NURSING

UNIVERSITY *of* HAWAI'I *at* MĀNOA

Leadership • Excellence • Innovation

Undergraduate Nursing Program Student Handbook August 2016 – July 2017

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INTRODUCTION

WELCOME TO THE DEPARTMENT OF NURSING OHANA

OUR VISION is to be the leader in nursing and dental hygiene education and research in Hawai'i with outreach to Asia and the Pacific Basin.

OUR MISSION is to provide an innovative, caring and multicultural environment in which faculty, students and staff work together to generate and transmit knowledge, wisdom and values to promote quality of life and health for present and future generations. To better reflect Hawai'i's unique cultural diversity and heritage, the SONDH is committed to increasing Native Hawaiian and other underserved people in all nursing and dental hygiene programs.

Program Outcomes and Program Competencies
The Department of Nursing program outcomes are located in Appendix A and program competencies are located in Appendix B.

Accreditation
The baccalaureate, master's, and Doctor of Nursing Practice (DNP) degree programs in nursing at UH Mānoa are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791 and recognized by the Hawai'i Board of Nursing.

UH Mānoa Catalog
The information contained in this handbook is supplemental to, but does not replace, the information in the UH Mānoa Catalog at http://www.catalog.hawaii.edu/ and the UH Mānoa Academic Policies and Procedures http://www.studentaffairs.Mānoa.hawaii.edu/policies/

The University of Hawai'i at Mānoa (UHM) Equal Opportunity and Affirmative Action Policy
The University of Hawai'i is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or veteran status. This policy covers admission and access to, and participation, treatment and employment in, the University's programs and activities. Sexual harassment is prohibited under this policy. The University strives to promote full realization of equal opportunity through a positive, continuing program on each campus in compliance with the affirmative action in employment mandates of federal Executive Order 11246 and the Governor's Administrative Directives. For information regarding UHM equal opportunity policies, affirmative action plan, the filing of complaints, or to request a copy of UHM's complaint procedures, contact the following persons:

For employment-related EEO issues:
Mie Watanabe, Director EEO/AA
Administrative Services Bldg1-102
Phone: (808) 956-7077 (voice/text)
Email: eeo@hawaii.edu

For student/educational EEO issues:
Lori Ideta, Interim Vice Chancellor for Students
Queen Lili'uokalani Center for Student Services, Room 409
Phone: (808) 956-3290 (voice/text)
Email: vcs@hawaii.edu

UH MĀNOA CAMPUS RESOURCES

Campus Security
To contact a security officer in the Campus Security Office, call (808) 956-6911, Monday-Friday 7:45 a.m. - 5:00 p.m. and after hour access dial 0. Emergency call boxes indicated by a blue light, are located strategically throughout the campus. These phones connect you immediately with the Campus Security Office. During the hours of darkness, escort service is available on Campus by calling (808) 956-8211. In case of emergency call (808) 956-6911.

To prevent theft, mark your belongings for identification. Do not leave purses, wallets or books unattended. Lockers are available in the student lounge, Webster 206. The Student Lounge in Webster 206 is open from Monday to Friday from 8:00 AM to 10:00 PM. Report all thefts to Campus Security. Lock cars and motorbikes. Do not walk around the campus alone at night.

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

Career Services
The UHM Career Services Office is located in Queen Lili'uokalani Center for Student Services Room 212, phone (808) 956-8136. The Career Services Office offers the following programs that provide assistance in career searches: job-search skill workshops and videotapes; employment opportunity information; career fairs; and a library of relevant information. Credential files (letters of recommendation) may be established to assist in graduate school or employment applications. They will be mailed directly to an organization or institution on request.

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

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

The Campus Center ID/Information Window processes and validates ID cards. New and returning students must pay their tuition before they can get or validate their ID card. New students should bring at least one form of picture ID (e.g., a driver's license, state ID, passport) with them. Returning students only need to bring their ID card for validation after they pay their tuition.

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

E-mail – UH email account
Students in the Department of Nursing have the opportunity to communicate with faculty and other students via e-mail. After receiving your email address at Information Technology Services, you may use the computers in the Student Lounge (Webster 206) or your personal devices to access your mail.

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

Financial Aid Services

Any degree seeking student enrolled at least half time (i.e., at least 6 credits per semester for undergraduate and 4 credits for graduate students) at the University of Hawaiʻi at Mānoa is eligible for financial aid through UHM Financial Aid Services. The staff will work with students to create a package of loans, grants, or scholarships to help students finance their education. The office is located in the Queen Liliʻuokalani Center for Student Services Room 112, phone (808) 956-7251. A limited number of tuition waivers and scholarships are awarded by the Department of Nursing to selected students who demonstrate outstanding academic and clinical ability and/or meet additional criteria that may be stipulated by the scholarship.

Information about these resources is available at the Office of Student Services, School of Nursing and Dental Hygiene, Webster Hall 201, telephone (808) 956-8939. The University of Hawaiʻi's Computer-Assisted Scholarship Help (CASH) is available at http://dbserver.its.hawaii.edu/cash/.

KOKUA Program

KOKUA serves the undergraduate, graduate and professional students with learning, physical, psychiatric and other documented disabilities. This program provides disability access services to individuals on a case by case basis, and students are not charged for these services. A student's disability status is considered confidential information and is only disclosed to faculty with the student's permission. Call, email, at (808) 956-7511or (808) 956-7612 (voice and text), or kokua@hawaii.edu or visit the office at Queen Liliʻuokalani Center for Student Services 013.

Information Technology

Information Technology Services offer a HELP DESK Email: help@hawaii.edu Phone: (808) 956-8883, Toll Free (neighbor isles): (800) 558-2669. System Status: (808)956-6168. The office provides technical assistance and general information about campus computing services. Visit the web address for further information including hours of operation: http://www.hawaii.edu/help.

Lost and Found

The Lost and Found Office is located in the Campus Center, Room 211, phone (808) 956-7236. There is also a SONDH Lost and Found in the Office of Student Services, Webster 201, phone (808) 956-8939.

Name, Address & Telephone Changes

The Office of Admissions & Records, Queen Liliʻuokalani Center for Student Services Room 001, (808) 956-8975, and the Office of Student Services must be informed of name, address, telephone number, and e-mail address changes. Official change of information with the Admissions & Records office may be made in person or online by using the myuhportal website "View/Update My Address (es) and Phone(s)" option at http://myuhportal.hawaii.edu. Change of information with the School of Nursing, Office of Student Services should be done in person at Webster 201 or by printing out a "Change of Vital Information Form" online at http://www.nursing.hawaii.edu/oss_forms.

Outreach College

The Outreach College is commissioned with enhancing access to quality life-long learning opportunities for traditional and nontraditional students at the University of Hawaiʻi. The Outreach College offers credit/noncredit programs and community and international programs, as well as conference center operations. Students should review the listing of available courses each session in the Catalogs issued on online through the Outreach College website. Registration is available via the myuhportal website at http:/myuhportal.hawaii.edu, Fax (808) 956-3752, by mail, or in person. For additional information on credit programs contact the Outreach College at (808) 956-6780.

Schedule of Classes

The UH Mānoa Schedule of Classes is available online prepared by the UHM Office of Admissions & Records approximately 10 working days prior to each registration period. Included in the publication are registration procedures, specific information on courses, and times offered each semester, fees, and change of registration procedures.

Scholarships

Undergraduate and Graduate Scholarships for Nursing Students are available online through the STAR system at https://www.Star.hawaii.edu/scholarship. For those seeking financial aid from the University Financial Aid Office, it is recommended to complete FAFSA by March 1st. For other scholarship opportunities, visit: www.hawaiicommunityfoundation.org.

University Health Services

The University Health Services is located at 1710 East-West Road, phone (808) 956-8965. Services are offered in the following areas: general medicine; (specialty clinics - women's health, sports medicine, orthopedics, dermatology, psychiatry); health education and promotion. Nursing students may receive required physical examinations and immunizations at the clinic. Fees may be covered by students' individual health insurance.

University of Hawai'i Libraries

The University of Hawai'i at Mānoa Hamilton and Sinclair libraries comprise the largest collection of research materials in the state and Pacific Basin. Collections total more than 25,000 currently received journals and periodical titles. ScienceDirect and EBSCOhost databases provide searchable full text access to more than 5,000 journals and magazines; full text access is limited to UH students and faculty. More than 150 electronic databases covering a variety of subjects are searchable (by topic or title) from the Library's '"Databases and Indexes" link at http://libweb.hawaii.edu/uhmlib/index.htm. Relevant nursing and allied health databases, including CINAHL, ERIC, PsychINFO, and PubMed, may also be searched from the Science & Technology Reference web site http://www.hawaii. edu/sciref.

Hamilton Library and the Hamilton Library Annex are located on Maile Way, next to Paradise Palms restaurant. Information is available from the University of Hawai'i Libraries home page at http://libweb.hawaii.edu/uhmlib/index.htm. In addition, Caroline Dennison is the SONDH librarian and can assist students on an as needed basis. She can be reached by calling (808) 956-2541 or emailing her at cdenniso@hawaii.edu.

The Hamilton and Sinclair libraries are important resources for UHM students. New students activate their library account after obtaining their student ID from the Campus Center ID/Information Window. New students must bring their new ID to the circulation desk of either Hamilton or Sinclair library and fill out the application form. Incoming graduate students who opened their UHM library account as an undergraduate should present their new ID card so they can take advantage of their graduate classification. Returning students who have already activated their UHM library account do not need to file any new forms at the beginning of each semester unless they have new contact information to report. For students who do not reside on Oahu, upon receiving your UHM bar code by mail, activation of the account can be achieved via the internet (http://libweb.hawaii.edu/uhmlib/forms/activatepg1.html)

Sinclair Library specializes in providing services to undergraduates. Sinclair Library is on Campus Road, next to Hemenway Hall. Sinclair includes the Reserve Book Room, the Wong Audiovisual Center, Music Collections, storage of older bound periodicals, and study areas. The Wong Audiovisual Center (http://www.sinclair.hawaii.edu/wavc/) is located in Sinclair Library on the 3rd floor. Tapes, records, films, slide/tape programs, videocassettes, and multimedia kits are available for use with proper identification.

John A. Burns School of Medicine Health Sciences Library serves as an information resource for the John A. Burns School of Medicine, as well as the University of Hawai`i at Mānoa campus, the UH system, and the State. Emphasis is on Web-accessible materials, and collections include a wide variety of print and electronic resources, primarily in the clinical sciences. The electronic collection is greatly enhanced by cooperative purchasing arrangements with University of Hawai'i's Hamilton Library and with the newly-formed Medical

Libraries Consortium of Hawaiʻi.

Features Include:
- Convenient location on the ground floor of the Medical Education Building, 651 Ilalo St., Honolulu, Hawai`i 96813-5534.
- Computer workstations are available for public as well as student use in the main library.
- Computer lab/classroom equipped with 30 computers for individual or classroom use.
- Individual study carrels in stack area.
- Wireless capability throughout the library for UH Mānoa affiliates.

Services include:
- Reference assistance for all including the following: telephone service, assistance with literature searching, provision of quick answers, and help/advice with more in- depth inquiries.
- Individual and classroom instruction in the use of the resources.
- Reserve collection
- Assistance with interlibrary loan requests and document delivery. For more information, please visit http://www.hawaii.edu/hslib/

SCHOOL OF NURSING AND DENTAL HYGIENE RESOURCES

Office of Student Services

The Office of Student Services (OSS) provides a variety of student services for the School of Nursing & Dental Hygiene from pre-admission to beyond graduation. The services of this office include: responding to inquiries, handling admissions, academic advisement, facilitation of scholarships/awards, monitoring progress toward degree and certification of graduation. OSS also maintains and monitors records of student's information (i.e., records of immunization, CPR, and others) required by clinical agencies affiliated with UHM nursing programs. For more information please visit http://www.nursing.hawaii.edu/ossdirectory

Student Lounge

The UHM Department of Nursing Student Lounge is designed to give students space for relaxation and study. It is located in Webster 206. Individual lockers are provided for all classified nursing students on a first come first serve basis. Microwave and refrigerators are provided as well as tables and chairs for students' use in their study sessions. Additionally, printers and computers are available for word processing needs. Hours of operation are Monday - Friday, 8:00 a.m. to 10:00 p.m.

Information Services

The School of Nursing and Dental Hygiene Information Services (SONDHIS) group provides technology support and maintenance of the computer and printer in the student lounge located on the 2nd floor of Webster Hall.   We also maintain the login and printing accounts for students to gain access to the systems. For questions please contact us at sondhis@hawaii.edu, by phone at 956-0981 or stop by the office at Webster Hall 202.

The UH Translational Health Sciences Simulation Center

The UH Translational Health Sciences Simulation Center (UH THSSC), located in Webster Hall 3rd floor, provides a place for students to learn and practice those skills which they will be performing in the clinical setting.

The UH THSSC utilizes state-of-the-art simulation equipment such as beds, training mannequins, hospital-type equipment, audio-visual materials, computer programs, and a limited reference library. In addition, the UH THSSC is home to high fidelity patient simulators, including SimMan, Noelle (pregnant woman), and Sim Baby, and are used to enhance student learning through clinical scenarios and debriefing sessions. There are scheduled classes where students can learn and practice their clinical skills in a supervised environment. Students can also sign up for unsupervised practice during times when the rooms are not being utilized. It is open from 8 a.m. to 4 p.m., Monday through Friday during the fall and spring semesters. Signup sheets with available practice dates/times and instructions on reserving time in the Center are placed on the door to the

Student Lounge located in Webster Hall Rm 206.

A loan agreement may be arranged for a limited supply of educational resources and medical equipment. These resources may be loaned to graduate students and undergraduates (with a faculty signature) and are to be utilized for educational purposes. Faculty will arrange an orientation to the Learning Lab early in the semester to clarify the sign-out system and other policies on audiovisual and computer use. Also, in order to maintain reasonable costs, students will be expected to use and re- use equipment. Cooperation and consideration of others is very much appreciated.

For a virtual tour and more information on the UH THSSC please visit http://thssc.nursing.hawaii.edu/

'IKE AO PONO
`Ike Ao Pono means to envision a lasting improvement, advancement, and promotion of health within the individual, family and the whole community. It was established at the SONDH in 2001, the goal of 'Ike Ao Pono program is to provide Native Hawaiian and Pacific Islander students with access to quality nursing education at the baccalaureate, graduate and doctoral level. The mission of 'IKE AO PONO is to increase the number of Native Hawaiian and Pacific Islander Nurses in Hawai'i to improve health and healthcare, with special attention to at-risk, under-represented and under-served communities. With the full support of the SONDH, the UH Administration and the Board of Regents, the Native Hawaiian Councils of Kūali'i and Pūko'a and community health partners such as Papa Ola Lōkahi, Kamehameha Schools and the Queen's Medical Center. The 'IKE AO PONO program is designed to promote, mentor, and prepare nursing professionals to return to their home communities to support the health, well being and recovery of native islanders and all peoples throughout Hawai'i nei. For more information please visit http://www.nursing.hawaii.edu/IKEAOPONO

Research Resources
The vision for research at the School of Nursing and Dental Hygiene (SONDH) is to stimulate and develop a cadre of researchers who will contribute to the advancement of science and increase knowledge to improve the health of the diverse population in Hawai'i, the Pacific Basin and Asia by: (1) promoting standards for the conduct of research; (2) supporting academic research activities for faculty and students; (3) advancing collaborative research activities between the SONDH and strategic partners both within and outside of the University; and (4) creating a repository of scholarship and research activities.

All research conducted by students will be in compliance with the University of Hawai'i's Human Studies Program (https://manoa.hawaii.edu/researchcompliance/human-studies). This includes obtaining CITI certification and the University of Hawai`i's Committee on Human Studies review and approval prior to the initiation of a research project. If a student has a question about whether or not a project they are considering to develop is research she/he can refer to Appendix H. Protection of Human Subjects. SONDH faculty and students research activities are supported by the John A. Burns School of Medicine (JABSOM) Grants Development Office, the Honors Program, and the SONDH Research Committee.

The *JABSOM Grants Development Office* was established in 2003 to facilitate the grants preparation and submittal process. The office works in close collaboration with the Dean's Office, the Fiscal Office and the Office of Research Services (ORS). The ORS retains responsibility for policy interpretation and institutional signatory authorization on all outgoing proposals. The Grants Development Office is responsible for designing and administering effective procedural systems that help increase the probability of award success. The office reviews proposals, collaborative agreements, and financial and personnel requirements, and assists with budget preparation, and grant writing. After a project is funded, the office ensures that all requirements are met prior to actual implementation. The statistics core also provides consultation regarding data analysis during the proposal and implementation phase.

The *Research Committee* is comprised of faculty, students, and community members to facilitate the School's research agenda. Their work is comprised of setting and achieving benchmarks in accordance with the School's strategic plan, reviewing and evaluating proposals, abstracts, and other scholarly endeavors as requested, and monitoring and evaluating the research support system within the School.

ACADEMIC INFORMATION

GENERAL INFORMATION FOR UNDERGRADUATE NURSING STUDENTS

Educational Rights and Responsibilities

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

Responsibilities of Faculty: In the classroom, seminars, laboratory, studio, conferences, practicum or other instructional setting, faculty members are expected to adhere to the highest professional standards of behavior conduct. For specific information refer to the *University of Hawai'i at Mānoa Academic Grievance Procedures.*

OFFICE OF STUDENT SERVICES (OSS) - Advising

Undergraduate academic advising is available in the Office of Student Services, Webster 201, phone (808) 956-8939. All nursing students are expected to meet with their academic advisors regarding progress towards their degree. For specific information on program pathways select the curriculum pathway for the program of interest at http://www.nursing.hawaii.edu/bs

Advisors are available to assist students as they progress through their programs. Students are ultimately responsible for their own education. Each student is held responsible for being aware of and successfully completing all the curriculum requirements in their program pathway. Each student contributes to the success of the advising system and the advisor-advisee relationship by assuming the following responsibilities:

1. Know the degree requirements and progression policies of the University of Hawai'i at Mānoa and the School of Nursing and Dental Hygiene.
2. Contacting their Academic Advisor for advising.
3. Completing the Progress toward Degree Form (for undergraduate students only).

New Student Orientation

Orientation sessions for new undergraduate students are mandatory. The information presented in these sessions is to inform students about policies and procedures that are applicable to their specific program, as well as to review current University of Hawai'i at Mānoa undergraduate policies and procedures. Undergraduate students that are unable to attend a mandatory orientation session must contact the Office of Student services. The Office of Student Services will determine what arrangements can be made for students to complete the orientation. In some instances, a student may not enroll in the program if she/he is unable to attend mandatory orientation sessions.

Computer Requirements

Some courses in your program may be delivered via distance methods (i.e. web based, or videoconferencing to the Neighbor Islands) and some exams may require the use of a laptop during scheduled class time. Students are expected to utilize the assigned UHM email address for all email correspondence, and have access to a computer and the Internet when they are enrolled in courses offered via the web. Every entering student is expected to own a laptop computer with wireless internet capabilities that meets minimum performance standards and has connectivity to the Internet. Recommendations and requirements for computer hardware and software configuration are listed at http://www.hawaii.edu/askus/585.

Academic Progression

The goal of all SONDH programs is to ensure the successful and timely completion of degree requirements. The undergraduate nursing curriculum is based upon a framework for students to gain knowledge in logical progression, where one course builds on another. Courses are taken in sequence so learning from one course supports a student's work in the next or concurrent courses. Students are expected to follow the curriculum pathway in place upon the time of their enrollment.

Registration

Undergraduate students are assigned specific appointment times in which to register. All registration activity is conducted electronically. The MyUH Portal website at myuh.hawaii.edu provides the UH community with secure, personalized access to enrollment services such as registration, payment and grades.

Each student's registration time will be available through the MyUH Portal approximately two weeks before registration. Registration is not complete unless all tuition and fees are paid by the payment deadline. Students must pay their tuition and fees by the designated deadlines as published in the UHM Schedule of Classes each semester. Nonpayment will mean cancellation of registration without notice. Students with canceled registration will be allowed to register for nursing courses on a space available basis. If a student does not submit payment or establish a payment installment plan by the scheduled deadline in a given semester for a clinical nursing course, the student will no longer be able to remain in that (those course(s) for that semester. The student can then return to those courses in the subsequent semester on a space available basis.

The Department of Nursing reserves the right to reassign students for such reasons as balancing the number of students in each section and other considerations. Please avoid waiting until late registration. Early registrants avoid limited section choice for courses and a late registration fee of $30. Registering early also allows the Department of Nursing to make decisions about openings for enrollment in courses.

If you need to register for a Nursing course that is closed or restricted, or if you are experiencing other registration difficulties, please contact your respective Advisor/ Coordinator or contact the Office of Student Services at nursing@hawaii.edu or (808) 956-8939.

Registration for NURS 399: Students enrolling in NURS 399 must contact the course instructor to obtain a course registration override.

Variable Credit Classes: These are courses that allow students to specify the number of credits they will earn from that course based on the recommendations of the student's advisor and the faculty teaching the course. To register for the specific number of credits, students should utilize the "Change Class Options" feature on the registration portion of MyUH Portal website.

For transfer of credits for undergraduate student policy, please visit the UHM admission website at http://www.hawaii.edu/admissions/transfers.html

Classified Status in the Department of Nursing
Only students accepted (classified) to the major in nursing are eligible to register for clinical nursing courses.

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

Baccalaureate Policy on Grading
For students entering UH Mānoa in <u>Fall 2014 or later</u>:

All UH School of Nursing and Dental Hygiene grading and program progression policies will be followed.

1. To receive a passing grade in undergraduate nursing courses, students must demonstrate knowledge competency by obtaining an average passing grade of "C" or 74% on course exams, AND an overall course grade of "C" or 74% when combined with all other assignments.
2. Clinical lab courses are graded as credit/no credit. Students are required to meet all learning

outcomes to receive a passing grade of "Credit" (CR) for that course.

3. A failing grade in a didactic course that has a corresponding clinical course will require that the clinical course be repeated at the same time as the didactic course, regardless of the grade received in the clinical course.
4. A "No Credit" (NC) grade in a clinical course will require that the corresponding didactic course be repeated at the same time as the clinical course, regardless of the grade received in the didactic course.
5. A student who receives NC in a clinical lab course prior to the end of the semester must withdraw from the co-requisite didactic course.
6. Students receiving a grade of "C-" (73% or less) or NC in a critical nursing course must submit a *Petition to Continue* in the nursing program following the procedure described on page 15.

For students entering UHM Fall 2014 or later, letter grades are assigned as follows:
Grading Scale

A+	4.0	97-100		C+	2.3	77-79
A	4.0	94-96		C	2.0	74-76
A-	3.7	90-93		C-	1.7	70-73
B+	3.3	87-89		D+	1.3	67-69
B	3.0	84-86		D	1.0	64-66
B-	2.7	80-83		D-	0.7	60-63
				F	0.0	≤59

Academic Jeopardy

Undergraduate students in jeopardy of not passing a nursing course will be allowed to register for courses indicated on their progress to Degree Form. However, anyone receiving a "C- or less" or "NC" (no-credit) grade in a critical nursing course may not progress to the next nursing course. A student receiving an "I" grade in a required nursing course must complete the work required for the course grade before the start of the next semester.

Faculty members submit the names of undergraduate students who are in academic jeopardy to the Office of Student Services one week prior to pre-registration. Those receiving a grade of "C-" (73%) or less or "NC" in a critical nursing course must the *Petition to Continue* in the nursing program.

Progression toward Degree
1. All pre-requisites required for the nursing curriculum must be completed with a "C" or better grade.
2. All coursework used towards a nursing major and BS degree, including electives, must be taken for a grade (A-F) unless those courses are offered only as a CR/NC option.
3. Students must attain at least a "C" or "CR" grade in all nursing and other required courses each semester to continue to progress to the following semester. All courses in each semester must be successfully completed before progression is permitted.
4. Students complete each required nursing course (including nursing electives) with a grade of "C" or better or "CR" to qualify for the B.S. degree.
5. Change in Progression towards Degree:
    a. The B.S. (Nursing) program has an established course sequence for both full - time and decelerated students. A student may request a change in the sequence of course progression by:
        i. contacting the Office of Student Services, Webster 201 for assistance in writing the request
        ii. preparing the request so that it identifies the change requested and the reasons for the request
        iii. submitting the request to the Office of Student Services
        iv. the Office of Student Services forwards the request to the Department Chair

v. the Department Chair, with consultation from the Academic Advisor, will approve or deny the request

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

6. ***Withdrawal:*** When a student withdraws from a nursing course(s) for any reason, the DON offers continued progression on a space available basis only for the semester in which they return. If an undergraduate student withdraws from the same critical course two times or withdraws from more than three different critical nursing courses, the student cannot continue in the program. If the student feels that the circumstances are exceptional and extraordinary, the student may petition the Undergraduate Student Affairs Committee with a statement as to why the committee should consider the exception to this policy.

A student who withdraws from a content course or its affiliated clinical lab in a given semester must withdraw from both courses. If a student earns a "NC" (no credit) or failure in the clinical lab course prior to the end of the semester, the student must withdraw from the affiliated content course.

Students should be familiar with withdrawal procedures and dates by reading the University of Hawaiʻi at Mānoa Catalog. The catalog is available online at http://www.catalog.hawaii.edu.

7. ***Leave of Absence (LOA):*** A request for a LOA must be made to the Office of Student Services. The student is placed on a space available basis only for the semester in which they return. Continuing classified undergraduate students may apply for a LOA for a specified period of one or two semesters if they: (1) Have just completed their prior semester (fall or spring) at UH Mānoa; (2) Are in good standing (neither on probation nor subject to suspension or dismissal); and (3) Are not enrolled in classes at any other college/university. If students take an official LOA (two semesters maximum), upon return the student must resume clinical course work. Students who do not re-enroll at UH Mānoa at the end of their leave of absence will be considered to have withdrawn without notice; they will be required to apply for readmission to UH Mānoa and will be subject to the core, major, and graduation requirements in effect at the time of readmission.

8. The committee responsible for undergraduate student progression assigns available space in consultation with the nursing Department Chair.

9. ***Actions Related To Earning a "C- or less" or "NC"*** for critical nursing courses:

- The critical nursing courses are: N211, N212 and all courses with a clinical co-requisite: N210, N210L, N220, N220L, N320, N320L, N360, N360L, N450, 450L, N465, N465L, N460, and N460L.

SITUATION	ACTION
Earns a "C- or less" or "NC" in a critical nursing course.	The student must petition the Department of Nursing to continue in the nursing program. The decision will be to either accept or deny the petition.
Earns a "C- or less" or "NC" for the second time in the same critical nursing course.	The student may not continue in the nursing program.
Earns a "C- or less" or "NC" in any of the critical nursing courses in two different semesters.	The student may not continue in the nursing program.

10. ***Petition to continue after earning a grade of a "C- or less" or "NC" in a critical nursing course***: The student works with the Office of Student Services to prepare the *Petition to Continue* according to the following process:

a. The student completes the *Petition to Continue* form no later than two weeks from the last day of final examination week.

b. The Office of Student Services provides information related to the student's failure to the Undergraduate Student Affairs Committee.
c. The Undergraduate Student Affairs Committee reviews the Petition to Continue and makes recommendations for acceptance or denial of the petition.
d. The Office of Student Services notifies the student by mail of the Committee's action. The student is also advised that registration in the course for which enrollment is requested is contingent upon the availability of space.
e. During the summer if no committee members are available, the decision will be made by the Director of Student Services, the Academic Advisor, the Department Chair, and the Associate Dean of Academic Affairs.
f. A student may request reconsideration of a decision by submitting a written statement in support of such action to the Undergraduate Student Affairs Committee within seven calendar days of receipt of written notification.

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

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

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

Academic Grievances
When there is an issue or concern with a didactic or clinical (lab) nursing course, the student will discuss the matter with the course faculty. When the matter is not resolved to the student's satisfaction, the student can submit a written statement to the Department Chair within 10 working days after the faculty has provided their final decision. The Department Chair will review the matter and meet with the faculty and student (separately or jointly, as needed). The Department Chair will provide the student with their written final decision within 10 work days of receipt of the formal student statement. If the matter is not resolved to the student's satisfaction, the student can file a written appeal to the Chair of the Academic Grievance Committee via the UH Mānoa Dean of Students within 10 working days after receiving the Department Chair's decision. See the following UHM websites for details: http://www.studentaffairs.manoa.hawaii.edu/policies/academic_grievance/

Student Academic Records
Student academic records are maintained in the Office of Student Services for the duration of the program and for baccalaureate graduates, five (5) years after graduation. Files will be kept for one (1) year after date of last attendance for students who have not maintained continued enrollment without an approved LOA from the Office of Admission and Records. You may review your academic record online on STAR at https://star.hawaii.edu/

Transcripts
To receive a transcript you must contact the University of Hawai'i at Mānoa, Office of Admissions & Records. Transcript Request Forms are available in the SONDH Office of Student Services (Webster 201), Office of Admissions & Records (Queen Lili'uokalani Center for Student Services 001), the University Cashier's Office, (Queen Lili'uokalani Center for Student Services 105), or online at https://manoa.hawaii.edu/records/pdf/transcript.pdf

Student Evaluation of Faculty, Courses and Programs
Effective learning requires faculty and student engagement. This partnership extends to evaluating the effectiveness of courses and SONDH programs. Student feedback is critical to this process and serves as a basis for faculty to make adjustments to courses, their teaching and our programs. It is considered a part of each student's professional obligation to participate in course and program evaluations. In response to input from students, the DON revises course delivery. In addition, individual faculty will use the eCAFE survey

process to gather information to assist them in their continuing professional development.

ALL STUDENT EVALUATION INFORMATION IS CONFIDENTIAL AND ONLY AGGREGATE INFORMATION IS SHARED BY THE DON.

Course/Teaching Evaluation. The student DON course evaluation report data is collated by the Office of the Associate Dean for Academic Affairs (ADAA) and then forwarded to the Department Chair. The Department Chair reviews all of the information and those courses not meeting school benchmarks will be referred to the appropriate Curriculum and Evaluation Committee for action. Action plans to improve these courses will be developed, implemented and evaluated when the courses are next offered.

Annual Student Experience Survey. During the spring semester the Annual Program Evaluation will be distributed to all students. The purpose of this survey is to capture students' experiences of the program they are enrolled in. Student feedback is invaluable to the school effort to continuously improve our academic programs. Survey questions solicit student's experiences of nursing courses, clinical/fieldwork, the admission process, progression through the program and their experience of campus services. Student feedback is anonymous and students are encouraged to provide honest helpful comments intended to support program improvements. The aggregate results are reviewed by the SONDH administrative team (dean, associate dean and department chair) as well as by faculty on respective undergraduate and graduate curriculum evaluation committees. Major themes and action plans for improvement are shared with students enrolled in each program by the designated program director or designee.

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

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

Orientation to Clinical Agencies
Successful achievement of clinical objectives is directly related to knowledge about the setting in which the learning activities occur. Consequently, all students are required to participate in orientation to each of the clinical agencies to which they are assigned.

Clinical Laboratory Course:
When the first clinical day occurs on the first day of instruction for the semester, it may be held on campus. Please consult the Laulima course web site, the coordinator of the course, or the Department of Nursing at (808) 956-8523 for details.

Students are expected to come prepared on each clinical day to provide nursing care based on sound understanding and rationale. Incomplete preparation for clinical laboratory may result in dismissal from the clinical laboratory and unexcused absence may result in a failure in the course.

A mid-semester and a final conference are held to confer with students on their clinical practice. The responsibility rests with both the faculty and the student to arrange a meeting time for these evaluations. The student will complete a required self-evaluation form prior to these conferences. Students are expected to demonstrate progress in their clinical performance throughout the semester, and from semester to semester. This improvement should be reflected in the clinical evaluations that are based on the objectives found in each course syllabus. Unsatisfactory performance in the clinical course will result in the use of a learning contract to monitor progress to assist the student to successfully meet the course objectives. If the student is not able to meet the criteria of the learning contract in a designated period of time, the student may be dismissed from the clinical unit and given a grade of "NC" for the course.

Unsafe behavior in a clinical practicum or a breach in ethical conduct will result in an "NC" grade for the course

and may result in immediate dismissal from the program. Unsafe behavior in the clinical practicum may include but is not limited to the following:
   a. Failure to maintain an expected level of competency for a professional nursing student
   b. Behavior that jeopardize the emotional or physical safety of the patient
   c. Violation of the principles of asepsis
   d. Charting incomplete or inaccurate information
   e. Using words or gestures that suggest disapproval of the patient
   f. Coercive actions to get the patient to cooperate
   g. Using a communication style that confronts or attacks the patient
   h. Failure to handle one's own emotions in the clinical setting in a manner that may negatively impact patients
   i. A breach in ethical behavior including: A violation of the Patient's Bill of Rights as issued by the American Hospital Association (1992); A breach of confidentiality if 1) the patient's right to privacy has been violated, or 2) the consequence of disclosure of information about a patient has a negative impact on the patient's life.

Student Conduct in Clinical Settings
Students are expected to meet health requirements, dress codes and all applicable policies of the clinical facility. It is important to:

1. Be on time.
2. Report to appropriate people.
3. Let faculty or clinical unit know if you are ill and cannot be there before the assigned clinical time.
4. Follow the dress code.
5. Act in a professional manner at all times, including safeguarding of patient information.
6. Respect the policies of the agencies. Remember you represent the University of Hawai'i at Mānoa Department of Nursing.

Undergraduate Nursing Student Dress Code
1. Only the official Department of Nursing (DON) uniforms (white logo top) with white or hunter green pants should be worn to the acute care clinical setting except for N460L, a hunter green logo top is required. For the community setting, the green polo logo shirt with long slacks (no jeans or legging type pants) is worn. Uniforms are available for purchase at the UHM Bookstore.
2. White athletic or nursing shoes with white socks are required. Shoes should be clean and polished. Open-toed and/or open-back shoes are not appropriate in any clinical setting.
3. Uniforms must be clean, and free from stains and wrinkles.
4. The DON patch and School of Nursing and Dental Hygiene (SONDH) ID badge are required. The ID badge is purchased at the UHM Bookstore.
5. Make-up, if used, is to be worn in moderation.
6. Stud earrings, wedding bands, and watches can be worn. No dangling earrings or long neck chains are to be worn.
7. Hair must be kept neat and confined.
8. White lab coats or lab jackets with SONDH ID badge must be worn in the clinical setting even when students are NOT assigned to patient care. Unless the agency has other requirements.
9. The general appearance of the student must conform to expectations of the profession as determined by the faculty and clinical agencies.
10. When a sweater or T-shirt under a white logo top is worn, it must be white in color with no words or logos of any kind.
11. Fingernails must be conservative in length, neatly trimmed, and without artificial nails.
12. Tattoos cannot be visible when on the clinical units. Long sleeve plain white T-shirt and/or band-aids can be worn to cover exposed tattoos.

Student Health Requirements & CPR
In addition to satisfying the health clearance requirements set by Health Services Mānoa, all nursing students enrolled in a clinical course must meet all health clearance requirements specified by the clinical agency before starting a clinical experience and remain clear for duration of that term. In addition, all nursing students must

be certified for BLS/Healthcare Provider CPR by an American Heart Association trainer (or equivalent). All health clearance documents and BLS CPR certification must be submitted to the SONDH Office of Students Services.

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

Health Risks: Students in nursing programs are exposed to selected health risks related to the environment of their learning experiences. Clinical labs are held in medical centers, clinics, and in various community locations. The nature of nursing is that there may be unintended exposure to health risks in any clinical setting.

Health Clearance - Illness or Injury
Students enrolled in clinical courses that require direct patient care must be in good emotional and physical health in order to ensure the student's safety and the safety and well being of their patient(s). In the event the student becomes ill or injured, the faculty will ask the student for a signed letter from the student's health care provider stating that they are able to function in the setting for the time required and perform the clinical learning activities expected of them. This health clearance must be provided to the faculty prior to engaging in patient care activities. In the event the illness or injury impairs the student's performance the student will be required to take a leave of absence. See the Leave of Absence section of this handbook.

Emergency Care
Students have potential for exposure to communicable diseases or may sustain injuries in the clinical setting. The clinical agencies will render emergency care at the clinical site, if available. Students are financially liable for all care received, including emergency room charges.

Criminal Background Checks and Drug Testing
Hospitals and other clinical agencies require a criminal background check and drug testing of students to meet their hospital accreditation (TJC) requirements. The Department of Nursing will not collect this information. It is the student's responsibility to provide required information in accordance with the requirements of the clinical facilities, if requested. The following statement has been issued by the UH Legal Counsel:

"It is the responsibility of the student to satisfactorily complete affiliated hospital background checks and drug testing requirements in accordance with procedures and timelines as prescribed by the affiliated hospital. Nursing students are required to complete UH prescribed academic requirements that involve clinical practice in a UH- affiliated hospital setting with no substitution allowable. Failure of a student to complete the prescribed UH nursing clinical practice in a UH-affiliated hospital shall be deemed as not satisfying nursing academic program requirements."

If the requirements set forth by hospitals or other clinical agencies are not met by the individual student, the University is not responsible to provide a substitute clinical facility or clinical experience. The Department Chair will be notified by the clinical agency when negative information results in the student not being allowed to come to the agency. The DON will contact the student and inform them. Such refusals may impact the ability of the student to continue in the nursing program.

Malpractice Insurance
All classified nursing students at the SONDH are covered by malpractice insurance of at least $2,000,000 per incident/ $4,000,000 aggregate.

Student Conduct and Expectations

Code of Ethics for Nurses

Ethics is an integral part of the foundation of nursing. Nursing has a distinguished history of concern for the welfare of the sick, injured, and vulnerable and for social justice. This concern is embodied in the provision of nursing care to individuals and the community. Nursing encompasses the prevention of illness, the alleviation of suffering, and the protection, promotion, and restoration of health in the care of individuals, families, groups, and communities. Nurses act to change those aspects of social structures that detract from health and well-being. Individuals who become nurses are expected not only to adhere to the ideals and moral norms of the profession but also to embrace them as a part of what it means to be a nurse. The ethical tradition of nursing is self-reflective, enduring, and distinctive. A code of conduct makes explicit the primary goals, values, and obligations of the profession. The Code of Ethics for Nurses was developed as a guide for carrying out nursing responsibilities in a manner consistent with quality in nursing care and the ethical obligations of the profession. To become familiar with the Code see Appendix C or visit http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses.

Student Conduct Code

Nursing students are preparing for a service profession that expects members of its community to adhere to a high ethical and moral standard. All students must abide by the UH Mānoa Student Conduct Code available at http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/ It is the responsibility of the student to familiarize themselves with the contents of the UH Mānoa Student Conduct Code. Failure to adhere to this code may result in course failure and/or dismissal from the nursing program.

Illegal Drugs & Substance Abuse

In conformance with the existing law, students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs as prohibited by State and Federal law, at university-sponsored or approved events or on university property or in buildings used by the university for education, research or recreational programs. Consistent with its mission, the university will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs. http://www.hawaii.edu/policy/

In the event that a faculty member in the Department of Nursing observes, by appearance or behavior, that a nursing student may be under the influence of any substance* which impairs judgment, the faculty will question the student and may dismiss him/her from that day's activity. This applies in the classroom, the UH THSSC, and the clinical sites. Students found in violation shall be subject to the provisions of the student conduct code and could face dismissal from the nursing program.

*Substances include alcohol, illegal drugs, prescription or non-prescription drugs, or any other substances that impair thinking, learning and judgment.

Violation of Student Professional Standards:

Violations include, *but are not limited to*:
- Breaking confidentiality of client information and health records;
- Jeopardizing the physical and emotional well-being of a client or patient;
- Knowingly performing nursing actions without adequate preparation or beyond one's level of skill;
- Fabricating patient records or write-ups (such as history and physicals);
- Fabricating the documentation of the number of clinical hours, patient encounters and diagnoses of patients seen
- Verbal or social media threats or intimidation, or physical harm.
- Behaviors that disrupt class or clinical activities
- Lack of respect for faculty, staff (e.g., hospital, clinical agency, UHM Department of Nursing) and fellow students

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

SONDH Student Professional Policy.

Social Networking and Electronic Communication Guidelines
Students are expected to utilize the assigned UHM email address for all email correspondences related to UHM. This includes any communication related to all UHM learning activities at any outside agency (e.g. clinical).

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Be mindful that what you publish is public for anyone to see and may be linked back to you. If you participate in social networking such as MySpace, Facebook, Twitter, Allnurses.com, Tumblr, Instagram, etc, please make sure your material reflects your professional identity and image.

Be thoughtful about how you present yourself. The UH Mānoa (UHM) School of Nursing and Dental Hygiene (SONDH) and future employers hold you to a high standard of behavior. By identifying yourself as UHM SONDH student through postings and personal web pages, you are connected to your colleagues, clinical agencies, and even clients/patients. Ensure content associated with you is consistent with your professional goals. If you are a new SONDH student, be sure to update your social profiles to reflect our guidelines.

Protect confidential information. While you are posting to your friends, many of the sites are open to anyone browsing or searching. Be thoughtful about what you publish. Do not disclose or use confidential information or that of any other person or agency. Respect the Health Insurance Portability and Accountability Act (HIPAA) regulations. Do not post any information about your clinical rotations or clients in any online forum or webpage.

Respect your audience and your coworkers. Remember that UH Mānoa SONDH is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view. Do not be afraid to be yourself, but respect others. *For more information, see the American Nurses Association Social Networking Toolkit at http://www.nursingworld.org/socialnetworkingtoolkit*

UH Executive Policy E9.210 on Workplace Non-Violence
The University of Hawaiʻi is an institution which encourages the intellectual and personal growth of its students as scholars and citizens and recognizes the need to maintain a safe and secure environment for faculty and staff to fulfill the University of Hawaiʻi's mission of teaching, research and service. In order to maintain an environment where these goals can be achieved safely and equitably, the University promotes civility, respect and integrity among all members of its community.

Recognizing the increasing incidence of violence in the workplace, the State of Hawaiʻi implemented a Workplace Non-violence Policy to increase awareness and protect its employees and the public against violence. Similarly, the University believes that students, faculty, staff, employees of contractors, and visitors to the campus must be able to learn and work in a safe environment

The University of Hawaiʻi prohibits any work related or workplace violence against its students, faculty, staff, visitors and contract employees which materially and substantially interferes with an individual's work, academic performance, and/or workplace safety and/or otherwise subjectively and objectively creates a hostile environment. Such prohibited violent acts may involve physical attack, property damage, as well as written or verbal statements or non-verbal gestures that, to a reasonable person, express or suggest the intent to cause physical or mental harm to another person including but not limited to:

1. hitting;
2. pushing and shoving;
3. throwing or breaking objects;
4. shouting or yelling in a threatening or hostile manner;
5. threatening gestures or remarks;
6. disruptive or hostile actions;
7. abusive or belligerent language;
8. sabotage of equipment;

9. making or sending harassing or threatening telephone calls, letters or other forms of written or electronic communications;
10. stalking, etc.

For additional information:
http://www.hawaii.edu/policy/?action=viewPolicy&policySection=ep&policyChapter=9&policyNumber=210

E1.203 Policy on Sexual Harassment and Related Conduct
This policy reflects the University of Hawai'i's system-wide commitment to eliminate sexual harassment. Sexual harassment is a form of sex discrimination. It is the policy of the University of Hawai'i that harassment based on sex is prohibited and will not be tolerated in any part of the University's programs, activities, or employment. Acts of sexual harassment undermine the trust and mutual respect essential to the mission and function of the academy.

Sexual harassment constitutes illegal discrimination under Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, as amended, and the Hawai'i State Fair Employment Practices Act, Chapter 378 HRS, as amended.

For more information about this policy: http://www.hawaii.edu/policy/

Students who have concerns can discuss this with the SONDH Department Chair. Students may also contact any of the following: Title IX Coordinator, Gender Equity Specialist, UH Mānoa Office of the Dean of Students, or EEO/AA Office.

EP 1.203 Consensual Relationships
The University prohibits initiating or engaging in a new consensual relationship between employees and between employees and students wherein a power and control differential exists, including but not limited to situations in which one member has an evaluative and/or supervisory responsibility for the other. The University views these consensual relationships where a power and/or control differential exists as inadvisable and fraught with risk, especially when students are involved. It is important to note that the potential for sexual harassment exists in consensual relationships when there is a power and/or control differential.

It is a violation of this policy for an employee to initiate or engage in a romantic, dating, or sexual relationship with another employee or a student whom he/she currently supervises, directs, instructs, evaluates, advises, or has substantial influence over wherein a power and control differential exists. Certain employees of the University who are licensed professionals must adhere to the rules of professional responsibility and ethics in their field addressing consensual relationships (e.g., student health service providers, school psychologist or licensed counselors). Violations of this policy include, but are not limited to:

1. Entering into a consensual relationship where a power and/or control differential currently exists
2. Not disclosing the existence of a consensual relationship when a new University-related relationship is established that involves a power and/or control differential and potential conflict of interest
3. Not adhering to an established a plan to manage and/or resolve the conflict of interest

The University has the obligation to manage the potential conflicts of interest created by consensual relationships where a power and/or control differential between individuals exists to ensure the integrity of the working and learning environments in the University.

For more information about this policy: http://www.hawaii.edu/titleix/ep1203/

Academic Dishonesty
Acts of academic dishonesty as defined by the UHM Student Conduct Code are found on the UHM website at http://www.catalog.hawaii.edu/about-uh/campus-policies1.htm

CHEATING includes but is not limited to:
1) The use of any unauthorized assistance in taking quizzes, tests or examinations;
2) Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, carrying out other assignments or test taking;
3) The acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or student, or other sources
4) Submission of the same written or oral material in more than one course without obtaining authorization from the instructors involved.

PLAGIARISM includes but is not limited to the use by paraphrase or direct quotation of the published (hard copy or online) work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of terms papers or other academic materials.

Note: This definitional material is taken from page 9 of the Student Code of Conduct and from the Campus Policies and Information section of the UH Mānoa Catalog, which have a more complete set of definitions "of all the types of behavior that conflict with the community standards that the UH values and expects of students."

A documented act of dishonesty will result in a failure for the course.

Student-Faculty Authorship Policy (see Appendix D)
The SONDH is committed to student faculty authorship that both offers students faculty collaboration and mentoring while at the same time safeguarding student rights. The school has adopted the International Committee of Medical Journal Editors (ICMJE, 2008) definition of authorship, which defines an author as an individual who has made significant contributions to the entirety of the document, including contributions to the conception, design, data collection, analysis and interpretation of data, and/or drafting or critical revisions of the document.

Gifts to Faculty & Staff
Faculty and staff of the SONDH are subject to the gifts section of the State Ethics Code, Chapter 84, Hawai'i Revised Statutes (HRS) which provides as follows: Section 84-11 Gifts states "No legislator or employee shall solicit, accept, or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing, or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence the legislator or employee in the performance of the legislator's or employee's official duties or is intended as a reward for any official action on the legislator's or employee's part" (http://ethics.hawaii.gov/wp-content/uploads/2013/08/Chapter-84.pdf).

CONFIDENTIAL INFORMATION

Confidentiality of Student Records and FERPA
The University, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for maintaining the confidentiality of student education records and monitoring the release of information from those records. Faculty and staff with access to student education records have a legal responsibility to protect the privacy of students by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students. FERPA also assures certain rights to students regarding their education records. These rights do not transfer to parents, guardians, spouses, or other family members without the express written permission of the student.

For additional information on FERPA and Confidentiality of Student Records:
http://manoa.hawaii.edu/records/pdf/FERPA_notice.pdf

Health Insurance Portability & Accountability Act of 1996 (HIPAA)
All healthcare providers have a legal and ethical responsibility to protect the privacy of all patients and their health information. As a nursing student at the UHM SONDH, you will have clinical laboratories in a number of health care agencies that provide services to individuals and families. As a member of a profession you have

both a legal and an ethical obligation to ensure that the privacy of patients is respected. Although the ethical obligation of privacy has always existed, the Department of Nursing will provide you with training about the HIPAA law and its implications for your clinical education and practice. In addition, we are required to maintain documentation that you have received this training and agreed to abide by the principles of confidentiality. All students enrolled in clinical courses must complete the HIPAA training module prior to the start of the clinical experience.

PREPARATION FOR GRADUATION

Graduation Check

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

Graduation Application

An application for graduation must be obtained from the Offices of Student Services, Webster 201, and then submitted with a degree fee to the Mānoa Cashier's Office. This should be done during the first three weeks of the semester that the student plans to graduate.

Recognition Ceremony

The SONDH offers a special Recognition Ceremony for graduates of all nursing programs that occurs close to scheduled University Commencements.

This ceremony marks the beginning of the professional career and is a memorable time for family and friends to help celebrate your success. Students who participate in this event are always moved by the beauty of the ceremony and the importance of making time to mark the passage from being a student to progressing in the profession of nursing. A committee formed by the events coordinator and coordinated by the Office of the Dean plans the recognition event. The committee keeps students informed of the ceremony's progress and final plans.

Commencement Exercise

Commencement is a "rite of passage" for students and a memorable experience. Caps, gowns, and announcements are obtained from the bookstore. The Office of Student Services will provide information about commencement at least six weeks prior to commencement. All graduating nursing students are encouraged to participate in the commencement ceremony.

Diplomas

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

Application for the National Council Licensure Examination (NCLEX-RN)

The process for applying for the NCLEX-RN is as follows:

1) Obtain an application for License by Exam from the Office of Student Services or the Hawaiʻi Board of Nursing.
2) Submit a request for official transcript (green form) to the Office of Admissions and Records, University of Hawaiʻi at Mānoa.
   a. Check the box that says "Send after degree awarded notation is posted"
   b. The Office of Student Services will send graduation lists to the State Board of Nursing AFTER FINAL GRADES are submitted to that office. This will serve as the initial verification of graduation until UH Mānoa sends a transcript.
3) DO NOT SEND the "Student Final Record" form in the application packet to your nursing school. The graduation list replaces this form.
4) The Board of Nursing will determine your eligibility.

5) You will be mailed an NCLEX Candidate Bulletin and registration form. Follow instructions to register with the NCLEX/CAT Data Center. You will receive a response from Vue/Pearson. They will mail you an Authorization to Test Letter and a list of centers where you can schedule an appointment to take the NCLEX/CAT exam.
6) The Hawai'i State Examining Board will send the tests results to you directly. Your license will come separately. Licensure is for a 2-year period and is renewable on June 30 in odd-number years. The Department of Commerce and Consumer Affairs (the department responsible for licensure) sends you notification and cost of renewal.
7) If you wish to take the nursing licensure exam in another state you must contact the state's board of nursing directly. Addresses of State Boards of Nursing are available by calling the State of Hawai'i, Board of Nursing at (808) 586-3000.

PROFESSIONAL ORGANIZATIONS

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

Hawaii State Center for Nursing (HSCN)
Through collaborative partnerships, the Center provides accurate nursing workforce data for planning, disseminates nursing knowledge to support excellence in practice and leadership development; promotes a diverse workforce and advocates for sound health policy to serve the changing health care needs of the people of Hawaii. Visit the website at: http://hawaiicenterfornursing.org/

School of Nursing and Dental Hygiene Nursing Alumni Association
The School of Nursing and Dental Hygiene has a proud tradition of producing caring and skilled professionals that provide for the health needs of our diverse population. These alumni are an invaluable part of the School that continues to inspire pride in our future graduates.

Today, more than 4,000 alumni of the School of Nursing and Dental Hygiene stretch the globe. The Alumni Association is a great way to stay connected with this remarkable network of talented and successful professionals. Reunite with old friends and classmates or create new connections for professional development.

The UH Mānoa Nursing Alumni Association (UHMNAA) is an independent LLC organization that strives to connect UH Mānoa Nursing alumni, foster networking, and to support UHM Nursing. Established in 2012, the UHMNAA is an alumni chapter organization of the University of Hawaii Alumni Association, a 501(c)3 nonprofit organization. Contact the chapter at nursalum@hawaii.edu or visit http://www.nursing.hawaii.edu/uhmnaa.

Sigma Theta Tau, Gamma Psi Chapter-at-Large (STT)
Sigma Theta Tau, Gamma Psi Chapter at Large http://gammapsi.nursingsociety.org/GammaPsiChapter/Home is the honor society in nursing. This organization promotes excellence in academic scholarship, research and clinical nursing. Students must be nominated to become a member.

The Hawai'i Association of Professional Nurses (HAPN)
It is the purpose of HAPN to provide a forum through which licensed Registered Nurses (RN s) in the State of Hawai'i may contribute knowledge and opinion to establish a consensus which will promote and expand the practice of Nursing. HAPN's mission is to be the chosen voice of the nursing profession in establishing policy, regulation and legislation which affects the development and practice of professional nursing in Hawai'i. HAPN will be the choice of Hawaii's nurses for educational opportunities. Visit the website at http://hapnurses.org/

The National Student Nurses' Association (NSNA)
The National Student Nurses' Association (NSNA) is the voice of nursing students on the national level. The NSNA assumes responsibility for contributing to nursing education in order to provide the highest quality health care. It helps to keep nursing students in touch with fundamental and current professional interests. The association aids the nursing student in his or her transition to an active, responsible, professional nurse. NSNA

is under the American Nurses' Association. The Hawai'i Student Nurses' Association (HSNA) is the Local Chapter of the NSNA. It is open to all nursing students in Hawai'i. Information can be found at http://www.nsna.org

The UHM Student Nurses Association (SNA)
All UHM Student Nurses Association (SNA) is a non-profit organization registered with the University of Hawai'i at Mānoa and is the school chapter of the National Student Nurses Association (NSNA). The organization provides an opportunity for students to develop professional identity and leadership skills. Students express their interests and opinions in an open forum. This student organization makes recommendations regarding policies to the various committees within the Department of Nursing. The SNA is responsible for the coordination of the various volunteer and fundraising activities for nursing students. It also offers an opportunity for students to socialize with each other and create mentoring relationships.

APPENDICES

Appendix A

**Program Outcomes: Bachelor of Science
Nursing Competencies**

The competencies arise from the understanding of nursing as a theory-guided, evidenced -based discipline. Graduates from the curriculum are expected to possess distinctive values, attitudes, habits and skills in both professional behaviors and nursing care competencies that are described in this document. The professional competencies--define the values, attitudes and practices that competent nurses embody and may share with members of other professions; the nursing care competencies--define relationship capabilities that nurses need to work with clients and colleagues, the knowledge and skills of practicing nursing and competencies that encompass understanding of the broader health care system. In all cases, the client is defined as the recipient of care, is considered active participant in care, and includes the individual, family or community. Nursing care competencies recognize that a competent nurse provides safe care across the lifespan directed toward the goals of helping clients (individuals, families or communities) promote health, recover from acute illness and/or manage a chronic illness and support a peaceful and comfortable death. The following document describes the key competencies within the context of professional expectations for baccalaureate prepared nurses. At the conclusion of the program each graduate from the UHM SONDH is prepared to begin practice in their respective role guided by these professional competencies and expectations.

COMPETENCIES

Professional actions are based on core nursing values, professional standards of practice, and the law.

Develops insight through reflective practice, self-analysis, and self care

Engages in ongoing self-directed learning and provides care based on evidence supported by research

Demonstrates leadership in nursing and health care

Collaborates as part of a health care team

Practices within, utilizes, and contributes to the broader health care system

Practices client-centered care

Communicates effectively and uses technology

Demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety

BACCALAUREATE NURSING

1. **A competent nurse's professional actions are based on core nursing values, professional standards of practice, and the law.**
   1.1. Core nursing values include social justice (from the ANA statement), caring, advocacy, respect for self and others, collegiality, and ethical behavior.
   1.2. Ethical dilemmas are embedded in clinical practice; an obligation of nurses is to notice, interpret respond and reflect on these dilemmas using ethical principles and frameworks as a guideline.
   1.3. It is essential for nurses to participate in discussions of ethical issues in health care as they affect communities, society, and health professions.
   Professional nursing functions within legally defined standards of practice and state specific regulations.

2. **A competent nurse develops insight through reflective practice, self-analysis, and self care through the understanding that…**
   2.1. Ongoing reflection, critical examination and evaluation of one's professional and personal life improves nursing practice.
   2.2. Reflection and self-analysis encourage self-awareness and self-care.
   Pursuing and advocating healthy behaviors enhance nurses' ability to care for client.

3. **A competent nurse engages in ongoing self-directed learning and provides care based on evidence supported by research with the understanding that . . .**
   3.1. Knowledge and skills are dynamic and evolving, in order to maintain competency one must continuously update their knowledge using reliable, current sources of information from the biological, social, medical, public health, and nursing sciences.
   3.2. The nurse uses legitimate sources of evidence for decision-making such as research evidence, standards of care, community perspectives and practical wisdom gained from experience.
   3.3. As "best practices" are continuously modified and new interventions are constant, the nurse incorporates changes into practice.

4. **A competent nurse demonstrates leadership in nursing and health care through the understanding that …**
   4.1. An effective nurse is able to take a leadership role to meet client needs, improve the health care system, and facilitate community problem solving.
   4.2. A competent nurse effectively uses management principles, strategies, and tools.
   4.3. An effective nurse works with the health care team including the delegation of responsibilities and supervision.

5. **A competent nurse collaborates as part of a health care team.**
   5.1. The client is an essential member of the healthcare team.
   5.2. A collegial team is essential for success in serving clients.
   5.3. Effective team members must be able to give and receive constructive feedback.
   5.4. Colleagues create a positive environment for each other that values holistic client care.

6. **A competent nurse practices within, utilizes, and contributes to the broader health care system.**
   6.1. All components of the healthcare system must be incorporated when providing interdisciplinary care.
   6.2. The effective nurse contributes to improvements of the health care system through involvement in policy, decision-making processes, and political activities.

7. **A competent nurse practices client-centered care.**
   7.1. Effective care is centered around a respectful relationship with the client that is based on empathy, caring, mutual trust, and advocacy.
   7.2. Nursing practice should reflect the attitudes, beliefs and values of clients.
   7.3. An understanding of the culture and history of the community is fundamental in the practice of nursing.

8. **A competent nurse communicates and uses technology effectively through the understanding that …**

   8.1. Effective use of communication is an essential part of all interventions to establish caring and therapeutic relationships to educate and advocate for clients.
   8.2. When working with colleagues or clients, it is important to ensure that accurate, timely and complete communication has occurred.
   8.3. Successful communication requires attention to elements of cultural influences, variations in the use of language and a participatory approach.
   8.4. Information and communication technologies provide essential information for delivery of effective nursing care.

9. **A competent nurse demonstrates clinical judgment/critical thinking in the delivery of care of clients while maintaining safety through…**

   9.1. Analysis and integration of available data.
   9.2. Implementation of prioritized care based on evaluation of data.
   9.3. Evaluation and analysis of the nurse's personal clinical performance
   9.4. A competent nurse engages in risk reduction activities, recognizes, communicates and intervenes to promote client safety.

Student Professional Conduct

UNIVERSITY OF HAWAI'I AT MĀNOA
School of Nursing & Dental Hygiene
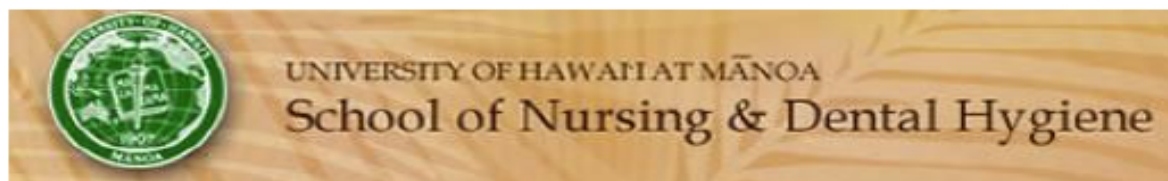
Policy Number <u>DON 6</u>

Policies & Procedures

General Information		
Title		**Category**
Student Professional Conduct		Department of Nursing
Responsible Committee/Office	**Responsible Person**	**Effective Date**
Department of Nursing	Department Chair, Nursing	8/1/2014

Approval Process (signatures required)	
Department Chair, Nursing	**Date**
Clementina D. Ceria-Ulep	8/1/14
Associate Dean for Academic Affairs	**Date**
(signature)	8/1/14
Dean	**Date**
Mary Boland	8/1/14

I. General Scope

This policy applies to all students in the Department of Nursing

II. Scope Details

The following categories of the SONDH community should be familiar with this policy:

- ☐ Administrative Officers
- ☑ Associate Deans
- ☐ Full-time Staff
- ☐ Part-time Staff
- ☐ Student Employees
- ☑ Students
- ☑ Dean
- ☑ Directors/Department & Graduate Chairs
- ☑ Full-Time Faculty
- ☑ Part-Time Faculty
- ☐ Entire School Community

III. Policy Summary

This policy provides guidelines for students, faculty and administration to address student professional conduct issues. Nursing students are preparing for a service profession which expects members of its community to adhere to a high ethical and moral standard. In order to effectively prepare nurses, the UH Manoa School of Nursing and Dental Hygiene (SONDH) requires that students abide by the Student Conduct Code of the University of Hawai'i at Manoa, the ANA Code of Ethics for Nurses (2001), and the Department of Nursing rules relating to nursing professional standards (DON Student Handbook

IV. Policy History

03/17/04: Revision of policy
04/01/10: Significant revisions and reformatting
7/30/14: Revision of title, procedures and supporting documents

V. Policy

On admission to the Department of Nursing all students are provided a copy of the Student Handbook defining students' rights and responsibilities and school policies and procedures regarding professional behavior. All students are required to attend the student orientation that includes a review of the Handbook and a focus on professional conduct. All Course syllabi in the School of Nursing & Dental Hygiene contain explicit guidelines regarding expected behavior. Students are expected to adhere to these standards and policies. If professional conduct issues arise in either the classroom or clinical setting, the following procedure is activated.

VI. Procedures

When a faculty member or administrator suspects or receive an allegation of a violation in student professional conduct, the following procedures will be followed:

1. The Department Chair will be notified of the incident immediately by the faculty member via verbal or written communication, followed by a written report. An investigation will be initiated to fully explore the issue from the perspective of all parties involved (faculty member, student, administration, or other). This investigation may take up to 10 working days.

2. If the violation involves allegations that are potentially harmful or serious in nature, the Dean may temporarily suspend a student from clinical and/or didactic coursework. If the matter is resolved in the student's favor, they will receive full support to complete course and/or clinical requirements.

3. Once the investigation is complete, the Department Chair will meet with all involved parties to discuss the outcome of the decisions. Copies of this report will be provided to the Associate Dean for Academic Affairs and the Dean.

   a. If, in the judgment of the Department Chair, the report submitted is unfounded or warrants no formal action, no action shall be taken and no record shall be made of the matter in the student's academic record. The student shall be informed of the Department Chair's decision via certified letter, and the matter will be closed.

   b. If, in the judgment of the Department Chair, the report submitted appears to warrant immediate failure in the course, dismissal from the program, or other action, the student will be notified of the outcome via certified letter. If the student does not agree with the decision, he/she may appeal the decision, in writing, to the Associate Dean for Academic Affairs (ADAA) within 10 working days after receipt of the certified letter.

4. If the student appeals, the ADAA will, within 5 working days, review the report, conduct a further investigation, and provide a recommendation to the Dean regarding the disposition of this appeal.

5. The Dean will make and communicate, via certified mail, the final decision regarding the actions and outcomes of the case to the parties involved

VII. Collaborations

Nursing Students
Office of Student Services
Department Chair
Associate Dean for Academics
Vice Chancellor for Students

VIII. Contact Information

Department Chair, Nursing
808-956-8523

IX. Appendices

N/A

X. Supporting Documents

UHM Student Conduct Code
    (http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/)
DON Student Handbook
    (http://www.nursing.hawaii.edu/sites/web41.its.hawaii.edu.www.nursing.hawaii.edu/files/docu
    ments/Student%20Handbook%202010-2011%20-%20Final%20%283%29.pdf)
ANA Code of Ethics for Nurses
    (http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/
    2110Provisions.aspx)
ANA's Principles for Social Networking
    (http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-
    Networking-Principles-Toolkit/6-Tips-for-Nurses-Using-Social-Media-Poster.pdf
UHM Wokplace NonViolence
    http://www.hawaii.edu/svpa/ep/e9/e9210.pdf
UHM Policy on Sexual Harassment and Related Conduct
    http://www.hawaii.edu/svpa/ep/e1/e1203.pdf
UHM Official Notice to Faculty, Staff and Students Regarding Substance Abuse in University
    Campus Communities and Worksites
    http://www.hawaii.edu/ohr/download/drug/uh-subab.pdf

Appendix C

Provisions of the Code of Ethics for Nurses
with Interpretive Statements

1. The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

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

3. The nurse promotes, advocates for, and protects the right, health, and safety of the patient.

4. The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

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

6. The nurse, through the individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

7. The nurse, in all roles and settings, advances the profession through the research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

8. The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

9.   The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Appendix D

University of Hawai`i at Mānoa
Department of Nursing

Student-Faculty Authorship Policy

Policies & Procedures

General Information		
Title Student-Faculty Authorship		**Category** Research
Responsible Committee/Office Department of Nursing	**Responsible Person** Chair, DON	**Effective Date** December 2, 2013

Approval Process (signatures required)	
Associate Dean for Academic Affairs	**Date** 12/6/13
Dean	**Date** 12/6/13

I. General Scope

This policy pertains to all SONDH faculty preparing manuscripts for publication in collaboration with SONDH students.

II. Scope Details

The following categories of the SONDH community should be familiar with this policy:

- ☐ Administrative Officers
- ☒ Associate Deans
- ☐ Full-time Staff
- ☐ Part-time Staff
- ☒ Student Employees
- ☒ Students

- ☒ Dean
- ☒ Directors/Department Chairs
- ☒ Full-time Faculty
- ☒ Part-time Faculty
- ☐ Entire School Community

III. Policy Summary

This policy outlines the recommendation for student faculty co-authorship during an academic semester and beyond. The purpose of this policy is to ensure intellectual property of faculty and students are adequately protected.

IV. Policy History

This is a new policy, created Spring 2013.

V. Policy

The SONDH is committed to student-faculty authorship that both offers students faculty collaboration and mentoring while at the same time safeguarding student rights. This policy has adopted the International Committee of Medical Journal Editors (ICMJE, 2008) definition of authorship, which defines an author as an individual who has made significant contributions to the entirety of the document, including contributions to the conception, design, data collection, analysis and interpretation of data, and/or drafting or critical revisions of the document.

To ensure protection of faculty and student intellectual property this policy includes the following:
1. Publication with an instructor may be listed in the course syllabus as an option after completion of the semester's course work, but will not be listed as a course requirement in any SONDH course.
2. Co-publication of SONDH coursework in collaboration between course faculty and a student will be negotiated after course grade submission.
3. Faculty and students will negotiate and sign a Memorandum of Understanding (MOU) agreement at the outset of preparation for publication (Appendix A).
4. For publication of an article that is a result of the student's coursework, the SONDH student will **always** be listed as first author.
5. To be listed as a co-author for student coursework, a faculty member must contribute to the publication effort substantively and over and above editing and manuscript revision that would be considered part of coursework. The faculty's contribution must include contributions to the conception, design, data collection, analysis and interpretation of data, drafting or critical revisions of the document (ICMJE, 2008).
6. Students coauthoring with faculty must be provided with information for a course of action to take should they need assistance with renegotiating a MOU with their faculty co-author. Options for this are to first speak with the faculty who is co-authoring the manuscript and if resolution cannot be reached then to contact their program director/advisor, Graduate Chair (if a graduate student) or Department Chair (if an undergraduate student) if assistance with negotiation is needed.

VI. Procedures

At such time as a faculty member and student identify a potential publication project:
1. If the student is taking a course from the faculty member at the time the project is being considered, a timeline will be identified so that negotiation of the MOU takes place after the course grade has been submitted.
2. A Memorandum of Understanding will be negotiated and signed by both parties.
3. Prior to the time of MOU signing, the student co-author will be provided with a copy of the policy for student-faculty co-authorship and inform her/his faculty advisor about the plan to be a co-author.
4. The signed MOU is sent to the SONDH Department Chair and kept on file and a copy is sent to OSS to be part of the student's file.
5. Amendments to the MOU should be included in a re-negotiated MOU which is signed by the instructor and student and forwarded to the SONDH Department Chair.
6. Should disagreements or grievances arise related to the MOU, the Department Chair or his/her designee will serve as mediator for a renegotiation of the MOU.

VII. Collaborations

Chair, Department of Nursing	Student Nurse Organization Leadership
Graduate Chair	SONDH Honors Committee
UH Honors Department	Graduate Division
Faculty	Students

VIII. Contact Information

Chair, Department of Nursing
Graduate Chair
Chair, Research Committee

IX. Appendices

A. Memorandum of Understanding

X. Supporting Documents

Link to [International Committee of Medical Journal Editors](#)

Appendix D – Continue

Student-Faculty Authorship Policy

UNIVERSITY
of HAWAI'I
MĀNOA

MEMORANDUM OF UNDERSTANDING BY AND BETWEEN

THE TEAM MEMBERS OF THE

Title of Project: _____

Date: _____

The purpose of this agreement is to clearly delineate authorship and contribution to project. The authors agree as follows:

This Agreement will be reviewed and updated at least annually by the authors until all dissemination products are completed.

Amendment
No amendment or addition to this Agreement shall be binding unless it is in writing and signed by all authors.

Authorship: Authorship is designated as follows in accordance with ICJME

    First Author: _____

    Second Author: _____

    Third Author: _____

    Fourth Author: _____

Specific project activities are agreed upon as follows:

    First Author:
_____

    Second Author:
_____

    Third Author:
_____

    Fourth Author:
_____

The student involved in this project has received a copy of the Student-Faculty Publication policy from the project's most senior faculty member and has informed her/his faculty advisor about the proposed manuscript development and submission:

    Senior Faculty Member signature: _____

    Student signature: _____

    Student's Advisor: _____