

**Michigan State University
College of Nursing**

**BACHELOR OF SCIENCE
IN
NURSING
STUDENT HANDBOOK**

This handbook is intended to be used in conjunction with Michigan State University Resources for Undergraduate Study. The faculty reserves the right to revise this handbook.

2009 College of Nursing



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SECTION I

College of Nursing Philosophy

Philosophy of Undergraduate Nursing Education

Approved by Faculty, December 19, 2003

The College of Nursing (CON) is situated within a land-grant University that promotes community partnerships and collaborative learning. We actively engage local, national and global partners to create and realize the shared vision of health, wellness and disease management. The CON is responsible for providing student and faculty support services and for maintaining the integrity of the curriculum.

We believe that education is the enhancement of affective, cognitive and behavioral learning through the creative manipulation of situations and processes. Professional education in nursing integrates knowledge from the nursing, social, behavioral and natural sciences to prepare ethical nurse leaders to meet the health care needs of our rapidly changing global society and to advance the discipline of nursing.

Learning is a life-long, developmental process. Learners move through this developmental process at differing rates according to diverse sociocultural, educational, and experiential backgrounds and learning styles. Learning is most effective when there is integration of a variety of experiential and didactic activities. The learning outcomes of professional nursing are shaped by professional standards, social mandates and regional characteristics. The College of Nursing faculty defines the timeframe for sequential achievement of critical outcomes and their measurement. Faculty are responsible to design and facilitates situations and processes that facilitate the learning for diverse students. Educational situations and processes are a microcosm of the situations and processes students will encounter and use in their professional life.

The goal of nursing education is competent nursing practice. Competency is measured within the affective, cognitive and behavioral domains. Within the context of nursing, competency is the habitual and judicious use of critical outcomes that benefit persons and populations. Faculty engage students in deliberating the state of nursing science. Faculty translate and integrate prior learning, aiming for increasingly more complex and comprehensive mastery. Since all health and illness phenomenon are complex, faculty impose structure by defining and limiting the number of variables considered and the number and complexity of skills to be learned. As students advance in their developmental mastery of competencies, they can manipulate more variables and form abstract patterns for unique situations, ultimately achieving a pattern of habitual performance of knowledge, attitudes and skills.

Students actively partner with peers, faculty, colleagues and communities to achieve their MSU BSN program competencies. Students accept responsibility for retaining, retrieving and applying prior learning within the nursing context. Students use a variety of self-assessment strategies to discover and develop their learning patterns, and to track their mastery of the critical outcomes, and apply these learned patterns to their life-long professional practice.

College of Nursing Mission Statement

The College of Nursing: prepares knowledgeable, innovative and caring nurses to improve the health care of our global community, and to advance the science of nursing through research and practice innovation.

College of Nursing Vision

The College of Nursing is committed to preparing knowledgeable, innovative and caring nurses to meet the health needs of the people of Michigan, the nation, and the global community. The College of Nursing partners with communities and other stakeholders to achieve programmatic excellence. The College of Nursing demonstrates excellence, responsiveness, and creativity in all its educational programs, with flexible transitions among programs, providing for professional mobility and growth. Our graduates are nurse leaders who possess specific competencies to address the constantly changing health care environment. Our students and faculty reflect our global society. Diversity, cultural competence and international experiences are interwoven throughout our curriculum, research, practice, and service and reflected in our faculty and student activities.

Our faculty and students focus their research on the themes of “chronic conditions” or “healthy families & populations,” in order to improve delivery of health care and scientific knowledge underpinning evidence-based nursing practice. Faculty research and evidence-based nursing practice improve the health status of individuals, families, and communities and inform and support the college mission.

SECTION II

The Baccalaureate Program

Overview of the Program

The MSU College of Nursing BSN program provides a broad professional preparation based on the biological, physical and behavioral sciences, and on the humanities. The program is approved by the Michigan Board of Nursing and accredited by the Commission on Collegiate Nursing Education. The nursing program requires the completion of prerequisite coursework prior to four (4) levels of coursework within the nursing major. Additional University requirements in integrative studies (IAH, ISS) and elective courses complete the degree requirements. Graduates of the Undergraduate Nursing Program at MSU receive a Bachelor of Science in Nursing degree. Graduates are qualified to take the state licensure examination to become a Registered Nurse.

The following courses comprise the BSN degree program for traditional and second degree students:

Pre-Nursing

ANTR 350 - General Human Anatomy
BS 111 - Cells and Molecules*
CEM 141 - General Chemistry
CEM 143 - Survey of Organic Chemistry*
FCE 225 - Eco of lifespan Human Development
HNF 260 - Principles of Human Nutrition
MMG 201 - Microbiology
MMG 302 - Microbiology Lab*
NUR 300 - Pathophysiology
PSL 250 or 310 - Introduction to Physiology
PSY 101 - Introductory Psychology
STT 200 - Statistics
WRA 110-150 - Writing Rhetoric & American Culture*

*Not applicable to Accelerated Second Degree program.

Nursing Major

PHM 350 - Pharmacology
NUR 330 - Health Assessment and Nursing Therapeutics
NUR 340 - Foundations of Scholarly Nursing Practice
NUR 350 - Level I Integrative seminar
NUR 360 - Acute Nursing Care of Adults
NUR 370 - Mental health and Psychiatric Nursing
NUR 380 - Level II Integrative seminar
NUR 435 - Care of the childbearing family
NUR 440 - Nursing Care of Children, Adolescents and their Families
NUR 450 - Level III integrative Seminar
NUR 460 - Leadership Clinical Immersion
NUR 470 - Community Health and Population Nursing
NUR 480 - Role Transition Seminar

The following courses comprise the BSN degree program for students admitted as registered nurses:

Prerequisites

ANTR 350 – Anatomy
CEM 141 & CEM 161 – General Chemistry and Lab
IAH 201-210 (4 credit) – Integrative Studies in Arts & Humanities
IAH 211 and higher (4 credit) – Integrative Studies in Arts & Humanities
ISS 200 level – Various psychology, social studies or political sciences courses may fulfill this requirement
MMG 201 and 302 – Microbiology and Lab
MTH 103 – College Algebra
PSL 250 or 310 – Introductory Physiology
STT 200 – Statistical Methods (equivalent courses require a college algebra prerequisite)
WRA 110 -150 – Writing, Rhetoric and American Cultures
FCE 225 - Eco of lifespan Human Development
PSY 101 – Introductory Psychology

Nursing Major

NUR 300 – Pathophysiology
NUR 335 – Health Assessment
NUR 340 - Foundations of Scholarly Nursing Practice
NUR 355 – Integrative Seminar I
NUR 400 – Pharmacology
ISS 315 – Global Diversity and Interdependence
NUR 455 – Integrative Seminar II
NUR 465 – Leadership Immersion
NUR 470 –Community Health and Population Nursing
NUR 485 – Integrative Seminar III Role Transition

Sample Curriculum Guides

Sequence of Courses in the Nursing Program at MSU College of Nursing

Traditional BSN Program			
Fall		Spring	
Pre-nursing	CR		CR
MTH 103 College Algebra	3	*ANTR 350 Anatomy	3
WRA 110 Writing: Science & Tech.	4	*PSY 101 Introductory Psychology	4
*CEM 141 General Chemistry	4	IAH 201 United States and the World	4
ISS 215 Social Differentiation & Inequality	4	*BS 111 Cells and Molecules	3
		NUR 110 Freshman seminar	2
	15		16
*PSL 250 or 310 Introductory Physiology	4	*NUR 300 Pathophysiology	4
ISS 310 People and environment	4	*MMG 201 Microbiology	3
*FCE 225 Eco of Lifespan Human Devel.	3	*MMG 302 Micro Lab	1
*CEM 143 Survey of Organic Chemistry	4	*STT 200 Statistics	3
		*HNF 260 Principles of Human Nut.	3
		Elective	2
	15		16
Level I Nursing		Level II Nursing	
PHM 350 Pharmacology	3	NUR 360 Acute Nursing Care of Adults	8
NUR 330 Health Assessment and Nursing Therapeutics	7	NUR 370 Mental health and Psychiatric Nursing	4
NUR 340 Foundations of Scholarly Nursing Practice	4	NUR 380 Level II Integrative seminar	1
NUR 350 Level I Integrative seminar	1	Elective	3
	15		16
Level III Nursing		Level IV Nursing	
NUR 435 Care of the childbearing family	4	NUR 460 Leadership Clinical Immersion	5
NUR 440 Nursing Care of Children, adolescents and their Families	4	NUR 470 Community Health and Population Nursing	4
NUR 450 Level III integrative Seminar	1	NUR 480 Role Transition Seminar	2
Elective	3	IAH	4
	12		15
* = prerequisite courses		Total Credits	120

Sample Accelerated Second Degree Sequence		
Summer Semester		CR
Level I Nursing		
PHM 350	Pharmacology	3
NUR 330	Health Assessment and Nursing Therapeutics	7
NUR 340	Foundations of Scholarly Nursing Practice	4
NUR 350	Level I Integrative Seminar	1
		4
Total		15
Fall Semester		
Level II Nursing		
NUR 360	Acute Nursing Care of Adults	
NUR 370	Mental Health and Psychiatric Nursing	8
NUR 380	Level II Integrative Seminar	4
		1
Total		13
Spring Semester		
Level III Nursing		
NUR 435	Care of the Childbearing Family	4
NUR 440	Nursing Care of Children, Adolescents & Families	4
NUR 450	Level III integrative Seminar	1
Total		9
Summer Semester		
Level IV Nursing		
NUR 460	Leadership Clinical Immersion	5
NUR 470	Community Health and Population Nursing	4
NUR 480	Role Transition Seminar	2
Total		11
Program total credits		48

RN to BSN course sequence						
Open to students entering program prior to Summer 2009						
YR	Fall:		Spring		Summer	
		CR		CR		CR
1	NUR 313 - RN to BSN Transition	1	NUR 316—Health and Physical Assessment (with practicum hours)	3	FCE 444—Interpersonal Relationships in Family	3
	NUR 341—Clinical Problems in Adaptation	3	NUR 400—Pharmacology for Nurses	3	ISS 3XX— Integrated Studies Social, Behavioral and Economic Science, 300 level	4
	NUR 319—Introduction to Nursing Theory and Research (statistics is a prerequisite to NUR 319)	3				
	<i>Semester Credits</i>	7	<i>Semester Credits</i>	6	<i>Semester Credits</i>	7
2	NUR 407—Community Health Nursing	2	NUR 413—Issues in Professional Nursing	2		
	NUR 410—Practicum in Community Health Nursing	3	NUR 416—Leadership and Management in Nursing	3		
	<i>Semester Credits</i>	5	<i>Semester Credits</i>	5		
	NCLEX Credits (granted after completion of 1 sem of course work)	30	Electives/Transfer Credits	60	Program/University Requirements	30
					Total Credits	120

RN to BSN course sequence						
YR	Summer:		Fall		Spring	
		CR		CR		CR
1	ISS 3XX— Integrated Studies Social, Behavioral and Economic Science, 300 level	4	NUR 340 – Foundations of Scholarly Nursing Practice	2	NUR 335 – Health Assessment	3
	NUR 300 - Pathophysiology	4	NUR 355 –Integrative Seminar I	4	NUR 400 - Pharmacology	3
	<i>Semester Credits</i>	8	<i>Semester Credits</i>	6	<i>Semester Credits</i>	6
2	NUR 455 – Integrative Seminar II	2	NUR 470 – Community Health and Population Nursing	4		
	NUR 465 – Leadership Immersion	4	NUR 485 – Integrative Seminar III Role Transition	2		
	<i>Semester Credits</i>	6	<i>Semester Credits</i>	6		
	NCLEX Credits (granted after completion of 1 sem of course work)	30	Electives Credits	60	Program/University Requirements	32
					Total Credits	Minimum 120

SECTION III

Academic Standards

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, 150Administration.

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.

End-of Program, Leveled Objectives/Outcomes

At the end of level IV and at the end of the program the graduate will be able to:

1. Competently engage in increasingly complex interpersonal relationships with persons, colleagues, and populations. (Communication theoretical construct).
 - Level III: Competently engage in interpersonal relationships with persons, populations, and colleagues.
 - Level II: Apply interactive processes in relating to persons, populations, and colleagues.
 - Level I: Follow procedures of the interactive processes in relating to persons, and colleagues, with direct supervision.
2. Incorporate an evolving critical thinking process in complex healthcare and professional arenas. (Clinical decision making theoretical construct).
 - Level III: Competently apply critical thinking processes in their nursing practice.
 - Level II: Critique and value the impact of her/his critical thinking process used in their nursing practice.
 - Level I: Demonstrate the use of the critical thinking process used in nursing practice.
3. Synthesize data to competently deliver targeted nursing care to persons and populations. (Nursing therapeutics theoretical construct)
 - Level III: Analyze data in the planning and delivery of targeted nursing care to persons and populations.

- Level II: Interpret data in the delivery of targeted nursing care to persons and populations.
 Level I: Follow protocols for the delivery of standardized nursing care to persons and populations.
4. Skillfully facilitate adoption of values and behaviors of persons/populations that will achieve and/or maintain an optimal level of health and wellness (Health promotion/risk reduction theoretical construct)
 - Level III: Demonstrate skill in the development and implementation of health promotion plans for persons and populations.
 - Level II: Apply concepts and theories to the development and implementation of health promotion plans for persons and populations.
 - Level I: Understand theories and principles underlying health promotion and risk reduction.
 5. Integrate theories and principles to competently coordinate the care necessary for the focused management of illness and disease. (Illness and disease management theoretical construct)
 - Level III: Apply theories and principles in coordinating the care necessary for the management of illness and disease.
 - Level II: Demonstrate understanding of theories and principles in coordinating the care necessary for the management of illness and disease.
 - Level I: Follow procedures related to the coordination of care necessary for the focused management of illness and disease.
 6. Assume responsibility for the effective delivery of nursing care for individuals and groups within evolving health care systems. (Professional leadership theoretical construct)
 - Level III: Formulate professional leadership approaches to promote optimal health outcomes for persons and populations in varied care settings.
 - Level II: Evaluate and value methods and roles for the delivery of nursing care to persons and populations in different care settings.
 - Level I: Analyze the impact of an effective professional leadership approach within varied types of health and nursing care delivery systems.
 7. Incorporate ethical decision-making into their nursing practice, advocate for self-determination related to health, and influence health policy. (Ethical practice theoretical construct)
 - Level III: Articulate ethical practice and advocate for self-determination related to health in individuals, families, and groups.
 - Level II: Apply ethical decision-making in their nursing practice.
 - Level I: Follow basic ethical decision-making processes in their nursing practice.
 8. Integrate best current evidence with clinical expertise and patient/family preference and values for delivery of optimal health care.
 - Level III: Analyze research evidence and theory, clinical expertise, and patient/family preferences and values in providing care that promotes health and wellness.
 - Level II: Apply research evidence and theory, clinical expertise, and patient preferences and values in planning care that prevents or intervenes in illness and disease.
 - Level I: Interpret general concepts, theories, and research evidence relevant to evidenced-based nursing practice.
 9. Consistently apply analysis of the interaction among global, cultural and socioeconomic factors to influence health and wellness. (Global and cultural competence theoretical construct)
 - Level III: Plan and implement care for persons and populations to address global, cultural and socioeconomic factors that influence health and wellness.
 - Level II: Investigate the relevance of global, cultural and socioeconomic factors on health and wellness.
 - Level I: Describe theories and principles underlying the interaction between humans and their environments that affect health and wellness.

Progression Through the Major Policies

Professional Development Guidelines

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

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

Failure to meet each Professional Development Guideline 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 ill, unprepared, late or deemed to be a risk to patient safety. Dismissal from clinical for any reason, excluding student illness, is deemed unexcused, thus carrying the requisite grade consequences 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. 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.

Academic/Professional Development Warning Status

The Academic/Professional Development Warning Status serves as an intermediate step to notify the student of performance/behaviors that could lead to dismissal from the major. The purpose of this status is to notify a student of the College's concern with his or her record of academic/professional performance. This status is designed as an intervention step to decrease the likelihood of ultimate dismissal from the major. Students will be sent a letter from the Director of the Office of Student Support Services notifying them of their placement on academic warning status. All warning status decisions are reviewed by the Director of Undergraduate Programs. The following events warrant placement on Academic/Professional

Development Warning Status:

Undergraduate Guidelines

1. Receipt of a mid-semester warning notice in more than one course in any given semester
2. Receipt of a GPA of less than 2.0 in any semester
3. Placement on academic probation according to University policy because of a cumulative GPA of less than 2.0

Consistent with the College procedure for mid-semester warning notices to students deemed at academic risk based upon class performance up to the mid-semester, students placed on warning status will be referred to the Director of Undergraduate Programs. An academic support plan will be developed with the student. Academic support plans may include referral to tutoring, counseling or other support systems, and other interventions as deemed beneficial.

Dismissal from the College of Nursing

Undergraduate students may be dismissed from the College of Nursing when any of the following occur:

1. Students earn a final grade below 2.0 in any required course in the Nursing major.
2. Students withdraw from or earn a grade of incomplete in any required course in the Nursing major.
3. 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.
4. 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 NURSING MAJOR IS DIVIDED INTO FOUR LEVELS WHICH MUST BE TAKEN IN SEQUENCE:

LEVEL I: PHM 350 Pharmacology, NUR 340 Foundations of Scholarly Nursing Practice, NUR 330 Health Assessment and Nursing Therapeutics, and NUR 350 Level I Integrative Seminar

LEVEL II: NUR 370 Mental Health and Psychiatric Nursing, NUR 360 Acute Nursing, Care of Adults, and NUR 380 Level II Integrative Seminar

LEVEL III: NUR 435 Care of the Childbearing Family, NUR 450 Level III integrative Seminar, and NUR 440 Nursing Care of Children, Adolescents & Families

LEVEL IV: NUR 460 Leadership Clinical Immersion, NUR 470 Community Health and Population Nursing, NUR 480 Role Transition Seminars

Prior to entering Level I, credit must be earned in the following courses:

ANTR 350
BS 111 *
CEM 141
CEM 143 *
FCE 225
HNF 260
MMG 201

MMG 302*
NUR 300
PSL 250 or 310
PSY 101
STT 200
WRA 110-150 *

*Not applicable to Accelerated Second Degree Program

In order to progress from one level to the next, a grade of 2.0 must be earned in all nursing major courses within a level.

Preparation for the professional practice of nursing requires that students demonstrate certain essential behaviors in addition to acquisition and application of knowledge. Therefore, in addition to the above items, to progress in the undergraduate major in the College of Nursing, the student must show evidence of continuing development in inter-personal relations and communication with clients, peers, faculty and other health care personnel; demonstrate sensitivity to the effect of his/her behavior on others; demonstrate responsible fulfillment of class and practicum obligations; provide safe nursing care in the practicum setting; and demonstrate honesty and integrity in all academic and professional matters. These expectations are reflected in the Professional Development Guidelines identified for each nursing clinical course. The student must meet each Professional Development Guideline or the student will receive a 0.0 for the practicum course.

The Undergraduate 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 Undergraduate Programs to inform the Undergraduate Program Committee of students deemed ineligible to continue in the nursing major due to academic or professional dismissal; the student names will then be forwarded to the Office of the Dean who will then notify the students of the decision in writing. Students will be referred to the Office of Student Support Services for major/career advising and counseling referral as appropriate. Students may review other major options within the university by visiting <http://www.reg.msu.edu/UCC/AcademicPrograms.asp> .

To be recommended for a Bachelor of Science degree, a student must meet the college requirements and those of the University listed in the Academic Programs publication at <http://www.reg.msu.edu/AcademicPrograms/>.

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 the two (2) categories of students listed below:

1. Those students who are having difficulty meeting, or are not meeting, clinical or theory course objectives.
2. Those students who were reviewed previously and continued follow-up was recommended by the faculty or the Director of Undergraduate Programs.

For students having difficulty meeting 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 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.

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

1. Evaluating and summarizing students' academic performance.
2. Evaluating continued progress to make recommendations for:
 - A. Assistance.
 - B. Progression/Retention.
 - C. Dismissal.

After a Student Progress Report is reviewed, the Director of Undergraduate Programs may request a follow-up report at any time during the term.

Voluntary Withdrawal from Nursing Sequence

Students seeking to withdraw from the College of Nursing or MSU are strongly encouraged to meet with the Director of Undergraduate Programs.

To voluntarily withdraw from the College of Nursing, a student must notify the Office of Student Support Services prior to withdrawing.

Policy for Readmission to Undergraduate Study

- I. Any student seeking readmission to the College of Nursing must write a letter to the Associate Dean for Academic and Clinical Affairs as directed by the Director of Undergraduate Programs addressing the following:

Reason for seeking readmission.

Reason for withdrawal/dismissal.

How his/her situation has changed in the interim.

Which semester the student wishes to return

Response to any recommendations that may have been made at the time of withdrawal/dismissal.

Plan for progression through the program

- II. The Director of the Office of Student Support Services will prepare information on the student's past academic progress, status at the time of withdrawal and other pertinent data for presentation to the Director of Undergraduate Programs and Associate Dean for Academic and Clinical Affairs. The student may be asked to schedule an interview with the Director of Undergraduate Programs.
- III. Recommendations may include that the student:
 1. Be readmitted.
 2. Be refused readmission.
 3. Be readmitted for a probationary period with specific conditions in writing.
- IV. Readmission for students in the College of Nursing may include:
 - A. Reapplication to the College of Nursing.
 - B. Updating knowledge and skills as recommended by the Program Director or appropriate faculty, which may include repeating courses.
 - C. Fulfillment of all current requirements for graduation.
- V. Final decision for readmission will be determined by the Dean who will notify the student in writing of the final decision. Copies will be sent to the Director of Student Support Services, Director of Undergraduate Programs and the Associate Dean for Academic and Clinical Affairs.
- VI. All final readmission decisions will be dependent on course space availability.

Writing Standards for the College of Nursing

The Michigan State University 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 Manual of the American Psychological Association, current Edition.

Any student who has difficulty with the process of writing a paper should contact his/her course instructor or MSU's Writing Center located in 300 Bessie Hall, 432-3610.

Minimal Computer Competencies

Required Internet Connection

High speed Internet connection: DSL or Cable

Recommended Browsers

Windows	Firefox 2.0 +	Macintosh	UNIX/Linux
Internet Explorer 7.0 +	(Highly Recommended) *Firefox 3.0 Beta is not compatible with ANGEL	Firefox 2.0+	Firefox 1.5 +

Required Tools

Microsoft Office 2003 or 2007 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/>.

Adobe Reader for viewing PDF files with Windows. Free software download at <http://www.adobe.com/products/acrobat/readstep2.html>

Adobe (Macromedia) Flash Player for video and audio. Free software download at http://www.macromedia.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash

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)

Go to <http://help.angel.msu.edu> to test your computer.

(Scroll down the screen to the **Browser Test** section and see if your computer meets the minimum technology requirements)

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

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

Learning Technology Policies

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 Technology Requirements on p.20).

Angel

All CON courses use an online course space provided by Angel software. You access Angel course spaces via the Internet. A MSU NetID and password are required to log in. Some common Angel 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 an Angel drop box. 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 placed in an Angel course site for you to complete on your own or in a CON computer lab.

Other Technologies

Besides having access to Angel, 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

HELP documents within Angel—this source provides detailed instructions for using Angel tools, diagnosing your computer and obtaining plug-ins.

Technology 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.**

Honors Option in Nursing Courses

The Honors Option makes it possible to do honors work in any nursing course. An H-Option entails working with the professor to develop a project of interest to the student. A student may wish to complete an Honors Option in a class that is not already designated as Honors. If other non-honors college, high-performance students are interested, with the consent and guidance of faculty, the student may undertake Honors-caliber study to receive Honors credit. Successful completion of an H-Option contract in a course will earn an “H” designation for this course on the student’s transcript. However, the arrangement for H-Option must be made between the student and the faculty member at the beginning of the semester. (preferably by the first

semester) The faculty member may reject a request on the basis of its unsuitability for the student, or his/her lack of time to work with the student. The work to be done for the H-Option must be above and beyond the usual course requirements. Such work may take the form of individual or small group study, or carrying out a project or investigation. The Intent to Complete H-Option in a Nursing Course form is to be filled out for each participating student in conjunction with the faculty and submitted to the Director of Student Support Services no later than the end of the second week of the semester. The Honors Option Agreement Form may be found at <http://www.msu.edu/~honcoll/H-OAgreement.pdf>.

1. At the end of the semester (after grades are issued) the instructor will complete the Honors College H-Option Report. Instructors file an online Administrative Action Form for each student who has satisfactorily completed the H-Option. These forms are separate and distinct from the regular end-of-term grade lists and require the approval of the instructor, the chairperson of the department and /or Director, the Assistant Dean of the College offering the course, and the Director of the Honors College. Instructors can access these forms through the Instructor Systems menu at the Registrar's Office website: <http://www.reg.msu.edu/Forms/AAForms/AAMenu.asp>.

The Student must earn a minimum grade of 2.0 to receive the Honors designation.

The Honors Option is not applicable to students enrolled in the Accelerated Second Degree Program.

Independent Study

Independent Study permits a student to develop personal competencies through individualized experiences and study 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 existing courses.). The student takes initiative for the 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 advisor selected by the student.

The College of Nursing offers NUR 490, Independent Study in Nursing, variable credit (1-3 cr.). In order to be eligible, a student must:

1. have a University grade point average of 2.5 or above and
2. not exceed a total of 10 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 guideline should be utilized:

In general, two (2) hours per week of research (library or other sources) is equivalent to one (1) credit.

The Application Procedure

Prior to registration, the student must:

1. Select a topic, issue or problem related to nursing.
2. Tentatively determine the scope of the study and amount of time available to give it.
3. Discuss the proposed independent study topic, issue or problem with the selected faculty advisor.
4. Obtain approval of the faculty advisor for the following: Scope of project; Relatedness to nursing; Objectives; Number of credits; Projected plan for guidance and evaluation.
5. Complete the Michigan State University College of Nursing Application for Independent Study.
6. Obtain the required signatures in the following order:
 - a. the faculty member supervising the independent study,
 - b. Director of Undergraduate Programs
 - c. Associate Dean for Academic and Clinical Affairs.
7. Return completed form to Academic Advisor.

Criteria for Evaluation

The faculty advisor for the independent study and student reflect the criteria for evaluation of the study via the Independent Study Form, a written contract, completed by them. The criteria include:

1. The definition of the study is clear and appropriate, i.e., the purpose and the scope.
2. The objectives reflect measurable outcomes, are revised as necessary, are consistent with the topic, issue or problem selected, and are attainable within the predetermined time for the study.
3. The approaches to be used to achieve the study outcomes are clearly stated.
4. The conduct of the study reflects self-direction and self-evaluation.

Grading

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

Evaluation and Student Instructional Rating System (SIRS)

Technically SIRS is the course and faculty evaluation end of program and alumni eval are different processes. I am asking Jennifer to insert language that reflects current processes but would suggest section be revised to remove SIRS from title. 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 – every semester
- Faculty Evaluation for each course – every semester
- End of Program Evaluation
- Alumni Evaluation--1 year and 5 years after graduation

SIRS

A. Purpose of SIRS

The Student Instructional Rating System (SIRS) is 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, 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 on-line forms include separate versions 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 team-teaching situations, procedures shall be developed consistent with the intent of this provision.
4. Students shall not be required or requested by faculty members to identify themselves on rating forms.
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. This will be done each semester.
7. Results shall be returned promptly to the instructor for information and assistance in improving course instruction and design after all grades have been submitted.

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. Student opinion surveys are completed by graduates at the end of their program.

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.
4. Data from Alumni evaluations indicating student outcomes and satisfaction with the program will be documented in the relevant standing committee minutes.

Communication Devices

No taping of lectures or presentations without instructor consent. All pages and personal electronic devices will be disabled/muted during class time. Use of computers during class time will be utilized exclusively for appropriate course activities. Student use of electronic devices/computers is in accordance with Michigan State University Academic Dishonesty policy, Spartan Handbook.

Final Examinations

Final exams are scheduled according to University policy (see **Michigan State University Schedule of Courses** each semester). <http://schedule.msu.edu/>

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 breach 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.

Academic Integrity Policy

- 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. The College of Nursing has established a zero tolerance policy with regard to academic dishonesty: the consequence of academic dishonesty in any nursing course will result in a final grade of 0.0. Students will be required to complete the academic integrity statement (see below) at each of the four levels of the Nursing program.
- B. The faculty or staff member will provide written notification of the details of the academic misconduct to the student, the Associate Dean for Academic and Clinical Affairs and the Director of the Undergraduate Program 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 2.4 of the "AFR" (Academic Freedom for Students at Michigan State University) 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 MSU Associate Provost for Undergraduate Education and Dean of Undergraduate Studies.
- 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 Associate Provost for Undergraduate Education. The Associate Provost 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 for the hearing (AFR 4.3.1.1).

Exam Procedures

College of Nursing Procedures for Administering Examinations

- 1. Students will randomly be assigned to a seat for each examination or a seating chart that varies with each examination will be used.

2. Attendance will be verified by the faculty at the beginning of the examination either by voice acknowledgement, by student sign in, by picture ID or a combination of the aforementioned.
3. Students may take a pen/pencil to their seat. Items such as book bags, cell phones, coats, hats, food, drinks, or PDAs must be left at the front of the room or at a place where student access will not be questioned. Nonprogrammable calculators may be used at the discretion of the faculty.
4. Multiple exam forms will be used.
5. A minimum of 2 faculty proctors will be present for each exam. Proctors will circulate during the exam.
6. Exam proctors will distribute the exam and answer sheet individually to each student. Corrections to the exam or any special instructions shall be announced prior to the start of the exam.
7. Students arriving late for the exam will not receive their exam until after all initial directions are given and questions answered.
8. Students arriving late will be given neither additional instructions nor a time extension to complete the exam.
9. Students may leave the exam room ONLY when their exam is completed.
10. No food or beverage shall be within access of students during the exam.
11. No hats shall be worn during an exam.
12. No talking is allowed during an exam.
13. During the exam faculty will answer questions pertaining to any typos, mis-numbering of questions, missing pages, and other exam mechanics that were not announced at the beginning of the exam. Ordinarily faculty will not answer inquiries related to content or clarification of exam questions.
14. Students are responsible for protecting the integrity of their own exam.
15. Students are responsible for avoiding behaviors that raise suspicion of cheating, such as talking, signaling, looking at another exam paper, not covering one's own answer sheet or 'saving' exam answers on a computer or other electronic device.
16. Review of examinations shall not occur during class time. Faculty will provide exam reviews prior to, after class, or by appointment.
17. It is expected that students will take course examinations on the scheduled date and time. Students who miss a scheduled exam, may receive a 0.0 for that exam unless there are extraordinary circumstances as judged by the Course Coordinator, which warrant the administration of a make-up examination.
18. Students shall abide by other exam procedures that are announced and include, but are not limited to, procedures governing computer exams, group exams, and the like.

Student Grievance and Hearing Procedures

The *Academic Freedom for Students at Michigan State University* (AFR) and the *Graduate Student Rights and Responsibilities at Michigan State University* (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 AFR and

the GSRR, the College of Nursing has established the following College Hearing Board procedures for adjudicating undergraduate student academic grievances.

I. JURISDICTION OF THE UNDERGRADUATE STUDENT-COLLEGE OF NURSING HEARING BOARD:

A. The College Hearing Board serves as the initial Hearing Board for:

1. academic *grievance* hearings for undergraduate students who seek redress for alleged violations of academic and professional rights, including the right to a “good faith judgments of performance,” that originate in the College. (See AFR 2.3.2, 2.4.2 and 4.4.1 a.; GSRR 2.3.9 and 5.1.1)

2. academic *grievance* hearings for undergraduate students who seek to contest allegations that originate in the College involving (1) academic dishonesty, (2) violating professional standards or (3) falsifying admission or academic records. (See AFR 2.4.9; GSRR 5.5.1.)

3. academic *disciplinary* hearings for undergraduate students in the College who have received a failing grade in a course for academic dishonesty, violating professional standards or falsifying or academic records and (a) the Dean of the College seeks to impose sanction *in addition to* a failing grade in the course and (b) the students, after meeting with the Associate Provost for Undergraduate Education, select a college-level hearing rather than an administrative hearing. (See AFR 2.4.6, 4.3.1.1 and 4.3.1.1.1. See also *Integrity of Scholarship and Grades policy*.)

4. academic *disciplinary* hearings for undergraduate students in the College accused of falsifying admission records, violating professional standards or falsifying admission or academic records when (a) the academic misconduct occurred outside of a course (making a failing grade in a course impossible), (b) the Dean of the College seeks to impose sanction other than a failing grade and (c) the students, after meeting with the Associate Provost for Undergraduate Education, select a college-level hearing rather than an administrative hearing. (See AFR 2.4.6, 4.3.1.1 and 4.3.1.1.1. See also *Integrity of Scholarship and Grades policy*.)

B. Students may not request an academic grievance hearing based on an allegation of incompetent instruction. (AFR 2.2.2; GSRR 2.2.1.)

II. COMPOSITION OF THE UNDERGRADUATE STUDENT COLLEGE HEARING BOARD:

A. The College shall constitute a College Hearing Board no later than the beginning of the fall semester of each academic year. (See AFR 2.4.4.1; GSRR 5.5.2.)

- B. The College Hearing Board shall include the Chair of the Undergraduate Program Committee (UPC), or a designee, and two faculty and two students currently serving on UPC. UPC members shall be selected in accordance with the College bylaws. UPC faculty members may serve a maximum of two consecutive terms; student members serve one-year terms beginning fall semester. Faculty alternates to the College Hearing Board will be selected from the remaining 2 members of UPC; student alternates will be selected according to the procedures established by the Student Advisory Council. If needed, additional alternates will be appointed by the faculty College Advisory Council.
- C. The chair of the Hearing Board shall be a Hearing Board member with faculty rank.

III. REFERRAL TO THE COLLEGE HEARING BOARD:

- A. Undergraduate students who believe a faculty or staff member of the College of Nursing has violated their academic rights or who seek to contest an allegation of academic misconduct should first attempt to resolve the dispute through informal discussions with the party. If the dispute is not resolved, they should next schedule an appointment to meet with the Director of Undergraduate Programs. If the students remain dissatisfied with the results of this discussion, they should consult with the Dean of the College, or designee, and/or with the University Ombudsman. (See AFR 2.4.2 and 2.4.9; GSRR 5.3.1 and 5.3.2. and 5.5.1.)
- B. Students who remain dissatisfied with the results of these discussions may then file a written request for an academic grievance hearing with the Dean of the College, or designee. Students may not seek redress of grievances through the hearing process based on an allegation of instructor incompetence. (See AFR 2.2.1, 2.2.2, 2.2.4 and 2.4.2; GSRR 2.2.1, 2.2.2. 5.3.2 and 5.5.1.)
- C. The written statement must (1) specify the alleged violation(s) of academic rights to justify a hearing, (2) identify the individual (the respondent) against whom the grievance is filed and (3) state the redress the student seeks that could be implemented by the Dean. (See AFR 2.4.2; GSRR 5.3.2, 5.3.5 and 5.3.6.)
- D. The deadline for filing a written request for a grievance hearing is the middle of the semester following the alleged violation (excluding summer sessions). If the student or the instructor is absent from the university during that semester, or if other appropriate reasons emerge, the Hearing Board may grant an extension to this deadline. If the university no longer employs the respondent before the grievance hearing commences, the hearing may still proceed. (See AFR 2.4.2.1; GSRR 5.3.6.1.)
- E. For complaints that involve allegations of academic dishonesty, violations of professional standards or falsifying academic or admission records, the faculty member or Associate Dean for Academic and Clinical Affairs may request an

academic disciplinary hearing to impose sanctions in addition to or other than a penalty grade. Undergraduate students may request a hearing before the Associate Provost for Undergraduate Education or before College Hearing Board. (See AFR 2.4.6, 4.3.1.1; GSRR 5.5.2 and 5.5.2.1. See also the *Integrity of Scholarship and Grades*, an all-University policy.)

- F. After receiving a written request for a hearing, the Dean of the College shall forward the request to the Chair of the College Hearing Board, who in turn shall distribute the request to the hearing board members and the respondent within 10 class days. (See AFR 2.4.1.1 and 2.4.2.3; GSRR 5.4.3.)
- G. The Hearing Board shall meet in a timely manner to review the grievance or disciplinary hearing request for jurisdiction and judicial merit and may invite a written response from the respondent. After considering all submitted information, the Hearing Board, acting as the initial hearing body, must:
 - 1. accept the request, in full or in part, and proceed with the hearing; or
 - 2. reject the request and provide a written explanation to the parties; or
 - 3. invite both 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.) (See AFR 2.4.2, 2.4.6 through 2.4.9, 4.3 and 4.4; GSRR 5.4.6.)
- H. If the College Hearing Board decides to schedule a hearing, the Chair of the hearing Board shall promptly negotiate a hearing date with the parties and schedule an additional meeting only for the Hearing Board should additional deliberations on the findings become necessary. (See AFR 2.4.1.1; GSRR 5.4.2.)
- I. At least **3 class days** before a scheduled hearing involving an undergraduate student, the Chair of the 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) the names of the Hearing Board members, including alternates; (4) the names of the witnesses and counsel, if any; and (5) the right to challenge Hearing Board members because of a conflict of interest. (See AFR 4.2.7, 4.3.2, 4.4.3 and 8.1.6.)
- J. 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 limit in the written notification of the hearing.
- K. Non-disciplinary hearings shall be open at the Hearing Board's discretion. Disciplinary hearings shall be closed unless otherwise requested by the respondent. (See AFR 4.2.3.)

- L. In hearings involving undergraduate students, no one involved in the case may serve on the Hearing Board. (See AFR 4.2.7; GSRR 5.1.7.))
- M. If the respondent fails to acknowledge the notice of a hearing, the Hearing Board may either postpone or proceed with the hearing. (See AFR 4.4.5.)
- N. If the complainant fails to appear at the hearing, the Hearing Board may either postpone the hearing or dismiss the case. (See AFR 4.3.4a, 4.4.7a and GSRR 5.4.9a.)
- O. If the respondent fails to appear at the hearing, the Hearing Board may either postpone the hearing or hear the case in the respondent's absence. (See AFR 4.3.4b and 4.4.7b and GSRR 5.4.9b.)
- P. If the respondent is not longer employed by the University, the hearing may proceed. (See AFR 4.4.7b and GSRR 5.3.6.1.)
- Q. At its discretion, the Hearing Board may accept written statements from either party or allow either party to participate in the hearing by electronic technology in lieu of a personal appearance. These written statements must be submitted to the Hearing Board at least **1** day before a scheduled hearing. A request to participate by electronic means must be submitted at least **6** class days before a scheduled hearing. (See AFR 4.4.7c; GSRR 5.4.9c.)
- R. Either party to the grievance hearing may request a postponement of the hearing. The Hearing Board may either grant or deny the request. See AFR 4.3.3 and 4.4.6 and GSRR 5.4.8.)
- S. Members of the Hearing Board must not talk about the hearing with either party before the scheduled hearing.

IV. COLLEGE GRIEVANCE HEARING PROCEDURES:

- A. General Procedures:
 - 1. The Chair of the College Hearing Board shall convene the hearing at the designated time, date and place. The Chair will ensure that a collegial atmosphere prevails and enforce time limits, as necessary, for the presentation of arguments. During the hearing, parties to a grievance shall have an opportunity to state their case, present evidence, designate witnesses, ask questions and present a rebuttal. A decision must be reached by a majority of the Hearing Board. (See AFR 2.4.4 and 2.4.4.2; GSRR 5.4.10.)

2. The procedures may be recorded at the Hearing Board's discretion, but access to a recording is permitted under controlled conditions. (See AFR 2.4.4, 2.4.4.2; GSRR 5.4.10 and 5.4.10.1.)
3. To protect the confidentiality of the information, the Chair of the Hearing Board may limit attendance at the hearing to the complainant, the respondent, witnesses for either party, if any, and counsel/advisor for each party, if any. (See AFR 4.2.3, 8.1.6; GSRR 8.1.4)
4. Witnesses called by either party shall be excluded from the proceedings except when testifying. Witnesses must confine their testimony to their own independent recollection and may not speak for others. The Hearing Board may limit the number of witnesses. Unless otherwise approved by the Hearing Board, counsel/advisors and witnesses shall be limited to members of the MSU community (faculty, staff or students). (See AFR 4.3.5 and 8.1.6; GSRR 5.4.10, 8.1.4.)
5. Involvement of counsel/advisor normally should not be required. Each party must present her/his own case, and counsel/advisors may have a voice in the hearing. (See AFR 2.4.4.2, 4.3.5d and 4.4.8d; GSRR 5.4.10.)
6. To assure orderly questioning, the Chair of the Hearing Board must recognize individuals before they speak. All parties have the right to speak without interruption. Each party has the right to question the other party and to rebut any oral or written statements submitted to the Hearing Board. The Chair of the Hearing Board shall enforce announced time limits on each party to present its case and, if necessary, extend equal time to each party.

B. 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 counsel/advisors, if any. The Chair reviews the hearing procedures, including time restraints, if any, for presentations by each party and witnesses. The Chair explains that the burden of proof rests with the complainant, with the exception of hearings involving allegations of academic dishonesty, in which case the instructor bears the burden of proof, which must be met by a preponderance of the evidence. (See AFR 2.4.9 and 8.1.16; GSRR 5.5.1 and 8.1.16.)
2. Presentation by the Complainant: The Chair recognizes the complainant to present without interruption any statements relevant to the complainant's case, including the redress sought. The Chair then recognizes questions directed at the complainant by the Hearing Board, the respondent and the respondent's counsel/advisor, if any.

3. Presentation by the Complainant's Witnesses: The chair recognizes the complainant's witnesses, if any, to present, without interruption, any statement relevant to the complainant's case. The Chair then recognizes questions directed at the witnesses by the Hearing Board, the respondent and the respondent's counsel/advisor, if any.
4. 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 Hearing Board, the complainant and the complainant's counsel/advisor, if any.
5. 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 Hearing Board, the complainant and the complainant's counsel/advisor, if any.
6. Rebuttal and Closing Statement by Complainant: The complainant may refute statements by the respondent, the respondent's witnesses and counsel/advisor, if any, and present a summary statement.
7. Rebuttal and Closing Statement by Respondent: The respondent may refute statements by the complainant, the complainant's witnesses and counsel/advisor, if any, and present a summary statement.
8. Final questions by the Hearing Board: The Hearing Board may ask questions of any of the participants in the hearing.

H. Deliberations by the Hearing Board:

1. 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.
2. When possible, deliberations should take place directly following the hearing and/or at the previously schedule follow-up meeting.

I. Outcome:

1. In non-disciplinary hearings in which the College Hearing Board serves as either the initial hearing body and a majority of the board finds, based on a "preponderance of the evidence," that a violation of the student's academic rights has occurred and that redress is possible, it shall direct the

Dean to implement an appropriate remedy, in consultation with the Hearing Board. If the Hearing Board finds that no violation of academic rights has occurred, it shall so inform the Dean. (See AFR 2.4.5, and 2.4.6.2; GSRR 5.4.11.)

2. In non-disciplinary hearings in which the College Hearing Board is asked to resolve an allegation of academic dishonesty and finds for the student, the Hearing Board shall recommend to the Dean that the penalty grade be removed, the written record of the allegation, if any, be removed from the student's records and a good faith evaluation of the student's academic performance in the course take place. (See AFR 2.4.9.)
3. In disciplinary hearings, in which the College Hearing Board serves as the initial hearing body and in which a majority of the Hearing Board finds, based on a "preponderance of the evidence," that disciplinary action, in addition to or other than a penalty grade, is warranted, it shall recommend to the student's academic Dean the appropriate sanction. (See AFR 2.4.6.2 and 4.2.4; GSRR 5.5.2.)
4. In disciplinary hearings in which the College Hearing Board finds no cause for sanctions in addition to or other than a penalty grade, the student may challenge the original penalty grade for academic misconduct. The Associate Provost for Undergraduate Education will determine the appropriate judiciary. (See AFR 2.4.8; GSRR 5.5.1.1.)

J. Written Report:

1. The Chair of the Hearing Board shall promptly prepare a written report of the Hearing Board's findings, including redress for the complainant, if applicable, or sanctions, if applicable. 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. (See AFR 2.4.5; GSRR 5.4.11.)
2. The report also should inform the parties of the right to appeal within **10** class days following notice of the decision. (See AFR 2.4.7 and 2.4.7.2, 2.4.7.3; GSRR 5.4.12 through 5.4.12.3.) The Chair shall forward copies to the parties involved, the responsible administrators, and the Ombudsman. All recipients must respect the confidentiality of the report. (See AFR 2.4.5; GSRR 5.4.11.)

V. APPEALS OF COLLEGE HEARING BOARD DECISIONS:

- A. Either party may appeal the decision of the Hearing Board to the University Academic Integrity Review Board in cases involving (1) a penalty grade for academic dishonesty; (2) a hearing on alleged violations of student rights; or (3) a

hearing on alleged violations of regulations involving academic dishonesty, professional standards or falsification of admission or academic records. (See AFR 2.4.7.1, 2.4.7.3 and 4.2.5.)

- B. All appeals must be in writing, signed and submitted to the Chair of the Academic Integrity Review Board within **10** class days following notification of the Hearing Board's decision. While under appeal, the original decision of the Hearing Board will be held in abeyance. (See AFR 2.4.7 and 2.4.7.3; GSRR 5.4.12, 5.4.12.2 and 5.4.12.3. See also IV-I-4 above.)
- D. A request for an appeal of a College Hearing Board decision to either the Academic Integrity Review Board must allege, in sufficient particularity to justify a hearing, that the Hearing Board failed to follow applicable procedures for adjudicating the hearing or that findings of the Hearing Board were not supported by the preponderance of the evidence. The request also must include the redress sought. Presentation of new evidence normally will be inappropriate. (See AFR 2.4.7.2 and 8.16; GSRR 5.4.12.1 and 5.4.12.2.)
- E. Neither party may appeal a decision to an individual member of the Hearing Board.

VI. RECONSIDERATION:

- A. If new evidence should arise, either party to a hearing may request the Hearing Board to reconsider the case within 60 days upon receipt of the hearing outcome.
- B. Either party should send the written request for reconsideration to the Chair of the Hearing Board, who shall promptly convene the Hearing Board to review the new material and render a decision on a new hearing.
(See AFR 4.2.6; GSRR 5.4.13.)

Approved by the Undergraduate Program Committee, October 3, 2008

SECTION IV

Clinical Experience Policies

Attendance Policy

Attendance at clinical practice and lab is required. A student who comes to the clinical practice setting late or with deficiencies in understanding or knowledge which, in the faculty member's judgment, could jeopardize patient safety, will be removed from the clinical setting for that day and will earn a 0.0 for that day.

Students who are unavoidably absent from a period of clinical practice are expected to notify his/her instructor **prior** to the clinical experience so that alternate plans can be made. Any unexcused clinical absence may be cause for student dismissal from the course. Absences are excused at the discretion of the course faculty. In the case of illness, a health care provider's statement may be required. Specific consequences of course absence may also be found in course syllabi.

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 phone 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.

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 students in all clinical settings, including in-home, in-patient and ambulatory settings.

1. The student uniform is limited to the apparel listed in this policy as sanctioned by the Undergraduate Program Committee.
2. Full uniform consists of surgical scrubs with the College of Nursing logo.
The student may wear a white long sleeve or short sleeve tee shirt under the scrub top if desired. Students are responsible for all costs associated with the purchase of uniform items.
3. Students will wear the full uniform when providing direct patient care.
4. Uniforms must be clean, neat and pressed.

5. All uniforms must fit appropriately.
6. Additional items include:
 - White hosiery/socks
 - White leather professional shoes which meet OSHA standards, i.e., no sandals, athletic shoes, or slip-on shoes (shoes must be closed heel and closed toe).
 - Shoes must be clean and/or polished. If shoelaces are present they must be clean and white. Shoes are to be worn only while in the agency.
 - White lab coats with CON logo.
 - Watch with second hand or second hand function.
 - Stethoscope with diaphragm and bell.
 - Official Michigan State University College of Nursing identification badges.
7. Students in Community Health Nursing and Psych/Mental Health experiences will typically not wear the official CON uniform described above but all other standards regarding ornamentation and grooming apply. To convey a professional image, the following business casual attire will be worn: a green polo shirt with the MSU College of Nursing logo; khaki or black dress pants (no shorts, capris or denim jeans); socks or hose; closed toe/closed heel dress shoes with maximum 1” heel or clean athletic shoes; white short or long sleeve tee shirt or white sweater may also be worn if desired; and official Michigan State University College of Nursing identification badge. Other modifications may be required or permitted by the clinical instructor as appropriate for the clinical setting.
8. The only acceptable ornamentation (jewelry) that may be worn while providing patient care includes: 1) Watch; 2) Plain wedding band; 3) One small post earring in each ear (no other visible body piercings are permitted).
9. Body and hair must be clean and odor free. Hair that is collar length or longer must be restrained and pulled off the face and must be of a natural hue. Barrettes and hair combs in neutral colors (black, brown, beige) may be worn. Beards and mustaches are acceptable if neatly trimmed, otherwise males are expected to be clean shaven.
10. Fingernails must be short, neat and trimmed. Clear nail polish may be worn unless restricted by course policy. Color nail polish is not acceptable.
11. Undergarments must be worn. Colors or designs should not be visible through the uniform.
12. Additional guidelines may be found in selected course syllabi.

Transportation to and from Community Agencies

Each student is responsible for his/her transportation to and from clinical nursing experiences. Clinical experiences are provided in a variety of settings throughout the state.

Invasive Procedure Guidelines

Students participating in invasive procedures must give their written permission prior to the onset of the procedure.

College of Nursing Technical Standards

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 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 still 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, because 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.

MICHIGAN STATE
UNIVERSITY
COLLEGE of NURSING

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

Adapted from College of Human Medicine Technical Standards 4-2009
Reviewed by the Office of the General Counsel 4-2009

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 Student Support Services and the Undergraduate Program Director.

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 incidents of injury to students occurring while the student is engaged in classroom, laboratory, clinical or other types of academic activities.

Student Injury/Exposure

Faculty will assist student in attending to medical needs prior to initiation of reporting process. The Office of Student Support Services 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 Student Support Services within 24 hours of the incident:

- Student Accident Report (for classroom, lab, or academic activity accidents)
 - Agency form as required per agency policies of the site where incident occurred.
- 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.

Patient 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 Student Support Services within 24 hours. Please refer to the College of Nursing website for the occurrence form at www.nursing.msu.edu.

Faculty will notify the Office of Student Support Services of the incident immediately. The Office of Student Support Services will notify appropriate offices including the College of Nursing Deans Office and the Office of Risk Management and Insurance.

STUDENT ACCIDENT/INJURY REPORT

(Classroom/Lab/Academic Activity Accidents)

Type or Print Police/Fire Emergency Dial 911

TIME & PLACE	Accident Date/Time	Course Title/Section #	
	Location: MSU building, Room #, (Be Specific)		
DESCRIBE WHAT HAPPENED	Describe What Happened		
INJURED PERSON	Student's Name		Student Number
	Age:	Gender: Female <input type="checkbox"/>	Male <input type="checkbox"/>
	Campus Address		
	Home/Parent's Address		PHONE #
DESCRIPTION OF INJURY	INJURED Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes - Describe the type, severity, and body part(s) involved:		
	Medical Care Received Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes - Describe:		
WITNESSES	Name	Address	Phone #
Report Completed by: (Print Name & Title)		Date:	
Report Reviewed by: (Print Name & Title)		Date:	
Department/College:			
Department Administrator's Signature:		Date:	

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

Student Exposure Protocol

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

1. Wash off or flush out exposure to blood borne pathogens.
2. If exposed to one of the below: **Act Quickly. Do Not Delay Seeking Evaluation and Treatment. Go to Olin Health Center, if not possible, go to nearest Emergency Room.**

<u>Exposure</u>	<u>Evaluation Time</u>
Human Blood	Immediate (within 1 hour)
Monkey B	Immediate (within 1 hour)
Rabies	Within 1 day
Tuberculosis	Contact site coordinator

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

Students should always carry their Student Exposure Card when in the clinical setting. 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.

Office of Radiation, Chemical and Biological Safety

The College of Nursing in compliance with the Office of Radiation, Chemical and Biological Safety Department (ORCBS) has a designated Safety Representative responsible for the College of Nursing Safety Program. The Safety Representative provides updated information as needed to faculty and staff regarding potentially hazardous conditions. The College of Nursing has a designated Safety Committee available to implement safety protocols and changes as needed. The Safety Representative files a report of activities and inspections it the ORCBS on an annual basis. Student is functionally responsible for his or her own safety. All individuals performing work with hazardous substances must accept a shared responsibility for operating in a safe manner once they have been informed about the extent of risk and safe procedures for their activities. Individuals undertaking an activity without direct supervision by a designated member become responsible for performing those activities associated with hazardous substances safely. This applies to all students, staff and employees.

Students are required to complete the Blood Borne Pathogen Training offered by the Office of Radiation, Chemical and Biological Safety

Client Confidentiality

The MSU College of Nursing supports all clients' rights to privacy and confidentiality. Therefore, it is expected that student will use pseudonyms in all 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.

HIPAA Privacy Rules

HIPAA (Health Insurance Portability and Accountability Act) 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. Students are also required to complete the Blood Borne Pathogen Training offered by the Office of Radiation, Chemical and Biological Safety.

Background Check and Drug Screen Requirements

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.

Liability Insurance

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

CPR Policy

All students in the Undergraduate Program must provide evidence of current certification in basic cardiac life support (BCLS) cardio-pulmonary resuscitation (CPR). This must include adult one and two rescuer, child, and infant CPR. This will be required prior to entrance in Level I courses and must be maintained through graduation from the College of Nursing.

Instructions for Completing Immunization and CON Compliance

- A. All 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:
- a. Students must submit the completed *Student Immunization Record* attaching copies of immunization and other records.
 - i. The Form and requirements are available online at:
<http://www.uphys.msu.edu/hcpimmunize/index.html>
 - ii. Submit the completed Form with supporting documentation to the Office of the University Physician 347 Olin Health Center, Michigan State University, East Lansing, MI 48824-1037.
 - b. Students must also complete or submit documentation to meet the following College of Nursing Compliance requirements:
 - i. HIPAA (Health Insurance Portability and Accountability Act) Training;
 - ii. Blood Borne Pathogen Training;
 - iii. Basic Life Support for Healthcare Providers (BLS) Training;
 - iv. Documentation of Personal Medical/Health Insurance;
 - v. Copy of current, non-restricted State of Michigan or State License in which licensed to practice as a Registered Nurse. This is required for all students enrolled in the RN-BSN program or the Masters of Science in Nursing program;
 - vi. Complete Background Check;
 - vii. Complete Drug Screening;
- B. 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. This evidence must be submitted to the clinical faculty prior to the **first** clinical day. If fully-compliant documentation is not submitted, the student will not be allowed in the clinical unit and will not be allowed to make up the clinical day.
- a. HIPAA training is required at each healthcare system. In addition, students are required to complete HIPAA training at MSU during the new student orientation session. The Office of Student Support Services will update the student's Immunization and Compliance record as evidence that the training has been completed.
 - b. Blood Borne Pathogen Training is required annually. The initial training is provided at new student orientation. The CON Office of Student Support Services will update the student's Immunization and Compliance record as evidence that the initial training has been completed. Thereafter, students should sign up for annual training at http://www.hazmat.msu.edu:591/BPA/BPA_HCS_intro.htm . Upon completion of the annual training, a report will be submitted electronically and entered by the Office of Student Support Services.

- c. Basic Life Support for Healthcare providers (BLS) training for healthcare workers is required upon entry into the first year of the Nursing major and every two years thereafter. Information about training sessions is provided in the new student admission packet and at orientation sessions. Certification at the “lay” rescuer level is not sufficient. Students must present the BLS card and expiration date to the CON Office of Student Support Services each year prior to the first day of clinicals, so the documentation can be entered in the student’s Immunization and Compliance record.
- d. Documentation of current Personal Medical/Health Insurance is submitted to the CON Office of Student Support Services annually. This information will be entered into the student’s Immunization and Compliance record.
- e. Documentation of a current, non-restricted State Registered Nursing License is submitted annually in March to the CON Office of Student Support Services by those students enrolled in the RN-BSN or the Master of Science in Nursing programs
- f. A Background Check and Drug Screening is 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 and Drug Screen 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).

Questions about immunization requirements or individual status of 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

An inexpensive way to document titers for students unable to locate their immunization records is to get a Health Care Worker Screen (test FB146, Medical/Nursing Immune Status) from the Michigan Department of Community Health (MDCH). This will assay your immune status for Measles, Mumps, Rubella, Hepatitis B, and Varicella (chicken pox). The total cost is approximately \$34. Prepayment of the cost is usually required. If your physician does not know how to submit blood samples to MDCH, they can call (517) 335-8453. It generally takes between three to six weeks to get the results. The Medical/Nursing Immune Status is available on campus at Olin Health Center’s Allergy and Immunization Clinic on a walk in basis, 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 Fall semester at Michigan State University. We encourage you to begin the Hepatitis B series as soon as possible. There will also be an opportunity to receive TB monitoring (either TB test or symptom monitor) and the Nursing Immune Status during the Fall Semester. The cost of all immunizations, titers and TB monitoring are the responsibility of the student.

In cases where vaccines are medically contraindicated, or when students desire to abstain for religious reasons from some or all of the immunizations specified, an informed waiver statement must be signed prior to orientation. This waiver must be signed annually while enrolled in the College of Nursing. A copy of the waiver is available in the Office of Student Support Services. Students should be aware that although they have the right to waive immunizations, medical institutions (hospitals and medical clinics) retain the right to deny patient contact with students who have refused immunization.

Educational Experience 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. Recommendations by 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.

SECTION V

Support Services

Student Parking

Parking is available in Lot 100 located on the East side of the Clinical Center to all College of Nursing Students. Students must register their vehicle and obtain a Lot 100 parking permit in the Parking Office. Your permit privileges are not valid until your permit is properly affixed to your windshield. To register your vehicle you must present a current student ID, a valid driver's license and your vehicle registration. For more information, please visit www.police.msu.edu .

Student ListServe

The College of Nursing undergraduate student listserv was created to provide a means of disseminating information of interest or importance to students in a timely, accessible, and cost efficient manner. The listserv is the primary and most immediate source of communication and announcements. Students are enrolled in the College of Nursing undergraduate listserv by the College of Nursing. A student remains a part of the undergraduate listserv until graduation from the program.

Support Services

The MSU College of Nursing is committed to providing a quality nursing program for capable and motivated students from a range of ethnic, cultural, and economic backgrounds. Support programs provide opportunities to strengthen student achievement through academic counseling and advising, career and financial planning, and peer and professional interaction. For specific information or assistance regarding Supportive Services in Nursing, contact Student Support Services, A117 Life Sciences Building, telephone 353-4827.

Counseling Services

Individual and group counseling services are offered by the MSU Counseling Center for assisting students with a wide range of immediate concerns and long-range plans. Educational career planning, personal-social adjustment concerns, and deeper emotional problems are among the areas for which professional counseling services are provided. A full range of interest, aptitude, and personality tests are available, and a well-equipped occupational information library is maintained.

College of Nursing Instructional Lab Policies

DUE DATES, RETURNS AND OVERDUE NOTICES

The CON maintains several resources which may be checked out by Students (text, reserved reading, movies, tapes, etc.). It is the students' responsibility to know the due date for materials

checked out of the Instructional Laboratories (Media and Simulation Labs). This date will be indicated on a due date slip you will receive at check out. *Reminder notices* about overdue materials are a courtesy, not a requirement. (Notices are mailed to the address given when the materials are checked out. No assurances can be given that the notices will be delivered, especially if the information you have given is incorrect or illegible.)

MATERIALS NOT RETURNED OR RENEWED BY DUE DATE

When an item becomes 30 days overdue, a replacement bill will be issued. Charges will be consistent with the replacement cost of each overdue item. When the item is returned or renewed, the replacement charge will be canceled. Registration/diploma/transcript holds will be placed on students who have not resolved bills by the middle of the following term.

RENEWALS

Materials may be renewed unless recalled for use by another borrower. Renewed material is recalled *immediately* when needed by another user. Renewal by mail, e-mail or phone is acceptable.

HOLDS AND RECALLS

If a needed item is checked out to someone else, you may request that it be held for you when it is returned. It will be recalled, often prior to the due date; when it is returned, it will be held and you will be notified by telephone, e-mail or mail.

Call the Media Lab whenever you have a question about Lab policies at 353-9020.

Resources and Facilities

ACCESS TO HEALTH COMPLEX BUILDINGS

Hours for access to the Life Sciences Building, Fee Hall, and the Clinical Center are posted on the outer doors; generally, all buildings are locked in the evenings and on weekends unless you are participating in a prearranged class or event.

TELEPHONE CALLS

A free telephone for local calls is located in B108 Life Sciences Building (Student Lounge).

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

TAPING OF CLASS SESSIONS

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

STUDENT LOUNGE

The lounge is located in B108 Life Sciences Building. The student mailboxes are located in hanging files in cabinet in the lounge. Please clean up after yourselves. It is your responsibility to keep this room clean.

SMOKING POLICY

Smoking is prohibited in the Life Sciences Building.

MSU Resource Guide

The MSU Resource Guide has recently been added to the Office of the Provost website. It is an outcome of the Faculty Work-Environment Improvement Committee's recommendation to share information and provide a referral center for policies and procedures that are responsive to questions from faculty and academic staff. The Guide is on the Provost's website at <http://www.msu.edu/unit/provost/resourceguidebkup.htm>. Students should particularly note the sections on university organizations and operation.

Travel Abroad

All CON students traveling internationally on official university business must provide contact information about where and how they can be reached in case of an emergency while abroad to be input into the MSU International Travelers Database before they leave the U.S. To do this, all travelers must complete an *MSU Travel Authorization and Emergency Contact Form* before departure, which can be found on the MSU Controller's Office website at <http://ctrl.msu.edu/download/forms/ex70d.xls>. On this form you must provide information about where and how you can be reached in case of an emergency while you are abroad. Once you have completed this form, please provide a copy to the Coordinator of International program so that the information can be entered into the MSU International Travelers Database as required by the University.

SECTION VI

Awards and Scholarships

Scholarship Information

Students in the College of Nursing are eligible for a broad range of student funding and scholarships, including the following:

College of Nursing Scholarships

All applicants must be admitted and/or enrolled in the College of Nursing in good standing in the undergraduate program. Monies are awarded in the Spring semester for application to the following Fall semester tuition. Application deadline is March 1.

Scholarships are open to all nursing students who meet the eligibility requirements described for each award in the MSU College of Nursing scholarship listing at http://www.nursing.msu.edu/bsnursing_scholar.asp Students receive electronic notices via the student undergraduate listserv regarding application availability. Selection criteria vary for individual scholarships but may include academic achievement, financial need, leadership, and extracurricular involvement.

Scholarship recipients will be notified in May. Only students selected as scholarship recipients will be notified.

External Funding Sources

Students are encouraged to search the following sources for nursing scholarships:

<http://www.bhpr.hrsa.gov/nursing/scholarship/>

This site contains information on the Nursing Education Loan Repayment Program and the Nursing Scholarship Program

<http://www.discovernursing.com/scholarship-search>

This site contains a broad, national nursing scholarship search engine

<http://www.nsna.org/>

The National Student Nurses Association sponsor various national scholarships

<http://fastweb.com>

A national financial aid tools and free scholarship search engine.

SECTION VII

Student Professional Activities

Nursing Student Association

The Nursing Student Association (NSA) is the only national organization for students of nursing. The purpose of NSA is to assume responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns; and to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

NSA does this by influencing the educational process; promoting and encouraging participation in community affairs and activities; influencing health care through involvement in legislative activities, representing students to the consumer, to institutions and other organizations; promoting and encouraging student participation in interdisciplinary activities and recruitment efforts regardless of a person's race, color, creed, life style, sex, national origin, age or economic status; and promoting collaborative relationships with other nursing and health organizations.

Membership is a requirement for all Level I nursing students enrolled in NUR 330 at Michigan State University. Nursing students are eligible for individual membership if no school chapter and/or state association in the students' school or state exists. A student must join in all available levels. If the individual member is an undergraduate student enrolled in a state-approved program leading to licensure as a registered nurse or a registered nurse enrolled in an undergraduate program in nursing, the individual is a prenursing student and is entitled to the privileges of associate membership.

The Michigan State University College of Nursing has an active local chapter of NSA, entitled Nursing Students Association. The local chapter meets approximately three times per semester and is open to both prenursing and nursing students. The chapter is involved in many activities, including community service projects, legislation and continuing education. Nursing students assume the leadership of the association and plan activities according to members' needs.

For further information on NSA, contact the College of Nursing Student Support Services Office.

Pre-Nursing Student Organization

The Pre-Nursing Student Organization (PNSO), provides support to and activities for prenursing students.

Sigma Theta Tau, Alpha Psi Chapter

Sigma Theta Tau, Inc. is the only National Honor Society of Nursing in the United States. Constituent chapters are established in collegiate schools of nursing accredited by the National League for Nursing. Sigma Theta Tau, Inc. is professional rather than social, and its purposes and functions may be compared to other honor societies, such as Alpha Omega Alpha in

Medicine, Pi Lambda Theta in Education and Phi Beta Kappa in Liberal Arts.

An important project at the national and local level is the promotion of nursing research. This is carried on by the Research Committee, which also grants sums of money to finance research projects. Graduate Students are eligible for induction into the National Honor Society-Sigma Theta Tau.

ALPHA PSI CHAPTER

Plans for a Chapter at Michigan State University were started as early as 1962; a charter was granted and the Chapter was installed in 1970. Chapter activities have included educational meetings which are open to nurses, other health professionals and members of the general public; social meetings for its membership; and service projects. Alpha Psi recognizes student achievement with an annual graduate student award and participates in the annual Greater Lansing Area Research Day. Additional information can be found at <http://www.nursingsociety.org/>

Alpha Psi - Eligibility Requirements

CRITERIA FOR MEMBERSHIP

- have completed ½ of the nursing curriculum;
- achieve academic excellence of a 3.0 or higher
- rank in the upper 35 percentile of the graduating class;
- meet the expectation of academic integrity.

Membership is by invitation only. For more information about Sigma Theta Tau International, please visit

Standing Committees with Student Representation

The standing committees in the College of Nursing with baccalaureate student representation are:

1. The Student Advisory Council.
2. The Undergraduate Program Committee.