



School of Nursing
UNIVERSITY *of* ALASKA ANCHORAGE

ASSOCIATE OF APPLIED SCIENCE (AAS) PROGRAM STUDENT HANDBOOK

2024-2025

DISCLAIMER: The student handbook is updated as needed for policy changes and programmatic requirements. The electronic version of this handbook supersedes all print copies.

This handbook is provided for informational purposes only and should not be construed as the basis of a contract between a student and the University of Alaska Anchorage. Although every effort is made to ensure its correctness, regulations of the university and this program's requirements change from time to time during the period any student is attending the University of Alaska Anchorage; to the extent there is a conflict between this handbook and the university policies, regulations, rules, or procedures, the university policies, regulations, rules, or procedures will control.

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Land Acknowledgements

As we build a more diverse, equitable, and inclusive future, we acknowledge the Indigenous peoples of the land on which we work and live. We honor our Alaska Native peoples.

University of Alaska Anchorage

UAA recognizes and values the diversity of our unique location in Southcentral Alaska, the ancestral lands of the Dena'ina, Ahtna, Alutiiq/Sugpiaq and Eyak/dAXunhyuu Peoples.

Dena'ina land acknowledgment: Dena'inaq elenaq' gheshtnu ch'q'u yeshdu. "I live and work on the land of the Dena'ina."

Translation: Helen Dick, Sondra Shaginoff-Stuart, Joel Isaak.

University of Alaska Fairbanks

We acknowledge the Alaska Native nations upon whose ancestral lands our campuses reside. In Fairbanks, our Troth Yeddha' Campus is located on the ancestral lands of the Dena people of the lower Tanana River.

University of Alaska Southeast

Our campuses reside on the unceded territories of the Áak'w K̄wáan, Taant'á K̄wáan, and Sheetk'á K̄wáan on Lingít Aaní, also known as Juneau, Ketchikan, and Sitka, Alaska. We acknowledge that Lingít Peoples have been stewards of the land on which we work and reside since time immemorial, and we are grateful for that stewardship and incredible care.

We also recognize that our campuses are adjacent to the ancestral home of the X̄aadas and Ts'msyen and we commit to serving their peoples with equity and care. We recognize the series of unjust actions that attempted to remove them from their land, which included forced relocations and the burning of villages.

We honor the relationships that exist between Lingít, X̄aadas, and Ts'msyen peoples, and their sovereign relationships to their lands, their languages, their ancestors, and future generations. We aspire to work toward healing and liberation, recognizing our paths are intertwined in the complex histories of colonization in Alaska. We acknowledge that we arrived here by listening to the peoples/elders/lessons from the past and these stories carry us as we weave a healthier world for future generations.

Notice of Non-Discrimination

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

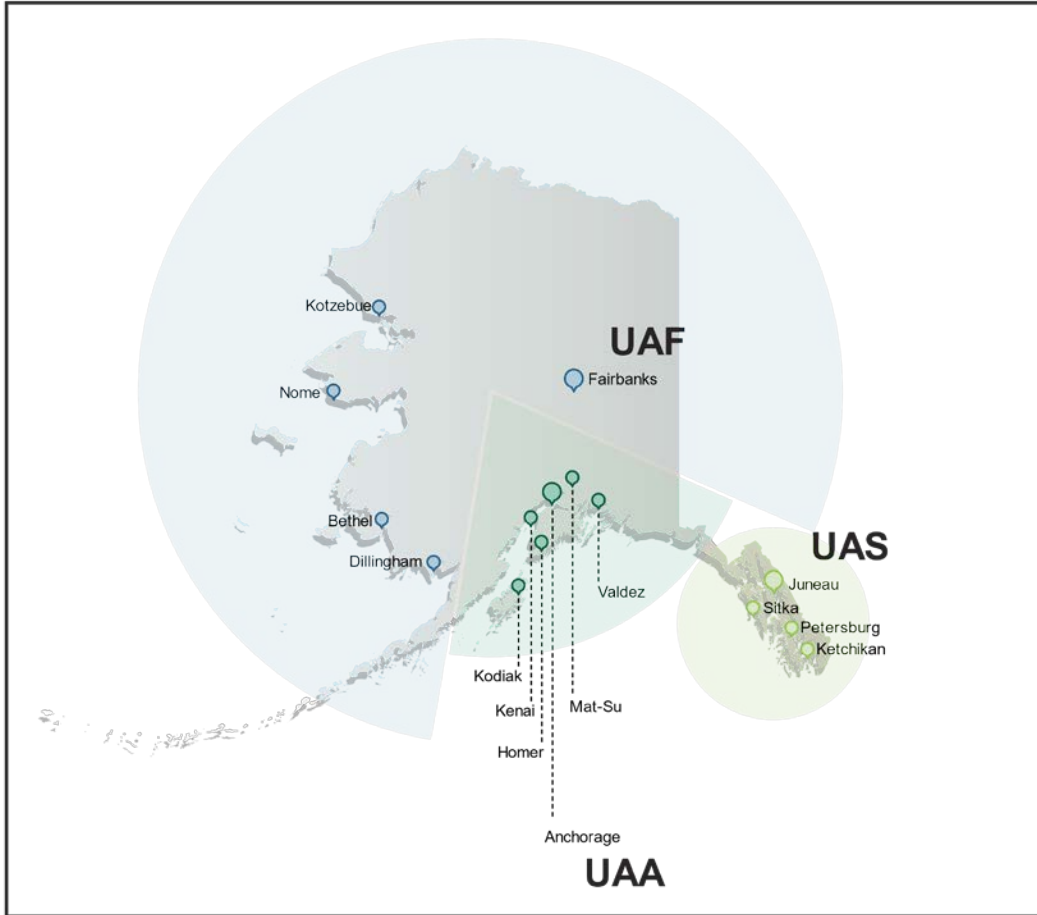
The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

University of Alaska Anchorage
Director, Title IX Coordinator, ADA/504 Coordinator - Office of Equity and Compliance
3190 Alumni Drive, Suite 352
Anchorage, AK 99508
Phone: 907-786-6086
E-mail: uaa_titleix@alaska.edu
[UAA Office of Equity and Compliance Web Page](#)

Map of Program Outreach Sites



<p>Associate of Applied Science in Nursing (AAS Program)</p>	<p>Bethel Dillingham Homer Juneau Ketchikan Kodiak Kotzebue Nome Petersburg Sitka Valdez</p>
<p>Bachelor of Science in Nursing (BSN Program)</p>	<p>Anchorage Fairbanks Mat-Su</p>

SECTION I: WELCOME & INTRODUCTION

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Section I: Welcome to the University of Alaska Anchorage School of Nursing

Introduction

On behalf of the Directors, Associate Directors, Faculty, and Staff of the University of Alaska Anchorage School of Nursing, we extend a heartfelt welcome to all new and returning students. As you embark on this academic journey, we are excited to support and guide you through your studies. Our commitment to excellence in nursing education and our dedication to your success are unwavering. We look forward to seeing you thrive in our dynamic and nurturing learning environment. Welcome to the UAA School of Nursing family!

Respectfully,

Carla Hagen, PhD, MPH, RN

Accreditation

The associate, baccalaureate, master's and post-master's certificate programs at the University of Alaska Anchorage School of Nursing are accredited by the Accreditation Commission for Education in Nursing (ACEN).

Contact Information:

Accreditation Commission for Education in Nursing
3390 Peachtree Road NE, Suite 1400
Atlanta, Georgia 30326
Phone: (404) 975-5000
Email: info@acenursing.org
Web: www.aactenursing.org

The Doctor of Nursing Practice (DNP) program at the UAA SON is accredited by the Commission on Collegiate Nursing Education (CCNE).

Contact Information:

Commission on Collegiate Nursing Education
655 K Street NW Suite 750
Washington, DC 20001
Phone: (202) 887-6791
Web: www.aacnursing.org/ccne-accreditation

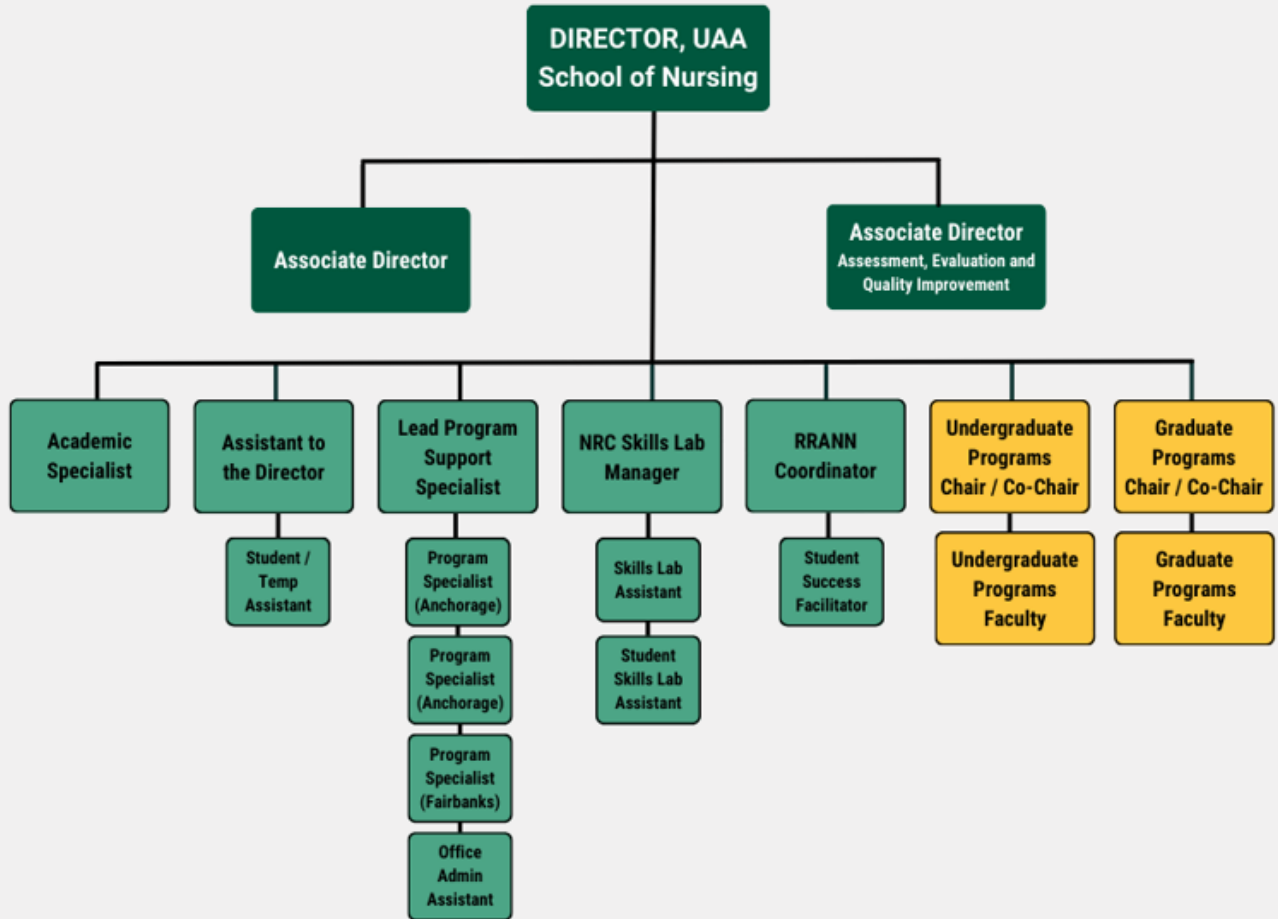
All University of Alaska Anchorage nursing programs are reviewed and approved by the Alaska Board of Nursing.

Contact Information:

Alaska Board of Nursing
550 West Seventh Avenue, Suite 1500
Anchorage, AK 99501-3567
Phone: (907) 269-8160
Email: boardofnursing@alaska.gov
Web: Alaska Board of Nursing

UAA School of Nursing Organizational Chart

UAA SCHOOL OF NURSING ORGANIZATIONAL CHART



Mission, Vision, and Values

Mission: The mission of the SON is to promote the health and well-being of people and communities by fostering excellence and innovation in nursing education, research, and health care.

Vision: The vision of the SON is to be a leader in the transformation of nursing in Alaska dedicated to improving local and global health outcomes.

Core Values: The core values held by the School of Nursing include-

- Excellence – We strive for the best, to continually improve ourselves and our endeavors.
- Respect – We treat each person in a manner that recognizes their intrinsic value as a human being.
- Integrity – We demonstrate unwavering honesty and decency.
- Caring – We display kindness and concern for all, especially for those in need.

SECTION II: GENERAL INFORMATION

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Student Contact and General Communication

UAA uses e-mail to communicate with students on many important matters. The university automatically assigns each student an official University of Alaska (UA) email account at the time of admission to the university for certificate/degree-seeking students and at the time of registration for all other students. All registration and enrollment communication will occur via UAOnline or the official UA-assigned e-mail. Students should be careful to keep these accounts clear and review the correspondence received there regularly.

Students are responsible for knowing and, when appropriate, acting on the contents of all university communications sent to their official UA e-mail accounts. To receive university communication at a different email address, students may forward emails from their assigned UA accounts to any valid third-party e-mail address of their choice that accepts forwarded emails. More information may be found on the [IT Services website](#).

Electronic Communication Devices

Cellular phones and audible electronic devices should be turned off during classes, audio conferences, laboratory sessions, clinical/practicum experiences, and simulation sessions unless the use of the device is permitted explicitly by the instructor and/or clinical/practicum agency. Failure to follow the policy may result in the student being required to leave the clinical setting and not return for the remainder of the day. Absences resulting from violating the policy are treated as unexcused. When this policy creates a special hardship, the student should discuss the problem with his/her faculty or with the relevant program chair. Students may also be required to follow specific guidelines as defined by individual instructors or as outlined in their syllabi. Recording is not allowed unless permission has been obtained by the faculty. Students who need to record as an accommodation for a disability must go through the UAA Disability Support Services (DSS) process. Programmable devices (e.g. calculators and smartwatches) are not allowed during testing except when the faculty approves. The use of communication devices may differ in the clinical setting and is addressed in the clinical handbook.

Service Animals

The University of Alaska Anchorage recognizes the importance of allowing people who require the use of service or assistance animals to receive the benefit of the work, tasks or therapeutic support provided by such animals on campus. However, service animals, assistance animals, and pets are not the same.

Service Animal: A service animal is a dog (and in certain circumstances, a miniature horse) that has been individually trained to do work or perform tasks for an individual with a disability. As provided in the Americans with Disabilities Act (ADA), individuals with disabilities may bring their service animals with them anywhere the individuals are normally allowed to go.

- **Assistance Animal:** An assistance animal is an animal that works, aids, or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person's disability. An assistance animal does not have to be professionally trained and is not considered a service animal as defined by the ADA.
- **Pet:** A pet is an animal kept for ordinary use, pleasure, and companionship. Pets are not allowed on campus without permission from the University Police Department with regards to the Anchorage campus, or the Community Campus Director with regards to a UAA community campus. An employee wishing to bring a pet into a facility at any time must have the written permission of their supervisor. UAA residential housing programs may have separate policies regarding pets.

Pets are not allowed on campus without permission from the University Police Department with regards to the Anchorage campus, or the Community Campus Director with regards to a UAA community campus. An employee wishing to bring a pet into a facility at any time must have the written permission of their supervisor.

Locations for individuals to seek permission to bring a pet on campus:

- [Permission to Bring a Pet on Campus](#)
- [Accommodating Students with Service Animals in Teaching Laboratories](#)

Infants and Children

Infants and children are not permitted in classes (in-person and synchronous online [Zoom, Teams, etc.]), laboratories, or clinical settings, even when a parent is present and involved in a scheduled learning experience. Students who bring children to class will be asked to leave with the absence being treated as unexcused. When this policy creates a special hardship, the student should discuss the problem with his/her faculty advisor or with the relevant program chair.

Pregnant or Breastfeeding Parents

The SON will make every attempt to support students who are breastfeeding their babies. When requested, the SON will provide a private space for students who would like to use a breast pump or to nurse their baby. While a space for pumping/nursing will be provided, SON policy indicates that students should not bring their infants and/or small children into classes. The space for pumping/nursing should have comfortable seating and a hand cleanser. A “Do Not Disturb” notice will be placed on the door. The SON will not refrigerate or store breast milk.

Students who would like to request a private room to use a breast feed or use a breast pump should inform their advisor at the beginning of the semester. Students will be expected to schedule times for breastfeeding/pumping in advance to allow staff to arrange for space and to minimize disruptions to staff and faculty activities. Students must ensure that the condition and contents of the room are not disturbed.

Technical Computer Requirements

Students need a laptop and internet access that meets the current technical requirements of UAA and SON. More information about specific requirements may be found at the following link: [Seawolf Tech Portal](#). **Please note that older Chrome books and all iPads do not work for required testing.**

Students are strongly encouraged to gain and maintain basic skills in keyboarding, computing, and use of common software programs (e.g. Word, Excel, and Google Docs, and PowerPoint) prior to beginning the nursing program. Students may download Microsoft Office 365 for free (with PC or Mac) by going to [UAA Software Downloads](#).

Classroom Equipment

Students should not use or manipulate classroom and lab equipment without express permission from nursing faculty or facility personnel.

Soliciting Funds, Donations

As a general rule, soliciting funds or donations from any entity for UAA SON as a student is prohibited. Any activity for which fundraising is needed must be sanctioned, approved, and overseen by the UAA SON administrators. Contact your program chairperson if there is a fundraising request.

Student Success, Services and Resources

Information related to specific services below are applicable to the UAA (Anchorage) campus, but may also offer services and resources to students state-wide.

[Student Success & Resources/Office of Academic Affairs](#)

Please Note: If you are a student at an Off-Campus Instructional Site(s): Please refer to the specific campus website to learn more about the services and resources at that campus.

Academic Advising

Students will be assigned a nursing faculty advisor upon admission who will be denoted in DegreeWorks. Students are expected to follow the published plan of study. If there is a need to modify the plan of study, the student must meet with their Nursing Faculty advisor to discuss needs and determine a new plan of study, this will be uploaded into EXXAT. Changes to the plan of study are based upon space availability. Additionally, changing the plan of study may delay graduation from the program. Students are encouraged to meet with their faculty advisor every semester.

UAA Student Government

Students have the opportunity to be involved in the Union of Students at UAA (USUAA), the student governance organization on campus. The purposes of USUAA are to:

- Broaden the educational perspective of students by instituting a structure of self-governance;
- Promote the educational needs, general welfare, and rights of students;
- Serve as a forum for students to express their ideas for enhancing the quality of their educational experience through expanded and improved communications among students, faculty, and administration and beyond;
- Formulate policies and procedures concerning student life, and
- Serve all students equally, regardless of race, color, religion, national origin, sex, sexual orientation, Vietnam era or disabled veteran status, physical or mental disability, change in marital status, pregnancy, or parenthood.

All full and part-time students at UAA who pay the Student Government fee are automatically members of USUAA. Membership provides students with opportunities for involvement and leadership in a diverse

array of campus activities. Additional information is available on the [Union of Students \(USUAA\) | Students | University of Alaska Anchorage](#).

Tuition and Fees

Tuition rates are set and modified by the University of Alaska Board of Regents. Campus and program fees are determined locally each year and posted on [UAA Tuition and Fees](#). There are additional Fees assessed from the university and from the nursing program. Some fees are distributed across the program, while others are charged to the student once. Financial Aid's [Cost of Attendance](#) provides an estimated cost of completing a full year as a full-time student. For estimated costs associated with the nursing undergraduate programs, please visit our [financial support](#) page.

Financial Support

The School of Nursing and the University of Alaska Anchorage offer a wide range of other scholarship and funding options to students. To learn more about financial aid and general scholarships available through the School and University, please visit the following links:

[Financial Aid Office | University of Alaska Anchorage](#)

[Scholarships | Financial Aid Office | University of Alaska Anchorage](#) (for general and major-specific)

[University of Alaska Foundation](#)

Please note, the main application deadline for all UAA scholarships is February 15th prior to the academic year for which you are seeking funding.

Additional information about funding can be found at [Financial Support | School of Nursing | University of Alaska Anchorage](#)

Student Health Services

Student Health and Counseling Center

[The UAA Student Health and Counseling Center](#) campus health center provides primary health services for physical and mental health conditions as well as education and support to maintain a healthy lifestyle.

In many cases, the center is a source of low-cost primary health care services with referrals for specialized treatment. The center may also bill your personal insurance. The UAA Student Health and Counseling Center is open weekdays during the regular academic year.

Dental Hygiene Clinic

On the UAA Anchorage campus, the [Dental Clinic](#) provides reduced-cost dental care to staff, students, and community members. As part of the Dental Hygiene program, dental hygiene students see patients under the supervision of a dentist from the Anchorage community.

Psychological Services Center (PSC)

The [Mental Health | Students | University of Alaska Anchorage](#) Student Health and Counseling Centers' mental health staff includes Licensed Professional Counselors and Advanced Psychiatric Nurse Practitioners to assist students with mental health needs. Our mental health providers provide crisis prevention, brief therapy, and offer workshops to help students succeed in their academics. Visit the link above for more information.

Counseling & Support Services

[Counseling & Support Services](#)

The PSC offers both online and in-person sessions. All sessions are by appointment only.

Individual and group psychological services are provided in an atmosphere sensitive to culture and ethnicity. People are seen for many reasons, from a curiosity about one's own potential to concerns such as anxiety, depression, stress, loss, and relationship difficulties.

UAA students are welcomed at the PSC, but clients do not need to be affiliated with UAA to receive services. Because this is a training clinic that is closed on weekends, holidays, and school breaks, the PSC is generally not a good match for people who have severe crises.

To review our fees, payment options, and more, please look through our [Fees and Financial Information](#).

Academic Resources

Tutoring Services

Tutoring services are currently offered to any nursing student for both prerequisite and nursing-specific courses through the Learning Commons.

Nursing Tutoring resumes on September 5, 2024. Please visit the webpage for more information [Nursing Tutoring | Learning Commons | University of Alaska Anchorage](#)

Wolf Cards

Your [Wolf Card](#) is your student identification card, a U-Pass card for the Anchorage/Valley bus system, your library card, and a card that provides access to services and resources on campus. The UAA student identification number is shown on the back of the card. The Wolf Card can also be used to pay for items sold on campus, such as meals, snacks at vending machines, and merchandise at the campus bookstore. You can use your credit card or debit card to add money to your Wolf Card as needed.

Testing Services

[Testing services](#) provide a professional testing environment that supports student retention and success by offering examinations for students and the community that assist with academic and professional advancement. The testing center maintains membership with and adheres to guidelines set forth by the National College Testing Association (NCTA). All testing appointments must be scheduled online, 24 hours in advance of the test date to ensure all students/testers have a reserved workstation.

Disability Support Services (DSS)

If a student experiences a disability that may result in a barrier to their academic experience and requires reasonable accommodations, it is the student's responsibility to disclose their disability to [Disability Support Services](#) (DSS) as soon as possible. DSS is located on the University of Alaska Anchorage – Anchorage (UAA) main campus in Rasmussen Hall 105 and can be reached by phone at 786-4530 or by email at aydss@uaa.alaska.edu. Students at outlying campuses can contact the Disability Support Coordinator at their local campus (usually within the student counseling department). It is important to request accommodations early enough for DSS to adequately consider your request before it is needed

for your (class(es)). Reasonable accommodations will be approved once students have provided appropriate documentation. Academic accommodations are free of charge and available to any student who qualifies as an individual with a disability. Disability Support Services maintains an adaptive computer lab on campus for students with disabilities. Workstations include voice-activated software, screen enlargers, and screen readers. UAA has an accessible shuttle bus service equipped with a wheelchair lift for transportation on campus.

Writing Center

The [UAA Reading & Writing Center](#) located in SMH 115, provides reading and writing assistance to UAA students at all levels and all disciplines. Certified and formally trained tutors offer help for those seeking to improve their reading, writing, and study skills.

Native Student Services

[Native Student Services](#) (NSS) provides quality support services to Native and rural students. The NSS Center offers academic advising, scholarship information, assistance, and resource support.

Multicultural Center

One of the missions of the [UAA Multicultural Center](#) is to improve the overall quality of life for all underrepresented minority students (URMs) on the campus by developing and implementing educational, cultural, and social programs that will assist the students in obtaining satisfactory grades, reaching self-determined academic goals, and successfully graduating.

University Police

University Police on the following campuses provide special services unique to university settings. Those services may include one or more of the following: maintaining the security of university buildings; providing crime prevention classes to students, staff, and faculty; providing escorts on the University campus; vehicle and room unlocks; and vehicle jumpstarts.

If you are on an Off-Campus Instructional Site(s) please contact your local campus security to determine their usual availability and resources.

For EMERGENCIES, dial 911.

UAA Anchorage Campus-[UAA University Police](#) For more information, call 907-786-1120.

**Please note, each campus is distinctly different in their programs and response capabilities.*

Safety from Sexual Violence (Title IX)

Members of the university community, guests, and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. UAA takes all matters of Sexual Harassment, Sexual Assault, and Sexual Violence seriously. If you have concerns or need to report an incident, please contact the [Office of Campus Diversity & Compliance](#).

Consortium Library

The [Consortium Library](#) is your gateway to all the library's resources and services, both print and online (electronic). Use your university username and password as prompted. For help, call the UAA Information Technology Services Help Desk (Local: 907-786-4646; Toll-Free: 877-633-3888).

The SON also has a dedicated Medical Librarian who is available to support [Alaska Medical Library](#). The Alaska Medical Library is a unit within the Consortium Library in Anchorage and is located on the 2nd floor near the health collections. The medical library office is open 8-5 Monday-Friday, although students should make an appointment for in-depth research or help with database searching. One-on-one assistance is provided as needed, whether face-to-face or via distance. They provide a very valuable service, supporting faculty and students in healthcare disciplines to optimize their use of the library and its services.

- Distance Students: For students living outside the Anchorage and Mat-Su areas, library staff will check out and mail books using your library card number. If you have questions about this service, call 907-786-1828.
- Library Cards: Your Wolf Card is your Library Card. Click [My Library Card](#) for more information.
- Printing: Printing across the Anchorage campus is done through Managed Print Stations using your Wolf Card. There are two print stations in the HSB in each of the alcoves, HSB104 and HSB204. For more information go to the website [Printing | Information Technology Services | University of Alaska Anchorage](#)

Recruitment and Retention of Alaska Natives in Nursing (RRANN)

The RRANN program was created to recruit and mentor Alaska Native/American Indian students to pursue nursing degrees. RRANN provides tutoring services, peer group meetings, and student success facilitators for all AAS and BSN students in the Nursing program.

SECTION III: CONDUCT POLICIES

SECTION III: CONDUCT POLICIES

Attendance

Attendance is required for all theory classes, video conferences, clinical and laboratory experiences.

Social Media

As students, you want to represent UAA and the SON in a fair, accurate, and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others.

Be aware that you may be held personally and legally responsible for opinions and comments made publicly, including media sites and pages. This not only applies to the information covered by Health Insurance Portability and Accountability Act (HIPAA) and Family Education Rights and Privacy Act (FERPA), but also to any proprietary information from either UAA, its community clinical stakeholders, or other organizational partners.

SON faculty and students will perform ethically and legally as outlined in the [ANA Code of Ethics](#), the Alaska State Board of Nursing Statutes governing nursing practice, and the [NCSBN Social Media Guidelines for Nurses](#).

Guidelines and Best Practices

- Do not post proprietary information or content about UAA, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a UAA nursing student.
- Do not use copyrighted photos or written content without gaining permission from the source prior to use. People's voices and/or images require permission to use; you may not video record, audio record, or photograph professors or fellow students for personal or social media use without their written permission.
- It is your responsibility to adhere to HIPAA and FERPA regulations. You are required to complete

HIPAA training annually. You are to follow HIPAA and FERPA guidelines at all times.

Confidential or personally identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage, including Blackboard. Students must not video record, audio record, or photograph patients/clients without written permission of the patient/client and of the facility.

- Be aware of your association with UAA in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own when creating a personal site or commenting on other sites. When posting your point of view, you should neither claim nor imply you are speaking on UAA's behalf, or that of our clinical sites and partners, unless you are authorized to do so in writing. Do not use your UAA account when you create social media accounts.
- Do not use UAA, the SON, or community partner marks, such as logos and graphics, on personal social media sites. Do not use UAA's name, or those of community partners', to promote a product, cause, or political party or candidate. Use of the SON marks (logos and graphics) for SON-sanctioned events must be approved (posters, flyers, postings) by the administration. Do not use marks of community partners for any reason unless you obtain permission in writing from the SON administration.
- Students should use the Student Complaint process if they have negative perceptions or opinions they wish to share; sharing them on social media is considered unprofessional behavior. Be aware of libel and slander laws and seriously weigh the risk of engaging in online activities that might cross those legal/ethical/professional lines and leave you vulnerable to a civil lawsuit. Many (almost all) organizations are prepared to vigorously defend their reputations and your status as a student contains no inherent legal protection.
- Adhere to standards of professional conduct at all times when engaging online as a student at the UAA SON. Understand that perception is reality. In online social networks, the lines between public and private, personal and professional, are blurred. By identifying yourself as a SON student, you are creating perceptions about your expertise and about SON. Ensure that all content associated with you is consistent with your work and with SON's values and standards. Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct, such as bullying, that would not be acceptable in the professional workplace.

Ultimately, you have sole responsibility for what you post.

Policy Violations

- I. FERPA violations will go to the UAA Dean of Students for review, while HIPAA violations will be documented and reported to the clinical agency. Students will be subject to all disciplinary actions recommended by UAA and/or the clinical agency.
- II. Students who violate patient/client privacy or share confidential or unprofessional information will be subject to disciplinary action including failure in a course and/or dismissal from the program.
- III. Each student is legally responsible for their actions and for their individual postings. Students are subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students are also liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

Gifts To and From Students

Students are strongly discouraged from accepting gifts from clients and families. Health care agencies have ethical guidelines for their employees regarding the acceptance of gifts and students should follow these guidelines. Although not strictly forbidden in the [ANA Code of Ethics](#), the concern for professional boundaries, appropriate relationships with clients, and provision of professional nursing care support the non-acceptance of gifts from clients. Students should consider cultural norms and unique situations to decide the correct course of action when presented with a gift. Generally, a thank you card, or token of appreciation is acceptable, but any monetary gift or gift of value should not be accepted. All tokens of appreciation should be reported to the clinical faculty.

Gifts to instructors are discouraged using the same ethical principles that guide the student-patient relationship. Appreciation can be expressed to instructors through very small tokens or most appropriately, through thank you cards or letters of appreciation.

Behavior in Clinical Agencies

Students are guests in clinical agencies, who are expected to follow the policies and procedures of the agency, to follow the direction of the supervising nurse or preceptor, to engage cooperatively and professionally on a clinical unit, and to follow the direction of the UAA instructor. If problems arise, clinical agencies have the right to ask a student to be removed from the agency. If a student is asked to

be removed from a clinical agency for cause, for unprofessional or unethical behavior, disruptive behavior, ineffective communication, or any behavior that has the potential to reduce the safety of others, then the incident will be referred to the Dean of Students. Please see the "Student Conduct Review Procedures" link below for additional information.

Nursing students must adhere to the [UAA Student Code of Conduct](#), the SON program/course policies, and the [ANA Code of Ethics](#). They must also practice with general knowledge of the nursing profession's Scope and Standards of Practice (2015) covered in introductory nursing courses

See the following link for consequences of unprofessional behavior: [Student Conduct Review Procedures](#)

Substance Abuse

On April 21, 1989, the UAA Board of Regents adopted Policy 04.02.040 concerning a drug-free workplace. The following points will further explain the position of the SON on this important issue.

The University recognizes drug dependency as a major health problem. The University also recognizes drug abuse as a potential safety and security problem. Any substance misuse even off campus and outside clinical settings can indicate problems that the SON has a professional and ethical obligation to address with the student.

Students are expected and required to report to all UAA and SON policies throughout their nursing program enrollment and are required to report to class, lab, and clinicals in appropriate mental and physical condition. If suspected of being impaired, the student may be asked to take a drug/alcohol test, and leave the classroom, lab, clinical setting.

In concurrence with the [UAA Drug and Alcohol Policy](#) and [Alaska State Statute Section 08.68.270](#), the SON recognizes various over-the-counter substances can alter mentation and in the presence of, will be treated in accordance with the above policies. Any student or student employed by UAA found in violation of the above policies will result in disciplinary action up to and including dismissal from the SON program. Any student with a history of misusing drugs or intoxicants is responsible for contacting the Alaska Board of Nursing to determine if their history will impact their ability to obtain a nursing license.

Substance abuse is an infraction as defined in the [UAA Student Code of Conduct](#). Infractions will be reviewed by the Dean of Students. If a student is in violation of the Student Code of Conduct and/or UAA

drug and alcohol policy, the student will not be permitted to return until a satisfactory plan for preventing future occurrences has been achieved.

SECTION IV: DISPUTE, COMPLAINT, RESOLUTION POLICY

SECTION IV: DISPUTE, COMPLAINT, RESOLUTION POLICY

The SON follows the Student Complaints and Disputes procedure outlined in the [UAA Student Handbook](#).
[Student Complaints and Disputes](#)

Challenges to academic decisions or actions should follow the complaint procedures in the UAA Student Handbook.

Steps for Informal Resolution:

- Contact your Faculty
- Contact the Course Coordinator
- Contact your Nursing Faculty Advisor
- Contact the Program Chair(s)

If all efforts to resolve the situation through the informal resolution steps have not been effective, the student should contact the Director of the School of Nursing.

SECTION V: CLINICAL POLICIES

SECTION V: CLINICAL POLICIES

Special Considerations

Prior to the commencement of the nursing program and annually while enrolled, students must provide documentation for the following:

- Immunizations: Proof of rubella, rubeola, and mumps vaccination or titer; varicella (chickenpox) vaccination or titer; Hepatitis B titer demonstrating immunity; Hepatitis A titer demonstrating immunity; diphtheria/tetanus vaccine within the past ten years; influenza vaccine within the previous twelve months.
- Freedom from active tuberculosis: Verified annually by a negative PPD skin test or by a health examination conducted by a nurse practitioner, physician, or physician's assistant.
- Current certification in cardiopulmonary resuscitation (CPR): Required for infants, children, and adults.
- Additional requirements: These may include, but are not limited to, drug screening, additional vaccinations, and/or clinical facility-specific requirements.
- Eligibility determination from a national-level criminal background check.
- Professional liability insurance: Specific information regarding acceptable policies can be obtained directly from the program.
- Proof of health insurance: The school assumes no responsibility for illnesses and injuries experienced by students during their clinical experiences. Students who are injured while completing clinical assignments are responsible for all associated medical costs.
- Furthermore, students enrolled in clinical courses must arrange their own transportation to clinical assignments and will need to purchase uniforms and specialized equipment.

Failure to maintain current requirements listed above while enrolled in a clinical (practicum), and laboratory (skills) experience will result in unexcused clinical absences until resolved.

Criminal Background Checks

General Information and Purpose

Students enrolled in SON programs either have or are seeking a professional license as a registered nurse (RN) or as an advanced-practice registered nurse (APRN). In the interest of patient safety, State Boards of Nursing are guided by statutes and regulations that govern the licensure requirements for nurses.

The State of Alaska has a list of barrier crimes that will impact a student's ability to obtain a nursing license or prevent a student from pursuing a nursing degree.

Nursing students provide care to vulnerable individuals in clinical agencies that must ensure the safety of patients. Therefore, the criminal background check is required for two reasons:

- To identify students who have committed crimes that could preclude their eligibility for a nursing license or the pursuit of a nursing degree.
- To meet the requirements of clinical agencies that provide clinical learning experiences for students. The background checks must be reported to the SON before beginning any clinical course. Students should note the following policy:

Students are not eligible to participate in clinical courses until the SON receives approval of the eligibility determination from a national-level criminal background check from the State of Alaska.

Failure to Obtain a Criminal Background Check

It is the student's responsibility to obtain the criminal background check as directed by the SON. If the eligibility determination from a national-level criminal background check is not acquired or received, admission to the SON will be rescinded. Students with concerns about infractions/crimes that may impact their ability to attend SON clinical experiences, or their eligibility to obtain/maintain licensure as an RN, should contact the [Alaska Board of Nursing](#).

Results of Ongoing Criminal Background Checks

Criminal background check information will be reported to the SON on an ongoing basis by the State of Alaska.

- If a student commits a crime while in the nursing program, that crime will be reported.
- If a student has committed a felony or other serious crime, the student will be dropped from clinical courses and may be dismissed from the nursing program.

- If a student commits a crime while enrolled in the nursing program and as a result is denied access to clinical agencies, the student will be dismissed from the program.

Health Insurance Requirements & Student Illnesses or Injuries

Students are **required** to obtain and maintain personal medical insurance. The school assumes no responsibility for illnesses and injuries experienced by students in conjunction with their practicum experiences; students who are injured while completing practicum assignments are responsible for all associated medical costs. Please see UAA Policy on the following link: [UAA SON Requirements](#). Students can visit the [HealthCare Exchange Website](#) to determine their options for an insurance plan through the federal government.

Expenses incurred as a result of injuries or illnesses sustained or contracted during clinical learning experiences are not covered by either the University or the clinical agency. Such expenses are the responsibility of the student.

Students are encouraged to go to their local Student Health Center (if available) or to their personal healthcare provider for minor injuries or illnesses sustained during clinical learning experiences. An assigned clinical agency cannot mandate that a student go to their emergency department. Be advised that if a student is assessed and treated at any healthcare clinic/hospital, the student (and/or the personal health insurance carrier) will be responsible for the costs incurred, even if the injury/illness occurred as a result of clinical activities.

Professional Liability Insurance

All students enrolled in clinical courses are covered by student professional liability insurance through the University of Alaska Statewide Risk Management. The cost of this insurance is covered by fees for the clinical courses.

Student ID Badges

All UAA nursing students are required to wear a UAA SON student ID badge ***visibly displayed in a conspicuous place at all times*** in any clinical area (see the UAA Student Clinical Handbook). One ID badge will be issued to each student in the first clinical course. Validation stickers will be provided to indicate the date of the current semester. The UAA SON ID badge with a current validation sticker is required for entry into any facility as part of any UAA-sponsored/sanctioned event or course. Students should contact the SON Front Office Assistant to report a lost badge or to turn in a damaged badge. A fee will be charged to replace a damaged or lost ID badge.

Attire Guidelines

Student appearance reflects the individual and of the SON. A professional, neat and well-groomed appearance must be maintained during clinical experiences. All students must adhere to the dress code in the assigned clinical agency, to include displaying the UAA student identification badge at all times. Students should also be aware of the UAA SON attire guidelines and adhere to them as directed by program/course faculty. The UAA attire guidelines include:

- For undergraduate pre-licensure students only – clean **pressed** hunter green scrubs with a UAA SON patch sewn onto the left sleeve, centered two (2) inches below the shoulder seam. When an undershirt or thermals are worn under the uniform, undershirts or thermals must be either black, white, or gray.
- Students must wear the UAA SON ID badge **at all times** on the neckline of the attire being worn anytime a student is engaging in a clinical learning activity at the clinical agency, in the lab setting, or simulation setting. The ID badge should be visible on either the uniform or personal attire, whichever attire is required at the agency.
- Appropriate professional footwear. Appropriate footwear includes non-porous, non-penetrable, closed-toed shoes (this is to avoid potential BBP exposure from spills and accidental sticks/penetrations). Any open-toed, mesh, porous, or penetrable shoes are not considered appropriate footwear. Shoes should be in good condition. Permitted colors of footwear are white, black, or gray.
- Students will wear a professional watch in a conservative color during clinical, simulation, and lab experiences.
- Hair should be clean and arranged neatly. Long hair should be pulled back and secured. Hair longer than shoulder length should be pulled back in a ponytail, braid, or bun. Hair should be worn in a manner so that it does not interfere with patient care activities.
- Beards/mustaches must be short and neatly trimmed.
- Nails should be kept clean and short. Nail polish and artificial nails (including gel nail coverings) are not allowed.
- Students will not be permitted to attend clinicals with extreme styles of dress, hairstyles and/or makeup.
- Tattoos of a nature that could be found offensive to others must be covered while in clinical, lab, or simulation settings.
- **PLEASE NOTE:** All clinical sites are scent-free zones. All areas while on campus, classrooms, lab, or simulation areas are scent free zones. The chemicals used in scented products can make some

people sick, especially those with fragrance sensitivities, asthma, allergies, and other respiratory ailments.

- Jewelry should be limited to small post-type non-dangling earrings and flat, smooth rings. Rings with stones pose a safety risk and therefore **are not permitted**.
- Wearing jewelry on the face, or any other exposed body sites may pose a safety risk to the student and/or patient and, therefore, **will** be removed.

Students who fail to adhere to the above expectations will be dismissed from the clinical, lab, simulation settings and it will count as a missed clinical/lab/simulation day (see [UAA SON Student Clinical Handbook](#)) for specific details.

Clinical Orientation

The Consortium of Alaska State Healthcare Educators (CASHE) is composed of educators from clinical agencies in the state where students are assigned for clinical experiences. Nursing students working in an industry governed by numerous regulations. For a healthcare facility to be in regulatory compliance, students at all levels engaging in clinical experiences must participate in an orientation, which includes specific components. The CASHE Clinical Orientation has been developed to meet the following objectives.

- Demonstrate professionalism.
- Follow agency-specific policies.
- Maintain patient and personal safety.
- Engage in proper clinical communication.
- Engage in effective clinical activities.
- Maintain confidentiality and security of patient information.
- Show sensitivity and respect for all.

The CASHE Clinical orientation includes modules on patient and personal safety, HIPAA, blood-borne pathogens and SON policies. The orientation is a standardized self-paced module for all clinical agencies and for all clinical students. The self-study module is available on the Blackboard site: SON Health Requirements and Compliance. Students cannot attend any clinical experience until the CASHE orientation is complete.

The CASHE Clinical Orientation is a requirement upon acceptance to the program.

Attendance - Clinical (Practicum), and Laboratory (Skills)

Students will be required to make up any missed time as described in the [UAA SON Student Clinical Handbook](#). Tardiness and leaving before the end of the day will be considered missed time which is UNEXCUSED. Missed time will be made up through either additional clinical days or through written assignments at the faculty's discretion. Students should **NOT EXPECT** to be excused from required coursework or program activities for personal, family, or work commitments.

Blood-Borne Pathogens Control Plan

Methods of Compliance

- Universal precautions will be taught to students early in the first semester of the nursing lab, before practicing or handling any blood or body fluids. All UAA nursing students will practice universal precautions at all times in the lab and/or clinical setting.
- Puncture-resistant, leak-proof containers must be used for disposal of all sharp items, including needles and glass. The UAA SON will provide containers in the SON labs or as needed by instructors for student activities.
- Needles used for practice will have protective sheaths or guards. Needles will be used only when required for practice of key nursing skills and will be disposed of in designated sharps containers.
- Non-latex gloves will be worn at all times by students or faculty when there is any risk of exposure to blood or body fluids. Gloves are available in the SON if they are needed for student activities.
- If blood or body fluid is spilled on any surface, it will be cleaned as soon as possible with disinfectant soap and water by an individual wearing the appropriate PPE.
- Hands are to be washed immediately after removing gloves that have had contact with blood or body fluids.
- Non-sharp contaminated waste (used gloves, alcohol swabs, cotton, gauze, etc.) will be disposed of in regular trash cans which will be emptied using Universal Precautions.
- Full sharps containers will be disposed of through local agencies that comply with OSHA regulations. Sharps containers will be placed in a large red container and the contracted outside agency notified when full.

Protective Equipment

Students must follow clinical agency policies regarding the use of PPE (including protective eyewear) when in clinical settings where exposure to body fluids is possible.

Post-Exposure Follow-Up

Immediate steps to take in the event of a suspected exposure to body fluids:

- Apply first aid or arrange for emergency assistance (911) if needed. Allow affected persons to self-administer first aid to themselves, if possible, to reduce the potential for causing secondary exposures. Always follow universal precautions when administering first aid.
- Allow a small amount of controlled bleeding, if wounded, being careful to capture fluids safely.
- All potentially contaminated material must be stored in red biohazard bags with the words “Biohazard” labeled on the bag or container. Refer to disposal guidelines for biohazards.
- Thoroughly wash the wound with disinfectant soap and running warm water.
- After immediate medical needs are attended, assume that you have incurred a true exposure and seek immediate post-exposure care from a qualified provider. Students are encouraged to go to the Student Health Center or the local campus health center (if available).

Communication of Hazard

- For students: Any injuries or exposures should be immediately reported to clinical faculty.

Information and Training

- The UAA SON has in place mandatory training for all students and faculty, to be completed annually, which includes prevention of exposure to blood-borne pathogens, body fluids, and other biohazard and hazardous materials.
- Documentation of completion of this training by each student and faculty person is maintained in the UAA SON.
- UAA students and faculty in an off-campus instructional site outside of Anchorage will complete the UAA Needle Stick Incident Report Form and will be referred to the emergency room or physician of their choice for appropriate follow-up of the exposure.

Latex Allergy

UAA SON programs require students to participate in activities in skill laboratories and in clinical agencies where latex and other potentially allergenic substances are common components of many medical supplies (gloves, airways, intravenous tubing, syringes, stethoscopes catheters, bandages, etc.). Both the SON learning laboratories and clinical agencies in the community maintain policies and procedures for patients and health care workers who are allergic/sensitive to substances in the environment (e.g. latex, iodine, etc).

The SON has an allergy/sensitivity policy that provides guidelines for the prevention, identification, and management of allergic reactions to latex among nursing students and faculty. Faculty and students should be familiar with existing policies and immediately report any problems he/she may have in a learning lab or at a clinical training site related to an allergic reaction. **It will not be possible for UAA or any clinical setting to remove every allergen from the environment.**

Individuals with allergies to certain foods (particularly avocado, potato, banana, tomato, chestnuts, kiwi, and papaya) are believed to be at increased risk for developing a latex allergy. Several types of synthetic rubber gloves are available which do not release the proteins that cause true latex allergies.

The SON will attempt to minimize the exposure of students and faculty to latex by purchasing non-latex gloves for use in the nursing lab. Students and faculty, however, may experience exposure in clinical facilities that still utilize latex gloves.

If an allergy is suspected, it is recommended students see their personal health care provider for a complete evaluation. Those determined to be allergic to latex should wear a medical-alert bracelet, carry an "Epinephrine Kit" (EpiPen), and notify their instructor prior to beginning their lab courses.

Selected References for Further Information

American Latex Allergy Association <http://www.latexallergyresources.org/>

National Institute for Occupational Safety and Health, (800) 356-4674

"NIOSH Alert: Preventing Allergic Reactions to Natural Rubber Latex in the Workplace". June 1997

(request publication number 97-135 - <http://www.cdc.gov/niosh/docs/97-135/>)

CDC NIOSH Information

NIOSH Publications and Products "Latex Allergy a Prevention Guide"

<http://www.cdc.gov/niosh/docs/98-113/>

American Nurses Association, (800) 637-0323

"Latex Allergy: Protect Yourself and Your Patients" (request item number WP-7).

Unusual Occurrences/Incident Reporting

Definition

An unusual occurrence is:

- Any situation that actually or potentially results in injury to persons or damage to property in the clinical setting.
- Any situation involving a student that is not congruent with the operational or safety standards of the clinical agency.

Examples of Unusual Occurrences (the following list is not exhaustive)

- Medication errors (including errors involving lateness, omission, or commission)
- Treatment errors
- Patient falls or injuries
- Student injuries - or potentially injurious events
- Instructor injuries
- Equipment damage
- Administrative errors
- Errors that may be "remedied" within the institution by obtaining a "covering" physician's order

Procedure for Unusual Occurrences Involving Students

When an unusual occurrence involving a student of the UAA SON is identified by the student, preceptor, or faculty member, the following steps should be carried out.

1. The student and faculty member (and/or preceptor, if applicable) shall immediately implement the policy of the institution/agency regarding unusual occurrences.
2. Within 24 hours following the incident, the student and instructor (and preceptor, if applicable) shall jointly complete the UAA SON Unusual Occurrence Form located on the Course Blackboard site.
 - a. The original form shall be forwarded through the Clinical Faculty, Course Coordinator, and Program Chair to the Director of the SON and retained.

When the unusual occurrence involving a student is noted by a staff member while the student and the faculty member are present in the institution/agency, the staff member shall notify the instructor immediately. The faculty member and the student shall implement steps 1 and 2.

When the unusual occurrence involves a student being precepted by a member of the staff of the institution/agency:

1. The student and preceptor shall:
 - a. Implement the policy of the institution/agency regarding unusual occurrences.
 - b. Complete the "UAA SON Unusual Occurrence Form."
 - c. Notify the faculty liaison of the occurrence as soon as possible (within 24 hours of its occurrence).
2. The faculty liaison shall carry out Step 2 (review the form to determine developing pattern and appropriate counseling).

Root Cause Analyses

When a significant incident occurs, the student(s) involved may be required to participate in a root cause analysis – a team effort geared to understand what and why the event occurred and how to prevent future events.

SECTION VI: STUDENT INVOLVEMENT

SECTION VI: STUDENT INVOLVEMENT

Committee Participation

The SON encourages student participation in all aspects of campus life, in the Student Nurses Association (SNA) – of which all pre-major and clinical nursing students are members, in the National Student Nurses Association (NSNA), in formal and informal contacts with the SON Director and faculty, and in SON Student Affairs committee.

SECTION VII: GRADUATION AND PROGRAM COMPLETION

SECTION VII: GRADUATION AND PROGRAM COMPLETION

State Board of Nursing Information

A representative of the Alaska State Board of Nursing or a UAA nursing faculty member will orient students graduating from their respective nursing program, in the semester they graduate, concerning application for licensure. There will be several fees involved: application fee, license fee, transcript fee, fingerprint processing fee, and perhaps a notary fee. There is also a fee for an optional temporary permit.

For advance or additional information, students may contact the Alaska State Board of Nursing Anchorage office located at 550 W. 7th Ave, #1500, Anchorage, Alaska 99501. Their telephone number is (907) 269- 8160. The [Alaska Board of Nursing website](#) includes additional information.

Requesting a Letter of Reference or Recommendation from a Faculty Member

There are times when students would like a faculty member to serve as a reference or to write a letter referencing their performance as a student. Before the faculty member can prepare or send the letter, students need to complete the [SON FERPA Release.docx](#). The form must be completed, signed, and received by the faculty member before any student information is released. Learn more [Privacy and FERPA](#).

**SECTION VIII: AAS IN NURSING SCIENCE PROGRAM SPECIFIC
INFORMATION**

SECTION VIII: AAS IN NURSING SCIENCE PROGRAM SPECIFIC INFORMATION

Advising

Pre-major advising information regarding the AAS in Nursing program is found on the [UAA SON Website](#). Prospective applicants should contact the [UAA Student Affairs](#) to arrange an appointment with an advisor. Advisors will do the following:

- Explain degree requirements.
- Refer students with special advising needs to the appropriate advisor.
- Assist students to make contact with other needed services on campus, including, but not limited to, the Financial Aid Office, Student Housing, and Student Health Center.
- Assist students in obtaining documentation of enrollment to meet demands imposed by outside agencies to receive financial aid, tuition reimbursement, etc.

Academic advising is required for all students prior to enrollment in nursing courses. Advising can be initiated by contacting the student [Academic Advising](#) in Anchorage. The advisors will connect with students at outreach sites using a phone appointment or face-to-face appointment in Anchorage.

Admission Process [AAS Admissions Process](#)

Transfer of Courses to Meet Nursing Degree Requirements

Nursing Courses: Pre-licensure nursing students (i.e., those students who have not previously completed a nursing program that qualified them to sit for the national licensure examination) who have been enrolled in nursing programs at other schools, colleges, or universities may request that previously completed nursing course work be applied to nursing program requirements at UAA.

UAA SON *rarely* accepts nursing courses from other nursing schools

UAA SON WILL NOT Accept:

- Nursing courses not institutionally accredited by ACEN or CCNE
- Universities not regionally accredited
- Any courses part of an LPN program
- Any courses that do not 100% meet the course outcomes for any UAA SON courses

Nursing courses taken at other nursing programs must be evaluated by the faculty for comparability to UAA nursing courses. The student must:

- Provide the full syllabus of the previously completed course to the Undergraduate Program Chair(s).

Please Note:

- The ability of the UAA SON to admit transfer students into any program is made on a space available basis.
- The transfer student can submit the request and will work closely with the Undergraduate Program Chair(s) and administration to determine the plan of study after review of the application.

For Non-Nursing Courses:

- Students attempting to transfer non-nursing courses into UAA to meet specific requirements within the nursing programs will sometimes require special assistance to ensure the correct application of those courses.
- The Advising Office automatically evaluates all transcripts of previous coursework taken by transfer students to determine UAA course equivalents and is on a case-by-case basis.
- The student initiates academic petitions with the assistance of the faculty advisor. Generally, the basis for approving petitions is that it is 1) comparable to the specific UAA equivalent and 2) student performance in the course has been at the level of C or higher (or Pass). For this reason, a copy of the Catalog course description must accompany all petitions; in some instances, it may be necessary to attach a copy of the course syllabus to the petition.
 - Students may obtain a copy of the catalog course description by using the college catalog microfiche files located in the UAA Library; the Reference Librarian can assist in locating those files.
 - It may be necessary to contact the college that offered the course to obtain catalog course descriptions of older courses; syllabi must generally be obtained directly from the college or school that offered the course unless the student has retained the syllabus s/he used when enrolled in the course.

The student's faculty advisor and the Associate Director must review completed petitions. In some instances, the petition may be forwarded for review and recommendation by the UAA department in which the UAA equivalent course is normally offered, after which it is reviewed by the relevant program faculty or Chair(s). Final approval of academic petitions rests with the SON Director or designee, who forwards all such petitions to the Registrar's Office, which communicates decisions to the student.

- Students who have completed a baccalaureate degree in another field
 - Are exempt from meeting the General Education Requirements specified in the UAA Catalog.
 - Those students must complete all specified requirements for the AAS Nursing program.
 - This includes Anatomy and Physiology I and II, Microbiology, Lifespan Development, Chemistry, and Nutrition.
 - See the catalog for the most up-to-date information at [UAA SON AAS Catalog](#) and [General Education for AAS Degrees](#).

Application to the AAS Program

See the [UAA SON Website](#) for more information on SON programs and admissions. Completed applications received prior to the deadline are ranked and reviewed by the Undergraduate Admissions Committee for acceptance into the program. A welcome letter will be sent to all applicants admitted into the program.

PLAN OF STUDY

Plan of Study Upon Admission to the: Associate of Applied Science (AAS) Nursing Program

Semester 1

Course	Description
Course Number: NURS A120; Course Title: Nursing Fundamentals; Course Type: Theory; Course Credit: 3 Credits	This course focuses on foundational nursing principles. Explores and utilizes nursing process as a method to identify, prioritize and address clients' basic needs.
Course Number: NURS A120L Course Title: Nursing Fundamentals Laboratory Course Type: Lab/ Skills Course Credit: 4 credits	This course provides lab and client care learning experiences that allow students to apply fundamental principles and nursing skills. Supports development of skills that identify individual health needs and prioritization of nursing care in adults.
SEMESTER 1 TOTALS:	7 CREDITS

Semester 2

Course	Description
Course Number: NURS A125 Course Title: Adult Nursing I Course Type: Theory Course Credit: 2 credits	This course emphasizes the nursing process in providing care for adult patients experiencing chronic health disruptions that respond predictably to established healthcare regimens.
Course Number: NURS A125 L Course Title: Adult Nursing I Laboratory Course Type: Lab/ Skills Course Credit: 4 credits	This course focuses on use of pathophysiologic concepts, treatment options, and nursing process to care for adults with increasingly complex health needs in acute care settings.
Course Number: NURS A180 Course Title: Basic Nursing Pharmacology Course Type: Theory Course Credit: 3 credits	This course provides an introduction to drug therapy with an emphasis on basic pharmacology principles, drug classifications and actions, correct dosages, methods of administration, and evaluation of patient responses across the lifespan.
SEMESTER 2 TOTALS:	9 CREDITS

Semester 3

Course	Description
Course Number: NURS A220 Course Title: Perinatal Nursing Course Type: Theory; Course Credit: 3 credits	This course focuses on care for women throughout their childbearing years and into menopause. Examines the care of a newborn at birth. Highlights low risk women's health, pregnancy and newborn care.
Course Number: NURS A220L Course Title: Perinatal Nursing Laboratory Course Type: Lab/ Skills Course Credit: 1 credits	This course provides clinical learning experiences caring for the pregnant and postpartum patient, her newborn and her family.
Course Number: NURS A222 Course Title: Child and Family Nursing Course Type: Theory Course Credit: 3 credits	This course focuses on critical thinking and the nursing process, providing developmentally and culturally appropriate nursing care for children and their families from birth through adolescence.
Course Number: NURS A222L Course Title: Child and Family Nursing Laboratory Course Type: Lab/ Skill Course Credit: 1 credits	This course focuses on the application of nursing process in providing developmentally and culturally appropriate nursing care for children and their families throughout the health-illness continuum.
Course Number: NURS A223 Course Title: Concepts of Adult Nursing Course Type: Theory Course Credit: 1 credits	This course focuses on nursing practice with adult clients experiencing a wide range of acute and chronic alterations in health.
Course Number: NURS A223L Course Title: Concepts of Adult Nursing Laboratory Course Type: Lab/ Skills Course Credit: 1 credits	This course focuses on nursing practice with adult clients experiencing a wide range of acute and chronic alterations in health in the clinical, simulation, or lab setting.
SEMESTER 3 TOTALS:	10 CREDITS

Semester 4

Course	Description
Course Number: NURS A225 Course Title: Adult Nursing I Course Type: Theory Course Credit: 3 credits	This course focuses on the care of adult medical-surgical patient with acute, complex and life-threatening disorders.
Course Number: NURS A225 Course Title: Adult Nursing Laboratory Course Type: Lab/ Skills Course Credit: 3 credits	This course provides clinical learning experiences in the care of adult medical-surgical clients with acute, complex and life-threatening disorders.
Course Number: NURS A250 Course Title: Psychiatric Nursing Course Type: Theory Course Credit: 3 credits	This course focuses on the psychodynamics of the major mental illnesses and principles of psychiatric nursing across the lifespan.

Course Number: NURS A250L Course Title: Psychiatric Nursing Laboratory Course Type: Lab/ Skills Course Credit: 1 credits	This course provides clinical experiences in care of the inpatient and outpatient psychiatric patients.
Course Number: NURS A260 Course Title: Transition to Professional Nursing Course Type: Theory Course Credit: 2 credits	This course facilitates the development of knowledge necessary to prepare for nursing licensure, entry into practice and initial practice in the role of registered nurse.
SEMESTER 4 TOTALS:	12 CREDITS
TOTAL NURSING- SPECIFIC COURSE CREDITS	38

Program Student Learning Outcomes of AAS Degrees

Upon completion of the AAS in Nursing program at UAA, the graduate will:

1. Utilize critical thinking skills to assess and diagnose nursing needs and to prioritize, plan, implement, and evaluate care for patients and their families in institutional and community-based settings.
2. Effectively communicate verbally, in writing, and electronically with health team members, patients, and their families in diverse settings.
3. Plan, implement, and evaluate care that is safe, evidence-based, caring, and developmentally and culturally sensitive within ethical, legal, and professional standards.
4. Coordinate care of small groups of patients in collaboration with other members of the healthcare team.
5. Develop a plan for lifelong learning and continuing professional development.

Section IX: AAS Student Policies

SECTION IX: AAS STUDENT POLICIES

Completion of Course Assignments

Students are required to complete all assignments in each AAS Nursing course. Failure to do so will result in a failing grade for the course regardless of the average achieved on other assignments unless otherwise specified in the course syllabus. This policy includes assignments for all AAS Nursing courses including clinical laboratory courses. Incomplete grades are only given in exceptional situations determined by the course coordinator.

All assignments must be typed. If a grade sheet or rubric is provided it should be submitted with the assignment.

Format for Papers

The AAS Nursing Program at UAA uses the current edition of the Publication Manual of the American Psychological Association, as the primary guideline for formatting student papers. This style manual is also referred to as "APA format" or "APA style." Faculty may specify additional or alternative formatting requirements for specific projects as needed to achieve course objectives. The APA style guide should be consulted for details on formatting papers and assignments. Support and information can be found at the [UAA Consortium Library Guide Nursing](#).

General Information Regarding AAS Papers

- Nursing Care Plans must follow APA grammar requirements. All other AAS Nursing course papers must follow APA format.
- Papers must be typed using proper grammar, correct spelling and to be neat and legible. If these requirements are not met, a minimum of five (5) points will be subtracted from the paper grade.
- Submit all written assignments on or before the assigned due date. Late papers will automatically have five (5) points deducted for every day they are late, beginning with the due date, unless permission is granted by the faculty prior to the due date.

Progression and Retention Policies

To progress within the AAS Nursing program, students must earn a satisfactory grade in all nursing courses; a satisfactory grade is defined as an exam average of 75% or greater in theory courses, or a 'Pass' in lab and clinicals, depending on the grading system being used in the particular course. Students who are unable to earn a satisfactory grade in a required nursing course **must** repeat that course before progressing to the next course in the sequence; specific information regarding such situations is included in the section entitled "Withdrawal & Re-enrollment".

The AAS program consists of four semesters of coursework. Students must complete the four clinical semester sequence of study within eight sequential semesters.

Courses in which concurrent enrollment is always required include the following:

Course Number:	Course Title:
NURS 120 and NURS 120L	Nursing Fundamentals and Nursing Fundamentals Laboratory
NURS 125 and NURS 125L	Adult Nursing I and Adult Nursing I Laboratory
NURS 220 and NURS 220L	Perinatal Nursing and Perinatal Nursing Laboratory
NURS 222 and NURS 222L	Pediatric Nursing and Pediatric Nursing Laboratory
NURS 223 and NURS 223L	Concepts of Adult Nursing and Concepts of Adult Nursing Laboratory
NURS 225 and NURS 225L	Adult Nursing II and Adult Nursing II Laboratory
NURS 250 and NURS 250L	Psychiatric Nursing and Psychiatric Nursing Laboratory

Clinical nursing students enrolled in a course must always be concurrently enrolled in all courses with the common number; for example, a student enrolled in NURS 120 Nursing Fundamentals must also be enrolled in NURS 120L Nursing Fundamentals Laboratory. There are other courses which require concurrent enrollment when not already completed.

In addition, students must successfully complete all specified prerequisites for each required nursing course before entering subsequent nursing courses.

Testing

Testing in the AAS Nursing program will occur in accordance with the following policy:

- All exams will be proctored.

- All student possessions (backpacks, cell phones, water bottles, hats, etc.) must be left at a designated area. All cell phones will be turned off prior to the start of the exam.
- Faculty will provide blank scratch paper, pencils, and calculators. The individual scratch paper identified with the student's name will be collected at the end of the exam.
- If a student is "inadvertently forced out" of Blackboard during a testing attempt, the student will raise their hand, and the faculty/proctor will reset or contact designated personnel to reset the student for another attempt. If Blackboard testing fails and attempts to remediate the problem do not work, the affected student(s) will use a paper copy of the exam.
- Test item query use is at the discretion of the faculty. If a student has a test item query, the local faculty will review the paper with questions(s) and note the student's query. Then the student will submit the test item query to the course coordinator according to instructions contained in the course syllabus.
- If students must remain in the testing area until all exams are complete, they must quietly sit and read non-course-related material. No computer or cell phone access is permitted.
- Students must take exams at the scheduled times unless special arrangements have been made prior to the exam with the involved faculty for extenuating circumstances.
- If the student is late after the start of the exam and/or absent for taking an exam they will need to contact their faculty for additional guidance. If the student misses an exam, and has not reached out to faculty and does not have prior approval by the faculty the exam grade will be reduced by ten percent for each day late beginning with the start time of the exam. Failure to take an exam without notifying faculty may result in a score of "0" (zero) for that exam.
- After completing the exam, students will receive feedback that includes correct answers and rationale for each item. There will be no discussion with students regarding individual items until the item analysis has taken place.
- After the item-analysis has been completed, students may schedule a meeting with faculty to review their individual exam.

Grading

Grade Scale

Grade A	93 to 100%
Grade B	84 to 92.9%
Grade C	75 to 83.9%
Grade D	66 to 74.9r
Grade F	65.9% or below

Grading Policy

Theory Courses: *Performance in theory courses is graded using an A-F grading scale; a passing grade is defined with a weighted exam average of 75% or greater regardless of the overall average in the course.* Students in the Nursing program need to obtain a weighted exam average of 75% in order to pass nursing courses. The Nursing program does not offer extra credit to increase test scores.

Laboratory (Skills) Courses: Performance in laboratory (skills) courses is graded as Pass/No Pass. A grade of PASS is assigned when the student successfully achieves all required course objectives and achieves a grade of C or higher in the associated theory course. Thus, students must earn a grade of PASS in the clinical course and a grade of C or higher in the co-requisite theory course in order to progress to the next course in the clinical sequence.

If a student receives a NO PASS in any laboratory (skills) that student will receive a failing grade of 'D' in the co-requisite theory course (see scale below), and the course MUST be repeated.

If a student receives a failing grade in any theory course, that student will receive a NO PASS in the laboratory (skills) regardless of theory course grade.

- Exam average 75.00 to 100% - Student earns "D" in the course.
- Exam average 74.99% or lower – Student earns "F" in the course.

Grading Examples

Theory	Final course grade: A – C	Final course grade: D	Final course grade: F
Lab	Pass	Pass	No Pass
Practicum	Pass	Pass	No Pass
Final Grade	Same as Final Theory Grade	D	F

With a course that shares theory or lab, a NO PASS in a lab course will also result in a FAIL in the theory course regardless of the students' theory average as these courses are co-requisites and conducted concurrently. For example: i.e. if a student fails NURS A125L it will also result in a failure of NURS A125.

Final Theory Course Grade Determination when the lab is NO PASS:

Overall Grade shown in Blackboard:	Final Course Grade:
100.00% to 66.00%	D
65.99% or Lower	F

Withdrawal and Re-enrollment

****STUDENTS MUST BE AWARE OF THE UAA ADD/DROP DEADLINES****

- Withdrawal is categorized as a student withdrawing from a course.
- It is the student's responsibility to assess the impact of this action on all financial aid (i.e. scholarships, or if they are part of Providence Scholars Program, or if they are living in dormitories).
- Students must meet with the Undergraduate Program Chair(s) **PRIOR** to withdrawing from any course in the nursing program.
- The student must fill out a re-enrollment form to be considered for re-entry into the program
- Returning to the program will be on a space-available basis only
- Please note: Students cannot withdraw from NURS A120 or NURS A120L as these are non-repeatable classes.
- Students seeking re-enrollment will be required to meet all specialized requirements as stated in the re-enrollment request.
- Students who are unsuccessful twice in any nursing course will not be allowed to re-enroll for a third time and will be dismissed from the AAS Nursing program (see policy on Dismissal from the Nursing Program). If a student in this situation feels there are unusual circumstances the student

may petition the Undergraduate Admission Committee for a waiver of this policy. The eight sequential semester policy will remain in effect.

- If a student fails to complete withdrawal procedures, this will result in the student receiving grades of F in all course work - and will negatively impact their overall cumulative GPA.
- Withdrawal Procedures:
 - Submit a letter to the Undergraduate Program Chair(s) stating the reasons for the withdrawal (in general terms)
 - Submit a written Re-Enrollment Request (this can be obtained from the Program Chair(s))
 - Submit this request to the Undergraduate Program Chair(s)
 - The re-enrollment request form must be filled out ***prior*** to the time a student desires any re-enrollment in nursing courses, except for NURS 120/L.

Requesting a Leave

If a student requests a leave of absence, the student must schedule an appointment with their SON advisor to discuss the request. A request for a leave of absence will be reviewed and granted on a case by case basis by the Program Chair(s) and Director of the SON.

Please note: not all requests for a leave of absence will be granted.

Course Progression for Students

If a Pre-licensure Student (AAS Nursing program) taking courses at any site, including outreach sites, does not pass a required nursing course, they will be required to retake the course before they progress in the program.

Transferring Between Sites

Transferring to a different site or campus is not permitted. Please reach out to your SON Advisor or Program Chair(s) with any concerns.

- ***An outreach student will need to wait for the course to be distance-delivered to the outreach site for the course to be repeated.***

Academic Policies

Academic Probation Policy

The Academic Probation Policy states that students who do not continuously satisfy the requirement for maintaining “Good Standing” within the nursing program will be placed on Academic Probation within the program by the School of Nursing Director. Specific situations that will result in the student being placed on Academic Probation include the following:

- Earned a grade of less than a C in a required nursing course.
- If a semester *AND/OR* cumulative GPA is less than a 2.0 at any time.

Students who do not continuously satisfy the requirements for maintaining “Good Standing” within the nursing program will be placed on Academic Probation within the program by the SON Director. “Good standing” is defined as maintaining a cumulative *AND* semester GPA of 2.0 or higher in ALL nursing courses, completing courses in a normal progression, completing clinicals in a normal progression, and completing and keeping ALL compliance requirements up to date at all times.

Academic Probation within the nursing program will affect the student’s status only within the nursing program; it will not be communicated to other University Departments nor reflected on the student’s transcript. During the time that the student is on academic probation within the nursing program, his or her status of being on probation will be communicated accurately to institutions/agencies to which the department is required to provide information regarding students’ status within the program (e.g., scholarship providers, other nursing programs requiring letters of reference, etc.). Such information will only be released with the student's written permission.

The action of placing a student on Academic Probation within the program is subject to the Academic Appeals Policy outlined in the UAA Catalog.

Repeating Nursing Courses After a Failure

A student who earns a grade of less than a C in a nursing course may request permission to re-enroll in the course in which the unsatisfactory grade was earned; requests are granted on a space-available basis and the student must wait until final grades are submitted to learn whether space is available.

A student who earns an unsatisfactory (D, F or NP) grade in a subsequent required nursing course or who withdraws from that course with an unsatisfactory grade at the time of the withdrawal may request permission to re-enroll in the course one additional time. Typically, re-enrollment in courses that do not have a clinical component is readily allowed; re-enrollment in courses that have a clinical/laboratory component is on a space available basis.

In all cases of requested re-enrollment, the SON Director may require that the student meet special conditions prior to being allowed to re-enroll. Such conditions may include, but are not limited to, successful completion of additional coursework to facilitate success in required nursing courses, documentation of learning ability evaluation and follow through in meeting recommendations arising from that evaluation, or undergoing special counseling activities to improve study skills or time management skills.

Dismissal from the AAS Nursing Program

Initiation of Program Dismissals:

1. The SON Director will automatically initiate a Program Dismissal when one or more of the following situations exist:
 - a. Earned a GPA of less than 2.0 for a second consecutive semester.
 - b. A grade of less than C in a required AAS Nursing course during a second attempt.
 - c. Earned a grade of less than C in NURS A120 or NP in 120L during the first semester of enrollment in the nursing major.
 - d. Delay of progression in the AAS program - more than 8 sequential semesters to complete the 4-semester sequence of courses from NURS A120 to NURS A225/250/260.
2. A Program Dismissal may be anticipated by faculty and students during or at the end of the semester in extreme situations including, but not limited to, the following:
 - a. violations of the Student Code of Conduct or Academic Dishonesty Policy outlined in the UAA Catalog.
 - b. performance in the clinical setting that requires such intense supervision by the clinical instructor that it is impossible for that instructor to effectively instruct and/or supervise other students enrolled in the clinical section.

When a faculty member anticipates a program dismissal, it will be communicated to the Undergraduate Program Chair(s) who will work with the faculty member and student to resolve the problem. When it is apparent that a resolution is unlikely, the matter will be referred to the SON Director for final action.

Program Dismissal May Result When the Student:

1. Has previously been placed on Academic Probation within the AAS Nursing Program and is unable to satisfy the requirements of the probation.
2. Fails to demonstrate adherence to standards of professional behavior.
3. Violates the UAA Student Code of Conduct or the Academic Dishonesty Policy as outlined in the UAA Catalog and AAS Student Handbook.
4. Major safety violations in the clinical setting.

Program Dismissals will be forwarded to the Registrar's Office, with a Request that the Student's Major be Changed to "Undeclared."

A student who is dismissed from the program has the right to dispute the academic decision. The policy on complaints and disputes is found in the [Student Complaints and Disputes](#) section of the UAA Dean of Students website.

Re-Application to the Nursing Program after Program Dismissal

After dismissal the student MUST first meet with the SON Director to discuss the possibility of reapplying and being admitted to the nursing program.

Reinstatement in Clinical Course after Prolonged Absence

Students will be required to complete competency testing for prolonged absence. The request for competency testing must be submitted to the Undergraduate Program Chair(s), who coordinates with the appropriate course coordinator. Any students seeking reinstatement must submit a request no later than week 8 of the current semester. Competency testing takes place between weeks 10 and 12 of the semester.

Competency testing is based on the current course content, standards and grading criteria. If the theory section or the skills/practicum section of the course is not successfully completed via testing, then all

sections of the course must be completed by re-enrolling in the course. Students may not be informed of the availability of a seat in the requested course until the week before classes begin when the course roster is finalized and space availability is determined. Re-entry into AAS Nursing courses is not guaranteed. Students will be enrolled pending faculty approval and space-availability.

If a student is returning to the program after a prolonged absence, they will be required to show competency in the following skills based upon the semester in which they are returning. The lists below are not exhaustive, and will include the following content, but are not limited to:

Returning to 2nd Semester	Health assessment, vital signs, medication administration (all routes), sterile procedure(s) (and any other skill as deemed necessary by Faculty)
Returning to 3rd Semester	ALL of the skills listed above (and any other skill as deemed necessary by Faculty)
Returning to 4th Semester	ALL of the skills listed above (and any other skill as deemed necessary by Faculty)