

Michigan State University

CORE Student Handbook

College of Nursing

8-1-2024

Preamble

The Dean, faculty, and staff are delighted to welcome you as a spartan nurse to the Michigan State University (MSU) College of Nursing. Our nationally ranked programs will give you a solid foundation for your nursing career. This version of the Core student handbook gives you important information to guide you during your enrollment. This handbook applies to all students in the undergraduate and graduate programs. Please refer to [RN-BSN, Traditional BSN (TBSN), Accelerated BSN (ABSN), Nurse Anesthesia (NA), Psych Mental Health Nurse Practitioner (PMHNP), Nurse Practitioner (NP), Adult Gerontology Nurse Practitioner (AGNP), Clinical Nurse Specialist (CNS)] your specific information pertinent to your program. Please read this handbook in detail. The information is designed to facilitate your success.

We wish you much success in your courses and academic activities.

Sincerely, the Dean, faculty and staff.

Notices

This version of the student handbook replaces prior versions published or posted online prior to August 1, 2024. All students are required to read the handbook and familiarize themselves with the MSU CON mission, vision, and values ([About The College | College of Nursing \(msu.edu\)](#)), policies and procedures.

The University prohibits sex/gender discrimination in any program or activity that it operates and that individuals may report concerns or questions to the Title IX Coordinator and provide the location of the Notice on the University's website. Please click ([Here](#)) for more information on Title IX and other Michigan State University Compliance rules.

MSU is accredited by the Higher Learning Commission [Accreditation | Michigan State University \(msu.edu\)](#).

The Michigan State University College of Nursing baccalaureate, master's, and doctor-of-nursing practice programs are accredited by the Commission on Collegiate Nursing Education (CCNE), [CCNE Accreditation \(aacnursing.org\)](#).

The Michigan State University College of Nursing nurse anesthesia doctor-of-nursing practice program carries an additional accreditation by the Council on Accreditation – nurse anesthesia (COA) [Council on Accreditation - Supporting Quality Assessment and Improvement in Nurse Anesthesia Education \(coacrna.org\)](#), a specialized accrediting body recognized by the Council for Higher Education and the United States Department of Education.

CORE College of Nursing (CON) Student Handbook

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Please use your toggle keys to access the links embedded in this document. You may be directed to the website address associated with each link by pressing the control key and left click simultaneously.

Introduction

Mission

To advance the health of individuals and communities through inclusive and equitable nursing education, research, scholarship, and practice.

Vision

To be recognized as a premier nursing college and a transformative force in improving health disparities and social outcomes in Michigan and beyond.

Values

- Advocacy
- Collaboration
- Compassion
- Inclusive excellence
- Integrity
- Social justice

Guiding Principles

The [Baccalaureate of Nursing](#) programs achieve the college's mission by creating a learner-centered academic environment. Students are prepared as nurse generalists in one of three paths: the traditional option for students pursuing their first baccalaureate degree; the accelerated option for students with a previous baccalaureate degree not in nursing; and the RN to BSN for registered nurses with an associate degree or diploma education. As students become involved in their learning, they share accountability for learning outcomes with instructors in ways that facilitate the development of **caring, professional, and knowledgeable** nurses. These nurses use **individual, community, and systems perspectives to advocate** for quality care of diverse patients in dynamic and variable health care environments. Nursing care promotes **the health and the well-being** of patients at local, regional, national, and global levels. Upon completion, graduates of the TBSN and ABSN paths are eligible to sit for the NCLEX-RN examination and apply for RN licensure. BSN, MSN, and DNP degree programs are fully accredited by the Commission on Collegiate Nursing Education (CCNE).

The [Clinical Nurse Specialist APRN](#) programs are designed to prepare registered nurses (RNs) for an advanced practice role as a clinical nurse specialist (CNS). Students may complete CNS preparation in Master's and DNP degree programs; in addition, the post-graduate certificate program is open to nurses who are already certified as APRNs. MSU's CON prepares CNSs to take on professional leadership roles in the design and implementation of strategies to improve patient, nursing, and organizational outcomes. Upon completion of their program, graduates will be prepared to sit for American Nurses Credentialing Center (ANCC) or American Association of Critical Care Nurses (AACN) certification.

The [Nurse Anesthesia APRN](#) program is accredited by the Council on Accreditation for Nurse Anesthesia Education Programs (COA) and prepares RNs for an advanced practice role as a Certified Registered Nurse Anesthetist (CRNA). The 36-month, full-time program culminates in a DNP. Individuals who meet the COA graduate standards and program outcomes are eligible to sit for the National Certification Exam administered by the National Board of Certification (NBCRNA) for licensure as an advanced practice nurse.

[Family Nurse Practitioner APRN](#)

[Adult Gerontology Nurse Practitioner APRN](#)

[Psychiatric Mental Health Nurse Practitioner APRN](#)

The [Doctor of Philosophy \(PhD\)](#) program is designed to prepare BSN- and/or MSN-prepared nurses to become nurse scientists capable of developing rigorous research programs that advance knowledge to enhance nursing practice, steward the profession, shape health policy, and impact the health and well-being of populations. A major program emphasis is to prepare graduates for careers in intervention and translation science in the areas of wellness behaviors/risk reduction and self/symptom management for those with chronic conditions.

MSU Spartan Code of Honor

The Spartan Code of Honor Academic Pledge embodies the principles of academic integrity through a personal commitment to ethical behavior in a student's studies and research. All undergraduate students are expected to uphold the academic pledge throughout their enrollment at MSU. Student conduct that is inconsistent with the academic pledge is addressed through existing policies, regulations, and ordinances governing academic honesty and integrity. Those policies include:

- Integrity of Scholarships and Grades Policy
- Student Rights and Responsibilities
- General Student Regulations (includes Protection of Scholarship and Grades)
- Ordinance 17.00 Examinations

"As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that **honor is worth more than grades**. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do."

More information about the Spartan Code of Honor is available on the Associated Students of MSU website: <http://asmsu.msu.edu/initiatives/spartan-code-of-honor/>
<https://spartanexperiences.msu.edu/about/handbook/student-rights-responsibilities/index.html>

Support Services, Campus Resources, and Facilities

Access to Life Science Buildings and Bott Building

Building access hours are posted on the outer doors. Generally, all buildings are locked on weekends and at 6:00 pm.. Smoking is prohibited anywhere on MSU's campus.

Telephone Calls

Incoming emergency calls may be routed through the CON [\(517\) 353-4827](tel:517-353-4827).

Student Commons

The Student Commons is located in C115 on the first floor of the Bott Building for Nursing Education and Research. The Student Commons is a lounge space for students. The space has microwaves, refrigerators, a coffee maker, a printer, and other academic and wellness resources. Important and interesting announcements are also posted in this space.

Student Life: Information and Resources

Resources available to all MSU students are available via the Spartan Student Handbook:

Office of the University Ombudsperson

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

The Office of the University Ombudsperson assists students, faculty, and staff in resolving university-related concerns. Such concerns include student-faculty conflicts, communication problems, concerns about the university climate, and questions about what options are available for handling a problem according to MSU policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the university, nor does it participate in the formal grievance process.

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

Contact information:

Office of the University Ombudsperson

North Kedzie Hall, Room 129

354 Farm Lane

[\(517\) 353-8830ombud@msu.edu](mailto:(517)353-8830ombud@msu.edu)

[For more information visit: ombud.msu.edu](http://ombud.msu.edu)

Resource Center for Persons with Disabilities

Students with disabilities should contact the Resource Center for Persons with Disabilities to establish reasonable accommodations. For an appointment with a disability specialist, call (517) 884-1900 (voice),

[\(517\)884-1910](tel:(517)884-1910)(TTY), or visit <https://www.rcpd.msu.edu/>

Student Parking Policy

Students may register their vehicle and obtain a commuter lot parking permit application from the MSU Police in person or online (<http://police.msu.edu/parking-services/permits/>). Your permit privileges are not valid until you affix your permit to your windshield properly. To register your vehicle, you must present a current student ID, a valid driver's license, and your vehicle registration. For additional questions, please refer to the MSU Police.

Students are not permitted to park in the Clinical Center patient parking lot for any reason.

Office of Student Affairs

The MSU CON is committed to providing a quality nursing program for capable and motivated students from various ethnic, cultural, and economic backgrounds. The Office of Student Affairs (OSA) provides opportunities and services to strengthen student achievement through the delivery of academic counseling, advising, career preparation, and professional and peer support. For specific information or assistance regarding student support in nursing, contact the Office of Student Affairs at 517-353-4827 or CON.nurse@msu.edu. Or visit their office on the first floor of the Bott Building, suite C-120.

Learning and Assessment Center (LAC)

Expectations for the handling of mobile devices possessed by learners participating in events at the Learning and Assessment Center (LAC) are as follows:

1. Mobile devices are defined, but not limited to, cellular phones, smartphones, tablets, and iPads.
2. It is strongly recommended that faculty, curriculum assistants and/or other college staff inform learners to leave mobile devices outside the LAC (e.g., home, vehicle, etc.).
3. Upon arriving at the LAC, any learners with mobile devices will be instructed to turn them off and leave them in a designated area.
 - o Learners will not be permitted to maintain possession of mobile devices during the event.
 - o If a learner is not in compliance, they will be dismissed from the event and the lead faculty member and/or contact will be notified immediately.
4. The LAC or CON will not assume responsibility for loss or damage of any mobile device.
5. Lead faculty shall have the prerogative of allowing mobile devices and will inform the LAC Facilitator/Educator of such during the event planning process

East Fee Hall, A622

965 Wilson Rd

East Lansing, MI 48824

O:[\(517\)353-4997](tel:5173534997)

<https://lac.msu.edu/>

Classrooms and Granger Lab

Student Communication

Michigan State University Policies

- Student responsibilities specific to email, such as activating their account, can be found at <https://tech.msu.edu/about/guidelines-policies/student-email-communications/>

- [Student Rights and Responsibilities | Office of Spartan Experiences | Michigan State University \(msu.edu\)](#)

Social Media

Students must review and adhere to the University's Social Media Guidelines at: <https://comms.msu.edu/social-media/social-media-resources/social-media-guidelines>

Students must review and adhere to the College of Nursing HIPAA policy related to social media:

<https://comms.msu.edu/social-media/social-media-resources/social-media-guidelines>

<https://nursing.msu.edu/student-resources/compliance#>

Email and Mobile Communication

Students are responsible for activating and regularly checking their MSU e-mail accounts. This is the only e-mail address that MSU will centrally maintain for sending official communications to students, and the only e-mail address that MSU will use for sending official communications to students after they enroll. Failure to read official MSU communications sent to the students' official MSU e-mail address does not absolve students from knowing and complying with the content of those communications. Please refer to <https://tech.msu.edu/about/guidelines-policies/student-email-communications/>.

All email communication is to take place using MSU's email system.

- Expect email replies within 48-72 hours, not including weekends.
- Any email generated outside of MSU's email system may not be answered.
- Use of text messaging is by individual faculty preference and will require follow-up via MSU email.

Listservs

The CON student listserv was created to provide a means whereby the MSU CON can disseminate information of interest to its students in a timely, accessible, and cost-efficient manner. The listserv functions as the primary and most immediate source of communication and information announcements. Students are enrolled in the CON student listserv by the CON and remain a member until graduation from the program.

Technology & Acceptable Use Policies

Technology Requirements

Michigan State University Policy:

As a user of MSU resources, information technology (IT) entails certain expectations and responsibilities which are stated in the **ACCEPTABLE USE POLICY FOR MSU INFORMATION TECHNOLOGY RESOURCES** that can be accessed here:

<https://tech.msu.edu/about/guidelines-policies/aup/>

Required Tools and Peripherals (may vary for different courses):

- **Microsoft Office 2016 or greater** All MSU students can receive a free version of the Microsoft Office Suite by visiting office.com and logging in using their MSU NetID and password.
- Web Cam
- Microphone and Speakers

Recommended Peripherals:

- Device specific adaptors for external video and peripheral connections
- Anti-Virus/Anti-Spyware for security
- Warranty Coverage for devices
- USB Flash Drive for backing up and transferring data

For more information about technology at MSU visit <http://tech.msu.edu>

For 24/7 technical assistance contact the MSU Helpdesk at [517-432-6200](tel:517-432-6200) (or toll free at [1-844-678-6200](tel:1-844-678-6200))

Laptop Requirement

The MSU College of Nursing adheres to the MSU Laptop Computer Requirement Policy <https://tech.msu.edu/about/guidelines-policies/computer-requirement/Nursing> students admitted to undergraduate and graduate nursing programs at the MSU CON are required to have a laptop computer for all classes. The laptop is the primary computer for all computerized classroom activities at the College. NOTE: the screen size must be large enough so images/pictures can be easily viewed (i.e., no Smartphone, Tablet, iPad, or iPod) and screen size must be small enough to avoid crowding table space in the classroom. **In addition, students' laptops must:**

- Be capable of operating in class without dependence on a power cord
- Be able to connect to MSU's campus network and the Internet using Wi-Fi without the use of an Ethernet cable.
- Additional software may be required for specific courses.
- **Additional information can be found in MSU's Computer Requirement Policy** <https://tech.msu.edu/about/guidelines-policies/computer-requirement/>

[Technology at MSU - MSU Laptop Computer Requirement | Michigan State University](#)

Learning Technologies

MSU's CON 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 connection is required, as well as certain hardware and software specifications (see Computer Technology Requirements above).

Learning Management Systems (Desire2Learn - D2L)

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

1. Discussion Forums—Instructors often post discussion scenarios for students. Much as 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 other students to read and respond to.
2. Assignment Folders—Assignments are often submitted electronically using an assignment folder tool.
3. Quizzes and Exams—whether a class is in-person or online, quizzes and exams are usually given electronically; either with Exam software or placed in D2L.

D2L HELP documents—see the following link for detailed instructions on using D2L tools. (<http://help.d2l.msu.edu>)

For all questions related to D2L, contact the MSU Helpdesk—this resource is available 24 hours a day, seven days a week at [517-432-6200](tel:517-432-6200) (on campus X 5-2345) or toll free at [1-844-678-6200](tel:1-844-678-6200).

Mobile Device Policy

<https://tech.msu.edu/about/guidelines-policies/aup/>Students should refer to their specialty track handbook for mobile device application policies.

<https://nursing.msu.edu/about-us/technology-and-classrooms>

Clinical Site Mobile Devices

The use of mobile devices in clinical settings must conform to the guidelines of the organization. Students are responsible to confirm guidelines with faculty and preceptors.

Writing Standards for the CON

The CON requires that students refer to the current edition of the Publication Manual of the American Psychological Association (APA) when completing any written assignments or activities. Any student having difficulty with the process of writing a paper should contact their course faculty for assistance. Assistance is also available by appointment at the MSU Writing Center. For more information about the Writing Center, visit: <http://writing.msu.edu>

Student Rights & Policies

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 the privacy and release of student records. The university has designated certain personally identifiable information as directory information, which the university may release at their discretion to anyone who makes a request. Directory information has been defined as the name, local address and telephone number, MSU NetID, 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, and office address and office phone number.

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

<https://reg.msu.edu/roinfo/notices/privacyguidelines.aspx>

Students have the following rights:

- The right to inspect and review the student's education records.
- The right to request amendment of education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before personally identifiable information from the student's education records is disclosed except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning any alleged violation of the student's rights under FERPA.

More information and forms are available at the Office of the Registrar website:

<https://reg.msu.edu/ROInfo/Notices/PrivacyGuidelines.aspx>

Patient/Client Confidentiality – Health Insurance Portability and Accountability Act (HIPAA)

The MSU College of Nursing supports and expects CON students to maintain the privacy and confidentiality of patients/clients at all times. In addition, students must also follow agencies' policies regarding use and access to electronic medical records.

All documentation and reports must be consistent with HIPAA regulations. Therefore, it is expected that students will not use names, initials, or date-of-birth in written reports or assignments. Any duplication of protected health information is a violation. 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.

Any violations of client confidentiality/HIPAA will result in disciplinary action, up to and including immediate dismissal from the nursing program, and entail the possibility of federal prosecution, fines, and imprisonment. Violations will be reviewed by the Associate Dean of Academic Affairs to determine the severity of the violation and whether a temporary recess from the program is necessary until the review is completed.

Listed below are some examples of situations that would violate privacy and confidentiality expectations for MSU nursing students engaged in any clinical course. The following may not be exhaustive:

- Creating images of patients, clients, or their family members including but not limited to screen shots, still shots, and video recordings for any purpose.
- Creating any image of medical records, report sheets or other patient/client information including but not limited to screen shots, still shots, and video recordings for any purpose.
- Creating audio files with voices of patients, clients, or their family members for any purpose.
- Clinical site/agency or health care provider's name.
- Leaving the premises with any protected identifiable health information.
- Posting any information related to the care of patients, clients, or their family members in any form of social media, including but not limited to Facebook, Instagram or Twitter.
- Using the phone, text, or email functions of a personal communication device in patient/client rooms or treatment areas, except for the purpose of retrieving data from electronic medical reference applications for use in that patient/client's care. In order to fall within this exception, the use of the personal communication device must be done in a manner consistent with agency policy and only after advising the patient, client, and their family member what is being done and how it contributes to the care being provided.
- Engaging in personal emailing, texting, phone calls, social media use, or any other personal communication with any current or former patient or their family member.
- Communication (personal or electronic) with other individuals not immediately involved in the care of a patient or client about information gained from documents provided by or about a patient, client, or their family member in the course of providing care. The only exception to this rule is the inclusion of de-identified information in assigned course activities and shared with faculty or other students involved in that specific learning activity.
- <https://www.hhs.gov/hipaa/for-professionals/index.html>

HIPAA for Professionals

“To improve the efficiency and effectiveness of the health care system, the [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\)](#), Public Law 104-191, included Administrative Simplification provisions that required HHS to adopt national standards for electronic health care transactions and code sets, unique health identifiers, and security. At the same time, Congress recognized that advances in electronic technology could erode the privacy of health information. Consequently, Congress incorporated into HIPAA provisions that mandated the adoption of Federal privacy protections for individually identifiable health information.

- HHS published a final [Privacy Rule](#) in December 2000, which was later modified in August 2002. This Rule set national standards for the protection of individually identifiable health information by three types of covered entities: health plans, health care clearinghouses, and health care providers who conduct the standard health care transactions electronically. Compliance with the Privacy Rule was required as of April 14, 2003 (April 14, 2004, for small health plans).
- HHS published a final [Security Rule](#) in February 2003. This Rule sets national standards for protecting the confidentiality, integrity, and availability of electronic protected health information. Compliance with the Security Rule was required as of April 20, 2005 (April 20, 2006 for small health plans).
- The [Enforcement Rule](#) provides standards for the enforcement of all the Administrative Simplification Rules.
- HHS enacted a [final Omnibus rule](#) that implements a number of provisions of the HITECH Act to strengthen the privacy and security protections for health information established under HIPAA, finalizing the [Breach Notification Rule](#).
- [View the Combined Regulation Text - PDF](#) (as of March 2013). This is an unofficial version that presents all the HIPAA regulatory standards in one document. The official version of all federal regulations is published in the Code of Federal Regulations (CFR). View the official versions at 45 C.F.R. [Part 160 - PDF](#), [Part 162 - PDF](#), and [Part 164 - PDF](#).

Other HIPAA Administrative Simplification Rules are administered and enforced by the Centers for Medicare & Medicaid Services, and include:

[Code Sets Standards](#)

[Employer Identifier Standard](#)

[National Provider Identifier Standard](#)

[Transactions](#)

Want to learn more about the HIPAA Privacy & Security Rules? [Sign Up for the OCR Privacy & Security Listservs](#)

OCR has established two listservs to inform the public about health information privacy and security FAQs, guidance, and technical assistance materials. We encourage you to sign up and stay informed!

Modified Operations and Procedures (Inclement Weather Policy)

In the event of inclement weather, notification may be provided in one or more of the following formats:

- Emergency Text Messaging Notification. To update, please visit <http://alert.msu.edu/>
- Public Broadcasting Services
- Reverse 911 (this allows MSU to call phones numbers within the university to provide emergency alert and safety information, including instructions to stay in place)
- The MSU Homepage (<https://msu.edu/>)
- Building Emergency Action Teams via Pager (these trained personnel advise and assist the university community in emergencies)

When MSU cancels classes for any reason, please refer to your specific tract handbook for instructions.

State Authorization of Reciprocity Agreements

State and federal regulations require colleges to have legal approval to operate in every state in which it has students. MSU participates in the State Authorization Reciprocity Agreement (SARA), which is an agreement among states that establishes the national standards for the interstate offering of postsecondary distance-education courses and program. Additional information can be found at <https://aacc.msu.edu/compliance/state-authorization>

Attendance

The College of Nursing aligns their attendance policy with Michigan State University’s policy, which can be found here: <https://reg.msu.edu/ROInfo/Notices/Attendance.aspx>

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

determined by regular class attendance. Students are required to inform faculty members and their clinical agency of any absences.

Specific guidelines for attendance are listed below.

Classroom Attendance

Classroom attendance is expected. A student who is absent from class may not have an opportunity to make up graded work and may have additional assignments in order to make up missed class time. Attendance for online courses constitutes logging into class and participating in course learning activities as set forth in the course syllabus Clinical, Lab, and Simulation Experience Attendance

Attendance at clinical practice and lab experiences is required and necessary to achieve learning outcomes, and will be monitored by course faculty. A student who is absent from clinical practice or lab experiences will need to make up graded work and may have additional assignments in order to make up missed clinical time at the discretion of the faculty member. In addition, a student who comes to the clinical practice setting late or with deficiencies in understanding or knowledge will be removed from the clinical setting for that day and may be asked to complete additional assignments to achieve course objectives. Note that for students in the APRN programs, there are specific requirements for number of hours and/or cases that must be accomplished in order for the College to validate application for certification.

Unavoidable Absences

Students are to refer to their clinical tract handbook for further information.

Grief Absence Policy

Faculty and staff should be sensitive to and accommodate the bereavement process of a student who has lost a family member or who is experiencing emotional distress from a similar tragedy, so the student is not academically disadvantaged in his/her classes. The full MSU Grief Absence Policy is available on the MSU Student Life website:

<https://reg.msu.edu/roinfo/notices/griefabsence.aspx>.

It is the responsibility of the student to:

- Fill out the absence request form, available at: <https://reg.msu.edu/StuForms/Stuinfo/GriefAbsenceForm.aspx>
- Notify their academic/faculty advisor and course faculty of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation
- Provide appropriate verification of the grief absence to the director of Student Affairs
- Complete all missed work as determined in consultation with the advisor/faculty advisor and course faculty. It is the responsibility of the director of Student Affairs to:
 - Determine with the student the expected period of absence; it is expected that some bereavement processes may be more extensive than others depending on individual circumstances

- Receive verification of the authenticity of a grief absence request upon the student's return
- Make reasonable accommodations in collaboration with the associate dean for Academic Affairs, assistant dean for undergraduate programs, and course faculty so the student is not penalized due to a verified grief absence

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

Impaired Student Nurse Policy

It is the policy of the College of Nursing (CON) that possessing or being under the influence of alcohol or drugs, as defined in this policy, while engaged in CON clinical activities is strictly prohibited. This policy outlines prohibited conduct and the disciplinary process when a CON student is alleged to have violated the policy. This policy also provides information on available resources for addressing substance use problems.

CON students participating in clinical activities must comply with this policy, including drug and alcohol testing procedures. Failure to comply may result in discipline, including but not limited to termination of a student's clinical activities. Disciplinary action may impact the student's ability to complete the CON program requirements.

Definitions:

- "Alcohol": Beer, wine, and all forms of distilled liquor containing ethyl alcohol.
- "Clinical Activities": Duties or activities required of Michigan State University College of Nursing students, whether on the campus of Michigan State University or at an outside clinical agency, which involve direct patient care or interaction with a patient, clinical staff, or research subject for purposes of health care, or a CON academic program.
- "Drug": Any substance that has known mind- or function-altering effects on a human subject (i.e., psychoactive substances), including but not limited to substances controlled by state or federal laws, including marijuana (medical or other).
- "Drug Paraphernalia": All equipment, products, and materials of any kind that are used for injecting, ingesting, inhaling, or otherwise introducing a drug into the human body. This includes, but is not limited to, all equipment, products, and materials prohibited or controlled by state or federal laws. This excludes equipment used to complete assigned clinical activities.
- "Student": An undergraduate or graduate student enrolled in the CON.
- "Supervisor": The person assigned to oversee a student while engaged in performance of a clinical program, clinical activities, or any other activity associated with the CON. This person may be a professor/instructor in the CON, or an employee of the facility at which a clinical experience takes place acting as the clinical preceptor/mentor.

Drug and Alcohol Possession and Use

<http://splife.studentlife.msu.edu/regulations/selected/alcoholic-beverages>

- Prohibitions. Except as provided in paragraph A.4. below:
 - No student engaged in clinical activities shall possess, use, consume, transport, promote, or sell alcohol, drugs, or drug paraphernalia at a clinical site or while engaged in CON related activities.
 - No student may report to a clinical site or engage in clinical activities while under the influence of or while being impaired by alcohol or drugs, including marijuana, to any degree.
 - All MSU students must comply with the MSU Drug and Alcohol Policy.
 - Exceptions. The following circumstances constitute exceptions to this policy:
 - The use or possession of prescribed or over-the-counter drugs and/or drug paraphernalia, with the exception of medical marijuana, during clinical activities is permissible if legally obtained, used for the purpose for which it was prescribed or manufactured, and if taken at the prescribed or authorized dosage, provided that use of the drug and/or drug paraphernalia does not interfere with the safe and efficient performance of the student's clinical activities.
 - For clarity, possession or use of medical marijuana is not permitted during clinical activities.
 - Distribution of legally ordered medications as a part of clinical activities.
- Students who participate in clinical activities at other facilities are also subject to the rules and regulations of that host facility. This may include drug and/or alcohol testing pursuant to host facility policies.

Drug and Alcohol Testing Procedures

- If there is reasonable suspicion to believe that a student has used or is under the influence of drugs or alcohol while engaged in clinical activities, the student may be referred for alcohol or drug testing. A supervisor will determine whether reasonable suspicion exists based upon various factors, including but not limited to observed use, possession, or distribution of drugs or alcohol; or observed signs or symptoms commonly associated with impairment such as impaired mental ability, inability to maintain balance, odor of alcohol, boisterous or slurred speech, drowsiness, dilated pupils, staggering, awkward movements, or erratic behavior. In determining reasonable suspicion, the supervisor may consider observations of lay persons, staff, or faculty of the CON and/or agency health care professionals.
- When there is reasonable suspicion to believe a student has used or is under the influence of alcohol or drugs during clinical activities, the supervisor may initiate the following procedures:
 - The supervisor shall interim remove the student from the classroom, CON activity, or clinical area, and request to meet with the student to discuss the observed behavior(s). The supervisor will inquire whether the student has used or is under the influence of drugs or alcohol during clinical activities and, if so, the details of such use.

- The supervisor will consult with the CON Associate Dean of Academic Affairs (ADAA) after meeting with the student about the alleged violation. Based on the information provided, the supervisor and/or ADAA shall make a determination regarding whether the student should be referred for drug and alcohol testing.
- If the student is referred for testing, the student shall be notified that they are required to be tested for the presence of drugs and/or alcohol. The CON will be responsible for the costs associated with the testing. If a student refuses to undergo the drugs and alcohol test, the student will be presumed to have violated this policy.
- The supervisor will arrange transportation to and from the testing site. A CON supervisor will accompany the student at all times while traveling to the testing site.
- Tests shall be conducted pursuant to the testing protocols of the testing site or the Office of the University Physician. Samples shall be collected by the testing site or the designated screening clinic of the Office of the University Physician. Test results will be interpreted by the University Physician, who shall verify documentation of appropriate chain of custody and shall make the determination of whether a test is positive for the presence of drugs or alcohol.
- In the case of a positive test, the University Physician will contact the student to discuss whether there is any legitimate explanation for the positive test. If no legitimate explanation can be verified by the University Physician, the University Physician shall advise the ADAA of the CON of the testing results.
 - After testing is complete, the supervisor will assist the student in finding transportation.
 - The supervisor will prepare a written report documenting the observed student behaviors on a Student Occurrence Form and submit the form to the ADAA.
 - The University will make reasonable efforts to maintain confidentiality in the administrative handling of matters relating to student drug and alcohol testing.
- A student who has been referred for drug and alcohol testing shall be interim suspended from participation in all clinical activities. Test results shall be provided by the University Physician to the ADAA.
 - If the results are negative and the student meets the technical standards for participation in clinical activity, the student shall be permitted to resume their regular clinical activities immediately with make-up time scheduled as needed to complete course requirements.
 - If the test results are positive for the presence of drugs or alcohol, or if the student refuses to submit to testing, the following procedures shall be followed.
 - The CON course faculty member and program director will schedule a meeting with the student to discuss the incident

and allow all parties to provide any relevant information. Based on the information provided, the program director (?) will decide whether the student violated this policy and the appropriate sanctions. Sanctions may include, but are not limited to, suspension from all clinical programs, a failing grade for a given course, or dismissal from the CON.

- Unless the sanction is dismissal, the student will be required to attend a substance use assessment at the MSU Counseling Center or with a CON approved certified or licensed professional capable of providing this service. The student will sign a consent form to allow release of the assessment results to the ADAA. The student must follow any treatment plan developed based on the substance use assessment. Refusal to undergo substance use assessment or failure to comply with any recommended treatment may result in the student's dismissal from the CON. Following successful completion of any such treatment plan and certification by an appropriate substance abuse counselor that the student is fit to return to clinical activities, the student may be permitted to resume participation in CON clinical activities.
- Any student who holds a Registered Nurse (RN) license and who has a confirmed positive drug test result will be offered an opportunity to self-report to the Michigan Health Professional Recovery Program (HPRP) for subsequent evaluation and treatment recommendations. If the student is diagnosed with abuse of or dependence on a substance, the student must comply with a monitoring program. If a student who is a licensed nurse fails to participate in Michigan HPRP, the CON will notify the Board of Nursing.
- The College of Nursing will file a complaint with the student judicial process when a positive drug test result is received. The CON will be notified of the outcome of this process.

Reinstatement to Clinical Programs/Activities

- To apply for reinstatement to clinical activities after a suspension students must provide to the CON the findings, reports, and/or recommendations of any drug and alcohol counselors or health care providers related to the student's violation of this policy, and subsequent treatment. Relevant student judicial findings and sanctions must also be provided to the college.
- A student who has been removed from a clinical program for a violation of this policy may be permitted to return to the clinical program upon fulfillment of the following conditions:
 - Expiration of any academic suspension or disciplinary suspension.

- Written documentation of successful completion of all recommended drug and alcohol services and compliance with any sanctions or requirements issued pursuant to the student judicial process.
- Agreement to voluntarily participate in random drug or alcohol screening for a designated period of time, the cost of which must be paid by the student.
- A student's return to any clinical experience will be contingent upon acceptance by the clinical partner/agency.

Assistance for Students with Drug or Alcohol Problems

- Students with drug or alcohol problems- whether or not engaged in clinical activities, are encouraged to voluntarily seek assistance through the MSU Counseling and Psychiatric Services (CAPS). <https://caps.msu.edu/>
- Any student in the College of Nursing who is convicted of a drug or alcohol related offense, including Minor in Possession, will report this occurrence to the ADAA within seven days. Failure to do so will be in violation of the Academic Integrity Policy.

Intellectual Integrity Policies

Student Scholarly Activities

CON students are obligated to hold themselves and their peers responsible for maintaining academic integrity in written work and in-patient care situations, and to abide by the regulations governing academic integrity set forth by MSU and published in Spartan Life.

<https://spartanexperiences.msu.edu/about/handbook/spartan-code-of-honor-academic-pledge/index.html> Ethical principles ensure the accuracy of scientific and scholarly knowledge and protect intellectual rights. Principles include reporting of results, plagiarism, publication credit, misuse of data, and copyright.

Research misconduct and questionable research practices within the college are defined consistently with university policy on intellectual integrity.

Research Misconduct

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

- Intentionally misrepresenting data that might lead to serious errors in practice or other critical applications.

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

Questionable Research Practices

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

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

Academic Integrity

Overview

“Academic Integrity is honest and responsible scholarship” and is the “foundation for university success” (Office of the University Ombudsperson [OUO], n.d.). The CON expects that students at all levels of academic learning will submit original work and give credit to other peoples' ideas.

For more information, visit:

<https://ombud.msu.edu/resources-self-help/academic-integrity>

<https://spartanexperiences.msu.edu/about/handbook/spartan-code-of-honor-academic-pledge/index.html>

Academic misconduct and dishonesty present ethical and moral dilemmas in learning, particularly in online environments.

Maintaining academic integrity involves:

- Creating and expressing your own ideas in course work
- Acknowledging all sources of information
- Using appropriate, scholarly web sites, journals, books, etc.
- Completing assignments independently or acknowledging faculty sanctioned collaboration
- Accurately reporting results when conducting physical assessments, quality improvement projects, research, or other types of work in which subjective or objective information is collected and documented
- Honesty related to and during quizzes and examinations
- Following all course guidelines and expectations

Academic integrity is the foundation for successful completion of the MSU nursing education experience. Learning how to express original and creative ideas, citing sources, working independently or cooperatively and equally in assigned groups, and reporting results accurately and with integrity are skills that carry students beyond their academic career. Academic dishonesty cheats the student of valuable learning experiences but can also lead to a failing grade on assignments, a failing grade in a course, or even expulsion from the university (OUO, n.d.).

Academic integrity in the College of Nursing (CON) includes:

- Civility and Tolerance
- Honesty and Truth
- Plagiarism
- Professionalism

The American Nurses Association (ANA) Code of Ethics

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>

Civility and Tolerance

Civility is the ability to discuss differing viewpoints without hostility, abuse, or personal attacks and requires mutual respect (Porath, Gerbasi, & Schorch, 2015).

Incivility consists of unacceptable behaviors: disrespect to faculty, staff, and classmates; inflammatory or derogatory verbal or written language; bullying; being tardy or leaving class early; and cheating (Gallo, 2012; Saltzberg & Clark, 2015).

MSU's Academic Council approved the following statement for all Spartans and those attending university events (2010, April 20). "...to promote tolerance and civil behavior and to hold themselves to high standards that reflect the university's commitment to respect viewpoints that may be different from their own. Only by respecting individuals

with diverse perspectives and ideas can we build an environment of civility that is conducive to advancing knowledge and transforming lives”.

https://www.hr.msu.edu/policies-procedures/university-wide/tolerance_civility.html

Plagiarism

“Plagiarism is copying another person’s text or ideas and passing the copied material off as your own work” (Cobbett, 2016, p.1). Plagiarism is fraud and carries the possibility of harsh consequences: a failing grade in the assigned activity or course, loss of reputation, loss of student employment, and expulsion from the university.

Types of plagiarism include: accidental/unintentional, blatant, or self. However, regardless of the type of plagiarism, students are held to the same standard and face the same academic consequences.

This definition of plagiarism applies for copied text and ideas, regardless of:

- The source of the copied text or idea
- Whether the author(s) of the text or idea which you have copied actually copied that text or idea from another source
- Whether or not the authorship of the text or idea which you copy is known
- The nature of your text (journal paper/article, webpage, book chapter, paper submitted for college courses, etc.) into which you copy the text or idea
- Whether or not the author of the source of the copied materials gives permission for the material to be copied
- Whether you are or are not the author of the source of the copied text or idea (self-plagiarism)

Refer to the following MSU websites, including the Ombudsperson, for updated information:

- Plagiarism, including types:
- <https://ombud.msu.edu/academic-integrity/plagiarism-policy.html>
- Integrity of Scholarship and Grades:

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s534>

- Academic Misconduct and Protecting Oneself from Charges of Academic Misconduct: <https://ombud.msu.edu/resources-self-help/academic-integrity>

Plagiarism Identification & Justice Process - Student Responsibility for Plagiarism

Any student identified as having plagiarized will follow the CON justice process below:

- The faculty member completes an Academic Dishonesty Report (ADR). The report goes to the student, the director or coordinator of the program, the CON ADAA, and the Dean of the Undergraduate or Graduate School (as appropriate). Refer to the Ombudsperson Office and the ADR. How to contest an allegation of academic misconduct is located

at <https://ombud.msu.edu/resources-self-help/for-undergraduate-students/contest-allegation>

- The student develops a written action plan to prevent further plagiarism
- The signed document becomes part of the student's permanent file in the Office of Student Affairs

Professionalism

Preparation for the professional practice of nursing requires more than the acquisition and application of knowledge. The term professionalism embraces a set of attitudes, skills, behaviors, attributes, and values that are expected from those to whom society has extended the privilege of being considered a professional. Therefore, in addition to the academic standards listed, the student must demonstrate:

- Appropriate interpersonal relations and communication with patients/clients, peers, faculty, staff and other health care personnel
- Civility, humility, and hospitality
- Responsible fulfillment of all class and practicum obligations, including the provision of safe nursing care
- Honesty and integrity in all academic and professional matters
- Ethical behavior and conduct, including any involvement in social media engagement
- The ability to interact with course faculty when there are questions and/or concerns regarding evaluation
- Ability to accept and utilize constructive feedback as a foundation for future growth and development

Faculty reserve the right to dismiss a student from practicum experiences if the student is ill, unprepared, or deemed to be a risk to patient/client safety and well-being. Dismissal from the practicum experience, for any reason – excluding documented student illness – is deemed unexcused, thus carrying the requisite grade consequence as described in the course syllabus.

Failure to meet each professional development CON expectations or course objectives may result in the student earning a grade of 0.0 for the course.

Academic Policies & Procedures

Academic Standards

Progression through the nursing programs is monitored by the CON. Progression is dependent on individual program requirements. Failure to meet progression requirements may result in a dismissal from the nursing program.

Dismissal from the CON

Students will be dismissed from the CON when one of the following occurs:

1. Students do not achieve track requirements as outlined in our specialty track handbooks.
2. Students engage in any act that is a serious violation of the Criminal Code of Michigan or seriously compromises the welfare or integrity of another person.
3. Students who experience physical, behavioral, psychological, or other difficulties that interfere with his/her ability to meet academic objectives and/or professional standards, or result in a restricted nursing license.
- 4.

Withdrawal Policies

Withdrawal for Medical Reasons

[A Medical Leave is a complete withdrawal from enrollment in a term as a result of a medical condition causing a catastrophic impact on a student's ability to remain enrolled. It is also referred to as a Medical Withdrawal.](#) When a student identifies a need to withdraw for medical reasons, they should first meet with their academic advisor in the Office of Student Affairs and faculty advisor, as appropriate. The advisor will provide guidance on the appropriate steps to request a Medical Leave with the Office of Student Support & Accountability (OSSA).

Download and read the entire summary before making a request in the Medical Leave and Return Process (a Microsoft Word document will download):

[Click to view the full Medical Leave and Return Process Summary](#)

Additional Information regarding Withdrawals for Medical Reasons can be found here: [Medical Leave | Office of Student Support & Accountability \(msu.edu\)](#)

Voluntary Withdrawal from a Course

Students seeking to withdraw from a course are strongly encouraged to meet with their academic advisor. Withdrawing from a course has consequences associated with time to graduation, financial aid, clinical placements, and progression.

Please note: Nursing (NUR) courses are offered on a limited basis and space is restricted. Because of this, students who voluntarily withdraw from nursing courses are not guaranteed a space in the course the next time it is offered.

Information about Change of Enrollment can be found under the General Procedures and Regulations in the Academic Programs Catalog here:

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s496>

Information about Refunds of Course Fees and Tuition can be found under the Refund Policy in the Academic Programs Catalog here:

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s443>

Voluntary Withdrawal from Nursing Program

Permanent Withdrawal:

Students seeking to withdraw from the College of Nursing permanently are strongly encouraged to meet with their academic advisor prior to withdrawing from the program.

Undergraduate students who plan to continue at Michigan State University are required to change their major. To do so, they will need to meet with an academic advisor in the designated major to which they plan to transition. Please contact the College of Nursing Office of Student Affairs to discuss the appropriate process.

All students who voluntarily withdraw from their program are required to complete the Voluntary Withdraw form, which can be found here:

https://msu.co1.qualtrics.com/jfe/form/SV_0lenG0UVvbpikHX

Suspension of progress for one year or less

Students seeking to withdraw from the College of Nursing sequence are strongly encouraged to meet with their academic advisor.

All students who voluntarily withdraw from their program for one year or less are required to complete the Voluntary Withdraw form, which can be found here:

https://msu.co1.qualtrics.com/jfe/form/SV_0lenG0UVvbpikHX

Before the student returns, they are required to formally request, in writing, permission to return from the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs and the program's director or coordinator will review the requests and forward them to the appropriate College of Nursing committee. Please refer to the readmission policy for further details.

Suspension of progress for one year or more

Students who voluntarily withdraw from their program for one calendar year or more are required to complete the Voluntary Withdraw form, which can be found here:

https://msu.co1.qualtrics.com/jfe/form/SV_0lenG0UVvbpikHX Students who are not enrolled for three semesters (one calendar year) or more must apply for readmission to Michigan State University. More information about readmission and the appropriate application can be found here:

<https://reg.msu.edu/StuForms/ReAdmission/Readmission.aspx>

Before the student returns, they are required to formally request, in writing, permission for readmission from the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs and the program's director or coordinator will review the requests and forward to the appropriate College of Nursing committee. Please refer to the readmission policy for further details.

Students who have been away from their program for one calendar year or more are considered noncompliant until all of the clinical requirements are met. Please refer to the Compliance Policy for more information.

Withdrawal from the University

Information about withdrawing from the University can be found under the General Procedures and Regulations in the Academic Programs Catalog, here:

<https://reg.msu.edu/AcademicPrograms/Text.aspx?Section=112#s498>

Course Progression Reports

Course Progression reports are provided to students deemed at academic risk based upon academic performance throughout the semester. Students identified through this process will be referred to the Office of Student Affairs. The student and a faculty member will develop an academic support plan.

At any point during the semester, a Course Progression Report may be generated for students who are having difficulty meeting, or who are not meeting, clinical or theory course objectives.

- For students having difficulty meeting the course objectives, the Course Progression 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 and submit to course faculty.
- Course Progression Reports are reviewed by the Assistant Dean or director, or coordinator of the program to provide a systematic process for:
 - Evaluating and summarizing students' academic performance.
 - Evaluating continued progress to make recommendations for:
 - Assistance

Progression/Retention Course Progression Reports recommendations made by the Associate Dean, director, or coordinator of the program; and any ensuing actions are considered confidential in nature. All reports are retained in the student's file with the Office of Student Affairs. After a Student Progress Report is reviewed, the Assistant Dean, director or coordinator of the program may request a follow-up report from the faculty member.

Professionalism Guidelines

Legal Regulation of Nursing Practice

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

CON Technical Standards

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

Observation Skills

A student in the 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.

Communication Skills

A student in the 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.

Motor Skills

A student in the CON must possess 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.

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 healthcare 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

Intellectual-Conceptual, Integrative and Quantitative Abilities

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

- Remain awake and alert while in clinical
- Perform 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 assess the outcomes of interventions

Adapted from College of Human Medicine Technical Standards 4-2009

Reviewed by the Office of the General Counsel 4-2009, 6-2020

Students with disabilities should contact the RCPD office for further assistance

<https://www.rcpd.msu.edu/>

Course, Faculty, and Program Evaluations

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—end of Final Semester
- Alumni Evaluation—one year after graduation

Course Evaluation

Purpose:

Reports from the Course Evaluations are used in the CON to foster student input in the instructional process for the following purposes:

- To elicit students' perception of course effectiveness in achieving objectives
- To elicit students' perception of faculty teaching effectiveness
- To elicit student data to determine whether to continue or eliminate instructional modes
- To provide data for college self-evaluation, accreditation quality improvement, and self-study

Policies:

- The CON Course Evaluations use the Michigan State University's Student Perception of Learning Survey (SPLS). Go to: <https://spls.msu.edu/> for more information.

End of Program Evaluations

Purpose

The end of program evaluation is used in the CON for the following purposes:

- To elicit students' perception of effectiveness in achieving objectives
- To elicit student data for determining needs and expectations in teaching and learning practices
- To provide data for the CON self-evaluation, quality improvement, and accreditation compliance

Policies

- The CON will obtain student feedback upon completion of the program
- The data will be analyzed and reviewed to inform program improvement

Procedures

- End of Program evaluations will be available for completing online several weeks before and after graduation

- Student notifications will be sent via last known email and/or mailing address
- 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

Purpose

Alumni evaluations are used in the CON for the following purposes:

- To elicit alumni perceptions of program effectiveness
- To elicit alumni reports of their professional activities
- To provide data for college self-evaluation, quality improvement, and accreditation compliance

Policies

- The alumni survey will obtain feedback within one-year post-graduation for advanced practice registered nurse (APRN) program graduates
- The data will be analyzed and reviewed to inform program improvement

Procedures

- Alumni feedback surveys will be distributed online within one year after graduation
- The former student will be notified via their last known email and/or mailing address
- Data from alumni evaluations indicating student outcomes and satisfaction with the program will be documented in the relevant standing committee minutes

Grading and Assessment

Grade Rounding

The MSU 4.0 grading system will be utilized to report final course grades. All graded assignments, including course exams, will be recorded to the hundredth place (two decimal points). The total points/percent for the final course grade will be rounded to a whole number using the 0.5 rule. Total points/percent at ≥ 0.5 will be rounded up, while those 0.49 and below will be rounded down to the nearest whole number. There is no opportunity for “extra credit” in the courses.

- Example: a grade ending in 0.01 to 0.49 will be rounded down to the nearest whole number. For example, a grade of 89.49 will be rounded down to a final grade of 89.
- Example: a grade ending in 0.5 to 0.99 will be rounded up to the nearest whole number. For example, a grade of 89.5 will be rounded up to a final grade of 90.

Final Exam Policy

The CON adheres to MSU's Final Exam Policy:
<https://reg.msu.edu/ROInfo/Calendar/FinalExam.aspx>.

Proctoring Exams

To protect the integrity of exams and to facilitate an optimal test taking environment for students, the following policy applies when proctoring an exam (**either on campus or off campus**) for the student who does not take the exam with the rest of his/her cohort. The following sign in sheet will be used and adhered to by each student:

Online Learning

Online Courses

The definitions of online courses can be found on the Office of the Registrar webpage:
<https://reg.msu.edu/UCC/onlineprograms.aspx>

Participation in Online Courses

Students may be dropped from a course for non-attendance with a Dean's Drop after the fourth-class period, or the fifth class day of the semester, whichever occurs first.
<https://reg.msu.edu/ROInfo/Notices/Attendance.aspx>

Attendance is defined as physical attendance or participation in an academically-related activity, including but not limited to the submission of an assignment, an examination, or participation in a study group or an online discussion. Instructors who do not take attendance may utilize key assessment points (e.g., projects, papers, mid-term exams, and discussions) as benchmarks for participation.

Students are required to check Desire2Learn (course management software) and MSU e-mail throughout the week.

Students are held responsible for the materials and communications in the course.

Off-Campus Proctoring

Testing Center: If you plan to take an exam at a testing center outside of MSU, it is your responsibility to find an approved participating institution.

The National College Testing Association lists approved testing center institutions that are available here: <https://www.ncta-testing.org/> Additional testing sites may be available with prior authorization from the course faculty.

- Any associated costs are the responsibility of the student.
- Additional exam requirements will be provided by the faculty.

- All electronic copies of exam questions or answers must be deleted from computers and external drives at the conclusion of the exam.
- All hard copies of exam instructions, questions, answers, and students' notes must be returned to the test administrator at the conclusion of the exam.

MSU has a subscription to Respondus, an online software solution for proctoring online examination. Respondus locks down the student's computer browser during the exam and uses the student's webcam. The service is free for students to use.

<https://web.respondus.com/wp-content/uploads/2019/08/RLDB-Quick-Start-Guide-D2L-Student.pdf>

Clinical Policies & Procedures

Student Clinical Attire Policy

Students must comply with approved clinical attire requirements as a part of safety and professional expectations. Failure to adhere to clinical attire policies may result in dismissal from the clinical experience.

Transportation to and from Community Agencies

Students are responsible for arranging transportation to and from clinical sites. It is not the responsibility of the CON to arrange for transportation to and from clinical/project sites. Students are responsible for all costs associated with their transportation to and from clinical/project sites.

The CON seeks the best educational opportunities and environments for its students; therefore, students may be required to travel as part of their educational experiences. The student is responsible for all expenses accrued for such travel.

Guidelines for Occurrence Reporting

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

Student Accidents

Reporting Student Injury/Exposure:

It is the responsibility of the supervising faculty to report any injury involving students. An Injury/Property Damage Report form should be used to report student accidents that occur while the student is engaged in classroom, laboratory, or other types of academic activity. <https://rmi.msu.edu/assets/rmidocuments/InjuryPropertyDamageReport.pdf>)

A Student Exposure Report form should be used to report student exposure to Tuberculosis, Blood Borne Pathogens, and Zoonotic Disease (<https://uphys.msu.edu/-/media/assets/officeoftheuniversityphysician/docs/healthcare-professions-students-exposure->

Student Injury/Exposure:

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

Agency reports should be submitted by faculty to the appropriate office at the site where the accident occurred as required by agency policy. Clearance from a provider may be required to return to labs and/or clinical sessions based on the extent or nature of the 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 Olin Health Center.

Student health services are available at the MSU Olin Health Center (<https://olin.msu.edu/>). 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 emergency medical treatment available 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 the Olin Health Center (517-353-4700) to provide transportation to Olin for those students who are not ill enough for an ambulance or emergency transport.

Client/Patient/Resident Injury/Incident Involving Student

Reporting of any client/patient/resident occurrence involving a student or a faculty member who is supervising student experiences requires completion of the Health Care Occurrence Report form https://nursing.msu.edu/download_file/551/0. If the occurrence takes place at a hospital or other clinical setting, the incident must also be reported according to the agency's policy (faculty may sign form as supervising faculty).

Faculty will notify the Associate Dean for Academic Affairs immediately. The occurrence form must be completed and submitted to the Office of Academic Affairs **within 24 hours**. The Office of Academic Affairs will notify appropriate offices, including the Office

of Student Affairs, CON Dean's Office, and the Office of Risk Management and Insurance.

Student Exposure Protocol

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

1. Wash off or flush out exposure.
2. If exposed to one of the below: ACT QUICKLY. Do not delay seeking evaluation and treatment. Go to the nearest emergency room.

EXPOSURE	EVALUATION TIME
Human Blood	Immediate (within 1 hour)
Monkey Blood	Immediate (within 1 hour)
Rabies	Within 1 day
Tuberculosis	Contact Site Coordinator

3. If immediately available, notify faculty and preceptor prior to going to emergency department
4. If you cannot find help, call the 24-hour hotline at 1-877-STUCK50 or [1-877-788-2550](tel:1-877-788-2550)

For further information about occupational exposures, treatment guidelines, and university reporting requirements, visit the University Physician's website:
<http://www.aphys.msu.edu/resources/healthcare-professional-student-information-f>

Report all possible exposures to infectious or toxic agents including COVID 19, HIV, TB and chemotherapeutic agents to your faculty. Reports should be submitted to the CON Associate Dean of Academic Affairs at [517-432-1172](tel:517-432-1172) or [1-800-605-6424](tel:1-800-605-6424) within 24 hours in addition to course faculty, if not previously notified.

Clinical Experiences while Pregnant

<https://msu.public.na2.doctract.com/doctract/documentportal/08DC317CD78FCE593475D0CA8DC6E0EC>

Forms

Injury/Property Damage Report—Use to report student accidents occurring while the student is engaged in classroom, laboratory, or other types of academic activities
<https://rmi.msu.edu/assets/rmidocuments/InjuryPropertyDamageReport.pdf>

Health Care Occurrence Report Involving Student - Use for reporting any patient occurrence involving a student or faculty supervising student experiences located in the

nursing website.

Health Professions Students Exposure Report—Use to report student exposure to Tuberculosis, Blood Borne Pathogens and Zoonotic Disease
https://www.uphys.msu.edu/files/attachment/12/original/report_z.pdf

Compliance Policies & Procedures

Compliance

All College of Nursing students must comply with the Centers for Disease Control and Prevention Guidelines for Healthcare Workers and meet the College of Nursing (CON) Compliance requirements, which includes submitting documentation. Students are expected to be in compliance with all requirements by the first day of class and maintain compliance throughout the program. Students will be considered out of compliance if a designated immunization or other item must be submitted to the University Physician's Office, Office of Student Affairs (OSA), ACEMAPP, or another agency and is not updated by the designated deadline. Any student-out of compliance will be disenrolled from his/her classes.

Student compliance is monitored and maintained in a joint effort between the Office of the University Physician and the CON OSA. All medical documentation related to immunizations must be submitted **directly** to the University Physician (uphys@msu.edu). All remaining documentation is submitted to the CON OSA. It is the student's responsibility to verify that his/her records have been updated.

Compliance information and requirements are on the College of Nursing webpage under "Student Resources," and are articulated in detail in the program handbooks.

Contact Information:

HCP Student Immunizations, Office of the University Physician, Olin Health Center, 463 East Circle Drive, Room 346, East Lansing, MI 48824-1037

Office of Student Affairs, College of Nursing, Bott Building for Nursing Education and Research, 1355 Bogue Street, Room C120, East Lansing, MI 48824 [email: CON.nurse@msu.edu](mailto:CON.nurse@msu.edu); [517-353-4827](tel:517-353-4827); fax: [517-432-8251](tel:517-432-8251)

Health Insurance Portability and Accountability Act (HIPAA) Training

HIPAA privacy rules became effective in April 2003. All individuals who work in healthcare professions and those with access to protected health information (medical records, patient data, etc.), including health profession students, must receive training. HIPAA training may also be required at each healthcare system.

The Office of Student Affairs will update the student's compliance record as evidence that the training has been completed.

BBP (Blood Borne Pathogen) Training

All CON students will complete the online Bloodborne Pathogen Awareness Training. Students are recommended to print and retain any confirmation pages provided by the training module for their records

BLS (Basic Life Support) for Healthcare Providers

BLS training for healthcare workers is required upon a student's entry into the CON program and must be renewed before expiration (certifications are valid for one or two years). Certification at the "lay" rescuer level is insufficient; BLS must be either a healthcare provider or a professional rescuer. Information about training sessions on campus provided in new student information, at orientation, and as they become available. Approved training providers include <https://www.heart.org/> or <https://msu.enrollware.com/schedule> at Michigan State University.

Criminal Background Check, Drug Screening, and Fingerprinting

The MSU Drug and Alcohol Policy (published in the Spartan Life <http://splife.studentlife.msu.edu/>) 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.

Many practice sites require background checks for nursing students working in clinical settings, following guidelines from the Joint Commission on the Accreditation of Healthcare Organizations (JCAHO). Also, many clinical, non-JCAHO accredited sites affiliated with the university for educational purposes have adopted this requirement for drug screening too. The clinical programs of Michigan State University CON require students to participate in for patients in various healthcare settings. Accordingly, passing a criminal background check and drug screening is a condition for participation in the clinical component of all nursing (graduate and undergraduate) programs.

Upon acceptance into the CON, a background check, drug screening and fingerprinting are required. Annual drug screen may be a requirement outlined by some clinical agencies.

Refusal to comply or falsify records will result in dismissal from the program. Information about how to complete the background check, drug screening, and fingerprinting requirements is forwarded to all students in the new student admission packet. Results must be received before the first day of the semester (start date of classes).

The CON uses a 10 Panel Test drug screen (amphetamines, opiates, tetrahydrocannabinol (THC), Phencyclidine (PCP), cocaine, benzodiazepines, barbiturates, methaqualone, propoxyphene, and methadone).

Fingerprinting (TBSN and ABSN Programs ONLY):

Students can update, challenge, or correct any discrepancies with the fingerprinting results. Request an appointment with the director of Student Affairs within five days of having their Criminal History Record Information returned. For more information, please see the Clinical Requirements section in the nursing website:

<https://nursing.msu.edu/student-resources/compliance->

ACEMAPP

The MSU CON utilizes the ACE-MAPP (ACE Matching and Placement Program) System, a compliance database, and an online learning system that members (nursing schools and healthcare agencies) utilize to process student clinical placement requirements.

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

Occasionally, graduate students may be required to use this system, depending on the student's clinical placement site.

Emergency Procedures

General Safety Tips

- Remain vigilant and reduce distractions, such as using a cell phone or digital devices
- Familiarize yourself with the campus to know the quickest way to get help
- Take extra precaution at night by walking with a friend or group of friends
- Safely dispose of expired, unwanted, or unused prescription drugs in the collection bin located in the main lobby at the MSU Police Department

Detailed safety tips and instructions can be found on the <https://police.msu.edu/resources/safety-tips/> or <https://police.msu.edu/>

Active Violence Safety Guidelines

Secure-in-Place is a protective action to take when an active violence incident occurs. For an active violence incident, if you are not able to “Run” or evacuate, then “Hide” or secure-in-place. That means finding a hiding place that is safe, secure, and protects you from the threat. Some examples include: bathrooms, file storage areas, or locked offices.

Below are suggestions for what to do and what not to do when officers arrive on scene of an active violence incident.

Things to do:

- Raise your arms
- Spread your fingers
- Follow officer commands

Things not to do:

- Do not point at the police or at the offender
- Do not make quick movements toward officers such as attempting to hold on to them for safety

- Do not have anything in your hands
- Do not pull the fire alarm as a method of initiating an evacuation of the building
<https://comartsci.msu.edu/sites/default/files/documents/resources/safety>

MSU Emergency Alert Systems

MSU uses the Everbridge mass notification platform to provide time-sensitive messages to our community.

Everbridge provides a self-help portal to manage your contact data and delivery methods. We have already established your account using your MSU e-mail and phone, but you may login with your MSU NetID and password to provide additional information. The portal also allows you to disable any delivery method as well as establish “quiet times” so alerts will not disturb you during class or at night.

More information and the portal login can be found on the <https://alert.msu.edu/>

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