



**University of
New Hampshire**
School of Nursing

***Nursing Student Policy and Procedure
Handbook***

AY 2025-2026

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Introduction

The University of New Hampshire (UNH) School of Nursing (SON) follows the academic policies of UNH outlined in the Undergraduate and Graduate Catalogs and the student policies contained in the [Student Rights, Rules, and Responsibilities](#) (SRRR). Policies outlined in this handbook are those specific to the SON that further clarify academic policies and procedures that SON faculty have established for students in the major. It is intended to complement, not replace, the rules and regulations as outlined in the Undergraduate and Graduate Catalogs and the SRRR. It is your responsibility to become acquainted with SON degree requirements and to fulfill these requirements in a timely manner.

University of New Hampshire
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Welcome

The faculty and staff welcome you to the UNH School of Nursing (SON) in the College of Health and Human Services. This handbook has been prepared to provide you with specific information related to the nursing programs. The information in this Handbook is up-to-date and as accurate as possible at the time of posting. It is, however, subject to change during the academic year. It is important, therefore, for you to check the announcements on the nursing Canvas page often and keep in close contact with your advisor and other faculty members

Nursing Accreditation

The UNH School of Nursing programs are nationally accredited by the Commission on Collegiate Nursing Education. The baccalaureate degree program; master's degree program; Doctor of Nursing Practice (DNP) program; and post-graduate Advanced Practice Registered Nurse (APRN) certificate programs at the University of New Hampshire are accredited by the Commission on Collegiate Nursing Education (<http://www.ccneaccreditation.org>.)

Mission and Vision

Mission: School of Nursing delivers exemplary nursing education at all levels, grounded in principles of caring and ethics, through rigorous inquiry, creativity, and self-reflection to inspire skilled, compassionate, and transformative nursing leaders.

Vision: School of Nursing will foster an inclusive and compassionate community where integrity, innovation, and excellence drive lifelong learning, collaboration, and transformative care.

Statement of Philosophy

The philosophy of UNH School of Nursing is reflected in the American Association of Colleges of Nursing's The Essentials: Core Competencies for Professional Nursing Education and faculty beliefs about nursing education.

Statement of Nondiscrimination

The University of New Hampshire seeks excellence through diversity among its administrators, faculty, staff and students. We are committed to enhancing and sustaining an educational community that is inclusive and equitable, and we cherish these values as being inextricably linked to our core mission. We are a public institution with a long-standing commitment to equal employment and educational opportunity for all qualified persons. We do not discriminate on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, genetic information, pregnancy, or political orientation. This applies to admission to, access to, treatment within, or employment in UNH programs or activities.

Reporting Options

Inquiries regarding discriminatory harassment, including sexual discrimination, sexual harassment or violence, should be directed to the Director & Title IX Coordinator:

Bo Zaryckyj, Civil Rights & Equity Office
Room 305, Thompson Hall
105 Main Street, Durham, N.H. 03824
phone (603) 862-2930 (voice)
7-1-1 (Relay NH)
(603) 862-2936 (fax)
bo.zaryckyj@unh.edu (email)

Matters can also be reported online via the Incident Report Form which is to be used for the reporting of all incidents of (1) discrimination and discriminatory harassment, (2) bias and/or hate crime, (3) retaliation, (4) sexual harassment and/or violence. This is not 911 or Emergency Service. Contact 911 if you feel this matter requires immediate response.

Inquiries regarding discriminatory harassment can also be made to:

Office for Civil Rights (OCR)
U.S. Department of Education 8th Floor
400 Maryland Avenue, SW Washington, D.C. 20202-1475
Telephone: (202) 453-6020
TDD: (800) 877-8339
Fax: (617) 289-0150
Email: OCR@ed.gov

NH Commission for Human Rights (NHCHR) 2 Industrial Park Drive
Concord, NH 03301
Telephone: (603) 271-2767
Fax: 603) 271-6339
Email: humanrights@nh.gov

U.S. Department of Justice (DOJ) Civil Rights Division
950 Pennsylvania Avenue, NW Washington DC 20530-0001
Telephone: (202) 514-3847
TTY: (855) 856-1247
Online reporting: <https://civilrights.justice.gov/report/>

See the UNH Nondiscrimination Policy and the UNH Sexual Misconduct Policy for information about the resolution of complaints under UNH policy. Further information may be obtained at the Civil Rights and Equity Office or via e-mail unh.civilrights@unh.edu.

Organizing Framework

The organizing framework of the nursing curriculum is derived from the philosophy and built on the four meta-paradigm concepts of professional nursing: person, environment, health, and nursing. Nursing has a central concern for maintaining the dignity and intrinsic worth of people. To influence person, environment, and health, nursing practice must be addressed by professional nurses who function in independent, interdependent, and interdisciplinary roles. Nurses utilize processes integral to professional practice: knowing, caring, critical thinking, decision-making, empowering, advocating, and collaborating. Nurses use these processes during interactions with individuals, families, groups, and communities. These interactions promote optimal levels of health during periods of transition. This organizing framework provides the basis for curricular development for all School of Nursing programs.

Beliefs about Nursing Education

[AACN The Essentials 2021](#)

Standards that Guide the Nursing Programs

[The Essentials: Core Competencies for Professional Nursing Education \(2021\)](#)

[Quality and Safety Education in Nursing \(QSEN\) Pre-Licensure Competencies \(2016\)](#)

[Interprofessional Education and Practice \(IPEC\) Competencies \(2016\)](#)

[New Hampshire Nurse Practice Act](#)

[New Hampshire Board of Nursing Administrative Rules](#)

[National Task Force Standards for Nurse Practitioners](#)

University Rights and Responsibilities

The SON policy for rules of conduct & academic honesty follows the policies as written in the University of New Hampshire Undergraduate and Graduate Catalogs in addition to SON policy:

[Standards of Conduct and Student Policies](#)

[Graduate Academic Regulations](#)

[Student Rights, Rules, and Responsibilities](#)

[UNH School of Nursing Rules of Conduct \(Appendix A\)](#)

*All students are accountable for knowing and following policy guidelines.

University of New Hampshire Mission Statement

The UNH mission and vision statement can be found here:

<https://www.unh.edu/president/mission-and-strategic-plan>

College of Health and Human Services Strategic Plan

<https://chhs.unh.edu/mission-vision-values-strategic-plan>

Student Support Services

Student Accessibility Services-SAS

<https://www.unh.edu/diversity-inclusion/student-accessibility>

Writing, Speeches, and Presentations

<https://www.unh.edu/student-success/university-writing-programs>

USNH Computer and Software and Hardware Recommendations

<https://td.unh.edu/TDClient/60/Portal/KB/ArticleDet?ID=1118>

Technology Services

<https://td.usnh.edu/TDClient/60/Portal/Home/?ID=a9a4898a-580d-4243-91a8-8c3cab45935a>

Center for Academic Resources (CFAR)

<https://www.unh.edu/student-success/center-academic-resources>

Sexual Harassment and Rape Prevention Program (SHARPP)

<https://www.unh.edu/sharpp>

Emotional and Mental Health Services (PACS)

<https://www.unh.edu/pacs/>

Civil Rights & Equity Office

<https://www.unh.edu/diversity-inclusion/civil-rights-equity-office>

Office of International Students & Scholars

<http://www.unh.edu/global>.

Writing Resources

[Robert J. Connors Writing Center](#)

All students are required to use APA 7th edition for formatting papers. APA 7th edition has formatting for both “student” and “professional” papers. Undergraduate students are required to follow guidelines for “student” papers. DNP students are required to follow guidelines for “professional” papers. Students may purchase Publication Manual of the American Psychological Association: 7th edition or use the resources at [Purdue OWL](#). Students are encouraged to use [OWL](#), a UNH online writing lab for interactive review of such elements as style, organization, clarity, thesis development, etc.

Grievances, Petitions, Concerns, and Complaints

UNH is committed to promptly and effectively resolving student grievances. Students are encouraged to proactively resolve disputes and openly discuss situations they perceive as unfair at the level they occur. Most concerns can be resolved by speaking directly with a specific department and/or individual before initiating a formal grievance process.

[UNH Concerns and Grievances Policy](#)

[SON Academic Appeals Policies and Procedures \(Appendix B\)](#) and petition forms ([Appendix C](#) and [- D](#))

Faculty Communication

The usual method of communicating is via UNH email. SON faculty and staff expect that email will be read in a timely manner. The program will send all email communications to the student’s official UNH email address.

SON policy is to respond to all emails within two business days between 8 a.m. and 5 p.m. There is no guarantee that e-mails sent after noon on Friday will be answered until the following Monday. SON requests students extend the same courtesy and answer all emails within 48 hours, excluding weekends.

Information concerning invitations to nursing functions, scholarship availability, and other important information will be emailed using the student's UNH email address and/or posted on the SON or College [Facebook™](#) page. Professional communication is expected in all emails.

Access and Confidentiality of Student Records

Under the guidelines of Family Educational Rights and Privacy Act (FERPA), the following points summarize the university's obligations in the most encountered situations. Additional information is found in the Students' Rights, Rules, and Responsibilities handbook and from the Registrar

- Specific to the SON only, the following people have access to student records:
 - student's advisor
 - director of nursing
 - program director
 - student
 - individuals designated by the director of nursing for securing and filing information.
- Students may request an official or unofficial copy of their academic record via Webcat. Copies of student records are not provided by SON.

Evaluation and Grading

Undergraduate and Graduate Courses

Each course syllabus outlines the strategies used by the faculty of that course to evaluate student performance.

Grading Schemata

The following grades are used at the university: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F.

Undergraduate nursing courses require a **minimum grade of a C**. A minimum overall GPA of 2.5 is required to continue in the Undergraduate Nursing program.

Graduate credits (800 and 900 level courses), are granted only for course work completed with a **grade of B- or higher**. Clinical and Simulation courses must also be completed at the B- or greater level to progress in the graduate program. The School of Nursing graduate programs require a minimum overall GPA of 3.2 to graduate.

Nursing Grading Scale

94 – 100 A	87 – 89 B+	77 – 79 C+	67 – 69 D+
90 – 93 A-	84 – 86 B	74 – 76 C	64 – 66 D
80 – 83 B-	70 – 73 C-	60 – 63 D-	59 or below = F

Undergraduate

Students are required to obtain a C or better in all required nursing courses and prerequisites. Students receiving a grade of C- or lower in any undergraduate nursing course are responsible for consulting with their advisor prior to registering for the next semester to review their plan of study options. Pre- and co- requisite courses are considered fundamental to the study of nursing and must be taken and passed in the order outlined in the plan of study. An undergraduate student may repeat only one prerequisite course, one time. Failure of two pre- or co-requisite courses (a grade of C- or below) results in dismissal from the nursing major.

Graduate

Students are required to obtain a B- or better in all required nursing courses and prerequisites. Students receiving a grade of C+ or lower in any graduate nursing course are responsible for consulting with their advisor prior to registering for the next semester to review their plan of study options and any impact on progression. Any decision impacting the plan of study will be communicated to the student by the graduate school. Pre- and co-requisite courses are considered fundamental to the study of nursing and must be taken and passed in the order as outlined in the plan of study.

Graduate Academic Warning

Graduate Students failing to achieve a GPA of 3.0 or better will receive an academic warning from the graduate school. Students who receive an academic warning should meet with their advisor to discuss their plans for progression in the program.

AF Grade

An "AF" grade, administrative F, is assigned for failure to either drop or complete a course. An "AF" is considered a failing grade.

Credit/Fail Grades

A "CR" grade is given for completed, approved thesis, as well as other approved courses and seminars. A graduate student may petition to take an independent study course at the graduate level on a credit/fail basis. Such a petition must be approved by the end of the add period in the term the course is taken.

Audit Grade

An "AU" grade is assigned for completion of courses for which audit approval was granted. No credit is earned.

Incomplete Grades

An "IC" grade can be assigned by the instructor for exceptional circumstances only, such as excused, unfinished work. The work must be completed, and submitted, on or before the designated deadline by the professor, which cannot exceed the date noted in the Academic Master Calendar. However, under further extenuating circumstances, a petition may be submitted requesting an extension of time, requiring approval by the instructor,

as well as either the Associate Dean of CHHS for undergraduate students, or by the dean of the Graduate School for graduate students.

Please note,

- an extension for an IC grade is not guaranteed. Extensions are granted for extenuating circumstances, only.
- An incomplete grade automatically becomes an F, if not resolved by the date determined by the professor, or if an extension is approved by a petition.
- This policy also applies to students who withdraw from the university or who are not currently registered but have incomplete work to submit.

IA Grades

An “IA” grade is assigned for approved continuing courses, such as thesis or college teaching praxis, and remains on the record, although it appears only on the grade report the semester in which the student registers, until the course requirements are completed.

IX Grades

An “IX” grade is assigned when the faculty of record does not submit a grade by the deadline set by the registrar’s office.

W Grades

If a student withdraws from the university or drops a course prior to the dates listed in the Academic Master Calendar , the course(s) will not appear on the student’s permanent record. If a student withdraws from the university or, for compelling non-academic reasons, submits an approved petition to drop a course after the dates listed in the Academic Master Calendar, a notation of “W” will show on the student’s academic record. If the withdrawal or drop is after mid-semester, a “WP” or “WF” will show on the record. A “WF” is considered a failing grade.

Clinical Guidelines

Responsibilities for All Clinical Courses

1. At no time should a student contact the clinical agency prior to clinical placement/orientation.
2. Students must notify clinical faculty when ill and follow the agency’s policy on infection prevention and control.
3. Provide own transportation to clinical agencies.
4. Provide your own uniforms and professional equipment.
5. Hold current student or professional liability coverage (provided by UNH).
6. Students may not participate in transporting any patient or family member between facilities and home.

Policies Pertaining to All Clinical Courses

1. [Rules of Conduct \(Appendix A\)](#)
2. [HIPAA Policy \(Appendix G\)](#)
3. [Criminal Background Policy \(Appendix H\)](#)
4. [Drug and Alcohol Policy \(Appendix I\)](#)
5. [Technical and Physical Standards \(Appendix J\)](#)
6. [Student Occurrences in the Clinical Setting \(Appendix K\)](#)
7. [Body Fluid Exposure Policy \(Appendix L\)](#)

Policies Pertaining to Prelicensure Clinicals

1. [Undergraduate and DEMN Clinical Responsibilities \(Appendix E\)](#)
2. [Graduate Clinical Responsibilities \(Appendix F\)](#)
3. [Clinical Absence Policy \(Appendix M\)](#)

Information contained within these policies cover:

1. Clinical Compliance
2. HIPPA
3. Technical/Physical Standards
4. Electronic Devices
5. Professional Dress/Dress Code
6. Clinical scheduling and transportation
7. Position on unsafe practice in the clinical setting
8. Math competency exams
9. Risk for body fluid exposure
10. Student occurrences in the clinical setting
11. Dedicated Education Unit Clinical Option
12. Clinical Documents
13. Clinical Absences

Health Insurance Requirement

All students enrolled in the UNH School of Nursing must maintain active health insurance coverage for the full duration of their program of study. It is the responsibility of each student to obtain and sustain health insurance that provides appropriate access to medical services throughout their enrollment.

<https://www.unh.edu/health/student-health-insurance>

Please note that students enrolled exclusively in online programs are not eligible to purchase University-sponsored student health insurance policies and must secure coverage independently. Students are advised to review coverage options and to plan in accordance with annual open enrollment periods through the Health Insurance Marketplace or other private or employer-sponsored plans. Proof of insurance will be required with clinical documentation.

Clinical Placement Documentation Requirements

Overview

1. UNH requires vaccinations. Any exemption must be processed either through the UNH Medical Director of Health and Wellness for medical related exemptions or the UNH Civil Rights and Equity Office for religious exemptions. Many clinical facilities will not waive immunization requirements, and the lack of placement could prevent successful completion of the program. Securing an alternative placement may not be possible.
2. All clinical placement documentation must be submitted to the SON and remain up to date through program completion. Submission deadlines are enforced and failure to comply with this policy may result in a \$100 late fee, loss of clinical time, and/or an administrative hold on UNH accounts which may affect progress towards graduation. The student may not attend clinical experiences if this information is not on file by the due date. SON may provide clinical documents to third parties for fulfillment of its official responsibilities to clinical agencies
3. All information must be reported on SON forms. Alternate forms, lab reports, and other formats are not acceptable. Download current documents from Canvas site or other location as directed by program director or clinical coordinator
4. Additional verification of health assessment, drug testing, vaccinations or other requirements may be required per clinical facility guidelines.

Required clinical documentation by program:

	UG	DEMN	FNP	AGACNP	PMHNP	CNL	EBN
Verification of Health Assessment (yearly)	✓	✓	✓	✓	✓	✓	✓
Proof of immunizations or titers showing immunity: MMR, Tdap, Varicella, HepB	✓	✓	✓	✓	✓	✓	✓
Signed HepB Waiver form if no positive titer is provided	✓	✓	✓	✓	✓	✓	✓
Proof of flu vaccine (yearly)	✓	✓	✓	✓	✓	✓	✓
Proof of COVID vaccine if received	✓	✓	✓	✓	✓	✓	✓
Tuberculosis testing; 2-step PPD or QuantiFERON Gold (yearly)	✓	✓	✓	✓	✓	✓	✓
CPR Card- American Heart Association BLS only	✓	✓	✓	✓	✓	✓	✓
New Hampshire State Police criminal background report (yearly)	✓	✓	✓	✓	✓	✓	✓
Bureau of Adult & Elderly Services registry check (yearly)	✓	✓	✓	✓	✓	✓	✓
Verified Credentials background check (yearly)	✓	✓	✓	✓	✓	✓	✓
Drug & Alcohol screening- Arranged by School of Nursing	✓	✓	✓	✓	✓	✓	✓
RN License			✓	✓	✓	✓	✓

Proof of Bloodborne Pathogen training (yearly)			✓	✓	✓	✓	✓
Proof of Health Insurance			✓	✓	✓	✓	✓
Resume			✓	✓	✓	✓	✓
Proof of HIPAA Training			✓	✓	✓	✓	✓

Nursing Simulation Center

All nursing students are required to comply with the policies and procedures of the Health Science Simulation Center.

Certification and Licensure

Upon completion of your program, you may be eligible for licensure or certification. Information may be found on the applicable agency's website.

Financial Support

Financial support is available to eligible students from multiple sources. Students may be notified of the availability of and deadlines for various financial assistance opportunities through e-mail and are posted on the nursing Canvas site. Additional information on financial assistance is available at the UNH Financial Aid website at <https://www.unh.edu/financialaid>, as well as through the Office of National Fellowships at <https://www.unh.edu/fellowships-office/getting-started/fellowship-search-tool>

Graduate Assistantship - Student must register for a minimum of 6 credits/semester of appointment. An assistantship offers a tuition waiver and a stipend for 20 hours of teaching/research related work in SON. Students are notified when positions are open with instructions on how to apply. Appointments are announced mid-summer. An interview may be required.

Travel Grants - Travel grants may be available to assist graduate students with presenting papers, and poster sessions at professional meetings <https://gradschool.unh.edu/admissions/financial/travel-grant-request-form>.

Federal College Work Study utilizes federal funds to provide employment opportunities to graduate students who file on time and demonstrate financial need.

The Federal Perkins Loan is a federally funded loan program administered by UNH and is available to graduate students who file on time and demonstrate exceptional need.

The Federal Subsidized Stafford Loan is a federally funded loan available to graduate students who demonstrate financial need. The Federal Unsubsidized Stafford Loan is available to graduate students regardless of financial need. For more information about the Stafford Loan Programs visit <https://graniteedvance.org/>

Veterans Benefits - Veterans and their dependents should investigate their eligibility for veterans benefit payments. Questions may be addressed to any local Veterans Administration office or the UNH Veterans' Coordinator, Registrar's Office at (603) 862-1595. The UNH veterans' support web site is a resource for UNH students: <http://www.unh.edu/veterans/>.

American Association of Critical Care Nurses - for AACN members only. Information can be found at <https://www.aacn.org/>.

Foundation for Seacoast Health

Information can be found at www.ffsh.org

New Hampshire Charitable Foundation

Information can be found at www.nhcf.org

Alice M. Yarnold and Samuel Yarnold Scholarship Trust

information can be found at <https://www.yarnoldscholarshiptrust.org/>

Department of Health & Human Services, National Health Services Corps Scholarship Program

Information can be found at:

http://www.federalgrantswire.com/national_health_service_corps_scholarship_program.html

Advanced Nursing Education Workforce (ANEW) Program

The UNH Advanced Nursing Education Workforce (ANEW) program provides funding to Primary Care Family Nurse Practitioner (NP) and Psychiatric Mental Health Nurse Practitioner students training in rural and underserved settings. ANEW also supports professional development opportunities for preceptors, clinical sites and faculty.

Information can be found at:

<https://chhs.unh.edu/nursing/opportunities/advanced-nursing-education-workforce-grant>

Student Opportunities

Sigma Theta Tau – International Honor Society in Nursing

The Eta Iota At Large Chapter at the University of Hampshire welcomes applications for membership. Eligible students are invited to be members of STTI on a yearly basis followed by annual induction ceremony. Community members/nurse leaders can apply for membership throughout the year.

To apply, visit <https://www.sigmanursing.org/why-sigma/sigma-membership/apply-now>

Applications for Research Funding and Presentation of Findings Funding

Eta Iota At Large chapter of Sigma Theta Tau has a competitive process regarding funding for research projects. We also fund proposals to present research results at conferences. Guidelines for submission of the proposal may be found at <https://etaiota.sigmanursing.org/home>

Research Opportunities

Undergraduate Research Opportunities Program (UROP)

Since its inception in 1987, the Undergraduate Research Opportunities Program (UROP) has funded and administered awards and fellowships to support more than 1200 students in their pursuit of research, scholarly, and creative projects. Open to undergraduates of all disciplines, UROP allows students to design and conduct their projects in close consultation with faculty mentors.

More information, including application deadlines and eligibility, is found at <http://www.unh.edu/undergrad-research/>.

International Research Opportunities Program (IROP)

The International Research Opportunity Program (IROP) is a first-in-the-nation academic initiative providing funds and administrative support for UNH undergraduates to conduct research in a foreign country during the summer of their junior year. IROP offers students of all disciplines the unique opportunity to combine the challenges of designing and executing a research project with those of life in a different culture.

IROP students work closely with a UNH faculty mentor to identify a research topic and establish a relationship with a research mentor abroad. Following a junior year of preparation, students travel to a foreign research facility and spend nine weeks pursuing their research projects under the guidance of foreign mentors. The IROP experience culminates during the senior year when students share their research findings and cultural experiences with the campus community, and with IROP support, at the annual International Undergraduate Research Symposium.

More information, including application deadlines and eligibility, is found at <http://unh.edu/undergrad-research/international-research-opportunities-program-irop>.

Summer Undergraduate Research Fellowship (SURF)

The SURF program offers a \$4,000 stipend for full-time summer research (10 weeks for SURF USA, 9 weeks for SURF Abroad). Up to \$600 of support for research expenses is also available. These grants may support research that contributes to a senior project or thesis. SURF recipients are not allowed to be enrolled in summer courses during the award period unless they receive prior approval from the Hamel Center director.

More information, including application deadlines and eligibility, is found at <http://unh.edu/undergrad-research/summer-undergraduate-research-fellowships-surf>.

Grimes Undergraduate Research Competition

The annual Grimes Undergraduate Research Competition celebrates excellence in undergraduate student research and has been made possible through the generosity of Jack and Marianna Grimes. Jack, Marianna, and

their two children, Terese, and Jay, are all graduates of the University of New Hampshire. They are long-time friends of UNH, and of the College of Health and Human Services.

Known for their compassion, dedication, and their results-oriented attitude, they established a fund in 1999 to promote and honor research excellence in the college. The oral presentation competition includes finalists selected based on their written projects.

More information may be found at <https://chhs.unh.edu/student-research/grimes-undergraduate-research-competition>

Presentation and Publication of Academic Work

Graduate nursing students are encouraged to share the results of papers and scholarly projects developed during their coursework. Appropriate outlets include oral or poster presentations and publications in professional or lay media. All presentations or publications must be reviewed in advance by the faculty member overseeing the project, or if unavailable, the student's Program Director. Scholarly work must acknowledge the University of New Hampshire, and projects should also recognize the contributions of the Project Team and/or Faculty Mentor.

Publications or presentations based on graduate coursework must clearly state that the work was completed in partial fulfillment of the graduate program at the University of New Hampshire. When faculty members collaborate with students on manuscripts, they must be listed as co-authors.

Professional Development

UNH Professional Development & Training offers a variety of non-credit, continuing education online programs for professionals in all areas. Explore the attributes of communication skills, digital marketing, leadership & management, and more with UNHPD&T's online offerings. For an overview of UNH Professional Development & Training offerings, please see <https://training.unh.edu/online>

Additional Resources

1. SON Directory with faculty areas of research interest <https://chhs.unh.edu/nursing/faculty-staff-directory>
2. [Helpful Tips for Online Learning](#)
3. [Campus Map and Directions](#)
4. [Graduate Student Senate](#)
 - a. Located in MUB 119E at 603-862-2422
5. [University of New Hampshire Graduate Catalog](#)
6. [Time & Room Schedule](#)
 - a. Course schedules are published in Mid-fall and mid-spring
7. Transcript Requests – [Registrar's Office.](#)
8. Billing – [Student Accounts](#)
9. [Graduate School Forms](#)
10. Parking - To avoid enforcement measures, students must park legally when on campus.
11. It is the student's responsibility to read and understand the [parking regulations](#)

SON

Program-specific content

A comprehensive list of all SON Programs can be found at <https://chhs.unh.edu/nursing>

Undergraduate Programs

Advising

Each nursing student is assigned an academic advisor upon admission (or upon acceptance for internal transfers). Your advisor's contact information will be provided during orientation and can be found at My Wildcat Success: <https://unh.campus.eab.com/>

Advisors are available year-round and especially for fall and spring course registration. Students are encouraged to meet with their advisor during the first semester and are expected to attend advising meetings at least twice a year around registration. Appointments can be made with your advisor through My Wildcat Success: <https://unh.campus.eab.com/>

Curricular Matters

The current SON Undergraduate Program curriculum can be found here: <https://catalog.unh.edu/undergraduate/health-human-services/programs-study/nursing/nursing-major-bs>

Academic Policies and Procedures

The UNH School of nursing follows all academic policies and procedures of the University of New Hampshire, <https://catalog.unh.edu/undergraduate/academic-policies-procedures/>

Undergraduate Academic Progression

Students must successfully complete the designated course requirement in sequence, as outlined in the [University of New Hampshire Undergraduate Catalog](#).

Satisfactory performance in the nursing program is dependent upon student adherence to academic standards, [The UNH School of Nursing Rules of Conduct \(Appendix A\)](#), the NCSBN rules of professional conduct, and academic honesty. Professional conduct is described in the Professional Boundaries brochure available online at https://www.ncsbn.org/public-files/ProfessionalBoundaries_Complete.pdf and the rules of academic honesty are described in the University of New Hampshire's [Academic Integrity Policy](#). Students are expected to be familiar with the content of each publication.

Retention

Undergraduate students must demonstrate each of the following for retention in the nursing program:

1. A cumulative grade point average of 2.5 or above beginning with admission to the nursing program.

2. A grade of C or better in all prerequisite coursework; and
3. A grade of C or better in each nursing course.

Students who do not meet the above criteria refer to the School of Nursing [Academic Appeals Policies and Procedures \(Appendices B\)](#)

Study Abroad/ Study Away Options

Public Health Nursing Semester

UNH offers opportunities for undergraduate students to study abroad/study away. Information can be found at <http://www.unh.edu/global/education-abroad> , and <https://www.unh.edu/sustainability/changemaker-collaborative/programs/semester-city>

Undergraduate Honors Options

University Honors College Admission and Curriculum

Students who meet the academic standard for admission may be enrolled in the Honors College at UNH. Students may also apply to enroll if they are not invited. Additional information regarding admission into the Honors College can be found at <https://www.unh.edu/honors/honors-admissions>.

Honors-in-Major Option

Students with an overall 3.40 grade-point average and a 3.75 in major course work at the close of sophomore nursing program or are part of the Hamel Honors and Scholars College are invited into the Honors-in-Major Program beginning first semester junior year. Students are required to maintain an overall 3.40 grade-point average. Students may remain in Honors-in-Major Program even though major GPA falls below 3.75. See <https://chhs.unh.edu/nursing/academics/honors-major> for more information.

Accelerated Master's Program as an Undergraduate Student

Qualified second semester Junior nursing students at the University of New Hampshire may apply to the Graduate Program of their choice including the Master of Science: Evidence-Based Nursing and the Master of Science Clinical Nurse Leader programs. A 3.2 cumulative grade-point average is required to

be considered for the accelerated master's program. If the plan is to continue into an NP program, the program will begin in the EBN or CNL program and once licensed and working as an RN, the student may speak with their advisor about transferring into the NP program of their choice.

When seniors admitted to the accelerated master's program have registered for graduate courses, they must maintain a grade-point average of 3.2, complete their undergraduate degree as planned, and pass graduate courses taken for credit with a grade of B- or better. If these conditions are not met, admission is withdrawn.

For University policies and information about how to apply for an Accelerated Master's Program please refer to this webpage <https://gradschool.unh.edu/academics/accelerated-masters-program>. For information about accelerated Masters in Nursing options, contact the Program Director for more information.

Graduate Programs

Current Curriculums

A current list of all the nursing graduate program curriculums can be found at <https://explore.unh.edu/grad/nursing>

Graduate Program Credit Rules

Transfer Credit

Students seeking transfer credit, please refer to <https://catalog.unh.edu/graduate/academic-regulations-degree-requirements/credit-transfer/>

Registration and Enrollment Policies

SON follows all registration and enrollment policies of the Graduate School. These can be found at <https://catalog.unh.edu/graduate/general-information/registration/>

Registration

When registering online, you can use the Course Search site, and course descriptions at <https://courses.unh.edu/> to help you find what you need. For complete registration information, visit the [Registrar's Office website](#). Here are the most important things to keep in mind when registering and planning your program:

- All graduate students must follow their program plan of study until the program has been completed. If you have questions, review the policy for continuous registration.
- Non-registration: If you cannot attend for a semester or more at UNH, see the non-registration policy <https://catalog.unh.edu/graduate/general-information/registration> for more details.
- If a leave of absence is required, please review the graduate school policy at <https://gradschool.unh.edu/student-resources/leave-absence>

Graduate Advising

Upon admission to a nursing program, students are assigned to an academic advisor and provided with their advisor's contact information. The advisor is available to the student for fall, spring, and summer registration discussions, and for advising throughout the academic year

Students are in a cohort model, and will take courses in particular sequences, as outlined in their plan of study. Should a student take a Leave of Absence, or have an interruption in their program participation, they should meet with their advisor to revise their academic plan.

Students are responsible for reading the updated handbook each fall. Continuing students receive the updated handbook via e-mail attachment. It is also posted in the Learning Management System, Canvas.

A form is signed and kept in the student's file stating you understand that it is your responsibility to read, understand, and follow the rules and regulations written in the *SON Student Policy and Procedure Handbook*.

Retention

Graduate students must demonstrate each of the following for retention in the nursing program:

1. A cumulative grade point average of 3.2 or above beginning with admission to the nursing program.
2. A grade of B- or better in each nursing course.
 - a. Grades below B- are considered failing grades. Repeating a course does not remove the original failing grade from the record. Nursing courses can be repeated only once.
 - b. Student receiving less than a B- by mid-semester in any nursing course will receive a Written Notice Form ([Appendix O](#)) and should schedule an appointment with their instructor or advisor to discuss and implement an improvement plan.

Students who do not meet the above criteria refer to the School of Nursing [Academic Appeals Policies and Procedures \(Appendix B\)](#)

Dismissal and Appeals Process for Graduate Students

SON follows UNH Graduate School's policy regarding appeals, and dismissals. SON and University policies can be found in full at <https://catalog.unh.edu/graduate/academic-regulations-degree-requirements/academic-standards/>

Change in Program of Study

Please see [Appendix P -Graduate Change of Major Process](#)

Program Completion

All graduate degree students must complete program requirements within six years from the date of matriculation (admission/ enrollment); all post-master's certificate program students must complete program requirements within three years from the date of matriculation.

Independent Study

Students may choose an independent study to gain scope and/or depth in an area of their choice. Sometimes a student chooses to complete selected readings or engage in advanced practice that is not available in the regular program. A student should meet with their academic advisor to discuss objectives for the independent study and identify an appropriate faculty sponsor.

Capstone/Scholarly Project Course

The Capstone/Scholarly Project course requires nursing students to focus on substantive nursing practice issues and develop solutions. In the capstone course(s), students complete a scholarly project under the direction of one to two faculty mentors in collaboration with a practice mentor. Dissemination of findings is required.

Human Subjects

The SON Quality Improvement Review Task Force must review a Capstone, and/or scholarly project to determine if it meets the criteria for a Quality Improvement project exempt from full Institutional Review Board (IRB)

review. If the committee has concerns about the exempt status, the proposal will be forwarded to the IRB Director of Research Integrity Services or their designee for review. Students will complete the IRB application for full review based on the determination of the director's review. IRB applications can be obtained from the Research Office located in the Service Building on College Road and may be reached at research.info@unh.edu. Tools for UNH researchers may be found on their website <http://www.unh.edu/research/>. Completion of UNH's web-based RCR instructional modules (available at <http://www.unh.edu/research/rcr-instruction-unh>)

Thesis Option

The purpose of the thesis option is to provide the student with research experience to generate, apply, and/or evaluate new knowledge under the guidance of faculty.

- Students who opt to complete a thesis register for 6 thesis credits. Any student in the graduate program can choose a thesis option. These credits would replace the Capstone Project Seminar for students in the evidence-based nursing track, fulfill elective credits, or be above the required credits in a particular track.
- The thesis option requires independent research culminating in a scholarly paper that conforms to the Graduate School thesis format and formal presentation. Students should refer to the Thesis and Dissertation Manual, available at <https://gradschool.unh.edu/student-resources/thesis-dissertation-resources> for specific information about deadlines, written presentation, and other regulations.
- A formal defense of the thesis research must be successfully completed before final approval of the thesis is granted. Interested members of the student body, faculty, and community are invited to attend the thesis defense

DNP Specific Policies

Degree Requirements

In addition to successful completion of all courses, to graduate from a DNP Program, the student must successfully:

- Implement a quality improvement or health policy project
- Complete an approved DNP Scholarly Project Final Report and Oral Presentation
- Complete a minimum of 1000 post-baccalaureate practicum hours
- Submit DNP Scholarly Project Final Report to UNH Scholars' Repository

DNP Project Completion and Graduation Eligibility

To be eligible for graduation, all degree requirements, including all coursework and scholarly project, must be successfully completed.

Note: A completed DNP scholarly project is defined as the implementation of the entire quality improvement project, including data collection, analysis, and implementation as well as successful oral presentation of the DNP Project, and submission of the finalized approved written document of that project into the UNH Scholars' Repository.

Students who have completed all course work, but have not completed the project phase, must register for NURS 999 Doctoral Completion. The purpose of this course is to provide DNP students with the support and resources necessary to complete their scholarly project when coursework has been completed, but they have not completed the project phase.

The University offers one commencement ceremony held in May of each year. All students eligible to graduate are invited to attend UNH Commencement and the Doctoral Hooding ceremony in May.

Use of Doctor of Nursing Practice Credential

DNP students may only use the DNP credential when they have completed their DNP Project, and all other DNP program requirements are met. SON does not endorse using (c) after the DNP credential to indicate candidacy for the degree while the degree is in progress.

DNP Course Transfer

Students who received a post-master's certificate or a previous master's degree from the University of New Hampshire, for which they completed courses in the DNP program, will be allowed to transfer up to a maximum of 6 credits into the DNP program pending successful completion (B- or higher) for each course.



Appendix A Rules of Conduct

Learning Environment

The faculty believe that a supportive learning environment that fosters critical thinking and reflection encourages students' active participation in the process of discovery. A variety of teaching methods are employed to enhance intellectual curiosity and creative inquiry among students.

Inquiry at the graduate level includes examination and synthesis of knowledge from diverse fields, followed by application and testing of this knowledge in practice. This type of inquiry involves the questioning of assumptions on which present practice rests and the testing of research findings for relevance to nursing practice. It also requires the student to generate new questions and to pursue resolution of problems.

University Rights and Responsibilities

School of Nursing policy for rules of conduct & academic honesty follow the policies as written in the University of New Hampshire Undergraduate Catalog:

Conduct and Academic Honesty policy <https://catalog.unh.edu/srrr/student-policies-regulations/academic-integrity/>

Student Rights, Rules and Responsibilities: <https://catalog.unh.edu/srrr/>

Students Professional Boundaries brochure: https://www.ncsbn.org/public-files/ProfessionalBoundaries_Complete.pdf

All students are accountable for knowing and following policy guidelines.

American Nurses Association “Bullying and Workplace Violence” Statement

The American Nurses Association (ANA) upholds that all nursing personnel have the right to work in healthy work environments free of abusive behavior such as bullying, hostility, lateral abuse and violence, sexual harassment, intimidation, abuse of authority and position and reprisal for speaking out against abuses.

Code of Ethics

The students and faculty of the School of Nursing espouse honesty as a core value. We both require and expect each other to conduct ourselves with integrity (UNH Academic Honesty Policy) which is found in the annual publication, [Student Rights, Rules, and Responsibilities](#). We adhere to the principles and rules of the university and pursue academic work in a straightforward and truthful manner, free from deception or fraud. As members of the School of Nursing, both students and faculty are held to the guidelines published in the ANA Code of

Ethics: <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/> as well as the National Council of State Boards of Nursing standards titled Professional Boundaries: https://www.ncsbn.org/public-files/ProfessionalBoundaries_Complete.pdf

As members of the School of Nursing and the UNH community, we expect to neither commit a violation nor assist a member of our community in violating the academic honesty policy.

In the event a student violates the rules of conduct or the academic honesty policy the student may receive an "F" in the course, which may result in dismissal from the nursing program.

Honor Code

Obligation to report: As members of this community, we, the students, and faculty, have an obligation to report any suspected case of academic dishonesty to the appropriate faculty member, course instructor, academic advisor, or director of nursing.

On all submitted work by students in the School of Nursing, the following pledge is implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

Misconduct in Scholarly Activity Policy

The following policy is applicable to all members of the UNH community including faculty, staff, and students. <http://www.unh.edu/research/misconduct-scholarly-activity> .

Technology Use and Access Privileges

The use of technology for any purpose during class or clinical sessions is at the discretion of course faculty. Students may find a statement about the use of specific technology in each course syllabus.

The university and the School of Nursing recognize the importance of preserving the privacy of users and data stored in IT systems. Users must honor this principle by refraining from or assisting unauthorized access to IT resources. Students are reminded that sharing a UNH password with anyone (including family members) and/or providing access to ineligible users is a breach of UNH technology use policy.

Position on Unsafe Practice

The UNH School of Nursing adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations, and sanctions. Although they are not licensed, when nursing students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B). Because clinical teaching is considered a form of practice, faculty remain subject to these rules and regulations.

Therefore, clinical nursing faculty and preceptors have the responsibility of determining when a student can practice at a safe level and when a student is unable to function at a safe level in the clinical area. If the instructor/preceptor determines that a student is unsafe to practice, the instructor/preceptor has the obligation to remove the student from clinical practice. Depending on the nature of the safety issue, the student may be asked to leave the clinical site. It is the student's responsibility to secure safe transportation home from the

clinical agency. Safety violations include, but are not restricted to, misconduct, dishonesty, and failure to maintain oneself in an alert and sober manner and not impaired by drugs or alcohol.

If alcohol or other drugs are suspected by the faculty/preceptor and/or have the potential or have led to unsafe practice by the student, the student will be asked to undergo immediate laboratory testing in accordance with the policies and procedures of the School of Nursing. Costs of the laboratory testing will be assumed by the student. Refusal to submit to laboratory testing or a positive laboratory test will result in suspension from the School of Nursing pending a full investigation. The faculty member/preceptor contacts the drug testing provider who will perform drug testing at the clinical agency. See [Appendix I Drug and Alcohol Policy](#).

Within 24 hours of any incident requiring the dismissal of the student from a clinical setting, the clinical instructor/preceptor will contact the undergraduate program director. Within 48 hours of the incident, the clinical instructor/preceptor, course lead, and program director will schedule a conference with the student. At that time the student will have the opportunity to explain or defend the unsafe behavior and an appropriate plan will be developed. The School of Nursing has both the right and responsibility to dismiss from the program any student whose health, conduct or academic standing makes it unsafe for that student to remain in a nursing course or the nursing major. The student is referred to [Student Rights, Rules and Responsibilities Handbook](#), section: Administrative Policies and Regulations-Grievance and Complaint Procedures.

Social Media Guidelines

Many students use various forms of social media including, but not limited to blogs, websites, and social networking sites. Facebook, YouTube, Instagram, Snapchat, and Twitter are specific and frequently used examples of these media. When using social media, students are expected to act with courtesy and respect toward others. HIPAA guidelines must be followed.

UNH social media guidelines may be viewed at <https://www.unh.edu/social-media/guide>. ANA's social media guidelines may be viewed at <https://www.nursingworld.org/social/>

Students are encouraged to join the UNH Nursing social media sites.

Facebook – UNH Nursing

Instagram – UNH_Nursing

Twitter - @Nursing UNH



Appendix B: Academic Appeals Policies and Procedures

Grade Appeals ([UG Catalog](#), [Graduate catalog](#))

Every instructor must be prepared to discuss and explain the basis for their academic evaluation of students. If, after consulting the instructor, a student still believes their final grade in a nursing course was erroneously capriciously, or arbitrarily evaluated, they may seek redress by appealing their grade to the program director in which the course is offered (or the School of Nursing [SON] Associate Director of Academic Programs if the instructor is also the program director). The grade appeal must be made by the student in writing within 10 days of posting to the student's record. Under exceptional circumstances, a final appeal may be made to the dean of the school or college in which the program is offered. This process is for grade appeals only and does not apply to cases of academic dishonesty, which are adjudicated through the Academic Integrity process.

UNDERGRADUATE

1. Student fails a nursing course (grade C- or below),
 - a. The student must retake the course, no **Petition for Variance in Academic Policy** permitted
2. Student fails a nursing course AND the nursing course was a prerequisite for the next nursing course,
 - a. The student retakes the course and cannot progress until they pass with a grade of C or better, no **Petition for Variance in Academic Policy** permitted
3. If the student fails a major-required non-nursing course,
 - a. If the grade is C- or below, the student retakes the course but may progress in nursing courses, no **Petition for Variance in Academic Policy** permitted
 - b. If the grade is D- or below, the student retakes the course but may not progress in nursing courses until they pass with a grade of C or better, and must follow the policy of the course home department/college for progression, **Petition for Variance in Academic Policy** permitted for the School of Nursing
4. If a student fails TWO nursing courses,
 - a. The student is dismissed from the Nursing program
 - b. The student can submit a **Petition for Variance in Academic Policy** (dismissed from program) to remain in the program while they retake the failing courses.
5. If the student falls below a cumulative grade point average below 2.5,
 - a. The student is dismissed from the nursing program

- b. The student can submit a **Petition for Variance in Academic Policy** (dismissed from program) to remain in the program.

In all cases (1-5), the student is sent a letter from the program director informing them of the grade(s), respective SON policy, and next steps for the student.

Undergraduate Petition for Variance in Academic Policy:

1. The student meets with their advisor to discuss the petition and extenuating circumstances that have led the student to request the SAC waive an academic policy. The petition process may not be utilized to contest a grade in a course.
2. The student and advisor will submit the SON petition form ([Appendix C](#)) and relevant documentation to the SON Student Affairs Committee within 10 days of the letter from the program director being made available to the student.
3. The Student Affairs Committee will review and act on the petition.
 - a. The student is expected to meet with the committee to discuss the petition.
 - b. The advisor is also expected to be present during the discussion.
4. Acting on the petition will be based on the Student Affairs Committee vote.
5. The student and advisor will be informed in writing of the decision of the Student Affairs Committee, the rationale for their decision and subsequent steps the student must take. The SON Associate Director of Academic Programs and the CHHS Associate Dean for Academic Affairs will receive copies of the petition and letter.
6. If not satisfied with the committee's decision, within 10 working days of being informed the student may bring the matter to the SON Associate Director of Academic Programs for review. The SON Associate Director of Academic Programs will inform the student in writing of their decision and rationale.
7. If not satisfied with the SON Associate Director of Academic Programs' decision, within 10 working days of being informed the student may bring the matter for review to the CHHS Associate Dean for Academic Affairs. The CHHS Associate Dean for Academic Affairs will inform the student in writing of their decision and rationale. This decision is the final authority; no further appeal can be instituted by the student.

GRADUATE

1. Student fails a nursing course (grade below B-),
 - a. The student must retake the course, no **Graduate Student Petition for Exception to Academic Policy** permitted.
2. Student fails a nursing course AND the nursing course was a prerequisite for the next nursing course,
3. The student retakes the course and cannot progress until they pass with a grade of B- or better, no **Graduate Student Petition for Exception to Academic Policy** permitted.
4. If a student fails TWO nursing courses,
 - a. The student is dismissed from the nursing program.
 - b. The student can submit a **Graduate Student Petition for Exception to Academic Policy** (dismissed from program) to remain in the program while they retake the failing courses.
5. If the student falls below a cumulative grade point average below 3.2,

- a. The student is dismissed from the nursing program.
- b. The student can submit a **Graduate Student Petition for Exception to Academic Policy** (dismissed from program) to remain in the program.

In all cases (#1-5), the student is sent a letter from the program director informing them of the grade(s), respective SON policy, and next steps for the student.

Graduate Student Petition for Exception to Academic Policy:

1. The student meets with their advisor to discuss the petition and extenuating circumstances that have led the student to request the SAC waive an academic policy. The petition process may not be utilized to contest a grade in a course.
2. The student and advisor will submit the SON petition form ([Appendix D](#)) and relevant documentation to the SON Student Affairs Committee within 10 days of the letter from the program director being made available to the student.
3. The Student Affairs Committee will review and act on the petition.
 - a. The student is expected to meet with the committee to discuss the petition.
 - b. The advisor is also expected to be present during the discussion.
4. Acting on the petition will be based on the Student Affairs Committee vote.
5. The student and advisor will be informed in writing of the decision of the Student Affairs Committee, the rationale for their decision and subsequent steps the student must take. The SON Associate Director of Academic Programs and the Graduate School will receive copies of the petition and letter.
6. If not satisfied with the committee's decision, within 10 working days of being informed the student may bring the matter to the SON Associate Director of Academic Programs for review. The SON Associate Director of Academic Programs will inform the student in writing of their decision and rationale.
7. If not satisfied with the SON Associate Director of Academic Programs' decision, within 10 working days of being informed the student may bring the matter to the Dean of the Graduate School.
 - a. The dean of the Graduate School will review the appeal documents and decide whether the appeal will continue to move forward. If the Dean determines that the appeal will not move forward, they will communicate their decision and the rationale for their decision to the student with copies to the graduate program coordinator (SON Associate Director of Academic Program) and Director of Nursing and the process ends there.
8. If the Dean determines that the appeal will continue forward, they will notify the parties accordingly and act as chair in convening an individual or group from the Graduate Council Student Affairs Committee (GCSAC) to review the appeal. The appeals panel can solicit additional information from the student, program, or others associated with the case as needed. The appeals panel will then make a final determination regarding whether to uphold or overturn the dismissal, normally within 20 days of receiving the appeal. In extraordinary circumstances, the Dean may call the appeals panel back together or overturn the decision of the panel. Otherwise, decisions made by the panel are final and non-reviewable.



Appendix C: UG Petition of Variance in Academic Policy

Student Name:

ID #:

Program:

Petition reason:

- ☐ **Requesting a waiver of academic progression policy**
- ☐ **Requesting a waiver to be reinstated into an academic program**

Attach all of the following:

1. Written statement that specifically describes your request and what you are asking the committee to decide. Your statement should clearly outline your situation, any mitigating circumstances that impacted your progress, and why you believe you should be allowed a policy exception.
2. An outline of your specific plan to improve your academic deficiency to ensure a successful outcome.
3. Relevant supportive documentation.



Appendix D: Graduate Petition for Exception to Academic Policy

Student Name:

ID #:

Program:

Petition reason:

- ☐ **Requesting a waiver of academic progression policy**
- ☐ **Requesting a waiver to be reinstated into an academic program**

Attach all of the following:

1. Written statement that specifically describes your request and what you are asking the committee to decide. Your statement should clearly outline your situation, any mitigating circumstances that impacted your progress, and why you believe you should be allowed a policy exception.
2. An outline of your specific plan to improve your academic deficiency to ensure a successful outcome.
3. Relevant supportive documentation.



Appendix E: Undergraduate and DEMN Responsibilities in the Clinical Setting

The following policies apply to all students enrolled in the traditional UG or DEMN programs.

STUDENT RESPONSIBILITIES IN CLINICAL COURSES

All nursing students are expected to be familiar with and adhere to the policies outlined in the UNH School of Nursing Student Handbook, including those detailed in the appendices.

Students are specifically responsible for reviewing and complying with the following appendices:

[Appendix G: HIPAA Policy](#) – Guidelines for protecting patient privacy and handling confidential health information.

[Appendix H: Criminal Background Check Policy](#) – Requirements for background screening prior to clinical placement.

[Appendix I Drug and Alcohol Policy](#) – Standards regarding substance use and testing procedures.

[Appendix J: Technical and Physical Standards](#) – Expectations for physical and cognitive abilities required for nursing practice.

[Appendix K: Student Occurrences in the Clinical Setting](#) – Procedures for reporting and managing incidents during clinical experiences.

[Appendix L: Bodily Fluid Exposure Policy](#) – Protocols for responding to exposure to potentially infectious materials.

[Appendix M: Clinical Absence Policy](#) – Guidelines for reporting and managing absences from clinical assignments.

CLINICAL PLACEMENT REQUIREMENTS AND EXPECTATIONS

1. Students may not participate in transporting any patient or family member between facilities or home in personal vehicles.
2. At no time should a student contact the clinical agency prior to clinical placement/ orientation.
3. Students follow agency policy on infection prevention and control and notify clinical faculty when ill.
4. Students must successfully complete all modules in Centralized Clinical Placement System (CCP) by August 1st each year.
5. Students must complete agency required documentation no later than 6 weeks before the first day of clinical.
6. Have all up-to-date clinical documents on file.
7. Provide own transportation to clinical agencies.
8. Provide your own uniforms and professional equipment.
9. Hold current student or professional liability coverage (provided by UNH).

10. Format for student signature on notes in clinical: *First initial. Last name SN, UNH (Example: F. Nightingale SN, UNH)*

POSITION ON UNSAFE PRACTICE IN CLINICAL SETTING

The UNH School of Nursing adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations and sanctions.

Although they are not licensed, when nursing students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B). Because clinical teaching is considered a form of practice, faculty remains subject to these rules and regulations.

Therefore, clinical nursing faculty have the responsibility of determining when a student can practice at a safe level and when a student is unable to function at a safe level in the clinical area. If the instructor determines that a student is unsafe to practice, the instructor has the obligation to remove the student from clinical practice. Depending on the nature of the safety issue, the student may be asked to leave the clinical site. It is the student's responsibility to secure safe transportation home from the clinical agency. Safety violations include, but are not restricted to, misconduct, dishonesty, and failure to maintain oneself in an alert and sober manner and not impaired by drugs or alcohol.

If alcohol or other drugs are suspected by the faculty and/or have the potential or have led to unsafe practice by the student, the student will be asked to undergo immediate laboratory testing in accordance with the policies and procedures of the clinical agency. Costs of the laboratory testing will be assumed by the student. Refusal to submit to laboratory testing or a positive laboratory test will result in suspension from the School of Nursing pending a full investigation. The faculty member contacts the drug testing provider who will perform drug testing.

Within 24 hours of any incident requiring the dismissal of the student from a clinical setting, the clinical instructor will contact the program director. Within 48 hours of the incident, the clinical instructor, course coordinator, program director and Director of Nursing will schedule a conference with the student. At that time the student will have the opportunity to explain or defend the unsafe behavior and an appropriate plan will be developed. The School of Nursing has both the right and responsibility to dismiss from the program any student whose health, conduct or academic standing make it unsafe for that student to remain in a nursing course or the nursing major. The student is referred to Student Rights, Rules and Responsibilities Handbook, section: Administrative Policies and Regulations-Grievance and Complaint Procedures.

SUBMISSION OF CLINICAL DOCUMENTATION

Clinical compliance refers to all requirements that must be completed before entering the clinical setting.

Clinical compliance includes background checks, state required immunizations, annual influenza immunization, TB testing, CPR certification, criminal background checks, and agency specific orientation, as well as any other items that are requested by the Clinical Placement Coordinator. Clinical compliance requirements vary among

our many contracted clinical agencies and clinical placement is subject to change at any time. Further, clinical agencies reserve the right to modify clinical compliance requirements at any time.

Students upload clinical documents as instructed. Required documents must be **received** by **published due dates**. Students must plan ample time for documents to be processed by providers and outside agencies/vendors to meet this deadline, including students who plan to travel. Some reports may take up to three weeks to process. **Expiration dates cannot occur during the academic year.**

If documentation is received after the due dates, the student must pay a late fee of \$100. If documentation is more than 30 days overdue, the student must pay a second late fee of \$100. **If documentation is not received by August 1st for fall semester, December 1st for spring, the student will be required to drop all nursing courses and cannot participate in any clinical hours.**

The School of Nursing does not maintain any physical copy of any document. Students may download a copy of their flu vaccination or CPR certification at any time.

The University of New Hampshire School of Nursing may furnish clinical documents to third parties to fulfill its official responsibilities to clinical agencies.

CLINICAL SCHEDULING AND TRANSPORTATION

Clinical schedules and clinical placements depend on the availability of qualified faculty and appropriate clinical sites. Students are randomly placed by the Program Director and the Clinical Placement Coordinator prior to class registration each semester.

Preference is not given for work obligations. Varsity athletes and UNH ROTC students are responsible for meeting with the program director to accommodate their schedule when requested via email. The School of Nursing is under no obligation to change schedules after final placements have been released.

Clinical placements may be day, evening or weekends.

Students are responsible for providing their own transportation to and from clinical sites and are responsible for the cost of parking.

MATH COMPETENCY

Undergraduate Students Only:

Freshman nursing students will be given a basic math exam to assess foundational knowledge. This information will be provided to first semester sophomore level faculty. Students who score below an 80% should seek a foundational math course in algebra. Beginning second semester sophomore year, the second week of every semester, students will take a medication math competency exam. Students must achieve a 90% to be able to pass medications during the clinical rotation(s) that semester. Students who are unsuccessful the first attempt will have a second opportunity 2 weeks following remediation. If unsuccessful on the second attempt, the

student is considered unsafe to practice in the clinical setting and will be removed from clinical resulting in a clinical failure.

STARTING IVS -UNDERGRADUATE STUDENTS

Only second semester seniors whose clinical immersion allows and who have successfully completed the knowledge and skill competency assessment provided by the School of Nursing may participate in starting IVs.

It is the clinical faculty's responsibility to know clinical agency's policy.

CENTRALIZED CLINICAL PLACEMENT (CCP) ONLINE ORIENTATION

All Undergraduate and DEMN students must successfully complete the Online Orientation Modules located on the Centralized Clinical Placement site by the deadlines. Successful completion is when all post-tests have been passed with a score of 100%. The tests may be retaken until 100% is achieved. For each semester they are enrolled in clinical courses, the student must go into the orientation site and complete the facility-specific orientation materials for the facilities where they are assigned. A clinical ticket can be printed after visiting the facility-specific area and it is required to begin at each facility. The assignment tickets must be turned into the clinical instructor on the first day of clinical. Failure to submit a clinical ticket prohibits the student from attending clinical and can result in failure of the course.

Blood-borne pathogen training and HIPAA training are included in the online orientation

PROFESSIONAL DRESS POLICY

Undergraduate and DEMN Students:

1. Students must purchase a required uniform (with two choices available) from the SON approved vendor.
2. Shoes must be closed toe, all white or all black. Shoes made from canvas or mesh fabric are not permitted.
3. The student nurse's name badge and badge reel must be obtained from the School of Nursing office. The cost of the badge reel is included in course fees.
4. During mental health and community health rotations, students are expected to wear professional attire, which is outlined during orientation to the course. Jeans or slacks made from denim material are not acceptable. Closed toe shoes must always be worn. In addition, careful attention should be given to any clothing or accessory item that could pose a safety risk (ex. serve as a ligature).
5. In other clinical sites such as public health and pediatric clinical rotations, jeans, shorts, UNH Nursing t-shirt and boots or athletic shoes are permitted with faculty and facility permission.
6. Students are expected to wear the UNH uniform in all clinical and lab classes unless otherwise instructed by the course faculty.

The following policies apply to students in clinical agency and simulation lab:

1. Whenever possible, visible tattoos should be covered per facility policy.

2. The uniform includes scrub top and scrub pants. A 3/4 sleeve, all white or all black jersey may be worn under the scrub top; the approved gray fleece or soft-shell vest purchased through SNO may be worn over scrub top unless the facility policy prohibits this.
3. Scrub pants with drawstring must tie and all styles must be at waist. Cargo or flare pant leg style must not be in contact with the floor/ground. Jogger style pant leg must be in contact with shoes with no visible skin at ankle area.
4. Visible body jewelry worn during clinical practice is in accordance with facility policy. In addition, careful attention should be given to any jewelry worn that would pose a safety risk to the student or their recipients of care.
5. Fingernail considerations will be in accordance with facility policy. However, nail length should not exceed ¼" beyond the fingertips. Nail polish, if worn, should not be chipped. Surgical settings including the perioperative services prohibit the wearing of any nail polish, artificial fingernails, or nail extenders for infection control purposes.
6. Hair color will be in accordance with facility policy. However, long hair must be secured for infection control and safety purposes. The use of eyelash extensions may be prohibited by certain settings including surgical/perioperative for infection control purposes.
7. To avoid environmental triggers for illness, students must refrain from the use of scented body products when in the simulation lab and clinical agency.

Laundering Guidelines for Uniform and Other Attire Worn in Clinical Practicums

1. Uniforms and vests worn during direct patient care should be worn once and laundered prior to subsequent use.
2. Consider the use of Personal Protective Equipment (Gown and Gloves) is soiling of the uniform is likely (examples include performing wound care or hygiene assistance).
3. Uniforms should be replaced immediately if soiled.
4. Students should not wear their uniforms and vests to campus or other community settings after their clinical shift when direct patient care was provided.
5. Consider safe laundering guidelines such as the use of hot water and hot air drying. Consider washing uniforms separately from other clothing items. Do not overload the washer when laundering uniforms to permit adequate detergent action.

ELECTRONIC DEVICES

Students must have ready access to pharmacology resources, which may include a pharmacology reference book or electronic reference materials. Note: many facilities do not permit cell phones or tablets



Appendix F: Graduate Responsibilities in the Clinical Setting

The following policies apply to all students enrolled in a graduate-level program.

GRADUATE STUDENT RESPONSIBILITIES IN THE CLINICAL SETTING

All nursing students are expected to be familiar with and adhere to the policies outlined in the UNH School of Nursing Student Handbook, including those detailed in the appendices.

Students are specifically responsible for reviewing and complying with the following appendices:

[Appendix G: HIPAA Policy](#) – Guidelines for protecting patient privacy and handling confidential health information.

[Appendix H: Criminal Background Check Policy](#) – Requirements for background screening prior to clinical placement.

[Appendix I Drug and Alcohol Policy](#) – Standards regarding substance use and testing procedures.

[Appendix J: Technical and Physical Standards](#) – Expectations for physical and cognitive abilities required for nursing practice.

[Appendix K: Student Occurrences in the Clinical Setting](#) – Procedures for reporting and managing incidents during clinical experiences.

[Appendix L: Bodily Fluid Exposure Policy](#) – Protocols for responding to exposure to potentially infectious materials.

[Appendix M: Clinical Absence Policy](#) – Guidelines for reporting and managing absences from clinical assignments.

SUBMISSION OF CLINICAL DOCUMENTATION

Clinical compliance refers to all requirements that must be completed before entering the clinical setting.

Clinical compliance includes background checks, state required immunizations, annual influenza immunization, TB testing, CPR certification, criminal background checks, and agency specific orientation, as well as any other items that are requested by the Clinical Placement Coordinator. Clinical compliance requirements vary among our many contracted clinical agencies and clinical placement is subject to change at any time. Further, clinical agencies reserve the right to modify clinical compliance requirements at any time.

Students upload clinical documents as instructed. Required documents must be **received** by **published due dates**. Students must plan ample time for documents to be processed by providers and outside agencies/vendors to meet this deadline, including students who plan to travel. Some reports may take up to three weeks to process. **Expiration dates cannot occur during the academic year.**

If documentation is received after the due dates, the student must pay a late fee of \$100. If documentation is more than 30 days overdue, the student must pay a second late fee of \$100. **If documentation is not received by August 1st for fall semester, January 1st for spring, the student will be required to drop all nursing courses and cannot participate in any clinical hours.**

The School of Nursing does not maintain any physical copy of any document.

The University of New Hampshire School of Nursing may furnish clinical documents to third parties to fulfill its official responsibilities to clinical agencies.

ELECTRONIC DEVICES IN THE CLINICAL SETTING

In general, students may not use cell phones, recording devices, or other electronic communication devices in the clinical area, except with the direct permission of their clinical faculty and only in designated areas within the clinical practice site. Students must adhere to all specific institutional policies and procedures and professional behaviors pertaining to the use of electronic devices during clinical lab time (including clinical conference times).

Inappropriate use of any electronic device during clinical work may result in dismissal from the clinical setting. Inappropriate use of electronic devices within the clinical setting constitutes unprofessional behavior and can result in a disciplinary action.

POSITION ON UNSAFE PRACTICE IN CLINICAL SETTING

The UNH School of Nursing adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations and sanctions.

When nursing students practice in the clinical setting, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B). Because clinical teaching is considered a form of practice, faculty remains subject to these rules and regulations.

Therefore, clinical nursing faculty have the responsibility of determining when a student can practice at a safe level and when a student is unable to function at a safe level in the clinical area. If the instructor or preceptor determines that a student is unsafe to practice, the instructor has the obligation to remove the student from clinical practice. Depending on the nature of the safety issue, the student may be asked to leave the clinical site. It is the student's responsibility to secure safe transportation home from the clinical agency. Safety violations include, but are not restricted to, misconduct, dishonesty, and failure to maintain oneself in an alert and sober manner and not impaired by drugs or alcohol.

If alcohol or other drugs are suspected by the faculty and/or have the potential or have led to unsafe practice by the student, the student will be asked to undergo immediate laboratory testing in accordance with the policies and procedures of the clinical agency. Costs of the laboratory testing will be assumed by the student. Refusal to submit to laboratory testing or a positive laboratory test will result in suspension from the School of Nursing pending a full investigation. The faculty member contacts the drug testing provider who will perform drug testing.

Within 24 hours of any incident requiring the dismissal of the student from a clinical setting, the clinical instructor will contact the program director. Within 48 hours of the incident, the clinical instructor, course coordinator, program director and Director of Nursing will schedule a conference with the student. At that time the student will have the opportunity to explain or defend the unsafe behavior and an appropriate plan will be developed. The School of Nursing has both the right and responsibility to dismiss from the program any student whose health, conduct or academic standing make it unsafe for that student to remain in a nursing course or the nursing major. The student is referred to Student Rights, Rules and Responsibilities Handbook, section: Administrative Policies and Regulations-Grievance and Complaint Procedures.



Appendix G: HIPAA Policy

Each patient has a right to confidentiality and the privacy of their clinical information. That right extends to the fact of their hospitalization. Oral and/or written information that identifies or potentially identifies or is about a specific patient may be shared among individuals that have a need to know and only insofar as it is necessary for the patient's treatment or in the course of professional education. Under no circumstances may information be shared unless an authorization is given by law, by the patient/legal representative or when a clear medical emergency exists.

All those having a relationship with any clinical agency are under equal obligation to treat as confidential any information they may acquire, by any means, about a patient or former patient. Any breach of confidentiality is a serious offense, violates [Federal Health Insurance Portability and Accountability Act of 1996](#) (HIPAA) and may be grounds for legal action, failure in the course, and/or dismissal from the nursing program.



Appendix H: Criminal Background Check Policy

PURPOSE

The University of New Hampshire School of Nursing is committed to providing the public with nurses and nursing students who demonstrate personal and professional behaviors consistent with the standards of the nursing profession. a criminal background check is required on all nursing students:

- To safeguard life, health, and the public welfare of the people of the respective state, and
- protect from the unauthorized, unqualified, and improper application of services of individuals in the practice of nursing

SCOPE

This policy applies to all SON nursing students engaged in direct patient care.

POLICY

- a. Satisfactory results of a criminal background check are required to progress in the nursing program. Refusal to provide consent for investigation will result in exclusion from nursing courses and termination from the nursing major.
- b. Criminal background information released to the School of Nursing will be used only for purposes of assisting in making decisions about continued matriculation in the nursing major. Certain convictions may be considered a disqualifying factor for continuation in the nursing major. The UNH College of Health and Human Services Dean's Office and the School of Nursing Student Affairs Council will be notified of any adverse reports.
- c. If a background check includes information that the student claims is untrue or inaccurate, these concerns or issues must be addressed by the student to the Bureau of Criminal Identification for resolution.
- d. The University of New Hampshire School of Nursing may furnish criminal records information to third parties in the course of fulfilling its official responsibilities to clinical agencies.
- e. Criminal background information will be maintained in a secure file. The results will be maintained separate from the student's academic file and will be destroyed once the individual is no longer in the nursing program.

- f. Students have an obligation to report any criminal conviction to their program director within 30 days of its occurrence.
- g. The SON will review the results of all criminal background checks. If adverse information deemed to be relevant to the applicant's suitability for nursing student status is obtained, the program director will notify the student in writing.
- h. The student will have 14 days to respond to the information either in writing or, if appropriate, by meeting with the program director.
- i. If a student is disciplined through the Office of Community Standards, the student must notify the program director within 30 days.
- j. Criminal background reports are non-transferrable.

OBTAINING A BACKGROUND CHECK

Request a current personal criminal history report from the student's current state of residence and any state lived in within the last seven years via Verified Credentials and via New Hampshire State Police, regardless of residency, **by published due dates**, or per clinical agency.

- a. **Verified Credentials criminal background requests must be obtained using their online portal.** Use instructions provided by your program director or clinical coordinator. Expenses associated with the background check are the sole responsibility of the requesting student.
- b. **New Hampshire State Police background requests must be obtained from** <https://services.dos.nh.gov/chri/cpo/> . Expenses associated with the background check are the sole responsibility of the requesting student. Submit form and payment to address shown on form. Students may be required to complete the NH State Police report for schools, which includes fingerprinting, as instructed by clinical site coordinator.

CONVICTIONS

- a. The existence of a conviction does not automatically terminate an individual from the nursing major. Relevant considerations may include, but are not limited to: the date, nature and number of convictions; the relationship the conviction bears to the duties and responsibilities of nursing; and successful efforts toward rehabilitation.
- b. Any decision to terminate a student with a conviction is solely at the discretion of the Director of Nursing.



Appendix I: Drug and Alcohol Policy

PURPOSE

The School of Nursing adheres to the State of New Hampshire Nurse Practice Act and its rules, regulations and sanctions. When nursing students practice in the clinical setting, regardless of license status, they do so in accordance with the rules and regulations that pertain to registered nurses under the Nurse Practice Act (RSA 326-B).

The School of Nursing has both the right and the responsibility to dismiss/suspend from the nursing program any student whose conduct compromises patient safety. Students who use illegal drugs and/or misuses or abuses prescription drugs or alcohol pose a risk to patients, other students and faculty.

SCOPE

This policy applies to all undergraduate and graduate students.

PRE-CLINICAL DRUG TESTING

1 POLICY

- a Students enrolled in the nursing program who are authorized to use medical marijuana must notify [Student Accessibility Services \(SAS\)](#) promptly and provide notice to the School of Nursing one semester in advance. This disclosure is essential to ensure appropriate accommodation and to facilitate clinical placement planning.
 - i Clinical placements are arranged well in advance and are subject to the policies of external healthcare facilities. Not all clinical sites permit the use of medical marijuana, regardless of state authorization. Failure to disclose medical marijuana use early may result in delays or limitations in clinical placement opportunities, which could impact progression in the nursing program.
 - ii Students are responsible for working proactively with SAS to explore available options and ensure compliance with both university and clinical site requirements.
- b Students are responsible for all costs associated with required pre-clinical drug testing.
- c If a student is unable to supply testable sample, the student will be required to repeat test at the student's expense at a time to be determined.

- d Failure to appear at the scheduled testing time is considered a positive test result and will result in a \$100 fine. The test will be conducted at the student's expense and at a time to be determined.
 - e Rescheduling is allowed only for good cause.
 - f There are no exceptions to this policy.
-

2 REPORTING OF SCREENING RESULTS

- a The Director of Nursing will receive all drug screening reports. Detailed individual test results will remain with the testing agency.
 - b The Director of Nursing will maintain a confidential database including all pre-clinical drug screening results in a secured area.
 - c Upon written request from an authorized representative of a clinical affiliate, verification of compliance with their standards for a drug-free workplace will be sent to the designated representative of the clinical affiliate prior to the clinical rotation start date.
(Note: Completion of a pre-clinical drug screening does not guarantee every clinical agency will accept this screening and allow the student to participate in clinical experiences at the health care facility, or that every state will accept the individual as a candidate for licensure.)
 - d Results of drug screening will be separate from the student's academic file and will be destroyed once the individual is no longer in the nursing program.
-

3 PRE-CLINICAL SCREENING TEST RESULT

- a The Director of Nursing will notify any student of the positive test result and schedule a follow-up conference within three days. Failure to attend this conference may result in immediate dismissal from the nursing program.
- b An individual with a positive drug screen will be unable to participate in the clinical portion of the program unless and until it is determined that the student can safely return to clinical activities. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report the positive test result to the Board of Nursing.
- c Negative dilute: the cost of repeated drug test, as a result of failure to provide a negative test sample, will be borne by the student; repeat random test may occur.

RANDOM DRUG TESTING

1 Policy

- a. Students are subject to a random drug screening program throughout their enrollment in the nursing program.
- b. Students are responsible for all costs associated with this random testing program. A one-time fee is assessed in course as noted.
- c. If a student is unable to supply a testable sample, the student will be required to repeat the test at the student's expense at a time to be determined.

- d. Failure to appear at the scheduled testing time is considered a positive test result and will result in a \$100 fine. The test will be conducted at the student's expense and at a time to be determined.
 - e. Rescheduling is allowed only for good cause.
 - f. There are no exceptions to this policy.
-

2 REPORTING OF SCREENING RESULTS

- a The Director of Nursing will receive all drug screening reports. Individual detailed test results will remain with the testing agency.
 - b The Director of Nursing will maintain a confidential database including all pre-clinical drug screening results in a secured area.
 - c Upon written request from an authorized representative of a clinical affiliate, verification of compliance with their standards for a drug-free workplace will be sent to the designated representative of the clinical affiliate.
-

3 POSITIVE RANDOM DRUG SCREENING TEST RESULT

- a The Director of Nursing will notify any student of the positive test result and contact the student within three (3) days to schedule a conference. Failure to attend this conference may result in immediate dismissal from the nursing program.
- a An individual with a positive drug screen will be unable to participate in the clinical portion of the program unless and until it is determined that the student can safely return to clinical activities. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report the positive test result to the Board of Nursing

DRUG TESTING-ONSITE

1 POLICY

- a Students who appear to be under the influence of drugs/alcohol maybe required to undergo immediate drug testing and will be unable to return to the clinical site unless and until it is determined that he/she may safely do so. If a faculty member observes or is informed that a student is, or appears to be, under the influence of intoxicants at the clinical site, the faculty member will meet immediately with the student. It is the student's responsibility to secure safe transportation home from the clinical agency.
- b UNH's clinical affiliates have the right to remove a student from the facility for suspicion of substance use or abuse (including alcohol). In such cases, the clinical affiliate will immediately notify the instructor/college to facilitate immediate removal of the student from patient care.
- c The faculty member will inform the program director and Director of Nursing or designee that a student has been removed for suspicion of drug/alcohol use. The faculty member will also provide written documentation supporting the decision as soon as is practical to do so.
- d The drug testing will occur at the clinical site following the faculty member's decision to remove the student. The faculty will contact the contracted drug testing company who will perform drug testing at

the clinical agency. Failure to comply may result in immediate dismissal from the nursing program. The student is responsible for all costs associated with any incident-specific drug screening tests. If a student is licensed with the New Hampshire Board of Nursing, he/she will be obligated to report a positive test result to the Board of Nursing.

- e Within three days of receipt of test results from the contracted drug testing company, the student will attend a follow-up conference. Failure to attend this conference may result in immediate termination from the nursing program.

RE-TESTING

The student may request a review of a reserved test sample by a second laboratory approved by the certified Medical Review Officer. The student is responsible for all costs related to this review and any additional testing.

SANCTIONS

At the follow-up conference with the student, the clinical instructor, course lead, and Director of Nursing will discuss the clinical incident and any disciplinary action that may be necessary.

If the student's drug screening test conducted in conjunction with the incident returns a negative result, the conduct that was observed will be reviewed in terms of patient safety.

If it is determined that patient safety will not be compromised by doing so, the student's eligibility for clinical participation will be reinstated.



Appendix J: Technical and Physical Standards

Standards have been established to provide guidance to students as to skills and abilities required to function successfully in the program and ultimately in the profession of nursing. Each student must be able to meet the technical standards of performance necessary for the practice of nursing for admission and progression in the program of study. Students must be able to meet the following technical standards with or without reasonable accommodation:

- Ability to assess patient needs and to understand instructions, emergency signals and telephone conversation.
- Ability to observe patients, manipulate equipment, and interpret data.
- Ability to ensure a safe environment, identify color changes, read fine print/writing and calculate fine calibrations.
- Ability to express and exchange information and ideas and to interact with patients, family, physicians, peers and other ancillary medical personnel.
- Ability to practice with frequent interruptions, to respond appropriately in an emergency or unexpected situation, and to successfully adapt to extreme variations in workload and stress levels.
- Ability to perform the following physical activities: handling, lifting, and operating equipment, frequently moving, lifting, and transferring patients; and performing CPR

*Nursing students are expected to meet all agency requirements for safe patient care. The need for casts, splints, crutches etc., may cause exclusion from clinical.



Appendix K: Student Occurrences in the Clinical Setting

Patient Situations

In the event a student is involved in a patient care incident, two incident reports should be completed:

1) incident report according to the procedure and policy of the clinical agency, and 2) the UNH School of Nursing “Unusual Occurrence Report” form found in [Appendix N](#). The School of Nursing report should be submitted to the Director of Nursing

Student Situations

In the event a student becomes ill or injured in the clinical setting, it is expected that the clinical instructor will submit in writing within 24 hours to the Director of Nursing a description of the incident. The “*Unusual Occurrence Report*” form is found in [Appendix N](#). Included in the report should be the name of the student, agency and unit, date, and time the incident occurred, and details of situation including description of student’s symptoms, behavior and/or injury sustained, and treatment received.

A statement of follow-up care should be included, when appropriate. After review by the Director of Nursing a copy of the “Unusual Occurrence Report” form should be submitted to the student’s faculty adviser who will place the document in the student’s file. The student is responsible for all costs associated with illness or injury.



Appendix L: Body Fluid Exposure Policy

Because of the direct involvement with patients, all nurses and nursing students are at risk for exposure to body fluids, which may be infected with Hepatitis B or HIV. The OSHA guidelines on the transmission of blood-borne pathogens are presented to students with additional information or training provided by the clinical site when warranted.

In the event a student is exposed to body fluids in the clinical setting, the following steps should be followed:

1. Initiate the antiseptic procedures following exposure.
2. Notify the clinical instructor and/or preceptor immediately.
3. Initiate the agency protocol for exposure.
4. Consider post-exposure prophylaxis as defined by CDC.
5. Complete agency incident report.
6. The clinical instructor must document the clinical incident within 7 days of occurrence and submit a report to the Director of Nursing. The “*Unusual Occurrence Report*” form is in the [Appendix N](#).

For Undergraduate and DEMN Students: Health and Wellness will provide post-exposure treatment and management during regular business hours. Students with a medical need after hours, call (603) 862-9355. Follow the instructions for after-hours care. You will be automatically connected with a medical call center, where staff will conduct a phone assessment and make suggestions for additional care options, including a visit to an urgent care center or hospital, if appropriate. The student is responsible for all costs incurred by the exposure incident.



Appendix M: Clinical Absence Policy

CLINICAL ABSENCES

It is expected that students will be present and on time at all scheduled class/clinical/simulation lab experiences. Clinical competencies and course objectives are achieved through clinical learning. However, the faculty recognizes that reasonable accommodation must be made for illness and non-course professional activities with some consideration given for other emergencies such as personal leave. For personal and or medical leave that may require more than 2 missed instructional days (class, clinical or lab) please see [UNH leave of absence or withdrawal](#) policy and consult with your course faculty and adviser.

The School of Nursing supports the professional development of nursing students in its programs. Students who wish to participate in extracurricular professional activities that cause them to miss either clinical/simulation laboratory or classroom time during a course are required to make prior arrangements with the course faculty to develop a plan for meeting course objectives in advance of their attendance or participation in any extracurricular professional activities.

Missing more than two (2) clinical days due to illness places the student in jeopardy of failing the clinical course. Make-up of class/clinical/simulation lab absences will be addressed on an individual basis by the clinical faculty member in collaboration with the course coordinator and the student's adviser.

When students are required to make up clinical sessions to achieve the required clinical competencies, the student may be required to pay a fee. The determination regarding fee levy is made on an individual basis by the course coordinator in collaboration with the program director. Clinical make-up days may be scheduled through the last day of finals.

In the case of inclement weather, students must use their own judgment regarding travel to clinical sites. Students are not expected to risk their personal safety in order to attend clinical, but time for missed clinical will have to be made up if the university has not officially closed. If the university remains open and a student did not attend clinical, the student may be required to pay a \$60 per hour fee for the missed clinical hours. This determination will be made in conjunction with the student, the clinical faculty, the course coordinator and the chair.

If the clinical faculty member cancels clinical but the university remains open, this clinical day must be made up by the last day of the semester. However, if the university curtails operation, the student is not required to make up the hours



Appendix N: Unusual Occurrence Report

Instructions: Complete all of the information below, sign the form, and submit to the director of nursing.

Name(s) of student(s) involved: _____

Course: _____ Clinical Site: _____

Date of occurrence: _____ Time: _____

Location of occurrence: _____

Witness (if any): _____ Phone: _____

Was a patient involved: ☐ Yes ☐ No

Did the occurrence involve any equipment or safety device: ☐ Yes ☐ No

Chronologically, describe in detail what happened:

Describe any injuries and treatment sought: _____

Any follow-up required: _____

Faculty member filing the report (print): _____

Title: _____

Signature: _____ Phone: _____



Appendix O: Written Notice

Student Name: _____

Date of Warning: _____

CLINICAL: You must receive **(S)** Satisfactory in all clinical competencies by the end of the course to successfully complete NURS _____.

Your clinical notice is based on the fact that you are not meeting the following clinical objectives:

ACADEMIC: Your academic notice is based on your current course average of _____ in NURS _____.
You must attain a minimum of **74% (C)** to successfully complete undergraduate NURS _____;
or **80% (B-)** to successfully complete graduate NURS _____.

RECOMMENDATIONS:

FACULTY SIGNATURE: _____

STUDENT RESPONSE TO NOTICE:

This notice was thoroughly discussed with me and my signature does not mean agreement or disagreement, only that the notice has been read.

Student Signature: _____ Date: _____

I would like to schedule an appointment with the Director of Nursing. Yes (___) No (___)



Appendix P: Graduate Change of Major Process

