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Emory University Nell Hodgson Woodruff School of Nursing

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Emory University
Nell Hodgson Woodruff School of Nursing

Preamble
In support of the mission of Emory University and the Woodruff Health Sciences Center, the Nell Hodgson Woodruff School of Nursing sustains and nurtures the full range of academic programs from undergraduate to PhD and scholarly activity from basic research to clinical applications in the acute care setting, home, and community. The School of Nursing is fully invested in the scholarship of discovery, teaching, and application, uniting faculty and students in commitment to excellence and integrity. The faculty, students, staff, and administration endeavor to create a culture of scholarship that challenges thinking, encourages dialogue and critique, supports innovation, nurtures creativity, and celebrates diversity. The Nell Hodgson Woodruff School of Nursing draws from its rich history as it fulfills this mission in partnership with its interdisciplinary colleagues in the Woodruff Health Sciences Center and the larger university.

Mission
The mission of the School of Nursing is to demonstrate excellence in research, teaching, and practice founded on independent scholarship and collaborative interdisciplinary partnerships with university and health care colleagues and with members of the multicultural and global communities it serves.

Goals
The following goals contribute to the achievement of this mission:

- **generate** and disseminate knowledge relevant to nursing which enhances and promotes the quality of the health of individuals, families, and communities;
- **produce** nurses prepared for leadership roles in the delivery, design, and evaluation of nursing care that is data-based, sensitive, and responsive to the ethical, cultural, and psychosocial concerns of individuals, families, and communities; and
- **develop**, implement, and evaluate the efficacy and effectiveness of innovative nursing practice models, health care policy, and health care delivery systems.

Philosophy
We believe that nursing occupies a unique and privileged position of influence and trust in efforts to improve human health. Our core values—scholarship, leadership, and social responsibility—provide us with the foundation to shape the future of caring and health. Faculty, students and staff are collaborative partners in this effort. Their uniqueness and diversity enable the creation of a dynamic and creative learning environment that fosters professional development of integrity, commitment, and respect.

Through our commitment to scholarship, we engage in dynamic inquiry and teaching. We advance knowledge that transforms health and health care in local, national, and international communities. We create innovative learning experiences, grounded in evidence-based pedagogy focused on the development of the intellectual skills of engagement, reflection, inquiry and collaboration.

Through our commitment to leadership, we set the agenda for positive social change directed toward the improvement of human health. As leaders, we are guided by the historical roots of the nursing profession. We believe that our unique role at Emory is to develop innovative and ethical leaders in practice, teaching, science, and service who are well equipped to transform health care and the professional practice of nursing.

Through our commitment to social responsibility, we collaborate with a broad range of partners to advocate for equity, access, and justice. We work collaboratively across health care settings, disciplines and local, national, and international boundaries to improve the health and well-being of the individuals, families, and populations we serve.

**Master’s Program Objectives**

The graduate of the Master of Science in Nursing program of the Nell Hodgson Woodruff School of Nursing will demonstrate achievement in the following areas:

**Leader**: Improves the health care system and patient care outcomes through innovation and transformation, fostering evidenced-based quality and safety initiatives, inspiring and leading the interdisciplinary patient-centered health care team and influencing policy development and change.

**Scholar**: Applies, translates, and disseminates evidenced based findings to improve nursing practice. Nurtures the intellectual qualities of inquiry, engagement, reflection, and collaboration through scholarly writing and presentations.

**Socially Responsible Provider**: Engages in socially responsible care, which improves the health of the global community. Advocates for social change equity, access, and justice in the workplace and wider community.

**Ethical Clinician**: Integrates ethical analysis, moral reasoning, and caring as essential elements of nursing practice in accordance with the professional code of ethics and professional standards of practice. Provides leadership to others to assure ethical principles are always practiced.

**Critical Thinker**: Fosters evidenced based critical reasoning, systematic inquiry, and reflection to improve health outcomes.

**Clinician**: Provides expert evidenced-base, culturally appropriate patient-centered care in the specialty area, collaborates with patients, families, and health care providers. Acts as client advocate and assumes significant leadership roles within the team.

**Effective Communicator**: Articulates ideas, values, beliefs, feelings, concepts and scholarly evidence through the use of clear, succinct and culturally appropriate language (verbal, nonverbal, and written). Provides leadership for the use of electronic medical records in projects aiming to improve patient care if appropriate.

**Educator**: Employs innovative and evidenced-base disease prevention and health promotion teaching methods to improve patient care outcomes and transform health delivery.
### Academic Calendar 2014–2015

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<td>August 23</td>
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<td>August 18</td>
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<td><strong>Classes begin</strong></td>
<td>August 27</td>
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<td><strong>Drop/add period</strong></td>
<td>August 27–September 3</td>
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<td><strong>Holiday</strong></td>
<td>Labor Day, September 1</td>
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<td><strong>Last day to file application for degree to be granted at end of semester; late fee of $25 applies if application is filed after this date</strong></td>
<td>September 12</td>
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<td>October 13–14</td>
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### Summer Semester 2015

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### General Information

#### Communication

**Mail Folders**

Student mail folders are located on the plaza level of the School of Nursing. These mail folders should be checked regularly because this is where mail, faculty notices, and various postings from the School of Nursing are distributed.

**Email**

Email is the primary medium for official communication with students at Emory University. You have been assigned an official Emory email address by the university. Students are expected to maintain their accounts and check their email regularly so that new mail is properly received and read. Certain communications may be time critical. While students may forward their email from their official Emory email address to another address (e.g., @hotmail.com, @aol.com), the university is not responsible for the delivery of email by other service providers. Email aliases and forwarding addresses may be managed through your OPUS account. Please refer to [http://it.emory.edu/](http://it.emory.edu/) for the full Emory University Information Technology Conditions of Use.

**Bulletin Boards**

Bulletin boards are located on the plaza level of the School of Nursing. Postings related to outside scholarship opportunities and upcoming events will be found there. All posted notices must be approved by the Office of Enrollment and Student Affairs.

**Weather**

In the event of closing or delayed opening due to inclement weather, you may call 404.727.1234. Weather-related university closing or opening delays are also broadcast on local Atlanta radio and television stations.
Address and Telephone Changes
It is important that your current address and telephone number are listed accurately with Emory’s student information system, OPUS. It is your responsibility to keep this information updated through your OPUS account at www.opus.emory.edu.

Important Phone Numbers
School of Nursing
Learning Resource Center 404.727.3473
Lillian Carter Center for International Nursing 404.727.3130
Office of Instructional Communications 404.727.7969
Office of Enrollment and Student Affairs 404.727.7980

Emory University
Career Center 404.727.6211
Woodruff Health Sciences Center Library 404.727.8727
Help Desk (ITD) 404.727.7777
Information Desk (DUC) 404.727.0282
Office of Financial Svcs 404.727.6095
Office of Financial Aid 404.727.6039
Office of the Registrar (transcripts) 404.727.6042
Student Health Services 404.727.7551

School of Nursing Fax Numbers
Learning Resource Center 404.727.9735
Lillian Carter Center for International Nursing 404.727.9676
Office of Enrollment and Student Affairs 404.727.8509
Office of Instructional Communications 404.727.9735

Student Governance
Class Officers and Responsibilities
Class officers are nominated and elected by the students of each nursing class. Students must remain in good academic standing to hold office in student nurse organizations or to serve on committees. In addition, the students must adhere to the University Code of Conduct and School of Nursing Honor Code. The primary responsibilities of each office vary and are determined primarily by the situations that arise during the school year and the desires of the students to have class activities.

Committee Membership
Students serve on both the School of Nursing Curriculum Committee and the Honor Council and have full voting privileges. The MSN program director will notify respective class officers of openings for students on committees, in accordance with the School of Nursing policies. Students may also serve on selected university committees, including the University Senate. The dean or the dean's designee makes appointments to such committees.

Administrative Resources
Faculty
Faculty is the most important resource for academic concerns. A complete list of faculty can be found on the School of Nursing website: www.nursing.emory.edu/directory/.

Administration
Dean
Linda McCauley 404.727.7976
Executive Administrative Assistant Sandra Gribkoff 404.727.7975

Associate Dean for Finance and Administration
TBD 404.727.4348

Associate Dean for Educational Innovation
Carolyn Clevenger 404.712.2394
Administrative Assistant Jennifer Neely 404.727.7174
Clinical Contract and Placement Coordinator Nicole Ingram 404.727.5498

Associate Dean for Academic Advancement
Sandi Dunbar 404.727.6939
Associate Dean for Research
Elizabeth Corwin 404.712.9805

Associate Dean of Enrollment and Student Affairs and Chief Diversity Officer
TBD 404.712.8541

Assistant Dean for MSN Education
Carolyn Clevenger 404.712.2394

Lillian Carter Center for International Nursing
Administrative Director Kathryn Kite 404.727.3063
Academic Program Coordinator Jennifer Foster 404.727.8445
Office of Enrollment and Student Affairs

Location and Telephone Number
The Office of Enrollment and Student Affairs is located on the plaza level of the School of Nursing in suite P10. The Office of Enrollment and Student Affairs can be reached by telephone at 404.727.7980 or by email at son-admit@listserv.cc.emory.edu.

Staff
Sabrena Brown, Director of Registration
Arnita Howard, Director of Enrollment, Student Affairs, and Career Services
TBD, Graduate Admission Advisor
Katie Kennedy, Director of Financial Aid and Student Success
Angela Lascau, Business Operations Specialist
Tiffany Williams, Senior Office Assistant
Kaitlin Peterson, Undergraduate Admission Advisor

Services
Staff members in the Office of Enrollment and Student Affairs are responsible for identifying, recruiting, and handling the admission process for all prospective students to the School of Nursing. The office also provides assistance in the following areas: academic records, course registration, graduation events, financial aid, and student life functions.

Career Services
Career Services at the Nell Hodgson Woodruff School of Nursing assists current nursing students and alumni with career planning, professional development opportunities, and job search preparation. We offer a variety of services such as:

- Training for resume and cover letter writing
- Teaching effective job search strategies
- Demonstrating successful interviewing techniques
- Conducting mock interview sessions
- Assisting with externship placements
- Ordering business cards
- Conducting lunch and learn educational seminars

As a part of the Office of Enrollment and Student Affairs, Career Services is committed to providing excellent service and strives to equip our students with the skills, tools, and knowledge to help them become productive members of the health care workforce. For more information or to see how this office can assist you, please contact Arnita Howard at 404.712.6826.

Centers for Pathways to Success
The Center for Pathways to Success (CPS) was formed to work with students individually and in small groups to provide them with support in the following areas:

1. Test Taking Strategies
2. Connecting Classroom to Clinical
3. Career and Professional Development Planning
4. Leadership Development
5. Coping with Stress-Mind, Body, and Spirit

The goal of the CPS is to expand on topics discussed in the classroom setting and to provide small, collaborative workgroups for those students in need of extended support. Mentoring relationships between students and faculty as well as between peer students will also be built out of the CPS support areas. The CPS is open to all students who are currently enrolled in the Nell Hodgson Woodruff School of Nursing. The CPS will be managed by Katie Kennedy, director of student success, within the Office of Enrollment and Student Affairs.

Educational Resources
The School of Nursing provides students with a number of educational resources designed to support them in meeting their academic goals. These resources include:

- **Instructional Technology**, provides support for classroom technology and media production (photography and video production).
- **Learning Resource Center** or **Computer Lab**, provides software and computer assistance to students and faculty as well as a computer lab workspace in the School for study, research and testing
- **Charles F. and Peggy Evans Center for Caring Skills** is a clinical nursing skills simulation lab, which provides students with options for individualized, self-paced learning and supervised practice for clinical nursing skills. The faculty assigned to the simulation lab also assist in the selection and review models and instructional technology.

**Instructional Technology**
Instructional Technology supports the educational goals of the School of Nursing by maintaining the technology infrastructure in the classrooms and the student computer lab. It also provides presentation and multimedia services for faculty, staff, and students. Nursing has 11 smart classrooms, 6 seminar rooms, and 8 nursing skills classrooms. The smart classrooms all have room control systems that manage the computer, data projector, DVD player, cable TV, and other devices. All Nursing School classrooms have access to Emory Unplugged Wi-Fi. Nursing skills classrooms have simulators, models, and equipment for student training and simulation. Instructional Technology handles the day-to-day operations of classrooms including training, and presentation support.
The Learning Resources Center (LRC) is the Nursing School computer lab. It has 55 Windows 7 based computers for students to use. I also has laser printers, and a FAX/photocopy machine for students. Most commonly, students use the LRC as their work space in the School. The LRC is used for giving computer-based tests at various times during the semester including NCLEX preparation exams.

Instructional Technology offers multimedia productions services for departments and centers in the School of Nursing. We consult with faculty and staff regarding media content, availability, design, and production. Additionally, we help faculty to plan and integrate instructional technology into their classes. Some example of this include the Echo 360 classroom capture system that allows faculty to record their lectures and upload them to an online portal for students to access.

**Location:** School of Nursing, Room 117  
**Hours of Operation:** Monday–Friday, 7:00 a.m.–7:00 p.m.  
**Contact Information:** 404.727.7969; son-classrooms@listserv.cc.emory.edu  
**Staff:** Steve Ellwood, Associate Director, Instructional Technology, 404.727.7969, steve.ellwood@emory.edu Matthew Freret, Computing Lab Coordinator, 404.727.3473, mfreret@emory.edu

**Nursing Classrooms**  
Every smart classroom includes: a Windows 7 computer, a data projector, a laptop connection, a DVD player, a microphone for the speaker, access to the Emory educational cable system, a wired Internet connection for podium computer and laptop, Emory Unplugged Wi-Fi, and a white board with markers. A few classrooms have special equipment to control lighting and sound. Some classrooms have document cameras, telephone lines and/or assisted-listening devices for the hearing impaired. Smaller rooms used as seminar spaces have computers with wireless keyboards and flat panel displays. These seminar spaces were designed for small group work and meetings. Some seminar spaces include webcams for videoconferencing. All classroom computers include Microsoft Office, Skype, Firefox, Google Chrome and other software. Students can access computers with Emory NetID and password or use the guest account. Guest account information is posted in each classroom.

**Multimedia Production Services**  
Instructional Technology will consult with students to help them with their media projects. There are many resources available for students on campus including Emory Student Computer Services (http://it.emory.edu/studentservices/index.html) and Emory Center for Digital Scholarship (http://digitalscholarship.emory.edu/). In-house production services include video or audio recording and editing, desktop publishing, scanning for electronic presentation, photography, help with posters and displays, multimedia production, and help with website design and construction.

**Learning Resource Center**  
The Learning Resource Center (LRC) supports the educational goals of the School of Nursing by providing a computer lab for nursing students.

**Location:** Room 117  
**Telephone:** 404.727.3473; Fax 404.712.9735  
**Lab hours:** Monday–Friday, 7:00 a.m.–7:00 p.m.

**LRC Computer Resources**
- 55 Dell computers with 19” flat panel monitors
- Windows 7 and Office 2013
- 2 HP laser printers
- 2 HP flatbed scanners
- 1 HP multifunction copier/printer/scanner
- Telephone

**Learning Resource Center Policies and Procedures**
- The computers in the LRC are only for the use of currently enrolled nursing students, faculty, and staff.
- The transfer of copying of copyrighted protected software is in violation of US copyright laws.
- No eating or drinking is allowed in the LRC.
- Broken or malfunctioning hardware or software should be reported to the lab representative on duty.
- Users are requested to return checked-out software when finished to the lab representative on duty.
- Users are requested to leave workstations clean for the next person before leaving the LRC.
- Cell phone usage is not allowed in the LRC.
- Printing in the LRC is managed using the EmoryCard system. Students must have money on their EmoryCard account and use the card to print. Printing is black and white only. Single-sided prints cost $.07 per page; double-sided prints are $.11 per page.

**Evans Center for Caring Skills—Simulation Laboratory**  
The Charles F. and Peggy Evans Center for Caring Skills at Emory University’s Nell Hodgson Woodruff School of Nursing is a multifaceted simulation lab used to promote quality patient care and safety. The state-of-the-art facility is equipped with a total of 14 high-fidelity human patient simulator mannequins of varying gender, ethnicity, and age. There are also 18 low fidelity mannequins, which are all used to provide a variety of educational experiences from the novice to the expert clinician. The facility also has a variety of audio-visual capability to meet the needs of faculty and students.
The facility itself is comprised of six separate rooms: one dedicated to nursing fundamentals, one for infants and neonates, two rooms modeled after patient care areas, and one laboratory space. The patient care areas are equipped with hospital beds, tables, and individual otoscope/ophthalmoscopes as well as other diagnostic equipment. The laboratory area may be used for dissection of organs, identification of microbes, and advanced skills such as suturing, invasive line placement and lumbar puncture. In addition, there are three private exam rooms that can be used for teaching purposes or for patient consultation.

**Location and Contacts**

**Lab:** Room P16, P20, P28, P30, P-32, and P-34  
Dr. Kate Moore, RN, FCCM, Director, 404.727.3766, kate.moore@emory.edu  
Kelly Fullwood, MSN, RN Lab Facilitator, 404.712.8466, kelly.m.fullwood@emory.edu  
Melissa Thomas, Administrative Assistant

Hours correspond to the class/laboratory schedule each semester. Additional practice hours can be scheduled by appointment with lab coordinator based upon space availability.

**Woodruff Health Sciences Center Library**

The Woodruff Health Sciences Center Library offers services and resources that support nursing education, biomedical research, and clinical care. Comprehensive print and electronic collections of books and journals have access points via web services and discoverE, the university online library catalog. Major works can be found in permanent and course reserves, housed at the Information Desk. The library provides reference services and conducts workshops on methods of identifying, locating, and evaluating sources of information. Students can access group and individual study rooms with smart boards.

Carolyn M. Brown, the Nursing Informationist, has office hours at the School of Nursing in the Learning Resource Center on Wednesdays 10:00 a.m.–1:00 p.m. and also can be reached at carolyn.m.brown@emory.edu or by phone at 404.727.0285.

**Woodruff Health Sciences Center Library** | http://health.library.emory.edu  
1462 Clifton Road, Atlanta, GA 30322

**Hours:**  
- Monday–Thursday: 8:00 a.m.–midnight (Summer hours until 10:00 p.m.)  
- Friday: 8:00 a.m.–7:00 p.m.  
- Saturday: 10:00 a.m.–7:00 p.m.  
- Sunday: noon–midnight (Summer hours until 10:00 p.m.)

**Contact Information:**  
Ask A Librarian: http://health.library.emory.edu/ask-librarian/  
Information Desk: 404.727.8727

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**To Access Resources and Services, Always Start Here at Woodruff Health Sciences Center Library website:** http://health.library.emory.edu/

**To Connect to Library Resources from Any Off-Campus Location**

- Start at the library website  
- Identify yourself with your network ID and password when prompted  
- As an alternative, install software from vpn.emory.edu

**Go to Biomedical Resources.** (http://health.library.emory.edu/biomedicalresources/index.html)

See Essentials for quick links to the WHSC Library’s most-used resources.  
PubMed  
Ejournals  
Select eTextbooks

See Clinical Resources.  
Click on Point of Care  
Dynamed  
Epocrates  
Visual DX

Click on Find Evidence:  
PubMed  
CINAHL  
Joanna Briggs

**To Obtain Journal Articles from Database Search Results:**

- Click on the Find it@Emory button to view full-text availability and other options  
- If there is no full-text, click the discoverE -GO- button to check for print availability  
- If there is no full-text or print available, click the ILLiad -GO- button to request the article

**To Contact Informationists:**

- Call WHSC Library Information Desk: 404.727.8727  
- Use Ask a Librarian form at http://health.library.emory.edu/ask-librarian/

**Woodruff Library**

The Library Service Desk is located on the third floor.  
Hours: Monday–Thursday: open 24 hours; Friday: closes at 8:00 p.m.  
Saturday: 9:00 a.m.–midnight; Sunday, noon–24 hour access  
404.727.6873; web.library.emory.edu  
Summer Hours: Sunday: noon–10:00 p.m.; Monday–Thursday: 8:00 a.m.–10:00 p.m.;  
Friday: 8:00 a.m.–6:00 p.m.
Computer Services at Emory

Computer Service Desk—University Technology Services
Emory employees and students can call the Service Desk to receive technical help on or off campus. There is limited support outside of normal business hours. Call 404.727.7777 for assistance.

Cox Hall Student Lab: http://cox.emory.edu
This computer lab for students is open Monday–Thursday, 9:00 a.m.–midnight; Friday, 9:00 a.m.–5:00 p.m.; Sunday, 1:00 p.m.–midnight. The Computing Center at Cox Hall is equipped with 24” Apple iMacs running both Mac and Windows operating systems. The computers are configured with a variety of office productivity and multimedia applications, including video editing and DVD production software. Call 404.727.5093 for additional information.

Faculty and Student Computing Support
There are a wide variety of computing services available to School of Nursing faculty and students. The Office of Information Technology (OIT) is the primary support unit of Emory University for computing services. For a list of resources available to students and faculty, go to http://it.emory.edu/catalog/index.html.

Software Express: http://software.emory.edu/express
Software Express is Emory University’s secure delivery system for university-licensed software. It is available to students, faculty, and staff who have university accounts. The main software available for students is McAfee Antivirus and Endnote (bibliographic software).

OPUS: Online Pathway to University Students: www.opus.emory.edu
OPUS is Emory’s online student information system. Students use OPUS to check their class schedules, access their grades, and review their student financial accounts. All OPUS users must have an Emory Network ID and a network password. Students who have forgotten either a Network ID or password may call the Help Desk at 404.727.7777.

Blackboard: http://classes.emory.edu
Blackboard is Emory’s online course delivery system. Many courses at Emory are set up on Blackboard using information from the registrar’s system to enroll the correct students. Faculty control how much Blackboard is used in their courses. It may contain basic information about a class, such as the course syllabus, or it may contain all the materials necessary to teach and test students. All users must have both an Emory Network ID and password. Students who have forgotten their passwords may contact the Help Desk at 404.727.7777 or classes@emory.edu for assistance.

Other Computer Resources at Emory

Computer Store @ Emory
Located in the Emory University Barnes and Noble bookstore.
Store hours: Monday–Thursday, 9:00 a.m.–6:00 p.m.; Friday, 9:00 a.m.–4:00 p.m.; Saturday and Sunday, noon–4:00 p.m. 404.727.6222

Printing and Photocopying
Student printing and photocopying machines are located in the Learning Resource Center of the School of Nursing. Emory University and the School of Nursing use the EmoryCard to pay for printing. Your Emory Student ID card is your EmoryCard. To use it for printing, you must add money to your account. For more information on the EmoryCard, please visit http://www.emory.edu/studentfinancials/Your_Accounts.htm.

Copy and printing centers are also located in various libraries and computer labs on the campus, including the Woodruff Health Sciences Library. Most of these use the EmoryCard for copy and print charges. Additionally you can do many types of printing and copying including large format posters at Emory Document Services in the Dobbs University Center (http://www.docservices.emory.edu/index.html).

Financial Aid
Students who apply for financial assistance in the Nell Hodgson Woodruff School of Nursing at Emory University are considered for various types of financial resources, including grants, scholarships, and low-interest loans. Students must be enrolled for at least six semester hours to be considered for need-based financial aid. However, students must be enrolled for at least twelve semester hours to be considered for School of Nursing merit-based awards. A student’s merit-based aid will be cancelled if she or he enrolls for less than twelve semester hours.

Each year students will need to complete a new FAFSA and CSS Profile if they wish to be considered for need-based forms of financial aid for the upcoming year. The FAFSA form can be completed online at www.FAFSA.ed.gov, and the PROFILE form can be completed online at www.collegeboard.com.

The FAFSA and CSS Profile forms should be submitted by March 1 to the respective processing center to ensure that the university receives the results from the agencies by April 1. In addition to these forms, students should also complete the College Board’s Institutional Documentation Service, IDOC. This service will provide instructions on how to submit your federal tax forms to Emory. Mail your packet to IDOC in time to meet the March deadline.

The Emory University Office of Financial Aid is located on the third floor of the Boisfeuillet Jones Center.

Financial aid is available for the summer semester. Students must be enrolled for at least six semester hours in order to be considered for need-based aid. Need-based awards will be determined based on the data for the current academic year; i.e., summer of 2015 will be based on academic year 2014–2015 information.
The Emory University Office of Financial Aid is happy to assist both applicants and current students with any questions concerning need-based aid, student loans, and financial aid packages. Financial aid advisers for the health professions are assigned by the first letter of the student’s last name and can be reached by calling 404.727.6039. Advisers can also be reached by email:

- Students whose last name begins with a letter A–K should contact Nancy Tappin at ntappin@emory.edu.

- Students whose last name begins with a letter L–Z should contact Jennifer Lyles at jlyles@emory.edu.

### University Student Services

#### Academic and Personal Counseling

Each student is assigned a faculty adviser who is available for curriculum planning and consultation regarding academic and other matters. Members of the faculty and administration welcome students who have special questions or concerns. All students can access the Campus Life Handbook, a guide to university services and resources, at this link [www.emory.edu/CAMPUS_LIFE/students.html](http://www.emory.edu/CAMPUS_LIFE/students.html). This guide provides information about the wide range of services available to Emory students.

The university offers counseling for personal, psychological, religious, and legal matters through the offices of the Division of Campus Life, the United Campus Ministry, Student Health and Counseling Services, and Student Legal Services in the School of Law. The Career Center is another university resource open to nursing students. The center provides listings of part-time jobs open to students and offers guidance in regard to resume preparation and the job search. Counseling and Psychological Services (CAPS) provides outpatient services for nursing students at no charge, and psychiatric counseling is also available from Student Health and Counseling Services. All student concerns are always handled on a confidential basis, except as required by law (including danger to self or others). In addition to the above-mentioned resources, the International Student Programs Office is available to assist international students.

#### Emory Office of Access, Disability Services, and Resources (ADSR)

Emory University’s Office of Nursing is committed to ensuring that all university goods, services, facilities, and programs are meaningfully accessible to eligible persons with disability in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state and local laws.

The Office of Access, Disability Services, and Resources, ADSR, (formerly ODS) is the administrative office responsible for managing “access needs” and providing ADA accommodations. In this role, we serve as the central clearing house for all accommodations requests from qualified individuals who meet the eligibility requirements and complete the registration process in its entirety.

Students are responsible for initiating the accommodation process by self-disclosing their disability, health, and/or chronic medical condition directly to ADSR. All requests and documents are managed and maintained at the highest level of integrity. More detailed information is available at [www.ods.emory.edu](http://www.ods.emory.edu). In addition, ADSR may be contacted via phone (404.727.9877) or at our dedicated/confidential email address at oadisab@emory.edu. Also, you are welcome to make an appointment or stop by our office with any questions.

Office of Access, Disability Services, and Resources (ADSR) at Emory University, 201 Dowman Drive, University Administration Building, Suite 110, Atlanta, GA 30322. 404.727.9877 (office), 404.712.2049 (TDD), 404.727.1126 (fax).

#### Student Health and Counseling Services

Emory University Student Health Services (EUSHS), located at 1525 Clifton Road, is the primary outpatient healthcare facility for enrolled, officially registered students with valid Emory ID cards. Students’ spouses, qualified domestic partners, and unmarried children eighteen years of age or older that are insured by the Emory Aetna Student Insurance Plan are seen by appointment on a fee-for-service basis. The Student Health team is comprised of primary care physicians, psychiatrists, physician assistants, nurse practitioners, nurses, registered dietitians, an alcohol and other drug counselor and a licensed clinical social worker. Students wishing to schedule a medical or psychiatry appointment should call 404.727.7551 (press 1) or schedule your appointment online via the Patient Portal at [www.studenthealth.emory.edu](http://www.studenthealth.emory.edu).

**Services**

Emory University Student Health Services is staffed by physicians, board certified in family medicine, internal medicine, sports medicine, emergency medicine and psychiatry and are faculty members of the Emory University School of Medicine. EUSHCS is fully accredited by the Accreditation Association for Ambulatory Healthcare Inc. (AAAHC) and offers a variety of outpatient clinical services designed to meet the needs of Emory students.

- Primary outpatient health care
- Physical Examinations
- Confidential HIV Testing
- Women’s health and contraception services
- Colposcopy and IUD placements
- Mental health counseling and referral
- Preventive Health
- Substance abuse counseling and referrals
- Allergy injections and immunizations
- On-site specialty clinic in dermatology and referrals to off-site specialists
- Health education and wellness programming and individual consultation
- International travel clinic and immunizations
- Nutrition counseling
- Laboratory testing

**Counseling and Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS), located at 1462 Clifton Road, provide free, confidential counseling for enrolled undergraduate, graduate and professional Emory stu-
The Emory University campus map can be viewed on the web at www.emory.edu/MAP/.

Emory Card Center
The Emory Card is a debit and access identification card. You can use the Emory Card at campus dining facilities and health services, in copy machines at campus libraries, and to access the Woodruff Physical Education Center, campus libraries, and computer labs. For more information about the Emory Card call 404.727.6095. The Emory Card Office is located on the first floor of the Boisfeuillet Jones Center.

Hours are Monday–Friday, 8:30 a.m.–4:30 p.m.
www.emory.edu/studentfinancials/EmoryCard.htm

Academic Policies and Procedures

Pre-Registration Policies
The School of Nursing arranges for students to pre-register for an upcoming semester based on the Emory University Registrar’s schedule. The dates for pre-registration can be found on the academic calendar included in this handbook.

The class schedule will be available on the School of Nursing website, www.nursing.emory.edu. Approximately one week before the opening of pre-registration, students should make appointments with their specialty coordinator to discuss their schedules and to have them approved before the upcoming semester. Because faculty have busy schedules, it is important that each student contact his or her adviser as soon as possible after receiving pre-registration information in order to arrange a meeting time.

NOTE: Students enrolled in a dual degree program are required to meet with advisers in both programs before registering for classes.

After meeting with their advisers, students may log onto OPUS, www.opus.emory.edu, and register. Students who experience any difficulties with registration should contact the Office of Enrollment and Student Affairs at 404.727.3500 for assistance.

Minimum Enrollment
The School of Nursing reserves the right to cancel any course in an area of concentration for which there is insufficient enrollment. Sufficient enrollment is normally considered to be six students, but depends on the nature of the individual course. Final decisions about course offerings are made by the associate dean for educational innovation, or her designee, in consultation with the appropriate faculty.

Drop/Add Procedures
Beginning with the first day of class for the semester, students have the opportunity to adjust their schedules using the drop/add procedure. The open window for these changes is approximately five working days. Please check the calendar in the front of this handbook for the drop/add dates for this academic year.
Students must have the approval of their advisers before making any schedule changes. Dual degree students must have the approval of their advisers from each school.

**Auditing a Course**
Students may audit courses with permission of the faculty course coordinator and their academic adviser. The faculty coordinator determines requirements (criteria) for the audit, full tuition is required, and no academic credit is earned for audited courses.

**Withdrawal Policy**
Registration may be cancelled by the student until the last day of the drop/add period and no entry for that semester will be made on the student's transcript. To withdraw from a course or multiple courses after the drop/add period a student must submit a Notification of Withdrawal Form to the Office of Enrollment and Student Affairs. A student who withdraws from a course or multiple courses by the mid-term date posted on the Nell Hodgson Woodruff School of Nursing website will be assigned a grade of “W” for the course regardless of their academic standing in the course. A student who withdraws from a course after the mid-term date will be assigned a grade of “WF” if they are in good academic standing in the course or a grade of “WF” if they are in academic jeopardy. The instructor of the course will determine the grade.* Students should note that a grade of “WF” factors into a grade point average as an “F” and will result in dismissal from the program. Students may withdraw from multiple courses during the program, however, a student may only withdraw from a specific course once during their tenure at the Nell Hodgson Woodruff School of Nursing. A second withdrawal request from a particular course will result in the inability to meet degree requirements for the MSN program and the student will be withdrawn from the school at the end of the academic semester during which the withdrawal occurs.

*Note: Determination of academic standing in a course will be based on the points accumulated at the time of withdrawal. For instance, if a course grade is based on 4 tests worth 25 points each but only 3 tests were available to the student at the point of withdrawal, academic standing will be determined based on the performance of the 3 available tests. The student must have an average score of 70% or above based on the 3 available tests to receive a grade of “W” for the course. An average score on the 3 available tests of less than 70% will result in the assignment of a grade of “WF” for the course.

**Medical Leave of Absence**
Degree seeking students in the School of Nursing are eligible to take an official medical leave of absence. The period during this leave will not count against the time limit to complete degree requirements.

To be eligible for medical leave, students must provide a letter stating the nature of the leave, the anticipated return date, and a note from a physician documenting the medical condition that is cause for the leave. When the School of Nursing has received this documentation, the student will be withdrawn from all course work, unless the semester is still in the schedule change period, in which case the student will be dropped from classes.

**Re-Enrollment after Absence**
If withdrawal or absence from the school is necessary for any reason for one or more semesters, the student must request permission for readmission through the Office of Enrollment and Student Affairs. Requests for readmission must be submitted and approved no later than 60 days prior to the beginning of the semester in which the student wishes to return to the school.

**Policies for Enrolled Students**

**Transfer Credit***
With approval, up to twelve (12) semester hours of graduate course work from an accredited institution may be transferred to a degree program in the School of Nursing. Only courses with a grade of “B” or better may be transferred.

Students may obtain a Transfer Credit Form in the Office of Enrollment and Student Affairs. The form must be completed and returned to the same office before approved transfer credit can be added to a student’s record.

If transfer credit is being used to replace both the content and credit hours of a course in the School of Nursing curriculum, then the credit may not have been used for a prior degree.

If transfer credit was used for a prior degree, it can still replace the content of School of Nursing course work, but not the credit hours. An appropriate elective, selected by the student and approved by his or her adviser, must be selected to replace the needed credit hours.

*Note: Credit earned by transfer credit may not exceed twelve (12) semester hours.

**Changing Specialties**
Students who wish to change specialty must first inform the specialty coordinator of their current program that they would like to change and then seek approval from the specialty coordinator in the proposed new area. The change will not be official until a Change of Graduate Specialty form is signed by both specialty coordinators and returned to the Office of Enrollment and Student Affairs, the form is available online at www.nursing.emory.edu. Changes in specialty must be made prior to pre-registration for each upcoming semester to allow for adjustments in class sizes and clinical schedules.

**Directed Study**
The School of Nursing offers students the opportunity to pursue study outside regular course offerings by allowing them, along with a faculty member, to design their own directed study courses. Students interested in this option should first discuss the matter with their academic advisers. With the adviser’s assistance, the student must identify a faculty member who will supervise the directed study and obtain appropriate approval by using the "Approval for Directed Study Form" available in the Office of Enrollment and Student Affairs. This form must be completed and returned to the Office of Enrollment and Student Affairs because it is a contract between the faculty member and the student for completion of the course.

Faculty are responsible for ensuring that directed study grades are entered online in OPUS at the end of the semester.
Once a directed study has been approved, the student may self-register for either 695 (Clinical Directed Study) or 697 (Directed Study). Students may earn up to three (3) semester hours of credit for each directed study course.

Incomplete Grades
The option of a grade of Incomplete ("I") is available to students who, due to extraordinary personal or professional circumstances, are unable to complete final course requirements within the designated time frame. This grade must be approved by the course coordinator and arrangements must be made to replace the "I" grade within one calendar year or another time frame agreed upon by both the student and faculty member. Typically, the arrangements to change the incomplete grade should not require the student to attend classes. However, during the time that the student is completing the coursework, he/she must be enrolled in other courses or registered as “in-residence.”

Students seeking this option must obtain an Application for Incomplete Grade form online at www.nursing.emory.edu and take it to the course coordinator. Once the form has been completed and signed by both the student and the course coordinator, the course coordinator will give a copy of the form to the student and turn the original in to the Office of Enrollment and Student Affairs. Faculty members will not be able to turn in a grade of “I” for a student without having submitted a completed Application for Incomplete Grade form.

Unless otherwise stated on the Application for Incomplete Grade form, incomplete grades that are carried for more than one calendar year will automatically be changed to an “F.”

Involuntary Withdrawal Policy
Emory University considers the safety and welfare of its students, faculty, and staff a top priority. When a student engages in behavior that violates Emory’s rules of conduct, the behavior will be addressed as a disciplinary matter under the applicable Student Conduct Code. The Student Conduct Code defines prohibited conduct and outlines a process for conducting disciplinary proceedings.

This Involuntary Withdrawal Policy and Procedure is not a disciplinary code, policy, or process. It is not intended to apply to situations in which a student engages in behavior that violates the university’s rules of conduct. It is intended to apply when a student’s observed conduct, actions, and/or statements indicate a direct threat to the student’s own health and/or safety, or a direct threat to the health and/or safety of others. There may be situations in which both this Involuntary Withdrawal Policy and the Student Conduct Code may apply. In all cases, the dean of the School of Nursing shall have final authority regarding the decision, enactment, enforcement, and management of the involuntary withdrawal of a student.

Criteria
A student may be withdrawn involuntarily from Emory if the university determines that the student represents a direct threat to the health and safety of himself/herself or others by (1) engaging or threatening to engage in behavior which poses a high probability of substantial harm to himself/herself or others; or (2) engaging or threatening to engage in behavior which would cause significant property damage, would directly and substantially impede the lawful activities of others, or would interfere with the educational process and the orderly operation of the university.

Procedure
When the associate dean for educational innovation or his or her designee, based on a student’s conduct, actions or statements, has reasonable cause to believe that the student meets one or more of the criteria for involuntary withdrawal, he or she may initiate an assessment of the student’s ability to safely participate in the university’s program.

The associate dean for educational innovation initiates this assessment by first meeting with the student to (1) review available information concerning the behavior and/or incidents which have caused concern, (2) provide the student with a copy of this Involuntary Withdrawal Policy and Procedure and discuss its contents with the student, (3) provide the student an opportunity to explain his/her behavior, and (4) discuss options available to the student, including counseling, voluntary withdrawal, and evaluation for involuntary withdrawal. If the student agrees to withdraw voluntarily from the university and waives any right to any further procedures available under this policy, the student will be given a grade of W for all courses, will be advised in writing of any conditions necessary prior to re-enrollment, and will be referred for appropriate mental health services. If the student refuses to withdraw voluntarily from the university, and the associate dean for educational innovation continues to have reasonable cause to believe the student meets one or more of the criteria for involuntary withdrawal, the associate dean for educational innovation may require the student to be evaluated by an appropriate mental health professional.

Evaluation
The associate dean for educational innovation may refer the student for a mandatory evaluation by an appropriate mental health professional. The mental health professional may be selected by the university, so long as there is no cost to the student for the evaluation. A written copy of the involuntary referral shall be provided to the student.

The evaluation must be completed within five school days after the date the referral letter is provided to the student. Prior to the evaluation, the student will be required to sign a written authorization authorizing the exchange of relevant information among the mental health professional(s) and the university. Upon completion of the evaluation, copies of the evaluation report will be provided to the associate dean for educational innovation and the student.

The mental health professional making the evaluation shall make an individualized and objective assessment of the student’s ability to safely participate in Emory’s program, based on a reasonable professional judgment relying on the most current medical knowledge and/or the best available objective evidence. This assessment shall include a determination of the nature, duration, and severity of the risk posed by the student to the health or safety of himself/herself or others, the probability that the potentially threatening injury will actually occur, and whether reasonable modifications of policies, practices, or procedures will sufficiently mitigate the risk. The mental
health professional will, with appropriate authorization, share his/her recommendation with the associate dean for educational innovation, who will take this recommendation into consideration in determining whether the student should be involuntarily withdrawn from Emory. A copy of the mental health professional's recommendation will be provided to the student, unless, in the opinion of the mental health professional, it would be damaging to the student to do so.

If the evaluation results in a determination by the mental health professional that the student's continued attendance presents no significant risk to the health or safety of the student or others, and no significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the university, no further action shall be taken to withdraw the student from the university.

If the evaluation results in a determination that the continued attendance of the student presents a significant risk to the health or safety of the student or others, such that there is a high probability of substantial harm, or a significant threat to property, to the lawful activities of others, or to the educational processes and orderly operations of the university, the student may be involuntarily withdrawn from the university. In such an event, the student shall be informed in writing by the associate dean for educational innovation of the involuntary withdrawal, of his/her right to an informal hearing, of his/her right to appeal the decision of the hearing officer, and of any conditions necessary for re-enrollment. In most cases, a student who is involuntarily withdrawn will be given a grade of W in all courses in which the student is currently enrolled.

Informal Hearing
A student who has been involuntarily withdrawn may request an informal hearing before a hearing officer appointed by the associate dean for educational innovation by submitting a written request to be heard within two business days from receipt of the notice of involuntary withdrawal. A hearing will be set as soon as possible. The student shall remain involuntarily suspended pending completion of the hearing.

The hearing shall be informal and non-adversarial. During the hearing, the student may present relevant information and may be advised by an Emory faculty or staff member or a licensed health professional of his/her choice. The role of the adviser is limited to providing advice to the student.

At the conclusion of the hearing, the hearing officer shall decide whether to uphold the involuntary withdrawal or whether to reconsider, and the student shall be provided written notice of the hearing officer's decision as soon as possible.

Appeal to the Dean
The student may appeal the hearing officer's decision to the dean, who shall review all information presented and make a final decision as to whether or not to uphold the involuntary withdrawal.

Emergency Suspension
The university may take emergency action to suspend a student pending a final decision on whether the student will be involuntarily withdrawn, in situations in which (a) there is imminent danger of serious physical harm to the student or others, (b) there is imminent danger of significant property damage, (c) the student is unable or unwilling to meet with the associate dean for educational innovation, (d) the student refuses to complete the mandatory evaluation, or (e) the associate dean for educational innovation determines such other exceptional circumstances exist that suspension is warranted. In the event emergency action is taken to suspend the student on an interim basis, the student shall be given notice of the emergency suspension and an initial opportunity to address the circumstances on which the emergency suspension is based.

Conditions for Re-enrollment
Because this Involuntary Withdrawal Policy applies to cases in which there is a concern about the safety of the student or others, the dean or his/her designee may require a student who has been involuntarily withdrawn under this Policy to be re-evaluated before he/she is readmitted in order to assure that he/she presents no direct threat to himself/herself or others.

Graduate Program Academic Standards and Policies
Approved by Faculty May 8, 2006

The Academic Standards and Policies of the Nell Hodgson Woodruff School of Nursing reflect the level of intellectual rigor required by both the university and the profession of nursing. As a professional school, the School of Nursing must maintain the highest standards to ensure that the graduates of the program exhibit the level of knowledge, clinical skill, and integrity expected by the public and the profession.

1. Grading Policies for Graduate Courses
1.1 The grading scale:

<table>
<thead>
<tr>
<th>Quality Points</th>
<th>Letter Grade</th>
<th>Numerical Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>A+</td>
<td>97–100</td>
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<tr>
<td>4</td>
<td>A</td>
<td>93–96</td>
</tr>
<tr>
<td>3.7</td>
<td>A-</td>
<td>90–92</td>
</tr>
<tr>
<td>3.3</td>
<td>B+</td>
<td>87–89</td>
</tr>
<tr>
<td>3</td>
<td>B</td>
<td>83–86</td>
</tr>
<tr>
<td>2.7</td>
<td>B-</td>
<td>80–82</td>
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<tr>
<td>2.3</td>
<td>C+</td>
<td>77–79</td>
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<tr>
<td>2</td>
<td>C</td>
<td>73–76</td>
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<tr>
<td>1.7</td>
<td>C-</td>
<td>70–72</td>
</tr>
<tr>
<td>0</td>
<td>F</td>
<td>69 and below</td>
</tr>
</tbody>
</table>

1.2 Clinical performance will be rated as satisfactory or unsatisfactory by the clinical preceptor and faculty.
Satisfactory: The student demonstrates safe advanced nursing practice, possession of clinical knowledge commensurate with the expected degree of development in the clinical specialty area, effective oral and written communication, and professional conduct.

Unsatisfactory: The student fails to demonstrate safe advanced nursing practice, or does not possess clinical knowledge commensurate with the expected degree of development in the clinical specialty area, or does not use effective oral and written communication, or does not maintain professional conduct.

A rating of satisfactory is required for progression in the program. A rating of unsatisfactory results in a grade of “F” for the clinical course regardless of achievement on tests, papers, or other written assignments. This will result in exclusion from the program with no option for re-entry.

2. Academic Standing and Academic Dismissal

2.1 A student who receives a grade less than “B” in any clinical course will be excluded from the graduate program in the School of Nursing.

2.2 A student who receives an “F” in a nonclinical course will be referred to the appropriate specialty coordinator for follow-up. Individualized plans of study will be developed jointly by the student, the specialty coordinator and the MSN program director and approved by the associate dean for educational innovation.

2.3 A second grade of “F” in any non-clinical course will result in exclusion from the program.

* Please note that a grade of “D” is not awarded in the MSN program.

3. Grade Point Average Requirement

3.1 A grade point average of 3.0 must be maintained each semester in order for a student to remain in good academic standing. Students whose GPA falls below 3.0 will be reviewed by the MSN program director and specialty coordinator within three weeks of the start of the new semester and notified of the requirements for continuation and graduation. The MSN program director and the specialty coordinator will develop and document steps required for remediation with the student.

3.2 A cumulative GPA of 3.0 is required for graduation.

Academic Grievance and Appeal Procedure

The Nell Hodgson Woodruff School of Nursing prefers and encourages all academic concerns to be addressed directly between constituents and settled through appropriate and respectful conversation between the parties involved. At times, when issues cannot be resolved through these informal, appropriate means, the Academic Grievance and Appeal Procedure is provided to allow a formal avenue for students to address concerns related to faculty performance, assignment of grades, and the administration of academic policy.

Inquiries or concerns related to coursework, grading or faculty interaction should be first directed to the instructor of the related course and the student’s faculty adviser (mentor or coordinator). If those discussions do not lead to a resolution that is satisfactory to the student, then she/he may request in writing a formal review through the associate dean for educational innovation.

For appeals of an academic dismissal, the student may request in writing a formal review directly to the associate dean for educational innovation.

To begin the formal grievance/appeal process, the written request submitted to the associate dean should describe:

1) The grievance(s)
2) The reasons for appeal
3) The student’s desired resolution

If the grievance or appeal effects the student’s future enrollment in an upcoming term, the appeal must be submitted no later than 10 business days before the beginning of that term. All other grievances or appeals that have no effect on future enrollment should be submitted within a reasonable and appropriate time frame.

Supporting documentation (examples: graded coursework, course syllabus, transcripts) should also be submitted with the letter of appeal. If the associate dean for educational innovation deems that the grievance merits a full, official review she/he will then advance the appeal process as described below. If the grievance is not an academic matter or otherwise does not merit a full review by the Academic Grievance and Appeals Committee, the associate dean for educational innovation will notify the student within 5 business days and provide alternatives when appropriate.

The Academic Grievance and Appeals Committee

The Academic Grievance and Appeals Committee will be composed of:

Assistant Deans
A faculty member external to the School of Nursing
The student’s faculty adviser
A School of Nursing course instructor for a course not involved in the grievance
If the grievance is directly related to any of the individuals named above, the associate dean for educational innovation will name a replacement for that particular review.

The Committee will convene and review written documentation of the student’s appeal, appropriate policies and procedures and any other relevant information. The student will be offered the opportunity to meet with the Academic Grievance and Appeals Committee within 10 days of the appeal request to present her/his case. The student may be accompanied by an adviser who is a current member of the Emory community (faculty, staff, or student) and is not a lawyer or law student. The student may decline the request to meet with the Academic Grievance and Appeals Committee and, if so, the committee will continue the review with all other available information.

The Academic Grievance and Appeals Committee will also request information from the faculty member or course instructor named or involved in the grievance. The information from the faculty member or instructor may be provided in writing or in person at the discretion of the Academic Grievance and Appeals Committee.

The Academic Grievance and Appeals Committee will be asked to address the following questions:

1. Have the appropriate policies and procedures been followed and have they met fair and reasonable standards?
2. Are there any mitigating circumstances?
3. Should the student’s appeal be granted and, if so, what action should be taken?

The committee will then forward their summary of findings and recommendation to the associate dean for educational innovation, who is responsible for and administers the final decision regarding academic grievances. The associate dean for educational innovation will notify the dean, associate dean for academic advancement and associate dean of enrollment and student affairs of the outcome and relevant information regarding the deliberations.

Post-Master’s Continuance Policies
Approved by Faculty, May 8, 2006

Continuance policies for post-master’s students are the same as those for master’s students.

Course Evaluations

Student evaluation of courses is very important to the faculty of the School of Nursing. Students are in a position to provide informed and useful feedback about the accessibility of the curriculum, the quality of the instruction, and the overall educational experience they have received here. Each student is encouraged to take the responsibility seriously. Comments that students make on evaluation forms may be of assistance in the development of content and course material for future classes.

Course evaluation in the School of Nursing is accomplished electronically and has appropriate safeguards for student confidentiality. Orientation to the process for evaluation is provided to students prior to the end of each semester. Data from student evaluations are provided to faculty as aggregate data.

Graduation Policies and Procedures

Students may complete programs of study in the Nell Hodgson Woodruff School of Nursing in May, August, or December. However, the main university graduation ceremony takes place in May. All students who have completed programs in August and December of the prior calendar year are encouraged to participate in the May commencement and may make arrangements to do so by contacting the Office of Enrollment and Student Affairs in the School of Nursing early in spring semester.

All requirements for graduation must be met in order for a student to participate in commencement activities. The Office of Enrollment and Student Affairs requires completion of a graduation checklist by both the student and his/her academic adviser in order to verify that all academic requirements have been met.

The advanced practice regulations of the states are highly variable, as are the certification requirements of each nursing specialty. While faculty and staff will gladly provide assistance when they can, students must assume responsibility for meeting certification requirements and for their own eligibility for practice.

Emory University requires students who are completing their course work to apply for graduation. Applications are available in the Office of Enrollment and Student Affairs early in the semester, and must be turned in to the same office prior to deadline (the deadline is listed on the academic calendar at the following address: www.nursing.emory.edu/studentlife). Applications turned in after the deadline must be accompanied by a $25.00 late fee. There is no fee for applying before the deadline.

Students must be enrolled in the School of Nursing for tuition or residency status during the semester in which they wish to graduate.

Graduation Attendance

Official university and school commencement exercises are held at the end of the spring semester. All candidates completing degree requirements in the spring are required to be present at commencement events, including university commencement, the School of Nursing commencement, and the BSN Pinning Ceremony (if applicable). Candidates completing degree requirements in the summer or fall have the option of attending spring commencement activities.

Students who have not met degree requirements because of incomplete course or clinical work may not participate in university or school commencement events.

Dual degree students must complete the requirements for both degrees prior to participating in graduation ceremonies, including commencement.

Students who have an Honor Code violation pending or have not completed the sanctions given by the Honor Council will not be allowed to participate in graduation activities, including commencement.

Students must be enrolled in the university for the term in which they wish to graduate.
School of Nursing Policies and Procedures

Clinical and Service Learning Requirements for Students

NOTE: Students cannot participate in clinical or service learning experiences without completing the following requirements:

Students and faculty in the School of Nursing must meet clinical agency requirements relative to health and immunization status as well as complete site-specific orientation. Immunization requirements, criminal background investigations and drug tests are subject to revision. This information is required by clinical agencies and students may be asked to obtain newly updated information at their own expense at any time during their enrollment.

Drug Testing and Criminal Background Investigation Requirements

The faculty and administration of the Nell Hodgson Woodruff School of Nursing of Emory University are strongly committed to following the professional standards of the health care community in order to benefit patients, students and faculty. Criminal background checks and drug testing for students and faculty with clinical responsibilities are becoming standard requirements for health care and community agencies prior to clinical placement. In order to comply with clinical agency contractual requirements, the School of Nursing will require all students to consent to a Criminal Background Check and drug screen. Students are required to submit an original signed copy of the policy and related release forms. Please see the full text of the policy at the end of this section.

Health Requirements

All students who have been accepted into the School of Nursing are required to submit three (3) health forms to the Office of Educational Innovation, Nicole Ingram and Emory University Student Health Service. Access to these forms are available online at http://studenthealth.emory.edu/hs/hs_immunization.php. Students are also required to receive the influenza vaccine every flu season.

In addition, tuberculin skin testing (PPD), Quantiferon Gold, or chest x-ray is required every twelve (12) months while enrolled in the School of Nursing. Any student who has had a positive tuberculin test is advised to consult a physician regarding appropriate follow-up care. More information on Student Immunization Requirements can be obtained at the end of this section or at http://studenthealth.emory.edu/hs/hs_immunization.php. Students are also required to receive the influenza vaccine every flu season.

In addition to the health forms, students need to complete the Authorization for Use/Disclosure of Protected Health Information test, also known as HIPAA.

Student Health Records

Student Health Services maintains student immunization records, health history forms, and physical exam records, but students should keep copies of their records in order to maintain the proof of the appropriate requirements. Students are responsible for maintaining compliance with the immunization requirements. Students are also required to provide Student Health and Counseling Services and their clinical contract and placement coordinator with updates of these same materials. Nicole Ingram, clinical contract and placement coordinator in the Office of Educational Innovation verifies and maintains these records in the School of Nursing as appropriate.

Health Information Privacy and Accessibility Act (HIPAA) Training

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) directs health care providers, payers, and other health care entities to develop policies and procedures to ensure the security, integrity, privacy, and authenticity of health information, and to safeguard access to and disclosure of health information. Students are also obligated to follow these laws. As part of the contractual requirements between clinical training sites and the School of Nursing, students must receive documented training regarding confidentiality and privacy of protected health information covered under HIPAA. For undergraduate students, this is accomplished through classroom, lab, and clinical setting training and online testing for documentation purposes. For graduate students, online testing is provided for documentation purposes and specialty-specific procedures are covered in the classroom and clinical settings. Students will also receive site-specific training upon arrival at the clinical site. Documentation from other institutions or employers cannot be accepted.

Bloodborne Pathogens and Universal Precautions Training

Universal precautions are infection-control measures that reduce the risk of transmission of bloodborne pathogens through exposure to blood or body fluids among patients and health care workers. It is important that all student nurses are educated about occupational risks and should understand the need to use universal precautions with all patients, at all times, regardless of diagnosis. In recognition of these potential hazards, the Occupational Safety and Health Administration (OSHA) implemented a regulation (Bloodborne Pathogens 29 Code of Federal Regulations (CFR) 1910.1030,) to help protect workers from the transmission of bloodborne diseases within potentially exposed workplace occupations. For under-
Verification of Licensure
Every student pursuing a graduate degree in the School of Nursing must have a current Georgia RN license. Students must submit, in person, the original license and a picture ID—a photocopy is not acceptable—to Nicole Ingram, clinical contract and placement coordinator in the Office of Education prior to enrolling. A staff member in the office will scan the license and place it in the student’s compliance file. Licenses must be presented again at the regular renewal period. Graduate students with expired licenses will not be allowed to participate in clinical training or enroll in courses. Students are required to report any change in the status of licensure (any encumbrances) immediately to the Office of Education.

Evidence of Current Certification in Basic Cardiac Life Support
Students are also required to provide evidence of current certification in basic cardiac life support for health care providers and to maintain certification during the entire time they are students in the School of Nursing. Certification must be obtained through the American Heart Association (AHA) or through a health care provider who is certified as AHA BLS Instructor. Students will not be allowed to participate in clinical training if their certification has expired. Presentation of an original certification card with the instructors name is required.

Student Identification Badge
All students in the School of Nursing must wear appropriate identification while in the clinical area. All enrolled students can get an Emory ID card. The Emory Card Office is located in Boisfeuillet Jones on the first floor. The website is www.emory.edu/studentfinancials/EmoryCard.htm and the telephone number is 404.727.6095.

If the student already works for Emory University Hospital–Midtown, they can get an Emory ID, which will allow them access for clinical sites and to identify him or her as an Emory student. There is no need to request the Proximity card (Prox card) for EUH–Midtown access, since they are already an employee and should have their EUH–Midtown issued ID card.

If the student is an Emory Healthcare employee, the student does not need a new ID card. However they should go to the card office to request to have their current ID card encoded to get access as a student.

Students may only use the name that is on record at the Office of the Registrar. Neither the Emory Card Office nor the School of Nursing has the authority to change the name upon the student’s request. All name changes must be done through the registrar’s office with the appropriate documentation. Students who withdraw from the School of Nursing must turn in the photo ID to the Office of Enrollment and Student Affairs.

NOTE: Prox card is required for access Emory University Hospital–Midtown; the student should request the card at the time of issuance. Please see the appropriate program director to determine whether or not he or she will have clinical rotation at EUH–Midtown. The fee is $8. Payment can be made by cash or check only. Also at the time of sign in at the Emory Card Office please list after your name whether you are a BSN or MSN student.

Preceptor Relationships
Students are frequently assigned to preceptors for clinical practice. These preceptors agree to serve in this capacity without monetary compensation and to work in close collaboration with both students and specialty coordinators. Students are urged to maintain professional relationships with preceptors and to maintain close communication with faculty regarding the preceptor experience.

Student Employment
Students employed or volunteering in health care settings, either during their enrollment in the School of Nursing or during the holidays and between semesters shall be employed or volunteering only as registered nurses. They shall not represent themselves as advanced practice registered nurses.

Experiences Scheduled Outside Academic Calendar
Occasionally, graduate students must complete clinical requirements on a schedule outside the normal academic time frame (during holiday breaks, between semesters, etc.). If this is necessary, the specialty coordinator or the student’s academic adviser must approve this clinical arrangement and make arrangements for faculty contact and supervision during the time period. Proper documentation of these exceptions must be submitted to the Office of Enrollment and Student Affairs by the faculty member.

Readmission or Lapse in Attendance
For readmission after a year or more lapse in attendance, a new university health history form, physical exam, documentation of immunizations, drug screen and criminal background investigation status report are required. For readmission after withdrawal for medical reasons, medical clearance by designated university officials is also required. All materials must be received before registration or the student will not be allowed to participate in clinical training.
Policy on Drug Testing and Criminal Background Investigations of Students

Nell Hodgson Woodruff School of Nursing of Emory University

The faculty and administration of the Nell Hodgson Woodruff School of Nursing of Emory University are strongly committed to following the professional standards of the health care community in order to benefit patients, students, and faculty. Criminal background checks and drug testing for students and faculty with clinical responsibilities are becoming standard requirements for health care and community agencies prior to clinical placement. In order to comply with clinical agency contractual requirements, the School of Nursing will require all students (including those who have been admitted but who have not matriculated) to consent to a Criminal Background Check and drug screen.

- Drug test panels will include: Marijuana, Cocaine, Opiates, Phencyclidine, Barbiturates, Benzodiazepines, Amphetamines, Propoxyphene, Methadone, Oxycodone, and Meperidine;

- The background check must cover the past seven (7) years or the time period since the student’s eighteenth birthday, whichever is less and will cover all states of prior residence. The following checks will be conducted:
  - Social Security Verification, Residency History (all states), Georgia Statewide Criminal Search, Nationwide Sex Offender Search, Nationwide Healthcare Fraud and Abuse Scan, United States Patriot Act Search; Employment

- The student’s failure to consent to the background checks or drug screen may prevent the School of Nursing from securing suitable clinical placement for the student, thus rendering the admitted student unable to matriculate or the enrolled student unable to complete the nursing degree program at NHWSN;

- Results of the background checks and drug screens will be kept in separate confidential files. The Office of Education will convey the status of the background check to the health care or community agency per contractual obligations;

- Adverse results of the background checks and/or drug screens may prevent the School of Nursing from securing suitable clinical placement for the student, thus rendering the student unable to complete the nursing degree program, which may result in either the revocation of admission prior to enrollment or dismissal from the program for enrolled students. Adverse results include, but are not limited to:
  - Felony convictions, weapons possession, history of Medicaid fraud, terrorist activities, pedophilia, sex offender crimes, assault and battery and patterns of misdemeanors (for example, but not limited to, charges of driving under the influence (DWI, DUI) driving with suspended license, shoplifting, fraud, trespassing;

- Students must report felony or misdemeanor convictions (excluding minor traffic violations), which occur during enrollment within 10 business days of occurrence to the clinical contract and placement coordinator. Failure to report requisite information may constitute grounds for immediate dismissal.

- Students will have the opportunity to investigate and correct adverse findings with certified court documents. Students may appeal administrative actions of revocation of admission or dismissal taken as a result of information obtained in the criminal background search by submitting a written statement of appeal and supporting documents to the clinical contract and placement coordinator within 10 business days of the receipt of the administrative action.

Procedure for Student Exposure to Blood/Body Fluids

Adopted, August 25, 1992; Revised, August 30, 1995; March 31, 1997; April 30, 1998; May 30, 1999; August 1, 2005; August 18, 2006; June 2007; August 2008

This information can be found on the School of Nursing website at www.nursing.emory.edu. The Woodruff Health Sciences Needlestick Hotline is 404.727.4PEM (4736) twenty-four hours per day.

Introduction

The purpose of this protocol is to inform students, faculty, clinical agency personnel, and health care providers regarding procedures for management of accidental exposure of students to Hepatitis B, Hepatitis C, HIV, and/or other bloodborne and airborne pathogens.

This protocol applies to all students enrolled in the Nell Hodgson Woodruff School of Nursing who incur, during clinical experience, a percutaneous or permucosal exposure to blood and body fluids which may expose them to Hepatitis viruses, Human Immunodeficiency Virus (HIV), and/or other bloodborne pathogens. To reduce the risk of possible exposures to blood and body fluids, the School of Nursing requires the following:

- Immunization of all students against Hepatitis B prior to matriculation.
- Instruction of all enrolled students in the use of standard precautions. For undergraduates this includes comprehensive reading assignments and supervised laboratory experiences.
- Students are supervised by qualified faculty during clinical experiences.
- All students and faculty receive annual training regarding OSHA Blood Borne Pathogens (Universal Precautions) guidelines.
- All BSN, MSN, and DNP students must complete the required School of Nursing training and cannot substitute training obtained at other institutions or places of employment.
At clinical sites, students must comply with the communicable/infectious disease policy of the affiliating agency or facility with which the student is associated for clinical training, as well as the policies of the School of Nursing.

**Student Responsibilities**

**Effective primary prevention depends upon adequate immunization and the scrupulous, consistent use of standard precautions. Students are responsible for obtaining necessary immunizations and using proper precautions in situations where exposure to blood/body fluids may occur. Personal Protective Equipment (PEP) including, but not limited to gloves, gowns, laboratory coats, face shield or masks and eye protection, should always be worn when performing duties that could cause occupational exposure.**

*Always report any type of exposure immediately.*

**Immediate Response for Emergency Treatment After Exposure to Blood or Bodily Fluids:**

- **ACTION** For Eye Splashes:
  - Remove contact lenses if present
  - Immediately flush eyes with cold water for 15 minutes

- **ACTION** For Splashes to Oral and Nasal Mucosa:
  - Flush vigorously with cold water for 15 minutes

- **ACTION** For skin exposure/needlestick
  - Immediately wash skin thoroughly with soap and water.

1. **DO NOT WAIT.** Notify your on-site preceptor or Charge Nurse IMMEDIATELY

2. **GO**
   - Non-hospital setting: GO immediately to an Emergency Department in the nearest hospital
   - Obtain name of follow-up contact at the site (Practice Administrator, Employee Health, community site supervisor—the person who is coordinating assessment of the source patient.)
   - Hospital setting: GO to Employee/Occupational Health or the Emergency Department

3. **IDENTIFY** yourself as an Emory Nursing Student who has received a needlestick

4. **NOTIFY** Emergency Center staff of Emory Requirements
   - Rapid HIV Test and Labs within 2 hours of exposure
   - Baseline Labs: HIV Antibody, Hepatitis B Surface Antibody, Hepatitis C Antibody and Pregnancy Test (for women)

5. **STOP** Before you leave the Emergency Department
   - Obtain copy of facility Incident Report from preceptor or charge nurse*
   - Obtain copy of Lab Results*
   - Obtain copy of Emergency Department discharge paperwork*
   - Call your Emory faculty clinical instructor and inform him/her of the incident
   - If the instructor is not available within one hour of the exposure, the undergraduate student should contact the BSN program director; the graduate student should contact the appropriate clinical Instructor, specialty coordinator or program director as soon as possible after the incident. If these individuals are not available, the student should contact the associate dean for educational innovation.

6. **FOLLOW UP**
   - REPORT the incident to the Needlestick Hotline 404.727.4PEM (4736) 24 hours a day
   - COMPLETE the SON Exposure Incident REPORT and submit it to your Emory faculty member along with copies of the documents indicated with the * above. The report can be found on the SON website at www.nursing.emory.edu.
   - FOLLOW UP laboratory procedures will be conducted at the Emory University Student Health Services. If post-exposure prophylaxis is prescribed, medication refills will be coordinated by the Woodruff Health Sciences Needlestick Prevention Center, 404.251.8711.

**Other Important Information**

- Emory University Student Health and Counseling Services (EUSHCS) does NOT provide emergency treatment or rapid HIV/bloodborne pathogens testing.

- Emory Student Health Service does provide confidential regular HIV testing by appointment and follow up services. Lab tests usually take a week for results.

- Pre and post-testing counseling sessions are required by Georgia State Law for those receiving HIV tests. Care provided at the Emory University Health Service is confidential.
The student is responsible for following recommendations for follow-up by the facility, his/her primary care provider and for following up with the Needlestick Prevention Center and with his/her Emory faculty member.

Students whose clinical activities are restricted by their health care provider cannot return to clinical training until documentation of the release to practice is provided to the student's clinical instructor. (The instructor will provide a copy of this release to Academic Administration prior to allowing the student to return to clinical.)

Faculty Responsibilities
Faculty are expected to reinforce with both BSN and MSN students the appropriate education and practice related to the use of standard precautions and are to review this policy with all students.

When a student reports an exposure:
Refer to the Emergency Response Instructions listed above and on the folding card
Immediately, or as soon as possible, assist in investigating the source (patient or client) status relating to bloodborne pathogens.

Determinations regarding source of exposure, including contact with the source, testing of the source, and notifying the source's health care provider shall be made in cooperation with the affiliating facility or agency in which the exposure occurred and in compliance with all applicable laws and regulations.

Obtain a detailed description of the incident from the student AND have the student complete the attached Incident Report form. The completed Incident Report form should be reviewed by the faculty member, who may add notes to clarify and provide more detailed information. The form is signed by the student, the faculty member and submitted by the faculty member to the clinical contract and placement coordinator within 24 hours or, if the incident occurs on a weekend or holiday, by 8:00 a.m. the next business day.

If an incident report is completed by the site where the exposure occurred or by the emergency room, the clinical instructor should obtain a copy of the facility's report from the student and attach it to the School of Nursing Incident Report.

The faculty member will review standard precautions with the student and proper procedures for avoiding exposure prior to the student returning to the clinical setting.

Initial and subsequent care and follow-up activities, including recommendations relating to counseling, prophylactic treatment, and continued or restricted practice activities should be made by the student’s health care provider.

If the student's health care provider restricts the student’s practice, the faculty member will follow up regarding the status of the restrictions prior to allowing a return to clinical training.

Students whose clinical activities are restricted by their health care provider cannot return to clinical training until documentation of the release to practice is provided to the student's clinical instructor. The instructor will provide a copy of this release to Academic Affairs Services prior to allowing the student to return to clinical.

Document and maintain all information relating to the exposure incident in a confidential manner and forward all information to the clinical contract and placement coordinator.

Affiliating Agency Responsibilities
Affiliating agency representatives are informed of the School of Nursing’s policies and procedures related to pathogen exposure through routine correspondence from the school.

Affiliating agencies are expected to assist students and faculty in obtaining information about the communicable disease status of the source patient.
IV–D. Infection Control Policy and Protocols
Emory University Affiliated Hospitals

Needle Sticks and Other Blood/Body Fluid Exposures

1. Always observe Standard Precautions (Universal Precautions).
2. If you have an exposure to blood or other body fluids (e.g., needle stick, cut), immediately clean the wound with soap and water.
3. Exposed oral and nasal mucosa should be decontaminated by vigorously flushing with water. Exposed eyes should be irrigated with clean water or sterile saline. Eyewash facilities can be accessed quickly in the emergency department for each hospital.
4. Follow the protocol of the hospital in which the incident occurred to the fullest including all follow-up (through the hospital’s Employee Health Service). It is especially important that you report your exposure to the hospital’s Employee Health Service as soon as possible so that a timely evaluation can be performed. Additionally, your exposure may guide future preventive efforts (e.g., education, training, selection of devices). If prophylactic medications are indicated, it is recommended they be initiated as soon as possible after the exposure, ideally within two hours.
5. If you are uncertain of the procedures for reporting and obtaining care at the facility where your exposure occurred, call the Woodruff Health Sciences (WHSC) Needle Stick Hotline for assistance at 404.727.4736.
6. Acute serology should be drawn to establish one’s baseline antibody titers to hepatitis B virus (if you have not previously been determined to be HBsAb positive [immune to Hepatitis B]) and, if indicated, to HIV and/or Hepatitis C Virus [HCV] (if the source patient is HIV-positive or HCV-positive).
7. Depending on the results of one’s serology and the baseline serology of the patient (from which the incident occurred), you may need follow-up serologies as per the hospital protocol where the injury occurred.
8. If the source patient is HIV-infected, the administration of post-exposure prophylaxis (PEP or “prophylactic” antiretroviral medications) to decrease the risk of patient-to-health care worker transmission should be strongly considered. Medications may be initiated pending results of HIV serology on the source patient. If used, these medications should be taken as soon as possible after the needle stick injury. The hospitals have protocols and will counsel you and give advice as needed. PEP regimens are complicated; therefore be sure that the individual who manages your exposure consults with the Hospital Epidemiologist (see list below). Again, call the WHSC Needle Stick Hotline 404.727.4736 if you have any questions about management of the needle stick or other occupational exposure.
9. The following list of specific areas and/or individuals should be contacted at the facility in which the exposure occurs:

GRADY MEMORIAL HOSPITAL AND AFFILIATED SITES:
Daytime hours, Monday through Friday:
Employee Health Service call 404.616.7849 (STIX) or 404.616.4600
After hours and on weekends: Occupational Health Services—Call 404.616.7849 (STIX)

Dr. Susan Ray, Hospital Epidemiologist, Division of Infectious Diseases

If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404.727.4736.

VA MEDICAL CENTER:
Daytime hours, Monday through Friday: Infection Control/Employee Health, Room 611, Debbie Hawkins RN: 404.321.6111, Ext. 6471
After hours and on weekends: Emergency Room 404.321.6111, Ext. 6640

Dr. David Rimland, Division of Infectious Diseases
Office: 404.321.6111, ext. 6165; Pager: 404.722.3122; Home: 770.393.8951
Dr. Robert Gaynes, Division of Infectious Diseases
Office: 404.321.6111, ext. 7508; Pager: 404.485.7918

If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404.727.4736.

EMORY UNIVERSITY HOSPITAL MIDTOWN:
Daytime hours, Monday through Friday (7 a.m. to 4 p.m.):
Employee Health Service—404.686.2352
After hours, and on weekends: Page Administrative Nursing Supervisor (PIC#11917)
Dr. Jesse Jacob, Division of Infectious Diseases
Office: 404.686.1564; Pager: 404.686.5500, ID# 16623; Home: 404.876.4717
If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404.727.4736.

EMORY UNIVERSITY HOSPITAL
Daytime hours, Monday through Friday (7 a.m. to 4 p.m.):
Employee Occupational Health Services, HB 53 Emory Hospital 404.686.8587
After hours and on weekends: Page Administrative Nursing Supervisor (PIC#13087)
Emergency Room 404.712.7100
Dr. Bruce Ribner, Hospital Epidemiologist, Emory University Hospital and Emory Division of Infectious Diseases Office: 404.727.1580; Pager: 404.686.5500, PIC# 15326; Home: 404.417.0225
If you are unable to reach any of the above individuals, call the WHSC Needle Stick Hotline 404.727.4736.
NEEDLESTICK HOTLINE: 404.727.4PEM (4736)
Student’s Full Name ____________________________
Address _______________________________________
Soc Sec # ______-_____--______  Birth Date ______/______/______
email ___________________________________________
Home Phone ____________________  Cell Phone ________________________
Program: BSN MSN Specialty: ____________________________
Student’s Immunization Status:
Tetanus _____Hepatitis B Vaccine _____ Titer _____ Last PPD _____
Other (specify) __________________________
Date of Incident: ______/_______/_______ Time: _______:_______ AM  PM
Location/Facility Name __________________________________________
Dept/ Unit _______________________________________________
Type of Facility: Hospital  Private  Practice  Community  Agency
Other: _________________________________________________
Site Preceptor __________________________________________
Work Phone and Cell # __________________________________
Site Contact for follow up: __________________________________
Title: __________________________________________________
Phone _________________________________________________

TYPE OF INCIDENT
☐ Needlestick Type of Needle_______ ☐ Other sharp object _____________
☐ Other Injury (explain below)  ☐ TB Exposure  ☐ Other (explain below)

TYPE OF EXPOSURE
☐ Body fluid splash  ☐ Blood  ☐ Urine  ☐ Saliva
☐ Wound drainage  ☐ Animal scratch  ☐ Animal bite  ☐ Mucous membrane
☐ Eye  ☐ Mouth  ☐ Nose  ☐ Broken skin
☐ Intact skin  ☐ Inhalant  ☐ other____________________________
Who witnessed the incident? ____________________________________________
To whom at the facility was it reported? _________________________________
When was Emory faculty member notified? ______________________________
Was an incident report created by the site?  Yes  No  Please attach a copy.
Where were you treated for the needlestick? Facility Name: ________________________
________________________________________________________________________
Please attach a copy of the Emergency Center Report
Were baseline labs obtained from the source or source patient?  No  Why not?
Yes Which serology?? __________________________________________________
Attach copy of results (without patient name) or list: _____________________________
________________________________________________________________________
Was acute serology drawn on you (the student)?  No  Yes By: __________________
Note: what will be tested: (rapid HIV, Hep B, etc.) ____________________________
________________________________________________________________________
Did you call the Needlestick Prevention Center Hotline?  Yes  No
FULLY describe the incident/injury/exposure and explain in detail what you were doing
when the injury/exposure/incident occurred, including the use of tools, equipment, or
materials. What body part was affected? Have you ever required medical treatment for this
part of your body or condition before? Please use additional sheets if necessary.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
To be Completed by EMORY FACULTY: Clinical Instructor’s Comments
In addition: please review and provide additional information/clarification to the student’s statement.
Emory Faculty Clinical Instructor __________________ Work # ___________
Cell Phone # ________________________________
Faculty Member notified: Date ______________ Time: ___________ AM  PM
Faculty Report:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Follow Up Actions by student already conducted and to be conducted (please note timeline)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Are student’s clinical activities restricted? No  Yes (If Yes, please describe and give begin
and end dates or date for review by student’s personal health care provider.)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Signatures Department (Chair should also be notified)
Faculty Member/Specialty Coordinator: ___________________________ Date: _______
Assistant Dean for Education: ________________________________ Date: _______
Signature: ____________________________________________________ Date: _______
Associate Dean for Educational Innovation: ______________________ Date: _______
Signature: ____________________________________________________ Date: _______
Present original to clinical contract and placement coordinator within 24 hours
Date Received by Office of Education ________ by ___________________________

Notes:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Updated 8/2010
Student Conduct
Nell Hodgson Woodruff School of Nursing Masters of Science in Nursing Student Code of Conduct

PREAMBLE
Emory University is an institution dedicated to providing educational opportunities for its students, transmitting and advancing knowledge, and providing a wide range of services to both students and the general community. To accomplish these objectives and responsibilities requires that the university be free from violence, threats, and intimidation; protective of free inquiry and dissent; respectful of the rights of others; open to change; supportive of democratic and lawful procedure; and dedicated to intellectual integrity and the rational approach for the resolution of human problems.

The tradition of the university as a sanctuary of academic freedom and center of informed discussion is an honored one, to be guarded vigilantly. The basic significance of that sanctuary lies in that protection of intellectual freedoms: the rights of professors to teach; of scholars to engage in the advancement of knowledge; of students to learn and express their views.

Because of these objectives, the university community is necessarily pluralistic and its constituent elements varied and diverse. A system is necessary to provide the proper balance between the academic freedoms allowed to a member of the university and his or her responsibility as a citizen of the university community. For this purpose, and in accordance with the bylaws of the university, the President of the University has defined the interests of the university community to be promoted and protected by such a system and this Master's of Science in Nursing (MSN) Code of Conduct is designed and maintained by the Nell Hodgson Woodruff School of Nursing for that purpose.

The MSN Code of Conduct (Code) may be reviewed annually and changes require the approval of the associate dean for educational innovation, the associate dean of enrollment and student affairs, and the assistant dean for the MSN program. Provisions of this code may be revised, supplemented, or amended at any time by action of the appropriate university or school authorities.

COVERAGE
The Nell Hodgson Woodruff School of Nursing MSN Code of Conduct is the school’s policy regarding nonacademic conduct offenses of graduate students enrolled in the School of Nursing. Academic discipline of students is not covered by this code, but rather falls within the jurisdiction of the academic unit of the school.

BASIC EXPECTATIONS/INHERENT AUTHORITY
The primary purpose for the imposition of nonacademic discipline in the university setting is to protect and preserve the quality of educational environment in the campus community. This purpose entails several basic expectations:

a. That the university community assumes high standards of courtesy, integrity, and responsibility in all of its members.

b. That each student is responsible for his/her conduct and that continuation as a student is conditional upon compliance with the requirements of student conduct expressed or implied in this code.

c. That matters of alleged misconduct that fall under this code will be handled under this code.

The university and school reserve the right to take necessary and appropriate action to protect the safety and well being of the campus and school community. The associate dean of enrollment and student affairs and chief diversity officer at the School of Nursing is charged with the welfare of all students. Accordingly, in emergency situations, the associate dean of enrollment and student affairs has full authority to deal with student conduct according to the exigencies of the emergency and for its duration.

The university is not designed or equipped to rehabilitate students who do not abide by this code. It may be necessary to remove those students from the campus and to sever the institution’s relationship with them, as provided in this code.

The associate dean of enrollment and student affairs is delegated responsibility pertaining to all student organizations and student government. In addition, the associate dean of enrollment and student affairs has the responsibility and authority to discipline such organizations and, for various alleged violations including hazing, may choose to handle such matters in a direct and expedient manner, including taking interim action, until the completion of the conduct process.

Nothing in this document constitutes a contract or creates a contractual obligation on the part of Emory University or the school. The university reserves the right to interpret and apply its policies and procedures, and to deviate from these guidelines, as appropriate in the particular circumstances and in accordance with the mission and goals of the university. The university further reserves the right to alter or modify any statement contained in this document without prior notice.

CONFIDENTIALITY
Students’ conduct records are confidential and will not be released outside the university without the student’s specific written permission, except as provided by applicable law.

DEFINITIONS
When used in this code:

1. The term complainant can be used to refer to a person, a group, an entity, or the university. When the complainant is a group, the university, an entity, or a single person may be appointed by that body to represent it.

2. The term respondent can be used to refer to a person, a group, or an organization. When the respondent is a group or organization, a single person may be appointed by that body to represent it. This term may be used interchangeably with “accused student” or “accused organization.”

3. The term consent means freely given agreement by a competent person. A person is incompetent to give consent when that person is under such incapacity that he or she does not appreciate the nature of the consent.
4. The term **days** means calendar days.
5. The term **distribution** means giving, selling, or exchanging.
6. The term **group** means a number of persons who are associated with each other who have not followed university requirements for recognition as an organization.
7. The term **hearing body** means any person(s) authorized by the dean to hold a disciplinary hearing, to determine whether a student has violated the code, and to impose sanctions. This term includes the MSN Conduct Council, the Peer Review Boards, and the associate dean of enrollment and student affairs.
8. The term organization means a number of persons who have followed the university requirements for recognition.
9. The terms **notify in writing** or **transmit in writing** mean to mail (US or campus) written notice to the student's most recent address of record, to hand deliver written notice to the student in person, or to send via electronic mail.
10. The term **sexual contact** means vaginal intercourse, anal intercourse, fellatio, cunnilingus, touching of the genitals, breast, buttocks, or inner thighs, or the clothing covering such, or any other physical conduct or touching of a sexual nature.
11. The term **student** means any person pursuing graduate coursework at the School of Nursing. At the discretion of the associate dean of enrollment and student affairs, the term may be extended to mean: (1) a person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or (2) a person who, while not currently enrolled, has been enrolled in the School of Nursing and may reasonably seek enrollment at a future date, or (3) a person who has applied or been accepted for admission to the School of Nursing and may reasonably be expected to enroll, or (4) a person enrolled through special standing, transient status, or any other form of registration.
12. The terms **university** and **institution** mean Emory University and includes the School of Nursing.
13. The term **university premises** means buildings or grounds owned, leased, operated, controlled, affiliated with, or supervised by the university.
14. The term **university- or school-sponsored activity** means any activity, on or off campus that is initiated, aided, authorized, or supervised by the university or school.
15. The terms **school** or **School of Nursing** mean Nell Hodgson Woodruff School of Nursing at Emory University.
16. The term **weapon** means any object or substance designed to inflict a wound, cause injury or incapacitate, including, but not limited to, all firearms, pellet guns, BB guns, switchblade or gravity knives, clubs, blackjacks or brass knuckles, or ice picks.
17. The term **dean** means dean of the Nell Hodgson Woodruff School of Nursing.
18. References to **dean of the Nell Hodgson Woodruff School of Nursing, associate dean for education** or **associate dean of enrollment and student affairs** include his or her designee.

**VIOLATIONS OF THE LAW AND THIS CODE**

Students may be accountable to both civil authorities and to the university for acts that constitute violations of the law and this code. Those accused of violations of this code are subject to the university disciplinary proceedings outlined in this code while criminal, civil, or other university proceedings regarding the same conduct are pending. Accused students may not challenge the university disciplinary proceedings outlined in this code on the grounds that criminal allegations of possible violations, civil actions, or other university proceedings regarding the same incident are pending, may be initiated, or have been terminated, dismissed, reduced, or not yet adjudicated. The university will refer matters to federal, state, and local authorities when appropriate.

**PROHIBITED CONDUCT**

Each student may be subject to this code whether misconduct occurs on university premises, at university- or school-sponsored activities, or at any location off-campus when such conduct is brought to the attention of the university. It is neither possible nor necessary to specify every instance of misconduct that could result in disciplinary action against a student. The following list includes, but is not limited to, conduct which may subject a student to disciplinary action.

a. Attempting, assisting, or encouraging any conduct prohibited by this code.
b. Causing physical harm to any person, or causing reasonable apprehension of such harm.
c. Disorderly or indecent behavior, including destroying or damaging university property or the property of others.
d. Engaging in conduct directed at a specific person or persons that seriously alarms or intimidates such person or persons and that serves no legitimate purpose. Such conduct may include: explicit or implicit threats, including gestures that place a person in reasonable fear of unwelcome physical contact, harm, or death; following a person about in a public place or to or from his or her residence; making remarks in a public place or by electronic communication to a specific person that are by common usage lewd, obscene, expose a person to public hatred, or that can be reasonably expected to have a tendency to cause acts of violence by the person to whom the remark is addressed; or communicating anonymously by voice mail or graphic means or making a telephone call anonymously whether or not a conversation ensues.
e. Engaging in sexual conduct in violation of the Sexual Assault Policy Statement. For clarification, sexual assault is defined as sexual contact with another person without that person's consent. Sexual contact will be considered "without consent" if no clear consent, verbal or nonverbal, is given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or who otherwise reasonably appears to be without the mental or physical capacity to consent. For example, sexual contact with a person who reasonably appears to be impaired in the exercise of judgment by alcohol or other drugs may be considered "without consent."
f. Violations of the university's Policy Statement on Discriminatory Harassment, which includes sexual harassment.
g. Purposeful misrepresentation or deception including but not limited to:
   - Initiating or causing any false report, warning or threat of fire, explosion of other emergency.
   - Misrepresenting or furnishing false information to the university or its representatives.
   - Forging, alteration, misrepresentation, counterfeiting, or misuse of any university or other document, instrument of identification, or access device.

h. Reserved for future use.

i. Reserved for future use.

j. Reserved for future use.

k. Engaging in violation of the Division of Campus Life Alcohol Policy, including, but not limited to:
   - Possession or use of alcoholic beverages by an individual under 21 years of age.
   - Providing alcoholic beverages to an individual under 21 years of age or to one who is noticeably intoxicated.
   - Possession or consumption of alcohol in the public areas (including public areas of the residence halls).
   - Unauthorized distribution of alcoholic beverages or possession of alcoholic beverages for the purposes of distribution.
   - Unauthorized possession of an open container of an alcoholic beverage.

l. Taking any action or creating any situation that endangers another's mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiating into or affiliation with any organization or group.

m. Appearing in a public place manifestly under the influence of alcohol or a controlled or other intoxicating substance, particularly when there is danger to self, others, or property or there is unreasonable annoyance to person(s) in the vicinity.

n. Unauthorized distribution, possession, or use of any controlled substance or distribution, possession, or use of any illegal drug, or engaging in violation of the Campus Life Drug Policy.

o. Unauthorized use, possession, or storage of any weapon.

p. Unauthorized use or possession of fireworks or incendiary, dangerous, or noxious devices or materials.

q. Unauthorized presence on or use of university premises, facilities, or property, including camping, building a fire, or use of an unauthorized heating, cooking, or electrical device. Engaging in violation of regulations relating to entry (opening and closing hours) and use of university facilities.

r. Intentionally or recklessely misusing or damaging fire or other safety equipment.

t. Exposing one's own genitals, buttocks, or breasts in a public place, unless specifically authorized for activities such as theater productions or classes.

u. Theft or misuse of property or services on university premises, at university- or school-sponsored activities, or from university organization(s) or group(s), or knowing possession of stolen property or use of stolen services on university premises, at university- or school-sponsored activities, or from university organization(s) or group(s).

v. Substantially interfering with the freedom of expression of others.

w. Interfering with normal university functions, university- or school-sponsored activities, or any function or activity on university premises including, but not limited to, studying, teaching, public speaking, research, university administration, or fire, police, or emergency services.

x. Disregarding or failure to comply with the directive of a hearing body or university official, including a campus police officer acting in the performance of his or her duties. Failure to fulfill sanctions assigned by the associate dean of enrollment and student affairs or designee and/or knowingly violating the terms of any disciplinary sanction imposed or any mutual agreement reached in accordance with this code.

y. Disruption of university or other computer systems (e.g. spamming); unauthorized alteration, disclosure, gaining or providing unauthorized access; or destruction of university or other computer systems or material; improper access to university or other computer files and systems; or violation of copyright or proprietary material restrictions connected with university or other computer systems, programs, or materials. Engaging in violation of Academic and Administrative Information Technology (AAIT) policies.

z. Violation of any government laws or ordinances, or of any university or individual school rules, regulations, or policies. Such university rules, regulations, or policies shall include, but are not to be limited to, the regulations and policies contained in the Resdience Life and Housing Graduate Housing Agreement and Handbook, Campus Life Handbook, Policy Statement on Discriminatory Harassment; as well as traffic and parking regulations.

aa. Inappropriate participation in the Code of Conduct and/or hearing processes, including but not limited to:
   - Falsification, distortion, or misinterpretation of information before a hearing body.
   - Disruption or interference with the orderly conduct of disciplinary hearing proceedings.
   - Knowingly instituting disciplinary proceedings without cause.
   - Attempting to discourage an individual's proper participation in, or use of, the disciplinary system.
   - Attempting to influence the impartiality of a disciplinary body member prior to or during the course of the disciplinary proceeding.
   - Harassment (verbal or physical) or intimidation of a member of a disciplinary body prior to, during or after a disciplinary proceeding.
   - Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
STUDENT CONDUCT HEARING BODIES

MSN Conduct Council

The MSN Conduct Council is established to hear nonacademic, graduate student conduct cases from the Nell Hodgson Woodruff School of Nursing. The MSN Conduct Council is composed of:

a. a chair, appointed by the dean, who shall be a faculty or staff member, but not a voting member of the council, except in cases of a tie;

b. two voting faculty or staff members;

c. one voting administrator from the School appointed by the dean;

d. three voting graduate student members.

There shall be a pool of council members. The pool of faculty or staff members shall be from the School of Nursing, appointed by the dean. The pool of graduate students shall be from the School of Nursing, appointed by the dean. The council must have a minimum of five members present in order to convene. If alternates are not available from the pool of council members and a quorum cannot be reached, substitutes may be appointed in a manner consistent with other appointments.

MSN Peer Review Board

The Peer Review Board is established to hear cases involving minor violations of the nonacademic MSN Code of Conduct from the Nell Hodgson Woodruff School of Nursing. An explanation of minor violations subject to the MSN Peer Review Board is included in the procedural section of MSN Peer Review Board. The Peer Review Board shall be composed of at least four but not more than six members, including:

a. a chair, who shall be a student, but not a voting member of the Board, except in cases of a tie;

b. five voting students;

c. an adviser, who shall be the associate dean of enrollment and student affairs or his/her designee, but not a voting member of the Board.

The chair may only vote in cases of a tie. The dean shall appoint all members of the Peer Review Board. If alternates are not available from the pool of Board members and a quorum cannot be reached, substitutes may be appointed in a manner consistent with other appointments.

MSN Conduct Appeal Board

The Conduct Appeal Board will be established at the beginning of every academic year to hear appeals from cases heard by any hearing body. The board shall be composed of:

a. one voting administrator appointed by the dean.

b. one voting faculty member from the School of Nursing, appointed by the dean.

c. one voting graduate student appointed by the dean.

Substitutes may be appointed in a manner consistent with other appointments.

CONDUCT PROCEDURES

General

Anyone wishing to report an alleged incident of misconduct under this code may make such report to the associate dean of enrollment and student affairs. Reports generated by Residence Life staff as well as by the Emory Police will be forwarded to the associate dean of enrollment and student affairs. A determination of whether action should be taken in response to a report will be made by the associate dean of enrollment and student affairs and the appropriate conduct procedure will be initiated.

The associate dean of enrollment and student affairs will notify the respondent in writing that he or she must make an appointment for a preliminary meeting within five (5) days of the date on the written notice. Failure to schedule or attend this preliminary meeting will automatically result in formal allegations of possible violations as described below.

The associate dean of enrollment and student affairs will hold a preliminary meeting with the respondent to review the report as well as ascertain the respondent’s perspective of the incident. The associate dean of enrollment and student affairs will refer the respondent to the MSN Code of Conduct. The code may be found in the Nell Hodgson Woodruff School of Nursing Graduate Student Handbook or a copy may be provided upon request. In this meeting, the respondent will be asked to decide whether or not he or she wishes to accept responsibility for having violated the Code of Conduct.

If a student accepts responsibility for having violated the Code of Conduct and thereby waives the option of a hearing, the associate dean of enrollment and student affairs will recommend appropriate sanction(s).

This selection shall be made in writing and recorded by the associate dean of enrollment and student affairs.

If a respondent does not accept responsibility for having violated the Code of Conduct, the associate dean of enrollment and student affairs will conduct an investigation to determine if the matter should proceed to formal allegations of possible violations, or if it can be disposed of administratively by mutual agreement of the parties involved.

If the matter is not resolved, the respondent will receive a letter stating the formal allegations of possible violations. A copy of documents relevant to the case will be given to the respondent and the complainant at least seven days in advance of the hearing. These formal allegations of possible violations will be referred to a hearing and a copy of documents relevant to the case will be forwarded to the appropriate hearing body.

The respondent will be required by the associate dean of enrollment and student affairs to attend a hearing with the MSN Conduct Council or Peer Review Board serving as the hearing panel and to determine the appropriate sanction(s), if any.

In cases pertaining to student organizations, the president shall represent the organization during all conduct proceedings. In cases that include complaints against the president of the organization, the vice-president shall represent the organization during all conduct proceedings.

If a respondent fails to respond to any notification in writing concerning the conduct process, the case will be automatically referred to a hearing with the MSN Conduct Council.
The university and school reserve the right to place a “hold” on the diploma, degree certification, official transcripts, or registration of the accused student even though he or she may have completed all academic requirements. The diploma, degree certification, official transcripts, or registration may be withheld until the conduct allegations have been resolved and/or sanctions as well as other conduct obligations completed.

**Associate Dean of Enrollment and Student Affairs and MSN Conduct Council**
The associate dean of enrollment and student affairs or MSN Conduct Council may require any student of the university to attend and/or testify at any hearing or meeting regarding a conduct matter that is covered under this code. The associate dean of enrollment and student affairs or MSN Conduct Council may request faculty or staff members to attend and/or testify at a hearing or meeting or furnish a written statement.

Notification in writing of a hearing before the MSN Conduct Council as well as the date and time of this hearing will be sent to the respondent at least seven calendar days before the scheduled date of the hearing. At this hearing, a decision of “in violation” or “not in violation” will be made, based upon the available information and evidence presented at the hearing, with or without the accused being present. If it is determined that a violation has occurred, a sanction will also be determined and the respondent will be notified in writing.

Whenever a hearing is to be held regarding an alleged incident of misconduct under this code, the respondent and the complainant, if any, shall be given at least seven calendar days written notice of the allegations of possible violations alleged against the respondent and of the date, time, and place of the hearing.

The chair of the hearing shall determine the admissibility of evidence and/or testimony based on its relevance to the proceedings. The hearing shall be closed to everyone except the hearing body, appropriate staff, the respondent, complainant, advisers to the respondent and the complainant, as well as witnesses during the actual time of their testimony.

As used in the remainder of this section and the following section, references to the Conduct Council and the chair shall also refer to the associate dean of enrollment and student affairs.

The respondent and the complainant may be assisted by an adviser of his/her choice. The adviser must be a member of the Emory University faculty or staff, or a student currently enrolled at the graduate level. The adviser may not be an attorney. Exceptions will be considered by the associate dean of enrollment and student affairs.

The adviser acts as either the complainant’s or respondent's support person during the hearing. The adviser may assist the respondent in the preparation prior to the hearing, but may not speak during the hearing.

Advisers are allowed to:

a. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if the respondent, complainant, or their advisers fail to appear at the hearing, the hearing may be held in the absence of either or both.

Both the complainant and the respondent are allowed to:

a. Be present at the hearing until such time as the hearing body retires to deliberate the decision. However, if either the respondent, complainant, or their advisers fail to appear at the hearing, the hearing may be held in the absence of either, all, or both.

b. Present tangible and documentary evidence; and evidence by witness, or by signed written statements of witnesses who do not attend the hearing, including the signed written statements of the complainant or the accused. If witnessing fails to appear, the hearing shall be held in their absence. It is the responsibility of the respondent and the complainant to notify any additional witnesses not called by the hearing body. Additional witnesses must have the prior approval of the chair of the hearing body. All witnesses should be notified of the date, time, and place of the hearing.

c. Question all witnesses who give evidence at the hearing directly or through written questions presented through the chair.

The chair of the MSN Conduct Council shall have final decision on what evidence may be presented and the tone of questioning. The chair may decide to stop questions at any time.

**HEARING DECISIONS**

**MSN Conduct Council**
The MSN Conduct Council, shall deliberate and decide whether the respondent has violated the code. This hearing body determines whether a violation occurred based on whether there is a preponderance of evidence. The hearing body may decide that the student/organization is in violation of a less serious conduct charge. A determination that a student/organization has violated the MSN Code of Conduct requires a simple majority vote. In the case of a tie, the chair shall cast the deciding vote.

If the finding of “in violation” is determined, the hearing body shall be provided with the record of any previous disciplinary proceedings in which the student/organization was found in violation. On the basis of the hearing and the student's/organization's previous record, a decision will be made regarding sanctions by a simple majority vote. In the case of a tie, the chair shall cast the deciding vote.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization.

A written decision will be issued in a reasonable time after the date of the hearing. This decision includes: 1) a statement of allegations of possible violations; 2) a summary of the facts in the case; 3) the decision; 4) a brief statement of the hearing body’s reasoning; and, if a violation is found, 5) sanction(s).

All decisions of the MSN Conduct Council shall be reviewed by the associate dean of enrollment and student affairs. Based on this review, the associate dean of enrollment and student affairs may impose the sanction(s) recommended or sanction(s) of greater or lesser severity. The dean will be advised of any decision resulting in a sanction of suspension or expulsion.

The student/organization shall receive written notice of the outcome of the hearing as described above and will also receive information on the option of an appeal. To the extent permitted by law, the complainant shall also receive written notice of the outcome of the hearing.
MSN PEER REVIEW BOARD

The Peer Review Board is established to hear cases involving minor violations of the non-academic, graduate student conduct code from the Nell Hodgson Woodruff School of Nursing. Minor violations may include but are not limited to incidents that pose no immediate or serious danger to individuals or the community. Examples might include excessive noise, vandalism, and some residence hall policy violations (e.g., candles, smoking in public areas). The associate dean of enrollment and student affairs will review cases and decide if alleged violations are minor and appropriate for the Peer Review Board. The Peer Review Board may have jurisdiction over violations regardless of whether the alleged violation was committed by an individual or student organization.

CONDUCT PROCEDURES

Cases referred to the Peer Review Board

Any person having knowledge of an alleged or suspected violation may report the violation to the associate dean of enrollment and student affairs. The associate dean of enrollment and student affairs shall determine whether further proceedings are warranted, and if so, a determination shall be made as to whether to refer the matter to the Peer Review Board or the MSN Conduct Council.

If the associate dean of enrollment and student affairs determines the matter should be referred to the MSN Conduct Council, further proceedings shall be in accordance with the conduct procedures already outlined. If it is determined the matter should be considered by the Peer Review Board, the chair of the Peer Review Board shall be given a copy of the report and the remainder of the process will be conducted as outlined in the section titled Hearing Procedures–Peer Review Board.

HEARING PROCEDURES

MSN Peer Review Board

The associate dean of enrollment and student affairs will notify students, or the president of the student organization, in writing, of the date, time, and place of the hearing and of the alleged violation. The associate dean of enrollment and student affairs shall also inform the student, or president, in writing, that he or she has the right to be present at all times during the evidentiary portion of the hearing and to ask questions of witnesses, make statements and present evidence in his/her own behalf, or, in the case of a student organization, on the organization’s behalf.

The hearing procedures of the Peer Review Board shall be as follows:

a. At least three voting members must be present.

b. The respondent shall have the right to be present at all times during the hearing except when the Board retires to deliberate. Should the accused student, or organizational president, as well as witnesses, after proper notification, not appear at the time and place specified by the chair, the case will be referred to the associate dean of enrollment and student affairs as a violation of the code.

c. The chair of the hearing shall determine the admissibility of evidence and/or testimony based on its relevance to the proceedings.

d. The Board may require any student of the university to attend and/or testify at any hearing or meeting regarding a conduct matter that is covered under this code. The Board may request faculty or staff members to attend and/or testify at a hearing or meeting or furnish a written statement.

e. At the conclusion of the hearing, the Board members shall deliberate and reach a decision. The respondent shall be found “in violation” or “not in violation” by majority vote. The Board determines whether a violation occurred based on whether there is a preponderance of evidence.

f. If a violation on the part of the student or organization is determined, then the Board shall be authorized to consider imposing the sanction, previous conduct violations in which the student or the organization was found in violation.

g. On the basis of the findings in the case and the conduct record, if any, concerning the student or organization, the Board shall render a recommendation by majority vote as to the proper disciplinary action to be taken.

h. All decisions of the Peer Review Board shall be recommendations to the associate dean of enrollment and student affairs who will make the final decision.

i. After the conclusion of the process, the student or organization president, will be notified in writing, of the decision.

SANCTIONS

The following sanctions, singularly or in combination, may be imposed upon any student or organization found to have violated the Code of Conduct:

a. Warning: A notice in writing to the student that the student has violated institutional regulations and must cease and not repeat the inappropriate action.

b. Probation: A written reprimand for violation of specified regulations. Probation may be either university probation and/or residence hall probation. For student organizations, probation may include social probation. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulation(s) during the probationary period.

University probation signifies that if there are additional violations, a student may place his/her status at the university in jeopardy. Residence hall probation signifies that if there are additional violations, a student may place his/her housing status in jeopardy.

c. Loss of Privileges: Denial of specified privileges for a designated period of time. This sanction may include, for example, denial of the right to represent the university in any way, denial of the use of campus facilities, or denial of parking privileges.

d. Restitution: Compensation for loss, damage, or injury. This may take the form of service, monetary compensation, or material replacement.

e. Educational Sanctions: Projects, classes, or assignments designed to educate a student or organization in connection with the effects of his/her behavior.

f. Residence Hall Suspension: Separation of the student or organization from the residence halls for a definite period of time, after which the student or organization may be eligible to return. Conditions for readmission may be specified. (Note: this is in
addition to the residence hall suspension referred to in the Graduate Housing Agreement. This Agreement provides that temporary, permanent, or immediate suspension may be imposed upon a student by the Director of Residence Life or Executive Director of Residence Life and Housing at any time when there is reason to believe, based on available facts, that the student represents a threat to the safety, health, or welfare of herself/himself, other persons or property.

g. Suspension: Separation of the student or organization from the university for a definite period of time, after which the student may be eligible to return. Conditions for readmission may be specified.

h. Expulsion: Permanent separation of the student or organization from the university.

i. Other: Other sanctions as deemed appropriate by a hearing body or the associate dean of enrollment and student affairs.

Sanctions are based upon the circumstances of the incident, seriousness of the matter, and conduct history of the student or organization.

Conduct sanctions (f) Residence Hall Suspension, (g) Suspension, and (h) Expulsion shall be entered permanently on a student’s record. Sanction (b) University Probation shall be entered on a student’s record for the term of the probation.

APPEALS
The respondent may appeal decisions rendered by the associate dean of enrollment and student affairs, Peer Review Board, or the MSN Conduct Council to the MSN Conduct Appeal Board.

To initiate an appeal, the respondent must submit a signed, written statement of the specific reason(s) to the associate dean of enrollment and student affairs within seven days of receipt of the hearing decision. The associate dean of enrollment and student affairs will convene the Board for the appeal meeting.

The Appeal Board will review the documents pertaining to the case to determine:

1. Whether or not the hearing was conducted in accordance with the procedures outlined in this Code of Conduct.
2. Whether or not the interpretation of the code was appropriate.
3. Whether or not the sanction(s) imposed were appropriate.

After reviewing the documents pertaining to the case, the MSN Conduct Appeal Board will issue a written review of the hearing decision within a reasonable period of time from the receipt of the request for review. The MSN Conduct Appeal Board shall recommend one of the following courses of action:

1. Affirm the hearing decision and affirm the recommended sanction(s).
2. Affirm the findings of the hearing decision, but impose sanction(s) of greater or lesser severity.
3. Remand the case to the associate dean of enrollment and student affairs to assign a hearing body to conduct a new hearing.

The recommendation of the Appeal Board shall be referred to the dean. After considering the recommendation for the Appeal Board, the dean shall make a decision on the appeal. This decision shall be final.

NOTIFICATION
Formal notification of conduct action resulting in probation, residence hall suspension or removal, suspension, and expulsion shall be forwarded to the dean by the associate dean of enrollment and student affairs.

RETENTION OF CONDUCT RECORDS
The associate dean of enrollment and student affairs shall maintain files on all graduate student conduct reports, records, and hearing proceedings according to procedures established in the Office of Enrollment and Student Affairs.

Emory University’s Sexual Misconduct Policy
Policy 8.1 (http://policies.emory.edu/8.2) applies to each of Emory’s schools, including to the students of the Nell Hodgson Woodruff School of Nursing. Policy 8.2 sets forth a centralized reporting, investigation and grievance/conduct process for allegations of sexual misconduct pursuant to Title IX of the Education Amendments of 1972 (Title IX). Policy 8.2, which is administered through the office of Emory’s Title IX Coordinator for Students, shall apply in the principal instance to address sexual misconduct allegation(s) in matters where the respondent is a student.

Although each student is also bound by the provisions of the Nell Hodgson Woodruff School of Nursing conduct code, any investigation and adjudication pursued under Policy 9.2 shall take precedence over the Nell Hodgson Woodruff School of Nursing’s separate conduct code or honor code provisions. If there are multiple violations implicated by a reported incident (e.g., a violation of Policy 8.2 in addition to a violation of an individual school policy), the student/respondent may either by subject to multiple conduct proceedings, depending on the particular facts involved, or, upon the student’s request or request by the Title IX Coordinator for Students, consent to a single proceeding under Policy 8.2, wherein all charges are adjudicated in one forum. At all times, however, the Nell Hodgson Woodruff School of Nursing conduct and honor codes, even if a conduct process is initially pursued against the responding student under Policy 8.2. Moreover, if a student is ultimately found not to have violated Policy 8.2, the student may still be subject to separate disciplinary proceedings under the Nell Hodgson Woodruff School of Nursing policy handbook. To the extent that there may be any conflicts between the Nell Hodgson Woodruff School of Nursing policies/conduct code/student handbook and Policy 8.2, the provisions of 8.2 shall govern allegations of sexual misconduct.

Honor Code
An Honor Code also governs academic conduct of a student in the Nell Hodgson Woodruff School of Nursing. Any student who submits an examination or other academic work thereby certifies that the work is his/her own and that he/she is unaware of any instance of violation of this code by himself or others.

I. Introduction
The Nell Hodgson Woodruff School of Nursing is one of nine academic schools of Emory University and, as such, its students are accountable under the jurisdiction of the Emory University Graduate Code of Conduct and the Student Honor Code of the
Nell Hodgson Woodruff School of Nursing.

The nursing profession is one of the highest in distinction, honesty, and integrity. These characteristics are essential for members of this profession. The Nell Hodgson Woodruff School of Nursing requires all students associated with Emory University to comply with standards deemed appropriate for the nursing profession by the American Nurses’ Association, the National Student Nurses Association, and those delineated in the Nell Hodgson Woodruff School of Nursing Code of Ethics and the Student Bill of Rights and Responsibilities.

II. Policies on Student Conduct
Conduct with respect to nursing students can be considered under two general headings: academic and professional. Misconduct involves a violation of academic or professional principles as viewed by students, faculty, and colleagues. Violations within these areas will be processed by the Honor Council without regard to the sex, race, color, national or ethnic origin, age, veteran status, or disability of any of the participants.

A. Academic Misconduct
Academic misconduct is an offense generally defined as any action or inaction that is offensive to the integrity and honesty of the members of the academic community. This offense includes, but is not limited to, the following:

1. Seeking, acquiring, receiving, or giving information about the conduct of an exam knowing that the release of such information has not been authorized:

2. Plagiarizing:

3. Seeking, using, giving, or obtaining unauthorized assistance or information in any academic assignment or examination;

4. Intentionally giving false information to professors or instructors for the purpose of gaining academic advantage;

5. Breach of any duties prescribed by this code;

6. Intentionally giving false evidence in any Honor Council hearing or refusing to give evidence when requested by the Honor Council.

B. Violation of Professional Ethics
Any action by students indicating dishonesty or lack of integrity in professional matters is considered a violation of professional ethics. Actions of this nature should be reported to the Honor Council chair who will seek consultation with the dean if there is a question of whether the alleged infraction is in the purview of this council. (*See Code of Ethics for Nursing Students, NSNA)

III. The Honor Council
A. Purpose
The Honor Council is a group within the School of Nursing to whom all allegations of academic or professional misconduct are directed. Alleged violations of the student honor code or pledge are also reviewed by the Honor Council. The council is responsible for determining the validity of any allegation of academic or professional misconduct. In addition to its judicial purpose the Honor Council serves to strengthen the ethical orientation of those in the School of Nursing.

B. Duties
The duties of this Honor Council shall include the following:

1. Introduce the Student Honor Code to the student body at the start of each academic year;

2. Validate that all new students have signed an “Honor Code Pledge” form. This should be completed upon the student’s initial registration and is valid the entire time while a student is at the Nell Hodgson Woodruff School of Nursing;

3. Recommend actions to the dean as deemed appropriate;

4. Recommend to faculty in the interests of promoting sound ethical behavior within the student body;

5. Revise the Student Honor Code in collaboration with the faculty and associate dean for education;

6. Keep strictly confidential any infraction, preliminary meeting, and/or hearing. The confidentiality surrounding this Honor Council is of utmost importance. No one outside of the members of the council shall be informed of any activities surrounding a reported infraction.

7. Summer Semester—During the summer semester it is expected that the Honor Council will convene as necessary. The council shall consist of the representatives from the rising senior class, and MSN class, and the faculty. If the existing Honor Council members do not enroll in the summer semester, additional students shall be appointed by the dean/associate dean to fill these vacancies on a temporary basis. It is the responsibility of the Honor Council to meet at the beginning of the summer semester to orient temporary summer members to Honor Council procedures and expectations.

C. Membership
1. Student Membership
There shall be six student members of the Honor Council and three (3) alternate student members. Representatives to the council shall consist of two (2) representatives and one (1) alternate each, from the junior, senior, and the first and second year graduate classes. Student members of the junior class shall be elected to serve
for a two-year period. Graduate students shall serve for the length of time they are in the educational program.

All council members shall be nominated by their class members or faculty. The chair shall be one of the senior class representatives chosen by the members of the council. The nominees will be interviewed by the faculty members of the council, and carry-over student members who will make a recommendation to the associate dean for educational innovation.

2. Qualifications
To be considered for membership on the Honor Council, a student must be in good academic standing, that is, not on academic probation, and display qualities of honesty, integrity, and maturity. It is recommended that candidates have an interest in dealing with ethical issues, possess an ability to work under pressure, and be willing to commit time as required by the council. The qualifications shall be read before any election of Council Representatives.

3. Faculty Membership
The Nursing School Honor Council shall also seat four faculty members and two alternates. These members shall be chosen with these stipulations:

a. He/she must be a Registered Nurse currently full-time on the faculty of the Nell Hodgson Woodruff School of Nursing;
b. The dean of the School of Nursing shall appoint four faculty advisers and two alternates to the council.
c. Each faculty member shall be appointed to serve a two-calendar year term to begin in September. Two faculty representatives and two alternates shall begin their term the September of one (1) year while two representatives shall begin their terms the September of the following year. In the event of a vacancy occurring in one of those positions, another shall be appointed by the dean/associate dean of the School of Nursing to fill that vacancy until the end of the original term.

4. Alternate Member Duties
The designated alternate representatives of the three class divisions and the two alternate faculty shall have the following obligations:

a. to attend any initial Honor Council orientation sessions at the beginning of the year;
b. to replace his/her representatives for a hearing procedure in the event that the representatives cannot be present.
c. A quorum shall consist of 4 of 6 students and 3 of 4 faculty; at least 2 of the students and 1 of the faculty must be from the same level as that of the student accused.

D. The Judicial Process
It is the responsibility of every member of the faculty and student body to cooperate in supporting the honor system. In pursuance of this duty, any individual, when he or she suspects that an offense of academic misconduct has occurred, shall report this suspected breach to a member of the Honor Council, a faculty adviser to the Honor Council, or the associate dean for educational innovation of the Nursing School.

1. On receipt of a report of a suspected violation, the recipient shall notify the chairperson of the Honor Council who shall designate one (1) member of the council and one (1) faculty adviser to investigate the charge. The investigators shall inform the accused in writing of what course and work is involved in the charge and shall supply the accused with a copy of this code. The investigators shall meet with the accuser, separately with the accused, shall interview other potential witnesses and review any documentary and physical evidence. The accused may suggest the names of witnesses to testify and may submit additional documentary or physical evidence not previously brought to the attention of the investigators. The investigators shall determine whether to refer the accusation for a hearing and notify both the chairperson and the accused of their decision.

2. If a decision is made to refer the case for hearing, the chairperson shall schedule the hearing as promptly as possible and shall notify the accused of the date and time.

3. During the preliminary meeting and proceedings of the Honor Council, members shall act in accordance with the strictest neutrality and all deliberations shall be confidential. In the event a member of the council is biased either for or against the accused, or if he/she is called upon to be a witness, it is his/her obligation to dismiss himself/herself from the proceedings. It is required that at least one student and faculty member be of the class/program of the individual accused.

4. Hearings shall be fair and impartial. All evidence, regardless of whether it meets the test of admissibility of rules of evidence, shall be elicited by the Honor Council. Witnesses will testify without oath, and signed statements may be submitted from unavailable witnesses. Only the members of the Honor Council, the accused, his/her adviser, and the faculty advisers to the Honor Council may be present during the hearing other than a witness while testifying. The accused shall have the right to testify and to make a closing statement. The accused may be accompanied by a student or faculty member of the school as an adviser for purposes of consultation, but neither the accused nor the adviser shall have the right to examine witnesses. The Honor Council shall be allowed all possible latitude in determining whether a violation has occurred and shall itself determine the weight and pertinence of the evidence.

5. It is also required that one (1) member be designated to act as official reporter during any hearing. It shall be his/her responsibility to keep an accurate record of the proceedings.

6. At the conclusion of the evidence, the Honor Council and faculty advisers to the Honor Council shall retire to deliberate in secret. Only evidence presented at the hearing
will be considered in reaching a decision. A unanimous vote of the Honor Council members shall be required for a finding of an Honor Council violation. If the accused is convicted, the Honor Council shall recommend the sanction(s) by majority vote.

7. The following sanctions may be imposed:
   a. Verbal reprimand without an entry on the student’s personal performance record;
   b. Written reprimand with an entry on the student’s personal performance record;
   c. “F” in the course on the student’s personal performance record and “F” on his/her permanent transcript;
   d. Honor Council suspension (specifying the period of suspension);
   e. Honor Council dismissal (specifying when the student may apply for readmission);
   f. Such combination of sanctions or other sanction as may appear appropriate.

8. After the hearing, the Honor Council shall promptly prepare a concise, but thorough, written summary of pertinent evidence and facts shall be transmitted to the dean of the Nursing School with the accompanying recommendation together with all documentary and physical evidence before the council. The dean may impose the sanction(s) recommended or sanction(s) of greater or lesser severity. After receipt of the summary, the student shall be promptly notified by the dean in writing of his or her decision and the sanction(s) imposed.

9. In no case of alleged or suspected dishonesty will the dean take action before receiving from the Honor Council its recommendation, provided such recommendation is received within a reasonable time after notification to the council of the particular case.

E. Disposition of Hearing Materials
   All statements and any written materials used during the course of a hearing shall remain confidential information unless needed for implementation of recommendation and with the knowledge and permission of the accused. At the conclusion of each hearing where there is adjudged guilt, all related materials must be sealed and filed in the locked file of the dean for a period of not less than five (5) years. Any notations pertaining to the misconduct or the related proceedings on the official student record shall be left to the discretion of the Honor Council and the dean. Also in the instance where there is no adjudged guilt all related materials must be sealed and filed in the locked file of the dean for a period of not less than five (5) years.

F. Appeal
   1. A decision by the Honor Council and/or the sanction(s) imposed may be appealed to the dean of the school. Such appeal must be in the hands of the dean within seven (7) days after the student has been given written notification from the dean of the action taken. As part of the appeal, the student must present to the dean a written statement of the basis for his/her appeal. If the dean has not received such a written statement within the specified time, the decision of the Honor Council will stand affirmed.

   2. Upon receipt of an appeal, the dean shall appoint a panel of four (4) persons to advise him/her concerning the case. The panel shall consist of two (2) School of Nursing faculty members, one of whom should be a faculty adviser to the Honor Council, where possible, and two (2) students eligible to serve on the appeals panels who have had no prior involvement in the case.

   3. The panel shall review the records in the case, may consult with members of the Honor Council and confer with the dean. The dean may then deny the appeal, modify the sanction(s), or request that the appeal panel rehear the case. Should the decision be to rehear the case, one of the faculty members on the appeal panel shall become the presiding officer of the panel. The proceedings of the panel shall conform as nearly as possible to the proceedings outlined for the conduct of a hearing by the Honor Council.

   4. When the proceedings of a panel are concluded and a written summary is prepared, the panel shall confer with the dean who shall render a final decision on the appeal and inform the student of his/her decision in writing.

G. Miscellaneous
   1. A duty of confidentiality is implicit in the Honor system. It is academic misconduct under this code for a member of the Honor Council, a student witness, or any student (other than the accused) who has obtained knowledge of a council proceeding, past or present, to breach this duty of confidentiality. Nothing in this paragraph shall restrict communication to officials of the university where knowledge is necessary to the performance of the officials’ duties nor shall it restrict disclosure required by law.

   2. Wherever “dean” appears in this code, each shall include any person designated by the dean of the School of Nursing to act in his/her stead.

   3. Wherever “Chairperson” or “chairperson of the Honor Council” appears in this code, each shall include any member of the Honor Council designated by the chairperson of the Honor Council to act in his/her stead.

   4. This Honor Code shall be effective on the first day of the fall semester, 2004. On that date, the existing Honor Code of the School of Nursing shall stand repealed. Amendment of this code shall be by two thirds (2/3) vote of the Honor Council, with the consent of the dean, subject to ratification by a majority of those nursing students voting in an election for that purpose, and by a majority vote of the School of Nursing faculty.

Plagiarism
   In an effort to unify the Nell Hodgson Woodruff School of Nursing in a common understanding of “plagiarism,” the following official definition has been approved and placed on each class board for easy access to students and faculty. It is each student’s responsibility to know and understand this definition and to direct further questions on individual projects to the appropriate faculty members.
Plagiarism—A Definition

Plagiarism is a false representation of authorship and consists of the reproduction, in whole or in part, of a manifestation of intellectual endeavor by someone who by statement or implication holds himself/herself out as its creator. The term “intellectual endeavor” as applied to authorship includes words, ideas, and unique methods of treatment. Even though the copied material is not identical to the original, if the essence of the original is used then the offense is committed. Plagiarism is not committed by the use of ideas common to educated people or by a new treatment of a subject that has been dealt with by someone else.


Guiding Principles for Attribution, Authorship, and Protection of Intellectual Property

Assumptions About Authorship

Authorship is the primary mechanism for determining the allocation of credit for scientific advances, discovery, and thought.

In addition to credit, authorship also conveys an important responsibility for the accuracy, integrity, and defense of the research or manuscript.

The complexity of contemporary research projects frequently requires contributions from many individuals with different specialized skills, which generates issues related to:

- criteria for inclusion as an author,
- sequence of authors,
- ability of each author to evaluate and defend all aspects of a study,
- separation of various results to reach multiple audiences.

Conventions for allocating credit vary greatly by discipline and research groups. Guidelines for apportioning credit are subject to change based on the particular situation and/or journal.

Guiding Principles

Each group of authors (whether comprised of faculty, students, research associates, or some combination) should freely discuss and resolve questions of authorship and access to data/information before and during the course of a study or project.

Authorship should be based on a significant contribution to the conceptualization, design, execution, and/or interpretation of the research study, as well as a willingness to take responsibility for the defense of the study should the need arise. In other words, authors are those individuals who have made an intellectual contribution to the study or project.

Each author should be willing to support the conclusions of the study and be willing and able to defend their contribution to the study.

Each author should review material that is to be presented in public forums or submitted for publication. Abstracts as well as original and revised manuscripts should be subjected to this process.

In interdisciplinary work, consideration should be given to preparing brief statements about the exact contribution of each author to the work described in each communication.

The submitting author should be considered the primary author with the responsibility of coordinating the completion and submission of the work, and coordinating responses of the group to inquiries (requests for reprints, permission to use instruments, etc.) or to challenges.

The submitting author should be willing to certify that each author has reviewed and authorized the submission of the manuscript. (Some journals now require signatures from each author before publication while other journals require the submitting author to certify the responsibility of all listed authors.)

Individuals who have contributed certain advice, reagents, analyzes, patient material, space support, etc. should be acknowledged but not be listed as authors unless they are fully able to meet criteria listed in principles 2 and 3 above.

In an academic environment, free exchange of ideas and creative thought is desired. In a lifetime of reading, theorizing, and experimenting, a person’s work will inevitably incorporate and overlap with that of others. However, systematic, unacknowledged use of techniques, data, words, or ideas or others, whether published or not, is considered plagiarism. Erring on the side of excess generosity in attribution is best. (National Academy of Science, 1989, p. 18)

Sources


NIH Guidelines for the Conduct of Research at the National Institutes of Health, Bethesda, MD, 1990.

Professional Behavior
The ANA House of Delegates approved these nine provisions of the new Code of Ethics for Nurses at its June 30, 2001 meeting in Washington, DC. In July, 2001, the Congress of Nursing Practice and Economics voted to accept the new language of the interpretive statements resulting in a fully approved revised Code of Ethics for Nurses With Interpretive Statements.

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

2. The nurse’s primary commitment is to the patient, whether an individual, family, group, or community.

3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse’s obligation to provide optimum patient care.

5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.


Professional Attire
Good hygiene and personal cleanliness are of utmost importance and have a high priority in relation to professional attire. Things that could be offensive to others or that have potential for causing harm to others must be avoided.

Students must be neat, clean, well groomed, and appropriately dressed while in clinical agencies.

Perfumes and colognes should be avoided. The smell of heavy cologne/perfumes can be distressing to someone who is ill.

Health care agencies are generally smoke free zones. The odor of tobacco smoke on clothing or breath is not acceptable.

Chewing gum is not permitted in the clinical setting. Breath mints permitted.

- Hair
  - Short, off the collar, or secured in a way that avoids hair falling over the shoulders;
  - Dreadlocks or braids, if worn, must be clean, well maintained, and, if below the collar, must be secured;
  - Beards and mustaches must be short, trimmed neatly, and clean.

- Fingernails
  - No false fingernails of any type, including acrylics, jells, or wraps;
  - Nails must be short enough to not be seen over the tips of the fingers;
  - No nail polish of any kind or color is permitted;

- Jewelry
  - Earrings: only one small post earring in each ear lobe is permitted;
  - Body piercing: other than earlobes, may not be visible;
  - Rings: only plain wedding bands are permitted. No rings with stones are permitted due to the potential for the stone to cause injury to the patient or tear through gloves;
  - Bracelets are not permitted;
  - Wrist watches may be worn; expansion bands are preferred.

- Tattoos
  - Visible tattoos are not permitted;
  - Clothing must cover all tattoos at all times in clinical settings.

- Cell Phones and Pagers
  - Must remain on silent or vibrate when in the clinical setting.