.

Undergraduate students must provide evidence of the first injection to enroll in upper division courses and must follow up with documentation that the series has been completed. Graduate students must present documentation of completion of the series upon admission. In lieu of the vaccine series, student may present evidence of positive titer.

BLOODBORNE PATHOGENS TEST, CPR, AND LICENSURE INFORMATION

All students answer items #7, through #11. RNs and Graduate students answer #7 through #12.

7. () Bloodborne Pathogens (Within the last 12 months). Validation of *Bloodborne Pathogens* content is required every 12 months. Go online to <http://ehs.sc.edu/modules/BBP/bbpnursingstudents.htm> to complete the test. You will need to insert a pseudo SSN (5 zeros then the last 4 digits of your SSN) to complete the post test. Print the certificate after you have successfully completed the test.
8. () CPR certification. *CPR* certification must be current. CPR certification must be completed through the following course: **Basic Life Support for Health Care Providers (American Heart Association)**
9. () Signed and Dated Copy of the College of Nursing Handbook Form verifying that you have read and understand the contents. This form is required every 12 months. Go online to <http://www.sc.edu/nursing/student/HandbookSignature.pdf> to find the form.
10. () Criminal Background Check and Drug Screen. This must be completed through the College of Nursing approved vendor. Graduate students can find instructions on how to complete in Blackboard.
11. () Nametag. Graduate students can find instructions on how to complete in Blackboard.
12. I am licensed to practice nursing in:

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

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

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

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

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

**I AUTHORIZE OAA TO RELEASE THIS INFORMATION TO THE AGENCIES
WHERE I HAVE CLINICALS.**

(Signature of Student)

(Date)

APPENDIX N: BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN FOR NURSING STUDENTS

College of Nursing University of South Carolina Columbia, South Carolina

A. Introduction

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

B. Purpose

The policies and procedures in this manual are intended to:

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

C. Exposure Determination

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

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

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

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

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

D. Compliance Methods

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

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

3. Work practice controls:

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

4. Engineering Controls

Contaminated needles and other contaminated sharps shall not be bent, recapped or removed unless it can be demonstrated that no alternative is feasible or that such action is required by a specific procedure. Such bending, recapping or needle removal must then be accomplished through the use of a mechanical device or a one-handed technique. Shearing or breaking of contaminated needles is prohibited.

Immediately after use, contaminated reusable sharps shall be placed in appropriate containers until properly reprocessed. These containers shall be puncture resistant, labeled or color-coded, and leak proof on the sides and bottom.

5. Implementation of safer medical devices

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

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

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

6. Safety Procedures

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

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

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

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

7. Personal Protective Equipment

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

a. PPE Use

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

b. PPE Accessibility

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

c. PPE Cleaning, Laundering and Disposal

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

d. Gloves

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

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

e. Eye and Face Protection

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

8. Housekeeping Procedures

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

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

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

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

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

9. Regulated Waste Disposal

The second container shall be labeled or color coded to identify its contents.

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

10. Disposable Sharps

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

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

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

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

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

11. Other Regulated Waste

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

12. Laundry Procedures

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

13. Labels and Signs

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

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

14. Hepatitis B vaccines, Evaluation and Follow Up

All Students, before beginning their clinical rotations, must complete the Hepatitis B vaccination series, show medical documentation of immunity status, or have a physicians' letter showing inability to take the vaccine. The vaccination series is available through private physicians, the health department, or Thomson Student 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.

15. Bloodborne Pathogen Exposure Protocol (Revised July 2008)

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

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

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

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

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

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

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

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

Students who suffer a **Non-Job Related/Non clinicals related Bloodborne Pathogen Exposure** during an enrolled academic session:

- Should report to the Thomson Student Health Center for initial evaluation and referral. If the TSHC is closed, students may seek care at the Palmetto Richland Hospital Emergency Department. If away from Columbia area, the student should report to the nearest hospital emergency department.

16. Post Exposure Evaluation and Follow-up

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

17. Information and Training

The College of Nursing will require training for Bloodborne pathogens for all nursing Students to include:

- a. An explanation of the methods of transmission of bloodborne pathogens;
- b. An explanation of the modes of transmission of bloodborne pathogens;
- c. The recognition of tasks what would involve potential exposure;

- d. An explanation to the use and limitations of methods to reduce exposure, for example engineering controls, work practices and PPE;
- e. Information of the types, uses, locations, removal, handling, decontamination, and disposal of PPE;
- f. Information on the Hepatitis B Vaccine, including efficacy, safety, method of administration, benefits, and where it may be obtained;
- g. Information on the appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;
- h. An explanation of the procedures to follow if an exposure incident occurs including the method of reporting and medical follow up;
- i. Information of the evaluation and follow-up suggested after an exposure incident;
- j. An explanation of the signs, labels, and color-coding system.
- k. College of Nursing Bloodborne Pathogen Exposure Protocol.

18. Evaluation and Review

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

E. Safe Practice Guidelines

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

- a. All students should routinely use appropriate barrier precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient is anticipated. Gloves should be worn when any potential exists for contact with blood and body fluids, mucous membranes, or non-intact skin of all patients, for handling items or surfaced soiled with blood or body fluids, and for performing venipuncture and other vascular access procedures. Glove should be changed after contact with each patient and hands are to be washed. Masks and protective eye wear or face shields should be worn during procedures that are likely to involve droplets of blood or other body fluids. Gowns should be worn during procedures that are likely to generate splashes of blood or other body fluids.
- b. Hands and other skins surfaced should be washed immediately and thoroughly if contaminated with blood or other body fluids. Hands should be washed immediately after gloves are removed and before contact with patients.
- c. All students should take precautions to prevent injuries cause by needles scalpels, and other sharp instruments of devices during procedures, when cleaning used instruments, during disposal of used needles, and when handling sharp instruments after procedures. To prevent needle stick injuries, needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. When possible, needle-less alternatives should be utilized. After use sharps should be placed in puncture-resistant container for disposal.
- d. Mouth-to-mouth resuscitation devices should be available in areas in which the need for resuscitation is possible.
- e. Students who have exudative lesions or weeping dermatitis should refrain from all direct patient care and from handling patient-care equipment until the condition resolves.

- f. Students with pink sclera and/or drainage from eyes should seek medical care and diagnosis prior to any contact with patients or patient-care equipment.
- g. Students with a fever greater than 100 F should seek medical care and diagnosis prior to any patient contact.
- h. Students with active vomiting or diarrhea should refrain from all direct patient care.

APPENDIX O: RULE OF ACADEMIC RESPONSIBILITY

It is the responsibility of every student at the University of South Carolina-Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this rule or who knowingly assists another to violate this rule shall be subject to discipline.

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

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

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

Policies for Student Academic Responsibility-The Honor Code

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

1. Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.
2. Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.

3. Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.
4. Use of another person's work or ideas without proper acknowledgement of source.
5. Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).
6. Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.
7. Conduct intended to interfere with an instructor's ability to evaluate accurately a student's competency or performance in an academic program.

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

Investigation of Complaints-Office of Academic Integrity

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

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

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

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

1. Student does not contest the allegation(s) or sanctions. If a student does not contest the allegation (s) of a Honor Code violation, please see section 2.2.2.1 for resolution.
2. Student does not contest the allegation(s), but contests the sanctions. If a student only contests the sanctions of an Honor Code violation, please see section 2.2.2.2 for procedures for resolution.

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

4. Allegation is dismissed by the Dean

2.2 Procedures for Resolution of allegations of Honor Code violations.

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

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

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

1. To dismiss the charges if they are unsupported by evidence OR
2. Recommend one of the options below to resolve the charges.

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

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

*Rules may be changed at any time

APPENDIX P: GRADUATE STUDENT GRIEVANCE POLICY - ACADEMIC

UNIVERSITY OF SOUTH CAROLINA COLLEGE OF NURSING

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

1. **Protection of freedom of expression.** Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion. They are responsible, however, for learning the content of any course of study for which they are enrolled.
2. **Protection against improper academic evaluation.** Students should have protection, through orderly procedures, against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. **Protection against improper disclosure.** Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors should be considered as confidential. Protection against improper disclosure is a serious professional obligation. Judgments about a student's ability and character may be disclosed under appropriate circumstances, normally with the knowledge and consent of the student.

Student Grievance Process

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

1. Discuss the issue with the faculty member involved in the alleged violation. The discussion must take place within 30 calendar days after the end of the semester during which the alleged incident occurred. If the complaint is not resolved with the faculty involved:
2. Notify the Director of Student Affairs (Director), who will explain the grievance policy and the student's rights and responsibilities. The Director will assist the student in completing a written narrative describing the alleged violation of the protections described above. The narrative must contain the nature of the problem or complaint, reasonable evidence to support the case, background material, and a description of what has been done to resolve the problem.

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

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

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

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

Appeal

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

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

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

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

*Policy may be changed at anytime

Approved by Cliff Scott 8-13-07

Approved by Student Affairs Committee 9-10-07

Approved by Graduate Council 11-19-07

APPENDIX Q: STATEMENT OF RESPONSIBILITY/WAIVER OF LIABILITY

**University of South Carolina
College of Nursing**

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

1. I understand that I am subject to all laws of the state I am traveling in/to. I agree to conduct myself in a manner that will comply with the regulations of the College of Nursing and University of South Carolina including but not limited to the Student Code of Conduct.
2. I understand that I am financially responsible for any personal health and or hospitalization needs during my participation in the stated activity/program.
3. I agree to carry vehicle collision and/or bodily injury liability insurance on my personal vehicle if utilized in this activity/program. I understand that the College of Nursing and University of South Carolina is not responsibility for any damages or injuries related to travel to or from the stated activity/program.
4. I expressly understand and agree to hold harmless the College of Nursing and the University of South Carolina, their agents, affiliates, officers and employees from any and all claims and causes of action for damage to or loss of property, personal illness or injury or death arising out of my participation in this program.

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

Signature of Participant

Date

Name (please print)

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

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

Signature of Parent/Legal Guardian

Date

Name (please print)

APPENDIX R: STUDENT HANDBOOK FORM

**University of South Carolina
College of Nursing**

I acknowledge that I have read the entire College of Nursing

Undergraduate Student Handbook _____
Initial here

Graduate Student Handbook _____
Initial here

Initial beside the appropriate handbook(s) found at
<http://www.sc.edu/nursing/student/student.html>

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**