

The University of Michigan-Flint
School of Nursing



2025-2026

Graduate Nursing Student Handbook

2180 William S. White Building
509 N. Harrison St.
Flint, MI 48502-1950

Welcome to the Graduate Student Handbook

Every academic year on the first day of class, Fall Semester, the annual Graduate Student Handbook will be made available to all students. This handbook will be updated annually and is accessible to all students online on the nursing website. All students are required to comply with the most current version of the student handbook at all times. Violations to this handbook may result in disciplinary action up to and including dismissal from the program and/or the university.

Non-Discrimination Policy Notice

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Institutional Equity Specialist, Office of Human Resources, 213 University Pavilion, Flint, Michigan 48502 (810) 762-3150 or to the Senior Director for Institutional Equity and Title IX/Section 504/ADA Coordinator, Office for Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, (734) 763-0235, TTY (734) 647-1388. For other University of Michigan information call (734) 764-1817. For more information related to the University's initiatives, go to [Home Diversity, Equity, & Inclusion](#).

Zero Tolerance Policy

The University of Michigan-Flint (UM-Flint) School of Nursing has a *Zero Tolerance Policy* for acts or expressions of discrimination. Such infractions will lead to expulsion from the program.

DISABILITY AND ACCESSIBILITY SUPPORT SERVICES (DASS)

The University of Michigan–Flint strives to make learning experiences as accessible as possible and complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act. The university provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should self-identify with [Disability and Accessibility Support Services](#) as early as possible at (810) 762-3456, temporary remote number (810) 275-0423, or dassflint@umich.edu. The office is located in 285C University Pavilion, inside the Student Success Center. Students are expected to discuss course accommodations with their professors as early as possible.

CARE Team - Behaviors Impeding Student Success and/or Threats to Safety and Security

The Campus Assessment, Response, and Evaluation (CARE) Team is a cross-divisional, multi-disciplinary team with a centralized focus on addressing situations and behaviors that have the potential to impede student success and/or threaten the safety and security of the campus and learning environment. Initially known as the Behavioral Intervention Team (BIT), the name was changed in 2020 to the Campus, Assessment, Response, and Evaluation (CARE) Team. This transition aligns with the nationwide emphasis on using elements of care as a foundation for behavioral intervention and related educational efforts. Students may report any difficulties they or a friend are encountering that are having a negative impact on their UM-Flint experience through the CARE Team. Go to CARE Team – Office of the Dean of Students for more information on what to report, how to report, how CARE works, and who members of the core CARE Team are.

Discrimination, Harassment, or Misconduct

The University provides several avenues where students may go for help, information, or advice about discrimination, harassment, or misconduct. We encourage you to discuss any concerns with your faculty or advisor for assistance with this process. If a student experiences a conflict or behavior which is of a discriminatory or sexually harassing nature, the student should consult with the Office of Human Resources. Formal complaints must be filed with the Office of Human Resources: <https://www.umflint.edu/hr/ethics-integrity-compliance/> IF IT HAPPENS TO YOU TELL SOMEONE

NOTICE TO STUDENTS

The University of Michigan-Flint School of Nursing Graduate Nursing Student Handbook provides the policies and procedures specific to the program. This handbook should be used in conjunction with the University of Michigan-Flint Catalog, which provides detailed information regarding programs of study, course descriptions, and University policies and procedures.

The information in this handbook reflects the current requirements for all active graduate nursing students and represents the most current information at the time of publication. The University of Michigan-Flint School of Nursing reserves the right to make any necessary changes or revisions to this within reason for the purpose of quality improvement or program enhancement. In the event of such changes, students will receive notification through University email.

Handbook, initial printing: Fall 2000

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OVERVIEW OF THE GRADUATE NURSE PRACTITIONER PROGRAM

Introduction and History

The University of Michigan-Flint School of Nursing has long recognized the ongoing changes in health care and admitted its first class to the part-time program of study in the graduate nurse practitioner Master of Science in Nursing program in fall 1998. The program received Commission on Collegiate Nursing Education (CCNE) accreditation in 2001 and graduated the first class of nurse practitioners that same year.

The University of Michigan-Flint began exploring a Doctor of Nursing Practice (DNP) program in 2005 and admitted its first class in fall 2009. The DNP program has a BSN to DNP with MSN for those seeking to become a nurse practitioner and a MSN to DNP for those advanced degree registered nurses who wish to complete the DNP.

A post-graduate certificate program as a psychiatric mental health nurse practitioner (PMHNP) began in winter 2015 and the adult-gerontology acute care nurse practitioner (AGACNP) began in fall 2017. The certificate program is offered to those who are currently certified as nurse practitioners in other population foci.

Accreditation

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program at UM-Flint are accredited by the [Commission on Collegiate Nursing Education](#).

Mission Statement

The School of Nursing is committed to providing quality education to diverse students in pursuit of excellence in nursing practice, leadership, and scholarship. A student-centered approach and a focus on evidence-based and culturally competent care are the foundations for theoretical and clinical learning experiences. Interprofessional, local, and global partnerships influence our commitment to health and well-being for all people.

School of Nursing Philosophy

Excellence in nursing education is achieved through dedicated nursing faculty and their ongoing commitment to teaching and student success, leadership, and scholarship and culturally competent practice and service to the local and global community. The merging of these qualities (leadership, scholarship, culturally competent practice, and service) will ensure that UM-Flint nursing graduates are prepared for the ever-changing and complex healthcare environment of the 21st century.

Nursing Education Philosophy Statement

The Faculty in the School of Nursing:

1. Believe the BSN degree is the entry level of educational preparation for professional nurses. We believe that preparation for the various roles in nursing requires knowledge of the arts, sciences, and humanities, together with content and processes specific to professional nursing.
2. Recognize that each nursing student has different educational, experiential, cultural, spiritual, economic, and social backgrounds and a unique support system, which are components in effective teacher-learner collaborations.
3. Acknowledge that professional nursing practice requires the acquisition of knowledge, competencies, and values and acceptance of sociopolitical, ethical, and professional responsibilities to advance the profession.
4. Recognize that nursing education requires learning experiences and environments that encompass a multicultural world and reflect the broad interests and concerns of faculty and students and the local and global communities they serve.
5. Believe the faculty prepares students to practice and lead in a rapidly evolving healthcare environment. We support a climate that fosters professional accountability, caring, evidence-based practice,

interprofessional collaboration, and lifelong learning.

6. Serve as role models who assist students in developing the core values of UM-Flint Nursing: leadership, scholarship, culturally competent practice, and service.

The Philosophy of the School of Nursing is rooted in the following core values:

Leadership education is threaded throughout the curriculum to assist the movement of nursing students to nursing leaders. These leaders, who innovate, develop, inspire, originate, and challenge the status quo and have long-term knowledge derived from nursing practice at every level will empower others, facilitate learning, and develop nursing knowledge, working with and through others.

Nursing scholarship is defined by the American Association of Colleges of Nursing as those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods.

Cultural competence is a process that nurse educators teach to nursing students and others so they may be prepared to co-participate with clients in planning and providing equal access to care that is culturally congruent with the health and healthcare practices of diverse individuals, families, cultural groups, institutions, and organizations.

Nursing service is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human responses; and advocacy in health care for individuals, families, communities, and populations. Source: American Nurses Association

Sources:

<https://www.aacnnursing.org>

<https://www.nursingworld.org>

THE ORGANIZING FRAMEWORK

The framework for the MSN and DNP programs are based on *Criteria for Evaluation of Nurse Practitioner Programs* (National Task Force on Quality Nurse Practitioner Education-NTF, 2022); the *Nurse Practitioner Role Competencies* (National Organization of Nurse Practitioner Faculties-NONPF, 2022; amended 2024); and *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2021).

The post-graduate certificate in psychiatric mental health nurse practitioner program (PMHNP) and adult gerontology acute care nurse practitioner program (AGACNP) were developed by the faculty consistent with *Criteria for Evaluation of Nurse Practitioner Programs* (National Task Force on Quality Nurse Practitioner Education-NTF, 2022); the *Nurse Practitioner Role Competencies* (National Organization of Nurse Practitioner Faculties-NONPF, 2022; amended 2024); and *The Essentials of Doctoral Education for Advanced Nursing Practice* (AACN, 2021).

ADMISSION REQUIREMENTS

RN to DNP with MSN Applicants:

- [Application for RN to DNP with MSN](#)
 - You will hear back about your application within one month from the application deadline.
- Copy of current RN license (submit either a license verification printout or a photocopy of your license)
- [Official transcripts](#) from all colleges and universities attended.
- Curriculum vitae or résumé
- Professional Goal Statement should be a one-two page typewritten document in APA format, double-spaced. Please include:
 - Your reasons for pursuing a DNP, your professional plans and career goals, and why you want to attend UM-Flint
 - Your past nursing experiences and how they will prepare you for an advanced nursing degree of past achievements in nursing, including any professional organization memberships or positions, awards, scholarships, nominations, certifications, committee/project work, or other accomplishments such as scholarly publications.
 - Research interests
 - Any special circumstances applicable to your application
- International students must submit [additional documentation](#). This program is an online program with mandatory on-campus meetings. Admitted students cannot obtain a student visa (F visa). International students cannot complete this program online in their home country.
- A phone or in-person interview may be required.

BSN to DNP with MSN/MSN to DNP/Certificate Applicants

- [Application for BSN to DNP with MSN](#)
- [Supplemental Application Form](#)
- [Three letters of recommendation](#) from any combination of the following sources:
 - Faculty from a recent nursing program
 - A supervisor in an employment setting
 - An Advanced Practice Registered Nurse, Physician's Assistant, MD or DO.

BSN to DNP with MSN-AGACNP Applicants

The number of individuals admitted into the Doctor of Nursing Practice program is limited. You must meet the following requirements to be eligible for admission:

At least 1 year of full-time experience as a registered nurse with preferred experience in intensive care units such as Medical, Surgical, Neuro, Trauma, Burn, Cardiac ICU. It is preferred that the applicant have working knowledge of invasive hemodynamic monitors (e.g., pulmonary artery, central venous pressure, and arterial), mechanical ventilation, and vasopressor titration. Consideration may be given to applicants who do not fully meet the above intensive care skills in such units as Perioperative Unit/Pre-op/PACU, Step-down, Emergency departments, and other specialty units such as Cath lab on an individual basis based on experience and an interview with the Lead Faculty of the Adult Gerontology Acute Care Program.

- A letter to verify ICU skills/experience from the Candidate's Nurse Manager will be requested prior to the beginning of the acute care track.
- Current certification as an Advanced Cardiac Life Support Provider (ACLS) prior to the start of the acute care track.
- Current certification as a Basic Life Support Provider (BLS). An unencumbered RN License to practice.
- All students will be required to come to campus each semester (3 total) for on ground learning and skills activities during the acute care program in NUR 861, 863, and 865. Time on campus can vary between 1-2 consecutive days.

- If the student is not a Michigan resident, the student will be required to have a Michigan Nursing license and will attend clinicals in Michigan the first and third semester, the second may be in the state of residency if the state and facility allow the student to attend out of state universities and there is an existing contract with the University of Michigan, Flint.

MS/MSN to DNP Executive Leadership Applicants

BSN from an accredited college or university with an overall undergraduate grade point average of 3.2 on a 4.0 scale.

- Current unencumbered RN license in the United States.
- Master's degree with a GPA of 3.2 on a 4.0 scale in one of the following areas: Nursing, Nursing Administration, Nursing Education, Public Health, Business Administration, Public Administration, Health Care Administration, or a related administrative or nursing field deemed acceptable to SON faculty for entry into this program.
- Applicants must have 24 months of current mid-level administrative or higher position experience (nurse manager, supervisor, director, assistant director) or a faculty position teaching graduate students nursing administration or a nursing management or executive consultation position full-time in the last five years.
- Prospective students must also have completed 30 hours of continuing education in nursing administration within the last three years.
- Candidates admitted to the DNP in the executive leadership program must demonstrate that they possess the attributes necessary to succeed in the challenging DNP-level nursing curriculum and must be able to act as professional nurses where appropriate.

Post-Graduate NP Certificate Applicants

- Master of Science in Nursing from a [regionally accredited college or university](#) with an overall GPA of 3.2 on a 4.0 scale.
- Current unencumbered license as a nurse practitioner (in a specialty other than the discipline you want to study).
- Current unencumbered RN license in the United States.

Additional Information

- A gap analysis of the coursework from your previous graduate program will be completed prior to admission by the Graduate Admissions Committee. This analysis does not guarantee acceptance of prior coursework by board certifying bodies, after certificate completion. Integrated courses (e.g. a course that combines pharmacology and pathophysiology) taken at other universities are unlikely to be accepted for board certification and a student may need to retake these courses.
- Students may be asked to supply the syllabi for some prior graduate courses including advanced pathophysiology, pharmacology and health assessment. It is highly suggested that you have access to these documents for review.

Students admitted to the Adult-Gerontology Acute Care Nurse Practitioner post-graduate certificate track must meet the following criteria:

- Current certification as an Advanced Cardiac Life Support Provider (ACLS) prior to the start of the acute care track.
- Current certification as a Basic Life Support Provider (BLS). An unencumbered RN License to practice.
- All students will be required to come to campus each semester (3 total) for on ground learning and skills activities during the acute care program in NUR 861, 863, and 865. Time on campus can vary between 1-2 consecutive days.
- If the student is not a Michigan resident, the student will be required to have a Michigan Nursing license and will attend clinicals in Michigan the first and third semester, the second may be in the state of residency if the state and facility allow the student to attend out of state universities and there is an existing contract with the University of Michigan-Flint.

- The School of Nursing will substitute the requirement of one year of full-time experience in a critical care unit and replace with: one year of full-time experience as a registered nurse with preferred experience in such units as ICU, CCU, Perioperative Unit/Pre-op/PACU, Step-down, Emergency departments, and other specialty units such as cath lab. If you have questions regarding this, please contact the SON graduate advisor, Julie Westenfeld at jyankee@umich.edu.

Essential qualities of candidates include the cognitive, emotional, behavioral, and physical abilities required for satisfactory completion of the executive leadership curriculum and development of professional attributes required of all students upon completion.

Re-Admission/Returning Applicants

If you were previously enrolled in a graduate program at UM-Flint and have been absent from the program for over one year, you must apply for [readmission](#) to be re-enrolled in the same program. Returning students must also complete the Graduate Nursing Academic Standards Petition, update their goal statement and recommendation forms, and provide any transcripts not already on file with the Office of Graduate Programs. Students who have completed clinical courses prior to stepping out, must take a one credit independent study course determined by the Academic Standards Committee.

STATE AUTHORIZATION AND ATTESTATION FOR ONLINE STUDENTS

The federal government requires universities and colleges to be in compliance with the distance education laws of each individual state. If you are an out-of-state student intending to enroll in an online program, especially if it leads to professional licensure, please visit <https://www.umflint.edu/online/state-authorization/> to verify the status of UM-Flint with your state. Students must notify the clinical coordinator if relocating to another state. Out of state students may be required to complete the clinical in Michigan.

GRADUATE NURSING PROGRAM OBJECTIVES AND END OF PROGRAM OUTCOMES

The Graduate program objectives are used to form course objectives and content which will support the end of program outcomes.

Graduate Program Objectives

- I. Graduates will incorporate evidence-based and culturally congruent best practices while demonstrating competency in their area of knowledge for nursing practice.
- II. Graduates will incorporate evidence-based and culturally congruent best practices while demonstrating competency in the area of person-centered care.
- III. Graduates will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of population health.
- IV. Graduates will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of scholarship for the nursing discipline.
- V. Graduates will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of quality and safety.
- VI. Graduates will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of interprofessional partnerships.
- VII. Graduates will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of systems-based practice.
- VIII. Graduates will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of informatics and healthcare technologies.
- IX. Graduates will incorporate evidence-based and culturally congruent best practices while demonstrating competence in the area of personal, professional, and leadership development.

Graduate Program End of Program Outcomes

Both the graduate program and course objectives guide the students systematically and progressively towards the successful achievement of the following End of Program Outcomes.

1. Practice with demonstration of clinical judgment founded upon a broad theory and research knowledge base.
2. Engage in person-centered care in the planning and delivery of care across time, spheres of care, and developmental levels.
3. Design ethical and collaborative population health initiatives and policies that promote diversity, equity, inclusion, and belonging.
4. Integrate ethical and evidence based scholarship into nursing practice.
5. Apply patient, provider and organizational quality & safety improvement principles.
6. Participate in valued interprofessional partnerships for provision of team-based, person-centered care.
7. Utilize evidence-based methodologies to lead innovative solutions to address complex health problems to ensure optimal, cost effective care across the continuum.
8. Use information and communication technologies in the care of patients, communities and populations within ethical, legal, professional and regulatory framework.
9. Construct a professional nursing identity that promotes social good, social justice, ethical comportment, moral courage, and assertiveness in decision making and actions.
10. Demonstrate a commitment to personal growth, sustained expansion of professional knowledge and expertise, and determined leadership practice.

RIGHTS AND RESPONSIBILITIES OF THE GRADUATE STUDENT

Ethical Standards

According to the current American Nurses Association (ANA) Code of Ethics for Nurses with Interpretive Statements, nursing students have a responsibility to demonstrate a commitment to professional practice beginning at the point of entry into a nursing educational program. The education of students in the School of Nursing incorporates the concepts of integrity, a sense of responsibility, and self-discipline, which are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is paramount to the concept that the professional nurse must be accountable for professional standards in the practice of nursing. The enhancement of ethical standards within the academic community and nursing profession is the individual responsibility of each student. Students are held to standards of academic and professional integrity as outlined in the University of Michigan-Flint Catalog, the Graduate Nursing Student Handbook, the ANA Code of Ethics for Nurses, and clinical/community agency policies.

Student Code of Academic and Professional Conduct

It is the expectation of the School of Nursing that all students conduct themselves in compliance with the standards set forth by the profession of nursing. The ANA Code of Ethics for Nurses (2015) states that “The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.” (p. 1). Furthermore, the interpretive statement 1.5 of Provision 1 indicates that these principles of respect extend to all encounters, including colleagues (p. 4). This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one’s actions on others. The American Nurses Association Code of Ethics for Nurses with Interpretive Statements may be viewed online at <https://www.sciencedirect.com/science/article/pii/S2155825616310730?via%3Dihub>

It is strictly prohibited to upload or share any course materials, which encompass faculty lecture material, assignments, exams, virtual simulations, and clinical scenarios, on web-based or social platforms such as Course Hero, Quizlet, Study Stack, WhatsApp, Telegram, Meta, SnapChat, StudyBlue, etc. **It is important for students to understand that they should refrain from utilizing or uploading any work from UM-Flint SON courses to the internet.** Any student found in violation of this policy will be reported to the Academic Standards Committee and may face serious consequences, including removal from the nursing program. For further information, please refer to the Graduate Student Handbook available at <http://www.umflint.edu/nursing>.

Students are expected to conduct themselves in a fair and conscientious manner in accordance with the UM-Flint, Graduate Honor Code and ethical standards generally recognized within the academic community as well as those of the nursing profession. Members of the student body are expected to:

1. Refrain from any and all activity which would constitute a violation of academic or professional conduct
2. Be punctual and attend all scheduled meetings, classes and appointments.
3. Prepare for all classes and clinical session
4. Submit assignments on time
5. Meet with faculty to discuss a plan for success when progress in a course is below expected standards
6. Keep all interactions free from any bias or prejudice
7. Maintain professional relationships without exploitation of other students, staff, or faculty for private advantage
8. Refrain from any activity which involves risk to health and safety of self, a peer, faculty, or staff
9. Respect the dignity of each student, faculty, staff member, and preceptor in the classroom, laboratory, and clinical setting; in communication be it face-to-face, electronically, via social media, and in all other academic contexts
10. Submit course and instructor evaluations providing constructive feedback related to improvement efforts
11. Adhere to the Honor Code

Honor Code

I pledge my commitment to the highest ideal and academic standards of my education at the University of Michigan-Flint. I accept responsibility and accountability for my actions. As a student of the School of Nursing graduate program, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism, in all my written work, spoken words, actions and interactions with patients/clients, families, community members, peers, and faculty. I pledge to work collegially with my peers and to support one another in the pursuit of excellence in our nursing education and to report unethical behavior. I will work to safeguard the health and welfare of patients/clients who have placed their trust in me and will advocate for the patient's/clients best interest. I recognize that these responsibilities do not end with graduation, but are a lifelong endeavor.

Violations Student Code of Academic and Professional Conduct

It is not possible to enumerate all forms of behavior that would raise serious questions concerning a student's status as a health professional in training. Behaviors which would constitute a violation of academic and professional standards according to the UM-Flint School of Nursing include the following but are not limited to:

EXAMPLES:

1. **Plagiarism:** Taking credit for someone else's ideas, words, or statements or other works found in print or electronic sources as one's own without proper acknowledgment. Examples of plagiarism include:
Word-for-Word Plagiarism – copying exactly from someone else's text
Section-by-Section Plagiarism – lifting phrases from someone else's text
Select-Term Plagiarism – lifting a special term from a text not one's own
Paraphrasing Plagiarism – summarizing a passage or rearranging the order of a sentence and changing some of the words without crediting the source.
Self-Plagiarism – presenting their own previous work as new work
Other Forms of Plagiarism – using someone else's ideas as if they were one's own thoughts; borrowing facts, statistics and other illustrative material unless the information is common knowledge.
2. **Academic dishonesty/cheating:** Committing fraud on a record, report, paper, computer assignment, examination or other course requirement. Examples of cheating include:
Obtaining, utilizing, and distributing unauthorized materials including notes, study aids, or information from another student or student's paper on an examination or any other course requirement, including giving or receiving assistance from another student without the instructor's permission.
Altering graded work after it has been returned and then submitting the work for re-grading. **Allowing another person to do one's work** and submitting the work under one's own name. **Submitting copies of the same or nearly similar papers** to two professors without prior approval. **Fabricating data in support of laboratory or field work:** Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting or analyzing data, to selective reporting or omission of conflicting data for deceptive purposes.
3. **Aiding and abetting dishonesty:** Providing material or information to another person when it could be used in a manner that would violate this code of academic integrity (e.g., providing completed or nearly completed work/answers to other students).
4. **Falsification of academic records and official documents:** Without proper authorization, altering documents affecting academic or University records; forging signatures of authorization; or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record, mid-term and/or final preceptor clinical evaluation, or any other official University document. Any falsification will result in permanent expulsion from the School of Nursing.
5. **Misuse of technology and social media:** Defined as violating the Proper Use of Information Technology as outlined in the University of Michigan-Flint *Catalog*, the Graduate Nursing Student Handbook and/or any clinical agency policy statement. This would include but not be limited to students who post unprofessional remarks, photos, or any patient care-related information or the inappropriate use of any

personal, university, or facility technology. Violations will be subject to sanctions which could include dismissal from the nursing program.

6. **Use of Artificial Intelligence** (UMGPT, ChatGPT, Grammarly, etc.): Should be used only if approved by course your faculty member
7. **Misuse of available facilities:** Intentionally abusing available facilities. Examples of available facilities include, but are not limited to, laboratories, classrooms, and libraries.
8. **Nurse-patient relationships:** The students in the University of Michigan-Flint School of Nursing are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to give safe nursing care and for the knowledge and skills necessary to give this care. Unacceptable behavior includes, but is not limited to, the following examples:

Providing nursing care in an unsafe or harmful manner:

- 1) Carrying out a procedure without competence or without the guidance of a qualified person.
- 2) Willfully or intentionally doing physical and/or mental harm to a client.
- 3) Exhibiting careless or negligent behavior in connection with the care of a client.
- 4) Finding oneself unable to assume the assigned and necessary care of a client and failing to find alternative measures for the delivery of that care.

Falsifying patients' records or fabricating patient experience:

- 1) Failing to report omission of or error in treatments or medications.
- 2) Fabricating patient experiences.

Disrespecting the privacy of a client: violating the confidentiality of the nurse/client relationship:

- 1) Disclosing the full name or position of a client in a manner that violates the individual's privacy.
- 2) Discussing confidential information in inappropriate areas such as elevators or with inappropriate persons such as media representatives.
- 3) Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know.

9. **Violations of the Non-Disclosure of Patient, Agency, or Provider/Personnel Identity in Course Work and Scholarly Papers policy** (see Appendix A)
10. **Impaired Student Nurse:** Defined as any student currently admitted who is using, possessing, selling, or distributing illicit drugs, drug paraphernalia, or alcohol/marijuana; illegally using, possessing, selling, or distributing any drugs, drug paraphernalia, or alcohol/marijuana; or using prescribed and/or illicit substances or alcohol/marijuana in such a manner as to impair one's judgment or performance as a student.
11. **Other unprofessional conduct:** The commission of a crime, as defined by state or federal laws, or violation of the American Nurses Association Code of Ethics for Nurses *with Interpretive Statements* (2015).

Reporting Suspected Code Violations: Suspected infractions of the Code of Academic and Professional Conduct are to be reported to the faculty member in charge of the course or activity. In determining outcomes, the faculty may consult with the Graduate Academic Standards Committee (GASC), the dean of the School of Nursing, or any University or outside resources.

Preliminary Inquiry: The faculty member, the GASC, or Director of Graduate Nursing Affairs shall commence a preliminary inquiry into the suspected infraction. The inquiry may include a discussion with the identified student. If, based upon the preliminary inquiry, it is determined that an infraction has occurred, appropriate sanctions are determined by course faculty, the GASC, course faculty in consultation with the GASC. The student shall be notified of the infraction and sanction. The student will be offered an opportunity for a hearing pursuant to the procedures outlined under **student grievances**. A Performance Improvement Plan (PIP) will be placed in the student's record after the preliminary inquiry, if it is determined that an infraction has occurred.

It is recognized that the unacceptable behaviors described above are often indications of a need for assistance by the student. Each incident and each individual involved is unique, and any mitigating circumstances will be considered with each infraction. This does not suggest that infractions will be dealt with lightly. Each case is viewed seriously.

Sanctions for Violations of the Student Code of Academic and Professional Conduct

The proper course of action is determined by course faculty or the program director, in consultation with the School of Nursing Graduate Nursing Academic Standards Committee (GASC), or other University committees.

A violation of this Code may result in one or more of the following sanctions which may also include expulsion from the program:

1. Oral or written disciplinary warning or reprimand, which may include a Performance Improvement Plan (Appendix F). Written warnings or reprimands may be placed in the student's file.
2. Requiring counseling or other actions as a condition of continuation in or return to a program, course of study, or enrollment.
3. Engaging in a contract with the SON with sanctions aimed to improve student success.
4. Requiring a Nursing Dependent/Independent Study course as a requirement of graduation. Any costs or fees incurred are the student's responsibility.
5. Assigning a grade record of no report, Incomplete, lower, or failing grade.
6. Requiring that a course or clinical experience be repeated.
7. Noting misconduct on a student's transcript.
8. Suspension for a specified period or an unspecified period, or with stipulated conditions for readmission to the nursing program.
9. Depending on the infraction the School of Nursing may recommend permanent expulsion from the nursing program.
10. Depending on the infraction the School of Nursing may recommend withholding or rescinding a Master of Science in Nursing, Post-Graduate Certificate, or Doctor of Nursing Practice degree.

STUDENT PETITION AND GRIEVANCE PROCEDURES

The Graduate Nursing Academic Standards Committee (GASC) has the authority to administer academic discipline and grant or deny requests for waivers and modification of departmental rules. Committee members are charged with the interpretation and supervision of program policies. The Committee will consider an exception to standard policies if a proposed alternative to a specific requirement is supported by sound rationale.

Student Petition Process

Nursing students requesting an exception to the policy or a modification of their academic program should consult and file a nursing petition with the Graduate Nursing Academic Standards Committee. Students should contact the graduate nursing academic advisor to obtain the appropriate petition form. Petitions for course waivers/transfers are required to be completed at least a semester before the start of the course. **Courses waivers/transfers petitioned in the same semester the course is offered will not be reviewed.** Summer petitions will not be reviewed until the first meeting of the fall semester, depending on the urgency of the petition.

Students are required to file a petition for consideration, but not limited to, the following:

1. Late Add a course(s) past the University deadline
2. Late Drop (withdraw) a course(s) past the University deadline
3. Disenroll (drop all courses) after the semester has ended
4. Repeating a nursing course as the result of a failure or withdrawal
5. Re-enter the nursing program after an interruption of progression in the program
6. Request to modify progression sequence
7. Concentration change
8. Transfer/waive a required course
9. Grade contests

The *University Appeals Committee* will hear petition requests to drop or withdraw after deadlines. University of Michigan-Flint policy provides students an opportunity to drop or withdraw without petitioning during certain deadlines. Dates and deadlines may be found at <http://www.umflint.edu/registrar/academic-calendars>. In the event a deadline is missed, students may submit a petition for late drop or withdrawal with the University Appeal Committee, Office of the Registrar, 266 University Pavilion. Petitions and documentation must be received by the following deadlines: Fall semester - March 31; Winter semester - July 31; Summer - Sept 1

Student Petition Procedure

The Student Petitions Procedure is available for students concerning academic and professional practices and policies, dismissal from the program, conflicts with faculty, discrimination, and sexual harassment. *If the conflict concerns discrimination or sexual harassment, please visit <https://www.umflint.edu/ecrt/resources/>.*

* For student petitions within the SON which are not related to concerns of discrimination or sexual harassment, students are expected to follow the proper [chain of command](#) in seeking resolution of the concern.

1. If applicable, the student is expected to meet with the individual faculty member(s) to address the concern within 5 business days after the student first knew, or reasonably could have been expected to know, of the event that gave rise to the grievance.
2. If the matter is not able to be resolved, the student should initiate an appointment with his/her academic advisor and/or faculty advisor to determine if they wish to file a petition. Students should consult with the instructor, academic advisor, or faculty advisor to resolve the matter prior to filing a petition.

3. Petitions must be submitted electronically from a umich.edu email account within 14 business days after the incident or decision. [Petition form](#). The petition must specify the nature and extent of the act in question and the respondent(s) involved including previous attempts to resolve the matter, the academic and professional practice or policy violation, or requests for exceptions to progression (program dismissal). Include the signed PIP, if applicable.
4. The Chair of GASC shall initiate a Committee meeting in order to review documents submitted and to determine if additional information is needed. The GASC will determine the disposition of the petition. All parties will be notified of committee decisions within 14 business days.
5. Students who disagree with committee decisions and have new information not already presented, must submit a request for a Formal Hearing within three business days.

Petitions will be considered for valid and documented medical reasons or the death of an immediate family member. Immediate family members are defined by the University of Michigan Standard Practice Guide as the spouse or other qualified adult, son, daughter, parent, grandparent, grandchild, brother, sister (or spouse of any of them), of the student. If circumstances cannot be documented, petitions cannot be approved. Decisions of the University Appeal Committee are final.

Formal Hearings

Hearings are scheduled at the request of either a student, a faculty member, or the GASC. The GASC Chair will conduct the hearing. The student shall have an opportunity to appear before GASC and present his/her case. The student may review all documents considered by the Committee. The student also may present his or her own evidence.

GASC Hearing Proceedings:

1. GASC hearings are closed to the public and confidential. A minimum of four faculty of the Committee membership is required for decision-making. The Committee may draw from other members of the full-time nursing faculty in order to reach minimum faculty required for decision-making. Parties to the grievance may be accompanied at the hearing by a personal advisor, who may be an attorney; however, the advisor may not participate directly in the proceedings, but may only advise the parties. Students who intend to bring a personal advisor/attorney to a hearing must inform the GASC 3 business days prior to the hearing date. All parties to the grievance are to address Committee members only during the hearing. A recording may be made of the hearing. The Chair shall ensure that the nature of the grievance is stated clearly; an opportunity is provided to all parties to clarify, explain, or refute written evidence; an opportunity is given to all parties to question testimony presented at the hearing. The Committee may choose to hold multiple hearings and/or to pursue additional evidence. The Committee shall deliberate in closed session.
2. The Committee decision will be rendered within 14-28 business days. The final report will include the Committee's factual findings and decision. All parties will be notified of the Committee's decision and their right to an appeal process. Either receipt/read email, certified (return receipt) mail, or both will notify the student.
3. Once a decision is reached by the Committee, all documentation related to the hearing will be collected and retained in the School of Nursing.

Student Appeal Procedure

Students have the right to appeal **GASC Student petition decision and/or GASC initiated hearing decision** with a request for a formal Executive Committee Appeal Hearing. A student's disappointment or disagreement about a previous GASC petition or hearing decision is not an appealable matter unless the student brings forth new and specific information in support of the grounds for appeal.

Grounds for appeal are limited to one or more of the following reasons:

- . There was a material deviation from the procedures that affected the outcome of the case.
- . There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation and resolution that could reasonably affect the outcome.
- . There was discriminatory, unfair, arbitrary, or capricious treatment in program-level decisions.
- . There was failure to accommodate verified disabilities.
- . There was a violation of the SON or University policy.

ESSENTIAL ABILITIES

A candidate for the MSN, DNP degree or post-graduate certificate must possess abilities and skills that include those that are observational, communicational, motor, intellectual-conceptual (integrative and quantitative), and behavioral and social. The use of a trained intermediary is not acceptable in many clinical situations in that it implies a candidate's judgment must be mediated by someone else's power of selection and observation. For some observation, the candidate may demonstrate alternative means of acquiring information. If the alternatives are acceptable, it is expected that obtaining and using such alternate means and/or abilities shall be the responsibility of the student. Costs of necessary accommodations should be reasonable and will be properly borne by the University when not the responsibility of the student or otherwise funded.

Observation: The candidate must be able to acquire a defined level of required information as demonstrated through ability to identify, assess, and comprehend conditions surrounding patient situations for the purpose of problem-solving around patient conditions and coming to appropriate conclusions and/or courses of action. Furthermore, a candidate must be able to:

- Observe a patient accurately, at a distance, and close at hand, to acquire information from written documents and to visualize information as presented in images from paper, films, slides, or video.
- interpret graphic images and digital or analog representations of physiologic phenomenon (such as BPs and EKGs) with or without the use of assistive devices.

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

Communication: A candidate must be able to speak, to hear, and to observe patients by sight in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. A candidate must be able to communicate effectively and sensitively with clients. Communication includes speaking, reading, and writing. The candidate must be able to communicate effectively and efficiently in oral and written form with all members of the healthcare team. Reasonable accommodations as appropriate will be made on an individual basis.

Motor: It is required that a candidate possess the motor skills necessary to directly perform palpation, percussion, auscultation and other diagnostic maneuvers, basic laboratory tests and diagnostic procedures. The candidate must be able to execute motor movements reasonably required to provide safe general and emergency nursing 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 sense of touch and vision.

Intellectual-Conceptual (Integrative and Quantitative) Abilities: The candidate must be able to measure, calculate, reason, analyze, evaluate, integrate, and synthesize. In addition, the candidate must be able to comprehend three-dimensional relationships and to understand the spatial relationships of structures. Problem-solving, the critical skill demanded of nurses, requires all of these intellectual abilities. The candidate must be able to perform these problem-solving skills in a timely fashion.

Behavioral and Social Attributes: The candidate must possess the emotional health required for full utilization of his/her intellectual abilities, the exercise of good judgment, and the prompt completion of all nursing responsibilities. The candidate must be able to tolerate physically taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical problems of patients. Compassion, integrity, concern

for others, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admissions and educational processes.

Policy for Non-Academic Dismissal

Possession of the Essential Abilities as identified above is necessary for successful progression in the nursing program from the time of admission to graduation. If it becomes evident that a student does not possess one or more Essential Abilities, progression in the nursing program will be halted. A decision to stop a student's progression in the program based on lack of the Essential Abilities will be made by the faculty in consultation with the director of the School of Nursing. In the event of dismissal, the student may appeal this decision by following the Grievance Procedure.

Students admitted to the University of Michigan-Flint nursing programs are expected to demonstrate the ability to acquire the knowledge necessary for the practice of nursing, as well as the ability to perform or to learn to perform the skills as described herein. Scholastic accomplishments as well as physical and emotional capacities are necessary to meet the full requirements of the school's curriculum and to graduate as skilled and effective practitioners of nursing.

APPLICANT'S CERTIFICATION

I have read and understand the above Essential Abilities, and I hereby certify that I am able to meet these standards.

Name (printed): Signature: _____

UMID: _____ Date: _____

****Note: The Essential Abilities can be found as an electronic form in the Online Graduate Nursing Orientation. All students must complete the Essential Abilities.***

CLINICAL REQUIREMENTS

The School of Nursing has established health-related requirements for clinical participation. Healthcare and immunization records are considered educational records and are covered by the Family Educational Rights & Privacy Act (FERPA). FERPA provides two main protections to college students: (1) the right to view their education records and seek to amend them; and (2) the right to prevent disclosure of those records to third parties without the student's written consent. It is the professional responsibility of nursing students to keep all health-related requirements current and submit documentation to the vendor designated by the School of Nursing initially prior to beginning the first clinical course and subsequently on a per semester basis by the required due date. This is imperative for student safety, safety of clients, and accountability to the program and clinical agencies. Students who do not submit required items by established deadlines will be administratively restricted from enrolling in clinical course(s).

Physical Examination/Health History: Every clinical student must have a physical examination report and health history on file with the vendor designated by the School of Nursing. Health information is handled confidentially. The report must be submitted on the form provided to students upon acceptance into the program.

CPR Requirement: Every clinical student must be certified in cardiopulmonary resuscitation. It is the responsibility of the student to provide the vendor designated by the School of Nursing with proof of current Healthcare Provider CPR certification. ONLY face-to-face course certification from either the American Heart Association (AHA) <http://www.heart.org> Heart Care Provider Course BLS for Healthcare Providers (repeated every 2 years) or the American Red Cross <http://www.redcross.org/> CPR/AED for the Professional Rescuer Course will be accepted. Students admitted to the adult-gerontology acute care concentration must be ACLS certified through the American Heart Association before attending acute care courses. ONLY face-to-face course certification from the American Heart Association (AHA) <http://www.heart.org> will be accepted and each student will need to remain updated with ACLS re-certifications to be able to participate in clinical practicum courses.

Health Insurance: Proof of health insurance must be provided and kept on file with the vendor designated by the School of Nursing. Information regarding Student Health Plans is available to University of Michigan-Flint students: <https://uhs.umich.edu/healthinsuranceplans> or call (866) 368-0002. The Genesee Health Plan is available for eligible students who live in Genesee County <http://geneseehealthplan.org>.

Toxicology (drug screen): All newly-admitted and continuing nursing students will be required to complete a toxicology test prior to their first clinical course. Negative test results must be on file with the vendor designated by the School of Nursing for clinical course enrollment. A positive test can result in removal from clinical and/or dismissal from the program. Students are required to complete the drug screen every two years. Students may be subject to random toxicology tests throughout the nursing program.

Tuberculosis (TB) Screening: Initial proof of a negative TB skin test must be provided and on file with the vendor designated by the School of Nursing. The initial TB test must be either a 2-step, verification of 3 consecutive years of negative results of a single TB test, or serum Quantiferon Gold results. If the student has a positive TB test or is unable to have TB testing, proof of a negative chest x-ray must be provided. Subsequent annual evaluation may be required as determined by the affiliating organization.

Immunizations: Negative titer or proof of required immunizations must be on file with the vendor designated by the School of Nursing along with all other immunization records. Specific instructions will be provided on the immunization form. Proof of immunization or waiver to Hepatitis B is required of all students for entrance into the program. These immunizations may be compulsory at some clinical sites. Students must meet health requirements as mandated by their clinical sites. Check with your physician or local health department for information on where to obtain immunizations.

Influenza: As of January 2007, The Joint Commission issued a standard for accredited organizations requiring influenza vaccine for volunteers (this includes students) who have patient contact. All students must receive an annual influenza vaccine. Waivers will be considered on an individual basis. Clinical site placements may be impacted based on a student's influenza vaccine status.

COVID Information: The School of Nursing requires all students to submit the COVID-19 vaccination. Students can alternatively submit a University of Michigan COVID19 approved exemption. If you submit an exemption this may impact your progress through your clinical program. An additional site specific exemption may be required. All exemption requests are reviewed directly by the School of Nursing.

Liability Insurance: The University of Michigan System is self-insured. As part of its self-insurance program, it provides medical professional liability for all nursing students while engaged in course(s) required to complete their degree or University-sponsored activity. Students may be required to purchase additional liability insurance if required by the clinical agency.

Annual Health Update: All students are required to confirm their health status annually with the vendor designated by the School of Nursing. In the event that a change of health status has occurred, the student must document this change on the *Health Status Form* and notify the clinical program manager. If this change in health status is accompanied by any restrictions, the *Clinical Release* portion of the *Health Status Form* must also be completed. Refer to the Clinical Release Form (Appendix E) for details.

Registered Nurse/Nurse Practitioner License: A hard copy or verification of a current, unencumbered Registered Nurse license and, if applicable, advanced practice nurse license, must be on file with the designated vendor. Students will attest that their license is unencumbered or disclose if in the health provider recovery program.

OSHA – Occupational Safety & Health Administration: The University and the School of Nursing observe and enforce all applicable OSHA standards for bloodborne pathogens. The School of Nursing and clinical agencies require annual education regarding these pathogens and the risk of exposure. The School of Nursing utilizes only those clinical sites that comply with OSHA standards for availability of protective equipment against exposure. The School of Nursing reserves the right to limit or curtail a student's clinical opportunities in the event that proof of completion of the annual education on bloodborne pathogens is not completed or submitted.

Medication Administration and Reporting: UM-Flint School of Nursing students, while in clinical settings, will administer medications according to the School of Nursing Graduate Nursing Program Medication Administration and Reporting Policy (see Appendix B).

The Health Insurance Portability and Accountability Act (HIPAA): HIPAA governs the use and release of a patient's personal health information (PHI) also known as "protected health information". It is imperative that all students with any access to a clinical setting comply with HIPAA rules and regulations. This includes understanding HIPAA and training in HIPAA that meets the clinical agency's requirements.

Other Clinical Requirements: Depending on the clinical agency, additional requirements may be required including, but not limited to: valid driver's license and proof of automobile insurance, fingerprinting, means of transportation, etc.

Dress Code: Identification badges provided by the School of Nursing and/or the clinical agency must be worn at all times during clinical experiences. Students are required to follow agency or institution dress code policies for clinical sites. If not specified by the agency, students are responsible for maintaining a mode of clothing and appearance that will not interfere with the establishment of professional rapport. Lab coats may be required for clinical experiences.

Student Exposure Plan: Students who have a bloodborne pathogen or transmission-based exposure while in the clinical unit are to notify their **clinical instructors immediately**. **Clinical faculty will immediately inform lead faculty and the lead faculty will immediately inform the director of graduate affairs**. After the immediate care of the exposure, complete any facility-required documentation. All exposures are to be **immediately** seen in the designated facility department. Michigan law in accordance with OSHA states that students are entitled to the same post-exposure care as employees when in a clinical setting. The UM-Flint Environment Health & Safety Office, (810) 766-6763, should be notified for exposures in clinical locations that do not have their own Employee

Health or Occupational Health Office. All student exposures require documentation on University of Michigan-Flint exposure forms which are to be submitted to the director of undergraduate affairs.

Patient Injury/Accident Involving a Student: Reporting of any patient occurrence involving a student or faculty supervising student experiences requires completion of the Performance Improvement Plan form. If the occurrence takes place at a hospital or other clinical setting, also report according to agency policy. The Performance Improvement Plan form must be completed and submitted to the lead faculty within 24 hours. The lead faculty will notify any other appropriate offices including the director of undergraduate affairs.

Clinical Practice Component of the Curriculum

Clinical practice, providing direct care services to individuals and/or families, is a required component of the curriculum. In practicum courses, each one credit hour requires 60 clinical contact hours per semester. These experiences provide the students with opportunities to integrate, apply, and evaluate theory as it relates to practice and to analyze the role and function of the nurse practitioner as a member of interdisciplinary teams. Practicums are established in cooperation with MDs, DOs, and certified NPs as clinical preceptors on a one-to-one basis as well as occasional use of PAs. Practice sites include community clinics, health centers, and private practice settings as well as in-patient and emergency room settings as long as the site is conducive to the students' learning objectives. Contractual affiliation agreements will be maintained with local and regional medical centers and individual healthcare practitioners for graduate clinical education. Clinical practicum schedules are arranged according to the preceptor's and student's schedules.

Remuneration is not permitted while in the student role. It is expected that students will have a variety of preceptors over the course of their educational experience (see Clinical Site Placement Policy below).

Clinical Site Placement Policy

1. All clinical practicum hours must be completed in a facility at which the University of Michigan-Flint has a contractual relationship. Students must verify with the clinical placement coordinator that there is a contract in place **BEFORE** starting any clinical practicum hours. Also, the clinical preceptor **MUST** be physically present in a supervisory capacity for every clinical hour completed by the student. Unless exceptions have been pre-approved by the clinical faculty.
2. The graduate faculty must approve the student's clinical site placement. The overriding consideration is the preparation of students to take the national certification examination. Therefore, students must be precepted in a variety of healthcare settings as well as other experiences.
3. Adult-Gero Primary Care, Family NP, and Psych NP students will be allowed to stay with the same preceptor up to 3 semesters, as long as their experience is conducive to learning, meets course objectives and is approved by the concentration coordinator.
4. Students must submit their preceptor form to the clinical coordinator and indicate the course and total number of hours the site will be utilized for clinical placement. The preceptor form is subject to approval by faculty and or director.
5. Students cannot accept compensation for clinical practice hours and cannot be precepted by family members or personal friends. Students are also not permitted to receive practicum hours during their regular work day at their place of employment.
6. When Adult-Geriatric Acute Care nurse practitioner students (both DNP and post-graduate certificate programs) begin their acute care clinical practicums, all placements must take place in an acute, inpatient facility. The majority should be with providers who see critically ill patients as a part of their job responsibility. No acute care hours may be done with the preceptor in an outpatient, operating room, or clinic setting. Acute care students can only be accepted by a licensed NP or PA.
7. Students may only do clinical rotations in the clinical site where they are employed, provided they are functioning in the nurse practitioner student role and approved by the concentration coordinator. Students may not be working in the RN role while performing clinical hours.

8. Clinical hours must be proportionally disbursed over the semester to support integration of theory and practicum. Any deviation from this schedule must be approved by the instructor and be approved via petition through Graduate Academic Standards.

Clinical Course Progression

Ineligible to Register: *Students may not progress in the program after failing a course (Grade of B- or less) and must petition the Graduate Nursing Academic Standards Committee to repeat a course. The student will be offered the opportunity to retake the course when it is offered again the following year.*

During the matriculation of any program in Graduate Nursing two failures are grounds for academic dismissal.

GASC will review failed courses to determine the course of action. Students are required to complete a petition to repeat the course and remain in the program **within 15 days** and submit the petition to the graduate nursing academic advisor to determine future curriculum progression.

The petition should include:

- Explanation of circumstances resulting in unsuccessful completion of course.
- Identification of and methods to improve areas of academic weakness.
- A statement on how the student will demonstrate successful completion of the program.

Failure of NUR 604 theory will require the following:

- Petition to remain in the program and repeat the course and the on-campus residency when it is offered the following year.

Failure of any theory courses with a clinical practicum companion course: NUR 524, 740, 745, 780, 790, 800, 801, 860, 862, 864 will require the following:

- Petition to remain in the program and repeat the course when it is offered the following year.
- Enroll in a clinical independent study course (NUR 900, 1 credit, 60 hour clinical hours) during the semester in which the course is being repeated and have a clinical site visit at the discretion of the clinical instructor.
- Required to meet all Clinical Placement deadlines remain the same.

Failure of NUR 525 will require the following:

- Petition to remain in the program and repeat the course when it is offered the following year.
- It is expected the student will maintain clinical competence in order to seamlessly progress in the clinical. Failure of any practicum course or meeting expectation will result with the student registering for an independent study course and completing additional clinical hours.

Failure of any of the following practicum courses: NUR 525*, 746, 747, 754, 781, 791, 803, 805, 831**, 861, 863, 865 will require the following:

- Petition to remain in the program and repeat the course when it is offered the following year.
- Register for a clinical practicum independent study course (NUR 900) a semester prior to retaking the failed course. The content of this independent study will be based on the clinical course completed before the unsuccessful attempt, except in the following instances:
 - *Failure of NUR 525: Register for a NUR 900 independent study course to repeat the on-campus residency the following fall semester.
 - **Failure of NUR 831: Register for a NUR 900 independent study course a semester prior to retaking the failed course. The content of this independent study will be based on primary care.

Not attending any clinical/theory courses for a year or more (excluding research courses) will require the following:

- Petition to take the course when it is offered the following year.
- Enroll in a clinical/theory independent study course during the semester before resuming curriculum track. Clinical Placement deadlines remain the same.

RESEARCH PROGRESSION

Students who have completed 904 and do not continue with NUR 910 in the next semester will have to retake the course for 3 credits the following winter. At the discretion of the Director of Graduate Nursing Affairs, a student may be allowed to register for a reduced credit Independent Study in lieu of repeating NUR 904 IF the project has successfully passed a proposal defense within the last 2 years, the literature and other components of the paper have been updated and the site is still willing to host the project.

Notification of Academic Disciplinary/Action: The student is informed of academic disciplinary action by email. Copies are placed in the student's electronic file. The terms and conditions imposed upon the student are expressly stated in the letter. The letter also requests that the student contact his/her graduate academic advisor as soon as possible to develop a plan of action to overcome the academic deficiency.

University-Wide Academic Standing: For University-wide academic regulations, refer to the University of Michigan-Flint *Catalog* section titled "Academic Policies of the University".

GRADUATE PROGRAM PROGRESSION STATEMENT

Graduate students must achieve the following to progress in the program:

- A. A minimum of 83% must be maintained in all required nursing courses.
- B. A minimum of a B (3.0) cumulative GPA is required for graduation.

Where courses are sequential and prerequisites are required, a student may not progress to the next course if less than an 83% is achieved. Students who fail to meet the course requirements must repeat the course and petition to progress in the program.

Program Requirements

1. All requirements must be completed within seven calendar years from the date a student begins the program.
2. Students must meet the requirements of Progression Statement and achieve a cumulative GPA of 3.0 or above.
3. Students must maintain high standards as defined in the Code of Academic and Professional Conduct.
4. The number of credits to attain a degree will vary depending on your program and track of study.
5. Students admitted to the DNP program may waive/transfer up to 9 credit hours of graduate credit through the MSN conferment and up to 3 additional graduate credit hours may be transferred and or waived into the DNP program, if admitted to the BSN-DNP with MSN track. DNP students admitted to the MSN-DNP track may transfer and or waive up to 6 graduate credit hours. No other courses will be considered for waiver/transfer. No transfer credits can be accepted in the post-graduate certificate program.

Probation

Selected applicants may be admitted to the program on a probationary status as determined by the Graduate Faculty Committee. The probationary status must be removed upon successful completion of 12 credits. Students must maintain a 3.0 in all coursework. Students accepted with probationary status will be dismissed from the program if they fail to pass in any course in the first 2 semesters or in the first 12 credit hours.

Exceptions

Exceptions to the Progression Statement will be determined through the petition process by the GASC.

Students should consult with the director of the graduate programs and the program manager. Students must petition the GASC for a decision regarding progression. Students have the right to appeal the decision through the School of Nursing appeal process.

Retention

The graduate faculty are committed to assisting students in successful completion of the nurse practitioner program and to addressing the preventable loss of students.

The faculty believe in creating supportive, advisory relationships with students and helping students clarify and achieve professional goals. Inherent in this belief is an emphasis on effective communication that fosters collegiality and promotes performance improvement.

In support of faculty beliefs, we utilize an array of professional, University, and community resources. The low student/faculty ratio is conducive to creative advising and presents important opportunities for socialization, networking, and mentoring. As the program progresses, faculty are finding more ways to ensure a quality master's and doctoral education while considering the needs of each individual student.

Students discontinuing their courses during a semester are first required to contact their faculty advisor and develop a plan of action before resuming their coursework. Students must resume their program within one year of interrupted progression.

GUIDELINES, POLICIES, AND PROCEDURES

Absences or Illness

Occurrence of a serious illness, injury, communicable disease, or pregnancy must be reported to the clinical instructor. Students are required to submit the Clinical Release Form (Appendix E) before returning to the clinical practicum.

APA Format

Papers must be presented in a precise and professional manner. To assist in accomplishing this, the School of Nursing has adopted the publication format for professional papers used by the Publication Manual of the American Psychological Association (latest edition). The APA Manual delineates rules and format utilized by APA and is a required text.

Certification Exam

Nurse Practitioner students must successfully complete all coursework, with grades posted, in the MSN program or the Post-Graduate Certificate program before being allowed to sit for the nurse practitioner national certification exam.

Change of Concentration

Students who request a change of concentration after start the DNP program, must meet the following conditions:

1. Petition GASC within 5 semesters of the program.
2. Re-apply to the program under the new concentration.
3. The student's current GPA must place the student in the statistical parameters of admission to the cohort concentration they are asking to join.
4. Approval will also be based upon space available when the above conditions have been met.
5. Any recent course failures will be reviewed
6. Can only switch concentrations once.
7. The student must meet the clinical and preceptorship deadlines for the semester they are requesting to join.

Communication

Email listservs are used by nursing faculty and staff as a formal means of communicating official nursing news such as changes in policy, course information, and general information to nursing students. Students must check their campus email on a regular basis in order to remain current. It is the students' responsibility to use the University-provided email address/system. The Canvas Organizations (by cohort) are also used for communication with students.

Computer Literacy

A basic knowledge of computer literacy is recommended for all graduate students before taking professional nursing courses including online courses. The online orientation workshop is required prior to initiation of coursework.

Course Waivers/Transfers

1. Courses considered for waiver/transfer must have been taken within 5 years of the semester you are submitting the petition.
2. The course must be equivalent to the University of Michigan-Flint graduate course and have current contemporary content.
3. The petition must be submitted within one year of admission to the graduate nursing program at the University of Michigan-Flint.
4. All courses considered must be either masters or doctoral graduate-level courses, depending on the program of admission.

5. All GASC petitions (even those that are not requesting a transfer or waiver) must be submitted to the Academic Advisor by email or fax at least one week prior to the GASC meeting date in order to be considered at that meeting.

Credentials

Students are prohibited from using the DNP, DNP(c) or MSN, MSN(c) credential until their degree has been conferred by the University of Michigan-Flint. Students are also prohibited from identifying themselves as a nurse practitioner until the student has received official documentation from the Board of Nursing.

Criminal Background Checks

In seeking to provide a safe learning environment and comply with standards set forth by clinical agencies, all undergraduate and graduate nursing students are required to complete a criminal background check. An acceptable background check is required for acceptance into the BSN, RN to BSN, RN to DNP/w MSN, BSN to DNP/w MSN, Post-Graduate Certificate, and MSN to DNP programs of study. Nursing students re-entering their program of study after a leave of greater than one semester must also undergo a criminal background check. Clinical agencies may require further screenings and checks as well.

The criminal background check must be performed by the vendor designated by the School of Nursing and, if required, by the vendor designated by a clinical agency. Data obtained through the criminal background check will be reviewed by the School of Nursing in consultation with legal counsel to ensure compliance with requirements set by the School of Nursing and clinical agencies.

During the course of enrollment in the undergraduate or graduate nursing programs, students must report any felony or misdemeanor convictions to the director of the School of Nursing. Each student is responsible for costs incurred for Complio and the criminal background check.

Deep Blue

Deep Blue is a repository for all DNP Projects. All completed projects must be uploaded to Deep Blue before the project is considered complete.

Departmental Assessment Testing

As part of the accreditation process and in the ongoing effort to maintain excellence of curriculum, the School of Nursing uses a variety of outcome assessment measures throughout the program. Student outcome assessment measures may include standardized tools, surveys, student papers, test scores, and other means of evaluation. Graduate students are required to take nationally-developed tests throughout the curriculum. In the last semester of the curriculum, students are required to take a comprehensive nationally-normed examination. Students must achieve a satisfactory score (as determined by the School of Nursing) on this comprehensive exam prior to graduation. Data from assessment measures may be disseminated within and outside the University as aggregate and anonymous findings.

Dissemination of Information to the Community

To maintain University of Michigan quality, all brochures, pamphlets, or other publications regarding programs, services, or policies of UM-Flint intended for external distribution, including those prepared by students, must be forwarded to University Relations for review prior to publication and distribution. The same review procedure applies to all on-air advertising or any video or audio message recorded for dissemination to the community. All productions must refer to the University of Michigan-Flint, not the University of Michigan.

ROSH or Similar Exit Exam

Students admitted to either the MSN, BSN to DNP, or BSN to DNP with MSN program, are required to complete the ROSH Exit Exam at the end of the program. Students are encouraged to study for the exam a minimum of a month before the exam is given in their last course. Recommend taking a review course and or

Fitzgerald study materials to prepare for the ROSH Exam and preparation for the board exam.

Hooding Regalia

Students will not be permitted to participate in the hooding ceremony if they have not secured UM-Flint hooding regalia. Students will not be allowed to participate in UM-Flint's graduation ceremonies if they are not wearing UM-Flint MSN or DNP regalia.

Late Assignments

Late assignments are not accepted without prior instructor authorization and can result in a lower grade. Authorization must be requested within 72 hours of the posted due date. The inability to meet a course requirement by the due date that is directly related to an emergency situation will require supporting documentation. It is the student's responsibility to contact all faculty when course progression may be affected. A Graduate Student Affairs Committee petition may be required. Assignments not submitted by the due date can result in a PIP and loss of points. Two PIPs in one semester require a mandatory meeting with the director and the academic advisor. Additional PIPs may result in dismissal from the program.

Life-Long Learning

As nurse practitioners, you will need to become life-long learners. This will require you to assume responsibility for your own learning. While the lectures and readings and assignments will give you a basis from which to move forward, in order to completely "own" the concepts in the courses within this program, you will be required to investigate, research, and delve further for more information on topics. The exams (if any, course specific) will be geared toward preparing you for NP certification and may not be a replica of material presented in the lectures nor readings but will be based upon a synthesis and application of the materials represented. As faculty, it is our role to facilitate and stimulate your learning, not to "give" you all that is required for you to pass exams or boards. It is your responsibility to take ownership for this learning. These learning skills will serve you well for the rest of your career.

Online Testing

To maintain test integrity and security, faculty will require students to utilize the proctoring service. Students incur the cost of this service.

Program Deferral

Students that defer must return to the program within 2 calendar years from the date of deferment and be able to complete their graduate program within 7 years. Students unable to meet the deadline must apply for extension through the Office of Graduate Programs.

Student's Completing Clinical Hours Out-of-State

Upon entry into the program or knowledge thereof, students must notify the Clinical Placement Manager(s) if clinical hours will be completed outside of the State indicated on the admission application. Students will be required to email the Clinical Placement Manager(s) immediately to ensure that the School of Nursing has met the State and Board of Nursing approval for the student to be precepted in that state. Students will not be permitted to complete clinical studies in non-approved States. Failure to notify the Graduate Nursing Program Manager may result in delay of the student's progression in the program until approval has been acquired.

Student Records

In carrying out their responsibilities, several offices at UM-Flint collect and maintain information about students. Although these records belong to the University, both University policy and federal law accord the student a number of rights concerning records. Each office having student files must, by law, make these records available to the student upon request, limited only by regulations stated in the pertinent federal law (the Family Rights and Privacy Act of 1974). A copy of this law is available for inspection in the Office of the Registrar, 266

University Pavilion. Only two campus offices have records on all students. The Registrar's Office maintains information pertaining to enrollment (registration) and official academic records (transcripts). The Student Accounts Office (264 University Pavilion) maintains information about charges assessed and payments made. Students' rights concerning their records are contained in The University of Michigan-Flint *Catalog* section titled "Student Records" or refer to the *Catalog* on the University website.

Student Records Retention Policy

It is the policy of the School of Nursing to retain all student e-files after graduation or five years of inactivity. Files of graduates are purged of non-essential documents. All files of graduated students, once purged, are retained in perpetuity. For additional information on student records, refer to the current University of Michigan-Flint *Catalog* section titled "Student Rights and Records".

Study Abroad

Graduate students must petition to use study abroad clinical hours as part of the clinical course requirement. Clinical hours will not be approved if the student will not be precepted by an approved licensed MD, DO, NP, or PA licensed in the U.S.

Syllabi

Students are distributed their syllabus the first day of class. Students should keep syllabi in case they are needed for future programs or certifications. University policy allows for electronic syllabi to be kept for a maximum of 5 years.

The UM-Flint Logo

The UM-Flint "stamp" is the official logo of UM-Flint. It should appear on all materials distributed outside of the University, unless an exception is approved by the office of University of Communications and Marketing. All marketing materials created by the University departments must receive approval from the University of Communications and Marketing office prior to printing, posting, or broadcasting information to ensure quality and consistency. For further information, contact University of Communications and Marketing at (810) 237-6570.

GENERAL INFORMATION

Committees

Student representation on the School of Nursing Graduate Faculty Committee, Graduate Curriculum Committee, and Graduate Nursing Academic Standards Committee is strongly supported by University of Michigan-Flint graduate nursing program faculty.

Computer Use Policies

The University of Michigan-Flint Information Technology Services (ITS) Proper Use Policy lists the general guidelines that all faculty, staff, and students must abide by and sign off on when getting their computer accounts. This policy is on the ITS web page and is listed as the General Policy (<https://intranet.umflint.edu/its/its-policies>). On this URL, you will also find links to other ITS policies such as those contained in the Standard Practice Guide (SPG). ITS is obligated to follow the SPG. The URL ([Standard Practice Guides](#)) lists some of the SPG policies that are related to information technology.

Use of Technology and Social Media

Any technology, tool, or online space in clinical agencies cannot be used for personal business. This applies to social media platforms. Students must follow University of Michigan-Flint School of Nursing and clinical agency policies regarding use of technology or social media. At times, a clinical setting may allow use of technology or online space or use of social media for work purposes. They are only to be used as they relate directly to patient care or specified agency activities.

- Personal Communication: Any personal business such as cell phone use, texting, email, or Internet use must be done outside of agency clinical areas on the student's personal time.
- Protect Confidential and Proprietary Information: Do not post confidential or proprietary information about patients or other students. Students must still follow the applicable federal requirements such as FERPA and HIPAA in cyberspace. Posting any patient-related information including photographs and videos; responding to a patient's or patient's family website; posting on personal pages any derogatory blogs related to a patient, a patient's family, colleagues, the profession of nursing or nursing care is prohibited and deemed a violation of the Student Code of Academic and Professional Conduct.

Remote Electronic Medical Record Access from Personal Device or Location: Students are not permitted to utilize remote access function for patient information at any hospital or clinical facility from a personal computer. Technical ability to access the system does not imply authorization from the clinical facility or UM-Flint School of Nursing; utilization of this access feature will not be tolerated. The only authorized remote access that is permitted is in the simulation lab under the direct supervision of UM-Flint faculty; this access will be in a test environment with a simulated patient. Any attempt to remotely access a patient's electronic medical record or facility patient information system from a personal computer/handheld device is unauthorized and will be considered immediate grounds for discipline and dismissal from the program. The clinical facility will routinely monitor for any unauthorized attempts. In the event that a violation of this policy occurs, there may be both School of Nursing and clinical site sanctions. Depending on the clinical site, sanctions may include a clinical site not permitting the offending student to participate in any future clinical rotations.

Computer Literacy

A basic knowledge of computer literacy is required for all graduate students before taking professional nursing courses. Curriculum assignments in professional nursing courses are expected to be typed and may be required to be in APA format. Computer labs are available on campus to all enrolled students.

ITS recommends that a laptop or desktop (PC or Macintosh) should have this minimum configuration:

- See course syllabi for up-to-date computer requirements

The School of Nursing requires the following:

- Printer, scanner
- Webcam
- Headphones and microphone

Faculty Advising Role

Rationale and Purpose

It is the belief of the graduate nursing faculty at the University of Michigan-Flint that the role of faculty advisor and the relationship developed with the advisor over time is instrumental to the professional development of students. The faculty advisor may function as a resource person, mentor, and consultant. The student will be assigned a capstone project Chair who will serve as the student's advisor as it relates to the DNP program. Through discussions with the advisor, the student will integrate program and personal experiences that will move him/her to a successful acceptance of a new professional role as a doctorally-prepared advanced practice nurse.

Interdisciplinary Component of the Curriculum

Reflecting the complex health problems of society and changes in the healthcare system, students and faculty will pursue opportunities for interdisciplinary collaboration in the theory and clinical practice components of the curriculum. Students will be encouraged to participate in interdisciplinary research.

Research Component of the Curriculum

The University of Michigan emphasizes research as an important component of graduate education; therefore, research is integrated throughout the nursing curriculum. The primary role of the nurse practitioner is direct clinical practice; therefore, the goal of the research component is to prepare the practitioner to utilize research in practice and to participate in research studies in advanced practice. Research hours are dependent on specific programs. Post-graduate certificate students will utilize evidence-based practice research in theory and clinical courses.

UM-Flint Frances Willson Thompson Library

The Library is located on the corner of Harrison and Kearsley next to the UM-Flint Theater. The Library collection includes over 186,000 books and more than 30,000 bound and microfilmed journals. Students are encouraged to contact the designated SON librarian, who is currently Emily Newberry at enewberr@umich.edu

Scholarships and other Funding

University of Michigan-Flint graduate students are eligible for a variety of monies while enrolled in the nurse practitioner program. Complete list is available on the Office of the Financial Aid website. Other sources of external funding may also be explored. Students should contact the Office of Financial Aid and the Office of Graduate Programs for available assistance at the contact information below:

Office of Financial Aid

University of Michigan-Flint
277 University Pavilion
Flint, MI 48502-1950
Phone: (810) 762-3444
Fax: (810) 766-6757 Email: financialaidflint@umich.edu

Graduate Admissions

251 Thompson Library
303 E. Kearsley St.
Flint, MI 48502-1950
Tel: (810) 762-3171
Fax: (810) 766-6789 Email: FlintGradOffice@umich.edu

STUDENT ORGANIZATIONS

Pi Delta Chapter of Sigma Theta Tau International

Sigma Theta Tau International, the Honor Society of Nursing, is dedicated to improving the health of people throughout the world by advancing nursing practice, education, research, and leadership. The four major goals identified by the society are:

- Knowledge Development
- Knowledge Dissemination
- Knowledge Utilization
- Resource Development

Pi Delta is one of over 350 chapters located in the United States, Canada, Puerto Rico, South Korea, Taiwan, and Australia. *Pi Delta* was chartered in 1998 and is eligible to induct members from the graduate program who meet the requirements of the Society. Students must have a 3.5 GPA (on a 4.0 point scale) and must have completed at least one-fourth of the graduate program. *Pi Delta* has one yearly induction, usually in April.

Advanced Practice Nurses Group-Flint

The Flint Chapter of the Michigan Council of Nurse Practitioners (MICNP) meets regularly in our area, providing networking and educational offerings, along with current updates on policy and legislation about nurse practitioners in Michigan.

MICNP has clearly-delineated goals and objectives as defined by the governing Executive Board and Board of Directors. It looks to serve the NP population by assisting other NP organizations with similar goals and objectives. It is contributing to addressing issues of reimbursement, public policy, prescriptive authority, public awareness and NP image, increasing visibility, improving healthcare delivery, inclusion in provider panels, and various other goals. MICNP has established group affiliation with the American Academy of Nurse Practitioners. More information on MICNP can be found online at <http://www.micnp.org>.

In Fall 2014, the UM-Flint Student Nurse Practitioner Chapter of MICNP was formed. Officers were elected and Bylaws were approved. .

**APPENDIX A - Non-Disclosure of Patient, Agency, or Provider/Personnel Identity
in Course Work and Scholarly Papers**

**UNIVERSITY OF MICHIGAN-FLINT
School of Nursing**

Policy:

It is the policy of the University of Michigan-Flint School of Nursing that the identity of any patient, agency, or healthcare provider/agency personnel shall not be disclosed within any course work, including verbal or written presentation, assignment, journal, or scholarly paper. Additionally, students will be held to the policy of the institution regarding any removal of printed patient information at clinical agencies. This policy is based upon the Health Portability and Accountability Act of 1996 and the contractual agreements between the university and various clinical agencies used for student clinical placement/clinical experiences.

If any assignment is submitted which breaches confidentiality, the student will be notified of the breach of confidentiality. All breaches will be reviewed to determine if a HIPAA violation has occurred. Any point/grade reduction or sanctions for the breach of confidentiality will be determined by the individual faculty member and/or the Student Affairs Committee of the program for which the student is enrolled.

The *Publication Manual of the American Psychological Association* refers to protecting the confidentiality of research participants. It does not specifically address guidelines related to student papers. Instruction to students to “use the Publication Manual” should be accompanied by specific guidelines for its use/adaptation related to non-disclosure.

Examples of Acceptable Manners of Documentation

	Citation within the paper
<u>Patients</u>	<ul style="list-style-type: none">● Patient A.● Mr. J., the first patient interviewed
<u>Agencies</u>	<ul style="list-style-type: none">● The healthcare agency under study,(Agency 2013)● The policy of the clinical site...(Clinical Agency, 2013)● A Midwest healthcare facility
<u>Healthcare Provider/Personnel</u>	<ul style="list-style-type: none">● C. W., (personal communication, April 30, 2013) as the nurse manager of the unit, related, “It is my perspective...”● Dr. Z., the patient’s primary care provider, stated “I view this disease process as...”(Dr. Z. personal communication, April 30, 2013)

APPENDIX B - Medication Policy

UNIVERSITY OF MICHIGAN-FLINT School of Nursing

UM-Flint nurse practitioner students have a strong theoretical background with graduate credits in pathophysiology and pharmacology prior to clinical rotations where medications are prescribed. They must have knowledge of individual drugs, the expected effects of those drugs, and the possible side effects and interactions with other substances, along with the current treatment for the patient's condition according to evidence-based practice guidelines.

Students are expected to progressively work towards independence in treatment and diagnostics needed for their patients in the clinical setting. They will have an assigned preceptor available at all times in the clinical setting who must have full knowledge, and who must sign for any medications and/or diagnostic testing while working with a student nurse practitioner at the University of Michigan-Flint. All prescriptions will be personally signed for by the preceptor. All medications prescribed or dispensed in the clinical setting will be with the full knowledge of the preceptor as to the name and dosage of the medication being given. All policies of that setting will be followed in regards to dispensing of medications. The student should seek the preceptor's guidance in respect to office policy for medication administration.

Nurse practitioners' prescribing authority differs among states. UM-Flint students do not have prescriptive authority.

MEDICATION ADMINISTRATION AND REPORTING POLICY

PURPOSE: To outline the process to ensure safe medication preparation and administration in the clinical setting.

PROCEDURE:

Distribution of Policy:

- Clinical faculty will review the Medication Administration and Reporting Policy with students each term.
- This policy will be provided to each preceptor with the preceptor packet.

Supervision of Policy:

1. Any violation of this policy may result in an immediate course failure and/or dismissal from the program.
2. A student's participation in medication administration is left to the discretion of the preceptor.
3. The preceptor has the responsibility for supervision of the preparation and administration of medications during the course.
4. Medication administration includes preparation, administration, and documentation of each medication. Students are required to use the **"Eight Rights"** and the **"Four Checks"** procedures in the preparation and administration of medications.
5. **Eight Rights:** Accurate administration of a medication is ensured by adhering to the **"Eight Rights"** of medication administration. These are: identify the *right patient*; select the *right medication*; give the *right dose*; give the medication at the *right time*; give the medication by the *right route*; ensure the *right documentation*; give for the *right reason*; and assess for the *right response*.
6. **Four Checks:** The **"Four Checks"** used to determine the right medication are performed 1) when the drug is removed from the patient's drawer; 2) when the drug is compared with the medication administration record (MAR) or the plan of care; 3) prior to administering, all medications must be checked by either the instructor or designee; and 4) the final check is done at the patient's bedside prior to administration of the medication. Checks may be modified based on the clinical setting. If students have any questions, they should consult with their faculty prior to any administration of medications.
7. **Two patient "identifiers"** are used to properly identify a patient prior to administration of any medication. Identifiers include: patient's name, patient's birth date, an assigned identification number (e.g., medical record number), patient's social security number, telephone number, or address. The first three listed are preferred methods for identification. These identifiers are to be compared to the MAR. If a patient is competent, confirmation should occur with the patient.
8. Medications that are not in their original containers should have an identifying information label attached with name, dose, and route. If there are any concerns, verification should be done with staff. Unlabeled medications should never be used. Medications are transported to the bedside carefully, keeping them in sight at all times.
9. Documentation of medication administration will follow the policy of the clinical facility or community partner.

Reporting of Medication Errors and Near-Miss Errors

- **ALL** medication errors, near-miss errors, or any concerns regarding medication preparation, administration, or documentation are to be recorded on the School of Nursing Performance Improvement Plan (PIP) form that is included in every clinical syllabus.
 - A near-miss error is defined as an error in medication preparation discovered by the instructor prior to administration.
 - For actual medication errors, the nurse assigned to the patient and the Charge Nurse/Nurse Manager will be informed of the event and any necessary institutional forms completed in addition to the School of Nursing PIP.
- Instructors will review the PIP with the student, which will include the student-generated corrective action plan.

- All PIPs must be reported to the lead faculty **within 24 hours of the occurrence**. Any emergency situations or actual medication administration errors would require immediate notification.
- Completed PIP reports should be submitted to the lead faculty within one week of the incident. ● PIP forms are subject to review by the GASC. Further action by the Committee will be considered on a case-by-case basis. Refer to the Student Code of Academic and Professional Conduct in the School of Nursing Graduate Nursing Student Handbook for possible sanctions.

APPENDIX C - Graduate Nursing Incomplete “I” Policy

UNIVERSITY OF MICHIGAN-FLINT School of Nursing

In extenuating circumstances an Incomplete grade can be given in a theory or practicum course if:

1. The students have completed at least 75% of the coursework by the end of the semester and are satisfactorily passing the work completed in the course.
2. The course faculty agree to stay on after the semester ends to continue monitoring and evaluating the student.
3. The student agrees that the remaining coursework will be completed within 8 weeks of the semester end. End dates are predetermined by the faculty to a maximum of 8 weeks after the registered semester ends.

Upon satisfactory completion of the coursework, within the designated time, the faculty will change the student's grade to the newly earned grade in SIS. Students who do not complete the coursework will have their grade converted in SIS to their earned grade. An Incomplete grade does not guarantee that a student will pass a course. Students cannot register for courses in subsequent semesters where the course with an I is a prerequisite. Incomplete grades cannot be given until the faculty and student sign a Performance Improvement Plan (PIP) so that there is a record to follow the student's progress. The PIP will then be sent to Marcia Campbell (Graduate Program Manager) for processing.

APPENDIX D - Course Repeat Policy

UNIVERSITY OF MICHIGAN-FLINT

School of Nursing

Scope: This policy applies to graduate students in all graduate courses. All courses are subject to the terms of this policy unless specifically exempted by the department and/or program.

Rationale:

The proposed maximum course repeat policy is designed to promote academic responsibility, encourage timely completion of courses, and ensure fair and equitable treatment of all students. By setting a clear limit on the number of attempts allowed, the policy aims to motivate students to prioritize their studies, seek assistance when needed, and make informed decisions about their academic progress.

1. **Maximum Attempts:** Students will be allowed a maximum of two attempts to complete any course.
2. **Counting Attempts:** All attempts, regardless of the outcome for transcribed courses (grade or withdrawal), will count towards the maximum limit of two attempts.
3. **Appeals Process:** Appeals will be reviewed on a case-by-case basis by the academic standards committee for the program associated with the course in question.
4. **Advising and Support:** Academic advisors will work closely with students to monitor progress, identify challenges, and explore alternative pathways to success. Students facing academic difficulties will be encouraged to seek support services and resources available on campus.
5. **Professors are encouraged to use Performance Improvement Plan (PIP)** to identify students who might be in jeopardy of failing a course. An Academic Alert should be in place for these students as well.
6. **Implementation:** The policy will be implemented starting [Date]. Students will be informed of the new policy through official university channels, including the student handbook, website, and academic advising sessions.

APPENDIX E - Clinical Release Form

UNIVERSITY OF MICHIGAN-FLINT School of Nursing

Dear Healthcare Provider:

Nurse Practitioner students attending clinical courses are asked to complete a variety of physically, emotionally, and mentally demanding work. Examples include the following:

- Transferring of patients from bed to wheelchair and back
- Lifting and carrying of adult and pediatric patients
- Standing for prolonged periods
- Walking several hundred feet without stopping to rest
- Lifting 25-40 pounds
- Calculating complex medication dosages
- Documenting care provided
- Managing stressful situations

Please indicate below the student's ability to perform these or similar duties. If pregnant, please indicate due date below.

Student's Name and Nursing Class

- is able to return and perform clinical course work **with no restrictions** on the following date:

- is able to perform clinical course work **with restrictions**. List restrictions:

- is unable to perform clinical course work for an indefinite period.

Provider – PLEASE PRINT Phone _____ Healthcare

Provider Signature Date _____ Healthcare

NOTE TO STUDENTS:

This form is used, in part, by the School of Nursing to determine eligibility to perform clinical course work. Your safety and that of your patients will be a primary consideration along with particular requirements of the course. Please give this form to your personal healthcare provider and have him or her return it directly to:

Marcia Campbell, Graduate Nursing Program Manager
University of Michigan-Flint School of Nursing
509 N. Harrison Street; 2180 William S. White Bldg; Flint, MI 48502-1950
TEL: 810-762-3420; FAX: 810-766-6853

UNIVERSITY OF MICHIGAN-FLINT
School of Nursing

Policy & Procedure: Performance Improvement Plan

Purpose:

1. Increase student awareness of expected academic behaviors, professional behaviors, and safe nursing practice.
2. Identify concerns or trends in student behaviors for the purpose of quality improvement.
3. Document and identify students who need an incomplete grade for a course (following the incomplete policy).

Policy: The Performance Improvement Plan (PIP) form is to be initiated in all situations involving a student that are out of the ordinary. This includes behavior related to issues of academics, ethical conduct, professional conduct, medication near misses or errors, safety concerns, and others. Examples include repeated tardiness, repeated late assignments, disrespectful behavior, confidentiality issues, personal appearance, patient care, and safety issues, accountability, plagiarism, cheating, etc. **All situations** related to student and professional conduct are documented on the Performance Improvement Plan.

Performance Improvement Plans are subject to review by the Graduate Nursing Academic Standards Committee. Further action by the Academic Standards Committee will be considered on a case-by-case basis. Refer to the Code of Academic and Professional Conduct as contained in the UM-Flint Graduate Student Handbook for possible sanctions. An electronic copy of the Student Handbooks may be accessed at <https://www.umflint.edu/nursing>.

Procedure:

1. Forms are initiated by the instructor/administrator who completes the top half of the PIP form. The PIP is shared with the student. The seriousness and implications of the situation/problem are discussed. The student provides a plan for improvement with faculty input as appropriate. Faculty/administrator and student sign the form. A student's signature indicates that the student has read and reviewed this form with the faculty member/administrator. All interaction should be in written form. All telephone conversations should be documented in the faculty description section of the PIP.
2. Faculty initiating PIP forms related to a situation in a clinic, lab, or practicum course will notify the lead faculty within 24 hours.
3. Academic Alerts are not PIPs, faculty should be addressing student issues for improvement with individual PIPs with due process.
4. Performance Improvement Plans will be reviewed by the Graduate Academic Standards Committee.
 - a. Patterns, frequency, and/or severity of incidents will be reviewed from previous PIPs, and corrective actions will be initiated as determined by the Committee.
 - b. The Graduate Nursing ASC will determine if the review is a program issue and/or specific to a student issue
5. If the review is found to be a School of Nursing program issue, the matter will be referred directly to the School of Nursing Administrative Advisory Committee (SON Executive Committee). (Skip steps 8-10 below.)
6. If the review is determined to be a student issue such as a potential violation of the Student Code of Academic and Professional Conduct, as outlined in the Graduate Student Handbook, an immediate hearing (2-3 weeks) to address the violation will be called to address the violation.

7. The student and relevant faculty will have the right to be present at the Hearing and to provide input to the Graduate Nursing ASC.
8. The Graduate Nursing ASC will follow the Hearing process as contained in the appropriate Nursing Student Handbook.
9. The Graduate Nursing ASC will render a final decision which may include sanctions for violations of the Code of Academic and Professional Conduct, may include one or more of these- including dismissal:
 - a. Oral or written disciplinary warning or reprimand, which may include a Performance Improvement Plan. Written warnings or reprimands may be placed in the student's file.
 - b. Requiring counseling or other actions as a condition of continuation in or return to a program, course of study, or enrollment.
 - c. Requiring a Nursing Dependent/Independent Study course as a requirement of graduation. Any costs or fees incurred are the student's responsibility.
 - d. Assigning a grade record of no report, Incomplete, lower, or failing grade.
 - e. Requiring that a course or clinical experience be repeated.
 - f. Noting misconduct on a student's transcript.
 - g. Suspension for a specified period or an unspecified period, or with stipulated conditions for readmission to the nursing program.
 - h. Depending on the infraction the School of Nursing may recommend permanent expulsion from the nursing program.
 - i. Depending on the infraction the School of Nursing may recommend withholding or rescinding a Master of Science in Nursing, Post-Graduate Certificate, or Doctor of Nursing Practice degree.
10. The student has the right to appeal a decision from the Graduate Academic Standards Committee to the School of Nursing (SON) Executive Committee under specific circumstances. The student should refer to the Graduate Nursing Student Handbook to see the process for student appeals. It is important to note that a student's disappointment or disagreement with the decision of the Graduate Academic Standards Committee does not constitute grounds for an appeal.
11. Students need to ensure that the appeal includes any new relevant information or evidence to support the case in question.

APPENDIX F - Performance Improvement Plan

Program: _____

UNIVERSITY OF MICHIGAN-FLINT SCHOOL OF NURSING

PERFORMANCE IMPROVEMENT PLAN

Student Name: _____ UMID: _____ Course: _____

____ Needs to go to ASC for review and/or decision letter

Check one:

____ Master of Science in Nursing ____ Post-Graduate Certificate ____ Doctor of Nursing Practice

Please identify underlying issue:

____ **SI** = Student Issue

____ **PI** = Program Issues

____ **IG** = Incomplete Grade

Category code* (check all that apply):

____ **E** = Ethical Issues

____ **MNM** = Medication Near Miss

____ **S** = Safety

____ **P** = Professional Conduct

____ **MAE** = Medication Administration Error

____ **O** = Other

____ **AI** = Academic Integrity

____ **CF** = Course Failure

List lead faculty:

*Notify lead faculty within 24 hours: list lead faculty and date approved-

Faculty completing the PIP

Date:	Faculty/Administrator:
Description:	
Contributing Factors:	
Potential Consequences: can include but not limited to multiple options: dismissal from program, dismissal from university, remediation, failure of the course, repeat the course, repeat clinical hours, incomplete grade	

Student Section – Resolution Plan: (if incomplete grade-list date that the course will be finished by)

Student Signature: _____ Date: _____

Faculty/Administrator Signature: _____ Date: _____

The presence of a student signature indicates that the student has read and reviewed this form with the faculty member/administrator. Performance Improvement Plans are subject to review by the Graduate Academic Standard Committee. Further action by the Graduate Academic Standards Committee will be considered on a case-by-case basis. Refer to the *Code of Academic and Professional Conduct* as contained in the UM-Flint Graduate Student Handbook for possible sanctions. An electronic copy of the Student Handbooks may be accessed at <https://www.umflint.edu/nursing>.

Copies to: Student's e-file, Instructor, Lead Faculty, Performance Improvement Plan Review File

Form approved and updated by Nursing Faculty Committee: 5/12/04; 3/7/07; 2/6/08; 9/3/09 revisions: 1/23/10 and 3/19/10; 11/30/16, 9/6/17, 10/4/2021, 5/15/2024