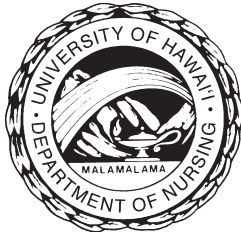


Student Handbook 2009/10

Department of Nursing
School of Nursing &
Dental Hygiene
University of Hawai'i
at Mānoa



Office of Student Services
2528 McCarthy Mall
Webster 201
Honolulu, Hawai'i 96822

The University of Hawai'i at Mānoa School of Nursing is accredited by
National League for Nursing Accrediting Commission
61 Broadway, 33rd floor
New York, New York 10006
(212) 363-5555 ext. 153
<http://www.ninac.org>

Commission on Collegiate Nursing Education
One Dupont Circle, NW, Suite 530
Washington, DC 20036
(202) 887-6791
<http://www.aacn.nche.edu/accreditation>

UHM Equal Opportunity and Affirmative Action Policy

The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or veteran status. This policy covers admission and access to, and participation, treatment and employment in, the University's programs and activities. Sexual harassment is prohibited under this policy.

The University strives to promote full realization of equal opportunity through a positive, continuing program on each campus in compliance with the affirmative action in employment mandates of federal Executive Order 11246 and the Governor's Administrative Directives.

For information regarding UHM equal opportunity policies, affirmative action plan, the filing of complaints, or to request a copy of UHM's complaint procedures, contact the following persons:

On employment-related EEO issues:

Mie Watanabe, Director EEO/AA
Administrative Services Bldg 1-102
Phone: 956-6423

On student/educational EEO issues:

Alan Yang, Dean of Students
Queen Lili'uokalani Center for Student
Services, Room 409
Phone: 956-3290 (V/TT)

UHM recognizes its obligation to provide overall program accessibility for persons with disabilities. "Disability Access: Students with disabilities and related access needs are encouraged to contact the UHM KOKUA Program for information and services. Services are confidential, and students are not charged for them. Contact KOKUA at 956-7511 (V/T) or 956-7612 (V/T) or email KOKUA@hawaii.edu. KOKUA is located on the ground floor, in room 013, of the Student Services Center."

KOKUA Program (disabled student services):

Ann Ito, Director
Queen Lili'uokalani Center for Student Services
Room 013, Voice/TT: 965-7511

Gender Equity Specialist

Queen Lili'uokalani Center for Student
Services, Room 210
Phone: 956-9977

This publication is available in alternative form for persons with print disabilities.

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INTRODUCTION

The purpose of this handbook is to assist you while you are a student in the Department of Nursing within the University of Hawai'i at Mānoa School of Nursing and Dental Hygiene (SONDH). The information contained in the handbook is supplemental to, but does not replace, the information in the University of Hawai'i at Mānoa Catalog, Scholarships for Nursing Students information sheets and the UHM Schedule of Classes.

The UH Mānoa Catalog includes undergraduate and graduate requirements, academic standards, regulations, financial aid information, and school programs. It is available for purchase at the University of Hawai'i at Mānoa Bookstore. Familiarity with all University of Hawai'i at Mānoa rules and regulations, and graduate and undergraduate graduation requirements as published in the catalog is the responsibility of the student. The student must meet all requirements as stipulated in the catalog at the time of admission to the university to qualify for graduation. This publication is also available in alternate format on the Web at <http://www.catalog.hawaii.edu>.

Scholarships for Nursing Students provides a listing of undergraduate and graduate scholarships administered by the Department of Nursing and community agencies. This one page listing is available in the School of Nursing and Dental Hygiene, Office of Student Services.

UH Mānoa Schedule of Classes is distributed by the UHM Office of Admissions & Records approximately 10 working days prior to each registration period. Included in the publication are registration procedures, specific information on courses and times offered each semester, fees, and change of registration procedures. An updated class availability listing may be found online at <http://myuh.Hawaii.edu/pls/uhdad/avail.classes>.

HELP DIRECTORY

When you have problems and do not know where to turn, seek help **in the sequence suggested** below. Please check for phone numbers in Campus Resources Section.

ACADEMIC GRIEVANCES	CONTACT: Faculty Member Involved Department Chairperson UHM Dean of Students
CHANGE IN DEGREE PLAN	Academic Advisor
COURSE SCHEDULES & NAMES OF FACULTY TEACHING SPECIFIC COURSES	Department of Nursing
COPING WITH STRESS	Academic Advisor/Office of Student Services Counseling & Student Development Center
FINANCIAL ISSUES	Financial Aid Office
GRADUATION	Academic Advisor/Office of Student Services
MAINTAINING GRADES/STUDY PROBLEMS	Faculty Member Involved Academic Advisor/Director of Student Services Counseling & Student Development Center Department Chairperson
PERSONAL PROBLEMS/COUNSELING	Counseling & Student Development Center
REGISTRATION, DROP/ADD	Academic Advisor/Office of Student Services
TRANSCRIPT/STUDENT EVALUATION/ RECORDS	Office of Student Services

CAMPUS RESOURCES

Campus Security

To contact a security officer in the Campus Security Office, call 956-6911, Monday-Friday 7:45 a.m. - 5:00 p.m.. For 24 hour access dial 0. Emergency call boxes indicated by a blue light, are located strategically throughout the campus. These phones connect you immediately with the Campus Security Office. During the hours of darkness, escort service is available on campus. Call 956-8211 or in case of emergency call 956-6911.

Career Services

The UHM Career Services Office is located in Queen Lili'uokalani Center for Student Services Room 212, phone 956-8136. The Career Services Office offers the following programs that provide assistance in career searches: job-search skill workshops and videotapes; employment opportunity information; career fairs; and a library of relevant information. Credential files (letters of recommendation) may be established to assist in graduate school or employment applications. They will be mailed directly to an organization or institution on request.

The Counseling and Student Development Center

The Counseling and Student Development Center provides counseling and psychiatric consultation. Testing and learning assistance services are also available. The Center is located in the Queen Lili'uokalani Center for Student Services Room 312, phone (808) 956-7927.

E-mail

Students in the Department of Nursing will be given the opportunity to communicate with faculty and other students via e-mail. After receiving your email address at Information Technology Services, you may use the computer terminals in the Computer Laboratory (Webster 310) or your personal computer to access your mail.

Financial Aid Services

Any degree seeking student enrolled at least half time at the University of Hawai'i at Mānoa is eligible for financial aid through UHM Financial Aid Services. Staff in the office work with students to put together a package of loans, grants, or scholarships to help them finance their education. The office is located in the Queen Lili'uokalani Center for Student Services Room 112, phone (808) 956-7251. A limited number of tuition waivers and scholarships are awarded by the Department of Nursing to selected students who demonstrate outstanding academic and clinical ability. Information about these resources are available at the Office of Student

Services, School of Nursing and Dental Hygiene, Webster Hall 201 telephone (808) 956-8939. The University of Hawai'i's Computer-Assisted Scholarship Help (CASH) is available at <http://dbserver.its.hawaii.edu/cash/>.

Information Technology

Information Technology Services offer a HELP DESK at Keller Hall, Room 105 (956-8883). The office provides technical assistance and general information about campus computing services. Call or visit the office when applying for a UNIX account for e-mail. The web address is <http://www.hawaii.edu/help>.

Lost and Found

The Lost and Found Office is located in the Campus Center, Room 211, phone 956-7235. To prevent theft mark your belongings for identification. Do not leave purses, wallets or books unattended. Lockers are available in the student lounge, Webster 206. Report all thefts to Campus Security phone 956-9293. Lock cars and motorbikes. Do not wander about the campus alone at night.

Name, Address & Telephone Changes

It is important to keep both the Office of Admissions & Records, Queen Lili'uokalani Center for for Student Services Room 001, (808) 956-8975, and the SONDH Office of Student Services informed of name, address, telephone number, and e-mail address changes. Official change of information with the Admissions & Records office may be made in person or online by using the myuhportal website "View/Update My Address(es) and Phone(s)" option at <http://myuhportal.hawaii.edu>. Change of information with the School of Nursing, Office of Student Services should be done in person at Webster 201.

Outreach College

The Outreach College is commissioned with enhancing access to quality life-long learning opportunities for both traditional and nontraditional students at the University of Hawai'i. The college offers both credit and noncredit programs, community and international programs, and operates a conference center. The College offers distance learning via the Hawai'i Interactive Television System (HITS) to enable neighbor island students to enroll in selected courses on their home island. Students should review the listing of available courses in the Catalogs issued for each session. Registration is available via the myuhportal website at <http://myuhportal.hawaii.edu>, Fax (956-3752), by mail, or in person at Krauss Hall Room 101. For additional information on credit programs contact the Outreach College at 956-6780.

School of Nursing and Dental Hygiene Computer Laboratory

The UH School of Nursing and Dental Hygiene Computer Laboratory is located in Webster 310. The lab is equipped with state of the art computer equipment. Students may search available literature through online search services. On-line resources include CINAHL, ERIC, Uncover, Expanded Academic Index, Psylit. Websites available for literature searches are Health Gate, Medline. In addition, computers are available for word processing needs. Hours of operation are posted online at <http://www.nursing.hawaii.edu/computer-lab.html> or call 956-9172.

School of Nursing and Dental Hygiene Directory

- ▶ Office of the Dean, Webster 402B, phone 956-8522
 - Associate Dean, Academics, phone 956-3473
 - Associate Dean, Research, phone 956-8522
- ▶ Department Chairperson
 - Department of Nursing, Webster 425, phone 956-8523
 - Department of Dental Hygiene, Hemenway Hall, 2nd Floor, phone 956-8821
- ▶ Office of Student Services
 - Director, Webster 201, phone 956-8939
 - Academic Advisors, Undergraduate and Graduate, Webster 201, phone 956-8939

The Department of Nursing Learning Lab

A Learning Laboratory serves students in the Department of Nursing. Located in Webster Hall 309, it provides a place for students to learn and practice those skills which they will be performing in the clinical setting. It is open from 8 a.m. to 4 p.m., Monday through Friday during the fall and spring semesters.

The Lab utilizes equipment such as beds, training mannequins, hospital-type equipment, audio-visual materials, computer programs, and a limited reference library. There are scheduled classes where students can learn and practice nursing skills in a supervised environment. Students can also sign up for supervised practice during times when the rooms are not being utilized. A calendar is placed just outside the coordinator's office listing times available for student practice at Webster Hall 306 and 309.

In addition, a loan agreement may be arranged for a limited supply of educational resources and medical equipment. These resources may be loaned to graduate students and undergraduate students (with a faculty signature) and are to be utilized for educational purposes.

Faculty will arrange an orientation to the Learning Lab early in the semester to clarify the sign-out system and other policies on audiovisual and computer use. Also, in order to maintain reasonable costs, students

will be expected to use and re-use equipment. Cooperation and consideration of others is very much appreciated.

University Health Services

University Health Services is located at 1710 East-West Road, phone 956-8965. Services are offered in the following areas: General Medicine; (specialty clinics - Women's Health, Sports Medicine, Orthopedics, Dermatology, Psychiatry); health education and promotion/Student Educators Against AIDS. Nursing students may receive their physical examinations and immunizations at the clinic. Fees may be covered by students' individual health insurance.

University of Hawai'i Libraries

The University of Hawai'i at Mānoa Hamilton and Sinclair libraries comprise the largest collection of research materials in the state and Pacific rim. Collections total more than 25,000 currently received journals and periodical titles. ScienceDirect and EBSCOhost databases provide searchable full text access to more than 5,000 journals and magazines; full text access is limited to UH students and faculty. Hamilton Library and the new Hamilton Library Annex are located on Maile Way, next to Paradise Palms restaurant. Sinclair Library is on Campus Road, next to Hemenway Hall. Information is available from the University of Hawai'i Libraries home page at <http://libweb.hawaii.edu/uhmlib/index.htm>.

Hamilton Library contains the main book, periodical and microfilm collections. Separate collections include Asia Collections, Special Collections (Hawaiian, Pacific, rare books, and Charlot collections), Government Documents (maps), microfilms, Business, Humanities, and Social Sciences (includes education), and Science and Technology (includes nursing and medicine). Librarians provide reference services, computerized information retrieval, research paper consultation, and assistance with database searching. Nursing/medical/health reference questions may be sent to sciref@hawaii.edu and will be answered by a science reference librarian. Librarians also provide instruction in library use to classes upon request by instructors. The interlibrary loan service helps faculty and graduate students obtain research material not available on campus. Lockers and private student carrels (for PhD candidates only) are provided in Hamilton Library on a space-available basis. Printing and photocopying costs seven cents a page (free printing from Voyager) and require a Copy/Print debit card, available from the library's Business Office.

Interlibrary Loan: Materials not owned by the University Libraries may be obtained from other libraries in Hawai'i or on the mainland through Interlibrary Loan (ILL). All University of Hawai'i Mānoa students, faculty and staff may use ILL services. (A special ILL form is available for UH Mānoa

Distance Education students.) Interlibrary loan details and access to the ILL forms can be found at http://libweb.hawaii.edu/uhtmlib/forms/forms_ill.html. ILL books are provided at no charge; there is a \$3.00 charge for each filled journal request.

Databases/Indexes and Electronic Journals: More than 150 electronic databases covering a variety of subjects are searchable (by topic or title) from the Library's "Databases and Indexes" link at "<http://libweb.hawaii.edu/uhtmlib/index.htm>". Relevant nursing and allied health databases, including CINAHL, ERIC, PsychINFO, and PubMed, may also be searched from the Science & Technology Reference web site <http://www.hawaii.edu/sciref>.

Some journals provide electronic access to their content. The Library has paid subscriptions to more than 1000 of these electronic journals, which are available for searching and printing of full text articles from the Electronic Resources web site <http://www.hawaii.edu/serials/eserials.htm>. In addition, ScienceDirect <http://www.sciencedirect.com/> and EBSCOhost (Health Source: Nursing/Academic Edition) <http://search.epnet.com> currently have more than 5,000 electronic journals with full text articles that may be searched, viewed and/or printed. For remote access to these databases and electronic journals, a valid UH ID is required.

Online Catalog: The new web-based online library catalog, Voyager, may be searched at <http://uhmanoa.lib.hawaii.edu/>. An online search in Voyager searches all the library catalogs of the UH System. Hawai'i Medical Library may also be searched from the "Other Libraries" link in Voyager. Materials held at another UH System library may be requested from ILL using the IntraSystem Loan electronic form (see Interlibrary Loan above).

Sinclair Library specializes in providing services to undergraduates. Sinclair includes the Reserve Book Room, the Wong Audiovisual Center, Music Collections, storage of older bound periodicals, and study areas.

Library Access

Student ID

Many of the services and resources available to students at the University of Hawai'i at Mānoa require a validated student ID card. The UHM ID card confirms a student's status as an undergraduate or a graduate student, enrollment history, and their UHM bar code number. Incoming graduate students with an undergraduate UHM ID card should get a new ID.

The Campus Center ID/Information Window processes and validates ID cards. New and returning students must pay their tuition before they can get or validate their ID card. New students should bring at least one

form of picture ID (e.g., a driver's license, state ID, passport) with them. Returning students only need to bring their ID card for validation after they pay their tuition.

New students who do not reside on Oahu will get their UHM bar code number sent in the mail from the Office of Student Services in the Nursing department. For returning students who do not reside on Oahu, the Office of Student Services will submit a letter to the Campus Center ID Office to validate your ID. These services are only available for UHM Nursing students who do not reside on Oahu.

Library Account

The Hamilton and Sinclair libraries are an important resource for UHM students. New students need to activate their library account after they get their student ID from the Campus Center ID/Information Window. New students must bring their new ID to the circulation desk of either Hamilton or Sinclair library and fill out the application form. Incoming graduate students who opened their UHM library account as an undergraduate should present their new ID card so they can take advantage their graduate classification. Returning students who have already activated their UHM library account do not need to file any new forms at the beginning of each semester unless they have new contact information to report.

For students who do not reside on Oahu, you can activate your library account through the internet once you receive your UHM bar code number, which you will receive in the mail. The online form is only available for students who do not reside on Oahu and located at the following URL: <http://libweb.hawaii.edu/uhtmlib/forms/activatepg1.html>.

Wong Audiovisual Center

The Wong Audiovisual Center is located in Sinclair Library on the 3rd floor. Tapes, records, films, slide/tape programs, videocassettes, and multimedia kits are available for use. One of the following IDs is needed in order to use the equipment:

UH Student ID	UH Off-campus library card
Community College ID	Private College ID
State of Hawai'i ID	State of Hawai'i driver's license
Military ID	

The hours of the Audiovisual Center are:

Monday - Thursday 8:00 a.m. - 5:45 p.m.

Friday 8:00 a.m. - 4:45 p.m.

Saturday - 12 noon - 5:45 p.m.

Sunday 12 noon - 5:45 p.m.

University of Hawaii at Mānoa John A. Burns School of Medicine JABSOM Health Sciences Library

The new Health Sciences Library, which opened in the Spring of 2005, serves as an information resource not only for the John A. Burns School of Medicine, but also for the University of Hawaii at Manoa campus, the UH system, and the State. Emphasis is on Web-accessible materials, and collections include a wide variety of print and electronic resources, primarily in the clinical sciences. The electronic collection is greatly enhanced by cooperative purchasing arrangements with University of Hawaii's Hamilton Library and with the newly-formed Medical Libraries Consortium of Hawaii.

Features include:

- Convenient location on the ground floor of the Medical Education Building, 651 Ilalo St., Honolulu, HI 96813-5534.
- Computer workstations available for public as well as student use in the main library.
- Computer lab/classroom equipped with 30 computers for individual or classroom use. Open to the School of Medicine students 24/7.
- Group study rooms accessible to School of Medicine students 24/7.
- Individual study carrels in stack area.
- Wireless capability throughout the library for UH Manoa affiliates.

Services include:

- Reference assistance for all including the following: telephone service, assistance with literature searching, provision of quick answers, and help/advice with more in-depth inquiries.
- Individual and classroom instruction in the use of the resources.
- Reserve collection.
- Assistance with interlibrary loan requests and document delivery.

For more information, please visit <http://www.hawaii.edu/hslib/>

ADVISEMENT

Undergraduate and Graduate academic advising is available in the Office of Student Services Webster 201, phone (808) 956-8939. All nursing students are expected to meet with their academic advisors, MS Program Directors and PhD Director as necessary regarding their progress towards the degree.

Advisors are available to assist students' progress through the program. Students are ultimately responsible for their own education. Each

student is held responsible for being aware of and successfully completing all the curriculum requirements. Each student contributes to the success of the advising system and the advisor-advisee relationship by assuming the following responsibilities:

1. Knowing the degree requirements as described in the University of Hawai'i at Mānoa Catalog and all policies of the School of Nursing and Dental Hygiene as presented in the School of Nursing and Dental Hygiene Bulletin and Department of Nursing Student Handbook.
2. Contacting the Academic Advisor for advising and completing the Progress Toward Degree Form.

If you have academic difficulty, take the responsibility of seeking the help of the instructor of the course. The Director of the Office of Student Services or your Academic Advisor is also available to you.

University Core Requirements for Baccalaureate Degree

1. Updated lists of courses that meet the core requirements are published in the University of Hawai'i at Mānoa Schedule of Classes.
2. If a student has a break in attendance, (i.e., if the student drops out of the university for a semester or more or is suspended or dismissed), the student becomes subject to those requirements in place at the time of his/her readmission.
3. **Leave of Absence (LOA):** Students in good academic standing are allowed up to two semesters of Leave of Absence. Request for LOA must be made with the Office of Student Services. The student is placed on a **space available** basis for the semester in which they return.

Writing-Intensive Course Requirements

Writing-intensive course requirements must be met prior to graduation with a baccalaureate degree. Refer to the UH Mānoa Catalog for details.

Student Academic Records

Student academic records are maintained in the Office of Student Services for the duration of your program and for baccalaureate graduates, five (5) years following graduation. Graduate student records will be kept for a period of ten (10) years following graduation. You may review your academic record upon request to the Office of Student Services (graduate or undergraduate). A staff member from the Office of Student Services must be present when you review your record.

Transcripts

To receive a transcript you must contact the University of Hawai'i at Mānoa, Office of Admissions & Records. Transcript Request Forms are available in the School of Nursing and Dental Hygiene, Office of Student Services, the University of Hawai'i at Mānoa Office of Admissions & Records, Queen Lili'uokalani Center for Student Services 001, or the University Cashier's Office, Queen Lili'uokalani Center for Student Services 105.

REGISTRATION

BACCALAUREATE REGISTRATION

Registration is done via the World Wide Web at <http://myuhportal.hawaii.edu>.

Note: You must establish a UH email account in order to register for classes.

If you do not have a UH email account you may request one from the Information Technology Services website at <http://www.hawaii.edu/> account. You will need to use your email username and password to log in to myuhportal.

If you need to register for a nursing course that is closed or restricted, or if you are experiencing other registration difficulties, please contact the Office of Student Services at 956-8939.

REGISTER EARLY: We encourage all continuing students to register for their eligible nursing courses during the registration dates for continuing UHM students. Please use the online registration timetable to find your exact registration date and time at <http://myuh.hawaii.edu/support/timetable/index.htm>.

Please avoid waiting until late registration, early registrants avoid limited section choice for courses and a late registration fee of \$30. This will also enable the Department of Nursing to make decisions on those waiting for spaces.

- **PROGRESS TOWARD DEGREE:** As a reminder, the Student Handbook, (page 20) indicates that all courses scheduled within a given semester must be completed before progressing to the following semester.
- **ACADEMIC JEOPARDY:** Students who may be in jeopardy of not passing a nursing course will be allowed to register for courses

indicated on their Progress to Degree Form. However, anyone receiving less than a “C” grade in a nursing course will be disenrolled. Also, anyone receiving an “I” grade in a required nursing course that is not completed before the start of the next semester will be disenrolled from the next course.

- Faculty will submit the names of students who are in academic jeopardy to the Office of Student Services one week prior to pre-registration. Students will be allowed to register for the following term. Those receiving a “D” or “F” will need to Petition to Continue. If approved, report to the Office of Student Services (Webster 201) for a revised schedule of classes for that term. Those not approved would then need advising regarding a change of major.
- The Department of Nursing reserves the right to reassign students for such reasons as balancing the number of students in each section and other considerations.
- Students must pay their tuition and fees by the designated deadlines as published in the UHM Schedule of Classes each semester. Nonpayment will mean cancellation of registration without notice. Students with canceled registration will be allowed to register for nursing courses on a space available basis.

Non-Registration: All undergraduate students who do not register for a given semester, who are not on Leave of Absence, and who wish to register for a subsequent semester must submit a UH System Application Form. This form must be submitted to the UHM Office of Admissions & Records, Queen Lili‘uokalani Center for Student Services 001, to process admission before registration forms can be generated. Failure to register for a semester may have an impact on progression through the program. Please contact the Academic Advisor for assistance. The student must then adhere to all policies that apply for that new admission date.

Registration for Nurs 399: Students enrolling in Nurs 399 must contact the Office of Student Services, Webster 201 to obtain a course registration override.

Registration for Nurs 699: Graduates must contact the instructor of the course to obtain the proper Course Reference Number (CRN) and registration override.

Variable Credit Courses: These are courses that allow students to specify the number of credits they will earn from that course. Students should utilize the “Change Class Options” feature on the registration portion of the myuhportal site to do this.

GRADUATE REGISTRATION

Classified Students: Continuing classified graduate students should meet with their advisor to plan their academic schedule. Registration is done by connecting to the myuhportal website at <http://www.myuh.hawaii.edu>.

Unclassified Students: New students interested in registering as unclassified students must file a University of Hawai'i System Application Form prior to the established deadlines: Nov 1 and June 1. Both new and continuing unclassified students must contact the instructor to obtain permission to enroll in a particular course. Permission will not be given until continuing classified students have registered. If permission is given, the instructor of the course will input the override code allowing the student to register. Unclassified students should contact a specialty advisor to plan for application into the program.

Students on Probation: Students who fail to meet the minimum GPA of 3.0 are placed on academic probation by the Graduate Division. Students who fail to attain a 3.0 GPA during the probationary semester will be denied further registration. Refer to the current UHM Catalogue for additional information.

Non-Registration: All graduate students must maintain enrollment of at least one credit each semester or they will be regarded as withdrawn from the program. Such students must apply for readmission when they are ready to continue their programs of study. Classified graduate students may apply for a leave of absence (LOA) from the program for up to one year. Refer to the current UHM Catalogue for additional information.

Registration for Nurs 399/699: Students planning to enroll in Nurs 399 or Nurs 699 must contact the instructor of the course to obtain the proper Course Reference Number (CRN) and registration override.

Variable Credit Classes: These are courses that allow students to specify the number of credits they will earn from that course. Students should utilize the "Change Class Options" feature on the registration portion of myuhportal website.

Thesis 700/Dissertation 800 Approval Form: This form is available at the Office of Student Services, Webster 201. It must be signed by the chairperson of the graduate field of study and it must include the Thesis Committee Chairperson's name and UH I.D. number. If the Progress Form II has not been submitted to the Graduate Division, the student is ineligible to register for the 700/800 course.

ACADEMIC INFORMATION

Baccalaureate Progression Toward Degree

Policies/Requirements

1. All pre-requisites required for the nursing program must be completed with a “C” or better grade (NO “C-“).
2. All coursework used towards a nursing major and BS degree, including electives, must be taken for a grade (A-F) as specified in the UHM catalog or the School of Nursing & Dental Hygiene Student Handbook unless those courses are offered only as a CR/NC option.
3. Student must attain at least a “C” or “CR” grade in all nursing and other required courses each semester to be allowed to progress to the following semester. All courses in each semester must be successfully completed before progression is permitted.
4. Students must complete curriculum requirements with a grade point average (GPA) of at least 2.0 and complete each required nursing course (including nursing electives) with a grade of “C” or “Cr” or better to qualify for the B.S. degree.
5. All required courses within the full-time or decelerated curriculum plan for a given semester must be completed before progression forward.
6. If a decelerated student is only taking one of the two clinical nursing courses in a given semester, the student will enroll in the clinical nursing course with a lower number first before progressing to the clinical nursing course with the higher course number.
7. Change in Progression towards Degree:
 - A. The B.S. (Nursing) program has an established course sequence for both full-time and decelerated students. If a student wishes a variation in this nursing course sequence she/he may request a change in the sequence of course progression by:
 - contacting the Office of Student Services, Webster 201 for assistance in writing the request
 - preparing the request so that it identifies the change requested and the reasons for the request
 - submitting the request to the Office of Student Services
 - the Office of Student Services forwards the request to the Department Chair
 - the Department Chair, with consultation from the

Academic Advisor, will approve or deny the request

- the request is returned to the Academic Advisor who notifies the student and completes the necessary record.

8. Withdrawal

- When students withdraw from a nursing course (s) for any reason, progression through the remainder of the curriculum is by space-available basis only.
- A student who withdraws from a content course or its affiliated clinical lab in a given semester must withdraw from both courses.
- If a student earns a “NC” (no credit) or failure in the clinical lab course prior to the end of the semester, the student must withdraw from the affiliated content course.
- If an undergraduate student withdraws from the same critical course two times or withdraws from more than five different critical nursing courses, this student can no longer continue in the program. If the student feels that the circumstances are exceptional and extraordinary, the student may petition the Undergraduate Student Affairs Committee with a statement as to why the committee should reconsider the exception to this policy.

9. If students take an official Leave of Absence (two semesters maximum), upon return the student must resume clinical course work. Students who do not reenroll at UH Mānoa at the end of their leave of absence will be considered to have withdrawn without notice; they will be required to apply for readmission to UH Mānoa and will be subject to the core, major, and graduation requirements in effect at the time of readmission.

10. The committee responsible for undergraduate student progression assigns available space within budgetary constraints.

11. **Actions Related To Earning Less Than a “C” or “NC”** in the following critical nursing courses: N310, N311, and all courses with a clinical co-requisite:

N 330, N330L, N331, N331L, N370, N370L, N371, N371L, N372, N372L, N373, N373L, N470, N470L, N471, N471L, N475, N475L.

A.

SITUATION	ACTION
1. Earns less than a “C” or “NC” in any of the above listed courses.	1. The student must petition to continue in the nursing program.
2. Earns less than a “C” or a “NC” for the second time in the same course in any of the above listed courses.	2. The student may not continue in the nursing program.
3. Earns less than a “C” or a “NC” in any of the above listed courses in 2 different semesters.	3. The student may not continue in the nursing program.

B. Petition to continue after earning a grade of less than a “C” or “NC” in a nursing course:

1. The student works with the Office of Students Services to prepare the Petition to Continue according to the following process. (Deadline for submission of Petition to Continue is two weeks from the last day of final exams.)
 - a. The student completes the Petition to Continue form.
 - b. The Office of Student Services provides information related to the student’s failure to the Undergraduate Student Affairs Committee.
 - c. The Undergraduate Student Affairs Committee reviews the Petition to Continue and makes recommendations for acceptance or denial of the petition.
 - d. The Office of Student Services notifies the student by mail of the Committee’s action. **The student is also advised that registration in the course for which enrollment is requested is contingent upon the availability of space.**
 - e. During the summer if no committee members are available, the decision will be made by the Director of Student Services, the Academic Advisor, and the Department Chair.
 - f. A student may request reconsideration of a decision by submitting a written statement in support of such action to the Undergraduate Student Affairs

Committee within seven calendar days of receipt of written notification.

2. If the petition to continue is granted for a clinical nursing course, the student must repeat both the content and the affiliated clinical lab course.

12. Incomplete (I) Grades

Incompletes (Is) are given according to the UHM Catalog criteria.

The implications of an incomplete grade in a nursing course are as follows:

Incomplete (I) grades received in required nursing courses must be cleared by earning a grade of “C” or better or “Cr” before the student enrolls in the next required nursing course.

Baccalaureate Policy on Grading

Content Course

Students must demonstrate competency in a course by obtaining a passing grade of “C” or 70% or better. The average grade for course exams must be 70%. The final score for course exams of less than 70% will result in a grade of “D” if it ranges from 60-69% or in a grade of “F” if it is below 60%.

Clinical Lab Course

A mid-semester and a final conference are held to confer with students on their clinical practice. The responsibility rests with both the faculty and the student to arrange a meeting time for these evaluations. The student will complete a required self-evaluation form prior to these conferences. Students are expected to demonstrate progress in their clinical performance throughout the semester, and from semester to semester. This improvement should be reflected in the clinical evaluations which are based on the objectives found in each lab course syllabus.

Students are expected to come prepared on each clinical lab day to provide nursing care based on sound understanding and rationale. Incomplete preparation for clinical laboratory may result in dismissal from the clinical laboratory and unexcused absence. Unexcused absences may result in a grade of “no credit” or failure.

Unsatisfactory performance in the clinical lab course will result in the use of a learning contract to monitor progress to assist the student to successfully meet the course objectives. If the student is not able to meet the criteria of the learning contract in a designated period of time, the student may be dismissed from the clinical lab and given a grade of “no credit” or failure for the course.

Unsafe performance in a clinical lab course, a breach in ethical behavior, or a violation of principles of asepsis may result in a grade of “no credit” or failure and immediate dismissal from the clinical lab and also from the nursing program.

Students must meet the objectives for the clinical lab courses satisfactorily to receive a grade of “credit” or a passing grade for that course

Baccalaureate Clinical: When the first clinical day happens to be the first day of instruction, it may be held on campus. Please check the student bulletin boards for information or consult the coordinator of the course just prior to the beginning of the semester. Information may also be obtained by calling the Department of Nursing at 956-8523.

Progression Policy For The Graduate Nursing Program

Masters Entry Nursing Program MS Degree Progression Policy
Masters Entry Program (MEPN) Progression Toward Completion and Entry into Specialty Track.

The first year of the MEPN Program constitutes the pre-licensure coursework of the program. This coursework is to be taken full-time, and most of the coursework is in person. Successful completion of this pre-licensure coursework does not lead to a degree but, rather, to progression into a specific masters program specialty track. A completion certificate is awarded once the student has begun the first semester in the specialty tract.

The MEPN pre-licensure coursework curriculum is based upon a logical progression, where each course builds up on previous course work. The courses in the MEPN program are offered only in a specific sequence and the student cannot move into the specialty track unless all courses have been completed. Students cannot enroll in clinical portions of their respective specialty track until the NCLEX has been passed.

1. All didactic courses in the MEPN curriculum must be taken for a grade (A-F) and clinical courses must be taken for credit/no credit..
2. Students must have maintain at least a “B” average (3.0 GPA) for all 500 numbered MEPN courses taken in the pre-licensure year in order to maintain enrollment and to continue on to the MS specialty courses.
3. Students will work with the MEPN Director to complete a Progress Toward Degree form, available from the Office of

Student Services (OSS), each semester during the first year of the MEPN Program.

4. Once the first year of the MEPN year is completed, all other requirements for graduate progression apply.

MS Degree in Nursing Progression Policy

I. Academic Policies Regarding Progression

Each masters program is based upon curriculum that was developed within a framework for students to gain knowledge in logical progression where one course builds on another. In keeping with this framework, courses are taken in sequence so that learning from one course supports a student's work in the next or concurrent courses.

Students are expected to follow the curriculum pathway in place upon their formal admission. In the event that a pathway changes, the students have the option to follow the new pathway or remain with the one in place at the time of their admission. It is the students' responsibility to monitor their progress.

Academic policies for graduate students are set forth by the Graduate Division. It is the student's responsibility to be aware of the Graduate Division's Academic Policies. These policies can be found at <http://www.hawaii.edu/graduate/> and relate to the following areas:

- Registration
- Withdrawal
- Enrollment and Course Loads
- Course Applicability
- Transfer / UHM PBU Credits
- Credits by Exam
- Undergraduate Excess Credits
- Academic Progress
- Seven-Year Rule
- Leave of Absence
- Academic Regulations and Standards
- Conduct Code
- Grading Policies
- Disciplinary Actions
- Conflict Resolution
- Grievance Procedure

- Concurrent or Sequential Degrees
- Double-Counting Credits
- Change in Degree Objective/Plan or Enrollment Status
- Graduation
- Degree Check
- Commencement

II. Monitoring Academic Procedures Regarding Progression

To assist students in monitoring their academic progress the following procedures and support are listed:

- a. Each student should review her or his academic record which is updated in STAR at the end of each semester at <https://www.star.hawaii.edu:10011/>
- b. Students can review their academic degree program and courses on the SONDH website at www.nursing.hawaii.edu
- c. At the start of each registration period, students are emailed the schedule of courses along with the pathway to assist them in selecting the registering for the appropriate courses.
- d. Students can meet the Graduate Advisor or their Program Director as needed.
- e. Office of Student Services Graduate Advisor can assist students as follows:
 - Advise graduate students regarding their academic progress
 - Coordinate academic progress with Program Directors
 - Advise graduate students regarding graduation processes
 - Coordinate academic progress with the Graduate Records Office
 - Certify academic degree requirements for graduation
 - Coordinate academic progress and graduation certification with the Graduate Chair
 - Oversee student applications for UHM and UH Foundation scholarships
 - Coordinate with Outreach College, International Student office, Financial Aid and other UHM offices on campus regarding student issues
 - Provide consultation with PhD and MS Program Directors and the Graduate Chair when called upon

- f. Program Directors can advise students of the following:
- Approval for various courses outside of the set pathways such as course transfers or waivers
 - Requirements for credentialing/certification/examinations
 - Advise graduate students regarding their academic progress
 - Confirm completion of required coursework for specialty and MS degree
 - Confirm academic progress and graduation certification with the Graduate Chair
 - Working with their thesis committees for Plan A
 - Research efforts
- g. All courses in the master's curriculum (clinical and non-clinical) must be taken for a grade (A-F) to apply towards the degree unless otherwise specified in the current UHM catalog or the School of Nursing and Dental Hygiene handbook. Directed reading (N699) is the exception that may be approved. However, Graduate Division does not accept CR/NC as applicable towards degree.
- h. All master's students are required to have the following updated health and other requirements for progression information submitted to the Office of Student Services at the beginning of each Academic Year in order to be enrolled in a clinical graduate course. (List should be available to all faculty with information when to update information)
- CPR Requirements
 - Annual Health Requirements
 - TB – Annual or Chest X-ray
 - Updated Immunization Records Required by Clinical Agencies/Hospital:
 - RN License – Current
 - HIPAA Certification

III. Graduate Policy on Grading

1. Demonstrating knowledge competency in a didactic course requires a passing grade of “C” or 74%. A final numerical score less than 74% will result in an “F” grade.
2. Mid-semester and final evaluations for clinical courses are written and signed by both students and faculty. A mid-semester

and final meeting is held to confer with students on their clinical progress. The responsibility rests on both faculty and student to arrange a meeting time for these evaluations. Students are expected to improve in their clinical performance throughout the semester and from semester to semester. This improvement should be reflected in the clinical evaluations which are based on the objectives found in each clinical course syllabus.

3. Unsafe performance in a clinical practicum or a breach in ethical behavior will result in an “F” grade for the course and may result in immediate dismissal from the program.
4. Unsafe behavior in the clinical practicum is not limited to the following but may include behavior deemed unsafe by the faculty or the agency:
 - Fails to maintain an expected level of competency for a registered nurse
 - Uses practices that jeopardize the emotional or physical safety of the patient
 - Violates the principles of asepsis
 - Charts incomplete or inaccurate information
 - Uses words or gestures that suggest disapproval of the patient
 - Uses coercive actions to get the patient to cooperate
 - Uses a communication style that confronts or attacks the patient
 - Fails to handle one’s own emotions in the clinical setting in a manner that may negatively impact patients
5. A breach in ethical behavior has occurred if any of the following results from the action of the student:
 - A violation of the Patient’s Bill of Rights as issued by the American Hospital Association (1992)
 - A breach of confidentiality if 1) the patient’s right to privacy has been violated, or 2) the consequence of disclosure of information about a patient has a negative impact on the patient’s life

IV. Policy on Failure

Process for notifying a student of failure from the Graduate Nursing Program:

1. The faculty will personally notify the Department Chair and the student.
2. If a student fails a course, she/he may repeat that course at the next offering of the course.
3. The student must repeat the failed course before progressing to other required courses according to the sequencing listed under progression. If the student has successfully completed the co-requisite course, only the failed course must be repeated.
4. If the student fails a second course or the repeated course, then she/he is dismissed from the graduate nursing program and will be denied re-admission.

Attendance Policy: Class & Clinical Laboratory

Regular attendance at class and clinical laboratory is expected for all courses. Notify your faculty of absences from class and notify the clinical unit and faculty of absences from the clinical area. Unavoidable absence should be explained to the instructor and make-up discussed. Make-up may not be possible in certain courses.

Health Insurance Portability & Accountability Act of 1996 (HIPAA)

All healthcare providers have a legal and ethical responsibility to protect the privacy of all patients and their health information. As a nursing student at the University of Hawai'i at Mānoa School of Nursing and Dental Hygiene you will be sent to a number of health care agencies that provide services to individuals and families. As a member of a profession you have both a legal and an ethical obligation to ensure that the privacy of these people (your patients) is respected. Although the ethical obligation of privacy has always existed, because of the new HIPAA requirements, the Department of Nursing is being asked to provide you with special training about the new law and its implications for your clinical education and practice. In addition, we are required to maintain documentation that you have received this training and agreed to abide by the principles of confidentiality. All students enrolled in clinical courses must complete the HIPAA training module prior to participation in clinical courses.

Orientation to Clinical Agencies

Successful achievement of clinical objectives is directly related to knowledge about the setting in which the learning activities occur. Consequently, all students are **required** to participate in the orientation to the clinical agency.

Withdrawal from Courses

Students should be familiar with withdrawal procedures and dates by reading the University of Hawai'i at Mānoa Catalog. The catalog is for sale at the campus bookstore and is available online at <http://www.catalog.hawaii.edu>.

Classified Status in the Department of Nursing

Only students accepted as majors in nursing are allowed to register for clinical nursing courses. They must attain at least a "C" (2.0) grade in all nursing courses each semester to be allowed continued registration in nursing courses for the following semester.

Student Conduct in Clinical Settings

Students are expected to meet health requirements, dress codes and all applicable policies of the clinical facilities. It is important to

- A. Be on time.
- B. Report to appropriate people.
- C. Let faculty or clinical area know if you are ill and cannot be there before the assigned clinical time.
- D. Follow the dress code.
- E. Act in a professional manner at all times.
- F. Respect the policies of the agencies. Remember you represent the University of Hawai'i at Mānoa Department of Nursing and your behavior reflects on all faculty and peers.

Academic Action

The University of Hawai'i policies concerning academic probation, suspension, and dismissal are described in the UHM Catalog. Students who seek approval to continue in the Department of Nursing with less than a "C" or "no credit (N/C)" in a nursing course must petition to continue as described in this handbook.

Incomplete (I) Grades

According to the UHM Catalog a grade of Incomplete (I) may be given to a student who has failed to complete a small but important part of a semester's work, if the instructor believes that the failure to complete was caused by conditions beyond the control of the student.

The implications of an incomplete grade in nursing course are as follows:

- Incomplete (I) grades received in required nursing courses must be cleared by earning a grade of "C" or better before the student enrolls in the next required nursing course.

- Incomplete (I) grades for undergraduate courses that are not “completed” by the UHM deadline revert to an “F.” (Usually November 1 for “Is” received in Spring semester or summer sessions; April 1 for “Is” received in fall semester.)
- Incomplete (I) grades, received in elective undergraduate nursing courses must be successfully completed with a grade of “C” or better by the UHM deadline.

Financial Obligations

Students who have not met their financial obligations (traffic fines, library fines, locker fee, lab breakage charges, transcript fees, loans, rental contracts, etc.) to the satisfaction of the Mānoa cashier’s office may be denied registration. Notation of the hold will appear in the “Check my Registration Status” section of the myuhportal website under “Registration”.

Grades

Students can view final grades on the myuhportal website using the “View My Final Grades” feature under “Student Records”. Changes in grades, due to error or late completion of a course, must be initiated and completed by a faculty member.

Dress Code

Undergraduate

1. Only the official Department of Nursing uniforms (white logo top) with white or hunter green pants should be worn to the acute care clinical setting. For the community setting, the green polo logo shirt with long slacks are worn. Uniforms are purchased at UHM Bookstore.
2. White athletic or nursing shoes with white socks are required. Shoes should be clean and polished.
3. Uniforms must be clean and free from stains. The material should be washable and easy to maintain.
4. The Department of Nursing patch and SONDH ID badge are required. The ID badge is purchased at the UHM Bookstore. The patch is found on the left side of the uniform at the chest level.
5. Make-up, if used, is to be worn in moderation.
6. Stud earrings, wedding bands, and watches can be worn. No dangling earrings or long neck chains are to be worn.
7. Hair must be kept neat and confined.
8. White lab coats or lab jackets with SONDH ID badge must be worn in the clinical setting even when students are NOT assigned to patient care.

9. The general appearance of the student must conform to expectations of the profession as determined by the faculty and clinical agencies.
10. When a sweater or T-shirt under a white logo top is worn, it must be white in color.
11. Fingernails must be conservative in length and neatly trimmed. (No fake or long nails)

Graduate

Appropriate and professional attire is required for all lab and clinical experiences. Open toed shoes, high heels, midriff tops and shorts are unacceptable attire. Please limit facial jewelry to earrings only. Inappropriate and/or unprofessional attire will result in dismissal from the clinical and an unexcused absence. A lab coat and UH student ID should be worn at all times during your clinical experience.

Educational Rights and Responsibilities

Responsibilities of Students: In the classroom, in the seminars, in the laboratory, studio, practicum or other institutional setting, and in conference, students are expected to adhere to the highest academic standards of behavior and conduct. For specific information refer to *University of Hawai'i at Mānoa Academic Grievance Procedures, May 1993*.

Responsibilities of Faculty: In the classroom, in the laboratory, studio, practicum or other instructional setting, and in conference, faculty members are expected to adhere to the highest professional standards of behavior conduct. For specific information refer to the *University of Hawai'i at Mānoa Academic Grievance Procedures, May 1993*. For questions about each of the following contact the following offices:

Guidelines for Violations of Student Professional Standards

Introduction

Nursing students are preparing for a service profession which expects members of its community to adhere to a high ethical and moral standard. In order to effectively prepare nurses the UH Mānoa School of Nursing requires that students abide by both the Student Conduct Code of the University of Hawai'i (dated July, 1992 and currently in revision) and the rules for student professional behavior of the School of Nursing.

On admission to the School of Nursing all student are provided a current copy of the SON Student Handbook which contains students' rights and responsibilities and school policies and procedures regarding conduct.

The following are violations of the Rules Relating to Nursing Student Professional Standards:

I. UNPROFESSIONAL

Unprofessional conduct includes but is not limited to:

- Breaking confidentiality of client information and records;
- Jeopardizing the physical and emotional well-being of a client;
- Knowingly performing nursing actions without adequate preparation or beyond one's level of skill;
- Fabricating patient records or write-ups (such as history and physicals).

Faculty may dismiss the student from the day's activity based on any of the above actions.

II. ABUSE OF CONTROLLED SUBSTANCES

If faculty in the School of Nursing observes appearance or behavior that a nursing student is under the influence of either illicit drugs or alcohol in either an academic or clinical situation, faculty are empowered to dismiss the student from that day's activity.

Any of the above actions may be grounds for dismissal from the nursing program.

Procedure for Investigation

1. The department chair and the appropriate course coordinator shall be notified of the incident and action by the course faculty.
2. If the student contests the allegation, the instructor shall prepare a signed written report. The report shall be forwarded to the department chair.
3. In an emergency, the dean may temporarily suspend a student prior to a hearing; provided that a hearing is conducted within a reasonable time thereafter.
4. The department chair shall discuss the matter with the student at the earliest opportunity, informing the student of his/her rights.
5. If, in the judgement of the department chair, the report is unfounded or warrants no formal action, no action shall be taken and a report will not be entered into the student's formal record. The student shall be informed of the chair's determination and the matter shall be considered closed.
6. If, in the judgement of the department chair, the report appears to warrant disciplinary action and the student does not agree, the

department chair shall direct that the matter shall be referred to the dean.

7. The dean will confer with the department chair as follows:
 - The department chair will forward the statement made by the faculty involved in the situation to the dean.
 - The student has a right to make a presentation to the dean on his/her own behalf.
8. The dean will make the final decision as to the disposition of the student's case.

Academic Grievances

The academic grievance procedure for students may be found in the *UHM Academic Grievance Procedures* (May 1993) pamphlet provided by the UHM Offices of Student Affairs. Copies of this pamphlet are available in the Dean of Students Office (QLCSS 409).

Graduate students wishing to grieve academic matters other than grades in a course should request a copy of Section VII Academic Grievances (from the Graduate Division Manual) from the Office of Student Services.

Student Conduct Code

The Student Conduct Code (July 1992) is available in the Dean of Students Office (QLCSS 409) For assistance you should contact the Dean of Student Affairs 956-3290 (QLCSS 409).

Prerequisites: (non-academic)

Malpractice Insurance: Arrangements will be made for all students to be covered by malpractice insurance of at least \$2,000,000 per incident/ \$4,000,000 aggregate.

Health Clearance: All entering students (both graduate and undergraduate) must submit the healthcare provider's statement healthcare provider's statement and immunization record to be filed in the Office of Student Services. Health forms are available in the Office of Student Services. TB clearance must be done annually for continuing students. Some clinical facilities have special requirements and students must meet those to obtain clinical experience at those agencies. The Office of Student Services will inform students of the requirements and when renewals are needed. All renewals must be completed by the specified renewal dates or registration will be held.

CPR: CPR & First Aid must be renewed biannually and must include training on administration to adults, infants, and children (the BLS for

Healthcare Provider certification from the American Heart Association is recommended). Courses for nursing students are offered by the Department of Nursing. Please contact the Office of Student Services for information on class scheduling at 956-8939.

Health Insurance: All undergraduate and graduate students are required to have personal health insurance.

Prerequisite Deficiencies: Newly admitted graduate and undergraduate students must have prerequisites of CPR Certification (BLS Health Provider Level), TB clearance, immunization clearance, and health insurance by the deadline specified on the acceptance letter documents. Laboratory documentation (Titers) are required of all students for proof of immunity for Rubella, Rubeola, and Varicella. Incoming students must have completed titers prior to the first semester of enrollment in the Department of Nursing. If this requirement is not completed, students will have a hold placed on their registration until the requirement is met.

Health Risk: Students in nursing programs are exposed to selected health risks related to the environment of their learning experiences. Clinical labs are held in medical centers, clinics, and in various community locations. Entering the nursing program is a choice and students need to be aware of possible health risks in practice settings. The nature of nursing in an acute care center is that there may be unintended exposure to health risks.

OTHER POLICIES & PROCEDURES

Illegal Drugs & Substance Abuse

(Prepared by the Office of the Vice-President for Student Affairs in conjunction with the Alcohol & Substance Abuse Task Force and the Director of Planning and Policies)

In conformance with the existing law, students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs as prohibited by State and Federal law, at university-sponsored or approved events or on university property or in buildings used by the university for education, research or recreational programs. Consistent with its mission, the university will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs. **Students found in violation shall be subject to the provisions of the student conduct code.**

Gifts to Faculty & Staff

Faculty and staff of the School of Nursing & Dental Hygiene are subject to the gifts section of the State Ethics Code, Chapter 84, Hawai'i Revised

Statutes (HRS) which provides as follows: Section 84-11 Gifts. No legislator or employee shall solicit, accept, or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the legislator or employee in the performance of the legislator's or employee's official duties or is intended as a reward for any official action on the legislator's or employee's part.

Payment for Emergency Care

Students enrolled in the School of Nursing & Dental Hygiene have potential for exposure to communicable diseases or may sustain injuries in the clinical setting. **The clinical agencies will render emergency care at the clinical site but students are financially liable for all care received, including emergency room charges.**

Transportation

All transportation required to participate in the nursing program is the responsibility of the student. Class sections are not altered to meet student's transportation needs.

Computer Requirements

Students are expected to have an e-mail address, access to a computer, and the Internet when they are enrolled in courses offered via the web.

PREPARATION FOR GRADUATION

Graduation Check

Undergraduate: Check with the Academic Advisor that all requirements are met at least one semester before scheduled graduation date period. Schedule a final graduation check with the Office of Student Services to determine necessary credits, grades, and courses for graduation. This should be done at the time of filing the graduation application within the first three weeks of the semester the student intends to graduate.

Graduate: The preliminary check is done by the Office of Student Services, Webster 201. Final check and clearance for graduation is done by the University of Hawai'i at Mānoa Graduate Division.

Graduation Application

Undergraduate: An application for graduation must be obtained from the Offices of Student Services, Webster 201, and then submitted with a degree fee to the Mānoa Cashier's Office. This should be done during the

first three weeks of the semester that the student plans to graduate.

Graduate: Applications for graduation are obtained from and filed at the Graduate Division, Spalding Hall 352 and fees paid at the Mānoa Cashier's Office. Applications are filed in the first two weeks of the student's final semester.

Recognition Ceremony

The School of Nursing & Dental Hygiene offers a special Recognition Ceremony for graduates of all levels of programs that is held prior to the University Commencement. This small, intimate ceremony marks the beginning of the professional career and is a memorable time for family and friends to help celebrate students' success. Students who participate in this event are always moved by the beauty of the ceremony and the importance of making time to mark the passage from student to practitioner. A committee formed by the students and coordinated by the Office of Student Services plans this event. The committee keeps students informed of progress and final plans.

Commencement Exercise

Commencement is a "rite of passage" for students and a memorable experience. Caps, gowns, and announcements are obtained from the bookstore. Students are encouraged to participate. Information will be provided by Office of Student Services at least six weeks prior to commencement.

Diplomas

Diplomas for graduate and undergraduate students are obtained from the Office of Admissions & Records, QLCSS 001 two months after graduation. A request to mail your diploma may be obtained and completed at the Office of Admissions & Records, Queen Lili'uokalani Center for Student Services Center 001.

Application for the National Council Licensure Examination (NCLEX):

1. Obtain an application for License by Exam from the Office of Student Services or the Hawai'i Board of Nursing
2. Submit a request for official transcript (green form) to the Office of Admissions and Records, University of Hawai'i at Mānoa. Check the box that says "Send after degree awarded notation is posted..."
 - The Office of Student Services will send a graduation list to the State Board of Nursing AFTER FINAL GRADES are submitted to our office. This will serve as the initial verification of graduation until UH Mānoa sends a transcript.

- DO NOT SEND the “Student Final Record” form in the application packet to your nursing school. The graduation list replaces this form.
3. The Board of Nursing will determine your eligibility.
 4. You will be mailed an NCLEX Candidate Bulletin and registration form. Follow instructions to register with the NCLEX/CAT Data Center. You will receive a response from Vue/Pearson. They will mail you an Authorization to Test Letter and a list of centers where you can schedule an appointment to take the NCLEX/CAT exam.
 5. The Hawai'i State Examining Board will send the tests results to you directly. Your license will come separately. Licensure is for a 2-year period and is renewable on June 30 in odd-number years. The Department of Commerce and Consumer Affairs (the department responsible for licensure) sends you notification and cost of renewal.
 6. If you wish to take the nursing licensure exam in another state you must contact the state's board of nursing directly. Addresses of State Boards of Nursing are available by calling the State of Hawai'i, Board of Nursing at 586-3000.

Application for Advanced Practice Registered Nurse (APRN) Recognition (for clinical masters specialties):

1. Obtain an application for Advanced Practice Registered Nurse (APRN) Recognition from the Office of Student Services or the Hawai'i Board of Nursing.
2. The Board of Nursing will determine your eligibility and mail your APRN Recognition. This recognition is for a 2-year period and is renewable on June 30 in odd-numbered years. The Department of Commerce and Consumer Affairs (the department responsible for licensure) sends you notification and cost of renewal.
3. Effective October 1, 2009, the State Board of Nursing in Hawai'i will require national certification for APRNs.

Professional Certification

Graduates of the masters programs are encouraged to apply for professional certification. Academic advisors can provide information about other national certification organizations as appropriate.

To obtain information regarding professional certification, you must contact:

1. American Nurses Credentialing Center
600 Maryland Avenue SW
Suite 100 W
Washington DC, 20024-2571
(202) 651-7000
(808) 284-2378 toll free
<http://www.nursingworld.org>

2. American Academy of Nurse Practitioners
The American Academy of Nurse Practitioners Certification Program National Certification Examinations are entry-level, competency-based examinations for nurse practitioners reflective of nurse practitioner knowledge and expertise for each of three specialties; adult, gerontologic and family nurse practitioner.

The examinations have been developed in cooperation with the Professional Examination Service, a not-for-profit organization with over 60 years of experience in the development and administration of national licensing and certification examinations specializing in health related fields. The Professional Examination Service oversees the test administration conducted by Prometric Testing Centers throughout the United States.

Candidates who become certified by the American Academy of Nurse Practitioners Certification Program will be able to use the initials NP-C to indicate their certification status. Candidates taking these computer-based examinations will be given a preliminary result at the time of testing followed by written score notification and authorization to use NP-C credentials via U S mail. For more information, visit <http://www.aanpcertification.org/>

The American Academy of Nurse Practitioners
Certification Program
Capitol Station,
P.O. Box 12926
Austin, TX 78711
Phone (512)442-5202
Fax (512) 442-5221
Email certification@aanp.org

PROFESSIONAL ORGANIZATIONS

It is important to your career and development of leadership abilities to become active and involved in student and professional organization. The following are listed as examples.

The Student Nurse Organization (SNO)

All UHM nursing students can participate in the Student Nurse Organization (SNO). The organization provides an opportunity for students to develop professional identity and leadership skills. Students express their interests and opinions in an open forum. This student organization makes recommendations regarding policies to the various committees within the Department of Nursing. The Student Nurse Organization is responsible for the coordination of the various volunteer and fundraising activities for nursing students. It also offers an opportunity for students to socialize with each other and create mentoring relationships. Membership is automatic for UHM students and there is no fee to join. The officers of SNO are elected from the general membership. Class officers for each cohort are expected to attend the SNO meetings. The general membership meetings are held once a month and there are various social and service activities throughout the year.

National Association of Pediatric Nurse Practitioners, Hawai'i Chapter (NAPNAP)

NAPNAP is a professional organization that advocates for children (infants through young adults), and provides leadership for Pediatric Nurse Practitioners who deliver Primary Care in a variety of settings. The Hawaii Chapter of NAPNAP is committed to providing local pediatric focused education programs for professionals who work with children and families. Providing community service to Hawaii's Keikis and their families is another goal of the Hawaii Chapter of NAPNAP. To email NAPNAP, napnaphawaii@gmail.com or visit at <http://www.napnaphawaii.org/index.html>

University of Hawai'i Nursing Alumni Association (UHNAA)

The University of Hawai'i Nursing Alumni Association (UHNAA) is a constituent group of the University of Hawai'i Alumni Association. The goal is to enrich the university experience by promoting interaction of the alumni, school, and community. It is a fund-raising association, not fund-raisers! Membership dues are \$50 single/\$60 couple, and bring many benefits including special fine dining experiences, golf tournaments, discounts on merchandise and services, free or discounted tickets to selected UH events, and travel programs. Please call 956-3287 to inquire about membership and be sure to mention Nursing!

The Hawai'i League for Nursing

The Hawai'i League for Nursing is the state component of the National League for Nursing, which is involved in education and recruitment in nursing. Inquire about student membership rates via their website at <http://www.nln.org>.

The Hawai'i Nurses' Association

The Hawai'i Nurses' Association is the state component of the American Nurses Association. The association is involved in many areas such as certification, standards, continuing education, and legislation. Information about membership can be found at <http://www.ana.org>.

The National Student Nurses' Association (NSNA)

The National Student Nurses' Association (NSNA) is the voice of nursing students on the national level. The NSNA assumes responsibility for contributing to nursing education in order to provide the highest quality health care. It helps to keep nursing students in touch with fundamental and current professional interests. The association aids the nursing student in his or her transition to an active, responsible, professional nurse. NSNA is under the American Nurses' Association. The Hawai'i Student Nurses' Association (HSNA) is the Local Chapter of the NSNA. It is open to all nursing students in Hawai'i. Information can be found at <http://www.nsna.org>

Sigma Theta Tau, Gamma PSI Chapter at Large

Sigma Theta Tau, Gamma PSI Chapter at Large is the honor society in nursing. This organization promotes excellence in academic scholarship, research and clinical nursing. Students must be nominated to become a member.

SUPPORT

Things to Remember

1. Every year, students will need to renew their health clearance for TB as well as BLS CPR and tetanus/diphtheria as required. Students with deficiencies may not register or attend clinical courses.
2. Keep your Immunizations current.
3. Keep your Nursing License up to date (for RNs).
4. Register for classes at the assigned time to be assured of a space.
5. Keep the Office of Student Services informed of current address, phone number, and email address.
6. Follow procedures for withdrawal, attendance, and Leaves of Absence to remain in good standing with the School and University.
7. Ask questions when you are not sure of the answer.
8. Do not listen to or spread rumors; seek information from a reliable source.
9. Participate in school committees, clubs and activities.
10. Do not panic. Seek assistance from faculty or the Office of Student Services.
11. Take the opportunity in school to gain knowledge and skills. Explore new ideas and share with your peers, colleagues and faculty.
12. Laugh a lot, enjoy your time in school, and make friends.