



## Master of Nursing Student Handbook 2025-2026

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(Pre-Licensure Program Office)  
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### **About this handbook:**

This handbook is designed to be a ready resource for you during the course of your MN studies at the Duke University School of Nursing, and as such is designed for currently enrolled MN students. Other degree programs within the School of Nursing have separate handbooks. For information about those other degree programs, please consult either the [Bulletin of the Duke University School of Nursing](#) or the [DUSON website](#).

Changes will be made to the electronic version of the handbook as they occur. Consult the electronic copy for the most current information.

## Table of Contents

### Contents

DEAN'S WELCOME .....	1
ASSISTANT DEAN'S WELCOME .....	2
ACADEMIC CALENDAR.....	3
Academic Programs.....	4
DUKE UNIVERSITY SCHOOL OF NURSING.....	5
Mission.....	5
Philosophy.....	5
Human Beings.....	5
Society/Environment.....	5
Health .....	5
Health Care Delivery.....	5
Nursing .....	6
Teaching/Learning .....	6
Statement of Inclusion and Belonging .....	6
Core Values .....	7
ACADEMIC INTEGRITY .....	7
The Duke Community Standard.....	7
Academic Integrity and Professionalism Policy for Duke University School of Nursing Students .....	7
Civility and Professional Conduct.....	8
Dispute Resolution.....	8
OVERVIEW MASTER OF NURSING PROGRAM.....	8
Program Description .....	8
End-of-Program Outcomes .....	8
ACADEMIC POLICIES AND PROCEDURES.....	9
Overview .....	9
Organization of this Section.....	9
Confidentiality and Release of Student Records.....	9
STUDENT PROGRESSION WITH COURSE OF STUDY .....	9
Student Enrollment Status .....	9
Academic Advisement.....	9
Academic Probation and Academic Warning.....	10
Learning Improvement Plan.....	10
Professional Behavior Improvement Plan .....	11
Assessment Administration Policy for Pre-Licensure Courses .....	11

Attendance .....	13
Religious Observance and Holidays .....	13
Procedure .....	13
Course Format Definitions .....	14
Grades.....	14
Incomplete Course Work ("I" Grade).....	14
Adding, Dropping, or Withdrawing from a Course .....	15
Transfer of Credits .....	15
Time for Completion of Degree .....	15
Separation from the School of Nursing.....	15
Leave of Absence .....	15
Student Parental Leave .....	16
Returning from a Leave of Absence .....	16
Re-matriculation Plans .....	16
Withdrawal from the School of Nursing .....	16
Student Request for Voluntary Withdrawal from the School of Nursing.....	16
Involuntary Withdrawal from the School of Nursing .....	17
Administrative Withdrawal for Reasons of Conduct.....	17
Administrative Withdrawal for Academic Performance .....	17
CLINICAL PLACEMENT AND ACTIVITIES.....	18
Assignments of Clinical Placements .....	18
Clearance Requirements for Clinical Experiences.....	18
Health and Safety Requirements (at matriculation and while in program). ....	18
Non-Duke Clinical Agencies .....	19
Student Compliance with Health and Safety Requirements .....	19
Guidelines for All Clinical Experiences: .....	20
Clinical Appearance and Attire Policy .....	20
Community Health Clinical Immersion Experiences (Local and Global).....	22
Attendance at Clinical Experiences .....	22
Severe Weather .....	22
Exposure to Potentially Hazardous Substances .....	22
Guidelines for Global Cultural Immersion and Service-Learning Experiences .....	23
Degree Completion and Graduation .....	24
Graduate Recognition and Commencement.....	25
School of Nursing Hooding and Recognition Ceremonies.....	25

Duke University Commencement Exercises .....	25
Diplomas .....	25
NON-ACADEMIC POLICIES AND PROCEDURES .....	26
Duke University – Tobacco Free Campus Policy .....	26
Alcohol / Drug Policy .....	26
Reasonable Accommodation Process .....	26
Duke University Office for Institutional Equity .....	26
Duke University Non-Discrimination Statement .....	26
Communication between Duke University and Students .....	27
Social Media .....	27
Overview .....	27
DUSON Student Flu Policy .....	29
RESOURCES (DUKE UNIVERSITY) .....	30
Duke Student Health Services .....	30
Student Mental Health Services .....	30
Blue Devils Care .....	31
DukeReach .....	31
Safety .....	31
Duke University Police .....	31
Get Assistance .....	31
Duke University Student Affairs .....	31
Graduates and Professional Student Council (GPSC) .....	32
The Libraries .....	32
The Duke University Medical Center Library (DUMCL) .....	33
DUSON GENERAL INFORMATION .....	33
Student Identification Badges / Cards .....	34
Parking .....	34
ePrint .....	34
Name and Address Changes .....	34
Technology Support .....	34
DUSON RESOURCES TO SUPPORT STUDENTS .....	34
DUSON STUDENT ORGANIZATIONS .....	35
Appendix A .....	36
Duke University School of Nursing Student Complaint and Dispute Resolution Process .....	36
For Academic Issues .....	36
Appendix B .....	39
Academic Integrity and Professionalism Policy for Duke University School of Nursing Community .....	39
Appendix C .....	43

Duke University School of Nursing .....	43
Process for Dispute Resolution Related to the Duke Community Standard or School of Nursing Academic Integrity and Professionalism Policy .....	43
Appendix A and C Flowcharts.....	47
Appendix D MN Curriculum .....	48
Appendix E .....	49
Learning Improvement Plan .....	49
Appendix F.....	51
<b>Duke University School of Nursing Pre-Licensure Program</b> .....	51
<b>Professional Behavior Improvement Plan.</b> .....	51

## DEAN'S WELCOME

Welcome to Duke University School of Nursing (DUSON), a global leader in nursing education, science, and innovation. We are proud of the work our community is doing to transform health care, and we are honored and delighted that you are joining us!

Our mission at DUSON is to advance health equity and social justice by preparing nurse leaders and innovators with a commitment to improving health outcomes through transformative excellence in education, clinical practice, and nursing science.

Nurses—the country's largest, most expertly-skilled, and most trusted segment of frontline health care providers—are uniquely poised to effect change. Throughout your course of study, you will learn more about how DUSON is leading the way in transforming models of healthcare and driving meaningful and impactful change in our healthcare and public health systems—both in the US and around the globe.

As a DUSON student, you will have the opportunity to work with and learn from faculty who are passionate educators and experts in their respective fields. You are also joining an inclusive community dedicated to fostering a sense of belonging in every aspect of our work.

Our School's [leaders](#) and I, as well as faculty and staff, are committed to your success and well-being, so as you embark on this new journey, we encourage you to familiarize yourself with our Student Handbook. Here you will find information on our philosophy, academic policies and procedures, clinical requirements, course information, and the many resources DUSON and Duke provide to assist you in being a successful student. We are here for you, and we want to ensure that you have everything you need to be a top nursing leader. If you have a concern or ideas, please contact your faculty advisor, course faculty, program assistant dean, and/or staff in the [Office of Student Services](#), or the [Student Success Center](#).

In becoming a DUSON student, you now join a large, collaborative community including more than 9,000 [alumni](#). I urge you to fully engage with this range of opportunities, including seminars, speakers, local and global clinical immersion experiences, community placements, student clubs, cultural and athletic events, and more. Keep up with all our community [News](#) and follow our [Facebook](#), [Instagram](#) and [LinkedIn](#) pages.

I'm looking forward to you joining us as we pave the pathway for a new paradigm for the future of nursing. On behalf of the DUSON administration, faculty, and staff, welcome to Duke!

Sincerely,



**Michael V. Relf, PhD, RN, ANEF, FAAN**  
Dean, Duke University School of Nursing  
Associate Chief Nurse Executive of Academic Partnerships and Innovation, Duke Health  
Mary T. Champagne Distinguished Professor of Nursing

## ASSISTANT DEAN'S WELCOME

Welcome to the Duke University School of Nursing (DUSON)! We are honored that you chose DUSON to begin your journey to become a professional nurse, and we look forward to seeing what gifts and talents you bring to our program and to the profession of nursing. Throughout your time with us, you will have the opportunity to learn from experienced faculty members who are passionate about nursing and are dedicated to helping you succeed. In addition to classroom learning, you will have the opportunity to engage in hands-on clinical experiences in prestigious healthcare facilities throughout the Triangle, and the globe, as well as our state-of-the-art simulation center. I encourage you to actively participate in the various extracurricular activities and organizations available on campus. These opportunities will help you build a network of peers, develop leadership skills, and further enrich your overall educational experience. I also encourage you to utilize all the resources that DUSON and Duke University have to support your success in our Program. Please do not hesitate to contact me, your advisor, faculty, or staff to support you on this exciting journey to nursing. We believe in your potential and are confident that, together, we can shape the future of healthcare.

Once again, welcome to DUSON. Get ready for an exciting and transformative experience!

Warm Regards,  
Stephanie Gedzyk-Nieman, DNP, RNC-MNN  
Associate Professor and Assistant Dean, Pre-Licensure Programs

## ACADEMIC CALENDAR

For the 2025-2026 Academic Year, the School of Nursing has five Academic Calendars: one for the [ABSN Program](#); one for the [MN Program](#); one for the [MSN and DNP](#), excluding Nurse Anesthesia, students; one for [Nurse Anesthesia DNP](#) students and one for [PhD students](#). Consult the appropriate Academic Calendar for information regarding the academic year (i.e., semester beginning and ending dates, registration windows, holidays, etc.) The Graduate School Academic Calendar is available [here](#).

## Offices

### Dean's Office

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## Academic Programs

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### **Doctor of Philosophy in Nursing**

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### **Doctor of Nursing Practice**

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## DUKE UNIVERSITY SCHOOL OF NURSING

### Mission

We, at the Duke University School of Nursing, advance health equity and social justice by preparing nurse leaders and innovators with a commitment to improving health outcomes through transformative excellence in education, clinical practice, and nursing science.

### Philosophy

Duke University School of Nursing is committed to achieving distinction in research, education and patient care predicated on our beliefs regarding human beings, society and the environment, health and health care delivery, nursing, and teaching and learning.

### Human Beings

We believe that the dignity of each human being is to be respected and nurtured, and embracing our diversity affirms, respects, and celebrates the uniqueness of each person. We believe that each human being is a unique expression of attributes, behaviors and values which are influenced by his or her environment, social norms, cultural values, physical characteristics, experiences, religious beliefs and practices. We also believe that human beings exist in relation to one another, including families, communities, and populations.

### Society/Environment

As socio-cultural beings, humans are affected by and, in turn, influence the environments in which they exist, environments that are both internal (i.e., physiological, psychological, ethical) and external (i.e., cultural, political, social, economic, professional, global). Such environments influence the health of individuals and groups, and also influence health care delivery systems, access to care, and health disparities. We believe that society has a responsibility for providing environments that are conducive to maximizing the potential of its individual members and of society as a whole, for eliminating long-term inequities that contribute to health disparities, and for creating systems and roles that protect its members.

### Health

We believe that optimal health does not preclude the existence of illness; health and illness exist on parallel continuums such that even people with chronic or debilitating illness may experience optimal levels of health through adaptation. We believe that all humans, from infants to the oldest of age, have a capacity to adapt to health and illness challenges whether they arise from environmental or genetic origins. Nursing's role is to assess, support adaptation, or intervene when the appropriate ability does not exist within the individual or group. Because health is an innate characteristic of humans, we believe that high quality health care is a human right.

### Health Care Delivery

Maintaining optimal health and preventing disease for individuals, families, communities and populations depend on collaborative partnerships between patients/families/communities and teams of interprofessional providers of care. We believe that health care must be patient-centered and that mutual trust between patients and providers is created by relationships that reflect respect for dignity, diversity, integrity, self-determination, empathy, and a capacity for grace and empowerment. Patients/Families/Communities must be supported and encouraged in making care decisions and in engaging in the adaptive work needed for responding to health or illness challenges as they transition

through all levels of the care system.

### **Nursing**

Nursing exists as a function of society for the protection of its members through legally sanctioned roles, responsibilities, and scopes of practice. We believe that nursing is a scholarly discipline centered on assisting people to protect, promote, and optimize their health and abilities, prevent illness and injury, and alleviate suffering. Nursing achieves this through the diagnosis and treatment of human responses to health threatening conditions, advocacy in the care of individuals and groups, and the generation and translation of research findings for nursing practice. Nursing is committed to a holistic and evidence-based approach to human caring and compassion; respecting the dignity, self-determination, and worth of all human beings. It is our belief that Nursing focuses on the uniqueness of each human being, guided by the systematic process of assessment, planning, implementation, and evaluation; the goal of which is to optimize the quality of adaptation in human beings.

We believe that nursing has a moral responsibility to the common good and an obligation to social justice and equitable access to culturally sensitive, high-quality care for all human beings. Nurses also are responsible for helping to reduce health disparities and reaching out to those, locally or abroad, who are vulnerable.

We believe that nurses begin as novices and progress to experts, with increasing complexities of knowledge, skills and values needed to promote, maintain, restore, support, and maximize adaptation of humans as they fluctuate along the wellness and illness continuums. We affirm our commitment to scientific inquiry, the advancement of knowledge and understanding, and the transfer of that knowledge to others for the good of society through innovation and the novel application of technology. We believe that all nurses must practice to the full scope of their education and training in environments where laws, standards of practice, and reimbursement regulations are commensurate with education and experience.

### **Teaching/Learning**

We believe that our purpose is to develop nurse leaders in practice, education, administration and research by focusing on students' intellectual growth and development as adults committed to high ethical standards and full participation in their communities. We recognize that it is the responsibility of all individuals to assume ownership of and responsibility for ongoing learning, as well as to continually refine the skills that facilitate critical inquiry for lifelong learning.

The Duke University School of Nursing promotes an intellectual environment that is built on a commitment to free and open inquiry and is a center of excellence for the promotion of scholarship and advancement of nursing science, practice and education. We affirm that it is the responsibility of faculty to create and nurture academic initiatives that strengthen our engagement of real world issues by anticipating new models of knowledge formation and applying knowledge to societal issues. This, we believe, equips students with the necessary cognitive skills, clinical reasoning, clinical imagination, professional identity and commitment to the values of the profession, that are necessary to function as effective and ethical nurse leaders in situations that are underdetermined, contingent, and changing over time.

### **Statement of Inclusion and Belonging**

At Duke University School of Nursing we are committed to creating a welcoming community that embraces all who enter our doors. We respect all community members, nurture them, build bridges, and

create relationships that will individually and collectively enhance our environment, in the classroom, in the clinic and in our communities.

## Core Values

### Excellence

We are entrusted to provide the highest quality education for our students and lead in the discovery of advances that improve the health of others.

### Integrity

We are committed to honesty, transparency, and accountability for our actions and outcomes.

### Collaboration

Through collaboration and teamwork, we multiply the impact of our work for the greatest possible benefit.

### Respect

We treat others with civility, kindness and as equals in all interactions, and recognize that all members of our community offer valuable contributions.

### Innovation

We thrive on bold creativity and ingenuity, finding solutions that define the future.

### Diversity and Inclusiveness

Celebrate our diversity, eliminate barriers that prevent full participation of all, and strive for institutional equity.

## ACADEMIC INTEGRITY

### The Duke Community Standard

Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect and accountability. Citizens of this community commit to reflect upon and uphold these principles in all academic and non-academic endeavors, and to protect and promote a culture of integrity. To uphold the Duke Community Standard:

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors; and
- I will act if the Standard is compromised.

### Academic Integrity and Professionalism Policy for Duke University School of Nursing Students

In all educational, clinical, and professional situations, Duke University School of Nursing (DUSON) students are expected to conduct themselves in accordance with these principles:

- **Academic integrity,**
- **Professional integrity,** and
- **Respect for others**

as set forth in the DUSON Academic Integrity and Professionalism Policy. See the appendices to this handbook for the full text of the Academic Integrity and Professionalism Policy as well as the processes for dispute resolution for academic issues and for disputes related to the *Duke Community Standard* or

*the School of Nursing Academic Integrity and Professionalism Policy.*

## **Civility and Professional Conduct**

In an effort to articulate and cultivate habits for being a member of the DUSON MN community, the MN program has adopted the following statement and community norms to help guide its community members in their interactions.

*The Duke University School of Nursing MN community is dedicated to creating and maintaining a civil community of success that supports respectful discourse, openness to opposing points of view, and passionate dialogue with an intention to secure common ground.*

To achieve civility within the community and facilitate a culture of success, it is essential for its members to uphold the following community norms:

- Assume goodwill – approaching situations positively;
- Communicate respectfully – listening actively and being timely; and
- Send the mail to the right address – taking the problem to the person involved and not going around or behind the person involved or up the chain of command without first attempting resolution with the involved person.
- We are all responsible for creating a civil and inclusive learning environment.

## **Dispute Resolution**

In recognition of the fact that disputes or concerns will arise, DUSON has developed a process to address these issues. This process is built on a basic guideline of the DUSON community that any dispute should be resolved at the lowest level possible. Course instructors, faculty advisor and Assistant Dean, as well as the Office of the Ombuds, are all available as resources. The full dispute resolution process is in the appendix of this handbook.

# **OVERVIEW MASTER OF NURSING PROGRAM**

## **Program Description**

The Master of Nursing (MN) curriculum is a full-time, campus-based 16- month program with 63 total credit hours (including 6 elective credits). The integration of education, practice, and research serves as the foundation for this program.

## **End-of-Program Outcomes**

Upon completion of the program, the graduate is able to:

1. Contribute to the ethical advancement of nursing scholarship, integrating the best evidence into nursing practice.
2. Cultivate a nursing identity demonstrating a commitment to inclusivity, social justice, accountability, perspective, and collaborative disposition.
3. Integrate theoretical and empirical knowledge derived from physical and behavioral sciences, humanities, and nursing science to inform clinical judgment as a basis for professional nursing practice.
4. Engage in deliberate and respectful collaborations with multidisciplinary care team members and partnerships to improve equitable health outcomes.
5. Demonstrate adaptability to change, commitment to self-reflection, personal well-being, leadership development, and advocacy for patients and the nursing profession.
6. Deliver person-centered care, acknowledging individual uniqueness, values, needs, and resources through

advocacy, intentional presence, and individual empowerment, thus creating humanization of wellness and healing.

7. Incorporate quality and safety principles into healthcare delivery to ensure effectiveness at the individual, interpersonal, and system levels through equitable, cost-effective, innovative, and evidence-based care.
8. Use informatics processes and communication technologies to drive informed decision-making.

Upon completion of the MN program, students are eligible to apply for registered nurse licensure via examination with a Board of Nursing. Completion of the program does not guarantee eligibility for registered nurse licensure. Furthermore, students should be aware that acceptance into and matriculation in the MN program does not automatically guarantee progression in the program.

#### **[MN Curriculum](#)**

The 63-credit-hour Duke MN curriculum includes six elective credits, earned through a minimum of two elective courses. Fifty-six (56) clinical hours are equivalent to 1 credit hour. See Appendix D for the MN curriculum.

## **ACADEMIC POLICIES AND PROCEDURES**

### **Overview**

The students, faculty, administration, and staff of DUSON are part of the academic community of Duke University and, as such, are subject to the policies, rules and regulations of the University as a whole. Additionally, the School and its respective programs may, as deemed necessary, develop its own policies and procedures to augment those of the University as contained in but not limited to the 2025-2026 Bulletin of the Duke University School of Nursing and this handbook. Additional information can be obtained by consulting the Pre-Licensure Program Office or the [School of Nursing website](#).

### **Organization of this Section**

Each DUSON academic program has developed its own Student Handbook. Information relevant to all programs is included in all handbooks, supplemented by program- specific information. Wherever possible, students are referred also to electronic references via the use of hyperlinks.

### **Confidentiality and Release of Student Records**

A full explanation of the Duke [Student Records Policy](#) is available on the Office of the University Registrar website.

## **STUDENT PROGRESSION WITH COURSE OF STUDY**

### **Student Enrollment Status**

The [MN](#) program is a full-time, on-campus program. Part-time or distance-based study opportunities are not available.

### **Academic Advisement**

Every student is assigned a faculty advisor at the time of matriculation. The faculty advisor will guide the student's academic activities and course of study, according to the student's clinical, professional, and research interests. If a student wishes to change or deviate from the accepted matriculation plan, it is the student's responsibility to request a meeting with the faculty advisor to plan and document when and

how the student will return to the matriculation plan or develop a revised matriculation plan.

The School of Nursing reserves the right to change a student's faculty advisor as needed. Likewise, the student may request a change of faculty advisor by accessing [this form](#). The student must also consult with and receive approval from the new, preferred advisor prior to submission.

### **Academic Probation and Academic Warning**

Prior to the completion of 30 credits, students whose cumulative GPA falls below 2.0 will be placed on academic probation and notified in writing and required to meet with their faculty advisor to develop a personal improvement plan. A student whose cumulative GPA falls below 2.5 at any time will receive letter of academic warning and will be required to meet with their faculty advisor. These measures are designed to encourage students to reflect critically on their academic performance from semester to semester and continue to improve and excel.

To help facilitate student success and to connect students to available resources, the Pre-Licensure Program Office, in consultation with course faculty, sends out midterm advisory letters to MN students. Per program policy, at the midpoint of the semester any student identified by course faculty as performing either marginally or unsatisfactorily will receive a formal notification letter from the Assistant Dean of the Pre-licensure Nursing Program and the Elected Program Committee Chair.

Marginal and unsatisfactory performance are defined as follows:

- **Learning Improvement Plan:** students placed on a Learning Improvement Plan (LIP) to help facilitate student success in meeting program, course, and/or clinical objectives.
- **Marginal Performance:** having cumulative exams/quizzes scores in the range of 70-75%. If there are no exams/quizzes in the course then an overall average grade falling in the range of 70-75%.
- **Unsatisfactory Performance:** having cumulative exams/quizzes scores less than 70%. If there are no exams/quizzes in the course then an overall average grade less than 70.

### **Learning Improvement Plan**

A Learning Improvement Plan (LIP) is an educational tool designed to promote the success of students by addressing identified areas which need improvement. A LIP should be initiated when a student is not meeting course and / or clinical objectives due to an issue that can likely be resolved through tutoring, remediation, and / or utilization of existing academic resources. A LIP is course and semester specific; a LIP does not cover multiple courses and must be resolved in the semester in which it was initiated.

LIPs can be initiated and implemented by course faculty, clinical nurse educators (CNE), and clinical instructors (CI) in consultation with course faculty. Faculty (may include the CNE/CI/Advisor) will meet with the student to formally present the LIP. While a student can take time to review the LIP, the student is expected to complete this step prior to the next clinical day. Faculty are encouraged to create the plan with the student to assist with development of strategies for successful resolution of LIP. The faculty and student will sign the LIP form (if this is a clinical concern, the CI will also sign). The Assistant Dean and the student's faculty advisor are also notified. If students are required to attend the Center for Nursing Discovery (CND) for skill remediation, course faculty will also contact the CND and supply a copy of the LIP to the CND CNE or Clinical Associate. If the CND is involved in the remediation of skills, CND CNE or Clinical Associate will provide an outcome summary.

If the student declines to sign the LIP after they have been informed, this will be noted on the LIP. If the

student refuses to comply with the action plan noted on the LIP, they are subject to clinical and/or course failure. The student must meet the LIP outcome measures through completion of the strategies listed in action items and prior to the completion of the course.

The student will be notified of the outcome of LIP before progressing on to the next semester. If a LIP cannot be resolved due to the student's inability to meet outcome measures through completed strategies listed in action items, this may result in course failure or administrative withdrawal from the School of Nursing. (see the appendices of this handbook for the Learning Improvement Plan Template)

## Professional Behavior Improvement Plan

Students enrolled in the pre-licensure program are expected to follow all Duke University and School of Nursing policies (including all items outlined in the student handbook), the Duke University Community Standard, and other local, state, and national professional nursing guidelines. Any difficulties in meeting these standards will result in the initiation of a Professional Behavior Improvement Plan (PBIP). The PBIP is neither course nor semester specific; once instituted, the PBIP remains active until the student graduates from the pre-licensure program.

A PBIP can be initiated by the Pre-Licensure Assistant Dean, course faculty, clinical nurse educators (CNE), and / or clinical instructors (CI) in consultation with course faculty. Faculty (may include the CNE/CI), advisor, and the Pre-licensure Assistant Dean will meet with the student to formally present the PBIP. While a student can take time to review the PBIP, the student is expected to complete this step within two calendar days. The faculty member, advisor, Pre-Licensure Assistant Dean, and student will sign the PBIP (if this is a clinical concern, the CI will also sign). If the student declines to sign the PBIP after they have been informed, this will be noted on the PBIP form. The Pre-Licensure Assistant Dean will meet with the student and student's advisor at least once per semester to discuss the professional behavior(s) in question and determine if the student has met the expectation for professional behavior(s). Failure to achieve the behaviors outlined in the form may result in dismissal from the program. The PBIP will officially resolve when the student graduates from the pre-licensure program. (see the appendices of this handbook for the Learning Improvement Plan Template)

## Assessment Administration Policy for Pre-Licensure Courses

**Background:** Consistency in assessment administration across pre-licensure courses will support student preparedness for a formal assessment environment.

### Definitions:

- **Summative assessment:** "end-of-instruction evaluation designed to determine what the student has learned" (Oermann & Gaberson, 2019, p. 9). For the purposes of this policy, summative assessments are unit exams, midterms, finals, and standardized exams from vendors that are designed to evaluate student proficiency of the course.
- **Formative assessment:** "judges students' progress in meeting the desired outcomes and developing clinical competencies" (Oermann & Gaberson, 2019, p. 9). For the purposes of this policy, examples of formative assessments include practice or preparatory assignments, such as in-class questions or preparatory quizzing.

### Summative Assessment Administration Policies

The following policies apply to all summative assessments and all students in the Pre-Licensure program,

unless otherwise approved for exceptions by the [Duke Access and Accommodation Services](#) (SDAO). Students should refer to course syllabi for any additional specific policies concerning assessments.

#### Student Computer Protocols for Testing

- Students will ensure their personal computer meets the minimum compatibility requirements for the exam software (including having the appropriate browser) OR coordinate as necessary with DUSON IT for a loaner laptop.
- Students will ensure their computer and/or charger (if necessary) is available on the day of the assessment. It is the student's responsibility to ensure they have a working, compatible computer for all assessments.
- Students are responsible for downloading the assessment by the deadline set by the course faculty.
- Students may need to restart their laptops with faculty/proctor supervision as necessary for technical issues. If in person, a Universal Resume Code will be provided by the faculty/proctor.
- Students should have a faculty/proctor witness the successful upload of their assessment (currently demonstrated by a "green screen") before leaving the assessment room (e.g., faculty/proctor stands at the front of the room and witnesses the "green screen" before a student closes their laptop and departs). If a student does not ensure their exam was successfully uploaded before departing the room, their assessment may fail to upload which could result in a delayed or impacted grade.

#### Student Conduct Protocols

Students will...

- Store all personal belongings with the exception of their laptop, laptop charger, and earplugs (if desired) in their student lockers prior to entering the assessment room. Faculty/proctor will request that students who bring personal belongings other than a laptop, charger, and ear plugs into the assessment room take those items to their locker before starting the assessment.
  - Additional items stored in lockers and not be present in the assessment room include:
    - Hats, hoods, scarves, sunglasses, or non-prescription glasses
    - Smart watches or other electronic devices (including, but not limited to: Cell phones, Apple watch, Garmin watch, Fitbit, cameras, headphones, earbuds)
    - Any food or beverage items (including water bottles)
- Arrive to the assessment room 10 minutes before scheduled testing time.
- Refrain from talking or other communication during the entire assessment period unless speaking to faculty/proctor. Only questions related to typographical errors will be permitted, no questions related to assessment content or question meaning will be answered.
- Refrain from leaving the assessment room while still completing an assessment unless it is an emergency. • Refrain from looking at other computer screens or otherwise communicate (verbally or nonverbally) with other students.
- Refrain from taking pictures or capturing assessment questions in a reproducible format (including, but not limited to, screenshots, photographs, and writing down word for word) whether in-person, at home, or when reviewing an assessment.
- Enter and exit the assessment room as quietly as possible and refrain from talking or making noise immediately outside the room doors.

#### Environment Protocols

- Faculty/proctor to provide either scratch paper and pencil or whiteboard and marker. If provided paper and pencil, student should write their full name on the piece of paper and turn it in prior to leaving the assessment room. Students are not allowed to use personal writing utensils or personal paper/whiteboards.
- Scratch paper taken outside of the assessment room (including copying scratch paper information

into a computer document/file) may result in a score of “zero” for that assessment.

- If a calculator is required, only the one provided by faculty and/or available on the exam software can be utilized.

#### Faculty/Proctors will...

- Implement all of the above at all summative assessments and across all students/courses in the Pre-Licensure program.
- Ensure that all required materials (paper/whiteboard, writing utensils, calculators, etc.) are available and present in the assessment room at least 10 minutes before the start of the assessment.
- Monitor students before and during the assessment. This includes, but not limited to, the student procedures outlined above. • Have electronic devices in the room off or on silent.
- Refrain from conducting verbal conversations as much as possible.

#### References

Oermann, M. H., & Gaberson, K. B. (2019). *Evaluation and testing in nursing education* (6th ed.). Springer Publishing Company. <https://doi.org/10.1891/9780826135759>

## Attendance

In order to meet course and/or clinical objectives, students are expected to be present and engaged in both the classroom and/or the clinical learning environment. Excessive absences in either the classroom and/or clinical learning environment may impede a student’s ability to meet course and/or clinical objectives resulting in an unsuccessful completion of a course. Students are expected to attend all scheduled clinical days, including lab days, unless excused by the course faculty prior to being absent. Faculty may request documentation regarding the nature of the absence (e.g., health provider note, proof of emergency), particularly if absences become excessive.

## Religious Observance and Holidays

Students desiring to miss classroom or clinical sessions to observe a religious holiday are expected to make prior arrangements with their instructor(s) to make up any work missed. As a courtesy and to allow ample planning time for making up work, students should notify each of their instructors at the beginning of the semester of any religious holiday(s) that will necessitate their absence from classes that semester.

## Procedure

The religious observance notification procedure is based on the operating principle that students will act in accordance with the Duke Community Standard. This procedure can be used only to notify an instructor of an absence necessitated by the observance of a religious holiday.

No later than four weeks before the date of the holiday, students are expected to notify their instructor(s) that they will miss classroom or clinical sessions in order to observe a religious holiday by completing and submitting to the instructor the [Notification of Absence Due to Observance of a Religious Holiday form.](#)

Because religious holidays are scheduled in advance, instructors reserve the right to require missed course work to be completed prior to the anticipated absence. The student’s signature on the form affirms compliance with the Duke Community Standard.

Given the time limitations inherent in completing end-of-semester assignments or making up a missed

final exam, this procedure cannot be used during the final exam period. Students are expected to take final examinations at the scheduled times and to complete end-of-semester work by the deadlines set by the instructor.

## Course Format Definitions

The School of Nursing offers courses in three delivery formats: campus courses, hybrid courses, and online courses. Course formats are defined as follows:

- **Campus Courses.** Campus courses meet as regularly scheduled class sessions throughout the semester.
- **Hybrid Courses.** Hybrid courses combine online learning with on-campus face-to-face sessions. This does not mean synchronous courses for which some students are on campus and others join remotely.
- **Online Courses.** Online courses consist of instructor-designed, student driven, interactive modules of instruction delivered via a learning platform that is virtually available on the Internet. Online courses may have a synchronous component (planned activities at specific times when students and/or faculty interact – for example, in an online chat or through a teleconference or may be fully asynchronous.

## Grades

Most courses in the School of Nursing counting towards the MN degree must be taken for a grade. Grades will be assigned as follows:

Letter Grade	Final Course Percentage	GPA Calculation
A	93 – 100	4.0
A –	90 – 92	3.7
B +	87 – 89	3.3
B	83 – 86	3.0
B –	80 – 82	2.7
C +	77 – 79	2.3
C	73 – 76	2.0
C –	70 – 72	1.7
F	69 and below	0.0

The MN Program has adopted the following rounding policy: A grade of A, B, C (with pluses and minuses) and F will be used to record the final course grade as it relates to the course material. Grades are not rounded until the final course grade is calculated. Grades of 0.5 and above will be rounded to the next whole number. Grades of 0.49 and below will not be rounded to the next highest grade. (For example, a final course grade of 89.46% would remain a B+.)

## Incomplete Course Work (“I” Grade)

In case of illness or other situations where coursework cannot be completed on schedule, it is the student's responsibility to negotiate with the instructor for an “I” (incomplete grade), and adjustment of the deadline for completion of work. All coursework must be submitted on or before the adjusted due date. At most, students have one calendar year from the date the course ended to remove the “I”, and if it is not removed in one calendar year, the grade will be converted to an “F”. Students may not graduate with any incomplete on their transcript.

## **Adding, Dropping, or Withdrawing from a Course**

Using DukeHub (Duke's online student registration system), students are able to drop a course or add a course during the designated Drop/Add period at the beginning of each semester. Detailed instructions for using DukeHub are available online.

The decision to withdraw from a course after the scheduled Drop/Add period requires the student to meet with their faculty advisor and the faculty of the respective course(s). If the faculty of the respective course(s) agree to the withdrawal, the student completes the Course Withdrawal Form. The [Course Withdrawal Form](#) may be obtained via the School of Nursing website, or in the Office of Student Services. The faculty member teaching the course then forwards the signed form to the appropriate Assistant Dean for approval. The withdrawal will be indicated on the student's transcript as a Withdrew (W). If the withdrawal is denied, the student must complete the course and will receive the final earned grade on their official academic transcript.

When a withdrawal is approved, the student should be aware that DUSON cannot guarantee course registration the next time it is offered. Consequently, the student may be delayed in completing the respective program for which they are matriculated. The student may be required to take a leave of absence from the respective program since required courses are not taught each semester. Students who find it necessary to interrupt their program of study should formally request in writing a leave of absence following the procedures outlined in the Student Handbook and utilizing the form available online through the [Office of Student Services](#). A maximum of one calendar year's leave may be granted. Please refer to the section below on Leaves of Absence for further details.

Refunds of tuition are subject to the parameters set forth in the [Tuition Withdrawal Adjustment Policy](#) of the University.

## **Transfer of Credits**

All 63 credits of the MN nursing program must be taken at the Duke University School of Nursing or Duke University. No transfer of coursework will be accepted.

## **Time for Completion of Degree**

The MN curriculum is a four-semester full-time program requiring sixteen months for completion. The maximum length of time students may take to complete the program is three years from enrollment to graduation.

## **Separation from the School of Nursing**

Students may discontinue their studies at DUSON through a formal Leave of Absence or by withdrawal from the School as defined below.

## **Leave of Absence**

All students enrolled in the School of Nursing must register for fall, spring and summer semesters until all degree requirements are completed, unless registration is waived via an approved leave of absence.

Leaves of absence can be either student-initiated or administratively initiated.

Students who find it necessary to interrupt their program of study because of medical necessity or other emergency reasons must make the request in writing to the Pre-Licensure Program Assistant Dean. The

request must be made **prior to the beginning** of the semester in which the leave is intended. The leave of absence may be granted for up to one year and can only be granted to students who are in good academic standing.

### **Student Parental Leave**

A student may have up to six weeks of leave for the birth or adoption of a child. The student, faculty advisor, course faculty and Pre-Licensure Program Assistant Dean will determine modifications to accommodate the leave period. A record of this plan will be placed in the student's educational record. Depending on circumstances, the student may convert to a medical or personal leave as outlined in the policies described above.

### **Returning from a Leave of Absence**

A student returning from a leave of absence should notify, in writing, their faculty advisor and the Pre-Licensure Program Assistant Dean at least ninety days before the beginning of the semester in which they intend to return. They must also complete the [Return from Leave of Absence Form](#). The purpose of this contact is to make sure that registration and re-entry into courses will proceed smoothly.

Students planning to return from a leave of absence will be required to demonstrate competency on essential skills previously learned before returning from a leave of absence. The Pre-Licensure Program Assistant Dean will work with the student, the faculty advisor, and the Director of the Center for Nursing Discovery to develop a skill validation plan. Students returning from a leave of absence should plan to spend required time in the Center for Nursing Discovery for formal skill validation.

Return from a **leave of absence for medical or psychological reasons** requires written notification from a physician / health care provider / therapist to the Pre-Licensure Program Assistant Dean stating that the student is cleared to resume the course of study including participation in clinical activities. This notification must be made at least ninety days prior to the beginning of the semester in which the student plans to return.

### **Re-matriculation Plans**

Students will meet with the Pre-Licensure Program Assistant Dean to develop an individualized re-matriculation plan based on the students' placement and need. This may involve CND lab time, skill validation, and other remediation as needed to return (see above for more information). Students are also encouraged to speak to a financial aid officer regarding financial implications of the re-matriculation plans.

### **Withdrawal from the School of Nursing**

Withdrawal from the School of Nursing may be either **voluntary** or **involuntary**.

### **Student Request for Voluntary Withdrawal from the School of Nursing**

If a student for any reason wishes to withdraw from the school, written notification must be made to the Office of Student Services before the expected date of withdrawal and no later than the last day of classes for that semester. Forms for students requesting withdrawal from the School are available online through the School of Nursing website or from the Office of Student Services.

Information regarding refunds of tuition and fees may be found in the [Tuition Withdrawal Adjustment Policy](#). Students who have been granted a withdrawal from the school and wish to return must apply for

re-admission according to regular admission policies.

## **Involuntary Withdrawal from the School of Nursing**

Involuntary withdrawal (dismissal) from the School of Nursing can occur due to reasons of personal misconduct, professional misconduct, and/or poor academic performance. If a student's behavior gives the course faculty or the Pre-Licensure Program Assistant Dean reasonable cause to believe that their continued presence in the program poses a danger to the health or safety of the student or others, they may face dismissal from the program. Unsafe clinical practice is an occurrence or pattern of behavior involving unacceptable risk of placing the student or others in physical and/or emotional jeopardy. Physical jeopardy is the risk of causing physical harm; emotional jeopardy is creating an environment of anxiety or distress which puts an individual at risk for emotional or psychological harm. Additionally, students are expected to follow all Duke University and School of Nursing policies (including all items outlined in the student handbook), the Duke University Community Standard, other local, state, and national professional nursing guidelines, and the School of Nursing's Academic Integrity and Professionalism Policy. Noncompliance may result in dismissal from the program.

Prior to any dismissal, the School of Nursing will follow due process procedures to investigate the issue and determine the course of action.

## **Administrative Withdrawal for Reasons of Conduct**

School of Nursing students who exhibit harmful, potentially harmful, or disruptive behavior due to apparent medical or psychological distress and who do not voluntarily request a leave of absence, may be subject to involuntary administrative withdrawal from the School of Nursing if their behavior renders them unable to effectively function in the University community. Such behavior includes, but is not limited to, that which:

- Poses a significant threat of danger and/or harm to members of the University community; and/or
- Interferes with the lawful activities or basic rights of other students, University employees, or visitors; and/or
- Poses a threat, or suspicion of threat, to patient safety.

The School of Nursing will address all reports of impaired or possibly impaired performance of students in order to ensure the safety of patients, coworkers, and other students. In the presence of reasonable suspicion, students may be required to undergo drug testing or other professional evaluations. Health difficulties impairing performance can result from physical health, mental health and/or behavioral problems, including but not limited to issues such as illegal drug use, misuse of legal drugs, or alcohol abuse. Investigations, assessments, and evaluations shall be confidential under the Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment) except as limited by regulation, ethical obligation, and/or threat to patient safety.

Additional behaviors warranting potential involuntary administrative withdrawal include, but are not limited to unethical behaviors, personal misconduct, or professional misconduct such as violating the Duke Community Standard, the School of Nursing's Academic Integrity and Professionalism Policy, professional standards of care, the Code of Ethics for Nurses, and/or inability to meet technical standards and regulations governing nursing practice through the individual state/district Nurse Practice Acts.

## **Administrative Withdrawal for Academic Performance**

Students who have a cumulative GPA less than 2.0 at any time after completing 30 credits will be administratively withdrawn from the program.

Two "F" grades in nursing courses (courses with a Nursing prefix) will result in administrative withdrawal from the program at the end of the semester in which the second "F" grade(s) is received. If a student earns a grade of "F" and is eligible to repeat the course (first "F" in a Nursing course), they must take and repeat the course before they can progress in the program. Students should be aware that courses are not taught every semester and earning an "F" grade will delay graduation.

## CLINICAL PLACEMENT AND ACTIVITIES

### Assignments of Clinical Placements

Students are assigned to clinical placement sites based on the faculty's selection of clinical sites specific to the learning objectives of the course, site characteristics, and availability. Students should be prepared to travel up to 1 hour from DUSON and have varied schedules including evenings, nights, and weekends.

### Clearance Requirements for Clinical Experiences

The safety and preparation of nursing students and protection of clients is core to all clinical and laboratory experiences. Students cannot participate in clinical experiences without having completed clearance requirements. **It is the student's responsibility to ensure they are current with all core clinical requirements and to provide proper documentation of such.**

Prior to the time of initial enrollment in DUSON, students seeking a degree in the MN program will be required to undergo a criminal background check to be cleared for participation in various clinical site experiences.

First semester students at the time of matriculation to the program or during the orientation should have completed all of the following:

- Immunization requirements of Duke University for Health Science Professional Students (the [required form](#) and instructions are available online through the [Duke Student Health website](#)). Additional immunization requirements:
  - The School of Nursing requires tuberculosis testing and a hepatitis B vaccination (or a statement refusing the series).
  - Some clinical sites require proof of immunization or positive titer for varicella.
- Completion of the American Heart Association Basic Life Support for Healthcare Providers course (inclusive of infants, pediatrics, and adults) that does not expire prior to the completion of this 16-month course of study. (This is scheduled to be completed by all during orientation.)

### Health and Safety Requirements (at matriculation and while in program).

#### Clinical Core Orientation and Quiz Clinical Requirement

All students in the MN program will be required at the time of matriculation to complete and successfully pass the Core Compliance Orientation and Quiz. The Clinical Core Orientation and Quiz must be completed annually by all students in the MN program in preparation for student clinical experience. It is required by

all clinical sites with which the School of Nursing partners to provide clinical experiences. Students must earn a score of 80% or higher (20 out of 25) to be considered successfully passing this requirement. Students will be notified by the School of Nursing Compliance Officer when to renew this requirement.

#### **Drug screening statement**

Clinical facilities are increasingly interpreting standards by accreditation agencies, such as The Joint Commission on Accreditation of Health Organizations, to require drug screening for the safety and security of patients. All of DUSON's current clinical partners require drug screening as part of the credentialing process associated with clinical practice. Duke is contractually bound to ensure that all students at their facilities have passed this drug test via the designated vendor.

Students will be notified by the School of Nursing Compliance Officer when to submit for the screen, which is valid for one year after submission. However, some agencies may require that a drug screen be repeated or completed in a designated time period (for example, 30 days) before engaging in clinical activities at the agency. In this situation, a student may have to complete another drug screen. All costs associated with the initial drug screening are the responsibility of the student. However, if a student is assigned to a site that requires a repeat drug screen, the program incurs that cost.

In any case where a drug screen reveals negative results, no action is taken. If anything is found to be abnormal with a student's drug test it will be sent to a medical review officer designated by the vendor. The vendor will contact the student if there are questions related to the drug screen. Some known prescription drugs may cause positive results and the medical review officer will request additional information from the student if that is the case. All other positive results will be addressed by the Pre-Licensure Program Assistant Dean.

#### **Finger printing statement**

Currently, MN students are not required to present fingerprints at the time of matriculation. Fingerprinting may be required by a clinical partner prior to participation in a clinical site rotation. Due to requirements of clinical sites constantly changing, this standard is subject to change at any time throughout the student's academic career with the School of Nursing. In any case where fingerprinting results reveal a negative result, no action is taken. Should anything be reported back on a student's fingerprinting results, they will be addressed by the Pre-Licensure Program Assistant Dean.

#### **Non-Duke Clinical Agencies**

In addition to the Immunization and Health and Safety requirements stated above, some non-Duke clinical agencies require additional biographical documentation and/or training prior to the start of a clinical experience. When such requirements exist, students will be notified by the School's Compliance Officer prior to the start of the semester. Timely completion of these requirements along with appropriate documentation on file with the Compliance Officer is subject to all policies regarding student safety compliance.

#### **Student Compliance with Health and Safety Requirements**

Noncompliance in any of the following areas can result in a student being administratively withdrawn from clinical courses:

- Inadequate proof of all required immunizations
- Inadequate proof of completion of American Heart Association Basic Life Support for Healthcare Providers course

- Failure to complete required compliance training
- Failure to complete biographical documentation and/or safety training required by non-Duke clinical agencies

### Resolving Non-compliance Issues:

Final approval for the continuation in clinical courses is at the discretion of the Pre-Licensure Program Assistant Dean.

### Guidelines for All Clinical Experiences:

To successfully engage in clinical activities and progress in the program, the following skills are essential:

- Demonstrate cognitive, affective, and gross and fine psychomotor skills, in planning, implementing and evaluating nursing care;
- Meet the Duke University School of Nursing technical standards regarding effectively speaking, hearing, writing, and reading English;
- Effectively use technology;
- Learn, critically think, assess, independently solve problems, and demonstrate reasonable and prudent judgment; and
- Demonstrate physical and emotional health to meet the demands of nursing and to provide safe patient care.

### Clinical Appearance and Attire Policy

The purpose of this policy is to ensure that Duke Nursing students maintain a professional appearance that reflects DUSON standards and promotes confidence and trust among patients, families, and healthcare team members. Students also must adhere to the dress code of their assigned agency. During clinical course orientation, faculty will clarify dress code expectations. These requirements apply to all inpatient, outpatient, and community clinical experiences as well as the Center for Nursing Discovery (CND). Some additional community clinical setting requirements are outlined later in the policy. Additional infection control policies or policies concerning patient sensitivities may also be added to these guidelines as appropriate.

Recommendations for minimum uniform purchases are :

- 2 Navy blue scrubs tops with sewn DUSON patch
- 2 Navy blue scrub pants or skirts
- 1 DUSON polo-style gray shirt with DUSON embroidery

Non-compliance may result in dismissal from the clinical experience and a make-up day or assignment, the initiation of a Professional Behavior Improvement Plan, clinical failure and/or dismissal from the program.

Category	Requirement
Uniforms	Navy blue scrub-type uniform (design is student choice), including top and pants or skirt. A Duke School of Nursing emblem must be attached to the left sleeve of the scrub top, 2 inches from the shoulder seam. A solid colored, long-sleeved, fitted black, white, or gray undershirt may be worn under scrubs. The school-provided scrub jacket is also allowed; however, sweatshirts, fleece jackets, or sweaters are prohibited. Students must wear a watch with a second hand or a watch with a method to count seconds. Scrubs must be

Category	Requirement
	clean, unwrinkled, in good condition. The pant or skirt should be fitted at the waist. Pants and skirts must be hemmed at a length that prevents dragging on the floor and skirts hemmed no shorter than mid-calf. Denim scrubs or hospital acquired scrub sets are prohibited. Undergarments must not be visible. During clinical orientation, students will be notified of any additional agency-specific dress code requirements that they must adhere to during the rotation. For infection control, the uniform should not be worn in non-clinical settings.
Shoes	Solid-color dark brown, navy, black or white shoes made of leather or other non-permeable/penetrable material are required. Shoes must be clean and in good repair. Shoes with open-back, open-toe, and/or multiple holes (e.g., Croc style) are not permitted. For infection control, shoes worn in clinical settings should not be worn in non-clinical settings.
Socks	Socks should be solid color and non-patterned.
Hair	Hair, wigs, beards, and goatees are to be neat, clean and not pose a safety hazard, interfere with skill performance, or create an infection control issue. Extreme hair coloring (blue, green, purple, pink, etc.) is prohibited. Hair must be secured back away from the face (i.e. ponytail, hair clip, or bun or headband if too short for any of those options). Hair accessories must be simple and a solid color. Bangs must not hang in front of or go into student's eyes or mouth.
Head coverings	Religious headwear is permitted. Caps, hats, bandanas, and other head wraps that are not part of clinical attire in a given area are prohibited.
Tattoos	Covering all visible tattoos is preferred. Any tattoos that depict profanity, logos, slogans, violence, nudity or sexual image/words or otherwise interfere with the work environment must be covered. Also, tattoos that are potentially offensive to others in the workplace based on racial, sexual, ethnic or other characteristics or attributes of a sensitive or legally protected nature must be covered.
Piercings	All visible body and facial piercings (except ear lobes) are prohibited. Ear stretching items (e.g., gauges or plugs) are also prohibited. Students with ear gauges or plugs may use skin-colored plugs to camouflage their appearance. Students with nose, eyebrow, or other facial piercings may use a clear place holder.
Make-up, fingernails, fragrances, jewelry	Make-up must be minimal and natural looking. Fingernails are to be clean, trimmed to a length no longer than the fingertips, and professional in appearance. Artificial nails (e.g., acrylic, gel, silk, tips, press-on, etc.) and nail polish of any kind are prohibited. Body fragrances such as sprays, perfumes, and colognes, as well as talcs, powders, lotions, and scented hair products are prohibited as they may be offensive or harmful to the health of patients and other personnel. Earrings are limited to small studs or small hoops. Watches, as described above, are also permitted but must be well-secured. For infection control and safety purposes, students are encouraged to remove all rings, bracelets, and necklaces. If any rings are worn, only one per hand and band-style is permitted. All dangling jewelry is prohibited. If an item on the hand or wrist cannot be removed, students must ensure they engage in appropriate hygiene (i.e., washing under and around the item) before and after each patient encounter.
Other	No logos, political buttons, ribbons, bracelets or other items signifying support for a team, a political cause, or a philanthropic cause may be worn in the clinical setting. Students should appear "neutral" and present themselves in a non-threatening, non-stressful manner to patients, families, and members of the healthcare team.

## Community Health Clinical Immersion Experiences (Local and Global)

The DUSON gray polo-style shirt with navy blue scrub pants are the official uniform for community health clinical experiences, in addition to all other requirements outlined above, unless otherwise notified by the course faculty or the clinical instructor. Global clinical immersion experiences follow the policy outlined above, however, may have other requirements based on specific cultural norms of the site. Faculty will clarify dress code expectations for global clinical experiences during the pre-trip meetings with the students.

## Attendance at Clinical Experiences

Students are responsible for informing the course coordinator and the clinical faculty about an absence from a clinical experience prior to the scheduled start of the experience. During the final synthesis experience, the course coordinator and the clinical faculty, as well as the preceptor and clinical agency, should be notified. It is not acceptable to have another student inform the aforementioned individuals about a clinical absence.

If a student is unable to achieve the clinical objectives by the last day of the semester due to absences, the student, course coordinator and Pre-Licensure Program Assistant Dean will meet to discuss progression in the program. Inability to meet clinical objectives due to excessive absences may result in a clinical failure and failure of the associated course. If there are personal, family, medical and/or other reasons preventing a student from regularly attending clinical, the student should meet with their faculty advisor as soon as possible to discuss taking a leave of absence.

## Severe Weather

In the event of severe weather conditions, severe weather updates for Duke University (including the School of Medicine and School of Nursing) will be available by phone at (919) 684-INFO / (919) 684- 4636, or on the Duke University [Emergency Conditions](#) website.

Students in a clinical learning experience outside of the Duke University Health System should check with the clinical faculty, preceptor, and/or the clinical agency to determine contingency plans for severe weather and methods of update notification.

## Exposure to Potentially Hazardous Substances

Any student who experiences a potentially hazardous exposure to blood or body fluid will follow the protocols designed by the Duke University and Duke Medicine Occupational & Environmental Safety Office, Biological Safety Division. The student should immediately inform the instructor of a blood/ body fluid exposure. Regardless of whether the exposure occurs in an off-campus clinical site, on-campus clinical site, or a student lab, the instructor will provide guidance after consultation with the course coordinator and/or Pre-Licensure Program Assistant Dean.

Duke's [Employee Occupational Health and Wellness](#) (EOHW) is an available resource and will provide initial response and guidance including treatment and counseling if necessary. EOHW can be contacted by calling the 24-hour blood and body fluids hotline number: (919) 684-8115.

When the Duke EOHW clinic is closed, the Duke Emergency Department is available for student clinical, or lab related infectious disease issues/exposures or if students require immediate attention for another life- threatening injury. The Duke Emergency Department will provide care as required. Follow-up care will be provided by Student Health.

If the student follows the steps above, the cost of care under these situations will be covered by the student health fee. Any student who has waived payment of the student health fee shall be responsible for the total cost of care.

Any additional testing or care will be the financial responsibility of the student regardless of student health fee payment status.

Students are encouraged to read and expected to adhere to infection control guidelines and procedures as well as occupational health guidelines. For further information, the student is encouraged to review documents provided by the [Centers for Disease Control and Prevention \(CDC\)](#) and the [Occupational Safety and Health Administration \(OSHA\)](#).

Students participating in clinical rotations in non-Duke facilities will follow the hazardous exposure protocols of those institutions. Students participating in global immersion experiences will follow the Unusual Occurrences Protocol.

## Guidelines for Global Cultural Immersion and Service-Learning Experiences

- Students selected for an international global health experience are expected to comply with the following policies:
- Comply with all Duke University and School of Nursing policies included Terms and Conditions of Participation and the Academic Integrity and Professionalism Policy, and the Duke University Community Standard. Noncompliance may result in dismissal from the global program and potentially the academic program in which students are enrolled.
- Work cooperatively with OGACHI staff/personnel prior to, during and after the global health immersion experience.
- Complete the entire mandatory, pre-departure training components of the global health immersion (GCIE) experience, which includes mandatory pre-deployment orientation sessions held in the 3 months prior to departure.
- Turn in all required forms and pre-departure paperwork by the designated deadline including, but not limited to, valid health insurance and a passport valid for at least six months beyond the date travel will be completed.
- Make and complete a travel medicine appointment at least 8 - 12 weeks prior to trip departure. Services offered must include medical travel advice, recommended and required immunizations, preventative prescriptions and information, health advisories based on travel destination, and comprehensive travel health planners.
- Adhere to Duke University travel policies which include enrolling in the [Duke Travel Registry](#) and [U.S. Department of State's Smart Traveler Enrollment Program \(STEP\)](#).
- Travel, both domestic and international, is limited to the country or countries of destination described in the DUSON GCIE program description. Spouses, partners, friends, children, guests and other acquaintances are prohibited from visiting or participating in any aspects of the global health immersion experience.
- Wear appropriate attire for clinical and clinical experiences, classes, orientation sessions and events in which the group participates as designated by partner organizations.
- Be present and fully participate in clinical and cultural experiences as well as post conferences and reflective activities led by the clinical instructors.
- Be responsible and fully engaged in the Global Health Immersion Experience, to act professionally as a representative of the Duke University School of Nursing, and to help ensure a safe and insightful experience for all participants through appropriate, culturally sensitive behavior and conduct.

- Failure to consistently adhere to the general policies and the expectations associated with the enrolled course, the learning and cultural immersion activities, and directions of the CI and/or mentors/preceptors, places the student at risk for disciplinary action. Depending on the nature of the infraction, disciplinary actions may range from a warning and counseling to being severed from the experience. If a student's actions warrant dismissal from the experience, it will be made only after conferring with administrative personnel at DUSON. A student who is dismissed is subject to lose course credit for the experience and the costs associated with the trip. The student will also be required to pay the cost of a ticket change for an early return to Durham.

## Degree Completion and Graduation

### Intent to Graduate

All students eligible to graduate will be notified by email that they must file an online application to graduate through DukeHub. The notification email includes instructions on how to access DukeHub and complete the application form electronically.

Students expecting to graduate must complete and submit electronically via DukeHub the Intent to Graduate form within the time window appropriate for their graduation date.

- January 1 – January 31 for May graduation
- June 15 – July 15 for September graduation
- October 1 – October 31 for December graduation

### Student Assessment and Program Effectiveness

The MN program at Duke University School of Nursing works to facilitate the success of its students for entry into professional nursing practice. As part of this process, the MN program utilizes a series of standardized, content-specific examinations and final comprehensive predictor examinations to determine mastery of concepts and readiness for the national licensure examination. All MN students are required to participate in this designated assessment and remediation program. The program involves assessment of nursing knowledge after core nursing courses and comprehensive diagnostic predictor examinations that are administered in the final semester. Remediation is essential for student success and is based on topics missed on the assessment. Students should refer to individual course syllabi for remediation requirements.

During the last semester of the MN program, all students are enrolled in the NCLEX-RN Success Course. Part of the course includes examining each student's performance across the curriculum and readiness to successfully pass NCLEX-RN on the first attempt. These data are utilized to develop an individualized NCLEX-RN preparation plan. Further information can be found in the course syllabus.

### Graduation and NCLEX-RN Testing

Recognition as a graduate of Duke University is official when the Duke University Board of Trustees meets, reviews, and accepts all graduates as proposed by the Dean of each School of the University. Official transcripts indicating date of graduation and program completion are not issued until the Board of Trustees confers approval of degrees.

After the completion of the program, students are eligible to apply for licensure by examination with a Board of Nursing. Certification of curriculum completion will be provided by the Pre-Licensure Program Assistant Dean and the Program Office. Students should consult with their respective State Board of

Nursing regarding requirements to obtain an authorization to test letter as they vary. Additionally, all NCLEX preparation agreements and other School requirements must be fulfilled before this certification can be completed.

## Graduate Recognition and Commencement

### School of Nursing Hooding and Recognition Ceremonies

Each May and December, the School of Nursing hosts a Hooding and Recognition Ceremony for its graduates to recognize and celebrate their accomplishments. All graduates are encouraged to attend this ceremony. December graduates participate in the December ceremony and May graduates participate in the May ceremony.

School of Nursing graduates can find additional information about the School of Nursing Hooding and Recognition Ceremony on the [School of Nursing graduation website](#).

### Duke University Commencement Exercises

Duke University conducts one commencement ceremony annually. The Duke University Commencement Exercises for all graduates are held at Wallace Wade Stadium on the second Sunday in May. Information about the Duke University Commencement Exercises and a full list of graduation weekend events are posted each year at the [Duke University Commencement](#) website.

The Duke University Commencement Exercises represent the only opportunity for degree candidates to participate in an official University graduation ceremony. Particularly among students who are studying for professional or graduate degrees, the actual completion date of the required curriculum does not always correspond with the completion of the spring semester. The following criteria apply to graduating students:

- Graduates may participate in only one University graduation ceremony.
- Students who complete all program requirements by the conclusion of the spring semester (May graduates) are eligible to participate in the University Commencement Exercises.
- Students who have not completed all program requirements by the conclusion of the spring semester may participate in the University Commencement Exercises only if they complete all program requirements by the conclusion of the summer semester. The names of these September graduates will be printed in the program of the Duke University School of Nursing May Hooding and Recognition Ceremony but will not be included in the program of the main Duke University Commencement Exercises. The names of September graduates will be printed in the program of the Duke University Commencement Exercises for the following May.
- Students whose degree requirements will be completed following the summer semester will not be eligible to participate in the University Commencement Exercises until the following year.

### Diplomas

Students who complete degree requirements at the end of the spring term receive degrees dated May (diplomas mailed in mid-May). Students who complete degree requirements at the end of the summer term receive degrees dated September (diplomas mailed in mid- to late September), and those who complete degree requirements at the end of the fall term receive degrees dated December (diplomas mailed in mid to late January). Diplomas are mailed to all graduates to the degree address on record.

## NON-ACADEMIC POLICIES AND PROCEDURES

### [Duke University – Tobacco Free Campus Policy](#)

Duke University is a tobacco free campus. Use of all tobacco products, including smokeless products and e-cigarettes, is prohibited on all property and grounds owned and leased by Duke University.

### [Alcohol / Drug Policy](#)

Duke University's alcohol policy encourages students to make responsible decisions about the use of alcoholic beverages and promotes safe, legal, and healthy patterns of social interaction. Duke recognizes its students to be responsible adults and believes that students should behave in a manner that is not disruptive or endangering to themselves or others and is in compliance with state and local laws regarding the possession, consumption, sale, and delivery of alcohol.

Duke University prohibits members of its community to manufacture, sell, deliver, possess, use, or be under the influence of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the North Carolina Controlled Substances Act, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. The possession of drug paraphernalia is also prohibited under North Carolina state law and university policy. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the North Carolina Controlled Substances Act.

In addition to current matriculation processes, i.e., criminal background checks, satisfactory completion of all academic requirements as documented by final official transcripts, Duke University School of Nursing requires drug testing of all entering nursing school students at the time of matriculation.

Consistent with existing state and federal laws and University and Health System or other training site policies and procedures, diversion of controlled substances, record falsification, theft of controlled substances, and drug substitution are prohibited and shall result in corrective action up to and including academic dismissal. Cases of confirmed diversion will be reported to appropriate agencies, including but not limited to state boards of nursing and the Drug Enforcement Agency (DEA).

### [Reasonable Accommodation Process](#)

Students who wish to be considered for reasonable accommodations at Duke University must self-identify to the [Duke Access and Accommodation Service/Student Disability Access Office](#).

Students currently enrolled at Duke University who want information about receiving consideration for reasonable accommodations should contact [Duke Access and Accommodation Services/Student Disability Access Office](#) at (919) 668-1267 for information.

### [Duke University Office for Institutional Equity](#)

Under the auspices of the President, the [Office for Institutional Equity](#) provides institutional leadership in enhancing respectful, diverse and inclusive work and learning environments for the Duke Community. The office provides a range of services that uphold values of equity and diversity, as well as support compliance efforts in the areas of equal opportunity, affirmative action and harassment prevention.

### [Duke University Non-Discrimination Statement](#)

Duke is committed to encouraging and sustaining a learning and work community that is free from

prohibited discrimination and harassment. Duke does not discriminate on the basis of age, color, disability, gender, gender identity, gender expression, genetic information, national origin, race, religion, sex (including pregnancy and pregnancy-related conditions), sexual orientation, or military status, in the administration of its educational policies, admission policies, financial aid, employment, or any other institution program or activity.

Duke has designated the Vice President for Institutional Equity and Chief Diversity Officer as the individual responsible for the coordination and administration of its nondiscrimination and harassment policies. More information is available on the [OIE website](#).

## Communication between Duke University and Students

Electronic mail (e-mail) is the official medium by which Duke University communicates policies, procedures, and items related to course work or degree requirements to students enrolled at the university. All matriculated students of the School of Nursing are assigned a Duke University e-mail account upon acceptance of an offer of admission. **It is the student's responsibility to check this e-mail account regularly and to respond promptly to requests made by e-mail. No other e-mail account may be used for official communication with the school.**

## Social Media

### Overview

The Duke University School of Nursing (DUSON) recognizes and supports the professional use of social media by faculty, staff and students. In using social media, members of the DUSON community have an obligation to conduct themselves in accordance with all clinical institutional social media policies, Duke University Community Standard and the DUSON Academic Integrity and Professionalism Policy.

### Social Media Defined:

Social media refers to any online networks, which connect and engage people, and where user generated content is publicly shared. Examples of social media include technology tools, online sharing sites and networks (e.g., Facebook, Twitter, LinkedIn, Pinterest), photo and video sharing sites (e.g. Instagram, Facebook Watch, Snapchat, TikTok, YouTube, blogs, listservs), audio platforms (e.g. Clubhouse, Anchor, Spotify), message boards or discussion forums (e.g. Reddit, Quora, Allnurses.com), closed/private community platforms (e.g. Slack, Facebook Groups, GroupMe, Microsoft Teams) and similar online sharing sites that feature user-generated content, which may arise in the future.

While new technologies create new opportunities for communication and collaboration, they also create vulnerabilities for individuals and institutions, especially those involved in the health care environment. The purpose of this policy is to promote the safety and privacy of faculty, staff, students, patients and their families, and visitors through the protection of sensitive and confidential information. DUSON recognizes and supports professional use of social media and recognizes that the workforce participates in social media for personal use. This policy covers the use of social media and internet activities that associate the DUSON community with all institutions who support DUSON through clinical placements. Since social media often spans traditional boundaries between professional and personal relationships, additional vigilance is required to ensure that one is protecting personal, professional, and university reputations.

All faculty, staff and students within the DUSON community are expected to observe professional standards for communication in all interactions and exercise wisdom and caution in using social media.

Be mindful about what you post online. Remember that content becomes public, immediately searchable and can be shared far beyond your control. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity. Bear in mind that people have been denied employment because of information posted on social networking sites.

The following guidelines apply to the DUSON community who identify themselves as part of DUSON on professional and personal social media sites:

- Do not post confidential or sensitive information about the university, staff, students, clinical facilities, patients or others with whom one has contact with as an affiliate of DUSON.
- Uphold the social media policies of all clinical agencies.
- Avoid posting uncivil, untruthful or discriminatory messages or images.
- Avoid anger, sarcasm, criticism, and any language that may be offensive or defamatory.
- Do not initiate or accept friend requests (or the like) from patients or patient families except in unusual circumstances when there is an established relationship prior to the date of treatment.
- Do not participate in online conversations with patients, patients' families, and others regarding patient information.
- Do not share any activities that occur during clinical experiences. Sharing information includes, but is not limited to, posting pictures of patients, families, patient records, healthcare workers, interiors of clinical sites, faculty, fellow students; care provided; patient diagnoses/procedures; and personal reflections on events from clinical, memes, or jokes. Even if the patient is not identified by name a description of a patient from a clinical site should not be shared on social media.
- Adhere to copyright laws and intellectual property rights of others and of the university.
- Do not use DUSON or Duke logos or graphics/images on personal social media sites or to promote/endorse a product, cause, political party or candidate. Please direct questions about DUSON's or Duke's logo to the Associate Dean of Marketing & Communications or their designee.
- Refrain from personal phone conversations, texting, or use of social media while in patient/client areas or in the classroom.
- Recording or videotaping of professors, students, staff, or educational activities for personal or social media use is prohibited unless the individual(s) involved grant permission.

The social media policy also applies to anyone engaged in human subject research with patients or families, global clinical experiences, and to all visiting scholars.

### **Consequences**

DUSON will investigate and adjudicate potential violations of this policy. Consequences for failure to abide by any component of this policy may result in disciplinary action, including but not limited to formal reprimand, suspension, course or clinical failure, or dismissal from the program based on the type and seriousness of the violation.

DUSON may have mandatory reporting obligations to licensing and credentialing bodies, including clinical partners. Breaches of the social media policy may be submitted to the North Carolina Board of Nursing, which may affect licensure or eligibility for licensure, and/or additional penalties from the

clinical facility.

## DUSON Student Flu Policy

### Purpose:

Duke Health - which includes Duke University Health System (DUHS) and the Schools of Nursing and Medicine—is committed to reducing the prevalence of the influenza virus within our community. Students enrolled in all programs at the Duke University School of Nursing must abide by the [Healthcare Worker Flu Vaccination Policy and Procedure](#). Per the policy, healthcare workers includes health profession learners and associated faculty/instructors. Receiving an annual flu vaccine is mandatory and is a condition of enrollment for all Duke University School of Nursing students.

A student's failure to comply with requirements of the School of Nursing may result in administrative withdrawal from the School of Nursing. Annual influenza vaccination or documentation and approval of medical or religious exemption is required of all students.

### Policy:

All currently enrolled DUSON students (on campus, online/distance based) are required to comply with the [Healthcare Worker Flu Vaccination Policy and Procedure](#) and must provide documentation of the vaccine by the established DUSON deadline. Students who begin their program in the spring semester must submit initial documentation in accordance with the established pre-enrollment compliance deadline.

### Procedure:

In September of each year, the Vice Dean for Academic and Student Affairs will contact all currently enrolled DUSON students (on campus, online/distance based) via their Duke email account directing them to comply with the mandatory flu vaccination requirement.

Duke Student Health offers free flu vaccines to currently enrolled students who pay the Duke Student Health Fee. New and current students can also get a flu vaccine from their healthcare provider, or any immunization provider. If students receive the vaccine from a provider outside of the Duke network or from some Duke-affiliated practices, they will need to send documentation of the shot to [SON\\_StudentCompliance@dm.duke.edu](mailto:SON_StudentCompliance@dm.duke.edu) or fax to 919-681-0715. Students enrolled in the MN and Nurse Anesthesia Programs should submit documentation via the [CastleBranch](#) system.

Exemption to influenza vaccination may be granted for documented medical contraindications as established by the CDC or documented religious beliefs. Note that egg allergy will no longer be approved for medical exemption, due to the availability of egg-free vaccine. Exemptions must be applied no later than the established deadline for the current flu season. Medical and Religious exemptions must be applied for annually.

Students who have a medical or religious reason to request an exemption may do so by completing the [religious exemption](#) or [medical exemption](#) request form and submitting it to the Office of Student Services for the Assistant Dean of each program to review. The School of Nursing has final approval of all exemptions. Students required to attend a clinical may be required to submit additional documentation to that clinical site and exemption approval may be determined by that site. Medical or religious exemptions may preclude students from completing their clinical experiences at certain sites.

Requests for exemption should be send to [SON\\_StudentCompliance@dm.duke.edu](mailto:SON_StudentCompliance@dm.duke.edu) or by fax to 919-681-

0715. All requests for exemptions will be reviewed and all decisions will be communicated directly to the requestor.

## RESOURCES (DUKE UNIVERSITY)

(see also the [Duke University Student Affairs website](#))

### **Duke Student Health Services**

Duke Student Health provides a variety of student healthcare services (including general medical care, allergy and travel clinics, some laboratory services, basic nutrition counseling, and physical therapy) at the Duke Student Health Center. Medical Services are provided by board-certified faculty physicians, physician assistants, nurse practitioners, and resident physicians under faculty supervision.

The Duke Student Health Center is located in the Student Wellness Center, 305 Towerview Drive. Hours of operation are listed [online](#). The Duke Student Health Center is not a "walk-in clinic"; students are seen by appointment. Appointments may be scheduled via phone at 919-681-9355 or online through the [Duke MyChart patient portal](#).

Many but not all services provided by the Duke Student Health Center are covered by the Student Health Fee. Information about covered and non-covered services is available online; this information may be subject to change over time. Students who are not sure whether a service is covered should ask the staff at the Duke Student Health Center before receiving the service.

### **Student Mental Health Services**

The Duke University School of Nursing is committed to assisting in the care and well-being of our students at all points of their educational careers. As part of the University community, the School of Nursing works closely with Duke [Counseling and Psychological Services](#) (CAPS) to ensure that assistance can be provided to any student with personal or emotional concerns. CAPS provides a confidential, coordinated, and comprehensive range of counseling and psychological services to meet the unique needs of individual students.

Services include confidential assessment and brief counseling/psychotherapy regarding personal concerns abet family, social, academic, and sexual matters. The professional staff is composed of psychologists, clinical social workers, and psychiatrists. Individual, couples, and group counseling may be utilized in helping students resolve their concerns once the student and staff member have identified

together the most helpful alternative. CAPS services are available to all undergraduate, graduate, professional, and allied health students who pay the Student Health fee. There are no additional costs for these services. Students can make an appointment by calling (919) 660-1000.

### **Blue Devils Care**

Building upon remote offerings from CAPS and Student Health, Blue Devils Care provides mental telehealth support to all students at no cost. Round the clock services are designed to assist students with issues that can be safely addressed remotely. Other offerings include scheduled counseling appointments and digital self-care designed to support and promote students well-being.

### **DukeReach**

DukeReach helps individuals to identify support services from among the variety of resources across campus for on campus students or in one's local community for distance-based students. It is also a place to report non-crisis concerns about a student's health or behavior. Contact DukeReach at 919-681-2455 or by emailing [dukereach@duke.edu](mailto:dukereach@duke.edu).

### **Safety**

Duke University has a continuing commitment to provide a safe environment for all members of the University community. The University's lighting system, including special blue lights to identify emergency telephones, police patrols, the Security Alert Network on the campus and medical center, van services, and automatic door locking devices are some of the measures taken to ensure safety. Duke University alone cannot guarantee the personal safety of each person who works or studies on campus. Safety is a community issue that can be addressed only through the active participation of every member of the Duke community. Each person must help achieve this objective by taking all appropriate precautions. Safety-related information and services are listed below.

### **Duke University Police**

The [Duke University Police Department](#) (located at 502 Oregon St.) provides 24-hour law enforcement and security services to Duke's academic campus and health system, as well as off-campus areas.

If a crime is in progress or if you have an emergency to report, dial 911. For non-emergencies, call (919) 684-2444.

### **Get Assistance**

[Get Assistance](#) provides resources so that students can feel safe and welcome at Duke as well as information on how to report an incident; gain help in an emergency or crisis situation; and access health and wellness and other services.

### **Duke University Student Affairs**

The Duke University [Division of Student Affairs](#) includes a number of departments which support and enrich the educational experience of students at Duke University:

The [Center for Sexual and Gender Diversity](#) provides education, advocacy, support, and space for lesbian, gay, bisexual, pansexual, transgender, transsexual, intersex, questioning, queer, and allied students, staff, and faculty at Duke. The Center for Sexual and Gender Diversity also serves and supports Duke alumni/ae and the greater LGBTQ community.

The [Center for Multicultural Affairs](#) empowers students and their organizations to create a vibrant and inclusive multicultural student community. CMA promotes community engagement, multicultural education, and leadership development through its programs and services.

The [International Student Center](#) provides educational services and advocacy to the international population at Duke as well as outreach to the Durham community. The Center offers extensive cross-cultural programming and information to enhance the global mission of the university.

[Jewish Life at Duke](#) is comprised of the Freeman Center for Jewish Life and the Rubenstein-Silvers Hillel. The Freeman Center provides a home for Jewish life on campus while the Rubenstein-Silvers Hillel provides exciting and innovative programming throughout the Duke community. The combination works to foster and enrich Jewish life through social, educational, religious, and cultural activities.

[Center for Muslim Life](#) is committed to enriching the lives of Muslim students and the whole campus through events and activities that cater to the spiritual, social, and intellectual needs of Duke students.

The [Mary Lou Williams Center for Black Culture](#) strives to promote racial understanding, build community, and foster an appreciation for and increase knowledge of black people, black history, black culture, and the vast contributions of people of the African Diaspora.

The Duke University [Women's Center](#) works to improve the status of women in higher education at Duke. By educating the university community about gender-related issues, addressing matters of particular concern to women, and promoting a campus climate that is safe, healthy, and respectful of all people, the Women's Center enhances all students' academic experiences. In collaboration with student groups and faculty and staff colleagues, the Women's Center offers information, advocacy, technical assistance, referrals, and programming on a variety of gender-related issues, including safety, health, personal and professional development, sexuality, discrimination, harassment, and sexual assault support services.

### [Graduates and Professional Student Council \(GPSC\)](#)

The [Graduate and Professional Student Council](#) is the umbrella student government organization for Duke's nine graduate and professional schools. GPSC represents and advocates on behalf of graduate and professional students; serves as a liaison between graduate and professional students and the University Administration; serves as a liaison among the student governments of the graduate and professional schools; nominates graduate and professional student representatives to University committees; programs events of interest to the graduate and professional student community; and provides financial support for programming of graduate and professional student groups. GPSC functions are accomplished mainly through the General Assembly, in which representation is allotted to each degree-granting program according to the number of enrolled students. Representatives of each program and officers of the council are selected annually. School of Nursing students participate actively in this organization.

Students interested in representing the School of Nursing should inquire through the DUSON Student Government (Student Council) regarding election to GPSC.

### [The Libraries](#)

The Duke University Library system, with more than seven million volumes, ranks among the top ten private research libraries in the United States. Its collections also include extensive holdings of serials, electronic resources, digital collections, and media, and more than fifteen million manuscripts. The system

includes the Perkins/Bostock main library and the David M. Rubenstein Rare Book and Manuscript Library/University Archives on West Campus; Lilly Library (fine arts, philosophy, film and video, performing arts) and the Music Library on East Campus; and the Pearse Memorial Library at the Duke Marine Laboratory in Beaufort, North Carolina. The Duke University Library system also includes four independently administered libraries: the Divinity School Library, the Ford Library at The Fuqua School of Business, the Goodson Law School Library, and the Duke University Medical Center Library. For more information about the resources and hours of operation of each of the libraries, visit the [Duke University Libraries website](#).

### **The Duke University Medical Center Library (DUMCL)**

Located adjacent to Duke Hospital in the Seeley G. Mud Building, DUMCL supports patient care, teaching, and research activities of the Duke University Medical Center by providing its users with consistent and efficient access to timely, relevant biomedical information. The DUMCL collection has approximately 183,500 volumes. Users have access to more than 4,300 biomedical electronic journal subscriptions, including more than 375 full-text online nursing journals.

DUMCL maintains a robust online presence, thereby extending access to library resources and services beyond its physical location. The library also offers reference and educational services (consultations and training in database searching and information management), as well as a wide variety of tutorials and Internet subject guides on its website. [The Duke University Medical Center Library website](#) provides access to licensed and locally created databases, electronic books and journals, and online learning and reference tools. Databases include PubMed, Ovid MEDLINE, CINAHL Plus with Full Text, Cochrane Library and the Cochrane Database of Systematic Reviews, EMBASE, PsycINFO, Web of Science, Nursing Consult, and many others. The library website also includes hundreds of free Internet resources organized into subject guides that are searchable by keyword. Electronic resource guides such as Nursing Tools provide quick and easy access to important tools and evidence-based practice information as well as other library services. Interlibrary loan services fill requests for materials not available in the Duke Libraries or online, and books and journal articles can be requested from libraries across the state and the country. A desktop delivery service provides digital copies of materials directly to the requester's workstation.

Medical Center Librarians provide in-depth consultations to faculty, staff, and students. These consultations can include individualized training in resources, identification of the best resources to meet the user's need, development of effective search strategies, assistance with bibliographic software, and advice on other information management skills and resources. The Library staff also provides educational sessions customized to the needs of School of Nursing users.

**Checking Out Books:** You need a Duke ID card/badge or [DukeCard](#) with a valid bar code in order to check out books. Books in the Medical Center Library circulating collection may be borrowed for a four-week period and renewed twice, unless someone else has placed a hold on the item. Materials may be renewed online, by phone, or in person at the Library. Refer to the Duke University Libraries website for additional information about borrowing privileges and other services.

## **DUSON GENERAL INFORMATION**

(Students should consult the School of Nursing website for the most up to date information regarding services, resources, and policies. Below are a few of the noteworthy items for students to keep in mind

throughout the academic year).

## **Student Identification Badges / Cards**

Students enrolling for the first time are issued identification badges (Duke Card) that they should wear at all times. The card is a means of identification in clinical sites as well as for library privileges, athletic events, and other University functions or services open to graduate students. The first card is issued free; replacement cards cost \$15 each. The Medical Center Duke Card Office is located at 04230 Duke Clinics Building (adjacent to the Medical Center Bookstore). For more information, call the Medical Center Duke Card Office at (919) 684-2273 Monday-Friday between 7:30 am-5:00 pm or consult the [Duke Card](#) website.

ID badges must not be transferred or loaned to non-Duke students. Lost or stolen badges should be reported immediately to the Office of Admissions and Student Services. A replacement fee of \$15.00 will be assessed if a badge is lost or stolen.

## **Parking**

Students who are not Duke employees must use designated parking at the fee determined by the University. Students register for parking permits (and renew permits annually) online through the [Permits](#) web page of the Duke University Parking and Transportation Services web site. Additional information is available through the [Parking and Transportation Services](#) web site or by calling the Parking and Transportation Services Office at (919) 684-7275.

## **ePrint**

Duke's ePrint print management system allows DUSON students to print directly from their own computers to print stations in the Pearson Building and elsewhere on campus. In order to use this system, students must download ePrint software (free from OIT) and install it on their computers. (For details, consult the [OIT ePrint](#) webpage.) Students receive a printing allocation each semester which supports black-and-white laser printing through the ePrint quota system.

## **Name and Address Changes**

To make name and other biographical information changes, follow the instructions from the [Office of the Duke University Registrar](#). It is the student's responsibility to assure that home and mailing addresses as well as phone numbers are updated as changes occur. This can be done in DukeHub. After graduation, submit name and address changes to the Graduate School and also to the Duke Alumni Association.

## **Technology Support**

Computer and other technology support is provided for the School of Nursing by SON-IT. A full description of the services available and how to access them is provided on the [SON-IT webpage](#).

## **DUSON RESOURCES TO SUPPORT STUDENTS**

The School of Nursing has a wide array of [resources to support students](#) in the academic careers. These services are presented in great detail on the DUSON website. Students should familiarize themselves with the website information and consult it often for updates and changes. These include but are not limited to:

- Student Success Center
- Stress First Aid
- Student Technology Resources

## DUSON STUDENT ORGANIZATIONS

The School of Nursing has a plethora of student organizations that offer activities to support and interest students. A comprehensive listing of these organizations as well as information about joining or starting a student organization is available on the [DUSON website](#).

# Appendix A

## Duke University School of Nursing Student Complaint and Dispute Resolution Process

### For Academic Issues

#### *Purpose*

The purpose of this document is to describe the process by which student concerns related to academic issues may be brought to resolution. This procedure does not apply to a dispute about a grade earned unless it is alleged that the determination of the grade resulted due to a failure to follow published policies or procedures. Additionally, if the complaint is regarding the quality of a course or instruction in a course, it should be addressed through the course and instructor evaluation process. Issues of harassment or discrimination, or if a student believes that they have been retaliated against as a result of utilizing this process, fall under the auspices of the Duke University Office for Institutional Equity. The Duke Office of the Ombuds is also available to help students confidently advocate for themselves as an informal and impartial resource.

#### *Resolution Process<sup>1</sup>*

The student and faculty are encouraged to collaborate to reach a solution. In the event it cannot be resolved, the student may initiate the process outlined below.

1. A written request for a meeting with the faculty member must be made within three (3) business days of the occurrence of the issue. The meeting request should be specific as to the issue and the resolution being sought. Upon receiving the request, the faculty member or faculty designee will schedule the meeting with the student within five (5) business days. The faculty member will document the decision, agreed upon action plan, outcome, or resolution to the student in an email within three (3) business days. After review of the documentation, the student can request consideration of the matter by the appropriate program administrator (Academic Program Assistant Dean (AD)).
2. A written request for a meeting with the appropriate program administrator (Academic Program Assistant Dean (AD)) must be made within three (3) business days. Upon receiving the request, the AD will schedule a meeting with the student and faculty member within five (5) business days. Students may also request to include an academic advisor be present at the meeting. The agreed upon action plan, outcome, or resolution will be documented to the student in an email within three (3) business days. After review of the documentation, the student can request consideration of the matter by the Vice Dean for Academic and Student Affairs (VDASA).
3. A written request for a meeting with the VDASA must be made using the Request for Formal Resolution of Student Complaint Related to Academic Issues form (located in this policy) within three (3) business days. Upon receiving the request, the VDASA will schedule a meeting with the student, the faculty member, and appropriate program administrator (Academic Program Assistant Dean (AD)) within five (5) business days. Students may also request to include an academic advisor be present at the meeting. After meeting, the VDASA will make a written

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<sup>1</sup>Audio/video recording of meetings at any point in the process is prohibited.

summary as to the resolution of the issue within three (3) business days. This summary will be signed by the VDASA and the student and be shared with all involved parties including the Dean. This document will be retained in the student's file (created or maintained per programmatic recommendations) and DUSON's formal complaint file for accreditation purposes.

4. The student can appeal the VDASA's decision to the Dean. The appeal must be in writing and received by the Dean within three (3) business days of the VDASA's decision being sent to the student. The Dean may review the VDASA's decision only in cases where (i) there is new information not reasonably available at the meeting that could have materially affected the outcome; or (ii) a perceived breach of the resolution process that materially affected the outcome. The student's appeal request must identify the ground(s) for appeal. Appeals are based solely on the written record (including any written submission or response provided by the student), unless determined otherwise by the Dean. When an appeal is received, the VDASA will provide the Dean with the full record. After consideration of the appeal, the Dean will issue a written decision and provide copies of the decision to the student, the VDASA, and other appropriate parties. The decision of the Dean is final.
5. Once the procedural process is deemed final, the documented action plan, outcome, or resolution is implemented through the appropriate offices at DUSON. All decisions are shared with relevant individuals as appropriate and remain in effect through the designated time period.

*Duke University School of Nursing*  
*Request for Formal Resolution of Student Complaint*  
*Related to Academic Issues\*\**

1. Date of Occurrence:
2. Individual(s) directly involved:
3. Description of issue and steps taken for resolution: *(Include dates, times and meeting participants)*
4. Resolution sought:

(Additional supporting documentation may be attached as appendices to the complaint)

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

\*\*This form must be submitted to the Vice Dean of Academic Affairs within 3 business days after the documented decision from the appropriate program administrator (Academic Program Assistant Dean (AD))

## Appendix B

### Academic Integrity and Professionalism Policy for Duke University School of Nursing Community

#### *Purpose*

The overall objective of the Academic Integrity and Professionalism Policy (AIPP) is to promote an environment of intellectual honesty, professionalism, trust, and integrity in the Duke University School of Nursing (DUSON). Furthermore, this policy is intended to guide the academic and professional behavior of DUSON students as it applies to all endeavors and conduct pertaining to nursing education, research, and practice. All DUSON students are representatives of both the School and of the nursing profession and are expected throughout their education to engage in appropriate interpersonal conduct, act ethically, take responsibility for their actions, and be mindful of their impact on others in the community. DUSON supports the ethical and professional development of students to enable them to grow in their ability to act with academic and professional integrity. It is a core academic requirement that each DUSON student affirms their commitment to adhere to the Duke University Community Standard, DUSON Mission and Values, and the AIPP.

Issues of harassment or discrimination fall under the auspices of the Duke University Office for Institutional Equity. This policy does not replace any reporting requirements or actions related to other licensing, regulatory, or legal issues.

#### *The Duke Community Standard\**

All members of the Duke University community are expected to uphold the Duke Community Standard, which is:

Duke University is a community dedicated to scholarship, leadership, and service and to the principles of honesty, fairness, respect, and accountability. Citizens of this community commit to reflect upon and uphold these principles in all academic and nonacademic endeavors, and to protect and promote a culture of integrity.

To uphold the Duke Community Standard:

- I will not lie, cheat, or steal in my academic endeavors;
- I will conduct myself honorably in all my endeavors; and
- I will act if the Standard is compromised.

\* Adapted from *The Duke Community Standard in Practice: A Guide for Undergraduates*

#### *Policy*

#### *Academic Integrity and Professionalism Policy (AIPP) for Duke University School of Nursing Community*

Integrity at DUSON comprises six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. More details regarding these values can be found on the International Center for Academic Integrity (ICAI) website. All members of the DUSON community are required to adhere to these **six fundamental values** and to demonstrate behavior consistent with these values including, but not limited to, the examples provided below.

#### A. Honesty

The following are examples of meeting the value of honesty:

- Using correct procedures for citation and documentation of references.
- Submitting only one's own work for course credit.
- Completing all graded academic work independently unless the faculty member or other responsible party has expressly authorized collaboration with others.
- Avoiding using a significant portion of any paper or project to fulfill the requirements of more than one course, unless receiving prior faculty permission to do so.
- Honestly representing one's own academic, clinical, and work credentials.
- Accurately documenting academic, research, clinical, or patient information.
- Consulting only authorized materials, equipment, or devices when taking tests, quizzes, examinations, or other evaluative procedures.
- Being truthful in applications for admission to academic programs, when seeking employment, and financial support for education or research.

#### B. Trust

The following are examples of meeting the value of trust:

- Using only one's own access codes, passwords, login codes, keys, and facility access cards.
- Refraining from engaging in romantic, sexual, or other nonprofessional relationships with patients and/or patient's family/care supporters.
- Practicing behaviors in the clinical setting that optimize the quality of patient care.
- Always identifying oneself as a student in clinical situations and avoiding misrepresentation of licensure and certification status.
- Protecting the confidentiality of all personal health information, whether it is transmitted electronically (including email, text messages, photos, audio, video, or any other electronic format), on paper, or through verbal communication.
- Refraining from accessing academic or administrative files, research documents, or patient medical records without authorization.

#### C. Fairness

The following are examples of meeting the value of fairness:

- Giving full credit and acknowledgement to all collaborators on projects and reports.
- Observing the time constraints imposed on tests, quizzes, examinations, and assignments<sup>2</sup>, and take them when scheduled unless appropriately excused.
- Contributing equitably to group assignments<sup>1</sup>.

#### D. Respect

The following are examples of meeting the value of respect:

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<sup>2</sup> The term "assignment" is any work, required or volunteered, submitted to a faculty member, clinical instructor, preceptor, or other responsible party for review and/or academic credit.

- Treating all persons with respect in accordance with Duke University policies and requirements.
- Demonstrating respect for the cultural backgrounds of all people.
- Treating all members of the DUSON community, patients, research participants, and family members with respect and dignity at all times, both in their presence and in discussions about them with fellow students and professional colleagues.
- Respecting the rights of patients and research participants and their families to be informed about and to participate in decision-making concerning their health care or participation in research.
- Communicating truthfully with patients, research participants, families, and professional colleagues in all clinical situations to avoid misrepresentation.
- Respecting the modesty and privacy of all patients and research participants.
- Maintaining a professional appearance consistent with clinical site and/or school requirements.
- Respecting the time of members of the DUSON community, patients, research participants, families, and professional colleagues by avoiding late arrivals and early departures.
- Maintaining civility and professional behavior at all times in the classroom, laboratory, clinic, hospital, and all others settings where health care is delivered.
- Respecting the intellectual property and educational and research materials of others by complying with principles of fair use and copyright law, and by avoiding unauthorized appropriation, reproduction, or dissemination of course materials in any medium (print, audio, visual, multi-media, and online).

#### E. Responsibility

The following are examples of meeting the value of responsibility:

- Following the specific directions of course faculty, clinical instructors, or other responsible parties with respect to academic integrity and academic honesty.
- Asking course/clinical instructors for clarification if there is any question concerning the degree of collaboration permissible on an assignment<sup>1</sup>.
- Rigorously observing best practices in hygiene and safety in clinical practice.
- Recognizing when one's ability to function effectively and safely in a clinical or research environment is or could be impaired (by exhaustion, illness, or any other factor), and notifying a responsible person that assistance is needed.
- Avoiding engagement in patient care or professional interactions while impaired by any substance. (See DUSON policy entitled "Alcohol/Drug Policy" in the Student Handbook.)
- Recognizing the limitations of one's knowledge and skills in clinical situations, requesting supervision or advice as needed.
- Limiting all clinical activities to the proper scope of nursing student practice, consulting with course/clinical instructors if there are any questions on this issue.
- Acting in accordance with DUSON's Social Media Policy (located in the student handbook).

#### F. Courage

The following are examples of meeting the value of courage:

- Refusing to take examinations or to complete assignments<sup>1</sup> for any other student.
- Refusing to give unauthorized aid to other students or to receive unauthorized aid from other students on tests, quizzes, examinations, or assignments<sup>1</sup>.
- Promptly reporting any suspected violations of academic integrity to the appropriate DUSON community member (as specified in Appendix C).
- Refraining from all other behaviors that clearly compromise intellectual integrity and honesty.

**Appendix C**  
**Duke University School of Nursing**  
**Process for Dispute Resolution Related to the Duke**  
**Community Standard or School of Nursing Academic**  
**Integrity and Professionalism Policy**

*Purpose*

All DUSON students must uphold the values of the Duke University Community Standard and DUSON's Academic Integrity and Professionalism Policy (AIPP). The process outlined below is to be utilized if a member of the DUSON community believes that there is a conflict between the above-mentioned standard and/or policy and demonstrated student behaviors.

*Resolution Process<sup>3</sup>*

1. **Reporting and Initial Determination:** When any member of the DUSON community suspects or observes a student failing to adhere to the standard or policy, that person should report the issue to the faculty of record (if the issue occurs in a course). If the issue occurs outside of a course, it will be reported to the appropriate program administrator (Academic Program Assistant Dean (AD)). The faculty of record will then notify the appropriate program administrator (Academic Program Assistant Dean (AD)) and may consult the Vice Dean of Academic and Student Affairs (VDASA) as appropriate.
2. The faculty member or appropriate program administrator (Academic Program Assistant Dean (AD)) will then initiate a meeting with the student(s) involved. After the meeting, all parties may provide any additional information or documentation related to resolution of the issue. Based on a review of all of the information collected, the faculty of record or appropriate program administrator (Academic Program Assistant Dean (AD)) will determine whether a violation of the policies has occurred and the appropriate response in consultation with the VDASA or Vice Dean of Research (VDR) (when the violation is related to academic research). If the VDASA is the faculty of record, the Vice Dean of Research or designee will serve as the consultant.
3. **Response to a Confirmed Violation:** The response to a student in violation of the Duke Community Standard or DUSON AIPP should be commensurate with the violation. Responses will be determined in each individual case based on a consideration of all the information gathered. Education and/or mentoring should be considered as options for responding to the confirmed violation.

*Request for Board Review<sup>4</sup>*

1. If a student wishes to dispute the outcome of the above-mentioned process, they may request an Integrity Review Board be convened. This written request is submitted to the Chair of the Faculty Governance Association (FGA) within three business days of the student receiving a final written determination under the Resolution Process outlined above. The statement should include the details regarding the dispute, names of involved parties, the student's account of what occurred, why they believe this warrants further review, and any other individuals they would like included who can provide information regarding the dispute. At the student's request, an advisor may also be included. The advisor may be a student, faculty member, administrator, or other employee from DUSON. The

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<sup>3</sup>Audio/video recording of meetings at any point in the process is prohibited.

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advisor's role at the meeting is limited to quietly conferring with the student; they have no active speaking role. The FGA Chairperson will attempt to schedule the meeting within five (5) business days, either in person or video-/tele-conference, from receiving the request.

2. The Integrity Review Board will consist of: the FGA Chairperson, one member of the FGA Executive Committee (FGA-EC) (elected from the FGA-EC and not involved with the related issue), one representative from DUSON's FGA Diversity, Equity and Inclusion Committee (FGA-DEI) (elected from the FGA-DEI and not involved with the related issue), and two students (as recommended by the Student Government) for a total of five members. In accordance with FGA operating procedures, the FGA Chair Elect will serve if the FGA Chairperson has a conflict of interest with the proceedings being considered. All faculty and student representatives will be drawn from the programs, to the extent feasible, other than that in which the student is enrolled. The student will be notified of the proposed Review Board membership when they receive the confirmed meeting date and time from the FGA Chairperson. If the student believes that a member of the Review Board has a conflict of interest, they must notify the Chairperson no later than three business days after receiving notice of the members of the Integrity Review Board. The Integrity Review Board will elect one of its faculty members as Chairperson. The vote to elect the chair will be majority rule. An administrative staff member will be appointed to take confidential minutes of the Integrity Review Board meeting and outcome. These minutes will be retained as per the University Record Retention Policy in the office of the VDASA.
3. The Integrity Review Board Chairperson will establish the procedures for the meeting and provide notice to the student of such procedures at least three (3) business days in advance of the meeting. Generally, the meeting will consist of: opening statements by the student and, as appropriate, other parties; an opportunity for members of the review board to ask questions of the student who asked for the review; hear perspectives of other parties deemed relevant by the Integrity Review Board; and closing remarks from the student or other parties. After the meeting, the Review Board will privately deliberate and vote by majority to uphold, amend, or overturn the decision that is the subject of the review.
4. Within five business days of the meeting, the Integrity Review Board Chairperson will deliver a written response to the student, faculty member (where applicable), the appropriate Vice Dean, and the Dean of the School of Nursing as to its decision. Until the decision of the Review Board is made, the student's status at DUSON shall not be changed and the student may attend classes. However, the VDASA may institute interim restrictions when the individual's behavior constitutes an immediate threat to the health, safety, or welfare of others or the property or orderly functioning of the University community or any member of it. Those interim restrictions may include, but are not limited to, withdrawal of privileges, removal from or relocation within the community, removal from classes, etc. In cases where patient safety is an issue, the student will be withdrawn from the clinical setting until the appeal is resolved.
5. If any of the deadlines in these procedures require modification, the FGA Chairperson and/or Integrity Review Board Chairperson will provide written notice of the change.
6. A confidential record of the integrity review board meeting, decision, and outcome shall be retained by the VDASA. The purpose of this record is to provide a record of the students who have a previous history of violations of the Duke Community Standard and/or DUSON AIPP and to help ensure equity across Integrity Review Board decisions.

7. The student may appeal the decision of the Integrity Review Board to the Dean. Appeals must be submitted no later than five (5) business days after the date the Integrity Review Board's decision is sent to the student. The grounds for appeal are limited to:
  - new information not reasonably available at the time of the meeting is discovered subsequent to the meeting that could have materially affected the outcome;
  - procedural error in the resolution process that materially affected the outcome of the meeting.

The student's appeal request must identify the ground(s) for appeal. Appeals are based solely on the written record (including any written submission or response provided by the student or Review Board), unless determined otherwise by the Dean. When an appeal is received, the Integrity Review Board will provide the Dean with the full record. The Dean may request a written response from the Integrity Review Board concerning the appeal. The Dean will issue a written decision and provide copies of the decision to the student, the Integrity Review Board, VDASA and other appropriate parties. If the Dean determines that the appeal grounds are substantiated, the Dean can remand the matter to the Integrity Review Board for further proceedings. If the Dean determines that the appeal grounds are unsubstantiated, the decision of the Integrity Review Board is final and the documented outcome will be referred to the appropriate offices at Duke to implement the determined sanctions and/or remedies.

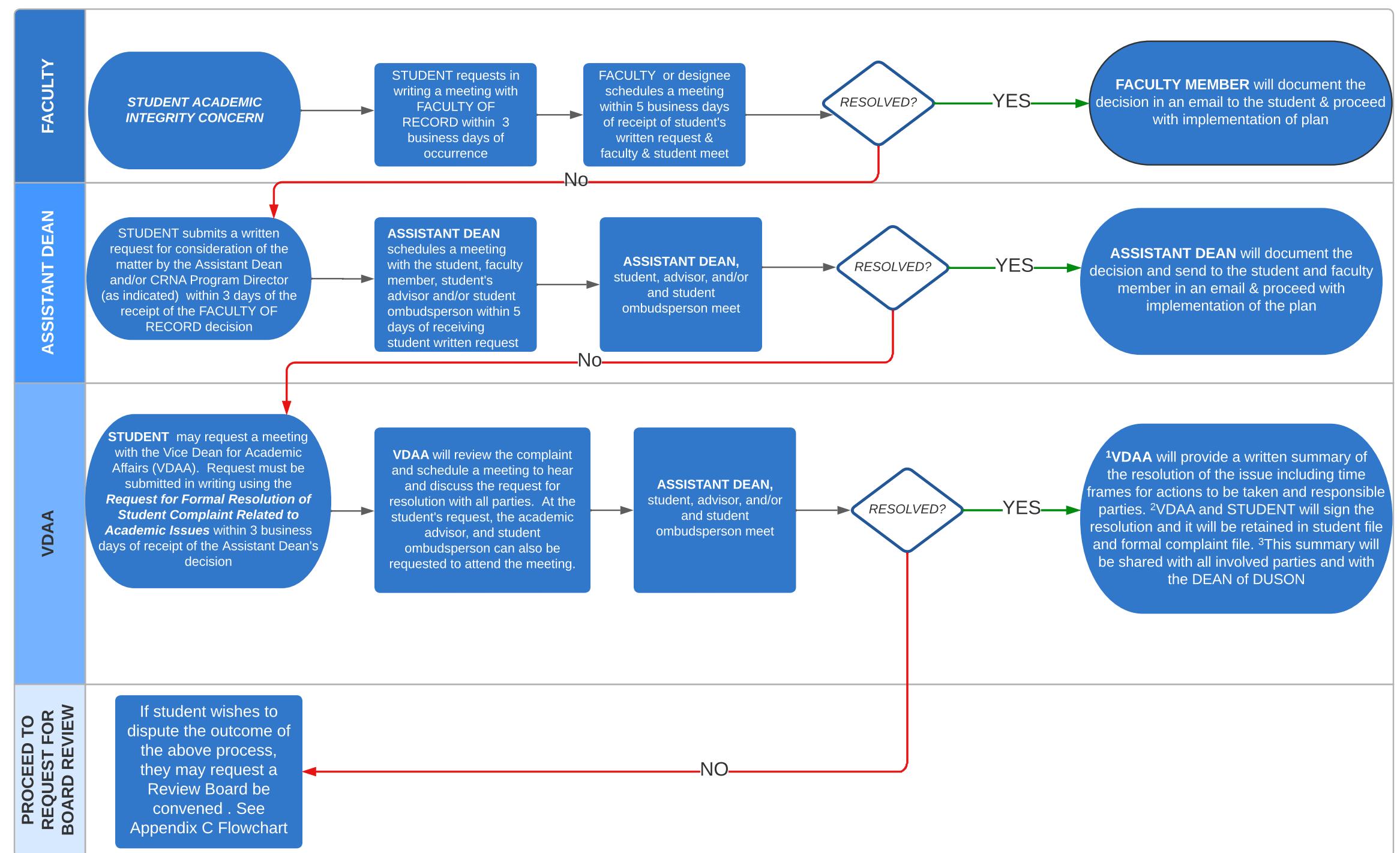
## Appendix A and C Flowcharts

The purpose of these documents is to provide a guide that visually depicts the process by which the policies in Appendix B and C can be implemented. These graphics are an **abbreviated**, visual illustration. Please refer to the appropriate appendices in their entirety when utilizing the process.

## STUDENT COMPLAINT AND DISPUTE RESOLUTION

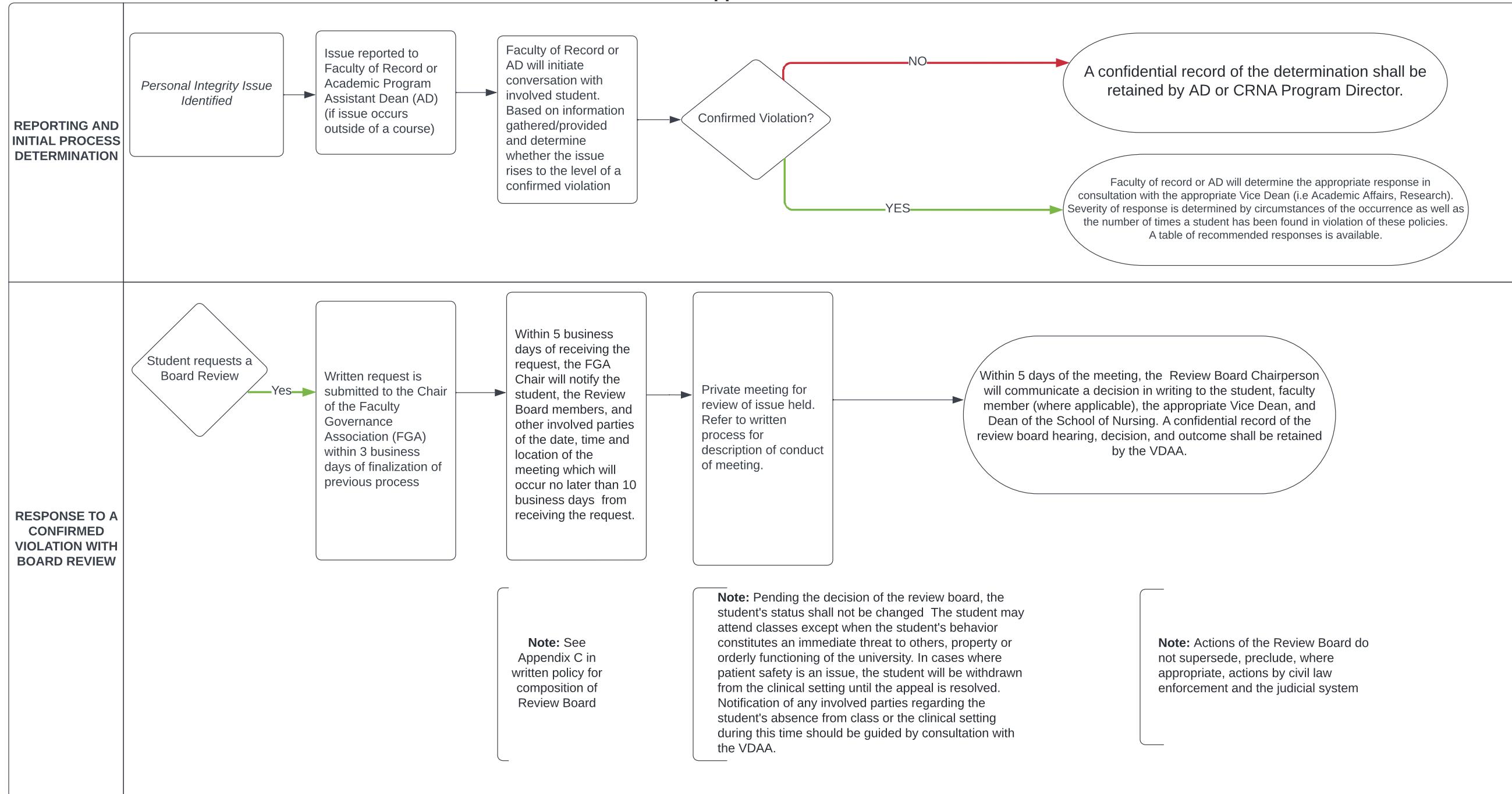
### PROCESS FOR ACADEMIC ISSUES

#### Appendix B Flowchart



**PROCESS FOR DISPUTE RESOLUTION**  
**Duke Community Standard or DUSON Integrity Policy**

**Appendix C**



## Appendix D MN Curriculum

Course #	Course Title	Credit Hours	Clinical Hours
	<b>Semester 1 (Fall or Spring)</b>		
503	Evaluating Health & Wellness	3	56
504	Professional Nursing	3	0
505	Clinical Management 1: Common Health Alterations	4	84
506	Pharmacology for Nursing Practice	3	0
507	Physiology and Pathophysiology for Nurses	3	0
	<b>Semester Totals</b>	<b>16</b>	<b>140</b>
	<b>Semester 2 (Spring or Summer)</b>		
509	Clinical Management 2: Chronic Health Alterations	5	112
510	Holistic Behavioral, Psychiatric and Mental Health Nursing Care	2	0
511	Promoting Health within the Community to Achieve Health Equity	3	56
519	Gerontological Nursing: Caring for an Aging Population	2	0
512	Introduction to Healthcare Systems and Informatics	3	0
	<b>Semester Totals</b>	<b>15</b>	<b>168</b>
	<b>Semester 3 (Summer or Fall)</b>		
514	Fostering Health Equity in Care: Care Management for Childbearing Families	3	28
515	Family-Centered Care from Infancy to Adolescence: Pediatric Nursing Essentials	3	28
516	Clinical Management 3: Complex Health Alterations	5	112
580	Nurse as a Scholar I	3	0
XXX	Elective*	3	0
	<b>Semester Totals</b>	<b>17</b>	<b>168</b>
	<b>Semester 4 (Fall or Spring)</b>		
518	Transition to Professional Practice	5	224
582	Population Health	3	0
520	Professional and Leadership Development	3	0
521	NCLEX-RN Success	1	0
XXX	Elective*	3	0
	<b>Semester Totals</b>	<b>15</b>	<b>224</b>
	<b>Program Totals (Semesters 1-4)</b>	<b>63</b>	<b>700</b>

\*Electives can be taken at the school of nursing or one of the other schools/colleges at Duke University with permission of the instructor

Note: 56 clinical hours is equivalent to 1 credit hour

## Appendix E

### Learning Improvement Plan

Duke University School of Nursing Pre-Licensure Program

ENTER COURSE NUMBER AND NAME

Learning Improvement Plan for ENTER STUDENTS NAME HERE Initiated ENTER DATE HERE

OUTCOME MEASURES	EXAMPLES	ACTION PLAN
*Objectives from Course/Clinical Evaluation Tool used in this course	Date of occurrence and detailed examples of area(s) of concern.	Concrete action plan for how the student will meet the identified objective.
Student Comments:		

In accordance with course and clinical objectives, the following critical behaviors must be achieved for satisfactory course/clinical completion: safety, infection control, maintaining patient confidentiality, professionalism, assessment, and effective communication. Additionally, students will comply with all Duke University and School of Nursing policies, the Duke Honor Code, and Duke University Community Standards. Noncompliance may result in dismissal from the Pre-Licensure program.

This document has been reviewed with me and I understand that these objectives as well as the other outcomes / objectives on the clinical evaluation tool must be met in order for me to pass clinical this semester. I must pass clinical in order to pass course **INSERT COURSE NUMBER AND NAME HERE**.

Student Signature	Date

Faculty Signature	Date

Signature	Date

Signature	Date

The above outcome measures have been achieved and the Learning Improvement Plan for **ENTER NAME HERE** has been resolved.

Student Signature	Date

Faculty Signature	Date

Signature	Date

Signature	Date



## Appendix F

### Duke University School of Nursing Pre-Licensure Program Professional Behavior Improvement Plan

**Student Name:**

Documentation of professional behavior(s) to be addressed (additional information may be attached to this form):

Expected action for student to take:

Student comments:

Additional steps to be taken (if applicable):

I, **(student name)**, hereby acknowledge that the PBIP has been reviewed with me and remains in effect until my completion of the Pre-Licensure Program. I understand that the Assistant Dean will reassess my progress in meeting the behaviors discussed above with myself, semester faculty, my advisor, and/or other pertinent parties at the end of each semester. I further acknowledge and understand that failure to achieve these behaviors jeopardizes my academic and professional success and may result in dismissal from the program.

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Student Signature

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Date

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Faculty Signature

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Date

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Advisor Signature

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Date

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Assistant Dean Signature

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Date

### **Continued Evaluation of PBIP**

Date:

Any additional occurrences noted from faculty, advisor, and/or other pertinent parties since initiating the PBIP?

Yes       No

If yes, provide additional information and next steps here:

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Student Signature

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Date

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Advisor Signature

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Date

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Assistant Dean Signature

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Date

Date:

Any additional occurrences noted from faculty, advisor, and/or other pertinent parties since initiating the PIBP?

Yes       No

If yes, provide additional information and next steps here:

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Student Signature

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Date

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Advisor Signature

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Date

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Assistant Dean Signature

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Date

Date:

Any additional occurrences noted from faculty, advisor, and/or other pertinent parties since initiating the PBIP?

Yes       No

If yes, provide additional information and next steps here:

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Student Signature

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Date

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Advisor Signature

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Date

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Assistant Dean Signature

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Date

