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Michigan State University

CORE Student Handbook

College of Nursing

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)]for 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, 2025. All students are required to read the handbook and become familiar with the MSU College of Nursing's mission, vision, and values, as well as its policies and procedures.

The university prohibits sex/gender discrimination in any program or activity that it operates and individuals may report concerns or questions to the Title IX Coordinator and provide the location of the Notice on the University's website. For more information on Title IX and other Michigan State University compliance policies, please visit the Title IX and Compliance page.

MSU is accredited by the Higher Learning Commission.

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).

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, 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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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 CNS 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 Critial-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.

The Family Nurse Practitioner (FNP), Adult Gerontology Primary Care Nurse Practitioner (AGPCNP) and Psychiatric Mental Health Nurse Practitioner (PMHNP) are designed to prepare registered nurses (RNs) for advanced practice roles as Nurse Practitioners.

Students may complete NP preparation through either the Master of Science in Nursing (MSN) or Doctor of Nursing Practice (DNP) degree pathways. Additionally, the post-graduate certificate program is available to nurses who are already certified as Advanced Practice Registered Nurses (APRNs) and seeking additional NP specialization.

Graduates of MSU's College of Nursing NP programs are equipped to assume leadership roles in clinical practice, contribute to innovative care delivery models, and implement evidence-based strategies that enhance health outcomes for individuals, families, and communities across diverse healthcare settings.

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 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 Scholarship 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 in ownership 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: https://asmsu.msu.edu/home/initiatives/spartan-code-of-honor/

Students Rights and Responsibilities: https://ossa.msu.edu/srr

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 calls may be routed through the CON (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.

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) 353-8830 ombud@msu.edu

For more information, visit the Office of the University Ombudsperson website.

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 (TTY).

For more information, visit the Resource Center for Persons with Disabilities website.

Student Parking Policy

Students may register their vehicle and obtain a commuter lot parking permit application from the MSU Police website or in person. 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 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.SpartanNursing@msu.edu. Or visit their office on the first floor of the Bott Building, suite C-120.

Student Communication

Information about student responsibilities related to email, including account activation, is available on the [MSU Student Email Guidelines page.](#)

Social Media

Students must review and adhere to the [University's Social Media Guidelines](#).

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. For more information, visit the [Student Email Communications page](#).

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](#).

Laptop Requirement

The MSU College of Nursing adheres to the [MSU Laptop Computer Requirement Policy](#) 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.](#)

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 the [MSU Tech website](#).

For 24/7 technical assistance contact the MSU Helpdesk at 517-432-6200 (or toll free at 1-844-678-6200.

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 Technology Requirements above).

AI Statement

For guidance on the use of generative AI, please refer to MSU's [Generative AI Statement](#).

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:

- 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.

- Assignment Folders—Assignments are often submitted electronically using an assignment folder tool.

- Quizzes and Exams—whether a class is in-person or online, quizzes and exams are usually given electronically, either using specialized exam software or placed in D2L.

For detailed instructions on using D2L tools, refer to the [D2L Help documentation](#).

For all questions related to D2L, contact the MSU Helpdesk—this resource is available 7 a.m. – 11 p.m. every day the university is open at 517-432-6200 or toll free at 1-844-678-6200.

Students are required to check D2L (course management software) and MSU e-mail throughout the week. Students are held responsible for the materials and communications in the course.

Virtual Etiquette

The College of Nursing (CON) utilizes virtual platforms, such as Zoom, to deliver synchronous instruction. These sessions are to be treated with the same level of professionalism and engagement as in-person classes. Students are expected to attend from a quiet, distraction-free environment, dress in attire appropriate for a professional academic setting, and consistently demonstrate respect and courtesy toward peers and instructors. Attending class while at work, in clinical settings, caring for children, or while in a vehicle is not appropriate, as these environments interfere with learning and participation. To support a focused and interactive virtual classroom, students are expected to have their Zoom cameras turned on by default. Cameras may be turned off briefly for personal needs, and exceptions may be granted for circumstances such as illness, with prior communication to the instructor. If students are uncomfortable with their home background, they are encouraged to use a Zoom virtual background. Instructions for setting up a virtual background can be found here: https://humanmedicine.msu.edu/faculty-staff/faculty-affairs/file/MSU_Zoom-Cloud_Web_Conferencing_Access.pdf

Mobile Device Policy

Students should refer to their specialty track handbook for mobile device application policies. Additional expectations for using MSU's technology resources are outlined in the [Acceptable Use Policy for MSU Information Technology Resources.](#)

Clinical Site Mobile Devices

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

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.

A student may restrict the release of directory information by notifying the Office of the Registrar, located at 150 Administration Building. More information and forms are available at the [Office of the Registrar website](#).

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
- Providing 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

For more details are available at the [United States Department of Health & Human Services website](#).

Attendance

The College of Nursing aligns their attendance policy with Michigan State University's policy, which is available on the [MSU Attendance Policy page](#). Students are to refer to their clinical tract handbook for further information.

Students need to actively participate in online courses. A student may be dropped from a course for non-attendance after the fourth-class period, or the fifth class day of the semester, whichever occurs first. For more information, refer to [MSU's Attendance Policy](#).

Attendance is defined as physical 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.

Modified Operations and Procedures (Inclement Weather Policy)

In the event of inclement weather, notifications may be sent through MSU's Emergency

Text Messaging system. To update your preferences, visit the [MSU Alert website](#).

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 about State Authorization Reciprocity Agreements (SARA) can be found on MSU's [State Authorization page](#).

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 their classes. The full MSU Grief Absence Policy is available on the [MSU Student Life website](#).

It is the responsibility of the student to:

- Complete the [Grief Absence Request Form](#) to submit an absence request in the case of undergraduate students.
- Email CON Student Affairs at CON.StudentAffairs@msu.edu in the case of graduate students.
- 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

For information on MSU's policies regarding drug and alcohol possession and use, visit the Alcoholic Beverages Policy page.

- 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.

- o 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:
  - o 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.
  - o 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.
  - o 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, 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)](#).
- 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. For more information, refer to the MSU Spartan Code of Honor and Academic Integrity page.

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 additional information, visit the MSU Ombudsperson's Academic Integrity Resources and the Spartan Code of Honor and Academic Pledge page.

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

The American Nurses Association (ANA) Code of Ethics

Students are expected to uphold professional standards as outlined in the American Nurses Association (ANA) Code of Ethics.

Civility and Tolerance

Civility is the ability to discuss differing viewpoints without hostility, abuse, or personal attacks and requires mutual respect. 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". For more information, refer to the Civility & Tolerance website.

Plagiarism

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)

For updated information, refer to the [MSU Ombudsperson's Academic Integrity Resources](#) official MSU websites.

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

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

Revised 08.05.2025

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. 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 their judgment maturity or conformity with professional development guidelines.

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 experience physical, behavioral, psychological, or other difficulties that interfere with their ability to meet academic objectives and/or professional standards, or result in a restricted nursing license.

Withdrawal Policies

Withdrawal for Medical Reasons

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 on the MSU Medical Leave page.

Voluntary Withdrawal from a Course

Information about change of enrollment procedures can be found under General Procedures and Regulations in the MSU Academic Programs Catalog.

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Information about refunds of course fees and tuition can be found under the [Refund Policy section in the MSU Academic Programs Catalog](#).

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 Withdrawal Form](#).

Withdrawal from the University

Information about withdrawing from the university can be found under the [General Procedures and Regulations in the Academic Programs Catalog](#).

Suspension of Progress for One Year or Less

All students who voluntarily withdraw from their program for one year or less are required to complete the [Voluntary Withdraw form](#).

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](#).

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 process can be found on the [MSU Readmission page](#).

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.

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, 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 as needed.

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.

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 [Resource Center for Persons with Disabilities (RCPD)](#) for further assistance.

Grading and Assessment

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 the [MSU Writing Center website](#).

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 0.50 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 College of Nursing adheres to [MSU's Final Exam Policy](#).

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 College of Nursing uses Michigan State University's Student Perception of Learning Survey (SPLS) for course evaluations. For more information, visit the SPLS website.

End of Program Evaluations

Purpose
The End of Program eEvaluation 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 Evaluations 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 evaluation 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 evaluations 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

Clinical Policies & Procedures

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 during classroom, laboratory, or other academic activities.

A [Student Exposure Report Form](#) should be used to report student exposure to tuberculosis, bloodborne pathogens, or zoonotic diseases.

For instructions regarding exposure to diseases, refer to the [Healthcare Professional Students Exposure to Diseases Information page](#).

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.](MSU Olin Health Center) Whenever possible, the student should go to the MSU Olin Health Center for care. Each student is responsible for their 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.

Clinical Experiences while Pregnant

For information about participating in clinical experiences while pregnant, refer to the MSU Clinical Experience Guidelines for Pregnant Students.

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 their 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. All remaining documentation is submitted to the CON OSA. It is the student's responsibility to verify that their 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 COM.StudentCompliance@msu.edu 517-353-4827; fax: 517-432-8251

ACEMAPP

The MSU CON undergraduate program 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.

Depending on clinical placement site some graduate students may be required to use this system.

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 MSU Police and Public Safety Safety Tips page or the main MSU Police website.

References

American Nurses Association. (2025). Code of ethics for nurses. American Nurses Publishing. https://codeofethics.ana.org/home

American Nurses Association (2015). Nursing: Scope and Standards of Practice (3nd ed.). Silver Spring, Maryland. http://tinyurl.com/scopeandstandards2015

U.S. Department of Health and Human Services. (2021). HIPAA for professionals. https://www.hhs.gov/hipaa/for-professionals/index.html