# TABLE OF CONTENTS

## INTRODUCTION
- College of Nursing Mission Statement 1
- College of Nursing Vision 1

## DOCTOR OF NURSING PRACTICE
- Overview 2
- Curriculum 2
- DNP Sample Curriculum 3
- Program Objectives 4
- CON Certificate in College Teaching Program (CCTP) 4
- Graduate Studies Admission Criteria 7
- DNP Prerequisites 8
- Applicants from Chinese Universities 8
- Concurrent Application to Two Graduate Programs & Dual Degree 9
- Michigan State Residency 9

## SYNTHESIS PROJECT OVERVIEW
- Major Professor/Project Chair 10
- Selection of the Guidance Committee Members 12
- Graduate Student Responsibilities 13
- Practicum and Didactic Courses 14
- Project Proposal Defense 14
- IRB Approval 14
- Final Synthesis Project Outcomes 15

## CLINICAL PRACTICUM (NUR964/NUR965) GUIDELINES
- Practicum Guidelines 16
- Precepting Expectations 18

*This handbook is intended to be used in conjunction with Michigan State University Resources for Graduate Study. The faculty reserve the right to revise this handbook.*
# POLICIES AND PROCEDURES

<table>
<thead>
<tr>
<th>Policy</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Standards</td>
<td>19</td>
</tr>
<tr>
<td>Professional Practice Policy</td>
<td>19</td>
</tr>
<tr>
<td>College of Nursing Student Performance Policy</td>
<td>19</td>
</tr>
<tr>
<td>Annual Review of DNP Students</td>
<td>21</td>
</tr>
<tr>
<td>Mid-Semester Progress Reports</td>
<td>21</td>
</tr>
<tr>
<td>Social Networking Policy</td>
<td>22</td>
</tr>
<tr>
<td>Client Confidentiality</td>
<td>22</td>
</tr>
<tr>
<td>Withdrawal From a Course or the University</td>
<td>23</td>
</tr>
<tr>
<td>Reinstatement to the College of Nursing for Graduate Study</td>
<td>23</td>
</tr>
<tr>
<td>Graduation Policies</td>
<td>24</td>
</tr>
<tr>
<td>Off-Campus Proctored Exam Policy</td>
<td>24</td>
</tr>
<tr>
<td>Evaluation and Student Instructional Rating System (SIRS)</td>
<td>25</td>
</tr>
<tr>
<td>Exit Surveys</td>
<td>27</td>
</tr>
<tr>
<td>Student Departmental File</td>
<td>27</td>
</tr>
<tr>
<td>MSU College of Nursing Student Honor Code</td>
<td>28</td>
</tr>
<tr>
<td>Writing Standards for the College of Nursing</td>
<td>28</td>
</tr>
<tr>
<td>Computer Technology Requirements</td>
<td>29</td>
</tr>
<tr>
<td>Learning Technologies</td>
<td>30</td>
</tr>
<tr>
<td>Laptop Requirement</td>
<td>31</td>
</tr>
<tr>
<td>Intellectual Integrity Policies</td>
<td>32</td>
</tr>
<tr>
<td>Guidelines for Integrity in Research and Creative Activities</td>
<td>33</td>
</tr>
<tr>
<td>Policy Regarding Training in the Responsible Conduct of Research</td>
<td>34</td>
</tr>
</tbody>
</table>

# GENERAL POLICIES AND RULES

<table>
<thead>
<tr>
<th>Policy</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Policy</td>
<td>37</td>
</tr>
<tr>
<td>Inclement Weather Policy</td>
<td>37</td>
</tr>
<tr>
<td>Course Work Time Limits/Extensions</td>
<td>37</td>
</tr>
<tr>
<td>Transfer Courses</td>
<td>38</td>
</tr>
<tr>
<td>Student Rights Under the Family Educational Rights and Privacy Act (FERPA)</td>
<td>39</td>
</tr>
</tbody>
</table>

# CLINICAL EXPERIENCE POLICIES

<table>
<thead>
<tr>
<th>Policy</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Clinical Attire Policy</td>
<td>40</td>
</tr>
<tr>
<td>Clinical Practicum Experience</td>
<td>40</td>
</tr>
<tr>
<td>Transportation To and From Community Agencies</td>
<td>40</td>
</tr>
<tr>
<td>Guidelines For Occurrence Reporting</td>
<td>41</td>
</tr>
<tr>
<td>Client Injury/Incident Involving Student</td>
<td>45</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>STUDENT EXPOSURE PROTOCOL</td>
<td>47</td>
</tr>
<tr>
<td>HEALTH AND IMMUNIZATION POLICY</td>
<td>48</td>
</tr>
<tr>
<td>COMPLIANCE</td>
<td>48</td>
</tr>
<tr>
<td>EDUCATIONAL EXPERIENCES DURING PREGNANCY</td>
<td>54</td>
</tr>
<tr>
<td>IMPAIRED STUDENT NURSE POLICY</td>
<td>54</td>
</tr>
<tr>
<td>FINANCIAL AID AND STUDENT GOVERNMENT</td>
<td>59</td>
</tr>
<tr>
<td>FINANCIAL ASSISTANCE</td>
<td>59</td>
</tr>
<tr>
<td>GRADUATE ASSISTANTSHIPS</td>
<td>59</td>
</tr>
<tr>
<td>SCHOLARSHIPS</td>
<td>60</td>
</tr>
<tr>
<td>NURSE FACULTY LOAN PROGRAM (NFLP)</td>
<td>60</td>
</tr>
<tr>
<td>GRADUATE FELLOWSHIPS</td>
<td>61</td>
</tr>
<tr>
<td>WORK RELATED POLICIES FOR RA/TA APPOINTMENTS</td>
<td>62</td>
</tr>
<tr>
<td>MANDATORY TRAINING</td>
<td>62</td>
</tr>
<tr>
<td>GRIEF ABSENCE POLICY</td>
<td>62</td>
</tr>
<tr>
<td>EMPLOYMENT LEVELS FOR TAS</td>
<td>62</td>
</tr>
<tr>
<td>GRADUATE EMPLOYEES UNION (GEU)</td>
<td>62</td>
</tr>
<tr>
<td>SUPPORT SERVICES</td>
<td>63</td>
</tr>
<tr>
<td>EAST LANSING CAMPUS RESOURCES AND FACILITIES</td>
<td>63</td>
</tr>
<tr>
<td>GRIEF ABSENCE POLICY</td>
<td>63</td>
</tr>
<tr>
<td>STUDENT ORGANIZATION INVOLVEMENT</td>
<td>63</td>
</tr>
<tr>
<td>UNIVERSITY RESOURCES</td>
<td>64</td>
</tr>
<tr>
<td>OFFICE OF THE UNIVERSITY OMBUDSPERSON</td>
<td>64</td>
</tr>
<tr>
<td>COUNCIL OF GRADUATE STUDENTS (COGS)</td>
<td>64</td>
</tr>
<tr>
<td>STANDING COMMITTEES WITH STUDENT REPRESENTATION</td>
<td>65</td>
</tr>
<tr>
<td>STUDENT PARKING POLICY</td>
<td>65</td>
</tr>
<tr>
<td>EMAIL</td>
<td>65</td>
</tr>
<tr>
<td>STUDENT LIST SERVE</td>
<td>65</td>
</tr>
<tr>
<td>STUDENT ACADEMIC RIGHTS</td>
<td>66</td>
</tr>
<tr>
<td>OUTLINE FOR HANDLING ALLEGATIONS OF STUDENT VIOLATIONS OF REGULATIONS</td>
<td>66</td>
</tr>
<tr>
<td>STUDENT GRIEVANCE AND HEARING PROCEDURES</td>
<td>67</td>
</tr>
<tr>
<td>STUDENT RIGHTS AND RESPONSIBILITIES</td>
<td>73</td>
</tr>
</tbody>
</table>
INTRODUCTION

COLLEGE OF NURSING MISSION STATEMENT

The mission of Michigan State University’s College of Nursing is to enhance the health of the community by providing excellence in nursing education, nursing research and nursing practice. We will advance the profession of nursing and serve as an advocate for optimal health care for all people. The mission will be accomplished through our strategic priorities:

Education: Provide a balanced array of educational programs to prepare nurse leaders for practice, research, and education.

Research: Increase research activity in focused areas of excellence and expand team science.

Practice: Lead nursing practice partnerships that translate nursing science into practice to improve health outcomes.

Approved 5/10/2011 Faculty Meeting

COLLEGE OF NURSING VISION

The Michigan State University College of Nursing is a leader in creating positive change in healthcare outcomes locally, nationally, and globally through excellence in nursing education, research, and practice.

Approved 9/16/2011 Faculty Meeting
DOCTOR OF NURSING PRACTICE

OVERVIEW

The Doctor of Nursing Practice (DNP) curriculum prepares advanced practice nurses to provide clinical, organizational and systems’ leadership at the highest level. The DNP develops practitioners who design, implement and evaluate high quality and cost-effective health care services for diverse populations including the disadvantaged and underserved. The graduate will champion healthcare policy and operational changes using evidence-based data and technology that enhances and guides nursing practice. The individual prepared as a DNP actively collaborates across disciplines and organizations with providers and client groups to achieve sustainable healthcare outcomes.

CURRICULUM

The program is a 36-credit curriculum that can be completed in 6 semesters over two academic years. Assessment of individual student progress will occur through an annual review process.

Students will be required to complete one thousand (1,000) faculty-monitored clinical hours post-BSN (hours at the MSN level plus the hours through the DNP program). Those students who need more than the scheduled practicum hours to achieve the 1,000 hours will be required to complete additional practica scheduled during the summer semesters.

Two supporting courses will be offered outside of the College of Nursing. These include epidemiology from the Department of Epidemiology in the College of Human Medicine and informatics offered through the College of Communication Arts & Sciences. Each unit has agreed to offer courses for our students on a continuing basis. See the trajectory schematic.
<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR 960</td>
<td>NUR 910</td>
<td>NUR 961</td>
<td>NUR 989</td>
<td>NUR 920</td>
<td>NUR 965</td>
</tr>
<tr>
<td>Scientific</td>
<td>Health Status</td>
<td>Leadership I:</td>
<td>DNP Synthesis</td>
<td>Translation of</td>
<td></td>
</tr>
<tr>
<td>Foundations</td>
<td>Outcomes: The</td>
<td>Organizational</td>
<td>Project</td>
<td>Research and</td>
<td>Practicum II</td>
</tr>
<tr>
<td>Nursing</td>
<td>Individual and</td>
<td>Leadership</td>
<td></td>
<td>Scientific</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Family</td>
<td></td>
<td></td>
<td>Knowledge to a</td>
<td></td>
</tr>
<tr>
<td>CR 3</td>
<td>CR 3</td>
<td>CR 3</td>
<td>CR 3</td>
<td>CR 3</td>
<td>CR 3</td>
</tr>
<tr>
<td>EPI 840*</td>
<td>CAS 850</td>
<td>NUR 962</td>
<td>NUR 963</td>
<td>NUR 964</td>
<td>NUR 989</td>
</tr>
<tr>
<td>Clinical</td>
<td>Health</td>
<td>Analytical</td>
<td>Leadership II:</td>
<td>DNP Practicum</td>
<td>DNP Synthesis</td>
</tr>
<tr>
<td>Epidemiology</td>
<td>Informatics</td>
<td>Methods for</td>
<td>Leadership:</td>
<td></td>
<td>Project</td>
</tr>
<tr>
<td>for Healthcare</td>
<td></td>
<td>Evidence-Based</td>
<td>in Complex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practice</td>
<td></td>
<td>Practice</td>
<td>Healthcare</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Organizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CR 3</td>
<td>CR 3</td>
<td>CR 3</td>
<td>CR 3</td>
<td>CR 3</td>
<td>CR 3</td>
</tr>
</tbody>
</table>

Students needing additional clinical hours to meet the minimum required for DNP Program Clinical Hours will need to plan experiences with faculty and enroll in NUR 990 APN Clinical Practice as directed by the student’s major professor.

* Currently listed on Academic Programs as EPI 810; Pending formal change to EPI 840.

**Effective Fall 2015**

**Total Credits 36**
PROGRAM OBJECTIVES

At the conclusion of the program, the graduate will be able to:

- Apply innovative health care models which incorporate nursing and other relevant science and theory to improve population health outcomes and advance nursing practice.
- Lead interprofessional health care teams to develop and implement effective strategies that promote quality, cost effective health care.
- Translate the best available evidence to enhance population health care.
- Utilize information technology to critically appraise population health data which informs and advances nursing practice and population health outcomes.
- Provide system and organizational leadership to inform and shape policy that improves population health and advances the profession of nursing practice.
- Assume a leadership role as an advanced practice nurse to implement evidence-based practice interventions to achieve equity in health outcomes, disease prevention, and quality of life across diverse populations.
- Lead inter- and intraprofessional teams to design and implement change in complex healthcare systems locally, nationally and globally.

CON CERTIFICATE IN COLLEGE TEACHING PROGRAM (CCTP)

The College of Nursing Certificate in College Teaching Program (CCTP) transforms the way graduate students are prepared to assume academic careers. The program provides doctoral students with the opportunity to develop teaching competencies and experience a broad range of faculty roles and responsibilities in preparation for an academic career. Students will complete graduate level coursework in college teaching, participate in a mentored teaching experience, and document achievement of core teaching competencies. The Graduate School will award a certificate of college teaching upon successful completion of the program which will be noted on the student’s transcript.

ELIGIBILITY
A student enrolled in a College of Nursing PhD or DNP program of study, who demonstrates satisfactory progression, is in good standing, and indicates a desire to develop teaching competencies in preparation for an academic career.

APPLICATION PROCESS
Graduate students need to consult with their major professor to discuss career goals and the CCTP College of Nursing coordinator for program requirements.

1. Complete the College of Nursing Certificate for College Teaching Application.
2. Write a Statement of Interest and commitment to the program.
3. Obtain support from the student’s major professor and approval of the student’s guidance committee to incorporate into the program of study.

ACCEPTANCE
Students will be notified in writing of their acceptance into the College Teaching Certificate Program. A final approved plan of study will be signed by the Program
Director and the student’s major professor and placed in the student’s academic file. A copy of the program plan and acceptance letter will be sent to the college CCTP coordinator.

CERTIFICATE IN COLLEGE TEACHING PROGRAM REQUIREMENTS
- Mentored Teaching Experience
- Teaching project
- Academic course work (NUR 861 & NUR 866 or equivalent with approval) related to teaching in nursing
- Portfolio
- Five (5) Workshops (seminar, or conference), one in each of the 5 core teaching competencies.
- Reflection papers for each of the workshops attended (minimum of 5).
- Philosophy of Teaching Statement

ACADEMIC COURSEWORK (6 CREDITS):
1) NUR 866 (3 credits): Academic and Clinical Teaching in Nursing Education: Spring Semester. Description: Guided field internship within an academic and health care setting. Synthesis and application of concepts to facilitate development of the advanced practice nurse as scholar, teacher, and collaborator. Course activities include:
   a. *90 Hours Mentored Teaching Experience
   b. *Portfolio Development
   c. Reflective Journals (3)
   d. *Philosophy of Teaching Statement
   e. Test Analysis and Design paper
   f. *Teaching Project
      i. Teaching Plan
      ii. Lesson Objectives
      iii. Teaching Strategies
      iv. Student Learning Activities
      v. Assessment of Student Learning
      vi. Assessment of Teaching

2) NUR 861(3 credits): Curriculum Design (Recommended) offered fall semester. Description: Analysis and application of theories, principles, and concepts associated with curriculum development, design, and evaluation. Course activities include:
   a. *Curriculum Development group project
   b. Course Design
   c. Objectives
   d. Lesson Plan
   e. Assessment
   f. *Teaching Philosophy Statement

3) Optional Alternate Course related to Academic Teaching in area of interest: Requires approval of major professor and Program Director.

ADDITIONAL ESSENTIAL ELEMENTS: 5 CORE COMPETENCIES
Demonstrated competency in the five core areas described below are the responsibility of the student. Participation in a Lilly or similar workshop, seminar,
specific courses, professional conferences or other activities are required to fulfill requirements in each core area. Approval of the student’s major professor or CCTP coordinator is encouraged to assure the activity meets criteria. A minimum of participating in one activity in each of the 5 core competency areas is required. Note: Some elements are completed as part of the academic course work and students are encouraged to discuss plans with the College of Nursing CCTP coordinator.

* Documentation of workshop participation, agenda, and completion of a 2 – 3 page reflective paper will be required for each activity.

- Adult Students as Learners
- Teaching Strategies In Your Discipline
- Assessment of Learning,
- Use of Technology in the Classroom,
- Understanding the Academy

* Students who are enrolled in the CON PhD or DNP program may attend workshops in any of the 5 core teaching competencies prior to formal acceptance into the CCTP.

E-PORTFOLIO
Students must develop a formal, high quality teaching e-portfolio that will provide evidence of accomplishments and growth as a result of participation in the College of Nursing College Teaching Certificate. The portfolio must contain reflection papers in each of the five competency areas, teaching project, teaching philosophy statement, workshop activities, faculty or preceptor evaluations, certificate checklist, and other supporting material. The portfolio will be submitted to the major professor and the CON CCTP coordinator for final approval prior to submitting to the Graduate School.

PROGRAM COMPLETION PROCESS
A student will complete the Teaching Certification Required Checklist and submit it along with the student portfolio to the CON CCTP Coordinator for review. Once approved, all materials will be turned in to the Graduate College. The Graduate College representative will review the student’s final e-portfolio and provide final approval for award of the Certificate in College Teaching. Once accepted by the Graduate College, the certificate will be added to the student’s transcript.

RESOURCES
- Certificate in College Teaching website: http://grad.msu.edu/collegeteaching/
- Certificate in College Teaching Guidebook: http://grad.msu.edu/collegeteaching/
- NUR861 and NUR866 course syllabi
- Lilly Workshops
GRADUATE STUDIES ADMISSION CRITERIA

Admission to the Doctor of Nursing Practice degree is limited to (1) Master’s Prepared Registered Nurses graduated from an accredited master’s program in nursing or (2) hold a B.S.N. from an accredited nursing program and a master’s degree that qualified them to sit for national certification as a Certified Registered Nurse Anesthetist (CRNA). In addition to meeting the requirements of the College of Nursing, students must meet the requirements specified below.

1. The application process requires two steps:
   • Applicants must apply to Michigan State University. The University application is available online at http://grad.msu.edu/apply. An application fee applies.
   • Applicants must concurrently apply separately to the College of Nursing. There is no fee to apply to the College of Nursing. The application process requires an official transcript from each college, university, and school attended, covering all academic work completed to date, and must be sent directly to the College of Nursing, Office of Student Support Services, 1355 Bogue St, Room C120, East Lansing, MI 48824.

2. An essay of no more than five typewritten double-spaced pages (8 ½ x 11) is required as part of the application which addresses the following:
   • A concise academic statement of your plans for doctoral study, your career goals, and how the MSU College of Nursing Doctor of Nursing Practice program will support you in meeting your career and educational objectives.
   • A personal statement about how your background and life experiences including social, economic, cultural, familial, educational, or other opportunities or challenges motivated your decision to pursue a Doctor of Nursing Practice degree.
   • Description of your vision of the role of the nursing leader, giving an example of a professional situation in which you assumed leadership.
   • What qualities do you possess that will facilitate your ability to balance the challenges presented by doctoral education?

3. Three letters of recommendation. The reference letters must be from sources that have direct knowledge of the applicant’s work and educational experience specifying the applicant’s ability to do graduate work. As a general guideline, individuals who understand the demand and rigor of graduate nursing education should complete letters of recommendation. At least one recommendation should be completed by a nurse holding master’s or doctoral credentials.

4. A professional resume documenting years of clinical work and educational experiences. At least one year of full-time professional experience as a registered nurse is required.

5. Evidence of an unrestricted current license as a registered nurse in the applicant’s state or country and specialty certification.

6. Approved graduate-level statistics, research methods and health policy courses of at least 3 semester credits, each. Each must have been successfully completed at an accredited college or university with a grade of at least a 3.0 on a 4.0 scale. The statistics course must have been completed within 5 years prior to admission. The
policy course must be completed prior to starting NUR 963 Leadership II: Leadership in Complex Healthcare Organizations and the methods course must be completed prior to starting NUR 962 Analytical Methods for Evidence-Based Practice.

7. Cumulative grade-point average of at least 3.0 (4.0 basis) for the Master of Science in Nursing.

8. International applicants whose academic language is not English must complete the Test of English as a Foreign Language (TOEFL) as a condition for regular admission to Michigan State University. See the International Student Admission Minimum Requirement for Regular Admission section in the Graduate Education section of this catalog. All official transcripts must be translated into English by a certified translator.

Following initial screening, applicants identified as well-matched with the College of Nursing academic standards and program focus will be contacted for a required personal interview with program faculty. Recommendations for admission are made by the faculty committee to the Dean of the College based on the requirements for admission and the personal interview.

DNP PREREQUISITES

Approved graduate statistics, research methods and health policy courses of at least 3 semester credits each are required. The statistics course must have been completed within 5 years prior to admission. The policy course must be completed prior to starting Leadership II: Leadership in Complex Healthcare Organizations and the methods course must be completed prior to starting Analytical Methods for Evidence-Based Practice. Each must have been successfully completed at an accredited college or university with a grade of at least a 3.0 on a 4.0 scale.

APPLICANTS FROM CHINESE UNIVERSITIES

Applicants from Chinese Universities: Please arrange for a verification report of your university academic records with the China Academic Degree and Graduate Education Development Center (CDGDC). The report must be mailed directly to the department to which you are applying by the CDGDC, rather than by you or any third party.

China Academic Degree and Graduate Education Development Center
Verification Division
B-17, Tongfang Scientific Building, No.1
Wangzhuang Road, Haidian District, Beijing, 100083, P.R. China
Tel: +86-10-82379480
Fax: +86-10-82379491 (24 hours)
Email: cqv@cdgdc.edu.cn
Website: www.chinadegrees.cn
CONCURRENT APPLICATION TO TWO GRADUATE PROGRAMS & DUAL DEGREE

Michigan State University now permits concurrent applications for admission to two graduate programs, each with a separate application fee.

All dual major doctoral degrees must be approved by the Dean of the Graduate School. A request for the dual major degree must be submitted within one semester following its development and within the first two years of the student’s enrollment at Michigan State University. A copy of the guidance committee report must be attached. See Academic Programs (https://www.reg.msu.edu/academicprograms/Text.aspx?Section=111#s407) for details.

MICHIGAN STATE RESIDENCY

MSU is not authorized to offer online education in certain jurisdictions, and a change in your residency may impact your ability to continue in the program.

Please be aware that students who relocate to another state after admission to an online or hybrid MSU College of Nursing (CON) program will be subject to regulations for distance education of the new resident state. Many states have regulations regarding out-of-state distance education providers, which may include restrictions from online courses with didactic and clinical practicum requirements required for your CON program. In the event that you are considering relocating to another state or completing clinical requirements in agencies outside of Michigan it is imperative that you contact your CON advisor immediately.
SYNTHESIS PROJECT OVERVIEW

The nature of the synthesis project will vary and is intended to benefit a population, group or community rather than an individual. The projects will be based on evidence and translating that evidence into the healthcare setting. Projects most often involve partnership with other system entities such as primary care settings, health departments, hospital systems, community groups or government agencies.

The synthesis project includes the identification and resolution of a practice problem based on the most recent evidence related to the student’s practice specialty area. The project entails an extensive appraisal of the literature and examines the ethical, political, economic and cultural aspects adherent to the problem. The student will translate the evidence into a specific plan for implementation after conducting a thorough assessment of the key stakeholders, target population and setting. Featured components of the implementation process include systems change, economic impact, marketing, feasibility and sustainability. Evaluation of the process, outcomes, and dissemination of the findings complete the project process.

The purpose of the practice doctorate is to translate best available evidence for application within a health care environment to improve practice. The DNP synthesis project may take many forms based on the student’s area of interest and applicability to the practice environment. The goal of the project is to address a practice or healthcare need within a health care system, population, or community in collaboration with the appropriate stakeholders. The project will incorporate substantiation of the problem, strategic plan to address the problem, implementation and evaluation of the outcomes including a plan for sustainability. The project requirements are applicable to a wide range of topics and students will work with their Major Professor on proposal development. All projects are subject to Michigan State University Institutional Review Board (IRB) and appropriate agency approvals.

Students will work closely with their Project Committee, under the direction of the Project Chair/Major Professor. The Major Professor will be engaged in all aspects of the synthesis project process.

MAJOR PROFESSOR/PROJECT CHAIR

APPOINTMENT OF MAJOR PROFESSOR

The Major Professor will be appointed to students at the beginning of the doctoral program based on their area of expertise and scholarly interest. Students will collaborate with their major professor to develop a written program plan of study and select the remaining members of their guidance committee. The major professor will serve in the role of an academic advisor to the student for the duration of the program.
The major professor will serve as the student’s mentor and advisor throughout the program and will meet with the student a minimum of three times a semester (may be via technological support). The major professor is responsible for convening the student’s guidance committee, conducting regular semester progress reviews and monitoring completion of graduation requirements. The major professor will also serve as the Chair of the Project Committee.

Students may request a change in their appointed major professor. They would discuss this change with the Director of Graduate Clinical Programs. If an alternate faculty member is identified a signed Change in Synthesis Project Committee Form (D2L Community) must be completed along with all faculty signatures (current MP, suggested MP and DGCP). The student must provide the current major professor with a written notice of the intended change.

**Expected Role Responsibilities of the Major Professor/Committee Chair**

1. Socialize the student to the Doctor of Nursing Practice program requirements and expectations.
   a) Ensure student receives information on graduate program requirements, policies, and available College of Nursing and University resources.
   b) Advise student on developing a program plan to include course requirements, sequencing, synthesis project topics, clinical practicum requirements, possible elective courses based on needs and project practicum requirements.
   c) Establish a mentoring relationship
   d) Promote collegial peer collaboration

2. Provide oversight and advisement of the Synthesis Project.
   a) Advise student on the selection of a synthesis project topic suitable for completion within a reasonable time frame.
   b) Guide the student in the development of the synthesis project and identification of additional skills required to facilitate project completion and practicum placement.
   c) Provide oversight for the synthesis project and maintenance of professional integrity expectations.
   d) Guide the student through the required MSU Responsible Conduct of Research requirements and potential MSU & agency Institutional Review Board approvals.
   e) Guide the student in preparation for project proposal defense. Once approved, coordinates obtaining guidance committee signatures on Project Proposal Defense Form (Online DNP Forms Appendix).
   f) Review project submissions and provide timely & constructive feedback.
   g) Assist student to develop final synthesis project deliverables such as presentation/poster, executive summary and final paper.
   h) Ensure required paperwork is completed and submitted throughout the program.
   i) Guide the student in preparation for final project defense.

3. Advise student on the selection of guidance committee members (CON and outside member) based on faculty/professional expertise, experience, project topic and objectives.
   a) Once committee members are selected and approved by the major
professor, coordinate completion and submission of the Synthesis Project Committee Form (Online DNP Forms Appendix).
b) Serve as the chair of the guidance committee.
c) Assist student to replace guidance committee members when necessary and complete the Change in Synthesis Project Committee Form (Online DNP Forms Appendix).
d) Coordinate guidance committee signatures on Project Defense Form (D2L Community).

4. Provide mentorship in the area of professional skill development such as writing proficiency, networking, grants and career development.
a) Refer student to available professional and University resources.

5. Monitor student academic performance and advise student as appropriate.
a) Coordinate annual review of student performance and progress.
b) Collaborate with student to develop a revised plan of study when warranted.
c) Available for meetings, email communications and respond to questions within a reasonable time.
d) Approve student completion of DNP requirements and successful completion of all project requirements.

6. Provide for student supervision and advisement during faculty absences.

SELECTION OF THE GUIDANCE COMMITTEE MEMBERS

Students are required to form a guidance committee as part of their doctoral program requirements. The Guidance Committee is formed to advise and mentor the student during the synthesis project development, implementation and evaluation. Each synthesis project guidance committee must have three members consisting of the committee chair (major professor) and two additional members. The second member is a faculty member in Michigan State University’s College of Nursing (CON), holds a doctoral degree and is approved by the Dean of the Graduate School. The third committee member will be identified based on the synthesis project and intended project implementation site(s). This member may be selected from outside of the university, need not hold a terminal degree and plays an integral role in the implementation of the synthesis project. The Major Professor will assist the student in the selection of the guidance committee members in accordance with the intended program and project plan. Once the committee is selected, the student should submit a signed Synthesis Project Committee Form (Online DNP Forms Appendix) to the Director of Graduate Clinical Programs.

If the project’s Major Professor resigns their position or is unable to continue working with the student, the Director of Graduate Clinical Programs will work with the student to determine an appropriate course of action. If the Director of Graduate Clinical Programs is the Committee Chair or is serving on the committee, the Associate Dean for Academic Affairs will serve as the liaison to determine an
appropriate course of action. If a member of the Project Committee is unable to complete their role as a committee member, the Major Professor will collaborate with the student to select a new member. All changes to the committee composition should be submitted in writing to the Director of Graduate Clinical Programs or designee and will require completion of a **Change in Synthesis Project Committee Form** (Online DNP Forms Appendix).

**Expected Role Responsibilities of the Guidance Committee**

1. The Guidance committee will be responsible for providing advisement to the student for the development and implementation of the Synthesis Project.
   a) Provide mentorship during the project topic development process.
   b) Review committee membership expectations and sign committee development form.
   c) Review synthesis project proposal, provide appropriate constructive feedback, and sign appropriate forms once approved.
   d) Available to meet with student and respond to questions within a timely fashion.
   e) Meet with the student once a semester to review progress and provide guidance as necessary.
   f) Provide guidance in order to navigate organizational site, obtain appropriate approvals, agency committee oversight and networking.
   g) Participate in guidance committee meetings convened by the committee chair.
   h) Attend the student’s project proposal defense and final project defense.

**GRADUATE STUDENT RESPONSIBILITIES**

The student is responsible for keeping the Major Professor and Committee Members appraised of project progression. **Communication with the Major Professor** is crucial to the student’s success. Therefore, it is strongly recommended that the student submit projected goals, objectives, timelines, drafts and completed project-related papers to the Major Professor to facilitate timely feedback and project progression. **A meeting with the Major Professor must be conducted at least twice per semester.** This can be done either in person or through the use of technological conferencing. **It is the student’s responsibility to ensure that this requirement is met and appropriate documentation is submitted in the drop box of the designated semester course.**

**Expected Role of DNP Student**

a) Meeting University and academic unit requirements for degree completion
b) Form a guidance committee that meets University requirements as well as requirements that are outlined in the DNP Graduate Handbook
c) Following disciplinary and scholarly codes of ethics in course work, practicum and synthesis project activities.
d) Practice uncompromising honesty and integrity according to University and federal guidelines in collecting and maintaining data
e) Seeking regulatory approval for projects
f) Keep the major professor and guidance committee apprised on a regular basis of the progress toward completion of the project.

g) Timely submission of all project requirements and signed approval forms.

h) Successful completion of a project proposal public defense and paper suitable for publication (manuscript).

PRACTICUM AND DIDACTIC COURSES

Each didactic course in the DNP trajectory supports knowledge expansion and provides opportunities to obtain skills necessary to complete aspects of the synthesis project and to meet the DNP competencies. Although each course is a separate entity, project objectives may cross courses.

The purpose of the practicum courses is to develop aspects of leadership, address student-identified performance needs, to meet DNP competencies and facilitate work on the project. Students will work in collaboration with their academic advisor/major professor to identify an appropriate mentored experience. The student will lead the process of mentor identification, practicum objective identification and development, and evaluation of the experience.

PROJECT PROPOSAL DEFENSE

The project proposal defense will consist of a meeting of the entire committee where the student will present their proposal for their project. This must occur prior to IRB submission and any application of the project. Prior to the defense the student should have worked with the major professor/committee chair on completing all of the areas in the proposal defense form (Online DNP Forms Appendix). This information needs to be out to the committee members at least two weeks prior to the scheduled defense.

Successful project proposal defense establishes status as a doctoral candidate.

IRB APPROVAL

After approval of the Project Proposal Defense with the Committee Chair as the Project Co-Investigator, the student will complete the IRB and submit to the Michigan State University Institutional Review Board for review and approval. All synthesis projects require IRB review and approval.

**Facility Agreement Letters** should be obtained from the facility or facilities in which the project will be conducted. The signed Facility Agreement Letter should be placed on the facility’s or organization’s letterhead and submitted to the Director of Graduate Clinical Programs and the Committee Chair. An additional letter may be required by the IRB.
FINAL SYNTHESIS PROJECT OUTCOMES

SYNTHESIS PROJECT PRESENTATION

The Synthesis Project presentation is a public presentation of the completed synthesis project. The presentation will be open to faculty, students and other interested parties. The presentation will include a summary of the project, short term evaluation and outcomes of the as well as implications for the future related to nursing practice.

FINAL PROJECT PROPOSAL PAPER

The paper is characterized by logical progression of thought, good literary style and acceptable scholarly writing practices. The final synthesis project paper should be written in accordance with the guidelines (rubric) presented in Online DNP Forms Appendix with strict adherence to the most recent edition of the Publication Manual of the American Psychological Association (APA). This paper should be written as a manuscript that when completed and approved is ready for submission.

The guidance committee will evaluate both the written and oral presentation success on both of these components is required for completion of the degree.
CLINICAL PRACTICUM (NUR964/NUR965) GUIDELINES

PRACTICUM GUIDELINES

The Doctor of Nursing Practice (DNP) Clinical Practicum is considered a key component of the DNP educational program that combines clinical practicum experiences with scholarly activities to provide in-depth learning for students. It provides an opportunity for meaningful engagement with experts from nursing, as well as other disciplines. Since students bring different backgrounds and pursue different interests, the emphasis, effort, goals, and activities within the practicum will be directed toward meeting the DNP essentials and individualized among students. During the clinical practicum, students integrate and synthesize knowledge by demonstrating competency in an area of advanced nursing practice. This knowledge and clinical experiences will assist them in completing their synthesis project and expanding their practice to the doctoral level.

DNP students must complete a total of 1000 post BSN clinical hours. Post Master’s entry students are permitted to be credited up to a maximum of 500-700 hours for precepted clinical experiences during their master's program. The student will be required to send in as part of their application the number of clinical hours they completed in the MSN program. The remaining 300-500 hours are completed throughout the coursework in the program either in practicum courses or independent study credits. All students are required to complete 300 practicum hours within the two practicum courses.

The purpose of the clinical practicum is to acquire an integrative practice experience in the knowledge and skills related to the essentials of DNP education for advanced practice nursing which will include the following DNP essentials:

1. Apply scientific underpinnings for practice: integrate sciences and knowledge as the basis for nursing practice;

2. Provide leadership to organizations and/or systems for quality improvement and systems thinking: develop and evaluate care delivery approaches, ensure accountability for quality and safety, and/or develop and/or evaluate strategies for managing ethical issues;

3. Engage in clinical scholarship methods for evidence-based practice: critically appraise literature, translate evidence into practice, evaluate outcomes of practice, conduct quality improvement projects, and/or implement practice improvement initiatives;

4. Evaluate, select, use, and/or design information systems/technology and patient care technology for the improvement and transformation of health care;
5. Analyze, influence, develop, and/or implement health care policy for advocacy in health care: demonstrate leadership at the institutional, local, state, federal, and/or international level in health policy endeavors;

6. Engage in interprofessional collaboration for improving patient and population health outcomes;

7. Address clinical prevention and population health perspectives: analyze relevant data, synthesize clinical prevention and population health concepts, and evaluate care delivery strategies and models to address equity and gaps in care of aggregates and populations; and

8. Engage in competent advanced nursing practice.

The practicum hours may relate to areas of specialty the APRN wants to do within clinical practice that assist them in demonstrating increasingly complex and proficient clinical practice. In addition to clinical practice the DNP students are expected to demonstrate highly refined clinical and professional skills. Proficiency may be acquired during clinical practicum through a variety of methods, such as administrative and/or policy internships, working with informatics professionals, data bases or other leadership experiences.

All students are required to fulfill the DNP essentials and demonstrate the same program outcomes regardless of their population foci. Students in collaboration with their major professor may recommend a clinical site for their clinical practicum that meets their educational needs. Prior to starting the clinical practicum, preceptor credentials and an affiliation agreement must be on file at the CON. The designated clinical faculty/practicum coordinator works with the students during the semester to monitor clinical practicum placements. The student will follow MSU CON policy for clinical placement during their practicum. Because the process of establishing a new clinical affiliation contract with an agency may take weeks, new clinical placements should be identified one term in advance of the clinical practicum start date.

Evaluation of the clinical practicum will be the responsibility of the faculty in charge of the practicum experience and the student’s Major Professor. Preceptors will provide faculty with feedback about the student’s performance in the practicum to assist with evaluation.

Students may, if appropriate, use their employing agency for the clinical practicum site with the following stipulations:

- The preceptor may not be the immediate work supervisor of the student.
- The employing agency agrees to a contract that permits the students to meet the goals of the practicum and not their work responsibilities.
- Students have adequate access to information from various departments to examine data and/or financial and policy implications of practice efforts related to the goals of the practicum.
During the practicum experience DNP students should be integral to the team and assume leadership responsibilities while being mentored by the preceptor. The following activities are some examples of time that can be applied toward the clinical practicum hours:

- Time spent with a preceptor/agency in an area of specialization doing patient care or clinical experiences (Hours dedicated to DNP level experience and **not** the student’s current role in an organization).
- Special projects identified by the agency related to quality improvement, such as developing evidence-based practice protocol, guidelines and process improvement projects.
- Time spent in a clinical agency’s committees to evaluate and/or implement a practice protocol, guidelines and process improvement project.
- Time spent participating in a health initiative in the state’s health department.

Clinical hours do not include:

- Time spent in seminars/conferences that are counted toward a course in which you receive credit.
- Time spent traveling to and from seminars/conferences or clinical sites.
- Written work related to their synthesis project.

**PRECEPTING EXPECTATIONS**

**PRECEPTOR**

The primary role of the preceptor is to provide the DNP student with a unique practicum or organizational level experience to achieve the defined objectives as identified by the faculty and student. Preceptors are asked to provide feedback on student’s achievement of their individual learning objectives at the end of the practicum experience. The preceptor must be a willing clinical educator who supports advanced nursing practice and agrees to be available to the student for the duration of the clinical practicum experience. Preceptor credentials are received and maintained on file at MSU CON.

**STUDENTS**

Students are also responsible to evaluate the preceptor and the practicum site at the completion of the experience. Students will provide data to evaluate the practicum experiences. A successful practicum experience is achieved through the student-preceptor-faculty relationship in which each member of this team contributes to the student’s learning experience.
POLICIES AND PROCEDURES

ACADEMIC STANDARDS

Progression through the DNP is monitored by the College of Nursing.

A 3.0 cumulative GPA, and a minimum of a 3.0 or passing grade in each required (both NUR and non-NUR numbered) course, must be maintained to continue in and graduate from the program. If a grade below 3.0 is attained, the student will be dismissed from the nursing program.

PROFESSIONAL PRACTICE POLICY

Progression in the nursing sequence requires that the student make satisfactory progress toward meeting objectives of graduate study in nursing.

Preparation for the professional practice of nursing at the graduate level requires that students have other attributes in addition to intellectual ability. To be recommended for progression nursing graduate studies, the student must demonstrate continuing development in the following personal attributes: interpersonal and communication skills, sensitivity to how others perceive them, a sense of responsibility, and professional honesty and integrity.

COLLEGE OF NURSING STUDENT PERFORMANCE POLICY

PROFESSIONALISM GUIDELINES

Preparation for the professional practice of nursing requires more than the acquisition and application of knowledge. Therefore, in addition to the academic standards listed, the student must demonstrate:

1. appropriate interpersonal relations and communication with clients, peers, faculty and other health care personnel;
2. responsible fulfillment of class and practicum obligations, including provision of safe nursing care in the practicum setting; and
3. honesty and integrity in all academic and professional matters.

Failure to meet each Professional Development Objective will result in the student earning a grade of 0.0 for the course.

Faculty reserve the right to dismiss a student from clinical areas if the student is too ill, unprepared, or deemed to be a risk to client safety. Dismissal from clinical for any reason, excluding student illness, is deemed unexcused, thus carrying the requisite grade consequence as described in the course syllabus.
Legal regulation of Nursing Practice

Students enrolled in the College of Nursing must conduct themselves so as to conform with the nursing practice regulations of the State of Michigan as presented in the Michigan Public Health code Act 368 of 1978 and as amended or in the Nursing Practice Act of the state in which they are practicing if it is not Michigan. Students must also demonstrate maturity of judgment. In assessing the quality of a student's academic and clinical performance, the faculty takes account of the student's maturity of judgment, as well as the professional development guidelines noted above. The College of Nursing may refuse enrollment, discontinue enrollment, or refuse re-enrollment of any student who violates the state nursing practice regulations, or who, in the professional judgment of the faculty, exhibits a serious deficiency with respect to her or his maturity of judgment or conformity with the professional development guidelines.

DISMISSAL FROM THE COLLEGE OF NURSING

Graduate (DNP) students may be dismissed from the College of Nursing when the following occurs:

1. Students earn a final grade below 3.0 in any required course.
2. Students engage in any act which is a serious violation of the Criminal Code of Michigan or which seriously compromises the welfare or integrity of another person.
3. Failure to maintain the CON Technical Standards
4. Failure to meet the Professional Standards

The Graduate Program Committee is responsible for monitoring the academic and professional development of students as described in the MSU College of Nursing Faculty Bylaws. It is the responsibility of the Director of Graduate Clinical Programs to inform the Graduate Program Committee of students deemed ineligible to continue in the DNP Program. Names of students deemed ineligible to continue in the DNP Program due to academic or professional dismissal will be forwarded to the Office of the Dean who will then notify the students of the decision in writing. DNP students will be referred to their Major Professor for clarification of professional options.
ANNUAL REVIEW OF DNP STUDENTS

Procedure for Annual Review of DNP Students

1. The Major Professor and student will meet at the beginning of the first semester to discuss the student’s program of study and areas of interest. During this discussion potential faculty will be identified that could serve on the students committee.
2. At a minimum the student will meet with their Major Professor at least twice during each semester to discuss progress, update the program of study (with the guidance committee, as appropriate) and develop goals for the upcoming academic year.
3. All students are expected to select a second committee member from the CON faculty by the end of the second semester and meet with their Committee during each intensive session thereafter.
4. An Annual Review form is to be completed by the student each year. The Major Professor will complete the appropriate portion of the Annual Review in consultation as needed from faculty with whom the student has worked.
5. Annual reviews are to be reviewed and are to be signed by the student and Major Professor and submitted to the Director of Graduate Clinical Programs.
6. Annual Reviews will be filed in the Office of Student Support Services. Copies of the completed Annual Review will be given to the student and Major Professor.

MID-SEMESTER PROGRESS REPORTS

At the midpoint of each semester, Student Progress Reports are generated for students who are having difficulty meeting, or are not meeting, clinical or theory course objectives. Students identified through this process will be referred to the Office of Student Support Services and the Director of Graduate Clinical Programs.

The Student Progress Report is to be completed and signed by the faculty member(s) involved and discussed with the student. The student is to sign or respond with an email (from his/her MSU email account) to the report to indicate that he/she has read it. Any student having difficulty meeting course objectives MUST write specific plans for improvement on the report and submit to course faculty.

Student Progress Reports are reviewed by the Director of Graduate Clinical Programs in order to provide for a systematic process of:

2. Evaluating continued progress to make recommendations for:
   A. Assistance.
   B. Progression/Retention.
   C. Dismissal.

The Student Progress Reports, recommendations made by the Director of Graduate Clinical Programs and/or the Graduate Program Committee and any ensuing action are considered confidential in nature. All reports are retained in the students file in the Office of Student Support Services. After a Student Progress Report is reviewed, the Director of Graduate Clinical Programs may request a follow up report.
SOCIAL NETWORKING POLICY

The College of Nursing adheres to the “ANA's Principles for Social Networking and the Nurse: Guidance for Registered Nurses” [http://www.nursesbooks.org/Main-Menu/eBooks/Principles/Social-Networking.aspx]. In this document nurses and nursing students are referred to collectively as “nurses.” This reference means that nursing students and faculty follow the guidelines and report breaches in the use of social media using appropriate lines of communication (e.g., students observing an actual or possible breach in social networking report the breach to their faculty member).

CLIENT CONFIDENTIALITY

The MSU College of Nursing supports and expects CON students maintain the privacy and confidentiality of patients/clients at all times.

All documentation and reports must be consistent with HIPAA regulations. Therefore, it is expected that students will use not use names, initials, or date-of-birth in written reports or assignments. Details of client interactions may be discussed with appropriate faculty, students and agency personnel within the context of the clinical experience. Care should be exercised to avoid these conversations being overheard by others.

Patient information or clinical situations should never be discussed on social networking sites (Facebook, YouTube, Twitter, etc.). Further, professional contact with clients should be limited to the professional setting. Social networks are not considered professional. See Social Networking Policy on page 40.

Listed below are examples of situations that would violate privacy and confidentiality expectations for MSU nursing students engaged in any clinical course:

- Creating images of patients, clients, or their family members or the medical records of patients or clients, including still shots and video recordings for any purpose.
- Creating audio files with voices of patients, clients, or their family members for any purpose.
- Posting any information related to the care of patients, clients, or their family members in any form of social media, including but not limited to Facebook or Twitter.
- Using the phone, text, or email functions of a personal communication device in patient/client rooms or treatment areas, except for the purpose of retrieving data from Skyscape or Epocrates for use in that patient/client’s care. In order to fall within this exception, the use of the personal communication device must be done in a manner consistent with agency policy and only after advising the patient, client, and their family member what is being done and how it contributes to the care being provided.
- Engaging in personal emailing, texting, phone calls, social media use, or any other personal communication with any current or former patient or their family member.
• Communication (personal or electronic) with other individuals not immediately involved in the care of a patient or client about information gained from documents provided from or about a patient, client, or their family member in the course of providing care. The only exception to this rule is the inclusion of de-identified information in assigned course activities and shared with faculty or other students involved in that specific learning activity.

WITHDRAWAL FROM A COURSE OR THE UNIVERSITY

The MSU policies and procedures regarding withdrawal from the University (including military leave) are found on-line at:
http://www.reg.msu.edu/ROInfo/Notices/Withdrawal.asp

The MSU policies and procedures regarding course withdrawal are found on-line at:
http://www.reg.msu.edu/ROInfo/Enrollment.asp

Students seeking to withdraw from a course, the College of Nursing, or MSU must meet with their faculty major professor. The major professor will notify the Director of Graduate Clinical Programs. The Director of Graduate Clinical Programs will notify OSSS.

REINSTATEMENT TO THE COLLEGE OF NURSING FOR GRADUATE STUDY

Graduate students who have been dismissed or had a lapse in enrollment (students who have failed to enroll for more than one academic year) must request readmission in a letter to the Associate Dean for Academic and Clinical Affairs by February 1 for Fall semester, August 1 for Spring semester or December 1 for Summer semester addressing the following:

1. Reason for seeking readmission.
2. Reason for withdrawal/dismissal.
3. How his/her situation has changed in the interim.
4. Which semester the student wishes to return.
5. Response to any recommendations that may have been made at the time of withdrawal/dismissal.
6. Plan for progression through the program.

Requests for reinstatement should be sent to the Office of Student Support Services and will be reviewed by the Associate Dean for Academic and Clinical Affairs. The final decision for readmission will be determined by the Dean and Associate Dean who will notify the student in writing of the final decision.

Students who have failed to enroll for more than one academic year must also
• Complete and submit a University Application for Readmission (available on-line at www.reg.msu.edu, click on Readmissions). The student will be notified of this decision by the University.
• Complete and submit necessary compliance documentation including completion of new background check and drug screen.
PERMISSION TO REPEAT A COURSE

To request permission to repeat a course in which a grade of 2.5 or below was received, the student initiates the process by sending a letter of request to the Associate Dean of Academic Affairs requesting permission to repeat the course and providing the rationale/plan that will facilitate success if permission is granted.

If approved by the Associate Dean for Academic Affairs, a student may repeat a course in which a grade of 2.5 or below was received. A course may be repeated only once. The student must request and receive written approval and meet the conditions for continuation to proceed in the program before enrollment in additional courses.

GRADUATION POLICIES

1. Completion of all required courses with an earned grade of 3.0 or higher.
2. Submit, oral defense of, and approval of Synthesis Project proposal. (Completion of number 2 establishes Candidacy for the degree).
3. Students must successfully complete the Synthesis Project. Students must be registered the semester in which the Synthesis Project is completed.
4. Oral presentation on the Synthesis Project and written product.
5. Complete and submit committee approved written document for Synthesis Project.

OFF-CAMPUS PROCTORED EXAM POLICY

To protect the integrity of exams and to facilitate an optimal test taking environment for students, the following policy applies:

1. Off-campus site proctored exams may be arranged by students who live greater than 100 miles from campus.
2. Off-campus site exams are allowed at designated testing centers only. Designated testing centers are sites at which testing is routinely administered by personnel whose job description includes proctoring tests. All off-campus sites and proctors are subject to CON approval.
3. The site must have computers with a word processing program such as MS Word, capacity to connect to the internet, and a connected printer. There must also be an available fax machine.
4. Students will not be allowed to use their personal computers to write a proctored exam, or personal external drives to save electronic copies of the exam. When use of a computer or external drive is required for an exam, the computer and/or external drive must be the property of the testing site.
5. All electronic copies of exam questions or answers must be deleted from computers and external drives at the conclusion of the exam.
6. All hard copies of exam instructions, questions, answers, and students’ notes, must be returned to the test administrator at the conclusion of the exam.
EV ALUATION AND STUDENT INSTRUCTIONAL RATING SYSTEM (SIRS)

Evaluation is an important component of the educational process. All Students are expected to participate in evaluation processes within the College. The following list includes the forms of evaluation that you will be presented with during your educational program.

- Course Evaluation (SIRS) - every semester
- Faculty Evaluation for each course (SIRS) - every semester
- End of Program Evaluation – End of Final Semester
- Alumni Evaluation--1 year and 5 years after graduation

SIRS
A. Purpose of SIRS
The Student Instructional Rating System (SIRS). SIRS are used in the College of Nursing to foster student input in the instructional process for the following purposes:

1. To elicit students’ perception of course effectiveness in achieving objectives
2. To elicit students’ perception of faculty teaching effectiveness.
3. To elicit student data for determination of continuation or deletion of instructional modes.
4. To provide data to be used in making decisions related to retention, promotion, tenure, salary and merit increases.
5. To provide data for College self evaluation, accreditation quality improvement and self study.
6. To provide data that can be included in faculty references.

B. Policies
1. The College of Nursing Student Instructional Rating System will adhere to the Michigan State University Student Instructional Rating System as approved by the Academic Council on March 6, 1979.
2. The College of Nursing SIRS include separate forms for course and faculty evaluations.
3. Each semester all students in all courses being taught, including every section of each course, will be asked to complete College SIRS on-line for each course enrolled and each instructor.
4. Students shall not be required or requested by faculty members to identify themselves on rating forms. Student identity is confidential and anonymous.
5. Evaluation forms will be collected in a manner that will protect the students’ anonymity.
6. All completed SIRS forms shall be submitted on-line to the Office of Academic and Clinical Affairs. The data will be analyzed to provide frequency distributions, means and standard deviations for each item for individual faculty and courses. This will be done each semester.
7. Results shall be returned to the instructor after all grades have been submitted for information and assistance in improving course instruction and design.
C. Procedures

1. SIRS forms are available for completing online the last two weeks of class and before final exams.
2. In team taught courses a system that complies with the intent of the Student Instructional Rating System Policy approved by Academic Council on March 6, 1979 is to be implemented.
3. Data are analyzed and the results distributed to the faculty after final course grades have been submitted and, when possible, before the beginning of the next semester. Original raw data are available to faculty in their file.
4. Students are encouraged to be professional, honest, fair and constructive in all responses.

END OF PROGRAM EVALUATION

A. The end of program evaluation is used in the College of Nursing for the following purposes:

1. To elicit students’ perception of effectiveness in achieving objectives
2. To elicit student data for determination of needs and expectations in teaching and learning practices.
3. To provide data for College self evaluation, quality improvement and self study.

B. Policies

1. The College of Nursing will obtain student feedback upon completion of the program.
2. The data will be analyzed and reviewed to inform program improvement.

C. Procedures

1. End of Program evaluations will be available for completing online several weeks before and after graduation.
2. Student notification will be sent via last known email and/or mailing address.
3. Data from End of Program Surveys indicating student outcomes and satisfaction with the program will be documented in the relevant standing committee minutes.

ALUMNI EVALUATION

A. The Alumni evaluations are used in the College of Nursing for the following purposes:

1. To elicit alumni’ perception of program effectiveness.
2. To elicit alumni report of their professional activities.
3. To provide data for College self evaluation, quality improvement and self study.

B. Policies

1. The alumni evaluations will obtain feedback at one and five years post graduation.
2. The data will be analyzed and reviewed to inform program improvement.
C. Procedures

1. Alumni evaluations will be distributed online at intervals of one and five years after graduation.
2. Student will be notified via their last known email and/or mailing address.
3. Data from Alumni evaluations indicating student outcomes and satisfaction with the program will be documented in the relevant standing committee minutes.

EXIT SURVEYS

A new short online exit survey for all students graduating with a Plan A or Plan B masters or with a Doctoral degree was introduced May 9th of 2011. Only students who have applied for graduation will have access to the survey. The survey asks questions about educational experiences in MSU graduate programs, as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students.

The identity of all respondents will be kept confidential and only aggregate (group) information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Below are the instructions for completing the survey and they are also available from http://grad.msu.edu/etd/

Instructions for students:

- Access the following website:
- Doctoral Students: https://www.egr.msu.edu/doctoral/survey/
- Enter your MSU NetID (Login Name) and Password
- Complete all the items on the survey. When finished, click Submit.

If you cannot open this survey, please contact Katey Smagur by email at smagurka@msu.edu, and include your name, student ID #, degree level (PhD, MA/MS) and semester of graduation. You will then be notified when you are able to complete the survey.

STUDENT DEPARTMENTAL FILE

A student’s file must consist of but is not limited to the following:

1. Annual Progress Report
2. Mid-Semester Progress Report (as necessary)
3. Clinical Evaluation(s)
4. Completed application of admission to university and College of Nursing
5. Statement of Acceptance
6. Transcripts from prior and current course work
7. Current and restriction free nursing license.
8. Prior graduate clinical practicum
9. APN Certification
MSU COLLEGE OF NURSING STUDENT HONOR CODE

In order to facilitate a climate of academic excellence and integrity, the faculty of the College of Nursing adopted the following Honor Code during the Spring 2003 semester. Students are expected to contribute to the legitimacy of their degree by reporting any breeches to this honor code. Student confidentiality will be maintained in all investigated cases. Students found in breech of the CON academic standards will be reviewed under the academic dishonesty guidelines presented in the Violation of Student Regulations section.

As a student in the MSU College of Nursing...

I vow to hold myself and my peers to the highest measure of honesty and integrity.

I commit myself to respectful and professional conduct in all classroom and clinical interactions.

I will neither give nor receive any unauthorized assistance in completing my assigned academic work.

I will always prepare completely to care for my patients before attending clinicals

I will hold in confidence all personal matters coming to my knowledge in the practice of my calling.

I will do all in my power to maintain and elevate the standard of my chosen profession.

WRITING STANDARDS FOR THE COLLEGE OF NURSING

The College of Nursing requires that students refer to a style manual when writing required papers and bibliographies. The reference format adopted by the College of Nursing is Publication of the American Psychological Association (most recent edition).

Any student who has difficulty with the process of writing a paper should contact his/her course instructor or the major professor for assistance. Assistance is also available at the Writing Center, 300 Bessey Hall. The University Writing Center is an important resource for all students.
COMPUTER TECHNOLOGY REQUIREMENTS

REQUIRED INTERNET CONNECTION

High speed Internet connection: DSL or Cable

SYSTEM/BROWSER COMPATIBILITY

<table>
<thead>
<tr>
<th></th>
<th>Minimum Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Systems</td>
<td>Windows 7, Windows 8, MAC OS X v10.6</td>
<td>Windows 7, MAC OS X v10.9</td>
</tr>
<tr>
<td>Video</td>
<td>Resolution of 1024 x 600</td>
<td>Resolution of 1024 x 768 or greater</td>
</tr>
<tr>
<td>Internet Speed</td>
<td>Cable modem, DSL</td>
<td>Cable modem, DSL</td>
</tr>
<tr>
<td>Browser</td>
<td>Mozilla FireFox, Internet Explorer, Safari</td>
<td>Mozilla FireFox</td>
</tr>
</tbody>
</table>

* NOTE: Students cannot rely on iPads, Chromebooks, or tablets as their primary computer.

REQUIRED TOOLS

**Microsoft Office 2007 or greater** or compatible word processing program—check with your instructor. (Mac compatible versions available.) The MSU Computer Store offers special pricing for hardware and software purchased by MSU students http://cstore.msu.edu/.


NOTE: Other tools (speakers and sound card) and plug-ins (Real Player, QuickTime, and Windows Media Player) are required in some courses—check with your instructor.

RECOMMENDED PERIPHERALS

**Web Cam** for Web conferencing (not used in all courses)
**Microphone and Speakers** for Web conferencing (not used in all courses)
**Anti-Virus/Anti-Spyware** for security
**Warranty Coverage** for devices
**USB Flash Drive** for transferring data

For everything you need to know about computing at MSU http://tech.msu.edu

For technical assistance contact the 24/7 MSU Helpdesk at 517-355-2345 (or toll free at 1-800-500-1554)
LEARNING TECHNOLOGIES

MSU’s College of Nursing uses a variety of technologies to enhance and support student learning and assessment activities. Whether your class is in a physical space, online or both, you can access readings, PowerPoint presentations, discussions, quizzes and exams through the internet. NOTE: A high speed internet is required, as well as certain hardware and software specifications (see Computer Technology Requirements on p.35).

Learning Management Systems (Desire2Learn - D2L)

CON courses will utilize a D2L course space. You access online course spaces via the internet. A MSU NetID and password are required to log in. Some common online course space tools include:

1. Discussion Forums—Instructors often post discussion scenarios for students. Much like you share verbal information in a classroom discussion, you share written information in a discussion forum by writing your thoughts and posting them to a discussion thread for all students to read and respond.
2. Drop Box—Many times assignments are submitted electronically using a drop box tool. Most file types, such as Microsoft Office, Macintosh, and graphics files are supported.
3. Quizzes and Exams—Whether a class is in-person or online, quizzes and exams are usually given electronically; either with ExamSoft software or placed in the online course site for you to complete on your own or in a CON computer lab.

OTHER TECHNOLOGIES

Besides having access to the online course site, course activities require special helper software called plug-ins. These include:

- Adobe Flash Player plug-in to listen to a class lecture and view the accompanying PowerPoint slides
- Multimedia plug-in (Adobe Flash Player, RealPlayer, Windows Media Player, QuickTime, etc. depending on the video file type—check with your instructor) to view videos online
- Adobe Acrobat Reader plug-in to view special files, such as PDF documents

SOURCES OF HELP

D2L HELP documents—this source provides detailed instructions for using D2L tools, diagnosing your computer and obtaining plug-ins (link URL: http://help.d2l.msu.edu).

For all questions related to D2L contact the MSU Helpdesk—this source is available 24 hours a day, seven days a week at 517-355-2345 (on campus X 5-2345) or toll free at 1-800-500-1554.
LA narrator REQUIREMENT

Nursing students admitted to undergraduate and graduate nursing programs at the MSU College of Nursing are required to have a laptop computer for all on-site classes. The laptop is the primary computer for all computerized classroom activities at the College. NOTE: the screen size must be large enough so images/pictures can be easily viewed (i.e., no Smartphone, i-Pad, or iPod) and screen size must be small enough to avoid crowding table space in the classroom. In addition, students' laptops must be capable of operating in class without dependence on a power cord or Ethernet cable. Students will be responsible for having a sufficiently charged laptop battery and a working wireless card for assigned classroom activities.

Additional online testing software may be required
INTELLECTUAL INTEGRITY POLICIES

STUDENT SCHOLARLY ACTIVITIES

The DNP students are obligated to hold themselves and their peers responsible for maintaining academic integrity in written work and in patient care situations and to abide by the regulations governing academic integrity set forth by Michigan State University and published in Spartan Life.

Students engaged in scholarly activities (e.g. Scholarly projects) should follow the guidelines of scholarly writing as outlined in the latest edition of the Publication Manual of the American Psychological Association and the MSU College of Nursing Guidelines for Authorship. Ethical principles ensure the accuracy of scientific and scholarly knowledge and protect intellectual rights. Principles include reporting of results, plagiarism, publication credit, sharing data, and copyright.

Research Misconduct and Questionable Research Practices within the college are defined consistent with the University Document on Intellectual Integrity.

Research Misconduct - Misconduct in scientific or scholarly activities means fabrication (e.g., making up data or results), falsification (e.g., changing data or results), plagiarism (e.g., using the ideas or words of another person without giving appropriate credit) or other practices that seriously deviate from those that are commonly accepted within the scientific community (see below) proposing, conducting, or reporting research. It does not include honest error or honest differences in interpretations or judgments of data or results.

Serious deviations from accepted practice involve intent and consist of:

1. Intentionally misrepresenting data that might lead to serious errors in practice or other critical applications.
2. Intentionally destroying or altering (raw or analyzed) data or results of a research project.
3. Intentionally sequestering or otherwise preventing access to data by other qualified members or a research project team.
4. Intentional abuse of confidentiality (e.g., unauthorized dissemination of ideas or data gained from access to privileged information, for example, in the review of manuscripts or proposals.)
5. Retaliation of any kind against a person who reported or provided information about suspected or alleged misconduct and who had acted in good faith.

Questionable Research Practices - are actions that violate traditional values of the research enterprise and that may prove detrimental to the research process. Examples of questionable research practices include:

1. Failing to keep adequate research records, especially for results that are published and/or are relied upon by others.
2. Failing to retain significant research data or results for a reasonable period.
3. Refusing to give peers (who are not of the project team) reasonable access to unique research materials or data that support published papers.
4. Exploiting or inadequately supervising research subordinates.
5. Intentionally misrepresenting speculations as fact or releasing preliminary research results without providing sufficient data to allow peers to judge the validity of the results or to reproduce the experiments.
6. Conferring or requesting authorship on the basis of inadequate contributions.
7. Refusing authorship or the right to publish independently for improper or inadequate reasons.
8. Failure to report observed misconduct.

GUIDELINES FOR INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

Students are expected to adhere to the Intellectual Integrity Policies of the College of Nursing, the Guidelines for Integrity in Research and Creative Activities of Michigan State University, and the ethical guidelines for research of the Federal Government. The MSU Guidelines for Integrity in Research and Creative Activities identifies the key principles of 1) Honesty in proposing, performing and reporting research, 2) Recognition of prior work, 3) Confidentiality in peer review, 4) Disclosure of potential conflicts of interest, 5) Compliance with institutional and sponsor requirements, 6) Protection of human subjects and humane care of animals in the conduct of research, 7) Collegiality in scholarly interactions and sharing of resources, and the 8) Adherence to fair and open relationships between senior scholars and their coworkers. For full text of these guidelines see the web site http://grad.msu.edu/researchintegrity/

The number of cases of scientific misconduct due apparently to unintentional plagiarism continues to be substantial. Consider including, as part of the orientation materials or graduate program handbook, information on “Ithenticate”, the anti-plagiarism software that is available on Desire 2 Learn (https://d2l.msu.edu/) as part of the “Turn-It-In” package. Ithenticate is set up so that faculty, postdocs, and graduate students can check their manuscripts for unintentional plagiarism before submitting them. Read more at: http://tech.msu.edu/ithenticate/
POLICY REGARDING TRAINING IN THE RESPONSIBLE CONDUCT OF RESEARCH

**Background:** Michigan State University (MSU) College of Nursing (CON) aims to foster a scholarly environment that promotes responsible and ethical research conduct. MSU CON will not tolerate research misconduct. This policy outlines the CON policy on training and regulation of academic integrity in research and publication to promote compliance with the highest scholarly standards.

The Federal and University Office’s of Research Integrity outline the regulations and procedures that will help ensure the quality and integrity in research and publications, and recommend a combination of self-regulation, adherence to individual and professional standards, and reference to the highest research traditions and best practices that characterize academic research institutions.

**Purpose:** This policy delineates the requirements for the necessary and mandatory training and oversight in the responsible and ethical conduct of research to all MSU CON Master’s and Doctoral students, as well as all students (undergraduate to postdoctoral), research staff and faculty who are supported by federal funding to conduct research.

**Applicability:** This policy applies to all persons conducting federal level research for the CON, as well as all students enrolled in graduate programs delivered by the CON.

**Definitions:**
- Research includes the exploration, discovery, interpretation, revision, and sharing of knowledge, including the creation of works for the enlightenment and intellectual stimulation of humans across all disciplinary fields from the arts and humanities to the sciences.
- “Person conducting research” includes student assistants at all levels, postdoctoral researcher, graduate assistants, postdoctoral fellows, research associates, trainees, visiting researchers and faculty.
- Responsible Conduct of Research is defined as conducting research in ways that fulfill the professional responsibilities of researchers, as those responsibilities are defined by their professional organizations, MSU and, when relevant, governmental and other entities that support and regulate research.
- Research integrity is the quality of possessing and steadfastly adhering to high professional principles, standards, and obligations, as prescribed by professional organizations, MSU, and when relevant, governmental and other entities that support and regulate research.
- Research Ethics is the critical study of the moral problems associated with, or that arise in the course of, pursuing research.

**Procedure:** All persons who conduct research and graduate students in the CON shall be trained in the responsible conduct of research, research integrity, and ethical responsibilities. Evidence of successful completion of a minimum of five hours of formal training is required initially. Training shall be updated annually (minimum of three hours).

All training will be based on the Research Integrity guidelines and handbook (http://ori.dhhs.gov/education/products/RCRintro/) published by the Office of Research Integrity (http://ori.dhhs.gov/). Training will consist of face-to-face training, voice-
over recordings and on-line module. All training will be evaluated with an appropriate validation procedure.

A. All persons conducting federal level research (include student assistants at all levels, postdoctoral researchers, graduate assistants, postdoctoral fellows, research associates, trainees, visiting researchers, research staff and faculty) will complete five hours of training and evidence of satisfactory completion of the training within the first three months of employment or at the time of assignment to a research activity followed by three hours of training in each subsequent year.

1. Evidence of completion will be tracked by the MSU CON Nursing Research Center (NRC) Coordinator or designee.
2. Training will be reported by the NRC to the Graduate School each semester.
3. Compliance must be demonstrated within the first three months or the employee will be subject to termination.
4. All Research Integrity content and evaluation for staff will be reviewed, approved, and updated by the Research Committee and administered by the NRC.

B. Graduate students (Master’s, DNP and PhD) will complete training through a carefully monitored curriculum appropriate for their program. Five hours of training must be completed within their first year of their appointment to graduate study followed by three hours of training in each subsequent year.

1. DNP students will be required to complete training in the following topics:
   i. Protection of Human Subjects
   ii. HIPAA
   iii. Introduction to Research Integrity Principles
   iv. Mentor/Trainee Relationships
   v. Plagiarism
   vi. Collaborative Science
2. Evidence of the successful completion of training must be submitted by the student to the Graduate Clinical Programs Secretary.
3. Students who fail to demonstrate successful completion of annual training requirements are considered in academic jeopardy.
4. All Research Integrity content and evaluation for graduate students will be reviewed, approved, and updated by the Graduate Program Committee and maintained in the respective program offices.

C. There is material to meet the requirements provided in orientation, selected courses, annual HIPAA compliance, biennial IRB training, and through continuing education provided by the Graduate School. Specifically:

Year I: HIPAA, Mentor/Trainee Relationships, Plagiarism
Year II: HIPAA, plus IRB
Year III: HIPAA and two additional modules
If a student needs more than three years to complete the requirements they must remain compliant with RCR
**Policy Violations:** Misrepresentation of the information required to be documented or reported under this Policy may result in disciplinary action, up to and including dismissal.

Approved by GPC on October 1, 2010 (ej)
GENERAL POLICIES AND RULES

ATTENDANCE POLICY

CLASS ATTENDANCE

Class attendance, in both on-campus intensives and online classes (synchronous and asynchronous), is considered the responsibility of the students and is an essential and intrinsic element of the academic process. A student’s absence from class does not relieve him/her from responsibility for punctual fulfillment of any course requirement such as a quiz, examination or written assignment, nor are instructors under any obligation to repeat a test, teaching or information given which was missed because of discretionary absence. Each instructor has the responsibility of telling students what part of their final grade is determined by regular class attendance.

INCLEMENT WEATHER POLICY

In the event of inclement weather, the Vice President for Finance and Operations is designated as the official spokesperson for severe weather procedures and will make decisions and give out information as needed. Notification may be provided in one or more of the following formats:
1. Emergency Text Messaging Notification - (a voluntary opt in program for text messaging) To register, please visit https://etext.msu.edu/
2. Public Broadcast services
3. Reverse 911 - (allows the university to call into phones numbers within the university to provide emergency alert and safety information, including instructions to stay in place.)
4. The MSU Homepage
5. Building Emergency Action Teams via pager - These trained personnel advise and assist the university community in emergency situations.

DNP Intensive Policy
Intensives are cancelled only when the University closes.

COURSE WORK TIME LIMITS/EXTENSIONS

TIME LIMIT FOR COMPLETION OF GRADUATE STUDIES

The DNP Program must be completed within six (6) years from the beginning of the first enrollment in which credit is earned toward the degree.

DEGREE TIME EXTENSIONS

If a student is unable to complete the degree within the six-year time limit, he/she may submit a request for a time extension. Currency and competency must be documented in courses exceeding the six year limit. A one-year extension is the
maximum that may be granted. Only one extension is allowed.

A written request for a time extension should be submitted to the Director of Graduate Clinical Programs. The request must include the time frame for completion of the thesis that is approved by the thesis committee.

The student must schedule a meeting with the major professor and Director of Graduate Clinical Programs to discuss the request. The major professor prepares a memorandum to the student with the recommendation and sends it to the Associate Dean for Academic and Clinical Affairs for approval/denial. If the request is approved, the student will sign a contract that designates a deadline for completion of requirements. The contract will be retained in the student’s academic file.

CON will review to ensure the students meets the current expectations for the degree.

LEAVE OF ABSENCE

Students who have completed courses in the program may submit a request for a leave of absence for no more than one (1) year. The request must include a documented educational plan. The decision to approve/disapprove leave requests is at the discretion of the Associate Dean for Academic and Clinical Affairs. Students who stop out for more than three semesters without an approved and current educational plan are subject to dismissal from the program. Reinstatement in the program is based on compliance with the educational plan and on the availability of space in required courses.

TRANSFER COURSES

Up to 25% (9 semester credits) of graduate coursework (excluding synthesis project credits) may be transferred into the DNP program from other Commission on Collegiate Nursing Education and NLN accredited programs upon the approval of the College of Nursing.

The transfer of course credits from other institutions may be completed through the following procedure:

When possible, obtain written permission from the major professor before enrolling in a course at another University. Send a copy of this written permission to: College of Nursing Student Support Services, C120 Bott Building.

Students must submit the course syllabi and an official transcript for review when requesting credit for transfer courses completed without prior approval. Materials should be submitted to the College of Nursing, Office of Student Support Services, Bott Building for Research and Nursing Education, 1355m Bogue St. Room C 120, Michigan State University, East Lansing, Michigan 48824-1317.
When the course is completed at another institution, request that official transcript of the grade(s) be sent to: College of Nursing, Office of Student Support Services, Bott Building for Research and Nursing Education, 1355m Bogue St. Room C 120, Michigan State University, East Lansing, Michigan 48824-1317.

Courses taken prior to admission to the DNP program, but counting towards the DNP curriculum will trigger the beginning of the student’s time to degree.

Refer to the Current MSU Academic Programs Catalog for additional information. See the MSU website at: https://www.reg.msu.edu/AcademicPrograms/Default.asp

**STUDENT RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Pursuant to the Federal Family Educational Rights and Privacy Act (FERPA), the University has established policies governing privacy and release of student records. The University has designated certain personally identifiable information as directory information, which may be released at the discretion of the University to anyone who makes a request. Directory information has been defined as name, local address and telephone number, MSU Net ID, permanent address and telephone number, current enrollment status or dates of attendance, program level, class, major, current term candidacy for degree and/or teacher certification, information pertaining to awards and honors achievements, MSU degree(s) earned and dates, recommendation to the State of Michigan for teaching certificate and effective dates, participation in officially recognized MSU activities and sports—including weight and height of athletic team members, recognition documents of student organizations, employment status as a graduate teaching assistant or research assistant, office address, and office phone number.

A student may restrict the release of directory information by notifying the Office of the Registrar, 150 Administration Building.

Students have the right to inspect and review their education records; seek amendment of the records they believe to be inaccurate, misleading, or otherwise in violation of their privacy rights; consent to disclosures of personally identifiable information contained in their records, except to the extent that the law authorizes disclosure without consent; and file a complaint with the U.S. Department of Education concerning alleged failures of the University to comply with the law.
CLINICAL EXPERIENCE POLICIES

STUDENT CLINICAL ATTIRE POLICY

Students must comply with approved clinical attire requirements as a part of safety and professional expectations. The following guidelines apply to DNP students in all clinical settings.

The student attire is an MSU CON white lab coat with MSU picture ID and business attire unless clinical attire is required for agency.

CLINICAL PRACTICUM EXPERIENCE

Per the Michigan State University, College of Nursing clinical practicum experience placement policy, each student will be placed with leadership and/or preceptors who possess appropriate credentials (i.e., licensure, certifications, and clinical experience) and who meet the MSU standards to precept at the graduate program level in a practice setting that facilitates achievement of your educational goals.

TRANSPORTATION TO AND FROM COMMUNITY AGENCIES

It is not the responsibility of the College of Nursing to arrange for transportation to and from clinical/project sites. Due to this, each student must have access to reliable/insured means of transportation during this stage of their education. Students should also note that they are responsible for all costs associated to their transportation to and from clinical/project sites.

The College of Nursing seeks the best educational opportunities and environments for its students, and therefore students may be required to travel as part of their educational experiences. The student is responsible for all expenses accrued for such travel.
GUIDELINES FOR OCCURRENCE REPORTING

Any occurrence (including injuries to student, faculty, or patient; threat of legal action or accusation of wrong doing; or any other occurrence deemed atypical or serious by individuals involved) shall be documented on the appropriate form and reported to the College of Nursing Office of Academic Affairs and the Associate Dean for Academic and Clinical Affairs.

STUDENT ACCIDENTS

Reporting the Student Injury/Exposure
It is the responsibility of the supervising faculty to report any injury involving students. A “Student Accident Report” form should be used to report student accidents occurring while the student is engaged in classroom, laboratory or other types of academic activities. A student exposure report form should be used to report student exposure to Tuberculosis, Blood Borne Pathogens and Zoonotic Disease.

Student Injury/Exposure
Faculty will assist student in attending to medical needs prior to initiation of reporting process. The Office of Academic Affairs must be notified of the occurrence of an injury or incident immediately by supervising faculty. The following forms must be completed and submitted to the CON Office of Academic Affairs within 24 hours of the incident:

Agency reports should be submitted by faculty to the appropriate office at the site where accident occurred as required by agency policy. Clearance from physician may be required to return to labs and/or clinical based on injury sustained.

Emergency Health Care for Students in Clinical Agencies
The hospital or agency does not assume liability for any accident or illness during the student’s assignment. Injuries received during clinical assignment are considered class injuries by the MSU Health Center.

Health service for students is available at the MSU Olin Health Center. Whenever possible, the student should go to the MSU Olin Health Center for care. Each student is responsible for his/her transportation.

Clinical agencies will make available emergency medical treatment if possible, or direct the student to the nearest hospital, the cost of which shall be assumed by the individual student.

If necessary, faculty may transport ambulatory ill or injured students to an appropriate treatment site. Mode of transportation will depend on the extent of illness or injury. On campus, a van is available at (http://olin.msu.edu/van.php) Olin Health Center to provide transportation for those students to Olin who are not ill enough for an ambulance or emergency transport.
# Student Accident/Injury Report

(Conference/Lab/Academic Activity Accidents)

<table>
<thead>
<tr>
<th>Type or Print</th>
<th>Police/Fire Emergency Dial 911</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TIME &amp; PLACE</strong></td>
<td></td>
</tr>
<tr>
<td>Accident Date/Time</td>
<td>Course Title/Section #</td>
</tr>
<tr>
<td>Location: MSU building, Room #, (Be Specific)</td>
<td></td>
</tr>
<tr>
<td><strong>DESCRIBE WHAT HAPPENED</strong></td>
<td></td>
</tr>
<tr>
<td>Describe What Happened</td>
<td></td>
</tr>
<tr>
<td><strong>INJURED PERSON</strong></td>
<td></td>
</tr>
<tr>
<td>Student's Name</td>
<td>Student Number</td>
</tr>
<tr>
<td>Age:</td>
<td>Gender: Female ☐ Male ☑</td>
</tr>
<tr>
<td>Campus Address</td>
<td></td>
</tr>
<tr>
<td>Home/Parent's Address</td>
<td>PHONE #</td>
</tr>
<tr>
<td>INJURED ☐ No ☑</td>
<td>If Yes - Describe the type, severity, and body part(s) involved:</td>
</tr>
<tr>
<td><strong>DESCRIPTION OF INJURY</strong></td>
<td></td>
</tr>
<tr>
<td>Medical Care Received Yes ☐ No ☑</td>
<td>If Yes - Describe:</td>
</tr>
<tr>
<td><strong>WITNESSES</strong></td>
<td></td>
</tr>
<tr>
<td>Name</td>
<td>Address</td>
</tr>
<tr>
<td>Report Completed by: (Print Name &amp; Title)</td>
<td>Date:</td>
</tr>
<tr>
<td>Report Reviewed by: (Print Name &amp; Title)</td>
<td>Date:</td>
</tr>
<tr>
<td>Department/College:</td>
<td></td>
</tr>
<tr>
<td>Department Administrator’s Signature:</td>
<td>Date:</td>
</tr>
</tbody>
</table>

Notify Safety Services of Accidents Requiring IMMEDIATE Investigation at 3-5360 or 5-2221

Distribution: Original - Risk Management, 113 Olds Hall, Fax 432-3854 / Copy - MSU Police & Public Safety / Copy - Department/College

Revised 6/99
# HEALTH PROFESSIONS STUDENTS EXPOSURE REPORT
for Tuberculosis, Blood Borne Pathogens and Zoonotic Disease

<table>
<thead>
<tr>
<th>NAME</th>
<th>☐ MALE</th>
<th>☐ FEMALE</th>
<th>PID</th>
<th>☐-or- ☐ ZPED</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS</td>
<td></td>
<td></td>
<td>DOB</td>
<td></td>
</tr>
<tr>
<td>PHONE</td>
<td>EMAIL</td>
<td>COLLEGE/DEPARTMENT/PROGRAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>w: ( )</td>
<td>h: ( )</td>
<td>CLINICAL ROTATION SITE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPOSURE DATE</th>
<th>EXPOSURE TIME</th>
<th>FACILITY &amp; CITY OF EXPOSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>month</td>
<td>day</td>
<td>year</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLINICAL CONTACT/ SITE SUPERVISOR</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TYPE OF EXPOSURE</th>
<th>MUCOUS MEMBRANE</th>
<th>PERCUTANEOUS</th>
<th>RESPIRATORY</th>
<th>SKIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Eye</td>
<td>Blood Draw / Type of Needle</td>
<td>Resp</td>
<td>Open Sore,</td>
</tr>
<tr>
<td></td>
<td>Mouth</td>
<td>IV Start / Type of Needle</td>
<td></td>
<td>Wound,</td>
</tr>
<tr>
<td></td>
<td>Nose</td>
<td>During Surgery / Type of Needle, Instrument</td>
<td></td>
<td>Scratch,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IV Piggyback – Visible Blood in Tubing</td>
<td></td>
<td>Lesions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Needle Stick / Type of Needle</td>
<td></td>
<td>Hangnail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other (laceration, abrasion, etc.)</td>
<td></td>
<td>Eczema</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DURATION OF EXPOSURE</th>
<th>SECONDS / MINUTES / HOURS</th>
<th>EXTENT / DEPTH OF EXPOSURE</th>
</tr>
</thead>
</table>

IN DETAIL, DESCRIBE HOW EXPOSURE OCCURRED (route, circumstances, precautions in place, specific injury, extent of exposure, etc.)

(Continue on page 2)

**EXPOSURE REPORT**
Page 2
SOURCE PATIENT RISK ASSESSMENT

SOURCE PATIENT KNOWN POSITIVE:

☑️  YES ☐  NO ☐  UNKNOWN

If yes, please specify:

_______________________________________
_______________________________________
_______________________________________

HIV Viral Load If known

OTHER KNOWN RISK FACTORS FROM SOURCE

Blood Transfusions (prior to 1992)
History of High Risk Sexual Behavior
Previous or Current Injectable Drug Use
Other (SPECIFY)

ACTIONS TAKEN AS A RESULT OF EXPOSURE

GUIDELINES REVIEWED

☑️  YES ☐  NO

SITE OF INITIAL ASSESSMENT AND CARE

☐  NONE

SELF CARE ADMINISTERED (SPECIFY)

☐  NONE

POST-EXPOSURE TREATMENT

☐  NO TREATMENT RECOMMENDED

☐  TREATMENT RECOMMENDED (SPECIFY)

☐  TREATMENT RECEIVED (SPECIFY)  DATE TREATMENT INITIATED __________________________

FOLLOW UP NEEDED?

☐  NO

☐  YES (SPECIFY)

FOLLOW UP DATE __________________________ FOLLOW UP LOCATION __________________________

BY SIGNING BELOW, I INDICATE THAT I UNDERSTAND THIS FORM WILL BE KEPT CONFIDENTIAL. I ALSO UNDERSTAND THAT ADMINISTRATORS (OR THEIR DESIGNEES) FROM MY COLLEGE/DEPARTMENT OR PROGRAM, THE OFFICE OF THE UNIVERSITY PHYSICIAN, AND THE OCCUPATIONAL HEALTH SERVICE WILL ALSO REVIEW THIS FORM.

STUDENT SIGNATURE __________________________ | __________________________ DATE: ___________

(preprint) (signature)

PREPARER’S SIGNATURE __________________________ | __________________________ DATE: ___________

(preprint) (signature)

COLLEGE / DEPT / PROGRAM ADMINISTRATOR: __________________________ | __________________________ DATE: ___________

(preprint) (signature)

RETURN COMPLETED FORM TO THE ADDRESS OR FAX NUMBER BELOW

Occupational Health Nurse • MSU Occupational Health Srvc • Olin Health Center • East Lansing, MI 48824-1037 • 517.355.0332

DO NOT COPY THIS FORM
CLIENT INJURY/INCIDENT INVOLVING STUDENT

Reporting of any patient occurrence involving a student or faculty supervising student experiences requires completion of the Health Care Occurrence Report form. If the occurrence takes place at a hospital or other clinical setting, also report according to agency policy. (Faculty may sign form as supervising faculty).

The occurrence form must be completed and submitted to the Office of Academic Affairs within 24 hours. Faculty will notify the Associate Dean for Academic and Clinical Affairs immediately. The Office of Academic Affairs will notify appropriate offices including the Office of Student Support Services, College of Nursing Dean’s Office and the Office of Risk Management and Insurance.
### MSU College of Nursing

**Health Care Occurrence Report Involving Student**

<table>
<thead>
<tr>
<th>Date and Time of Occurrence</th>
<th>Month</th>
<th>Date</th>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date and Time Occurrence Reported</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Location (Name/Address of Hospital/Clinic) |       |
| Specific Department/Area Within Location |       |

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Gender</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Affected Patient</strong></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student Program (Check one)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Undergraduate</td>
</tr>
<tr>
<td><strong>Student</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Brief Factual Narrative/Description of Occurrence:**

**Action/Steps Taken After Occurrence:**

**Any Injury to patient (check one)**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**If yes, describe:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone No.</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**Persons Notified of Occurrence**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone No.</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**This Form Completed By:**

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Signature</th>
<th>Print Name</th>
<th>Phone No.</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Nursing Student</th>
<th>Signature</th>
<th>Print Name</th>
<th>Phone No.</th>
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<tbody>
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</tbody>
</table>

**Distribution:** (1) College of Nursing Program Director  (2) MSU Risk Management, 113 Olds Hall
STUDENT EXPOSURE PROTOCOL

If you have been exposed to tuberculosis or blood borne pathogens:

1. Wash off or flush out exposure.
2. If exposed to one of the below: Act Quickly. Do Not Delay Seeking Evaluation and Treatment. Go to the Nearest Emergency Room.

<table>
<thead>
<tr>
<th>EXPOSURE</th>
<th>EVALUATION TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Blood</td>
<td>Immediate (within 1 hour)</td>
</tr>
<tr>
<td>Monkey B</td>
<td>Immediate (within 1 hour)</td>
</tr>
<tr>
<td>Rabies</td>
<td>Within 1 day</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Contact site coordinator</td>
</tr>
</tbody>
</table>

3. If immediately available, notify faculty, or preceptor prior to going to emergency room.
4. If you cannot find help, call the 24 hour hotline at 1-877-STUCK50 or 1-877-788-2550.
5. For further information about occupational exposures, treatment guidelines, and university reporting requirements, visit the website listed below: www.msu.edu/user/needle

Report all possible exposures to College of Nursing at 517-353-4827 or 1-800-605-6424 within 24 hours and course faculty if not previously notified.
HEALTH AND IMMUNIZATION POLICY

In order to help you protect yourselves and to protect, as much as possible, the patients you will be serving, students are required to provide documentation of vaccinations or immunity to various infectious agents. College of Nursing students are required to supply some health maintenance information prior to enrollment in the program and keep health maintenance records current until graduation from Michigan State University, College of Nursing.

COMPLIANCE

The following requirements and procedures apply to current students and those admitted to start Fall 2015. New requirements from the University Physician for January 2016 are pending.

All College of Nursing students must submit and comply with Centers for Disease Control and Prevention Guidelines for Health-care workers and meet the College of Nursing Compliance requirements according to the chart on the next page.

Student compliance is monitored and maintained in a joint effort between the Office of the University Physician and the College of Nursing Office of Student Support Services. All medical documentation related to immunizations must be submitted directly to the University Physician. All remaining documentation is submitted to the CON OSSS. Multiple systems are used to collect and maintain compliance information: Certified Background, ACE MAPP, and the University Physician Veterinary and Healthcare Professional Student Immunization Site.

Compliance information and pertinent links can be found on the College of Nursing webpage for “Current Students” http://www.nursing.msu.edu/Students/Who%20are%20you/Current%20Student.htm
Contact Information:
HCP Student Immunizations, Office of the University Physician, Olin Health Center, 463 East Circle Drove, Room 346, East Lansing, MI 48824-1037

Office of Student Support Services, College of Nursing, Bott Building for Nursing Education and Research, 1355 Bogue Street, Room C120, East Lansing, MI 48824 517-353-4827; fax: 517-432-8251

<table>
<thead>
<tr>
<th></th>
<th>TBSN</th>
<th>AO</th>
<th>RN to BSN</th>
<th>NP &amp; PM</th>
<th>CNS &amp; PM</th>
<th>NA</th>
<th>PhD</th>
<th>DNP</th>
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</thead>
<tbody>
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<td>x</td>
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<tr>
<td>Seasonal Influenza</td>
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<td>Fingerprints</td>
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</table>
* Depends on clinical placement site

IMMUNIZATIONS
Required: Annually - TB (Tuberculosis) Screen/Test
Required: When approaching expiration - Hepatitis B, TDAP (Tetanus/Diptheria/Pertussis), MMR (Measles/Mumps/Rubella), Varicella (Chicken Pox)

Students must submit their completed Student Immunization Record attaching copies of immunization documentation and other records as requested.

The Form and requirements are available online at: http://www.uphys.msu.edu/hcpimmunize/index.html

Submit the completed Form with supporting documentation to the Office of the University Physician.

Questions about immunization requirements or individual status of immunization records should be referred to:
Paula Guss, R.N. (guss@msu.edu)
MSU Occupational Health
University Physician’s Office 348 Olin Health Center
P: 517-353-8933; F: 517-355-0332
Titer/Immunization Information (Waiting on confirmation of content from P Guss)

For students who are unable to provide proof of immunity, the Olin Health Center will offer an inexpensive 5-titer draw. The titer includes measles, mumps, rubella, varicella and hepatitis B for $34.00. Titers are not required for students who have proof of all required immunizations. The Medical/Nursing Immune Status is available on campus at Olin Health Center’s Allergy and Immunization Clinic by appointments (517)353-4660, Monday through Friday from 9am to 4:30pm or by appointment through MSU Occupational Health (517) 353-9137.

For those unable to complete all three of the Hepatitis B vaccine doses and titer prior to enrollment in the program, there will be an opportunity to receive vaccine and/or titer during the Fall semester at Michigan State University. We encourage you to begin the Hepatitis B series as soon as possible. There will also be an opportunity to receive TB monitoring (either TB test or symptom monitor) and the Nursing Immune Status during the Fall Semester. The cost of all immunizations, titers and TB monitoring are the responsibility of the student.

In cases where vaccines are medically contraindicated a student must submit documentation to the University Physicians Office for review. Students should be aware that medical institutions (hospitals and medical clinics) retain the right to deny patient contact with students who have refused immunization.

SEASONAL INFLUENZA IMMUNIZATION
Required: Annually

The Seasonal Flu shot is required each Fall semester while enrolled in the Nursing program. Based on flu vaccine availability, students must comply by December 1. All students who are vaccinated at any location other than Flu Clinic’s sponsored by the University Physicians office (including the Student Health Center in Olin) must obtain documentation of their immunization and submit to the University Physician’s Office (scanned copy, fax or University mail to 517-355-0332 (fax) or 346 Olin Health Center). Please include your PID and state you are an MSU nursing student on the documentation.

HIPAA (Health Insurance Portability and Accountability Act)

HIPAA privacy rules became effective in April, 2003. MSU is considered a covered entity and as such, all individuals who work in health care professions and individuals with access to protected health information (medical records, patient data, etc.), including health professions students, are required to receive training. HIPAA training may also be required at each healthcare system.

The Office of Student Support Services will update the student’s Compliance record as evidence that the training has been completed.

TBSN and AO students will complete HIPPAA training through ACE-MAPP®. The Office of Student Support Services will retrieve training records electronically and submit them to the University Physicians database.
All other College of Nursing Students will complete this training by viewing the online HIPAA Training PowerPoint. Submit the confirmation of completion form to the Office of Student Support Services.

* ACE-MAPP (ACE Matching and Placement Program): A web-based online learning system which will certify to educational and healthcare institutions that students have completed certain requirements prior to the start of their clinical placements. Specific ACE-MAPP system information will be provided to students at orientation.

**BBP (Blood Borne Pathogen Training)**
Required: Annually

TBSN and AO students will complete HIPPAA training through ACE-Mapp*. All other College of Nursing Students will complete the EHS Bloodborne Pathogen Awareness Training online through Environmental, Health, and Safety (http://www.oeos.msu.edu/TRAIN/BPA/). The Office of Student Support Services will retrieve training records and submit them to the University Physicians database. Students are recommended to print and retain any confirmation pages provided by the training module for their own records.

GRMEP (Grand Rapids Medical Education Partners)
NP students with placement through the GRMEP system in Grand Rapids will have additional compliance requirements and fees. Notification on requirements will take place on an individual basis when assignment is made to these sites.

* ACE-MAPP (ACE Matching and Placement Program): A web-based online learning system which will certify to educational and healthcare institutions that students have completed certain requirements prior to the start of their clinical placements. Specific ACE-MAPP system information will be provided to students at orientation.

**BLS (Basic Life Support for Healthcare Providers)**
BLS training for healthcare workers is required upon entry in the students’ College of Nursing program and renewed prior to expiration (Certifications can be for either 1 or 2 years). Certification at the “lay” rescuer level is not sufficient; BLS must be either HealthCare Provider or Professional Rescuer. Information about training sessions on campus are provided in new student information, at orientation, and as they become available.

Training sites include American Red Cross, American Heart Association, or the Learning and Assessment Center at Michigan State University.

Students must present the BLS card with expiration date to the CON OSSS when BLS is renewed, so the documentation can be entered in the student’s Compliance record. If you expire, agencies will require you to complete the entire course not just the renewal course.

**ACLS/PALS**
Advanced Cardiovascular Life Support (ACLS) and Pediatric Advanced Life Support (PALS) from the American Heart Association (preferred) or American Red Cross must be completed prior to the start of the Nurse Anesthesia Program and maintained throughout the duration of the program.
Students must present documentation with expiration date to the CON OSSS when ACLS/PALS is renewed, so the documentation can be entered in the student’s Compliance record.

Personal Medical/Health Insurance
Documentation of current Personal Medical/Health Insurance is submitted to the CON Office of Student Support Services annually or if insurance changes. This information will be entered into the student’s Immunization and Compliance record (University Physician Veterinary and Healthcare Professional Student Immunization Site).

Note: The University provides liability insurance for all enrolled students engaged in clinical activities under the auspices of the University.

RN License
Documentation of a current, unrestricted State Registered Nursing License is submitted annually (in March if a Michigan license) to the CON Office of Student Support Services by those students enrolled in the RN-BSN or any graduate clinical program. Student in the Nurse Anesthesia Program must have a Michigan RN License.

APRN Certification & Licensure
DNP students must submit documentation of a current, unrestricted (1) license as an advanced practice registered nurse and (2) national certification in their specialty to the CON Office of Student Support Services.

Criminal Background Check, Drug Screening, and Fingerprinting*
The MSU Drug and Alcohol Policy (published in the MSU Student Handbook and Resource Guide http://www.vps.msu.edu/SpLife/index.htm) prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students on MSU property or as part of any of its activities.

The Joint Commission on the Accreditation of Healthcare Organizations (JCAHO) guidelines have resulted in many practice sites opting to require background checks for nursing students working in clinical settings. Additionally, many clinical, non-JCAHO accredited sites affiliated with the university for educational purposes have adopted this requirement and also require drug screens. The clinical programs of Michigan State University College of Nursing require students to participate in the care of patients in various health care settings. Accordingly, passing a criminal background check and drug screen is a condition for participation in the clinical component of all Nursing (graduate and undergraduate) programs.

A Background Check, Drug Screening and Fingerprinting* are required upon acceptance into the College of Nursing. Refusal to comply or falsification of records will result in dismissal from the program. Information about how to complete the Background Check, Drug Screen and Fingerprinting requirements is forwarded to all students in the new student admission packet. Results must be received prior to the first day of the semester (start date of classes).

The College of Nursing uses a 10 Panel Test drug screen (amphetamines, opiates, tetrahydrocannabinol (THC), Phencyclidine (PCP), cocaine, benzodiazepines, barbiturates, methaqualone, propoxyphene, and methadone.
* Fingerprinting is required for TBSN and AO Programs only.

ACE MAPP
MSU College of Nursing utilizes the ACE-MAPP (ACE Matching and Placement Program) System, which is a compliance database and an online learning system that members (nursing schools and healthcare agencies) utilize to process clinical placement requirements for students.

Enrollment in the ACE-MAPP System is an annual requirement for TBSN and AO students prior to their nursing experience in a clinical setting. The annual cost for a student is $50. More information about this system is provided at Traditional BSN and AO Orientations and online.

On occasion, MSN students may be required to use this system depending on the student’s clinical placement site.

Michigan Department of Human Services (DHS) Central Registry Clearance
Michigan’s Central Registry is a list of people who committed child abuse or neglect; as mandated by The Child Protection Law.

TBSN and AO students are expected to complete the “Central Registry Clearance Request” form and submit it and a copy of their driver’s license to CON OSSS.

PROVIDING EVIDENCE OF COMPLIANCE

Students should download and print a copy of their individual Immunization and CON Compliance information from http://www.uphys.msu.edu/forstudents/index.html as evidence that they have completed the Immunization Record and other Compliance requirements.

TBSN and AO
This evidence must be presented to the clinical faculty at course orientation or as directed by the course coordinator. If fully-compliant documentation is not submitted, the student will not be allowed in the clinical unit.

NA, NP, PhD, and DNP
This evidence must be presented to the faculty member at the first on campus course in the semester in which they are admitted. Enrollment is contingent upon successful completion of these requirements.

RN to BSN and CNS
This evidence may be submitted electronically via fax (517-353-9553) or scan to the faculty member during the first week of courses in the semester in which they are admitted. Enrollment is contingent upon successful completion of these requirements.
EDUCATIONAL EXPERIENCES DURING PREGNANCY

The following factors are considered in determining if and when the student’s education must be interrupted. Each case is handled individually.

1. Interest and desire of the student to continue in the educational program.
2. Documented recommendation from the student’s health care provider.
3. Policies of the institution or agency where the student will be engaged in clinical experiences.
4. Potential for exposure to a hazardous environment, such as radiation or a communicable disease.

IMPAIRED STUDENT NURSE POLICY

I. POLICY
The purpose of this policy is to confirm that possessing or being under the influence of alcohol or illegal substances while engaged in clinical activities is strictly prohibited. This policy also provides guidance for accessing resources to provide assistance with substance use problems.

II. FOUNDATIONAL DOCUMENTS
- Michigan State University Policy approved by the MSU board of Trustees 1990 retrieved from Spartan Life May 20, 2014
- Substance Abuse Statement of the American Association of Colleges of Nursing 1998 retrieved from the website on May 20, 2014

III. DEFINITIONS
A. “Alcohol” means: beer, wine, and all forms of distilled liquor containing ethyl alcohol.
B. “Clinical Activities” shall refer to those duties or activities required of Michigan State University (MSU) College of Nursing (CON) students, whether on the campus of Michigan State University or at an outside clinical agency, which involve direct patient care or interaction with a patient, clinical staff, or research subject for purposes of health care, or a CON academic program.
C. “Drug” means any substance that has known mind or function-altering effects on a human subject (i.e. psychoactive substances), including, but not limited to, substances controlled by State or Federal laws.
D. “Drug Paraphernalia” means all equipment, products, and materials of any kind, which are used for injecting, ingesting, inhaling, or otherwise, introducing a drug into the human body. This includes, but is not limited to, all equipment, products, and materials prohibited or controlled by State or Federal laws, and this excludes equipment being used to complete assigned clinical activities.
E. “Student” is an undergraduate or graduate student enrolled in the CON.
F. “Supervisor” is the person assigned to oversee a student while engaged
in performance of a clinical program and/or while engaged in clinical
activities. This person may be a professor/instructor in the CON, or an
employee of the facility at which a clinical experience takes place acting as
the clinical preceptor/mentor.

IV. DRUG AND ALCOHOL POSSESSION AND USE
A. Prohibitions. Except as provided in paragraph B below:
   1. No student engaged in clinical activities shall possess, use, con-
      sume, transport, promote, or sell alcohol, drugs, or drug para-
      phernalia at a clinical site or while engaged in clinical activities.
   2. No student may report to a clinical site or engage in clinical activ-
      ities while under the influence of or impaired by alcohol or drugs,
      to any degree. This is a zero tolerance policy.
   3. This policy is not directly applicable to students who are in the
      traditional classroom/lecture situation; however, all students of
      the University are subject to the MSU Drug and Alcohol Policy.
B. Exceptions. The following circumstances constitute exceptions to this
   policy:
   1. Prescribed and over-the-counter drugs. The use or possession of
      prescribed or over-the-counter drugs and/or drug paraphernalia
      is not prohibited by this policy, if legally obtained, used for the
      purpose for which it was prescribed or manufactured, and if taken
      at the prescribed or authorized dosage; provided that use of the
      drug and/or drug paraphernalia does not interfere with the safe
      and efficient performance of the student’s clinical activities.
   2. Distribution of legally ordered medications as a part of a clinical
      practice experience.
C. Students who participate in clinical activities at outside facilities may also
   be subject to the rules and regulations of the host facility. This may include
   drug and/or alcohol testing pursuant to host facility policies.

V. DRUG AND ALCOHOL TESTING PROCEDURES
A. In order to assure compliance with the policy and as a condition of
   continuing to participate in clinical activities, students are required
   to cooperate with the procedures outlined herein, including drug and
   alcohol testing. Failure to cooperate with the procedures may result in
   termination of a student’s clinical activities, which will carry with it serious
   consequences for the student’s ability to complete the required objectives
   of his or her course of study in the CON.
B. A student may be required to complete drug and/or alcohol testing if
   there is a finding of reasonable suspicion that the student has used drugs
   or alcohol while engaged in clinical activities. Reasonable suspicion shall
   be determined by the supervisor, based upon various factors, including
   but not limited to observation of signs or symptoms commonly associated
   with intoxication, such as: impaired mental ability, inability to maintain
   balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated
   pupils, staggering, awkward movements or erratic behavior. In making
   a determination of reasonable suspicion, the supervisor may take into
   account observations of lay persons, other staff, or faculty of the CON and/
   or agency health care professionals.
C. When finding of reasonable suspicion is made, the following steps will be implemented by the CON:

1. The supervisor shall instruct the student to leave the clinical area and will address the student in private to discuss the behavior(s) observed. The supervisor will specifically inquire about whether the student has used drugs or alcohol and if so, the details of such use. The supervisor shall consult with the Associate Dean of Academic and Clinical Affairs (ADACA), and shall make a determination as to whether to refer the student for drug and alcohol testing.

2. If the supervisor and/or ADACA decide to send the student for testing, the student shall be notified that he or she will be tested for the presence of drugs and/or alcohol. The CON will incur costs associated with the initial testing. A student who refuses to undergo testing shall be presumed to have violated this policy.

3. Transportation to and from the location for testing will be arranged and paid for by the CON. The student will be accompanied by a CON representative at all times to the testing site.

4. Tests shall be conducted pursuant to the testing protocols of the clinical agency or the Office of the University Physician and shall include collection of a urine sample. Samples shall be collected by the clinical agency or the designated screening clinic of the Office of the University Physician. Test results will be interpreted by the University Physician, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of drugs or alcohol. A negative result on a test will not necessitate further testing and no further action shall be taken against the student. In the case of a positive test, the student shall be contacted by the University Physician, who shall determine whether there is any legitimate explanation for the positive test. If no legitimate explanation can be verified by the University Physician, he or she shall advise the ADACA of the CON of the testing results.

5. After testing is complete, the student will be counseled against driving. If the student is unable or unwilling to call a family member or friend to provide transportation home, transportation will be arranged and paid for by the CON.

6. The supervisor will prepare a written report documenting the observed student behaviors on a college student occurrence form and submit same to the ADACA.

7. The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student drug and alcohol testing.

D. A student who has been sent for a drug and alcohol test shall be suspended from participation in clinical activities until the results are returned. Test results shall be provided by the University Physician to the ADACA. If the results are negative and the student also meets the technical standards for participation in clinical activity, the student shall be permitted to resume his or her regular clinical activities immediately with make-up time scheduled as needed to achieve course outcomes. If the test results are positive for the presence of drugs or alcohol, or if the student refuses to submit to testing, the following steps shall be followed.
1. A meeting will be held, within a reasonable period of time, with the student, the course faculty involved, and the program director to discuss the incident, allow all parties to provide any relevant information, and to discuss sanctions and/or academic consequences related to the alleged violation. Sanctions may include suspension from all clinical programs, a failing grade for a given course, or dismissal from the CON.

2. If the CON does not initiate dismissal proceedings, the student will be required to attend a substance abuse evaluation at the MSU Counseling Center or with a certified or licensed professional capable of providing this service. The student will sign a consent form to allow release of the evaluation results to be provided to the ADACA. The student shall be required to follow any treatment plan which may be recommended as a result of the substance abuse evaluation. Refusal to undergo substance abuse evaluation or failure to comply with any recommended treatment will result in the student’s dismissal from the CON. Following successful completion of any such treatment plan and/or upon certification by an appropriate substance abuse counselor that the student is fit to return to clinical activities, the student shall be permitted to resume full participation in the CON curriculum.

3. Any student who holds an RN license and who has a positive drug screen confirmed must contact the Michigan Health Professional Recovery Program as part of the evaluation process. If the student is diagnosed with abuse of or dependence on a substance, the student must comply with a monitoring program. If a student who is a licensed nurse fails to participate in a MHPR program, the CON will notify the Board of Nursing.

4. The College of Nursing will file a complaint with the student judicial process when a positive drug test result is received. The CON will be notified of the outcome of this process.

VI. APPEALS
A. Students disciplined as a result of this policy may use the student appeal process as outlined in the MSU College of Nursing Handbook and the MSU Student Rights and Responsibilities or Graduate Students Rights and Responsibilities document, as appropriate.

VII. REINSTATEMENT TO CLINICAL PROGRAM/ACTIVITIES
A. In order to apply for reinstatement to clinical activities after a suspension, a student must provide to the CON the findings, reports, and/or recommendations of any drug and alcohol counselors or health care providers related to the student’s violation of this policy and subsequent treatment. Relevant student judicial findings and sanctions must also be provided to the college.

B. A student who has been removed from a clinical program for a violation of this policy shall be permitted to return to the clinical program upon fulfillment of the following conditions:
   1. Expiration of any academic suspension or disciplinary suspension.
   2. Written documentation of successful completion of all recommended drug and alcohol services and compliance with any sanctions or requirements issued pursuant to the student judicial
process.

3. Agreement to voluntarily participate in random drug or alcohol screening for a designated period of time, the cost of which must be paid by the student.

C. A student’s return to any clinical experience will be contingent upon acceptance by the clinical partner/agency.

VIII. ASSISTANCE TO STUDENTS WITH DRUG OR ALCOHOL PROBLEMS

A. Students with drug or alcohol problems, whether or not engaged in clinical activities, are encouraged to voluntarily seek assistance through the MSU Counseling Center. Professors, instructors, and advisors in the CON will assist students with referrals, as requested.

B. Any student in the College of Nursing who is convicted of a drug or alcohol related offense including Minor in Possession and DUI will report this occurrence to the ADACA within 7 days.

NOTE: Any situation that may arise that does not fall within the policy guidelines will be addressed on a case by case basis, in consultation with the College of Nursing, Office of the University Physician, Office of the Vice President for Student Affairs and Services, and University Risk Management.
FINANCIAL AID AND STUDENT GOVERNMENT

FINANCIAL ASSISTANCE

Need-based scholarships and loans are administered by the Office of Financial Aid in the same manner as other need-based financial aid programs available to MSU students. Applications for scholarships or loans may be obtained from the University Office of Financial Aid (Student Services Building), College of Nursing Office of Student Support Services, and the Graduate Office.

Graduate assistantships, private scholarships, Professional Nurse Traineeships and MSU Fellowships are available through the College of Nursing. Students should complete the College of Nursing Scholarship Application by March 1 and complete the Free Application for Federal Student Aid (FAFSA) for support during the following academic year.

Financial award is contingent upon the availability of monies and criteria specified by the funding source.

GRADUATE ASSISTANTSHIPS

Graduate assistantships may be available fall, spring, and summer semesters within the College of Nursing. Graduate assistantships are available only to graduate students who are in good standing and actively pursuing degree programs. Appointments are either quarter-time (10 hours per week) or half-time (20 hours per week), and the student must be enrolled for a minimum of six credits. Any deviation from the maximum credit requirements must have the written approval of the Dean before registration. In addition to a monthly stipend, the student receives nine (9) credits of paid tuition Fall and Spring semester and five (5) credits of paid tuition Summer semester while appointed as a GA. Graduate assistants must achieve and maintain satisfactory academic records. This means a 3.00 or higher grade point average.

Lifelong Education students, (except if dually enrolled in an MSU graduate program), and dually enrolled bachelor’s/master’s degree students are not eligible for graduate assistantships.

Graduate assistants are responsible for understanding the weekly workload expectations during the entire period of their appointments. This includes work assigned and the time frame within which the work must be completed, essential duties and responsibilities, work conditions and vacation opportunities, if any. If a graduate assistant resigns an assistantship during a semester, such that the appointment does not meet minimum duration standards (53 calendar days in Fall and Spring; 46 calendar days in Summer) he/she will be assessed tuition for all credits carried, and those who are not Michigan (in-state) residents will be assessed out-of-state tuition.
For any changes in courses made after the “End of 100% Refund Period” (see the Academic Calendar: http://www.reg.msu.edu/ROInfo/Calendar/Academic.asp), no refund will be made for credits dropped, nor may courses be exchanged, even when such courses are covered by tuition waiver. Courses added after the 100% refund period are not covered by the tuition waiver.

Examples of responsibilities include teaching, research, data analysis and assisting in the writing of reports, data summaries and abstracts, and administrative/programmatic assignments.

A graduate assistant unable to fulfill the duties of his/her appointment because of illness or injury shall notify the administrator of his/her appointing unit as soon as circumstances permit. Similarly, a graduate assistant unable to fulfill the duties of her appointment because of pregnancy shall notify the administrator of her major unit as soon as circumstances permit.

Section 4.2 “Graduate Assistants” and Section 2.5 “Educational Training of Graduate Students in Teaching Roles” describe the department/unit responsibilities for training and evaluation of graduate assistants. Copies of the GSRR may be obtained from the Council of Graduate Students Office (316 Student Services Building, 353.9189) or the Graduate School (118 Linton Hall, 355.0301), or viewed on the web at http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities

Interested students should complete the College of Nursing Application for Assistantship, Fellowship, Traineeship form and attach a current resume.

SCHOLARSHIPS

The College of Nursing administers several scholarships which are established by the gifts and contributions of various private donors and friends of the College. Scholarship amounts vary and include both merit-based and need-based criterion. The application deadline for College of Nursing scholarships is March 1; applications are available in the Office of Student Support Services and on-line at www.nursing.msu.edu/scholarships.asp.

NURSE FACULTY LOAN PROGRAM (NFLP)

Grant funded from the Health Resources & Service Administration (HRSA). The purpose of the program is to increase the number of nursing faculty by offering educational loans to graduate students who intend to work as nurse faculty following graduation. This loan program will be offered to interested students in three of the graduate nursing programs at MSU: 1) Clinical Nurse Specialist-Education, 2) PhD in Nursing, and 3) DNP. During the course of the nursing graduate program, students must complete education courses to prepare for the faculty role.
GRADUATE FELLOWSHIPS

The University Graduate Fellowships may be given to graduate students who are U.S. citizens or permanent residents. Exception for awards to foreign graduate students requires prior approval of the College and the Graduate School. Graduate Out-of-State Tuition Fellowships may be given regularly to foreign, as well as, domestic graduate students. Any award providing for tuition will pay only for graduate course or research credits; Graduate and visitor credits will not be paid. Any forfeiture of fees resulting from dropping credits will be charged to the student.

Awards will be paid as a lump sum credit to be applied against tuition (unless monthly stipends are required by an external agency) so that students can register (at early or regular registration) and have their tuition and fees paid out of their fellowship award. Students who register during regular registration will receive any excess aid funds (including fellowship awards) at registration. Those students who register early can pick up a check for any excess funds (including fellowship awards) as of the first day of regular registration outside Room 110 of the Administration Building. Those checks that are not picked up within ten days will be mailed to the students.

The University requires that recipients of these awards sign an agreement to repay any stipends received or tuition awarded in the event that the student leaves the University during the period of appointment or otherwise fails to meet the requirements of the award.

Interested students should complete the College of Nursing Application for Assistantship/Fellowship/Traineeship.
MANDATORY TRAINING

All TAs and RAs must complete the on-line training about the Relationship Violence and Sexual Misconduct Policy.

To Access the training, login to the ORA training website at: http://goo.gl/pLh01o. Click “Register,” “Complete Registration” and then “Launch” to begin the Relationship Violence and Sexual Misconduct (RVSM) Policy - Faculty, Staff Training. (If it indicates that you have already registered, use “In Progress Training”, then “Launch.”).

You will want to reserve approximately 30 minutes to complete all assignments. If you need assistance, contact the Helpdesk at 517-884-4600 or train@ora.msu.edu.

GRIEF ABSENCE POLICY

If employed as a RA or TA, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in the MSU GEU CBU Article 18.

EMPLOYMENT LEVELS FOR TAS

Article 19 of the Graduate Employees Union Teaching Assistant Contract defines three (3) employment levels for TAs. The College of Nursing requires six (6) semesters to move to Level 3.

GRADUATE EMPLOYEES UNION (GEU)

The Graduate Employees Union consists of graduate students at Michigan State University who are employed as teaching assistants. In the spring of 2001, graduate teaching assistants voted to certify GEU as their sole legal representative on issues of employment, working conditions, and benefits. In affiliation with the American Federation of Teachers (AFT), the GEU was organized to negotiate with the University for acceptable health care benefits, fair working conditions, and reasonable limits on work hours. All GEU decisions are made by graduate assistants at MSU. The contract can be viewed at http://grad.msu.edu/geu/agree.pdf

The office is located at 420 Albert Avenue
Phone: 517.332.2824
E-mail: geu@msu.edu
Webpage: http://www.geuatmsu.org/
SUPPORT SERVICES

EAST LANSING CAMPUS RESOURCES AND FACILITIES

ACCESS TO HEALTH COMPLEX BUILDINGS

Hours for access to buildings are posted on the outer doors. Generally, all buildings are locked on weekends and evenings (Smoking is prohibited in all MSU buildings).

TELEPHONE CALLS

Incoming emergency calls during business hours may be routed through the College of Nursing at (517-353-4827).

NOWICKI STUDENT COMMONS

The Student Commons will be located in C115, first floor of the Bott Building for Nursing Education and Research.

GRIEF ABSENCE POLICY

The faculty and staff should be sensitive to and accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy so that the student is not academically disadvantaged in his/her classes.

It is the responsibility of the student to: a) notify their advisor/major professor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student’s initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/major professor and faculty, and c) complete all missed work as determined in consultation with the advisor/major professor and faculty.

It is the responsibility of the advisor/major professor to: a) determine with the student the expected period of absence - it is expected that some bereavement processes may be more extensive than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student’s return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence.

Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

STUDENT ORGANIZATION INVOLVEMENT

http://nursing.msu.edu/Students/Student%20Involvement/default.htm
Sigma Theta Tau, Inc.
Doctoral Nursing Association (DNA)
COUNCIL OF GRADUATE STUDENTS (COGS)

The Council of Graduate Students (COGS) represents all registered Michigan State University graduate and graduate-professional students. COGS is composed of one representative from each degree-granting unit and seven officers. COGS exists to: 1) promote the academic, social, and economic aims of graduate and graduate-professional students; 2) establish effective communication among these students; 3) create channels of communication among these students; and 4) to create channels of communication with other student organizations and with the academic and administrative units of the University.

COGS maintains an office at 316 Student Services Building where it provides a copy service and a thesis and dissertation printing service. The e-mail address is cogs@msu.edu.

A financial aid program sponsored by COGS is administered by the Office of Financial Aid. COGS has also arranged for graduate students to use the ASMSU Legal Services.
STANDING COMMITTEES WITH STUDENT REPRESENTATION

The standing committees in the University and College of Nursing with graduate student representation are:

- Council of Graduate Students.
- The Graduate Program Committee
- The Practice Committee
- Student Advisory Council

STUDENT PARKING POLICY

Students may register their vehicle and obtain a commuter lot parking permit application from the Department of Police and Public Safety which can be found at www.police.msu.edu. Your permit privileges are not valid until your permit is properly affixed to your windshield. To register your vehicle you must present a current student ID, a valid driver’s license and your vehicle registration. For additional questions, please refer to the DPPS office.

No student parking in the Clinical Center lot.

For occasional parking needs (such as intensives), parking is available in Lot #100 in front of the Radiology Building. For rates visit the MSU Police website: http://www.police.msu.edu/visitorparking.asp

EMAIL

Students are responsible for activating and regularly checking their MSU e-mail accounts. This is the only e-mail address that the University will centrally maintain for sending official communications to students, and the only e-mail address that the University will use for sending official communications to students after they enroll. The College is increasing the utilization of this means of communication and it will be the form for numerous important announcements and information. Failure to read official University communications sent to the students’ official MSU e-mail addresses does not absolve students from knowing and complying with the content of those communications. Please refer to Spartan Life Online (Information and Services/Technology Resources) and the “MSU Student E-mail Communications Notice” online at http://www.lct.msu.edu/guidelines-policies/student-email-communications-notice.html

STUDENT LIST SERVE

The College of Nursing graduate student listserv was created to provide a means whereby the MSU College of Nursing can disseminate information of interest to its graduate students in a timely, increasingly accessible, and cost efficient manner. The list serves as the primary and most immediate source of communication and information announcements. Students are enrolled in the College of Nursing graduate student listserv by the College of Nursing and remain a member until graduation from the program.
STUDENT ACADEMIC RIGHTS

OUTLINE FOR HANDLING ALLEGATIONS OF STUDENT VIOLATIONS OF REGULATIONS

_Prohibiting Academic Dishonesty, Violations of Professional Standards, or Falsification of Admission or Academic Records._

A. The faculty or staff member discusses the alleged violation with the student and responds according to the facts of each case. When cases of academic dishonesty are discovered, it is the faculty member’s responsibility to take appropriate action including assigning a penalty grade for the assignment, exam or course. A penalty grade can include a reduced or failing score or grade for the assignment, exam or course.

B. Written notification of the details of the academic misconduct will be provided to the student and the Associate Dean for Academic and Clinical Affairs when a decision is made to assign a penalty grade; this notification will inform the student of her/his right to grieve the allegation. Students should refer to Section 5.5 of the “GSRR” (Graduate Student Rights and Responsibilities) at http://www.vps.msu.edu/SpLife/default.pdf.

C. The Associate Dean for Academic and Clinical Affairs will add the written notification to the student’s academic record, where it will remain, unless the student successfully grieves the allegation.

D. On the first offense of academic misconduct, the student must attend an educational program on academic integrity and academic misconduct provided by the Dean of the Graduate School.

E. When in the opinion of the faculty member or the Associate Dean for Academic and Clinical Affairs, action other than, or in addition to, a penalty grade is warranted, the Associate Dean may call for an academic disciplinary hearing. No student may be dismissed from a course or program of study without an academic disciplinary hearing.

F. In cases in which the Associate Dean for Academic and Clinical Affairs calls for an academic disciplinary hearing, the Associate Dean will refer the case to the Dean of the Graduate School. The Dean of the Graduate School will notify the student in writing of the call for a disciplinary hearing and will invite the student to a meeting to determine the appropriate judiciary. At this meeting, the student will be asked to select either an administrative disciplinary hearing conducted by the Dean of the Graduate School or a disciplinary hearing conducted by the College of Nursing Hearing Board. In cases of ambiguous jurisdiction involving graduate students, the Dean of the Graduate School will select the appropriate judiciary (GSRR 5.5.2).
STUDENT GRIEVANCE AND HEARING PROCEDURES

The Michigan State University Student Rights and Responsibilities (SRR) and the Graduate Student Rights and Responsibilities (GSRR) documents establish the rights and responsibilities of MSU students and prescribe procedures for resolving allegations of violations of those rights through formal grievance hearings. In accordance with the SRR and the GSRR, the College of Nursing has established the following College Hearing Board procedures for adjudicating academic grievances and complaints. (See GSRR 5.4.)

I. JURISDICTION OF THE COLLEGE OF NURSING HEARING BOARD:

A. The College Hearing Board serves as:

1. the appellate Board for academic grievance hearings initiated at the Department/School level by graduate students. (See GSRR 5.1.1. and 5.4.12.)

2. the initial Hearing Board for academic grievance hearings involving graduate students who allege violations of student academic rights and graduate students seeking to contest an allegation of academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) in the following situations:
   a. the Dean of the College concurs with a request by the Chair/Director of a Department/School to waive jurisdiction. (See GSRR 5.3.6.2.)
   b. the Dean of the College administers the course or program where the alleged violation took place.
   c. the Dean of The Graduate School selects the College Hearing Board to hear a case of ambiguous jurisdiction. (GSRR 5.5.7. See also Integrity of Scholarship and Grades policy, Sections 5, 8 and 9.)

3. the initial Hearing Board for academic disciplinary hearings for graduate students in the College who are accused of academic misconduct (academic dishonesty, violating professional standards or falsifying admission and academic records) and the Dean, or designee, of the student’s college seeks to impose sanctions in addition to, or other than, a penalty grade. The students, after meeting with the Graduate School Dean, may opt for a hearing before the College Hearing Board. (See GSRR 5.5 and Integrity of Scholarship and Grades policy, Sections 5, 8 and 9.)

B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (GSRR 2.2.2 and 2.2.4.)

II. COMPOSITION OF THE COLLEGE HEARING BOARD:

A. The College shall constitute a College Hearing Board pool no later than the end of the tenth week of the spring semester. Hearing Board members serve one year terms with reappointment possible. The Hearing Board pool should include both faculty and graduate students. (See GSRR 5.1.3 and 5.1.6.)

B. The College Hearing Board shall include an equal number of graduate students and faculty. One of the faculty members should be the Chair of the College Graduate Committee, or designee. In addition, the Hearing Board will include a Hearing Board Chair, also drawn from the faculty pool.

C. The Chair of the College Hearing Board shall be a Hearing Board member with faculty rank. All members of the College Hearing Board shall have a vote, except the Chair, who shall vote only in the event of a tie. (GSRR 5.1.3, and 5.1.5.)

D. The College will train hearing board members about these procedures and the applicable sections of the GSRR.
III. REFERRAL TO COLLEGE HEARING BOARD:

A. Grievance Hearing

1. After consulting with the instructor and appropriate unit administrator, graduate students who remain dissatisfied with their attempt to resolve an allegation of a violation of student academic rights or academic misconduct (academic dishonesty, violations of professional standards or falsifying admission and academic records) may request an academic grievance hearing. The hearing will occur at the College level if one of the conditions outlined in 1.A.2 above exists. At any time in the grievance process, students may consult with the University Ombudsperson.

2. The deadline for submitting the written request for a hearing is the middle of the next semester in which the student is enrolled, including summer. If either the student (the complainant) or the respondent (usually, the instructor or an administrator) is absent from the university during that semester, or if other appropriate reasons emerge, the College Hearing Board may grant an extension of this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may still proceed. (GSRR 5.3.6.1.)

3. A written request for an academic grievance hearing must (1) specify the alleged violation(s) of academic rights in sufficient detail to justify a hearing, (2) identify the individual against whom the grievance is filed (the respondent), and (3) state the desired redress. Anonymous grievances will not be accepted.

B. Disciplinary Hearing

1. For complaints that involve allegations of academic misconduct (academic dishonesty, violations of professional standards, or falsifying academic and admission records), the complainant (instructor) or the Dean of the College, or designee, may request an academic disciplinary hearing to impose sanctions in addition to, or other than, a penalty grade. Graduate students may request an administrative hearing before the Dean of The Graduate School or a hearing before the College Hearing Board. However, if the student’s Dean, or designee, calls for an academic disciplinary hearing, the student has 10 class days to request an academic grievance hearing to contest the allegation in the unit in which the misconduct occurred. Disciplinary hearings are held in abeyance until the conclusion of the grievance hearing, including appeals. (GSRR 5.5. See also Integrity of Scholarship and Grades policy.)

2. If a disciplinary hearing by either the Dean of The Graduate School or the College Hearing Board is pending the outcome of a grievance hearing by a graduate student to contest an allegation of academic misconduct, and the initial Hearing Board decides for the instructor, the disciplinary hearing would proceed promptly, pending an appeal, if any, within 5 class days by the student to the University Graduate Judiciary (UGJ). If the initial Hearing Board finds for the graduate student, the academic disciplinary hearing would be dismissed, pending an appeal, if any, by the instructor to the UGJ. (See GSRR 5.4.12.3.)

IV. PRE-HEARING PROCEDURES

A. After receiving a student’s written request for a hearing, the Dean (or designee) will promptly refer the grievance to the Chair of the Hearing Board. (GSRR 5.4.3.)

B. Within 5 class days, the Chair of the Hearing Board will:

1. forward the request for a hearing to the respondent and ask for a written response;

2. send the names of the Hearing Board members to both parties and, to avoid conflicts of interest between the two parties and the Hearing Board members,
request written challenges, if any, within 3 class days of this notification. In addition to conflict of interest challenges, either party can challenge two hearing board members without cause (GSRR 5.1.7.c);

3. rule promptly on any challenges, impanel a Hearing Board and send each party the names of the Hearing Board members. If the Chair of the Hearing Board is the subject of a challenge, the challenge shall be filed with the Dean of the College, or designee (See GSRR 5.1.7.). Decisions by the Hearing Board chair or the College Dean (or designee) on conflict of interest challenges are final;

4. send the Hearing Board members a copy of the request for a hearing and the respondent’s written response, and send all parties a copy of these procedures.

C. When serving as the initial Hearing Board and within 5 class days of being established, the Hearing Board shall review the request and all submitted information, and decide to:

1. accept the request, in full or in part, and promptly schedule a hearing.

2. reject the request and provide a written explanation to appropriate parties; e.g., lack of jurisdiction. (The student may appeal this decision.)

3. The GSRR allows the hearing board a third option: invite the two parties to meet with the Hearing Board in an informal session to try to resolve the matter. Such a meeting does not preclude a later hearing. However, by the time a grievance is requested all informal methods of conflict resolution should have been exhausted so this option should be rarely used. (See GSRR 5.4.6.)

D. When serving as the appellant board for graduate students and within 5 days of being established, the College Hearing Board will forward the request for a hearing to the respondent, and:

1. decide that it does not have jurisdiction and allow the initial Hearing Board’s decision to stand; or

2. direct the initial Hearing Board to rehear the case or reconsider or clarify its decision; or

3. decide that sufficient reasons exist for an hearing, request a written response from the respondent, and schedule the hearing. (GSRR 5.4.12.4.)

E. If the College Hearing Board calls for a hearing, the Chair of the Hearing Board shall promptly negotiate a hearing date, schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary after the initial hearing, and request a reply to the grievance from the respondent to be filed in a timely way.

F. At least 5 class days before the scheduled hearing, the Chair of the College Hearing Board shall notify the respondent and the complainant in writing of the (1) time, date and place of the hearing; (2) the names of the parties to the grievance; (3) a copy of the hearing request and the respondent’s reply; and (4) the names of the College Hearing Board members after any challenges. (See GSRR 5.4.7.)

G. At least 3 class days before the scheduled hearing, the parties must notify the Chair of the College Hearing Board of the names of their witnesses and advisor, if any, and, if necessary, request permission for the advisor to have voice at the hearing. The Chair will promptly forward the names given by the complainant to the respondent and visa versa. (See GSRR 5.4.7.1.)

H. The Chair of the Hearing Board may accept written statements from either party’s witnesses at least 3 class days before the hearing, in lieu of a personal appearance. (See GSRR 5.4.10.3.)

I. In unusual circumstances and in lieu of a personal appearance, either party may request
permission to submit a written statement to the College Hearing Board or request permission to participate in the hearing through an electronic communication channel. Written statements must be submitted to the College Hearing Board at least 3 class days before the scheduled hearing. (See GSRR 5.4.9c.)

J. Either party to the grievance hearing may request a postponement of the hearing. The College Hearing Board may either grant or deny the request. (See GSRR 5.4.8.)

K. At its discretion, the College Hearing Board may set a reasonable time limit for each party to present its case, and the Chair of the College Hearing Board must inform the parties of such a time limit in the written notification of the hearing. (See Section IV.F. above.)

L. Hearings are closed unless the student requests an open hearing, which would be open to all members of the MSU community. The College Hearing Board may close a hearing to protect the confidentiality of information or to maintain order. (See GSRR 5.4.10.4.)

M. Members of the College Hearing Board are expected to respect the confidentiality of the hearing process. (GSRR 5.4.11.)

V. HEARING PROCEDURES:

A. The Hearing will proceed as follows:

1. Introductory remarks by the Chair of the College Hearing Board: The Chair of the Hearing Board introduces hearing panel members, the complainant, the respondent and advisors, if any. The Chair reviews the hearing procedures, including announced time restraints for presentations by each party and the witnesses and informs the parties if their advisors may have a voice in the hearings and if the proceedings are being recorded. Witnesses shall be excluded from the proceedings except when testifying. The Chair also explains:

- In academic grievance hearings in which a student alleges a violation of academic rights, the student bears the burden of proof.

- In hearings involving graduate students seeking to contest allegations of academic misconduct, the instructor bears the burden of proof.

- In academic disciplinary hearings, the Hearing Board is asked only to determine if sanctions in addition to, or other than, a penalty grade are warranted.

- All Hearing Board decisions must be reached by a majority of the Hearing Board, based on a “clear and convincing evidence.” (For various definitions, see GSRR Article 8.)

2. If the complainant fails to appear in person or via an electronic channel at a scheduled hearing, the College Hearing Board may either postpone the hearing or dismiss the case for demonstrated cause. (See GSRR 5.4.9.a.)

3. If the respondent fails to appear, in person or via an electronic channel, at a scheduled hearing, the College Hearing Board may postpone the hearing or, only in unusual circumstances, hear the case in his or her absence. (See GSRR 5.4.9.b.)

4. If the respondent is absent from the University during the semester of the grievance hearing or no longer employed by the University before the grievance procedure concludes, the hearing process may still proceed. (See GSRR 5.3.6.1.)

5. To assure orderly questioning, the Chair of the Hearing Board will recognize individuals before they speak. All parties have a right to speak without
interruption. Each party has a right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. (See GSRR 5.4.10.2.)

6. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements directly relevant to the complainant’s case, including the redress sought. The Chair then recognizes questions directed at the complainant by the College Hearing Board, the respondent and the respondent’s advisor, if any.

7. Presentation by the Complainant’s Witnesses: The Chair recognizes the complainant’s witnesses, if any, to present, without interruption, any statement directly relevant to the complainant’s case. The Chair then recognizes questions directed at the witnesses by the College Hearing Board, the respondent and the respondent’s advisor, if any.

8. Presentation by the Respondent: The Chair recognizes the respondent to present without interruption any statements relevant to the respondent’s case. The Chair then recognizes questions directed at the respondent by the College Hearing Board, the complainant and the complainant’s advisor, if any.

9. Presentation by the Respondent’s Witnesses: The Chair recognizes the respondent’s witnesses, if any, to present, without interruption, any statement relevant to the respondent’s case. The Chair then recognizes questions directed at the witnesses by the College Hearing Board, the complainant and the complainant’s advisor, if any.

10. Rebuttal and Closing Statement by Complainant: The complainant refutes statements by the respondent, the respondent’s witnesses and advisor, if any, and presents a final summary statement.

11. Rebuttal and Closing Statement by Respondent: The respondent refutes statements by the complainant, the complainant’s witnesses and advisor, if any, and presents a final summary statement.

12. Final questions by the Hearing Board: The College Hearing Board asks questions of any of the participants in the hearing.

VI. POST-HEARING PROCEDURES

A. Deliberation:

After all evidence has been presented, with full opportunity for explanations, questions and rebuttal, the Chair of the Hearing Board shall excuse all parties to the grievance and convene the Hearing Board to determine its findings in executive session. When possible, deliberations should take place directly following the hearing and/or at the previously scheduled follow-up meeting.

B. Decision:

1. In grievance (non-disciplinary) hearings involving graduate students in which the College Hearing Board serves as the initial hearing body and, based on a “clear and convincing evidence,” a majority of the Board finds that a violation of the student’s academic rights has occurred and that redress is possible, it shall direct the Dean, or designee, to implement an appropriate remedy, in consultation with the Hearing Board. If the College Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Dean, or designee. (See GSRR 5.4.11.)

2. In grievance (non-disciplinary) hearings involving graduate students in which the College Hearing Board serves as the initial hearing body to adjudicate an allegation of academic dishonesty and, based on a “clear and convincing evidence,” the Hearing Board finds for the student, the Hearing Board shall recommend to the Dean, or designee, that the penalty grade be removed, the
Academic Dishonesty Report be removed from the student’s records and a “good faith judgment” of the student’s academic performance in the course take place. If the Hearing Board finds for the complainant (instructor), the penalty grade (if appropriate) shall stand and the Academic Dishonesty Report regarding the allegation will remain on file.

3. In disciplinary hearings involving academic misconduct by graduate students in which the College Hearing Board serves as the initial hearing body and, based on a “clear and convincing evidence,” finds that disciplinary action in addition to, or other than, a penalty grade is warranted, the College Hearing Board shall recommend to the Dean, or designee, an appropriate sanction. The Dean, in consultation with the Hearing Board, would then implement an appropriate sanction. If the Hearing Board recommends that no sanctions in addition to, or other than, are warranted, the Chair of the Hearing Board shall so inform the Dean, or designee.

4. When acting as an appellant Board, the College Hearing Board may affirm, reverse, or modify the decision of the Department/School Hearing Board. It also may direct the Department/School Hearing Board to rehear the initial case or reconsider or clarify its decision. (See GSRR 5.4.12.4 and 5.4.12.4.1.)

C. Written Report:

1. The Chair of the Hearing Board shall prepare a written report of the Hearing Board’s findings, including recommended redress or sanctions for the complainant, if applicable, and forward a copy of the decision to the appropriate unit administrator within 3 class days of the hearing. The administrator, in consultation with the Hearing Board, shall then implement an appropriate remedy. (GSRR 5.4.11.)

2. The report shall indicate the rationale for the decision and the major elements of evidence, or lack thereof, that support the Hearing Board’s decision. The report also should inform the parties of the right to appeal within 5 class days following notice of the decision. (See GSRR 5.4.11, 5.4.12.3.)

3. The Chair of the Hearing Board shall forward copies of the Hearing Board’s report and the administrator’s redress, if applicable, to the parties involved, the responsible administrators, the University Ombudsperson and the Dean of The Graduate School. (See GSRR 5.4.11.)

4. All recipients must respect the confidentiality of the report and of the hearing board’s deliberations resulting in a decision. (See GSRR 5.4.11.)

5. At any time during this process, either party may consult with the University Ombudsperson. (See GSRR 5.3.2.)

VII. APPEAL OF COLLEGE HEARING BOARD DECISION:

A. In hearings involving graduate students, either party may appeal a decision by the College Hearing Board, when acting as the initial hearing board, to the University Graduate Judiciary for cases involving (1) academic grievances alleging violations of student rights heard initially by the College Hearing Board and (2) alleged violations of regulations involving academic misconduct (academic dishonesty, professional standards or falsification of admission and academic records) that were referred initially to the College Hearing Board for disciplinary action. (See GSRR 5.4.12.)

B. All appeals must be in writing, signed and submitted to the Chair of either the University Academic Appeal Board or the University Graduate Judiciary within 5 class days following notification of the College Hearing Board’s decision. While under appeal, the original decision of the College Hearing Board will be held in abeyance. (See GSRR 5.4.12, 5.4.12.2 and 5.4.12.3.)

C. A request for an appeal of a College Hearing Board decision to the University Graduate
STUDENT RIGHTS AND RESPONSIBILITIES

Nursing graduate students are entitled to participate in College and/or University committees. Each student representative is responsible to represent student views as he/she participates on these committees and, in turn, within the limits of confidentiality, keep other students apprised of committee decisions and activities. (Those students who are enrolled in the graduate program as candidates for graduate degrees shall be deemed graduate students and eligible to serve as representatives to College committees). The College of Nursing adheres to all University rules and regulations governing student rights and responsibilities. Those obligations are detailed in the current University Student Handbook and Resource Guide (http://www.vps.msu.edu/vpsas/divisionindex.html), Spartan Life (http://www.vps.msu.edu/SpLife/index.htm). Spartan Life contains guidelines to the rights and duties of graduate students in matters regarding academic programming, conduct, support and the keeping of records. Additional information on the legislation and judicial systems and academic freedom information may be found in the Spartan Life.

TAPING OF CLASS SESSIONS

Permission of the instructor must be obtained prior to taping any class sessions.
APPENDIX

COLLEGE OF NURSING TECHNICAL STANDARD

It is inherent that a candidate for a nursing degree possesses certain abilities and skills. The technical standards set forth below establish the essential qualities that are considered necessary for students at the Michigan State University College of Nursing (CON) to achieve the knowledge, skills, and levels of competency necessary for both nursing education and practice. Reasonable technical accommodation can be made in certain areas. However, the student must be able to perform in a reasonably independent manner with such accommodation. The use of a trained intermediary is not acceptable in many clinical situations, as a student’s judgment is then mediated by someone else’s power of selection and observation.

I. OBSERVATION SKILLS:

A student in CON must be able to accurately:

- Observe a patient, both at a distance and close at hand;
- Acquire information from written documents;
- Visualize information as presented in images from paper, films, slides, or video;
- Interpret graphic images as well as digital or analog representations of physiologic phenomenon.

Such observation and information acquisition requires the functional use of visual, auditory, and somatic senses, enhanced by the functional use of other sensory modalities. In any case where a nursing student’s ability to observe or acquire information through these sensory modalities is compromised, the student must demonstrate alternative means and/or abilities to acquire the essential information conveyed in this fashion.

II. COMMUNICATION SKILLS:

A student in CON must be able to accurately:

- Communicate in English, both verbally and in written form;
- Speak, hear, and observe patients by sight to elicit information; describe changes in mood, activity and posture; and perceive nonverbal communications;
- Communicate effectively and sensitively with patients both orally and in writing;
- Communicate effectively and efficiently, in oral and written form, with all members of the health care team.

Such communication requires the functional use of visual, auditory, and somatic senses, enhanced by the functional use of other sensory modalities. In any case where a nursing student’s ability to communicate through these sensory modalities is compromised, the student must demonstrate alternative means and/or abilities to meet communication standards.
III. MOTOR SKILLS:

A student in CON must possess the motor skills to accurately:

- Perform palpation, percussion, auscultation, and other assessment techniques;
- Perform clinical procedures;
- Execute motor movements reasonably required to provide general and emergency care, such as airway management, placement of intravenous catheters, cardiopulmonary resuscitation, and application of pressure to control bleeding.

Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.

IV. SOCIAL AND BEHAVIORAL ABILITIES:

A student in CON must possess the coping skills and intellectual abilities to:

- Exercise sound clinical judgment;
- Recognize knowledge and skill limitation and seek appropriate guidance;
- Complete all assigned responsibilities for the care of patients in a timely fashion;
- Develop mature and effective relationships with patients, health team members, and faculty;
- Function effectively in stressful situations in the health care setting;
- Maintain a physically and emotionally safe environment for patients;
- Adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in the clinical setting;
- Communicate with and care for, in a nonjudgmental way, all persons including those whose culture, spiritual beliefs, race, ethnicity, socioeconomic status, gender, gender-identity, sexual orientation, and/or age are different from their own.

V. INTELLECTUAL-CONCEPTUAL, INTEGRATIVE AND QUANTITATIVE ABILITIES:

A student in CON must be able to solve problems. Effective problem solving, a critical skill demanded of nurses, requires all of the abilities above. In addition to the above, a nursing student must be able to:

- Remain awake and alert while in clinical assignments;
- Perform these problem-solving skills in a timely fashion;
- Measure, calculate, analyze, integrate, and synthesize data from clinical and other sources;
- Integrate didactic knowledge into clinical practice to analyze data, determine outcomes for care and provided interventions, and timely assessment of the effectiveness of those interventions.

Adapted from College of Human Medicine Technical Standards 4-2009
Reviewed by the Office of the General Counsel 4-2009
APPLICANT’S CERTIFICATION OF ABILITY TO MEET TECHNICAL STANDARDS

I have read and I understand each of the preceding technical standards. __________

I certify that I am able to meet each of these standards as a nursing student at the Michigan State University College of Nursing. __________

OR

I wish to discuss these technical standards and/or discuss reasonable accommodations with the appropriate individuals at the Michigan State University College of Nursing __________

Name (please print or type) ____________________________________________________________

Signature ___________________________________________ Date ____________________________
AUTHORSHIP GUIDELINES

This document is designed to provide faculty and students in the College of Nursing with guidelines to assist in determining authorship credit. These guidelines are based on those of a variety of organizations, including CSE, Toronto, American Psychological Association and Michigan State University authorship guidelines (http://vprgs.msu.edu/michigan-state-university-guidelines-authorship). If students or post-PhD fellows are involved in the manuscript, the faculty are expected to act as mentors for the student, as outlined in the Research Mentoring Task Force Report (https://www.msu.edu/unit/gradschl/staff/mentoring.htm). The intent is to outline criteria for authorship credit and to identify a process to be used for the negotiation of authorship credit. While the Research Committee developed these guidelines for use with researchers, they are to be used for all joint-authored manuscripts.

It is expected that faculty and students planning to write a manuscript will discuss authorship on the manuscript at the outset of the planning. A written agreement is strongly recommended according to the criteria outlined below. A sample written agreement is attached (see Authorship Responsibility Form).

Changes in contribution over the time of publication process, such as when revisions are required, are expected to result in a renegotiation of authorship credit and the formulation of a new agreement. Cooperation, collaboration and good communication are expected of all faculty and students and are essential to the smooth and equitable allocation of authorship credit.

I. Criteria for Being Listed as an Author

A. To be listed as an author on a manuscript an individual must make a significant contribution to the manuscript, regardless of the academic rank or student/fellow status of the individual involved. Examples of a significant contribution include the following:
   • Formulation of the problem and hypothesis;
   • Conceptualization, design;
   • Organization and conduct of statistical analysis;
   • Interpretation of results;
   • Writing a portion of the paper; or
   • Principal investigator of grant that generated data being used in manuscript.

B. The order in which the authors are listed should reflect each individual’s level of contribution to the manuscript preparation (see tool in Attachment 1, if assistance is needed to determine level of contribution).
C. Individuals who provide minor and general support may be acknowledged in a footnote. Paid staff are rarely acknowledged. Journal policies may prohibit acknowledgement of those offering minor support for a manuscript. Examples of minor support include the following:
   • Technical support;
   • Data collection and entry;
   • Recruitment of study participants;
   • Financial and material assistance;
   • Advising regarding statistical analysis; or
   • Proofreading/technical editing.

D. The general distinction between “significant contributions” and “minor or general support” is in terms of the quantity and scholarly contribution to the work.

E. If a manuscript uses data obtained during the course of a research grant, sources of funding must be acknowledged in every publication, and should include the following information:
   • Funding agency (ies) supporting the manuscript preparation, and/or research upon which the manuscript is based.
   • Support for data collection, analysis, manuscript preparation, and any other aspect of the project.
   • Grant title and number (as appropriate to journal guidelines).
   • Principal investigator.
   • Period of funding (as appropriate to journal guidelines).

F. Discussions of manuscripts that result from data or ideas generated from a funded research study, should involve the principal investigator in the initial planning. The principal investigator is responsible to the funding agency and is charged with following their guidelines for publication. The principle investigator is also to read and approve the final manuscript before it is submitted for publication. Authorship credit for the principle investigator should follow the same guidelines as indicated above.

II. Formal Authorship Agreement

For all jointly authored manuscripts, the contributing members should establish a formal written agreement for writing contributions, starting at the inception phase of the project. If the involvement of the authors changes, such as if a faculty or student accepts another position and is not able to meet his/her obligations on the manuscript, or when revisions to the manuscript are extensive, requiring a difference in the distribution of effort among the authors, the agreement is expected to be renegotiated and may or may not involve an alteration in the order of authorship. Revised agreements must follow the same guidelines as below and when agreed to by all authors will replace the original agreement.

A. The written agreement should include the following:
   • Identification of the individual who will have primary responsibility for manuscript preparation.
• If first author is a graduate student who is writing a first manuscript, it is suggested that a mentor be designated to guide him/her through the manuscript preparation process. The mentor should be identified in the agreement.
• Specific tasks to be completed.
• Each individual's responsibility for tasks.
• Timelines for completion of tasks.

B. By “formal agreement,” it is meant that the first author should write a summary of the agreements among authors and above contributions to a proposed manuscript. The written documentation should be clear and specific regarding authorship order and contributions. An e-mail summary sent to all authors, or documentation in research team meeting minutes revised by all proposed authors is usually sufficient for this purpose. All authors must confirm their agreement with the formal agreement either in the form of an e-mail reply or a written signed agreement. The first author should save all documentation of the agreed-to authorship and contributions either in e-mail form or written signed agreement.

C. Any of the authors who are preparing a manuscript may ask for a renegotiation of the authorship order and/or manuscript contributions at any time. The person(s) who are proposing a change should provide specific rationale to the other authors for the requested change(s). For a change to be completed, all authors must agree to any adjustments to authorship and/or contributions that are proposed. Agreements for revised authorship and/or contributions should be documented in writing, with confirmation by all authors.

III. Authorship responsibilities and accountability

A. First Author. The first author takes primary responsibility for manuscript preparation and makes a substantial contribution to the project from the beginning to end. A graduate student may be designated as first author if he/she fulfills the associated responsibilities. Responsibilities include the following:
• Consult with the principle investigator (including if the principle investigator is a PhD student or post-PhD fellow) regarding the intent of the manuscript before writing begins.
• Monitor and maintain established timelines for completion of the manuscript, informing all involved parties in a timely fashion if there may be needed adjustments to the timelines, substantive content of the manuscript, etc.
• Decide to which journal the manuscript will be submitted, incorporating the suggestions of other authors as relevant.
• Serve as the primary communicator with the journal editor as appropriate.
• Prepare the manuscript according to the author guidelines of the chosen journal.
• Complete the first draft of the manuscript, including order of authors, and circulate it to all contributing authors. This includes writing the first full draft of the manuscript, as well as
incorporating contributing authors’ portions into the draft.
- Revise all drafts of the manuscript based on feedback and circulate to all contributing authors.
- Circulate the final draft of the manuscript to all authors and receive their approval before submitting to journal.
- Act as the corresponding author as appropriate.
- Inform contributing authors of decision of the journal regarding publication status.
- If accepted for publication, complete a plan for revisions and coordinate them so revisions are completed in a timely manner. Resubmit with assistance of other authors as needed.

**B. All Authors.** The following are responsibilities of all authors:
- Accept responsibility for all of the contents of the manuscript.
- Make a significant contribution for the manuscript (See Section IA. Criteria for Being Listed as an Author).
- Meet established deadlines and notify first author if unable to do so provide feedback on all drafts of the manuscript.
- Read the final draft of the manuscript prior to submission.
- Sign authorship disclosure statements.
- Sign copyright agreement.

**C. Advisor for student or fellow.** Advisors who make significant contributions (past or present) to a student or fellow’s manuscript should be considered for authorship versus acknowledgement per the above guidelines. The same criteria differentiating significant versus minor support contributions, as used for other types of manuscripts apply in this instance, as well. This includes significant contributions of the advisor to manuscripts originally submitted as course papers, which the student is revising for submission for publication and which focus substantively on the same conceptual content as the original course paper. The student/fellow, similar to other authors, is fully responsible for knowing and observing all relevant guidelines included in this document, as well as applicable University policies.

**IV. Resolving Conflicts**

Conflicts may arise for a variety of reasons, such as a disagreement over what constitutes major and minor contributions, unwillingness or inability of authors to meet their obligations as outlined in the original agreement, manuscript revisions that impact authors differentially thereby changing the relative contribution of authors to the manuscript, and the like. It is expected that the outcome will be a renegotiation of the original agreement and it replaces the original agreement, or that the people involved will agree that no change is needed.

**A.** The first step in resolving a conflict is to speak to the first author of the manuscript and identify your concern.

**B.** The next step is to have all parties involved meet to discuss and resolve the issue.
C. Senior faculty who are experienced in joint-authored papers may be consulted to assist in interpreting guidelines and make recommendations for resolution.

D. If the above steps do not result in an agreement being reached, the Director of Graduate Clinical Programs and/or Associate Dean for Academic and Clinical Affairs or Associate Deans (if other schools are involved) is (are) asked to meet the authors to interpret the guidelines and make suggestions for resolution. The Dean of the College may also be consulted to negotiate a dispute.

E. Michigan State University has an ombudsman in the Graduate School, who can assist with conflicts involving students. For conflicts involving intellectual property, Michigan State University’s Office of Intellectual Property should be consulted. If there is concern regarding research integrity, the Michigan State University Office of Research Integrity should be contacted.

Procedure:

<table>
<thead>
<tr>
<th>Responsible party</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty member(s) and student(s) jointly</td>
<td>Meet to plan manuscript, assign responsibilities, determine level of contribution (see Attachment 1 for tool to assist with determining level of contribution), and decide on order of authors. Complete formal authorship agreement (see Attachment 2 for sample authorship agreement) Draft and submit manuscript.</td>
</tr>
<tr>
<td>If revisions are required, Faculty member(s) and/or student(s)</td>
<td>Meet to discuss revisions, assign responsibilities, determine level of contribution and consider whether authorship order should be adjusted. If authorship order requires adjustment, complete a new formal authorship agreement. Revise and submit manuscript.</td>
</tr>
</tbody>
</table>
PROTECTION OF HUMAN SUBJECTS

Protection of Human Subjects and Materials of Human Origin

Federal and University regulations and policies require that all research involving human subjects or materials be reviewed and approved before initiation by the Institutional Review Board (IRB) to protect the rights and welfare of those human subjects.

Michigan State University’s IRBs are housed in the Office of Human Research Protection Programs. College of Nursing applications are submitted for review to the Biomedical and Health Institutional Review Board. Prescribed by the National Research Act of 1974 (PL 93-348) and endorsed by Academic Council, BIRB reviews applications for research involving human subjects in keeping with the U.S. Department of Health and Human Services (HHS) regulations for the Protection of Human Research Subjects (45 CFR 46, as amended) as codified and extended by the University’s formal Assurance to HHS: M-1239.

In addition, students must be familiar with the ethical principles outlined in the MSU Guidelines for Integrity in Research and Creative Activities The key principles include: 1) Honesty in proposing, performing and reporting research, 2) Recognition of prior work, 3) Confidentiality in peer review, 4) Disclosure of potential conflicts of interest, 5) compliance with institutional and sponsor requirements, 6) Protection of human subjects and humane care of animals in the conduct of research, 7) Collegiality in scholarly interactions and sharing of resources, and the 8) Adherence to fair and open relationships between senior scholars and their coworkers. For full text of these guidelines see the web site http://grad.msu.edu/researchintegrity/

Ethical Principles for the Protection of Human Subjects

As set forth in its Assurance (section 1.1-1.4) IRB reviews applications for research on the basis of four Ethical Principles for the Protection of Human Subjects of Research:

1.1 Every person has the right to determine what shall be done to him or her, what activities he or she shall engage in, and what risks he or she will take. This requires that research on human subjects cannot be carried out without the subjects’ competent, voluntary, and informed consent.

1.2 No person should be placed at risk as a subject of research unless the risks are reasonable in relation to the anticipated benefits of the research.

1.3 The risks and burdens to subjects in research should not be unjustly distributed. The recruitment and selection of subjects should be reasonably related to the research and not impose inequitable risks and burdens on any segment of society.

1.4 Special consideration and protection should be given in research to persons who may lack full capacity to secure their own rights and interests, e.g. children, the mentally infirm, and those in involuntary custody.
Definitions

“Research” means “formal investigation designed to develop or contribute to generalizable knowledge.”

“Human Subject” means “an individual about whom an investigator conducting research obtains: 1) data or materials (blood, tissue, etc.) through intervention or interaction with the person, or 2) identifiable information.” (Public officials, elected or in non-elected, in decision-making positions, are not considered human subjects under these regulations.)

Investigator’s Responsibility

It is the responsibility of the responsible project investigator to assure that all research involving human subjects is reviewed and approved by the IRB prior to initiation. If the investigator is uncertain whether a project requires IRB review, she or he should seek assistance from the chairperson of the IRB office. When review is required, the responsible project investigator should review the document, “IRB Information and Instructions for Applicants,” and then submit his or her project for review on an IRB application form. IRB instructions for applicants and application forms are available from the IRB Office and on their website.

Non-Compliance

Non-compliance means significant failure by an investigator to abide by the University and federal regulations protecting human subjects of research. Instances of non-compliance would include beginning research before securing the IRB approval, misuse or non-use of approved consent forms, failure to secure IRB approval before introducing changes in an on-going protocol, and continuing to gather data from subjects after the IRB approval expires. Regardless of investigator intent, unapproved research involving human subjects places those subjects at an unacceptable risk. Any incident of non-compliance with IRB guidelines must be reported to the Chair of IRB immediately. On receipt of information indicating possible non-compliance, the Chair advises the project investigator(s) that a non-compliance review has been initiated by the IRB. The IRB will promptly investigate reported instances of non-compliance, will offer investigators the opportunity to meet with the Committee to discuss the apparent non-compliance and may require investigators to suspend research during the non-compliance review. IRB prefers to discuss non-compliance issues with the investigator, but will consider on a case-by-case basis requests that investigators be accompanied by, or represented by, faculty or legal counsel.

Review Categories and Review Time Guidelines

IRB assigns each application to one of three review categories, based on the perceived level of risk to subjects:

1) Full Review
2) Expedited Review
3) Exempt from Review
4) Quality Improvement Project

Investigators may submit a proposal for review at any time. The full review process typically requires a minimum of one month to complete, longer when revisions
are necessary. If a proposal qualifies for the exempt from review category and the application is in order, then the review is normally completed in ten to fifteen working days.

**Reminders**

Investigators are reminded that the MSU Office of Sponsored Programs will not open an account for any project involving human subjects that has not been reviewed and approved by the IRB.

Finally, student researchers and Major Professors should be reminded that the Graduate School will not accept masters theses or PhD dissertations containing research involving human subjects that has not had prior review and approval by the IRB.

IRB approval is for a maximum of one year. Therefore, project investigators continuing to collect data from human subjects beyond one year must apply for updated certification prior to the expiration date. In order to allow time for the IRB to process such renewal requests, the Committee strongly recommends that the investigator request renewal one month before approval expires.

With regard to retention of project records, project investigators must retain copies of signed consent forms for at least three years past completion of their research activities, longer if the study sponsor requires. Project investigators must also make these signed consent forms available to the IRB upon request.

**Student Research in Courses**

The federal regulations for the protection of human research subjects define “research” as a “systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” 45 CFR 46.102(d). In some courses students collect data from human subjects by using professional research methods, even though the student’s work is not expected to contribute to generalizable knowledge. For those student classroom activities that do not meet the federal definition “research” because they are not designed to develop or contribute to generalizable knowledge, Institutional Review Board (IRB) review is not required. In these instances, the instructors are responsible for assuring that human subjects are protected. To fulfill this responsibility, it is recommended that instructors communicate to students the ethical principles for the protection of human subjects, review student classroom activities involving humans, and monitor classroom activities and reports of findings to assure that human subjects are protected.

If at the conception of the student classroom activity the instructor or student is aware or expects that the data gathered by the student will be used to develop or contribute to generalizable knowledge (e.g., theses, dissertations), the activity must be reviewed and approved by an MSU IRB prior to initiation. Failure to obtain IRB approval is noncompliance. Such noncompliance will be reviewed pursuant to HRPP Manual 9-1 “Noncompliance.”

If a student collects data for non-research purposes and would subsequently
like to use the data for research, IRB review may be required. The instructor or
student should Contact the IRB to determine if IRB review is required. When an
IRB application is required, it should include an explanation of how the data were
collected and why IRB approval was not sought prior to data collection. When
appropriate, the consent process should be explained and a consent form attached.

For more information or for consultation, researchers are invited to contact the IRB
office at 202 Olds Hall. Their phone number is 355-2180. To visit the IRB on the Web,
see their home page: http://humanresearch.msu.edu/

On-Line Documents Updated February 2002
Updated June 2007, 08/15/2013

UNIVERSITY COMMITTEE ON RESEARCH INVOLVING HUMAN SUBJECTS WEB-
BASED TUTORIAL

In compliance with the federal guidelines set by the National Institutes of Health, staff
in The Office for Research Ethics and Standards has developed a web-based tutorial
for MSU faculty and key personnel involved with NIH and PHS grants. The tutorial
covers basic ethics issues for research involving human subjects, which researchers
are required to know. In addition, the project investigator and key personnel taking
the web-based tutorial will become certified in human subject ethics education as
federally mandated. A copy of the certificate of completion needs to be provided to
the Research Center of the College of Nursing and the Director of the PhD Program.

Tutorial Website: http://www.humanresearch.msu.edu/requiredtraining.html
Look for CITI, Online Course in the Protection of Human Research Subjects.

In compliance with federal guidelines, all PhD students are to complete the Health
Insurance Portability and Accountability Act tutorial (HIPAA). The tutorial can be
accessed at: http://www.healthteam.msu.edu/healthproport.aspx. Please provide
a certificate of completion to the Director of the PhD Program and the Research
Center.

Updated 06/06/2008
IRB COMPLIANCE AND MONITORING

For student research, the major professor will assume responsibility for evaluation of whether IRB approval is required and for ensuring that IRB approval is received when necessary prior to initiation of work.

1. IRB approval may be required for student work if:
   
a. The student is joining an existing faculty project as key personnel (IRB approval is NOT required if the student will be joining the research team in a non-key personnel role and completing work described in the existing project IRB application.)
   
b. The student is contributing to a faculty member’s existing research project by collecting and/or analyzing data to answer a new research question.
   
c. The student is collecting and/or analyzing data to answer a student initiated research or clinical question not associated with an existing research project.
   
   Note: Research with de-identified human subject data may be exempt from IRB approval. An initial application must be prepared and submitted for the IRB prior to initiation of work or receipt of data in order for the IRB to make a determination concerning exemption.

2. Appropriate IRB applications will be completed and submitted for each scenario presented above as follows:
   
a. Principal Investigator of existing research project will prepare and submit an IRB revision application to add the student to their research team. (Note: An IRB revision application must be submitted to remove student from research team when student graduates.)
   
b. Principal Investigator of an existing research project may:
      i. Prepare and submit an IRB revision application adding the student’s work to their existing IRB. (Note: If the PI adds the student work to their existing research project, the PI must report on the student’s work in all renewal applications and submit consent forms for the student work, if applicable, with each renewal application. The PI will be responsible for submission of all revision applications, if needed. When the student work is completed and active IRB approval is no longer required by the University HRPP, the PI must submit a revision to remove the student from their existing research project IRB and provide a final progress report on the student’s work.
      ii. Ask that the student prepare an IRB initial application to cover the student’s work. Either the PI or the Major Professor may serve as the Responsible Project Investigator on the student’s study. The student will serve as a Secondary Investigator. (Note: The Responsible Project Investigator is responsible to ensure that IRB renewals, revisions and closures are submitted per University HRPP requirements.)
c. The student will prepare an IRB initial application for approval and submission by the faculty responsible for supervising the student’s work. (Note: All student research must be submitted by a faculty member listing the faculty member as the Responsible Project Investigator and the student as the Secondary Investigator.)

3. The student and/or Major Professor will submit a copy of the IRB application (new or revised) covering the student’s work and the associated IRB approval letter to the DNP Program Secretary.

4. The following documentation will be required by the DNP Program Secretary.
   a. Student added to an existing project as key personnel – a current IRB approval letter to add the student is required (an approval letter to remove the student at the end of the work is also required).
   b. Students contributing to a faculty member’s existing research project - a copy of the IRB revision application (or new application) to add the student’s work and a copy of the revision (or new) IRB approval letter is required (an approval to remove the student at the end of the work (or close the project) will also be required).
   c. Student research not associated with an existing research project – a copy of the IRB renewal application and current IRB approval letter is required (a copy of the IRB closure application and closure approval letter will also be required).

5. The DNP Program Secretary will maintain a database to monitor and manage IRB approvals, renewals and closures as well as exempt determinations.

6. The DNP Program Secretary will follow up with student approximately 1 month prior to the IRB expiration date to remind student that evidence of IRB renewal or closure will be required or their research must stop on the IRB expiration date.
INDEPENDENT STUDY

NUR 990: INDEPENDENT STUDY IN NURSING, Independent Study permits a student to develop personal competencies that help them to obtain the DNP Essentials through individualized experiences in the student interest in a particular area. It allows exploration of an area in greater depth and/or from a different perspective than possible within the limits of required courses (The content must not be available through an existing course). The student takes initiative for selection of a topic, issue or clinical experience, and assumes major responsibility for the associated planning, implementation and evaluation. The student seeks consultation and guidance from a faculty member selected by the student.

NUR 990 is a variable credit course (1-6 cr.)

THE APPLICATION PROCEDURE

Prior to enrolling, the student must:

Select a topic, issue or clinical experience related to DNP Essentials.

Determine the scope of the study and the amount of time to be devoted to it.

Secure approval of faculty advisor

Discuss the study with the potential faculty/preceptor who will supervise the independent study.

Confirm the interest and expertise of the potential faculty member.


Obtain the required signatures, i.e., the faculty guiding/evaluating the independent study, the faculty advisor, Director of Graduate Clinical Programs, and the Associate Dean for Academic and Clinical Affairs.

Present the Application for Independent Study to the Office of Student Support Services for processing.

DNP contract must be completed and returned to the Major Professor and Clinical Placement Coordinator prior to beginning.

EVALUATION AND GRADING

The Independent Study Form, a written contract, is completed by the student and faculty advisor prior to the semester the independent study will be taken.

The information needed includes:

Definition of the experience is clear and appropriate, i.e., the purpose and the
Objectives reflect measurable outcomes, are revised as necessary, are consistent with the topic, issue or DNP Essential selected, are attainable within the predetermined time for the study, and the time required to meet objectives matches the credit registered.

The approaches to be used to achieve the experience/study outcomes are clearly stated.

The parameters for grading are provided in the Application for Independent Study.

POLICY FOR INDEPENDENT STUDY THROUGH DEPARTMENTS OTHER THAN NURSING

The Application for Independent Study will be completed for all Independent Study through other departments, in addition to any forms required by that department. The application must have the signature of the student’s faculty advisor in the College of Nursing and other College representatives as specified.