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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
THE MASTER’S PROGRAM

OVERVIEW

The Master’s Program in the College of Nursing at Michigan State University offers the MSN degree in three distinct specialty concentrations; Nurse Practitioner (NP), Adult-Gerontology Clinical Nurse Specialist with Nursing Education (CNS), and Nurse Anesthesia (NA). The NP offers specialties in Family or Adult/Aged. Consistent with the College of Nursing mission, the MSN graduates are prepared as experts in nursing practice and leadership who incorporate research evidence into their practice.

The MSN core coursework and concentration specific courses all build on the previous learning of the baccalaureate degree in nursing. The graduates of the MSN program are prepared as advanced practice registered nurses (APRNs) and are eligible to sit for certification in their chosen concentration. The MSN program of study informed by eight MSN Program objectives that clearly state expected student outcomes for achievement of a Master of Science in Nursing degree. In addition, each concentration has further defined student outcomes that support the chosen clinical specialization and are consistent with achievement of overall MSN Program objectives.

The MSN concentration in Nurse Practitioner is designed to prepare registered nurses who wish to have an advanced nursing practice in primary care settings. This is a hybrid program, which combines on-line courses with traditional didactic and practicum courses. This program is a minimum of 45 credits and provides clinical practicum experiences with 700 clinical hours which exceeds the 500 clinical hours minimum required to qualify for the national certification examination and state licensure. Graduates are licensed as RNs and eligible for Certification as Primary Care Family NPs or Adult-Gerontology Primary Care NPs. This program may be completed in a two (2) year full time or three (3) year part time program of study. Students will complete the MSN core courses related to role and theory, health policy, statistics and research. Courses in pathophysiology, clinical decision-making, pharmacology, health assessment, and advanced practice nursing issues are required in preparation for management and primary care courses and clinical practica in a chosen specialty of adult/aged or family nursing. A research/thesis option is available but not required for this concentration.

This concentration has a strong primary care emphasis. There are two Nurse Practitioner options: Family and Adult-Gerontology. Graduates of the program are eligible to sit for the American Nurses Credentialing Center (ANCC) certification in Adult-Gerontology Primary Care NP or Family NP OR American Academy of Nurse Practitioners (AANP) in Adult-Gerontology Primary Care NP, and family NP. The program is fully accredited by the Commission on Collegiate Nursing Education.

Clinical experience is an essential component of the Nurse Practitioner program. Experiences in primary care settings are available in many locations throughout the state. Clinical experiences are based on each student’s goals and needs and availability of clinical sites. Clinical experiences involve active participation in interdisciplinary management of health care services for patients and their
community. The focus is on health promotion, health maintenance, illness prevention, episodic care and long-term care. Students in the NP program are prepared for a clinical practice based on the MSU Nursing Health Center Model of Sustained Partnership.

The MSN **Adult-Gerontology Clinical Nurse Specialist with Nursing Education** concentration is designed to prepare RNs for the advanced practice role of clinical nurse specialist (CNS) and equip them with the skills for nursing education. The CNS is prepared to provide a professional leadership role in the design and implementation of strategies to improve patient and organizational outcomes and to teach nursing students in both the didactic and clinical settings. Upon completion of the program, graduates will be prepared to sit for ANCC certification as a CNS in Adult-Gerontology Health and have the required graduate credits of coursework necessary to sit for National League for Nursing (NLN) Education Certification.

This program is a minimum of 46 credits and may be completed on a two (2) year full time or three (3) year part time program of study. This is an on-line program that includes didactic courses and a minimum of 500 clinical practicum hours required to qualify for the national certification. Students will complete the MSN core courses related to role, theory, health policy, statistics and research. Courses in curriculum design, teaching/learning, educational technology, pharmacology and pathophysiology are required in preparation for a clinical internship, and education internship. A thesis option is available for this program.

The MSN **Nurse Anesthesia** concentration is a 28-month, full-time program designed to educate Registered Nurses in academic knowledge, technical and clinical skills, and professional role in nursing practice to assume leadership as accomplished advanced practitioners in nurse anesthesia who meet the requirements and are eligible for certification as certified registered nurse anesthetist (CRNA) and licensure as Advanced Practice Registered Nurses (APRNs).

Content is delivered via face-to-face instruction, interactive television and online via the internet. Students will complete the MSN core courses related to role, theory community health policy, statistics and research. The Council on Accreditation of Nurse Anesthesia Educational Programs (COA) has a minimal academic curriculum for nurse anesthesia programs to include:

- A minimum of 135 hours in Advanced Anatomy, Physiology and Pathophysiology.
- A minimum of 90 hours in Advanced Pharmacology.
- A minimum of 45 hours in Chemistry and Physics Related to Anesthesia.
- The minimum requirement of 90 hours of courses in anesthesia practice provides content such as induction, maintenance, and emergence of anesthesia; airway management; anesthesia pharmacology; and anesthesia for special patient populations such as obstetrics, geriatrics, and pediatrics.

A more complete description of the nurse anesthesia requirements is found in the Nurse Anesthesia Supplement to this handbook. The MSU CON nurse anesthesia program has received accreditation through the council on Accreditation of Nurse Anesthesia Educational programs (COA).
### MSN Degree Requirements

1. Completion of all required courses with an earned grade of 3.0 or higher
2. Satisfactory completion of a scholarly project

### Nurse Practitioner Sample Curriculum

The trajectory below presents the standard sequence. Some courses are offered more than once a year.

#### Nurse Practitioner

**Full Time Course Sequence**

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<td>NUR 804 Statistics for the Healthcare Professional</td>
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<td>*NUR 809 Pharmacology</td>
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Semester Credits: 12, 9, 5, 9, 10-11 (Semester Credits 4)

*Optional Course Sequence Available

Effective Fall 2013

Total Credits: ANP-GNP 46-50; Total Credits: FNP 45-49
CLINICAL NURSE SPECIALIST SAMPLE CURRICULUM

The trajectory below presents the standard sequence. Some courses are offered more than once a year.

### CLINICAL NURSE SPECIALIST - EDUCATION

#### Full Time Course Sequence

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| * Optional Course Sequence Available

### Effective Fall 2013

Total Credits 47-(51)
NURSE ANESTHESIA SAMPLE CURRICULUM

The trajectory below presents the standard sequence. Some courses are offered more than once a year.

## NURSE ANESTHESIA

### Full Time Course Sequence

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<td>3</td>
<td>NUR 880 Health Assessment for Nurse Anesthesia</td>
<td>3</td>
<td>NUR 887 Pharmacology for Anesthesia Practice I</td>
<td>3</td>
<td>NUR 888 Pharmacology for Anesthesia Practice II</td>
</tr>
<tr>
<td>NUR 885 Anesthesia Practicum I</td>
<td>1</td>
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</tr>
</tbody>
</table>

Semester Credits 12 Semester Credits 12 Semester Credits 12 Semester Credits 12 Semester Credits 9 Semester Credits 9 - (13)

Seven semester, 28 months

Effective Spring 2010 Total Credits 78 - (82)
# PROGRAM OBJECTIVES

At the end of the program, graduates will be able to:

<table>
<thead>
<tr>
<th>Graduate Program Objectives</th>
<th>Nurse Practitioner Concentration Objectives</th>
<th>Clinical Nurse Specialist Objectives</th>
<th>Nurse Anesthesia Concentration Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Synthesize theories from nursing and related disciplines that are applicable to a specialty area of advanced practice.</td>
<td>1. Demonstrate accountability for quality of practice by evaluating client outcomes based on scientific evidence.</td>
<td>1. Synthesize and apply nursing and related theories to form the foundation for nursing education and clinical nurse specialty practice.</td>
<td>1. Evaluate phenomenon related to the practice of anesthesia by professional nurses to facilitate strategies that impact and advance anesthesia related health outcomes.</td>
</tr>
<tr>
<td>2. Contribute to the profession of nursing through the evaluation and application of relevant research evidence to inform and shape clinical practice.</td>
<td>2. Manage the primary care system in advocating for improved client health care outcomes.</td>
<td>2. Utilize expert knowledge, leadership skills, and effective communication strategies to influence organizational and system level change to achieve desired outcomes.</td>
<td>2. Demonstrate leadership and care competencies that combine cognitive, affective, and psychomotor skills to facilitate anesthesia practice as Advance Practice Nurses.</td>
</tr>
<tr>
<td>3. Utilize evidence based data to examine health issues, evaluate program outcomes and processes relevant to nursing practice.</td>
<td>3. Provide leadership in the primary care of collaborative and business partnerships.</td>
<td>3. Collaborate with members of the healthcare team to apply theoretical and empirical knowledge in the care of the adult patient to improve health care outcomes.</td>
<td>3. Apply the major critical thinking and analytic skills to effectively practice nurse anesthesia in a cost-effective and accountable manner.</td>
</tr>
<tr>
<td>4. Demonstrate role competencies and clinical expertise to deliver evidence -based care within a specialty area of advanced practice nursing.</td>
<td>4. Demonstrate the characteristics of the Advanced Practice Nurse role in the delivery of primary care.</td>
<td>4. Utilize clinical nursing expertise, scientific inquiry, research interpretation, and integration of evidence based nursing interventions to inform and advance nursing education and practice.</td>
<td>4. Evaluate and utilize anesthesia-related research that enhance and advance the specialty and disseminate outcomes to improve patient care.</td>
</tr>
<tr>
<td>Graduate Program Objectives</td>
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<td>Nurse Anesthesia Concentration Objectives</td>
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<tr>
<td>5. Deliver advanced nursing care within an area of specialization derived from scientific principles and the best available evidence to promote optimum health outcomes across diverse populations</td>
<td>5. Empower self-management of health status through participative decision-making.</td>
<td>5. Engage in outcome evaluation methods to analyze system characteristics and organizational effectiveness to enhance performance.</td>
<td>5. Integrate interdisciplinary, evidence-based problem-solving and education strategies in the delivery of care to diverse populations.</td>
</tr>
<tr>
<td>6. Demonstrate leadership within healthcare systems through the use of interdisciplinary collaboration, information technology, research dissemination, and political advocacy to improve population health and system outcomes.</td>
<td>6. Provide theory-based health education to diverse populations.</td>
<td>6. Develop innovative, ethical, and effective nursing and educational interventions to promote cost effective outcomes and efficient use of resources.</td>
<td>6. Analyze skills utilized in the evaluation of the quality of anesthesia care provided throughout the community.</td>
</tr>
<tr>
<td>7. Assume a leadership role to advocate for care based on ethical principles that values diversity in populations and advocates for health care access across care delivery systems.</td>
<td>7. Develop therapeutic nurse-client relationships based on appropriate theories.</td>
<td>7. Assume responsibility for professional growth, lifelong learning and health practice leadership.</td>
<td>7. Integrate practice and education to expand the profession and practice of anesthesia nursing.</td>
</tr>
<tr>
<td>8. Analyze organization and system outcomes in relation to resource utilization and management to achievement quality outcomes.</td>
<td>8. Demonstrate critical thinking and diagnostic reasoning in management of diverse client situations across a variety of primary care settings.</td>
<td>8. Apply clinical expertise in the nursing diagnosis and treatment of illness, promotion of health, and reduction of health disparities within a defined specialty population.</td>
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<tr>
<td></td>
<td>9. Implement evidenced-based plans of care that include health promotion and disease preventive strategies.</td>
<td>9. Analyze critical issues that influence health care and the education of health care professionals.</td>
<td></td>
</tr>
</tbody>
</table>
GRADUATE STUDIES ADMISSION CRITERIA

The criteria for admission to the Master of Science in Nursing are listed below. Applicants to the MSN Nurse Anesthesia concentration should review the MSN Nurse Anesthesia Supplemental Handbook for the additional admission criteria that apply to that concentration.

1. Submission of an admission application and curriculum vita/resume.
2. Completion of a Bachelors in Nursing degree from an accredited program.
3. Current licensure to practice nursing (without restrictions) as a Registered Nurse in the applicant’s state or country. For those applicants practicing in Michigan, a current Registered Nurse Michigan license is required. Applicants who hold RN licensure from other states or countries and who are in the Nurse Practitioner and Nurse Anesthesia track may be admitted provisionally with the requirement that US and MI RN license must be obtained prior to progression to clinical courses.
4. A minimum grade point average of 3.0 for total credits completed during the second half of a four-year baccalaureate program (4.0) scale.
5. One year of clinical practice as a registered nurse prior to the clinical sequence of courses for the Nurse Practitioner concentration. No clinical practice experience is required prior to acceptance for the Clinical Nurse Specialist-Education concentration.
6. Successful completion of an undergraduate statistics course within the last five years.
7. Submission of a written essay of 150-2000 words that addresses the applicant’s career goals and motivations for graduate study in the selected area of specialty nursing practice: nurse practitioner, clinical nurse specialist or nurse anesthetist.
8. Online submission of three College of Nursing reference forms.
9. Completion of an admission interview with the CON faculty.
10. If the applicant’s native language is not English, the applicant must complete the Test of English as a Foreign Language with a minimum average score of 550 with no subscore below 52 (paper version) or 79 with no subscore below 17 (internet based test). Equivalent scores on the MSU English Language Center Test may be submitted. If using the International English Language Testing System (IELTS), the minimum average score must be 6.5.

An applicant who has not completed all of the requirements for full admission may be admitted provisionally to the Masters of Science in Nursing degree program. Students admitted with a provisional status must complete the unmet requirement(s) in the designated time established by the CON. The student must maintain a GPA of 3.0 or better throughout the provisional status. Upon completion of requirements, the College of Nursing, Office of Student Support Services submits a formal request to the Office of Admissions to lift the provisional status. A printout of the confirmation email is placed in the student file. Students failing to meet the requirements of their admission will be referred to the Associate Dean of Academic & Clinical Affairs and the Director of Graduate Clinical Programs.

*passed 11/13/03 CON Faculty, revised 5/1/07, revised 8/23/2011
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 Plaza
No.1 Wangzhuang Road, Haidian District, Beijing, 100083, P.R.China
Tel: +86-10-82379480
Fax: +86-10-82378718 (24 hours)
Email: cqv@cdgdc.edu.cn
Website: www.chinadegrees.cn

CONCURRENT APPLICATION TO TWO GRADUATE PROGRAMS

Michigan State University now permits concurrent applications for admission to two graduate programs, each with a separate application fee. This option will be available for applications for Fall 2014 admissions.

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.
POLICIES AND PROCEDURES

ACADEMIC STANDARDS

Progression through the MSN program is monitored by the College of Nursing. Progression is dependent upon the following guidelines.

1. 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.

2. 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.

3. 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.

4. The academic performance of students admitted provisionally will be reviewed before the beginning of the second semester of enrollment by the Director of the Office of Student Support Services. Students failing to meet the requirements of their admission will be referred to the Director of the Masters Program and the Graduate Program Committee.

Revised by the Graduate Program Committee, October 3, 2008.

STATISTICS PREREQUISITE

Completed a three (3) credit undergraduate or graduate statistics course with a grade of 3.0 (4.0 scale) or better within the last five years.
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.

These expectations are reflected in the Graduate (MSN) Clinical Performance Criteria for each clinical nursing course. 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.

MID-SEMESTER PROGRESS REPORTS

Mid-semester progress reports are provided to students deemed at academic risk based upon academic performance up to the mid-semester. Students identified through this process will be referred to the Office of Student Support Services and the Director of Graduate Clinical Programs. An academic support plan will be developed by the student and faculty member. Academic support plans may include peer or faculty tutorials, referral to counseling or other support systems, and other interventions as deemed beneficial.
DISMISSAL FROM THE COLLEGE OF NURSING

Graduate (MSN) 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. Students who experience physical, behavioral, psychological or other difficulties which interferes with his or her ability to meet academic objectives and/or 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 Masters program. Names of students deemed ineligible to continue in the Masters 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. MSN students will be referred to their faculty advisor for clarification of professional options.

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.
STUDENT PROGRESS REPORTS

In order to facilitate academic review of students' progression through the major, the following procedures are outlined:

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.

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) 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 the Masters Program may request a follow up report.

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 the College of Nursing or MSU are strongly encouraged to meet with their faculty advisor and notify the Director of Graduate Clinical Programs. To voluntarily withdraw from the College of Nursing, a student must notify the Office of Student Support Services prior to withdrawing.
REINSTATMENT 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 Director of Graduate Clinical Programs, Associate Dean for Academic and Clinical Affairs and the Graduate faculty. 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 online 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.

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.
SCHOLARLY PROJECT

Students in each MSN concentration complete an evidenced based scholarly project. The subject of the project is specifically related to the specialty of the student and topics are selected in collaboration with faculty. In all concentrations the project is completed across several semesters. Specific information regarding the project is provided in the course syllabi beginning with NUR 807 for CNS, NUR 895 For NA and NUR 807 for NP. An overview of the scholarly project assignment is also presented during orientation.

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.

GRADUATION POLICIES

1. Completion of all required courses with an earned grade of 3.0 or higher.
2. Students must successfully complete the scholarly project. Students must be registered the semester in which the scholarly project is completed.
3. For students choosing the thesis option, submission of the final draft of the thesis after oral defense is required.
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/
  - Master’s Students: https://www.egr.msu.edu/masters/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.

NURSE PRACTITIONER CERTIFICATION

Completion of the Nurse Practitioner concentration of the MSN degree with Michigan State University qualifies students to sit for the American Nurses Credentialing Center (ANCC) certification in Adult-Gerontology Primary Care NP or Family NP OR American Academy of Nurse Practitioners (AANP) in Adult-Gerontology Primary Care or Family NP. In addition, students are also eligible to apply for specialty certification at the State of Michigan.

The American Nurses Credentialing Center (ANCC) requires registered nurses to hold an earned Master’s degree prior to taking the certification examination. Registration materials for ANCC examinations may be submitted prior to the degree being granted. The College certifies students for their degree through the University Office of Degrees following completion of all degree requirements, including, if applicable, receipt of the final, approved copy of their thesis or scholarly project.

Graduates of the Clinical Nurse Specialist Program concentration qualifies students
to sit for the ANCC Clinical Nurse Specialist in Adult-Gerontology certification examination. Students may qualify for specialty certification within their home states.

The American Nurse’s Credentialing Center (ANCC) requires nurses to hold an earned Master’s degree prior to sitting for the examination. Registration materials for ANCC examinations may be submitted prior to the degree being granted. The College certifies students for their degree through the University Office of Degrees following completion of all degree requirements, including, if applicable, receipt of the final, approved copy of their thesis or scholarly project.

INSTRUCTION FOR MI NURSE PRACTITIONER SPECIALITY CERTIFICATION

Once the student has received his/her results from the National Nurse Practitioner certification examination he/she must apply for State of Michigan RN license specialty certification as an NP. Students should contact the Michigan Board of Nursing at (517) 335-0918 for the application form.


Send documents for degree verification for this process to the Office of Student Support Services. To assist us in monitoring student performance, graduates are also requested to notify the Office of Student Support Services upon receipt of their National certification test results. Students will receive direction regarding this process during their final year of study.

CLINICAL NURSE SPECIALIST CERTIFICATION

Graduates of the Clinical Nurse Specialist Program concentration qualifies students to sit for ANCC certification as a CNS in Adult-Gerontology Health certification examination. Students may qualify for specialty certification within their home states.

The American Nurse’s Credentialing Center (ANCC) requires nurses to hold an earned Master’s degree prior to sitting for the examination. Registration materials for ANCC examinations may be submitted prior to the degree being granted. The College certifies students for their degree through the University Office of Degrees following completion of all degree requirements, including, if applicable, receipt of the final, approved copy of their thesis or scholarly project.

Graduates of the CNS-Education and MSN in Education concentrations will meet the minimal number of graduate level education course credits to be eligible to sit for the National League for Nursing (NLN) Certified Nurse Educator Examination.
FACULTY ADVISOR/ACADEMIC ADVISING

ANNUAL PROGRESS REPORTS

All students will be assigned a faculty advisor during the first year of their admission to the masters program. All students must complete, with their academic advisor, an annual student progress report in fulfillment of University Graduate School requirements. The annual student evaluation is an important retention effort at the graduate level and a requirement of the University. CON students are required to complete an Annual Progress Report in conjunction with their graduate advisor. Documentation of each report is maintained in an official student file. The report should provide academic performance information about the prior academic year. Progress report forms may be received through the Office of Student Support Services.

The duties of CON faculty Advisors in the master’s degree program are dictated by the University Graduate School as put forth in Article 2 of the Academic Rights and Responsibilities for Graduate Students (http://www.vps.msu.edu/SpLife/grr2.htm). Graduate advisors are expected to 1) serve as a mentor for their advisees, 2) serve as the student’s professional role model, 3) serve as a liaison between their advisees and college or university administration.

STUDENT EXPECTATIONS

Faculty Advising provides an opportunity for mentoring and professional guidance in a collegial and safe environment. Socialization and mentoring is best achieved in a mutually responsive relationship, as such, students are expected to make regular contact with faculty (no less than once per semester) and be responsible for completing annual progress reports with their advisor.

Students may initiate a change of advisor assignment by completing the appropriate paperwork through the Office of Student Support Services. The College of Nursing assigns the academic advisor after consultation with the appropriate parties.
EVALUATION 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.

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.

INTELLECTUAL INTEGRITY POLICIES

STUDENT SCHOLARLY ACTIVITIES

The master’s 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. theses, 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 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. MSN 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:

<table>
<thead>
<tr>
<th>Year</th>
<th>Requirements</th>
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<tbody>
<tr>
<td>I</td>
<td>HIPAA, IRB plus course material</td>
</tr>
<tr>
<td>II</td>
<td>HIPAA, plus two hours of selected modules</td>
</tr>
<tr>
<td>III</td>
<td>HIPAA and IRB renewal</td>
</tr>
<tr>
<td>IV</td>
<td>HIPAA and individually developed plan with advisor for continued compliance</td>
</tr>
</tbody>
</table>

**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)

**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.
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 Epocrites 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.

**LAPTOP 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, iPad, 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
COMPUTER TECHNOLOGY REQUIREMENTS

REQUIRED INTERNET CONNECTION

High speed Internet connection: DSL or Cable

SYSTEM/BROWSER COMPATIBILITY

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<th>Minimum Required</th>
<th>Recommended</th>
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</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.
GENERAL POLICIES AND RULES

ATTENDANCE POLICY

CLASS ATTENDANCE

Class attendance, in both on-campus and online classes, 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.

COURSE WORK TIME LIMITS/EXTENSIONS

TIME LIMIT FOR COMPLETION OF GRADUATE STUDIES

The Master’s program must be completed within six years from the beginning of the first enrollment in which credit is earned toward the degree. 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.

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.

DEGREE TIME EXTENSIONS

A student who is unable to complete degree requirements within the six-year limit may submit a written request for a time extension 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 faculty advisor, the Thesis Chairperson if applicable and the Director of Graduate Clinical Programs, to discuss
the request. The faculty advisor prepares a memorandum to the student with the
recommendation and sends it to the Associate Dean for Academic and Clinical Affairs
for approval/denial.

Prior to the thesis defense or completion of extended degree reports, an additional
comprehensive examination, covering content from current program objectives
and program course requirements may be required, and must be passed in order to
validate the student’s current knowledge base.

INDEPENDENT STUDY

NUR 890: INDEPENDENT STUDY IN NURSING, Independent Study permits a student
to develop personal competencies through individualized experiences and 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 problem, 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 890 is a variable credit course (1-6 cr.) Students may enroll for a maximum total
of 8 nursing credits in excess of those required in the curriculum. The number of
credits is based upon the scope of the topic, issue or problem, and the associated
objectives. The following guidelines should be utilized:

Search for information from the library and other sources: two hours per week
equals one credit.

Clinical application of the independent study process: three hours per week
equals one credit.

A combination of #1 and #2 may occur: the activity reflects stated hours per
credit.

THE APPLICATION PROCEDURE

Prior to enrolling, the student must:

Select a topic, issue or problem related to nursing.

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 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, and the Associate Dean for Academic and Clinical Affairs.

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

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 study is clear and appropriate, i.e., the purpose and the scope.

Objectives reflect measurable outcomes, are revised as necessary, are consistent with the topic, issue or problem 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 study outcomes are clearly stated.

The conduct of the study reflects self-direction and self-evaluation.

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.

TRANSFER COURSES

Up to 25% of graduate coursework (excluding thesis credits) may be transferred into the Master of Science in Nursing program from other Commission on Collegiate Nursing Education 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 faculty advisor before
enrolling in a course at another University. Send a copy of this written permission to: College of Nursing Student Support Services, Bott Building for Nursing Education and Research.

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 Nursing Education and Research, 1355 Bogue Street, Room C120, East Lansing, Michigan 48824-1317.

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 Nursing Education and Research, 1355 Bogue Street, Room C120, East Lansing, Michigan 48824-1317.

Refer to the Current MSU Academic Programs Book for additional information. See the MSU website at: https://www.reg.msu.edu/AcademicPrograms/ProgramDetail.asp?Program=4003.
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.

CHANGE IN MSN PROGRAM

All students desiring a change in program concentration must follow the regular admission process for each concentration.

Decision to move a concentration is dependent on;
• Available space in the concentration
• Submission of a new statement of purpose and reason for the change
• Complete admission interview with appropriate course faculty
• Recommendation through the regular admission process
CLINICAL EXPERIENCE POLICIES

CLINICAL EDUCATIONAL EXPERIENCE

Per the Michigan State University, College of Nursing clinical placement policy, each student will be placed with preceptors who possess appropriate credentials including 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. Preceptors must also be present during the students’ hours at the agency for the clinical experience to count towards required hours.

Due to state regulations/restrictions regarding out-of-state distance education providers, clinical placements are limited to within the State of Michigan.

CLINICAL PLACEMENTS

Student clinical placements are arranged by the CON clinical placement coordinator in collaboration with CON faculty. Clinical placement assignments are determined by availability of required clinical opportunities for students and a valid affiliation agreement with the hosting agency. Student clinical placement assignments may not be exchanged between students.

There are many external factors that affect the complexity of securing clinical placements (e.g. other nursing programs, medical students, residents, and implementations of electronic documentation systems). Therefore, the clinical placement process is an established framework to facilitate appropriate clinical sites that will meet the course and program objectives as well as ensure the strongest preparation possible for students across the program.

Students identifying extenuating circumstances that could affect their clinical assignment are required to submit a description of their specific circumstance by a specified timeframe prior to the course. Not all requests for assignment considerations can be honored.

Students may not be mentored by a relative/partner or in the clinical unit or department in which the student is currently employed. Other departments or units within the same agency are acceptable.

FEES

Students are responsible for any associated agency/system placement costs, and specific agency compliance requirements that may require additional time prior to entering clinical (e.g., additional background checks, electronic medical record (EHR) training).
TRAVEL REQUIREMENTS

Clinical experiences are provided in a variety of settings throughout the state. Students are responsible to make all travel arrangements necessary to complete the degree requirements. This includes travel arrangements and transportation to and from clinical agencies. Parking provisions vary from agency-to-agency. Students are required to follow agency policies regarding parking.

TRANSPORTATION TO AND FROM COMMUNITY AGENCIES

The nursing program at Michigan State University College of Nursing includes a combination of didactic/lecture courses as well as clinical/practicum courses. The College of Nursing uses a variety of clinical sites to facilitate the strongest preparation possible for our students. As such, it is important to note that this may require students to travel to various locations throughout the state for clinical experiences.

Students in the nursing program will travel outside of the greater Lansing area and could be required to travel throughout Michigan. It is not the responsibility of the College of Nursing to arrange for transportation to and from clinical sites. Due to this, each student must have access to reliable 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 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.

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 masters students in all clinical settings.

The student uniform is an MSU CON white lab coat with MSU picture ID. Nurse Practitioner and Clinical Nurse Specialist-Education will wear this over professional business attire suitable to the clinical setting. Nurse anesthesia students will wear over scrubs as discussed in the NA supplement and per policy of clinical agency.
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 sued 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.
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<th>Accident Date/Time</th>
<th>Course Title/Section #</th>
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| Location: MSU building, Room #, (Be Specific) |

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<th>DESCRIPTION OF INJURY</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Report Reviewed by: (Print Name &amp; Title)</th>
<th>Date:</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Department/College:</th>
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</table>

<table>
<thead>
<tr>
<th>Department Administrator’s Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
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</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>PID</th>
<th>☐ FEMALE</th>
<th>PID</th>
</tr>
</thead>
<tbody>
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- or -

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>DOB</th>
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</table>

<table>
<thead>
<tr>
<th>PHONE</th>
<th>EMAIL</th>
<th>COLLEGE/DEPARTMENT/PROGRAM</th>
<th>CLINICAL ROTATION SITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>w: ( )</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>h: ( )</td>
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</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 day year</td>
<td>A.M. or P.M.</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SKIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Sore,</td>
</tr>
<tr>
<td>Wound,</td>
</tr>
<tr>
<td>Scratch,</td>
</tr>
<tr>
<td>Lesions</td>
</tr>
<tr>
<td>Hangnail</td>
</tr>
<tr>
<td>Eczema</td>
</tr>
</tbody>
</table>

DURATION OF EXPOSURE _______ Seconds / Minutes / Hours

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

(print) | (signature)

**DATE:** ___________

**PREPARER’S SIGNATURE** ________________________________ | ________________________________

(print) | (signature)

**DATE:** ___________

**COLLEGE / DEPT / PROGRAM ADMINISTRATOR:** ________________________________ | ________________________________

(print) | (signature)

**DATE:** ___________

**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>

<table>
<thead>
<tr>
<th>Location (Name/Address of Hospital/Clinic)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Department/Area Within Location</td>
<td></td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>Masters</th>
<th>PhD</th>
<th>Continuing Ed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Program (Check one)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Action/Steps Taken After Occurrence:**

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

<table>
<thead>
<tr>
<th>Any Injury to patient (check one)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>If yes, describe:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone No.</th>
<th>Organization</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Persons Notified of Occurrence</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>This Form Completed By:</th>
<th>Signature</th>
<th>Print Name</th>
<th>Phone No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Member</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Student</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

N:/Clinical Placements/Clinical Placement Procedure
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 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, Director of Student Support Services at 517-353-4827 or 1-800-605-6424 within 24 hours and course faculty if not previously notified.

MOBILE DEVICE POLICY - LAC

The expectations for the handling of mobile devices possessed by learners participating in events at the LAC are as follows:

1. Mobile devices are defined, but not limited to, cellular phones, smartphones, tablets, iPads and personal data assistants (PDAs).
2. It is strongly recommended that learners be informed by faculty, curriculum assistants and/or other college staff to leave mobile devices outside the LAC (e.g. home, vehicle, etc.).
3. Upon arriving at the LAC, learners will be instructed to turn off mobile devices and leave in designated area.
   a. Learners will not be permitted to maintain possession of mobile devices during the event.
   b. If a learner is not in compliance, they will be dismissed from the event and lead faculty and/or contact will be notified immediately.
4. The LAC or respective college will not assume responsibility for loss or damage of any mobile device.
5. Lead faculty shall have the prerogative of allowing mobile devices and will inform the LAC Facilitator/Educator of such during the event planning process.
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 Drive, 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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<tbody>
<tr>
<td>Immunizations</td>
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<tr>
<td>Seasonal Influenza Immunization</td>
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<tr>
<td>BLS</td>
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<td>x</td>
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<td>ACLS</td>
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<tr>
<td>PALS</td>
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<td>Health Insurance</td>
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<tr>
<td>RN License</td>
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<tr>
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<tr>
<td>Drug Screen</td>
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<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Fingerprints</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ACE MAPP</td>
<td>x</td>
<td>x</td>
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<td>*</td>
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</tr>
</tbody>
</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](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

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. Titters 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, titters 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.
5. For NA students: Documented hazards to unborn fetuses of anesthetists exposed to anesthetic vapors.

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, consume, transport, promote, or sell alcohol, drugs, or drug paraphernalia at a clinical site or while engaged in clinical activities.

2. No student may report to a clinical site or engage in clinical activities 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.

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.
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 and spring 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://www.vps.msu.edu/SpLife/default.pdf.

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

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.geusatmsu.org/
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.

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.

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:

1. Council of Graduate Students.
2. The Graduate Program Committee
3. The Practice Committee
4. Student Advisory Council

STUDENT ORGANIZATION INVOLVEMENT

http://nursing.msu.edu/Students/Student%20Involvement/default.htm
Sigma Theta Tau, Inc.
Doctoral Nursing Association (DNA)
MSU MICNP Student Chapter
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 (Smoking is prohibited in the Life Science Building).

TELEPHONE CALLS

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

STUDENT COMMONS

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

UNIVERSITY RESOURCES

The Graduate School www.grad.msu.edu

Michigan State University Libraries http://www.lib.msu.edu/

Council of Graduate Students http://www.msu.edu/~cogs/

OFFICE OF THE UNIVERSITY OMBUDSPERSON

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the Office of the University Ombudsperson.

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University.

Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.
Contact information:

Office of the University Ombudsperson
129 N. Kedzie Hall
(517) 353-8830
ombud@msu.edu
https://www.msu.edu/unit/ombud/

STUDENT PARKING POLICY

Students may register their vehicle and obtain a commuter lot parking permit appli- cation 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 stu- dent 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.

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 informa- tion announcements. Students are enrolled in the College of Nursing graduate stu- dent listserv by the College of Nursing and remain a member until graduation from the program.
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 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.)
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. __________ Initial

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

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 __________ Initial

Name (please print or type)

Signature ___________________________________________________________________ Date ____________________________
THESIS GUIDELINES

ACADEMIC STANDARDS FOR THESIS

Graduation is dependent upon successful oral defense and successful completion of final revisions of a master’s thesis. Successful oral defense is defined as a grade of “pass,” as determined by the committee. A student who fails to meet this standard may, with the approval of his/her committee, repeat the defense one time. However, such approval is not mandatory, and the committee may require the student to withdraw from the program after failure to meet the standards, or may specify the fulfillment of remedial requirements.

ACADEMIC CREDIT FOR THESIS

Academic credit for work is earned through enrollment in NUR 899 (thesis). Before registering the student must discuss with the committee chairperson the work plan during the semester and the number of credits for which the student wishes to enroll. The student must be enrolled for NUR 899 credits during the semester in which the thesis is defended.

The maximum number of NUR 899 credits counted toward the program is four (4) credits. The student must continue to enroll for NUR 899 credits until the thesis or project is finished. Additional credits are not counted toward the degree. If a student does not enroll for credits any semester (other than summer) s/he must apply for readmission to the University/College to resume work on the project. NUR 899 credits are deferred until a final bound copy of the thesis is received by the College of Nursing and a grade is submitted.

The master’s thesis is an independent study that addresses a significant clinical nursing research problem, and generates knowledge applicable to advanced practice. The study may contribute to the clarification of ideas, issues and problems of current nursing practice.

FACULTY ASSISTANCE WITH CHOICE OF THESIS SUBJECT

Developing a thesis proposal, conducting research and writing a thesis are activities that require the input of experts in the specific areas of clinical nursing that is the focus of the research, research methodology, statistics and content areas relevant to the study problem. The student’s guidance committee faculty are appropriate initial resources for identifying a topic and thesis chairperson.

Students are responsible for seeking faculty assistance to: 1) determine if the problem area fits requirements for thesis research; 2) narrow the topic to a researchable problem; 3) locate additional literature; 4) identify further faculty members who might serve as committee members; and 5) develop the proposal.

THESIS COMMITTEE CHAIRPERSON

The chairperson of the thesis committee must be a tenure stream College of Nursing faculty member who holds an earned doctorate. The chairperson will assume major
responsibility for guiding and directing the student as the thesis is prepared. The thesis chairperson works collaboratively with the student to call meetings of the committee and assists the student with the completion of necessary forms.

THESIS COMMITTEE COMPOSITION

The thesis committee must include a minimum of three tenure stream MSU faculty members, including the chairperson. Faculty from other academic departments may serve as committee members. Factors to be considered in the selection of committee members include clinical, methodological and content expertise.

Among the College of Nursing faculty, at least one member must have the relevant clinical expertise. All members must be approved by the committee chairperson and the Associate Dean for Academic and Clinical Affairs. Members who are not tenure stream members of the MSU faculty and do not have a doctorate must be approved by the MSU Graduate School.

APPOINTMENT OF THE COMMITTEE

The student is responsible for obtaining consent from each person chosen to serve on the thesis committee. Signatures from all committee members on the Appointment of Thesis Committee form indicate formal constitution of the thesis committee.

CALLING A MEETING OF THE THESIS COMMITTEE

It is the student’s responsibility to schedule and plan committee meetings with approval of the thesis chairperson, and to confirm the date, time and place with each committee member.

Faculty recommend that the committee and the student meet early during the development phase of the thesis in order to coordinate the guidance process.

Students should allow sufficient time for feedback by committee members on materials submitted to them. A typed copy of the materials for review must be received by committee members with written instructions at least two weeks before a meeting is scheduled or when the student expects a response.

PROPOSAL APPROVAL

A special meeting of the committee is called for formal approval of the thesis proposal. During this meeting, the student must be prepared to answer questions about the proposal and its implementation. The thesis proposal must be approved by the thesis committee and the University Committee on Research Involving Human Subjects before the data collection phase can begin. All proposals must follow Federal HIPAA requirements as well.

UNIVERSITY COMMITTEE ON RESEARCH INVOLVING HUMAN SUBJECTS

After the thesis proposal is approved by the committee, the student must apply to the University Committee on Research Involving Human Subjects (UCIRIHS) for
permission to conduct the research.

Only after approval has been received from UCRIHS can the student begin data collection for the thesis (for more detailed information, see the UCRIHS web page at http://www.humanresearch.msu.edu/).

CONDUCTING RESEARCH IN COMMUNITY SETTINGS/AGENCIES

**Administrative Approval:** After receiving approval from MSU UCRIHS, the student must obtain written administrative approval from the setting or agency (e.g., hospital, clinic, classroom, etc.) in which the research is to be conducted. This may necessitate the student submitting the proposal to the human subjects review board or committee of the agency. Whatever the requirements of the targeted agency or facility, the student must discuss his/her plans with the appropriate personnel within the setting. Arrangements which provide for anonymity or confidentiality to study subjects and the way in which the study will be conducted may also be discussed.

The student must send a written copy of the agency approval to the thesis committee chairperson. The approval is noted on and attached to the Additional IRB section of the approved form by the chairperson.

**Reporting of Results/Findings:** After the research has been completed, the student should report results from the thesis in a manner agreed upon and acceptable to the community setting in which the study was conducted.

**DATA ANALYSIS**

The student is responsible for preparing and analyzing all data employed in the study. These activities require knowledge of statistical and/or other appropriate software for data handling and analysis. The process is normally supervised by the committee member(s) with the appropriate methodological expertise. Resources for data entry and analysis are available through the College of Nursing. Any other arrangement, including the use of outside consultants and reliance on outside data processing facilities, must have prior approval by the committee.

**ANNOUNCEMENT OF DEFENSE**

A final draft of the thesis, approved by the chairperson of the thesis committee, must be presented to each member of the committee at least two full weeks before the student’s oral defense is scheduled.

With the approval of the thesis committee chairperson, the student must prepare and distribute the form for the announcement of his/her oral defense meeting two weeks in advance. This announcement is sent to each thesis committee member, appropriate others, and all College of Nursing faculty.

**THESIS DEFENSE**

The final stage in the progression from thesis proposal to thesis completion is the thesis defense, more commonly called the oral defense. The primary purpose of the defense is to demonstrate the student’s ability to support and justify research
methodology, findings and interpretations. The student should enter the defense fully prepared to answer questions on all phases of his/her research.

The chairperson and the student decide upon the procedure that will be used in the oral defense. Under the leadership of the chairperson, the student’s thesis committee conducts the defense. During the defense, questions may be asked only by members of the thesis committee. After the formal defense visiting faculty and students may ask questions.

Following the oral defense, the thesis committee convenes to discuss the performance of the student. The committee may ask for further work, determine the work successfully completed, or assign a pass/fail for the thesis.

**FORMAT AND DISTRIBUTION OF FINAL THESIS COPY**

After oral defense and final changes in the thesis have been completed, the manuscript is to be reproduced and distributed according to the guidelines in the MSU Graduate Catalog. In addition, one hardbound copy must be given to the chairperson of the thesis committee and one hard bound copy must be given to the Office of Student Support Services in the College of Nursing. Copies may also be distributed to each individual committee member, however, these copies are not required to be hard bound.

The thesis must be prepared in accordance with the specifications in the current edition of The Graduate School Guide to the Preparation of Master’s Theses and Doctoral Dissertations. This handbook is available, together with required forms relating to the thesis, from the Office of the Graduate School (Room 101 Linton Hall) or on the web at http://grad.msu.edu/thesisdissertation/docs/format.pdf

If the student expects to graduate in the semester when the thesis defense will be held, the University schedule for completion of activities must be followed. Specific dates for each semester are published in the Schedule of Courses and Calendar on the MSU website http://www.reg.msu.edu/ROInfo/Calendar/WWWDates.asp

The pass/fail will not be assigned until hard bound copies are received by the chairperson and the Office of Student Support Services. The chair of the committee completes the pass/fail section of the Completion of Thesis/Scholarly Project Requirements Form and then submits it to the Office of Student Support Services.
THESIS OUTLINE

The thesis in the College of Nursing is a written report, usually the length of an article in a professional journal, in which the student employs a conceptual or theoretical framework to describe, analyze or otherwise illuminate the data set at hand. While the student is encouraged to employ nursing theory, it is most important that the theoretical framework elucidate and speak to patterns found in the data. The following is a useful checklist which may serve as a general outline for organizing a thesis. Not all of the categories are appropriate for all studies, and individual theses may show some variation.

The thesis proposal must contain the following sections: introduction, review of literature, and methods. In order to be considered for the proposal approval, the student must prepare the thesis up to this point:

INTRODUCTION

1. Background of the problem (trends related to the problem, unresolved issues, social concerns).
2. Importance of the study.
3. Statement of the problem (basic difficulty, area of concern, felt need); questions to be answered.

REVIEW OF LITERATURE

1. Conceptual definition of the variables under study based on existing literature (or refinement thereof).
2. Review and synthesis of existing empirical evidence in the literature that may be relevant to the problem under investigation.
3. Critical discussion of conceptual and methodological shortcomings and problems in the literature that need to be addressed in future studies.
4. Discussion of the proposed study within the context of the critical evaluation of the literature.
5. Development of a theoretical framework or model: explicit description of the relationships among the study variables.
6. Need for study and likelihood for obtaining meaningful, relevant and significant results (rationale).

METHODS

1. Selection of subjects (sample and population), sampling techniques.
2. Field procedures (instructions to subjects or distribution of materials).
3. Data collection procedure and recording.
4. Procedures for protection of human subjects and approval of UCRIHS.
5. Operational definitions of the variables.
6. Instrumentation (description of measures; psychometric properties, reliability and validity, etc.)
7. Scoring and data summarizing procedures.
8. Pilot studies and pretest (as they apply to the research design, development of instrument, data collection techniques and characteristics of the sample).
9. Description of research design (experimental, quasi-experimental, correlational,
causal-comparative, survey or case study [if applicable, identify dependent, intervening and independent variables])

10. Plan for data processing and analysis (statistical or qualitative analysis).

RESULTS/FINDINGS

1. Description of sample and other background material.
2. Presentation of answers to research questions or testing of hypotheses. (Findings are presented in tables or charts and are described and interpreted in the narrative; include unexpected findings).
3. Interpretation of findings with respect to conceptual framework, literature, and methods employed in the study.

DISCUSSION

1. Discussion of problems with data analysis, including methodological assumptions and limitations.
2. Implications of results for existing literature.
3. Implications for Advanced Practice Nursing and primary care.
4. Recommendations for further research.

REFERENCES

The current edition of the Style Manual of the American Psychological Association is the standard for format.

APPENDICES

1. Instruments
2. UCRIHS Approval
3. Consent forms
4. Letters
5. Other

HUMAN SUBJECTS USED IN RESEARCH

Federal law mandates that Michigan State University be in compliance with the Common Federal Rule 45 CRF 46 + FF. (1991) requirements for the protection of human and animal research subjects. The University Committee on Research Involving Human Subjects (UCRIHS) and the All-University Committee on Animal Use and Care (AUCAUC) have responsibility for reviewing AND APPROVING all research protocols PRIOR TO collection of data for theses and dissertations and/or for assignments or projects in courses. Human subjects use includes survey and telephone interviews used for research.

The Graduate School “will not accept master’s theses or doctoral dissertations containing research involving human subjects that has not had prior review and approval by UCRIHS.” The UCRIHS form must be provided at the time the thesis or dissertation is turned in to The Graduate School. The Graduate Students Rights and Responsibilities document states that graduate students “are responsible for informing themselves of University, college, department, and school requirements.” Faculty major professors and committee chairpersons are also knowledgeable of these policies and will assist the student as needed.