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Congratulations and welcome to the Master of Nursing (MN) program at the University of Wisconsin-Milwaukee College of Nursing. For many of you, beginning this program represents a major change in your life and/or career. We are especially pleased that you chose to pursue your graduate education with us.

You will be prepared to promote safe, high quality health care in a variety of settings, within the role of Clinical Nurse Leader. Your courses will provide you with opportunities to develop skills in collaboration, critical thinking, cultural competence, independent and interdependent leadership, research utilization, education, and clinical practice. You also will become knowledgeable about ethical, legal, and public policy issues that impact health care. Upon completion of the program, you will be ready to function independently and collaboratively at the microsystems level to provide care for individuals, families, and populations.

We anticipate that your graduate student experience will be transformative and include opportunities for both personal and professional growth. Faculty members value your previous educational and professional experiences. We are committed to facilitating your success. Nursing, and all of healthcare, depends on teamwork and great communication skills. Your nursing program is a great time to start to develop a strong nursing network. Get to know your academic advisor and your course faculty. They have a wealth of knowledge and experience to exchange with you.

Also take time to get to know your classmates. They are traveling this educational road with you and can provide support, encouragement, and friendship from a shared perspective. Furthermore, please know, as Program Director, I am committed to your success. I have an open-door policy so please feel free to stop in and talk to me about questions, concerns, for support, or just a friendly chat.

This handbook has been designed to orient you to important information about your graduate student experience. Take time to read through the handbook and become familiar with it. Feel free to ask me or your advisor should you have questions. This handbook has copies of required forms that you will complete at various points during your program, along with procedures and policies to which you may need to refer.

We know that your time with us will be exciting and full of excellent learning and experiences. Please feel free to contact me should you have any questions.

Paula Lucey, PhD, RN, CNL
Clinical Assistant Professor
MN Program Director
Consistent with and evolving from the core values the following principles about human beings, environment, health, nursing, learning, and teaching guide the educational programs of the University of Wisconsin-Milwaukee College of Nursing (UWM-Milwaukee, CON).

Professional nurses are educated at a variety of curricular levels for generation, application, and evaluation of knowledge. The teaching-learning process is interactive. Learning requires active student participation and is enhanced when the instructional environment is respectful and supports personal worth, dignity and self-identity in the teacher and the student and encourages each person to grow and discover meaning.

Each human is a unique, dynamic, integral being. Human beings exist within physical and social environments. These environments are shaped by dynamic events in socio-cultural, natural, local and global political milieus. Actions of individuals and groups also shape these environments that provide the context within which health and nursing systems operate. Nursing is committed to social justice, challenges existing paradigms when appropriate and creates innovative solutions for health care problems.

Nursing is a socially derived profession whose members assist person, families, groups and the larger society to pursue the goal of optimum health. Health is a dynamic state influenced by the constant interaction of internal and external factors. Health status is reflective of the well-being of individuals and aggregates within environments and encompasses wellness, risks, problems, and needs that may be or have the potential to be present.

Through the use of the nursing process, dynamic interactions between the nurse and the client facilitate the promotion, maintenance, or restoration of health. The knowledge base of nursing must be continually developed and evaluated in response to changing environmental health needs. Nursing care is guided by professional standards and requires personal and professional integrity.

Nursing, as a human interaction, is most effective when nurses reflect the population that it serves. The CON seeks to admit and educate a diverse student body in order to enrich the students’ educational experience and to prepare them to meet the health needs of a diverse society. Therefore, a holistic review of applicants to the CON includes an evaluation of academic achievement, work and leadership experiences, personal and professional accomplishments, skills, abilities and personal qualities. Consideration of these factors as well as a wide range of economic, social, racial/ethnic and geographic backgrounds will enhance diversity within the CON and the nursing profession.
Vision, Mission, Core Values and Guiding Principles

Vision Statement
As an innovative, academic, nursing community, the University of Wisconsin-Milwaukee College of Nursing faculty, staff, students, and alumni are renowned leaders in creating bold and effective solutions for advancing local, national and global health.

Core Values
Accountability
Collaboration
Creativity
Diversity
Excellence
Integrity
Human Dignity
Social Justice

We, the University of Wisconsin-Milwaukee College of Nursing community, embrace and demonstrate these core values in our learning, teaching, research, practice, and service.

Guiding Principles
As a diverse Community of Scholars that values passionate, academic discourse and debate in a climate of civility, we live our core values and create opportunities to embrace, welcome, respect, and strive to understand the perspectives of others – colleagues, students, patients/clients, and community partners. As a CON community, we:

• live our core values;
• exhibit respectful, transparent and clear communication;
• expect and embrace shared accountability;
• appreciate and foster innovation; and
• seek collaboration in teaching, research, practice and service.

Mission Statement
The University of Wisconsin-Milwaukee College of Nursing is a premier, urban, academic, collegial, nursing community that acts collaboratively with partners to:

• Prepare a diverse population of students to become science based, compassionate, nurse leaders through innovative, quality, educational programs for all settings and levels of practice;
• Conduct research and scholarship that advance science in nursing and health;
• Address emerging health needs through evidence based practice and consultation; and
• Develop leaders who transform health care delivery and health policy.
University of Wisconsin–Milwaukee College of Nursing
Organizational Chart for 2018-2019

Student Affairs

Robin Jens - Assistant Dean of Student Services

Student Affairs Support Staff

Michael Walk - Office Manager
(Admin. Specialist)
Lynn Helmke - Receptionist/Admin.
Support (University Services Assoc. II)
Matthew Halloran - Recruitment Coordinator (Advisor)

Advisors

Bridget Brown (Admin. Prog. Specialist - MSP)
Ebony Cobb (Advisor - MATC/WCTC)
Jennifer Dacod (Sr. Advisor)
Sylvia Forbes (Outreach Prog. Manager I)
Deatra Holloway (Sr. Advisor)
Katie Wedge (Advisor - UWP)
Donna Wiler (Sr. Advisor)

Academic Enrichment Center (AEC)

Carrie vonBohnen - AEC Coordinator
(Sr. Advisor)
University of Wisconsin–Milwaukee College of Nursing
Organizational Chart for 2018-2019

Nursing Programs

Undergraduate Programs
- Kay Jansen - UG Program Director
- Lisa Mihlbauer - Director of RN-BSN Completion Programs

Undergraduate Program Support
- Amy Amherdt (Sr. Admin. Specialist)

Undergraduate Curriculum Coordinators
- Rochelle Nelson - Foundations
- Nicole Simonson - Integration I
- Teresa DuChateau - Integration II
- Mandy Sheriff - Synthesis

Graduate Programs
- Paula Lucey - MN Program Director
- Timothy Ehlinger - MSP Program Director
- Julie Darmody - DNP Program Director
- Julia Snethen - PhD Program Director

Graduate Program Support
- Sue Wolff (Admin. Prog. Specialist) - Support for MN, DNP & PhD Program Directors
- Bridget Brown (Admin. Prog. Specialist) - Program Coordinator for MSP Program
I. Conceptual Framework
The conceptual framework of the undergraduate curriculum in nursing guides the curriculum for the pre-licensure component of the program and the conceptual framework of the Master of Nursing program guides the graduate component of the program. Graduates of the MN program at UWM will be eligible to apply for certification as a Clinical Nurse Leader (CNL). For more information, go to http://www.aacn.nche.edu/cnl/index.htm. The program educates clinical nurse leaders who function independently and collaboratively at the microsystems level to provide care for individuals, families, and populations within the context of population-based health.

II. Statement of Objectives of the Pre-Licensure Curriculum in Nursing
The graduate of the UWM College of Nursing is prepared to practice as a beginning generalist in a variety of settings. In addition, the graduate will possess knowledge and skills that qualify her or him to pursue life-long learning and advanced study.

Upon completion of this program, the graduate will:

- Apply the nursing process in the delivery of nursing care, utilizing appropriate standards of care, to individuals, families, groups and communities throughout the life span.
- Establish independent and interdependent clinical leadership roles and develop collaborative roles to negotiate with and advocate for the care of individuals, families and groups.
- Provide culturally competent nursing care in a variety of settings to diverse populations throughout health and illness.
- Participate in improving professional nursing and influencing health care delivery and health policy through research utilization, education and practice.
- Examine the implications of ethical, legal and public policy issues that influence health care.

III. Objectives
Upon completion of the program, the graduate will:

1. Design, coordinate and evaluate patient-centered nursing care for individuals, families, communities, and populations at the point of care.
2. Synthesize and apply nursing knowledge, processes and practices to influence health outcomes related to health promotion, disease prevention and illness and disease management at the point of care.
3. Incorporate nursing science and knowledge from diverse disciplines in the design, implementation and evaluation of evidenced based client care.
4. Use health information systems, technology, and quality improvement processes to analyze and evaluate clinical and cost outcomes to improve safety and effectiveness of care.
5. Function as a leader and clinical partner with health care consumers and members of the interdisciplinary health care team.
6. Develop personal and professional competencies to assume evolving advanced nurse generalist roles.
Admission Requirements

The admission requirements of the Master of Nursing program are consistent with those requirements specified by the Graduate School of the University of Wisconsin-Milwaukee. There are three entry options for the Master of Nursing Program:

- **Traditional option** for individuals with a bachelor's degree in nursing and a current Registered Nurse license
- **Direct Entry option** for individuals with a degree in a field other than nursing and are not licensed as a Registered Nurse. This option includes an additional 5 semester (18 months) curriculum at the beginning of the program that leads to eligibility to sit for the NCLEX-RN examination.
- **RN-MN** for Associate Degree prepared RN’s who want the MN.

Admission to the program via Direct Entry or RN-MN is in the fall of each year; traditional students can begin either fall or spring semesters. Students must also meet the following requirements for the College of Nursing:

**Traditional Option**

1. A bachelor's degree in Nursing from a professionally accredited program, with a minimum undergraduate grade point average of at least 2.75 (4.0 scale).
2. Completion with a grade of B or higher of an upper-level undergraduate course in statistics within the five years immediately preceding admission.
3. Current registration as a professional nurse in the State of Wisconsin.
4. Completion of the Graduate Record Examination (GRE) within the last five years. The GRE requirement is waived for applicants whose prior education includes completion of a master’s degree OR a cumulative undergraduate GPA of 3.2 or higher as calculated by the UWM Graduate School.
5. Three (3) letters of recommendation for graduate study in nursing, two (2) of which are from persons most knowledgeable about the applicant's recent academic and work experiences. Personal interview with a faculty member may be requested.
6. Completion of an autobiographical sketch

**Direct Entry Option**

1. A bachelor’s degree, with a minimum undergraduate grade point average of at least 3.00 (4.0 scale). Applicants with an undergraduate grade point average below a 3.00 but above a 2.75 may be considered for admission if, by the application deadline, the student either:
   a. Has an advanced degree with a grade point average above 3.00, OR
   b. Has completed a minimum of 24 credits post-baccalaureate with a grade point average above 3.00. At least one required science course must be included in the post-baccalaureate work.
2. Completion, with a grade of B or higher, and within the five years immediately preceding admission, of course work in the following areas:
• upper-level undergraduate course in statistics
• anatomy and physiology
• growth and development
• microbiology
• biochemistry
• nutrition

3. Completion of the Graduate Record Examination (GRE) within the last five years. The GRE requirement is waived for applicants whose prior education includes completion of a master’s degree OR a cumulative undergraduate GPA of 3.2 or higher as calculated by the UWM Graduate School.

4. Three (3) letters of recommendation for graduate study in nursing, two (2) of which are from persons most knowledgeable about the applicant’s recent academic and work experience. A personal interview with a faculty member may be requested.

5. Completion of an autobiographical sketch.

MN Programs

RN-MN
1. In addition to the requirements for the Traditional Option, RN-MN students must have a cumulative GPA on previous course work of 3.0 with a minimum grade of B- in all nursing courses.

2. Students complete the regular application process for the MN in the last semester of coursework in which they will complete the pre-requisite and bridge coursework.

Pre-licensure Curriculum Courses: 44 Credits
NURS 653 Foundations of Pathophysiology for Nursing Practice, 4 cr.
NURS 654 Health Assessment and Promotion, 3 cr.
NURS 657 Pharmacotherapeutics for Nursing Practice, 3 cr.
NURS 670 Nursing Care of Adults & Older Adults I, 3 cr.
NURS 671 Nursing Care of Adults & Older Adults II, 3 cr.
NURS 672 Nursing Care of Women and Infants, 2 cr.
NURS 673 Nursing Care of Children & Families, 2 cr.
NURS 674 Mental Health Nursing Care Across the Lifespan, 2 cr
NURS 681 Professional Roles in Healthcare Systems, 3 cr.
NURS 680 Nursing and Society, 4 cr.*
NURS 685 Clinical Reasoning, 5 cr.*
NURS 686 Professional Nursing Practicum I, 3 cr.*
NURS 688 Professional Nursing Practicum II, 4 cr.*
NURS 717 Community Health and Community Health Nursing, 3 cr.
Post-licensure Curriculum Courses: 42 Credits

Master’s Graduate Nursing Core: 21 credits
NURS 712 Health Promotion Perspectives, 3 cr.
NURS 720 Biostatistics and Applications for Nursing Practice, 3 cr. †
NURS 725 Evidence Based Practice in Healthcare I, 3 cr. †
NURS 727 Epidemiology, 3 cr. †
NURS 750 Outcomes and Quality Management, 3 cr. †
NURS 773 Information Systems for Clinical Decision Making, 3 cr. †
NURS 803 Health Policy, 3 cr. †

Direct Care Core: 9 credits
NURS 707 Advanced Pharmacology: Application to Advanced Nursing Practice, 3 cr. †
NURS 753 Physiological basis of Advanced Nursing Practice, 3 cr. †
NURS 754 Comprehensive Assessment of Health: Implications for Clinical Decision-Making, 3 cr. †

CNL Role Competencies & Clinical Expectations: 12 credits
NURS 709 Leading and Managing in systems of Care, 3 cr.
NURS 723 Evidence-Based Care Management, 3 cr.
NURS 734 Care Management Practicum, 3 cr.*
NURS 789 MN residency, 3 cr.*

*Connotes clinical course or clinical component

MN-DNP Transition
Students who choose to transition into the DNP Program must complete a declaration of intent by November 1 of the second year of the MN program. The form is included in this handbook on page 19. Twenty-seven credits of the MN program also are part of the DNP Program and you will receive credit for them. These courses are identified with a † in the list above. Students who may be interested in the DNP program should contact Jennifer Daoood, daoood@uwm.edu
## Master of Nursing (MN) Plan of Study: DIRECT ENTRY Fall Start

* Indicates clinical course or clinical component to a course

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<td>Nursing Care of Adults and Older Adults I * 3</td>
<td>NURS 671</td>
<td>Nursing Care of Adults and Older Adult II 3</td>
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<td>Health Assessment/ Promotion 3</td>
<td>NURS 657</td>
<td>Pharmacotherapeutics for Nursing Practice 3</td>
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<td>Nursing Care of Children 2</td>
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<td>Advanced Pharmacology: Application to Advanced Nursing Practice 3</td>
<td>NURS 789</td>
<td>MN Residency *3 300 clock hours of clinical practicum</td>
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<td>NURS 734</td>
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### MN Plan of Study: Post – BS in Nursing Fall Start

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### MN Plan of Study: Post – BS in Nursing Fall Start Part-time

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Plans of Study

Required Courses for Direct Entry MN Option

Pre-Licensure – 44 credits

**NURS 653** – Foundations of Pathophysiology for Nursing Practice, 4 credits, graduate level
Mechanisms, manifestations, diagnosis and treatment of disease states for selected body systems as a foundation for nursing management of selected conditions.

**NURS 654** – Health Assessment and Promotion, 3 credits graduate level
The course is designed to help students apply concepts and skills to comprehensively assess the health status of individuals using functional health patterns as a framework.

**NURS 657** – Pharmacotherapeutics for Nursing Practice, 3 credits graduate level
Information is presented about pharmacologic and pharmacotherapeutic concepts in the management of patients with complex conditions and illnesses across the continuum of care.

**NURS 670** – Nursing Care of Adults and Older Adults I, 3 credits, graduate level
Nursing science related to health promotion, prevention, and illness management for adults and older adults within families, communities and populations.

**NURS 671** – Nursing Care of Adults and Older Adults II, 3 credits graduate level
Nursing science related to health promotion, prevention and illness management for adults and older adults within families, communities and populations.

**NURS 672** – Nursing Care of Women and Infants, 2 credits graduate level
Nursing science related to care of women, infants, and families in institutional and community care settings.

**NURS 673** – Nursing Care of Children and Families, 2 credits, graduate level
Nursing science related to care of children, and families in acute, institutional, and community care settings.

**NURS 674** – Mental Health Nursing, 2 credits, graduate level
Nursing science, principles and processes for the promotion of mental health and the prevention and management of mental illness across the lifespan for individuals within families, communities and populations.

**NURS 680** – Nursing and Society, 4 credits, graduate level
Introduction to the nursing profession, its multifaceted role in society and the abilities needed for professional nursing practice.

**NURS 681** – Professional Roles in Health Care Systems, 3 credits, graduate level
Exploration and analysis of nursing leadership, care management, models of care, fiscal and human resource allocation and management concepts in clinical practice.

**NURS 685** - Clinical Reasoning, 5 credits, graduate level  
Development and refinement of, and practice with, the clinical reasoning skills required for professional nursing practice.

**NURS 686** – Professional Nursing Practicum I – 3 credits, graduate level  
Intensive practicum experience providing nursing care to members of diverse populations across the health care continuum.

**NURS 688** – Professional Nursing Practice II, 5 credits, graduate level  
Intensive practicum experience providing nursing care to individuals, families and groups within diverse populations across the health care continuum.

**NURS 717** – Community and Health Promotion, 3 credits graduate level  
Nursing science related to the health promotion of individuals aggregates, and on special populations in the community; roles of community health nurses.

**Post-Licensure and BSN-MN– 42 credits (9 credits taken pre-licensure; NURS 720, 725, and 727)**

**NURS 707** – Advanced Pharmacology: Application to Advanced Nursing Practice, 3 credits  
Advanced knowledge related to use of pharmacotherapeutics in management of common health problems, nursing prescriptive authority, and development and use of clinical practice guidelines.

**NURS 709** – Leading and Managing in Systems of Care, 3 credits, graduate level  
Evaluation of emerging nursing leadership and management concepts, theories, and research within diverse healthcare systems.

**NURS 712*** – Health Promotion Perspectives, 3 credits, graduate level  
Students will examine nursing and inter-professional concepts for health promotion including planning, delivery and evaluation of health promotion strategies at the point of care in diverse settings.

**NURS 720*** - Biostatistics 3 credits, graduate level  
Provides an overview of some of the statistical procedures most commonly used in medical research

**NURS 723** – Evidence-Based Care Management 3 credits, graduate level  
Students will analyze evidence-based interventions and design a program to address a priority issue in population health and health care delivery.
**NURS 725** – Evidence-Based Practice in Health Care I, 3 credits graduate level
Introduction to evidence-based practice and research methods. Emphasis is on retrieval of information, critique and application in diverse health care practice settings.

**NURS 727** – Epidemiology, 3 credits graduate level
Study of the distribution and determinants of health and disease in populations including related methods and applications.

**NURS 734** – Care Management Practicum, 3 credits, graduate level
This clinical practicum will focus on providing evidence-based nursing care to a cohort of patients and families within a specific clinical setting.

**NURS 750** – Outcomes and Quality Management, 3 credits
Examination, development and utilization of frameworks and tools for implementation and evaluation of health care program outcomes and quality management for groups of patients.

**NURS 753** – Physiologic Basis of Advanced Nursing Practice, 3 credits
Human physiologic responses to actual and potential health problems, methods of measurement, developmental and environmental influences, and implications for advance nursing practice.

**NURS 754** – Comprehensive Assessment of Health: Implications for Clinical Decision-Making, 3 credits, graduate level
Comprehensive assessment of health in individuals and aggregates including measurement of health status, appraisal of needs, analysis of environmental contexts, and development of diagnostic strategies

**NURS 773** – Information Systems for Clinical Decision Making, 3 credits
Basic concepts of nursing informatics are examined with emphasis on application to clinical practice to improve the quality of care.

**NURS 789** – MN Residency, 3 credits, graduate level
This is an intensive clinical immersion experience during which students implement the role of the Advanced Generalist Nurse.

**NURS 803** – Health Policy, 3 credits
Explores the roles and accountability of health care providers and scientists in responding to the health and social needs of the public and shaping of public policy.

Courses marked * are the bridge courses for the RN-MN option.
Guidelines for 797 Independent Study for Master’s Students

I. Overview:
Independent Study in Nursing for Master’s Students is an opportunity to pursue a topic or project with the guidance of a College of Nursing graduate faculty member. The student enrolled in an Independent Study is expected to assume primary responsibility for learning. The faculty member’s role is to challenge and guide the student in intellectual efforts.

II. Procedure:
A. Prior to registration, mutual agreement is necessary between the student and the faculty member in terms of the topic, objectives, and evaluation for the Independent Study. The course plan must be appropriate for the content and credit (1-6 cr.).
   1. Pursuant to Graduate Programs Committee action of September 20, 1977, it is determined that contact hour allocation per credit in graduate courses be on the basis of 1 contact hour per credit in lecture; 1 contact hour per credit in seminar; and 3 contact hours per credit in practicum.
   2. The student is expected to:
      a. Identify the title of study
      b. State the objectives
      c. Outline the plan for action and evaluation
      d. Obtain the Application for Independent Study and obtain the faculty member’s signature on the Faculty Member Agreement form and forward both original forms to the Director of the Master’s Program.
   3. Any clinical component must be cleared through the agency with the faculty member responsible for informing the Associate Dean for Academic Affairs to assure contractual and insurance coverage.
   4. Credit earned in Independent Study applies to elective credit.

B. Student Responsibilities
   1. The student is responsible for scheduling regular conferences with faculty.
   2. All work is expected to be completed within the semester. Independent Study that requires more than one semester to complete must be divided into two or more semesters. In such cases, a separate grade will be awarded for each semester’s work.
   3. Creative dissemination of completed work is encouraged such as presentation, publication, and colloquium.
   4. The student completes a faculty evaluation form according to UWM College of Nursing departmental policy and procedures.

C. Faculty Responsibilities
   1. The faculty approves the student’s objectives, topic area, and evaluation plan.
   2. The faculty assures quality learning experiences through the provision of
      a. Individual conference time
      b. Challenging questions, comments and feedback
      c. Promoting critical thinking
   3. The faculty prepares an Independent Study Evaluation Summary of the student’s experiences and submits the grade in accord with UWM policy and procedures, to the Student Affairs Office for placement in student’s file.

Approved by the Graduate Programs Committee 12/16/85; Docs\gp12-20.85
Application for Independent Study

Name ___________________________ Student # __________________

# of credits assigned to study _______ Course # Nurs ____/____

Semester/Year ________

Graduate Students:  Masters of Nursing □

Faculty Member Selected ____________________________________________

Did s/he agree to work with you?  Yes □  No □

TITLE of Independent Study _________________________________________

____________________________________________________________________

OBJECTIVES:

PLAN FOR MEETING THE OBJECTIVES (brief explanation):

____________________________________________________________________

EVALUATION PLAN (brief explanation):

____________________________________________________________________

Please discuss your plans for Independent Study with the faculty member you selected. When you and the faculty member have reached agreement and this form is complete, return with the Faculty Member Agreement form, to the Director of the Graduate Program. The original will be placed in your file.

____________________________________________________________________

To be completed by the Director of the Graduate Program:

Signature: ____________________________ Date: ____________________
Faculty Member Agreement Form

For Independent Study in Nursing / / Semester/Year
(6-digit course#) (instructor code #)

I have discussed the proposed independent study with ___________________________ student name

and am willing to supervise this student’s work. We shall arrange for regular conferences and will submit an evaluation of this learning experience at the end of the semester.

__________________________________________
Faculty Signature

__________________________________________
Date

Please forward this form with the Application for Independent Study to the Director of the Master’s Program. The original will be placed in the student’s file in the Student Affairs Office.

__________________________
To be completed by the Director of the Graduate Program:

Signature: ____________________________ Date: __________________

Graduate Program Director

Make a copy for yourself, instructor, and forward original to Director of the Graduate Program for final signature.
Independent Study Evaluation Summary

Directions: To be completed upon completion of the Independent Study course as stated below. Supervising professor should complete the form below to evaluate student’s performance. A copy of this completed form should then be sent to the Student Affairs Office for the student’s file.

Student Name __________________________ Faculty Name __________________________

Semester/Year: __________________________ Number of Credits __________________

Evaluation/Summary of Independent Study (to be completed by the faculty member):

__________________________________________

To be completed by the faculty member:

Grade Earned __________

Professor Signature ________________________ Date ________________

Make a copy for yourself, and forward original to the Student Affairs Office, room 135.
The residency project is an integrative, comprehensive scholarly project that demonstrates the student’s achievement of program outcomes and is an integral part of the residency experience. The project targets a group, population, or community rather than an individual patient, with a microsystem perspective at the point of care. The topic selected is unique to the student or selected in consultation with a clinical agency based on microsystem assessment. A student will undertake the project in collaboration with a faculty Residency Advisor. The project may serve as a backdrop for the student to complete the suggested Clinical Nurse Leader experiences.

Students will present their residency projects in a colloquium format to which other graduate students, faculty, preceptors, and other interested parties will be invited. Students will be required to develop professional posters, digital presentations, or other means of displaying their capstone projects. Peer and self-evaluation will be incorporated for purposes of continuous quality improvement.
Students must earn a grade of B- in all required nursing courses as the minimum acceptable level of performance for progression in a graduate level program or certificate. Any student receiving a grade below the minimum acceptable level will be reviewed by the College of Nursing Graduate Admissions and Progressions Subcommittee for a recommendation about continued progress in the program. RN license is required for progression into summer session year 2 (prior to summer courses: 723 Evidence-Based Care Management, 750 Outcomes and Quality Management, Fall courses: 709 Leading and Managing in Systems of Care, 734 Care Management Practicum, 773 Information Systems for Clinical Decision Making, 707 Advanced Pharmacology, and Spring courses: 789 MN Residency, and 803 Health Policy).

Once a student in the College of Nursing Master of Nursing Program is enrolled in the sequence of clinical practicum courses it is expected that she/he will complete these courses in consecutive semesters. If a student steps out of the sequence of clinical courses and is absent for two or more semesters (excluding summer or UWinteriM sessions), she/he must reapply to re-enter the College of Nursing. The College of Nursing has the following minimum requirements for a re-entering student:

- Cumulative graduate GPA of 3.0
- Grade of B- or better in all courses
- Approval of the College of Nursing Associate Dean for Academic Programs with recommendation from the Admissions and Progression Subcommittee of the College of Nursing Graduate Programs Committee

These requirements are in addition to UWM Graduate School Academic Rules and Procedures: Re-entering the Graduate School.

Students should be in a variety of clinical placements in the pre-licensure part of the program. Therefore, students will not be permitted to be in the same clinical site with the same professor for more than 1 semester, without the program director’s approval.

Approved by GPC 12/1/00
Revised by GPC 10/5/01
Revised by GPC 2/1/02
Affirmed by GPC 2/2/07
Revised by GPC 2/03/17
The grading scale for all undergraduate/graduate courses will be:

<table>
<thead>
<tr>
<th>95 - 100 % = A</th>
<th>85 - 86 % = B-</th>
<th>75 - 76 % = D+</th>
</tr>
</thead>
<tbody>
<tr>
<td>93 - 94 % = A-</td>
<td>83 - 84 % = C+</td>
<td>72 - 74 % = D</td>
</tr>
<tr>
<td>91 - 92 % = B+</td>
<td>79 - 82 % = C</td>
<td>70 - 71 % = D-</td>
</tr>
<tr>
<td>87 - 90 % = B</td>
<td>77 - 78 % = C-</td>
<td>&lt;70 % = F</td>
</tr>
</tbody>
</table>

Approved by UPC, 11/12/99
Approved by GPC, 12/10/99
Affirmed by GPC, 5/4/07
Affirmed by UPC, 5/4/07
Revised by UPC/GPC 5/6/11
Retained & Reaffirmed by GPC 5-5-17

GPC #12-10-99A
UPC # 11-12-99A
Course Progression:
Students are expected to complete courses in the sequence shown in the MN curriculum. The Student Affairs Advisor and the Associate Dean for Academic Affairs must approve any changes in course sequencing. RN licensure is required to progress into summer session, year 2.

Dropping Courses:
Students should refer to a current class schedule for information concerning existing UWM drop policy guidelines and any exceptions for individual courses.

Following admission to the MN program a student who wishes to drop from a required or elective clinical nursing course or to withdraw must discuss the matter with the instructor, Student Affairs Advisor, Program Director, and the Associate Dean for Academic Affairs. Written approval to drop must be secured from the instructor and the Associate Dean irrespective of the week of the semester. Any such interruption in the sequence of courses following acceptance into the major requires readmission to the clinical major. Information about applying for readmission is available in the College of Nursing’s Student Affairs Office. Dropping a course will have significant impact on progression in and graduation from the MN program as courses are offered once per year.

Grievance Procedure:
The College of Nursing has a formal written grievance procedure, available in the College of Nursing’s Student Affairs Office. A grievance is defined as any situation affecting the status of a student in which the student believes his/her rights have been compromised or denied because of an erroneous or arbitrary interpretation or application of rules. Student grievances are reviewed by the College of Nursing’s graduate Program Committee, which recommends the disposition of the grievance to the Associate Dean for Academic Affairs.

Part-time Study:
Once admitted to the MN program students are expected to complete the pre-licensure nursing courses as shown in this handbook. Approval for any change of plan of study or course sequence must be obtained from the Student Affairs Advisor and may also require the approval of the Program Coordinator and Graduate Programs Director. The pre-licensure curriculum must be completed on a full-time basis. A part-time plan of study may be considered after the second fall semester of the program. Students will meet with the Student Affairs Advisor in the Summer of the pre-licensure year to create their post-licensure plan of study and at this time will indicate their request for part-time study beginning with the following Spring term.

GPC #05-05-17
Participation by Students with Disabilities. If you need special accommodations in order to meet any of the requirements of a course, please contact your instructor as soon as possible.

Accommodation for Religious Observances. Students will be allowed to complete examinations or other requirements that are missed because of a religious observance. (UWM Faculty Document #1853)

Academic Misconduct. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors. (UWM Faculty Document #1686).

Complaint Procedure. Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaining occurred or to the appropriate university office responsible for enforcing the policy.

Grade Appeal Procedure. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from the respective department chairperson or the Academic Dean of the School. (UWM Faculty Document #1234).

Incomplete. A notation of “Incomplete” may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester, but who, because of illness or other unusual and substantiated cause beyond the student’s control, has been unable to take or complete the final examination or to complete some limited amount of term work. An incomplete is not given unless you prove to the instructor that you were prevented from completing course requirements for just cause as indicated above. (UWM Faculty Document #1558 & #1602)

Discriminatory Conduct Policy. The University will not tolerate discriminatory conduct as defined: 1) intentional conduct, either verbal or physical by a member of the faculty, staff or student body, which 2) occurs on property under the jurisdiction of the Regents or under circumstances where an affiliation with UWM is significant in the occurrence; and 3) is predicated on considerations of any of the following: race, color, national origin, creed, ancestry, sex, sexual orientation, age, religion, disability, or other status protected under the law; and 4) which has the purpose and effect of adversely affecting any aspect or condition of an individual’s education, employment, housing, or participation in a university activity. (UWM
Faculty document #1670)

**Sexual Harassment.** Sexual harassment is reprehensible and will not be tolerated by the University. It subverts the mission of the University and threatens the careers educational experience, and wellbeing of students, faculty, and staff. The University will not tolerate behavior between or among members of the University community which creates an unacceptable working environment. (UWM Faculty Document #1605)

**Financial Obligation.** The submission of your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in writing no later than the date specified in the schedule of classes. It is important to both you and the University to make payment on time.

**Inclement Weather.** UWM students should contact the University at 229-4444 to ascertain the status of class cancellation due to inclement weather. Even when classes are canceled, University offices and services remain available, unless the entire University is closed by the Governor.
If you need special accommodations in order to meet any of the requirements of this course, please contact the professor as soon as possible. The University has a Student Accessibility Center that you might want to contact. Within the College of Nursing there is an Academic Enrichment Center, and the College participates in the Writing Across the Curriculum Program.

**Learning Environment**
Every student is responsible for taking an active part in the learning process and for working to ensure that the environment in the on-line classroom is suitable for learning. Creating an appropriate environment for learning involves demonstrating respect for others, actively discussing class-related concepts and ideas, promoting the active participation of classmates, and avoiding behaviors that are disruptive to others. Disruptive actions will not be tolerated.

**Accommodation or Religious Observances**
Students will be allowed to complete course requirements that are missed because of a religious observance.

**Academic Misconduct**
The University has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others’ academic endeavors.

A more detailed description of Student Academic Disciplinary Procedures may be found in Regents Policy Statements, UWS Chapter 14 and UWM Faculty Document #1686.

**Complaint Procedures**
Students may direct complaints to the head of the academic Lesson or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department of academic Lesson in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.

**Grade Appeal Procedures**
A Student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School. A more detailed description of the Grade Appeal Policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-28 and UWM Faculty Document #1243.

**Sexual Harassment**
Sexual Harassment is reprehensible and will not be tolerated by the University. It subverts the
mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. The University will not tolerate behavior between or among members of the University community that creates an unacceptable working environment.

A more detailed description of Sexual Harassment Policy may be found in UWM Selected Academic and Administrative Policies, Policy #S-36.1 and UWM Faculty Document #1605.

**Incomplete’s**

A notation of “Incomplete” may be given in lieu of a final grade to a student who has carried a subject successfully until the end of the semester but who, because of illness or other unusual and substantiated cause beyond the student’s control, has been unable to take or complete the final examination or to complete some limited amount of term work. An incomplete is not given unless you prove to the instructor that you were prevented from completing course requirements for just cause as indicated above.

A more detailed description of the Incomplete Policy may be found in UWS in UWM Selected Academic and Administrative Policies, Policy #S-31 and UWM Faculty Documents #1558 and #1602. Also, a description of the policy may be found in the UWM Schedule of Classes.

**Financial Obligation**

The submission of your registration form and your subsequent assignment to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in writing no later than the date specified in the class schedule. It is important to both you and the University that you make payment on time. A complete description of UWM fee policies may be found in the Schedule of Classes.

**Student Responsibilities**

The student is expected to:

- Demonstrate initiative and self-direction,
- Complete required readings as assigned,
- Participate in all discussions,
- Learn to use the many class-related resources available on campus,
- Identify academic problems to the instructor
- Submit assignments when they are due, and
- Participate in structured evaluations (instructor evaluation and course evaluation)

**Copying materials**

It is inappropriate to copy or use the work of others without appropriate citations and references.
Graduate Appeals Subcommittee

1. MEMBERSHIP: Three voting members: Three graduate faculty members, appointed annually by the Chair of the Graduate Programs Committee.

2. MEETINGS: Meetings are to be held as necessary and determined by the subcommittee members.

3. FUNCTIONS: The functions of the Graduate Appeals Subcommittee are to:
   
a. Review individual graduate student appeals for exceptions to College of Nursing rules and regulations and make recommendations to the Associate Dean for Academic Affairs of the College of Nursing.
   
b. Hear Step 2 appeals of graduate students who have received an unsatisfactory decision in an academic or policy matter (e.g., dropping a course, grade, scholastic standing, and graduation decisions), according to the norms of the Graduate School “Academic Appeals Procedure,” in the Graduate School Bulletin.

   The Graduate Appeals Subcommittee does not hear requests for exemptions from rules and regulations of the Graduate School. Such appeals are routed directly to the Graduate School, provided that they are approved by the student’s advisor and by the College of Nursing Associate Dean for Academic Affairs.

4. PROCESS: The process for the Graduate Appeals Subcommittee are:
   
a. Student affairs office representative distributes appeals to the Graduate Appeals Subcommittee members to review.
   
b. Open session: Graduate Appeals Subcommittee members meet with program directors and student affairs office representative to get input on each student appeal. Student has the option to be present when their appeal is being discussed in open session and have one advocate with them.
   
c. Closed session:
      a. Graduate Appeals Subcommittee members meet with each student who is appealing individually to receive input from the student. Students are allowed to have one support person with them in closed session.
      b. Graduate Appeals Subcommittee members meet without student present to decide on the recommendation to the Associate Dean for Academic Affairs
      c. Graduate Appeals Subcommittee members recommendation to the Associate Dean for Academic Affairs is shared with the student present.

Approved by GPC #05-05-17
I. Procedure to File an Appeal for an Exemption from Rules and Regulations of the College of Nursing.

   A. Appeals must be in writing and delineate precisely:
      1. The rule or regulation being appealed.
      2. The unusual, unique, or uncontrollable situation that led to the request to be exempt from normal application of rules or regulations.
      3. The actions and efforts taken and plans to correct the situation.
      4. Other factual information including name, current address and telephone number, student number, semester and courses taken during last semester enrolled at UW-Milwaukee, and semester of next enrollment.

   B. Any further appeal by the student or instructor shall be directed to the Office of the Associate Dean for Academic Affairs of the College of Nursing.

   C. The decision of the Associate Dean may be appealed to the Dean of the College of Nursing as the final step within the College of Nursing.

II. Procedure to File an Academic Appeal for Reversal of an Adverse Decision in an Academic Matter.

   1. Graduate students who wish to file such an appeal must comply with the procedures listed in the current Graduate College Bulletin under “Academic Appeals Procedure.”

   Appeals of academic decisions proceed through a 3-step procedure beginning in the student’s program or department and ending with the Dean of the Graduate School and Research. A graduate student who chooses to appeal an academic decision (e.g., grades, scholastic standing, graduation decisions) initiates the appeal with the appropriate authority within the department or program in which the decision was made. As dean of the college administering graduate programs, the Dean of the Graduate School and Research is the final authority on appeals of academic decisions. An appeal to the Dean of the Graduate School and Research is the third and final step in the appeal procedure and is made only after the first two steps in the appeals procedures have failed to produce a result which the student considers satisfactory.

   In pursuing an appeal, the student must observe the following sequence:

   **Step 1:** The student appeals to the faculty member responsible for making the initial decision within 30 working days of the action which prompted the appeal. This appeal must be made in writing with substantiating reasons for the appeal. If requested by the student, the faculty member must provide a written statement of the reason for the adverse decision.
Step 2: If the Step 1 decision is not in the student’s favor, the student may, within ten working days from the date the Step 1 decision is communicated to the student, appeal to the Graduate Appeals Subcommittee. This appeal must be in writing with substantiating reasons given for the appeal. In the event that any of the members of the Graduate Appeals Subcommittee hearing the Step 2 appeal were involved in rendering the Step 1 decision being appealed, they must be replaced for the purpose of hearing the Step 2 appeal. Substitute members will be chosen by the program using established program appeal procedures. If necessary, the dean of the college or college in which the program is located may be asked to appoint replacement members of the committee.

Step 3: If the Step 2 decision is negative, the student may, within ten working days from the date of notification of that decision, appeal to the Dean of the Graduate School and Research. The student must provide information on the reason for the appeal, substantial evidence in support of the appeal, and the solution sought. All documentation must be forwarded to the Associate Dean (Academic Programs) of the Graduate School. The Associate Dean reviews the case and forwards the appeal with a recommendation to the Dean of the Graduate School and Research who may choose to seek advice from the Graduate Faculty Council’s Subcommittee on Appeals.

B. Requests for consideration of an academic appeal must be in writing and delineate precisely:

1. The nature of the academic appeal, that is, a description of the action which prompted the appeal.
2. The salient facts that led to the circumstances of the appeal. Include the rationale for claiming that the action was inappropriate.
3. The actions and efforts taken to correct the situation.
4. Other factual information including name, current address and telephone number, student number, semester and courses taken during last semester enrolled at UW-Milwaukee, and semester of next enrollment.
5. The specific remedy sought.
6. A rationale explaining why the remedy sought is appropriate.

C. A student may appeal to the Subcommittee only once for a specific matter.

D. A decision made by another faculty committee is not appealable to the Subcommittee.

III. Other Considerations

1. Forms
   Graduate Student Request to Appeal a College of Nursing Rule or Regulation forms or Academic Appeal forms are available in the Student Affairs Office and should be used for each request. Requests must include the student’s signature and be submitted to the Chairperson, Graduate Appeals Subcommittee. Requests for appeal are placed in the student’s file.
2. Open/Closed Meetings
The student has the right to be present when her/his appeal or academic appeal is being
considered. The meeting will be open unless it is determined that it should be closed according
to Wisconsin Statutes, Chapter 19, Subchapter IV. The student may request in advance to have
her/his appeal or academic appeal considered in a closed session, and the Subcommittee will
determine if the appeal or academic appeal is to be heard in open or closed session.

3. Faculty Named in an Academic Appeal
The faculty named in an academic appeal will be informed and provided the opportunity to
respond.
GRADUATE STUDENT REQUEST
TO APPEAL A COLLEGE OF NURSING RULE OR REGULATION

The Graduate Appeals Subcommittee will be influenced by the information you provide on this request. The Subcommittee’s recommendation on your appeal is forwarded to the Associate Dean for Academic Affairs, who will notify you of the action taken.

Name: ____________________________ Date______________________

Address: __________________________ Student No. __________________

________________________________________________________________________ Phone No. ______________________

Semester last attended at UW-M ________________________________

Courses completed in that semester____________________________________________

________________________________________________________________________

Semester of next enrollment at UW-M ________________________________

1. State what rule or regulation is being appealed. Request to Appeal for each rule or regulation.) (Complete a Request to Appeal for each rule or regulation.)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. What are you asking the Committee to do? (What is your appeal?)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
3. Cite the circumstances or situations which led to this request for release from the normal adherence to rules and regulations.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

4. Cite any actions and efforts taken and plans to correct the situation.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student Signature___________________________________ ______________________

Return to: Chairperson, Graduate Appeals Subcommittee
           c/o Student Affairs Office
           UW-M College of Nursing
           P.O. Box 413
           Milwaukee, WI 53201

For office use only - Date received: ______________________

Revised GPC 11/19/90
Revised GPC 10/16/92
Revised GPC 3/14/97
Affirmed GPC 5/4/07
Graduate Student Request for Filing an Academic Appeal for Reversal of an Adverse Decision in an Academic Matter Graduate Appeals Subcommittee form

The Graduate Appeals Subcommittee will be influenced by the information you provide on this request. The Subcommittee’s recommendation on your appeal is forwarded to the Dean who will notify you of the action taken.

Name: ___________________________ Date __________________________

Address: ___________________________ Student No. __________________________

_________________________________________ Phone No. ______________________

Semester last attended at UW-M __________________________

Courses completed in that semester __________________________

Semester of next enrollment at UW-M __________________________

1. State the nature of the academic action that prompted the appeal.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

2. Cite the salient facts and the rationale for claiming that the action was inappropriate.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

3. Cite the actions and efforts taken to correct the situation.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
4. Cite the remedy you seek and why the remedy is appropriate.

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Student Signature          Date:

Return to:
Chairperson, Graduate Appeals Subcommittee C/o Student Affairs Office
Cunningham Hall 135 UW-M College of Nursing
P.O. Box 413 Milwaukee, WI 53201

For Office Use Only: Date Received:________________________

Revised GPC 11/19/90
Revised GPC 10/16/92
Revised GPC 3/14/97
Affirmed GPC 5/4/07
OPEN–CLOSED Meeting FORM

To comply with the State’s Open Meeting Law, (Statute 19, Subchapter 4) your desire for an open or closed session must be determined. You have a right to be present at either an open or closed session. If you decide to be present, you may be asked some questions related to your appeal by Committee members. You will be given an opportunity to present material related to your request to appeal. In a closed session, attendance at the meeting is limited to members of the Committee and the student whose appeal is being heard. Following presentation of the appeal, the student leaves and the Committee makes recommendations on the appeal.

In an open session, attendance at the meeting is not limited and is open to any interested persons. Following presentation of the appeal, Committee recommendations on the appeal are made.

Please Check the appropriate answer, sign your name and return this form with your Request to Appeal.

YES NO

I will be present when my appeal considered. ______ ______

I will be present when my academic appeal is considered. ______ ______

I request an open session at the meeting. ______ ______

I request a closed session at the meeting. ______ ______

Student Signature: ____________________________ Date: ______________

Return to:
Chairperson, Graduate Appeals Subcommittee C/o Student Affairs Office
Cunningham Hall 135 UW-M College of Nursing
P.O. Box 413 Milwaukee, WI 53201

For office use only: Date received: ____________________________

Revised CPC 11/19/90; Revised GPC 10/16/92;
Revised GPC 3/14/97
Affirmed GPC 5/4/07
University of Wisconsin–Milwaukee College of Nursing Policy on the essential abilities of prospective and current nursing students in undergraduate and graduate professional programs

The University of Wisconsin–Milwaukee (UWM) College of Nursing generally represents that the recipient of a baccalaureate or higher degree from a professional nursing program has been educated to competently practice nursing in all healthcare settings and to apply for RN licensure in the State of Wisconsin. In light of this, UWM’s College of Nursing’s programs leading to licensure or advanced practice in nursing require students to engage in a variety of complex and specific experiences. The successful completion of these experiences is necessary for the nursing student to demonstrate the integration and application of a broad body of knowledge and suite of skills necessary to deliver safe and effective professional nursing practice across the spectrum of health and illness experienced by patients.

To this end, nursing requires a combination of physical abilities and motor skills, sensory abilities, affective, interpersonal, and communicative skills, cognitive abilities, behavioral and emotional sensitivity, and professionalism in order to satisfactorily practice. These abilities and skills are essential not only to deliver safe and effective professional nursing to patients, but also to ensure the health, safety, and well-being of the nursing student, fellow nursing students, faculty, other healthcare providers, and the community. As such, nursing students must possess the following essential abilities, which are necessary to possess and demonstrate competence in professional nursing, in order to be admitted to, continue, and successfully complete professional programs at the UWM College of Nursing:

Physical Abilities and Motor Skills
Nursing students should have sufficient physical abilities and motor function so that they are able to execute movements required to provide general care and treatment to patients in all health care settings. For example: For the safety and protection of individuals, the nursing student must be able to perform basic life support, including CPR, and function physically in an emergency situation. The nursing student must have the ability, within reasonable limits, to safely assist an individual in moving, for example, from a chair to a bed, or from a wheelchair to a commode, using appropriate bioengineering equipment consistent with national guidelines (e.g., the National Institute of Occupational Safety and Health) and to hold or otherwise care for infants and small children to meet their healthcare, emotional, and developmental needs. Fine motor skills and other psychomotor skills, including the use of one or both upper extremities, hands, and fingers, are needed for some essential tasks.

Sensory Abilities
The nursing student must have sufficient: visual acuity to see details near and at a distance, as well as be able to discriminate colors accurately; auditory acuity to hear conversation and other
sounds in order to assess and protect the health and safety of individual patients and others in the vicinity; and intact tactile sensation to assess (e.g., hot/cold; rough/smooth) and perform appropriate professional nursing functions. Sight and hearing are also necessary to communicate accurately and effectively. Auditory-visual-tactile perception and integration are needed to perform most essential nursing functions.

**Situation-Appropriate Affect, Communication, and Interpersonal Skills**

A nursing student must be able to communicate effectively with others, and effective communication requires consistency of message, integration of information, and synchrony with circumstances and other data. Situation-appropriate affect is necessary to convey emotions appropriate for the circumstances, and at the same time, to engage in interpersonal communication effectively and sensitively with others. The nursing student must express his or her ideas clearly and appropriately. (See also Behavioral/Emotional section below.) A nursing student must be able to convey or exchange information to conduct an appropriate health history; identify problems presented; explain alternative solutions; and give directions during treatment and post-treatment. The nursing student must be able to communicate effectively in oral and written forms and interpret non-verbal communication. He or she must be able to process and communicate information on the patient’s status with accuracy in a timely manner to other members of the healthcare team.

**Cognitive**

A nursing student must have sufficient cognitive abilities to be able to measure, calculate reason, analyze, integrate, and synthesize in the classroom and a variety of nursing practicum settings.

The nursing student must be able to quickly read and comprehend extensive written material, as well as comprehend oral communication. He or she must also be able to effectively gather information to assess and evaluate individuals, families, groups, and community/environmental situations, and act in a timely fashion using critical thinking. Likewise, the nursing student must be able to select from a plethora of existing information to assess and evaluate the same and take action that shows evidence of integrative functions and critical thinking. Clinical judgment requires the integration of information that results in rational, timely, and informed action, and the anticipation of consequences associated with those actions (or inactions). He or She must be able to engage in critical self-evaluation, including demonstrating a willingness and ability to give and receive feedback and to make a correct judgment in seeking supervision and consultation in a timely manner.

**Behavioral/Emotional Sensitivity**

A nursing student must have the emotional ability required to fully use his or her cognitive abilities, employ good judgment and carry out all responsibilities in a timely manner with respect to his/her professional nursing functions. In addition, the nursing student must be able to develop and maintain professional, sensitive, and effective relationships with individual patients, families, students, and others with whom he or she has professional contact, regardless of the circumstances, which frequently can be stressful. The nursing student must be able to control impulsive behaviors and act in a socially responsible way regarding his/her own
behavior and recognize the same in others and take appropriate action as warranted. The nursing student must have the emotional stability to function effectively under stress and to adapt to the environment, which can change rapidly and unpredictably. The nursing student must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy. The nursing student must be cognizant of his or her values, attitudes, beliefs, affect, and experiences and how these things may influence his/her own perceptions, behaviors, and relationships with others. The nursing student must be able and willing to examine and change his or her behavior when it interferes with relationships with others so that he or she can function effectively and collaboratively in diverse academic and work environments.

Professional Conduct
The nursing student must be able to practice nursing in an ethical and professional manner adhering to the professional code of ethics and professional standards. S/he must possess characteristics including integrity, honesty, compassion, empathy, altruism, responsibility, and acceptance of differences. Nursing students must be able to engage in healthcare delivery in all settings and be able to deliver care to all client populations including but not limited to children, adolescents, adults of all ages, developmentally disabled persons, medically compromised individuals, individuals from all socioeconomic strata, and other vulnerable populations. Professional conduct is expected in both the academic and clinical/community environments. A nursing student must meet UWM’s attendance requirements in all didactic courses and clinical activities.

Reasonable Accommodation for Disabilities
UWM provides reasonable accommodation to qualified students with a disability. Upon admission, a nursing student who discloses a disability and requests accommodation may be asked to provide documentation of his or her disability for the purpose of determining appropriate accommodations, including modification to the program. The UWM College of Nursing will provide reasonable accommodations, but is not required to make modifications that would substantially alter the nature or requirements of the program or provide auxiliary aids that present an undue burden. To matriculate or continue in the curriculum, the nursing student must be able to perform all the essential functions either with or without accommodation. Requests for accommodation should be directed to:

UWM Accessibility Resource Center (ARC)
Mitchell Hall Room 112
P.O. Box 413
Milwaukee, WI 53201-0413 V/tty (414) 229-6287
Fax: (414) 229-2237 http://www4.uwm.edu/sac/zforms.html
Acknowledgements and References
The aforementioned policy has been significantly modified from Katz, J.R., Woods, S. L., Cameron, C.A., & Millam, S. (2004). Essential qualifications for nursing students. Nursing Outlook, 52, 277-288, as well as informed by these other key sources:

Electronic communications as well as online social media platforms allow UWM nursing students to engage in both professional and personal conversations. The ability to connect, collaborate, and communicate with the learning community is important for professional growth. The goal of this policy is to protect both UWM nursing students as well as the College of Nursing by providing standards of conduct which must be followed when nursing students use social media platforms.

Social media platforms are technology and online spaces for integrating and sharing user-generated content that allow individuals to engage in conversations with others and to participate in content creation. Examples of social media platforms include, but are not limited to, Facebook, Myspace, Twitter, LinkedIn, YouTube, Flickr, blogs and e-mail.

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. It’s important to remember that all content contributed on online platforms becomes immediately searchable and is immediately shared. This content may leave the contributing individual’s control forever and may be traced back to the individual after long periods of time.

**Standards for Online Professional or Personal Activity:** The below technology use and social media standards apply to all students affiliated with the College of Nursing:

1. **Protect confidential information!** Students must follow University and UW System policies and procedures and state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), and state privacy laws.

   Nursing students are **prohibited** from publishing or otherwise disclosing any confidential information including patient health information without first obtaining written authorized consent from the patient, written permission from the clinical agency’s designated officer, and written permission from the College of Nursing clinical instructor. This includes, but is not limited to, patient records, conversations, photographs of clients, and/or videos. Do not post any information about your clinical rotations or clients in any online forum or webpage.

2. **Maintain academic integrity!** A variety of web-based technologies are used to facilitate and evaluate your learning. In order to provide a fair evaluation for all students, do not share any details of competency evaluation scenarios and/or course examinations including test questions with other students. Do not post any performance evaluation or simulation scenario videos in any online forum or webpage. Failure to maintain this confidentiality standard will be considered cheating.

3. **Do not speak on behalf of UWM or the College of Nursing!** In your communications, you need to ensure that it is clear that you are not speaking for UWM, and what you say...
represents your own individual personal views and opinions and not necessarily the views and opinions of UWM. Whenever you identify yourself on social media and/or the web as a UWM nursing student or use a UWM email address, your postings and personal web pages may be viewed by your colleagues, clinical agencies, and even clients/patients.

**Use good judgment!** As a UWM nursing student, you are preparing for a career providing services to the public. The College and future employers hold you to a high standard of behavior. Ensure that any content associated with you is consistent with your professional goals.

4. **Be civil and respectful!** Civility is an important component of online communication. There is great value in sharing and communicating one’s opinion. The College of Nursing is an organization whose students, faculty, and clients have a diverse set of customs, values, and points of view. Don’t be afraid to be yourself, but respect others. This includes not only the obvious (no ethnic slurs, personal insults, obscenity, pornographic images, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory.

Failure to abide by this policy, other University and UW System policies and procedures, including UWM’s Acceptable Computer Use Policy, state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), and state privacy laws could lead to discipline or other adverse action.

All students enrolling in graduate programs at the UWM College of Nursing are expected to be “computer literate” upon entry. Computer literacy is defined as the ability to use effectively:

- an operating system
- Word software package
- Excel
- internet navigation
- email

As students progress in course work, additional computer skills will be needed to carry out assignments and research activities such as, data entry, data management, and data analysis, presentation software. In addition, communication among students and faculty is facilitated in many instances by the use of electronic mail. All students are eligible for an account on the University’s mainframe system without cost. This system provides full Internet and World Wide Web capabilities, which also may be of benefit as students continue through the program. Students are encouraged to take advantage of available programs to develop relevant computer skills.

Faculty Document # (11-09) 130
Expectations of Students in the Nursing Program

**Travel.** Students are responsible for arranging transportation to and from all agencies or clients’ homes used to provide clinical experience for the program. They are also responsible for any related liability. Students are expected to carry insurance on their vehicles.

**Supplies.** Students are expected to provide their own uniforms, books, supplies, equipment and other learning resources for practice experience as deemed necessary to meet course objectives. Students are required to purchase the books, learning package and an electronic device to participate in the program. An electronic device is essential to completing learning activities in the classroom and off campus.

**Attendance.** Student attendance is expected at every class/clinical. All information and activities in class/clinical are important. In the event, you miss a class/clinical you will be responsible for obtaining information from the instructor, handouts, and notes from another student. Students must notify the instructor by email or phone prior to missing class/clinical.

An absence may be excused for the following reasons: (1) serious illness or death in the immediate family, (2) Religious observances, (3) Military duty or veteran status, (4) Required University related absences, including but not limited to athletic match, presentation of research at a conference, (5) Pregnancy or childbirth, and (6) Legally mandated absences such as jury duty or court subpoena. For an absence to be excused, the student must provide verification (e.g., note from physician, etc.) Faculty members have the discretion to determine what constitutes an appropriate assignment for make-up work. If an absence is not excused, the student will not have the opportunity to make up the work missed and will lose the points for that work.

**Illness or Prolonged Absence.** Students are expected to be present at all scheduled classes and clinical laboratory experiences. Absence impacts students’ ability to meet required course objectives. As a result, frequent or prolonged absences from scheduled classes and/or clinical experiences may necessitate that the student drop a nursing course. Any planned interruption in course work should be discussed with the student’s advisor at the earliest possible date.

**Professional Expectations of Students.** Please refer to ‘Professional Expectations of Students in Academic and Clinical Settings’ (Policy CP #05-01-17).
HEALTH, SAFETY, AND CLINICAL PRACTICE EXPECTATIONS FOR ALL STUDENTS

The following requirements must be met by all students, including those who are entering the clinical major and those who are in the clinical nursing major.

The non-negotiable due dates for all students are:

- August 1st for Fall semester (all students going into any level in Fall)
- January 2nd for Spring semester (all students going into any level in Spring)

For students who are entering the clinical major, failure to complete these requirements by the due date will result in the student losing the clinical placement. Rationale: If a student is not motivated to complete the requirements for admission, we have students on the wait list who could take the spot. There will be no consequences beyond this for the CON, the student admitted from the wait list, or the faculty/staff.

For students already in the clinical nurse major, failure to complete these requirements by due dates noted above will result in a 10% deduction off of the final clinical grade (first offense) and loss of clinical placement (with readmission only on a space available basis).

Detailed information Related to these expectations:

Health and Accident Insurance  Students are required to have personal health insurance that is in effect at the time of entry into the clinical portion of the nursing program. This insurance must cover you while you are on location at a facility or institution. STUDENTS ARE NOT COVERED BY HEALTH OR ACCIDENT INSURANCE BY EITHER THE UNIVERSITY OF WISCONSIN-MILWAUKEE NOR THE PRACTICUM FACILITY NOR PRACTICUM INSTITUTION. In addition, WORKER’S COMPENSATION INSURANCE DOES NOT COVER STUDENTS. IF YOU BECOME ILL OR INJURED AS A RESULT OF THE FIELD TRAINING PROGRAM, THERE IS NO COVERAGE FOR YOUR COSTS OF MEDICAL TREATMENT. If you suffer a needle stick or are hurt while in practicum, you need personal health insurance to cover your medical bills. You are not covered by any policy from the University nor the practicum site.

Health: Physical Exam Requirements, including Health Record and Proof of Immunizations. Good physical and mental health is essential for study and practice in professional nursing. The faculty of the College of Nursing reserves the responsibility for retaining only those students who demonstrate qualities of physical and mental health generally considered to be imperative for professional nursing practice.

Every student admitted to the professional nursing major must complete a physical examination and specific immunizations and tests. Written proof of completion of these requirements must be on file at the College of Nursing Student Affairs Office no later than January 2nd for students entering the nursing major in January and by August 1st for students entering the major in September. Students must have completed the first two (of three)
Hepatitis B immunizations before the semester deadline, with the third immunization due shortly after the semester starts.

a. **Physical Exam.** Evidence of a physical examination upon admission to the major. This is to be completed by a nurse practitioner or physician of the student’s choice. It must be uploaded to Castlebranch as instructed by the College of Nursing Student Affairs Office on a date specified. The examination must be completed within 3 months before the date on which the student begins clinical nurse course work.

b. **Immunizations.** In order to maintain the health and safety of College of Nursing staff, students and the clients whom they care for, the specific diagnostic tests and/or immunizations are required of all students. Students must submit immunization records and/or proof of immunity in the form of laboratory reports within Castlebranch by the appropriate deadline. See Table 4 for immunization requirements.

**Health and Vaccination Service Availability**

The Norris Health Center is available, by appointment, to assist students in meeting the physical exam and immunization requirements. Students are asked to bring evidence of recent immunizations to their appointments. A health history will be taken and a physical examination will be performed by a physician or nurse practitioner. There is no fee for the physical examination provided through the Norris Health Center for matriculated students. IF the exam is completed prior to the date designated each semester by the Norris Health Center. After the designated date, nursing students will be charged per the fee schedule.

Students who choose to go to their personal physical or nurse practitioner to fulfill the health requirements must bring documentation of the physical exam and immunization and/or diagnostic tests to Castlebranch.

Consortial Nurse Program students may use the UWM Norris Health Center on a payment-for-services basis as per the current Norris Health Center fee schedule.
Table 4: Immunization Requirements - due by August 1 prior to starting the program.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Primary Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis</td>
<td>Annual PPD skin test using Mantoux method two-step process or Quantiferon Gold. For those persons with a history of positive PPD-test reaction, a chest x-ray is required. If results of the initial chest x-ray are negative, repeat x-rays are not required. (this requirement is to be met within 3 months prior to starting the course NURS 680 and kept current through graduation) Results must be turned in by stated deadlines showing compliance through the semester and cannot lapse during the semester.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Hepatitis B vaccine series (3 doses; 0, 1 &amp; 6 months apart)</td>
</tr>
<tr>
<td>Diphtheria/Pertussis/Tetanus</td>
<td>-There must be documentation of a Tetanus &amp; Diphtheria toxoids &amp; acellular pertussis (Tdap) followed by Tetanus and Diphtheria (Td) booster within the past 10 years. Additional Td booster only required if 10 years since Tdap.</td>
</tr>
<tr>
<td>Rubeola (measles)</td>
<td>Serologic evidence of immunity or documentation of 2 MMRs. In the absence of the above records, 1 dose MMR followed by a second dose at least 1 month after the first dose.</td>
</tr>
<tr>
<td>Rubella</td>
<td>Serologic evidence of immunity or documentation of 1 MMR. In the absence of the above records, 1 dose MMR.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Serologic evidence of immunity or documentation of 1 MMR. In the absence of the above records, 1 dose MMR.</td>
</tr>
<tr>
<td>Varicella (chicken pox)</td>
<td>Serologic evidence of immunity. If no immunity shown, two 0.5 ml doses 4-8 weeks apart.</td>
</tr>
<tr>
<td>Influenza</td>
<td>Influenza inoculation required annually due by 11/1.</td>
</tr>
</tbody>
</table>
Infection and Blood-borne Pathogen In-Service. The annual mandatory in-service will be conducted by the College of Nursing.

CPR Certification. Current BLS or Level 3 Health Professional certification is required to be kept current throughout the professional major. This cannot lapse during a semester – if so, it must be renewed prior to the start of the semester.

Caregiver Background Check. Chapters 48 and 50 of the WI State Statutes make it a requirement for the College of Nursing to perform rigorous background checks on all students who are required to complete internships or clinical training at a WI Department of Health and Family Services covered facility. Students admitted to the CON Clinical Major are required to have a completed Background Information Disclosure form (BID/HFS-64) and an Authorization and Release form through Castlebranch. Cost is @$38.

It is the responsibility of the student to fully disclose pertinent information at time of program admission and to update that information as needed throughout the program. Failure to fully disclose or update information related to background check, criminal history, drug tested, or health status may result in denial of student participation by a clinical site. All requirements must be met by published deadlines or students risk loss of their eligibility.

Should a background check reveal that a student has a history of one of the crimes that are listed as a permanent bar or bar with rehabilitation, they will be asked to make an appointment to see the Associate Dean to discuss the implications of this finding on their educational plan. For other crimes, the decision about whether a student will be able to complete a practice experience will be made by the clinical agency. More information on Caregiver Background Check Laws is available at: [www.dhfs.state.wi.us/caregiver/index.htm](http://www.dhfs.state.wi.us/caregiver/index.htm). Should a clinical agency request additional information regarding an item in a student’s criminal background check, refusal to satisfy the request may result in ineligibility to participate in clinical experiences and program completion.

You must check your UWM email regularly (even between semesters). You will receipt important emails about these clinical requirements. You are responsible for completing them by the due dates noted above.

Drug Test. Southeast WI health care agencies that provide clinical experiences require pre-placement urining drug screening for all assigned nursing students. This is done prior to the first semester of the major at which time more information will be given, due by August 1. This 10-panel drug test will cost @$34 at the time of sign-up.
Additional Safety Information

**Liability Protection.** General, professional and medical malpractice is extended to UWM nursing students while participating at a facility/institution, as afforded by Wisconsin State Statutes under the following conditions:

- The program must be sanctioned by the Dean of the College.
- Liability protection is extended only for the time specified by the agreement between the affiliate and the School or College.
- The program provides credit and is a requirement for your graduation.
- You are a registered student in good standing.
- If an accident occurs, you were acting within the scope of the program at the time of the incident.
- You report any incident which may give rise to a claim to the Program Coordinator or Dean of your School or College. (The Coordinator or Dean will advise UWM’s Risk Manager).
- Should the incident result in a claim or legal action naming you or UWM staff, you must cooperate fully and follow instructions given to you by the UWM’s Legal Affairs or Risk Management staff. (If legal action is needed, legal representation will be assigned by the State of Wisconsin Attorney General.)

Personal Property Insurance. The University does not provide insurance for personal property, which may be damaged or stolen while you are at a practicum facility or institution. Students should verify what types of personal property protection they might have under a homeowner’s, renter’s or automobile policy.

Student should leave all valuable property at home, including jewelry, large sums of money, and electronic and computer equipment.
Professional Expectations of Students

Students will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological and cultural realms; demonstrate accountability in preparation, documentation, communication and continuity of care; and show respect for human rights of individuals.

Professional Expectations of Students in Academic and Clinical Settings Policy CP # 05-01-17

A. All students in the College of Nursing programs (or taking program courses) are expected to demonstrate that they are prepared to practice nursing. This preparation results from the combination of successful completion of university coursework and the demonstration of important human characteristics and dispositions that all nursing professionals should possess. Students will demonstrate patterns of professional behavior consistent with the UWM College of Nursing Core Values which include accountability, collaboration, human dignity, integrity and diversity.

Throughout this document there are references to “others”, which can include peers, faculty, staff, clients and their families.

1. General Requirements
   a. Attends all classes and clinical (includes skills lab and simulation) experiences as required. Preparedness and punctuality are expected at all times for class and clinical experiences.
   b. Completes assignments according to timelines designated by the course instructor.
   c. Scholastic Integrity - Demonstrates honesty and integrity by being truthful about doing one’s own work; giving credit for ideas and work of others; and providing proper citation of source materials.
   d. Communication Skills - Demonstrates the written and oral skills expected of a nursing professional and demonstrates the ability to comprehend information and communicate ideas and feelings appropriately.
      ▪ **Written**: Writes clearly, uses correct grammar and spelling. Demonstrates professional level skills in written English to convey content presented in the program and to adequately complete all written assignments.
      ▪ **Oral**: Communicates effectively with others. Expresses ideas and feelings clearly and demonstrates a willingness and an ability to listen to others. Demonstrates professional level skills in spoken English to understand content presented in the program and to adequately complete all written assignments.
      ▪ **Inappropriate Communication**: Refrains from inappropriate communication with others including verbal, written or electronic communications by cell phone, text messaging, email, instant messaging, blogging, “Facebooking”, and other social media.
2. **Personal and Professional Requirements**
   a. Synthesizes previously learned knowledge, new knowledge, and safety and quality principles into the care of all clients.
   b. Does not reveal confidential information concerning others unless disclosure is consistent with the law and serves professional purposes or is required by law.
   c. Meets the needs of the client from a biological, psychological, sociological and cultural standpoint.
   d. Practices within the boundaries of the Wisconsin Nurse Practice Act, the guidelines set forth in the course syllabus, the UWM College of Nursing Student Handbook, and the rules and regulations of the health care agency or agencies that are the site(s) of the clinical practicum.
   e. Practices according to the American Nurses Association Code of Ethics and the Standards of Practice.
   f. Demonstrates behaviors that are congruent with the ANA Position Statement on Incivility, Bullying, and Workplace Violence in all class related interactions.
   g. Demonstrates consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of clients.
   h. Demonstrates interpersonal skills that are required for successful nursing practice. These skills include the abilities to:
      - seek, accept and act upon constructive feedback.
      - participate thoughtfully in the self-evaluation process.
      - recognize own limitations and seek appropriate assistance.
      - respect individuals, families and communities’ perspectives about health care.
      - separate personal and professional issues in the classroom and in the clinical setting.
      - work collegially with others in the classroom (individually or in groups) and within teams in the clinical setting in a manner that demonstrates civility and respect.
      - act always for the benefit of clients by advocating for equitable care.
   i. The student maintains professional relationships with others and does not abuse or bully others in physical, emotional, verbal, or sexual ways or otherwise cause physical or emotional harm.
   j. The students demonstrate good personal hygiene habits and dresses appropriately for professional contexts.

3. **Cultural and Social Attitudes and Behavior**
   a. Exhibits respect for people in all settings.
   b. Understands and appreciates the value of diversity and looks beyond themselves in interactions with others; respect differences of race, gender, ethnicity, sexual orientation, religion, social class, national origin, and disability.
   c. Works productively with their peers.
   d. Speaks in a manner appropriate to the context of all settings.
   e. Demonstrates positive social skills in professional and social interactions with others.
4. Social, Emotional, Cognitive and Physical Skills
   a. Stress Management: The student demonstrates the ability to deal with life stressors through the use of appropriate coping mechanisms. The student handles stress effectively by using appropriate self-care and developing supportive relationships with peers, and others, seeking assistance as necessary.
   b. Emotional, Physical and Cognitive Capabilities
      ▪ Uses sound judgment.
      ▪ Demonstrates the emotional, physical and mental health required to function effectively as a nursing student.
      ▪ Is not impaired by the use of any substances (e.g. alcohol and drugs)
      ▪ Thinks critically about patient centered care, professional nursing practice and evidence-based practice.
      ▪ Demonstrate reflective practice.
      ▪ Is flexible, open to new ideas, and willing and able to modify their beliefs and practices based on in the classroom and clinical settings.

B. Student Review Process for Unprofessional Behavior

Students exhibiting unprofessional and/or disruptive behaviors may be asked to leave the classroom by faculty and later referred for further assessment and intervention. This may include referral to the Dean of Students Office for possible disciplinary action per the UWS Chapter 17.

Additionally, academic misconduct (i.e. plagiarism, etc.) will be handled in accordance with UWM policies and procedures. These are specified in UWS Chapter 14 and the UWM implementation provisions of Faculty Document 1686. These provisions can be found at: http://uwm.edu/academicaffairs/facultystaff/policies/academic-misconduct/

All students referred for review are expected to participate in the review process. These are elements of the process:
   • There are three different levels of review that are not necessarily progressive in nature. (Informal, Level I and Level II).
   • An informal review may not go beyond the informal review
   • If students refuse to participate in the review, it will proceed without the benefit of their input.
   • The level of review will depend on factors such as the nature, severity,
   • frequency of the incident or concern. For example, serious repeated violations may result in immediate Level II review.
   • Any behavior that is clinically unsafe and endangers patients, staff or others can result in immediate removal from clinical and Level II Review. Behavior
   • that endangers the ongoing UWM partnership with a clinical site will result in immediate Level II Review.
1. Informal Review
An informal review involves a faculty/teaching staff member and a student. When a faculty/teaching staff member has concerns about a student meeting any of the professional expectations criteria, the faculty/teaching staff member will:

   a. discuss the concerns directly with the student and seek to work with the candidate to resolve difficulties;
   b. advise the program director in order to identify potential patterns and issues related to the student;
   c. document dates and content of meetings with student using the Informal Review Summary form;
   d. provide the student with a copy of the Informal Review Summary form, and place a copy of the form in the student’s program file. Informal reviews of students in pre-nursing courses will be referred to the Dean of Students office.

2. Formal Review: Level I
When a faculty/teaching staff member is sufficiently concerned about a student’s behavior, s/he will fill out the Formal Review - Level I form. These forms are to be turned in to the appropriate Program Director or his or her designee.

A three-way conference will then be scheduled with the faculty/staff member, the student and the appropriate Program Director or his or her designee. During this conference, a plan for remediation will be developed using the Remediation Plan form. The nature and content of the plan will depend on the specific situation. However, all remediation plans will be stated in measurable, objective terms, include a reasonable timeline, and be signed by all parties involved. If the student fails to meet the requirements of the remediation plan(s) he/she will be placed on Level II Formal Review. If the student successfully completes the remediation plan, probationary/remedial status will be removed. The remediation plan may continue for more than one semester, depending on the individual circumstances.

3. Formal Review: Level II
If a second incident or concern is reported involving the same student, the student has failed a remediation plan during the Level I Review, or the seriousness of the incident or concern warrant it, the appropriate Program Director, the faculty/teaching staff member and/or the Level Coordinator will be convened. This group will meet to:

   a. review the paperwork,
   b. interview the faculty/staff members who have instructed/had contract with the student,
   c. interview the student, and
   d. make a determination regarding the student’s ability to continue in the program.
   e. document the review using the Formal Review – Level II form
   f. provide student with a copy of the Formal Review – Level II form and place a copy of the form in the student’s program file.

The Student Advisor assists the student in preparing an appeal with the appropriate forms and
logistics for an appeals meeting directing students to the appropriate resources throughout the process.

The student is afforded due process throughout these proceedings. Following a Level II review, an appeal may be requested using the procedure established by the appropriate program committee (UPC or GPC) using a sub-committee for student appeals from the appropriate committee.
Policy Pertinent Undergraduate and Undergraduate/Graduate Courses GPC #02-02-07(2)A
University designated undergraduate courses may not be applied toward the MN. University designated undergraduate/graduate courses may not be applied toward the MN.

Policy Regarding Students Auditing Courses GPC #02-02-07(1)
While special circumstances may require a student to audit a course, in general, MN students are not encouraged to audit courses. The rationale is that active participation in the learning assignment is not part of the auditing process. Further, faculty may refuse auditors in their classes. Though audit credits are counted in credit hours, they should not be listed in the student's formal plan of study.

Policy Pertinent to Credits Taken as a Non-Degree Candidate GPC #02-02-07(3)
No more than twelve credits taken as a non-degree candidate at the University of Wisconsin Milwaukee may be applied toward the MN degree. MN core nursing courses may be taken by non-degree students only with the consent of the course faculty.

Policy on Time Limit for Program Completion GPC #02-02-07(4)A
Students enrolled in the MN program must complete all requirements for the degree within seven years from the date of initial enrollment in the program.

Graduate Programs Committee Extra Credit Policy GPC #03-03-17
No extra credit is available for any graduate level courses. Points for any graduate course may not be over 100%.
Student Uniform and Dress Code Policy

The principle behind this statement is to provide guidance for current acceptable professional appearance, as well as, appropriate identification of professional nurse students for others in clinical areas. Students enrolled in clinical nursing courses must select their clinical uniforms using these guidelines. Any questions regarding the uniform policy should be directed to the Student Affairs Office, UWM College of Nursing. Students should be aware that specific learning experiences may dictate a need for modification of the uniform as described here. Any differences will be communicated by the course faculty. Individual clinical faculty are responsible for ensuring adherence to this policy in the clinical site and according to clinical site policy. Faculty may dismiss any student who is not dressed appropriately from the clinical setting.

1. Uniforms must be purchased through the College of Nursing. The uniform includes matched blue top and pants with the words “UWM College of Nursing Student” embroidered on the left upper area of the uniform top. A matching color skirt may be worn for religious reasons.

2. UWM College of Nursing photo identification name badges are to be worn at shoulder level while in the clinical agency. The identification photo badges are available through the Office of Academic Affairs.

3. Additional uniform items:
   A. Any style white, navy or black professional or athletic shoes. A small logo (as part of a designer brand no more than a 1”x1”) is acceptable. Shoes with any open areas are not acceptable.
   B. Hose of a neutral shade or navy or white socks with slacks.
   C. If sweaters are worn, they are to be either white or navy blue. No fleece jackets or sweatshirts are permitted.
   D. White or blue turtleneck sweater or round-neck or turtleneck shirt may be worn under professional top. No words, logos, or other designs may show through the uniform top.
   E. White lab coat, at least ¾ length, is optional. Lab coats must have the words “UWM College of Nursing Student” embroidered on the front of the lab coat.

4. Appearance
   A. A student nurse’s appearance should never compromise the UWM College of Nursing’s mission, vision, and values. Among other things this means that a student nurse’s appearance should not interfere with the patient’s perception of the nurse’s competence or interfere with the patient experience in any way.
   B. Personal hygiene must be maintained. A clean and well-groomed appearance is the expectation. Students are always to be appropriately and professionally attired when engaged in practica activities.
   C. Students are always to be appropriately and professionally attired when engaged in clinical practica activities. Hair must be neat, clean, and controlled. Long hair must be pulled back away from the face. Hair cannot fall forward across the face. Only naturally-occurring hair colors are acceptable.
   D. Mustaches and beards must be neatly trimmed and/or styled so as not to come in contact with patients or interfere with cares.
E. Jewelry should be conservative, i.e., simple rings, one pair of stud earrings. Loose, dangling jewelry is prohibited. Aside from earrings, jewelry may not be worn in any visible body piercings including but not limited to, piercings in the tongue, nose or eyebrow. Methods to conceal unacceptable jewelry in a piercing, such as using a bandage, are not permitted. Clear or flesh-colored spacers are permitted only if permitted according to individual clinical agency policy.

F. Tattoos and body art must be covered unless the individual clinical agency permits these to be visible.

G. Natural nail tips must be kept less than ¼ inch long. Nail polish must be a neutral color that is intact with no chips or cracks. Artificial fingernails or extenders, and nail ornaments are not permitted.

H. Perfumes, colognes, and other scents may not be worn. Odors or scents that can trigger a respiratory or allergic response are not permitted.

I. Head coverings, except for those worn for religious reasons, are not permitted.

J. Students are encouraged not to smoke while in uniform.
Graduation Procedures

Application: It is the student's responsibility to file an Application for Graduation with the Graduate School in the semester in which the student expects to graduate. The application must be filed no later than the end of the second week of the semester or of the eight-week summer session, in which the degree is to be granted. A non-refundable graduation-processing fee must accompany the application for graduation. Application forms are available in the Graduate School office, Mitchell Hall, Room 261 and on-line at the UWM website.

Minimum Credit Registration: Students must be registered for a minimum of one graduate credit during the semester in which their degree is awarded. If a graduate student fails to enroll during the first two weeks of the semester in which the student expects to graduate, the student's graduation application will not be processed.

Review and Approval: The Graduate School reviews the student's record to determine whether the student will have fulfilled the degree requirements upon completion of the semester in progress. The application is then forwarded to the College of Nursing Student Affairs Office for recommendation and approval. When the Graduation Application has been reviewed and approved and the final Thesis or Project has been completed, it is returned to the Graduate School where final authorization to grant the degree is given.
Academic Advising
College of Nursing academic advisors can give you personal guidance to help you succeed. The Student Affairs Advisor will assist you throughout the entire program.

Student Affairs Advisors
Advisors through the Student Affairs Office are available to help students as they apply to the graduate program, have questions about their plan of study, and work to fulfill administrative/procedural requirements of the program. Student Affairs advisors are available by phone, email or through individual appointments. Donna Wier is the advisor for MN students. She can be reached at (414) 229-5481 or ddw@uwm.edu. Appointments can be made by calling the Student Affairs Office at (414) 229-5047. During the summer of the pre-licensure year, all MN students must meet with the Student Affairs Advisor to complete their Plan of Study (Appendix, page 70).

Plan of Study
The Plan of Study shows, semester by semester, which courses the student will take until graduation. If students are following the published curriculum plan it is not necessary to file a Plan of Study, but will be necessary for students who deviate from that plan. It is understood that the plan can change, but by meeting regularly with the advisor, the student can update the form and send a copy to the Student Affairs Office so the latest plan is always on file.

Practicum placements are made well in advance so it is important for the College of Nursing to know when students will enroll in Practicum. If your date to begin Practicum needs to change for whatever reason, a brief letter must be written to the Associate Dean for Academic Affairs requesting a change along with a Revised Plan of Study indicating course and/or Practicum changes. The decision whether a new practicum start date will be granted is based on space availability.

Academic Enrichment Center
The Academic Enrichment Center (AEC) is located in Cunningham Hall, Room 147, across from the large lecture hall. The Center provides mentoring services and academic support in science and other nursing classes for all nursing students who desire to achieve academic success. The AEC Coordinator is Carrie von Bohlen; she may be contacted by phone (414-229-3749), fax (414-229-5554) or e-mail (cvb@uwm.edu).
This Handbook is for the use of Master's students in the University of Wisconsin-Milwaukee College of Nursing and their faculty advisors. It includes current curriculum information, and many procedures and resources which relate to the Master's program. Additional publications that students will also find helpful include:

1. **Graduate School Bulletin and Website**  
   This is available from the Graduate School or on the Graduate School’s web site, [www.uwm.edu/Dept/Grad_Sch/](http://www.uwm.edu/Dept/Grad_Sch/). Click on publications, then Graduate School Bulletin.

2. The Graduate School website also contains various forms and procedures required to have course evaluated for transfer, requests for exceptions such as credit overloads, and other useful procedures for students.

3. **Graduate Student and Faculty Handbook**  
   This is available from the Graduate School or on the Graduate School's web site. Click on publications, then Graduate Student/Faculty Handbook. This contains, among other things, the policies and procedures of the Graduate School.

4. **Graduate School Electronic Newsletter**  
   This is emailed to students who provide their UWM email address to the Student Affairs Office and is also available on the Graduate School’s web site. Click on publications, then Graduate School Electronic Newsletter. This newsletter is published quarterly and contains helpful information and reminders about Graduate Study.

5. **Schedule of Classes**  
   The Schedule Of Classes is available on-line through the UWM web site. [www.uwm.edu/schedule](http://www.uwm.edu/schedule).

**Additional sources of information for Master's students in the College of Nursing:**

1. **Graduate Student Lounge**  
   The Master’s student mailboxes are located on the sixth floor of Cunningham Hall. Information about courses, financial aid, job vacancies, scholarships, etc. are also posted here. This is a formal communication method between the College of Nursing and graduate students. Students are expected to check their mailboxes at least twice per week.

2. **UWM E-MAIL ACCOUNT**  
   All students are automatically assigned a UWM e-mail account. Students should receive a letter from University Information Technology Services in the mail informing them of their assigned e-mail address and password. If you have questions or would like to learn how to forward your UWM e-mail to a private email address contact the UITS helpline at 229-4040.

**PLEASE NOTE**  
Email is the vehicle the College of Nursing will be using to provide students vital information about scholarships, announcements, class changes, graduation information, etc. Additionally, many faculty and administrators make extensive use of the University’s computers and e-mail system and prefer to use it to communicate with students. Please be sure to check your UWM email account regularly.
UWM Virtual Bookstore Visit: http://bookstore.uwm.edu/home.aspx The UWM Bookstore is located on the 1st floor of the Student Union.

Panther card Office located in Union W143 (between the Fireside Lounge and the Grind) Students and faculty can be issued a new or replacement card Bring another picture ID and $10.00 with you.

UWM U Pass
U Pass provides students with the ability to use the Milwaukee County Transit busses. Bring a picture ID to Parking and Transit on the ground floor of the Student Union. U-Pass provides steep discounts.

UWM U Park
Open to students, faculty and staff. Capitol-Humboldt provides free parking and a free bus ride to campus- bring your UWM Panther ID card.

UWM Tuition and Fees Information
Tuition and fees for each semester are located at http://www4.uwm.edu/bfs/depts/bursar/tuition-rate-schedules.cfm

UWM Timetable Schedule of Classes
The most up to date schedule is listed on line at: http://www.uwm.edu/schedule/

UWM Calendar/Important Dates
Calendars for each semester, including holidays, deadlines and other important dates are located at: http://uwm.edu/registrar/students/dates-deadlines/
A Directory of Writing Resources

FREELANCE WRITING EDITORS
Do you have trouble writing papers or expressing your thoughts clearly? The following freelance editors have agreed to work with you during your writing to assist you (a) state your thoughts more clearly (b) improve your language and grammatical abilities and (c) integrate your thoughts by helping you produce improved papers, projects and better long term writing skills.

Please note: These individuals have no affiliations with the University of Wisconsin-Milwaukee. Students can do their own negotiations with them. They will also not write the papers for you.

Ron Kovack
Phone: (414) 708-6328. E-mail: ronkovach@yahoo.com

Mel Bromberg
Phone: (414) 218-2672. E-mail: mel@watershedint.com

Carolyn Washburne
Phone: (414) 961-1779. E-mail: ckw44@wi.rr.com

It’s Writing Science By Schiml: Writing Science: “How to Write Papers that Get Cited and Proposals that Get Funded”

Nurse Author Editor
This is an international newsletter dedicated to nurse authors, editors and reviewers which is available as a free quarterly online publication. Each issue consists of articles offering advice on writing quality manuscripts, avoiding rejection, finding publishing opportunities, editing and reviewing. Each issue also has a section containing short articles to update readers on new developments in nursing journals and journal publishing.
http://www.NurseAuthorEditor.com

Purdue Owl
This online writing lab is the most thorough and useful website many CWP instructors have ever encountered. In addition to extremely helpful practice exercises for students, the OWL offers downloadable handouts on a vast variety of writing and research topics, including ESL, APA formatting, professional writing, general writing concerns, and grammar.
http://owl.english.purdue.edu/

Ask Oxford
The Oxford English Dictionary, the most thorough and comprehensive dictionary in print, is not available online. However, its editors have put together this site, which offers valuable and
sometimes surprising information on language, including tools for writers and students of writing. http://www.askoxford.com/

**Bedford/St. Martin's Composition Site**
The St. Martin's website offers online workshops and exercises to accompany many of its composition anthologies and handbooks. http://bedfordstmartins.com/composition/

**Common Errors in English**
Paul Brian’s of Washington State University compiled and updates this opinionated, sometimes picky but helpful list of common errors. Useful for both native and nonnative English speakers. http://www.wsu.edu/~brians/errors/

**The UWM Writing Center**
Visit: http://www4.uwm.edu/writingcenter/grad-resources.cfm

*A Google search for "online writing lab" will turn up more than one million links. The following are a representative sample of some of the most popular or useful ones.*

**Claremont College**
Its Graduate University Writing Center focuses specifically on graduate student writers, offering handouts on writing and presenting conference papers, taking summary notes, writing literature reviews and grant proposals, and writing dissertations. The Writing Center also includes an annotated list of web resources for graduate level writers. http://www.cgu.edu/pages/726.asp

**Web Grammar**
This vast and useful site offers thousands of links to resources for writers. It's not just about grammar; there are research tools here for subjects across the curriculum. http://www.webgrammar.com/

**Here are more books on writing available from the UWM Libraries. They are all available as e-books.**


Student Participation in College of Nursing Governance

Students at University of Wisconsin campuses have statutory rights of participation in the governance of the University. They have primary responsibility for the formulation and review of policies concerning student life, services, and interests, and also contribute to the development of the University's academic and administrative policies. Students carry on their policy development and decision-making responsibilities through their own governing organizations, and by participating as members of faculty or administrative committees as well as committees contained within the College of Nursing.

At present, there is no formal College of Nursing master's student organization. There are, however, openings for master's students on the following College of Nursing (CON) standing committees; Graduate Programs Committee and the Research Committee.

Each Fall Semester, the Student Affairs Office solicits current graduate student participation in CON standing committees. The office circulates a list of committees with their functions and the number of student representatives required for each, for students to consider. If you are interested in this type of involvement, contact the Student Affairs Office (414-229-5047) as soon as you receive the committee listing. Your name will be forwarded to the UWM Student Association, which nominates student representatives and sends their names to the Chancellor, who appoints them.
How do I obtain an account?
UWM e-mail addresses are automatically assigned to incoming students by University Information Technology Services (UITS). Students receive a letter in the postal mail informing them of their assigned e-mail address and password. UWM uses a web based system called “Panther Mail” to read e-mail. If you have questions, call the UITS help line at 414.229.4040.

Forwarding UWM mail if you use an existing internet provider:
If you would like to access your UWM account using your private account from work or home, follow the instructions at www.uwm.edu/IMT/ePanther. Once you have signed in to your account, you will forward your email by using “email utilities” and following instructions given. You need to have access to an Internet Service provider at home or at your place of business and have an established e-mail account in order to use the “forward mail” option.

Accessing UWM e-mail if you do not have an internet provider:
If you do not have access to the internet, but have a computer, modem, and a telecommunications program, you can make a dial in connection to UWM’s alpha computers to read your email from another location. Call UITS for assistance at 229-4040 to receive instructions about making this connection.

UITs Helpline: 414.229.4040
(available 24 hours a day)

UITs Web Address: www4.uwm.edu/uits/index.cfm
Located on the 3rd floor of Cunningham Hall, the Nursing Learning Resource Center provides learning and teaching resources for students, faculty and staff. The NLRC is staffed with Faculty Associates (RN’s) who facilitate the lab sessions, student workers who staff the Media Library, and a Director to oversee all operations.

Learning in the NLRC occurs through a variety of strategies with simulation as one of the major tools. Simulation provides an environment for the student to experience an aspect of patient care without fear of harm to a real patient. Simulation includes the use of models, manikins, medical equipment, and also human patient simulators that are run with computer software and have the ability to breathe and talk.

Our resources for students include:

• Practice labs where students learn and practice basic to advanced psychomotor skills
• Computers for student use, testing, course-related activities, and faculty/staff instruction, as well as printing capabilities
• Media/resource library for text books, reference books, video/audio/DVD resources
• Audiovisual equipment for student viewing of media and digital video recording
• Student area for student use (Milwaukee campus)
• Equipment for clinical activities, such as audiometers and vision screening, BP cuffs, and patient/client teaching materials
• Human patient simulators, both adult and infant

Photocopying
A copier for student use is located on the 1st floor in the student lounge. A “print card” is required to make copies and can be purchased in the NLRC.
Master’s degree students in the College of Nursing are eligible to apply for many types of financial awards and assistance. Please Note: Refer to the specific scholarship or award for application procedures and deadlines.

These include:
1. Graduate School Fellowships and Advanced Opportunity Program Fellowships
2. Advanced Education Nurse Traineeships
3. Various scholarships and awards
4. Teaching, and Project Assistantships
5. Loans, work study, and student employment

1. **Graduate School Fellowships:**
   Fellowships are competitive and are based on scholarly achievement and promise. Attendance must be full-time for any of the Graduate School Fellowships. Fellowship applications can be picked up at the Graduate School or in the School of Nursing Student Affairs Office in late fall for the following academic year.
   a. **Graduate School Fellowship** (This is approximately $15,000 plus remission of the non-resident portion of tuition).
   b. **Non-Resident Tuition Remission (NRTR),** reduces the non-resident portion of tuition. (This may not be available every year).
   c. **Dissertation Fellowship** (This is approximately $15,000 plus remission of the non-resident portion of tuition).
   d. **Advanced Opportunity Program Fellowships:** These are awarded on the basis of financial need and especially to members of underrepresented groups or to those who are otherwise disadvantaged, for a 12-month period, and they are renewable for a similar period. (This is approximately $15,000 plus remission of the non-resident portion of tuition).

2. **Advanced Education Nurse Traineeships**
   These grants have been awarded each year by the U.S. Department of Health and Human Services (DHHS) Bureau of Health Professions to eligible institutions offering advanced nurse training programs leading to a graduate degree. The traineeships, which include at least the resident portion of the tuition and a monthly stipend are awarded to applicants on a competitive basis. Students can be full time or part-time but graduating within a year, in good academic standing, with preference given to individuals who are residents of health professional shortage areas. Level of support is available for two years. The College of Nursing announces each year’s competition for the grants upon receipt of word from the DHHS which is usually in late Spring.

3. **Various Scholarships and Awards**
   The following list includes a sampling of scholarships available. This list is not meant to be
The Student Affairs Office has additional information about each opportunity on the list, and it invites students to inspect the information, but it does not guarantee that all information is current.

**Sample Scholarships Offered:** *(Scholarship amounts range between $1,000 and $6,000. Please see Student Affairs Office for more details on these and additional scholarships offered)*

1. **Greater Milwaukee Foundation Cecilia A. Borenitsch Fund Scholarship:** Full time student beginning the MN program residing in Milwaukee, Waukesha, Washington or Ozaukee County.
2. **Helene Fuld Health Trust Scholarships:** Awarded to MN students based on financial need and academic excellence.
3. **Maria T. McFarland Memorial Fellowship:** Awarded to Graduate Nursing students based on academic excellence.
4. **Milton and Joan Morris Scholarships:** Awarded to full time students beginning the MN program based on financial need.
5. **Scholarships in Memory of Simon Ontscherenki:** Full time MN students based on financial need.

**4. Teaching and Project Assistantships**

Graduate Assistants are employees of the University. Depending on the type of activity for which they are employed, they are Teaching, or Project Assistants. They usually are appointed for a semester at a time, and their positions are normally part-time, most of them being with 25% to 50% of full-time. In addition to the rate of pay, assistantships of 33 1/3% time or more may qualify the student for remission of the nonresident portion of tuition. **Applications are available in the Student Affairs Office**

- **Teaching Assistants** - A teaching assistant is appointed to teach a course(s) in the College of Nursing. Appointments are generally half-time or less and usually permit the student to carry a full load of graduate courses. The stipend varies according to the length and percentage of appointment. For example, the rate range for an academic year’s 50% Teaching Assistantship is between $11,000 to $16,000. Teaching Assistantships of more than 33 1/3% also include payment of the student’s tuition.

- **Project Assistants** - A project assistant is appointed to assist with a research, training, or other academic project that is not required as part of the person’s graduate degree program. These appointments are made by individual professors within the department. The rate range for a 50% Project Assistantship for an academic year is between $10,500 to $17,000. Project Assistantships of more than 33 1/3% also include payment of the student’s tuition.

**5. Loans, Work Study and Student Employment**

Contact the Department of Financial Aid for more information about these types of opportunities. [http://www.graduateschool.uwm.edu/students/financial-support](http://www.graduateschool.uwm.edu/students/financial-support)
Policy for Graduate Student Utilization of Werley Center for Nursing Research and Evaluation Services

The services of the Werley Center for Nursing Research and Evaluation (WCNRE) related to consultation about research methods, data management and analysis, and specific aspects of grant application preparation are available to graduate students with approval and direction from faculty. These services, when utilized appropriately, can enhance the students’ learning experiences and enable students to increase their capacity and facility with research design and data analysis. Students who use WCNRE services are expected to have a working understanding of the grant application process and of the specific research approach and analytic method(s) they intend to employ. It is the responsibility of the faculty involved to assure that students have such a working knowledge prior to requesting services.

Request for services must be completed and approved using the mechanism identified on the WCNRE section of the College of Nursing web site prior to any consultation or meeting. WCNRE services for graduate students are dependent on the resources available in the College to support the Center.

When the use of WCNRE resources is associated with coursework or academic requirement, such as independent study, thesis, clinical projects, and dissertation, it is the responsibility of the faculty to communicate with the WCNRE staff, either in person or electronically, the expectations before the student’s first appointment. In cases where the consultation leads to a recommendation that may deviate from the advice or recommendations of the faculty, it is the responsibility of the student to identify this incongruence and enable communication between the WCNRE staff and the faculty involved.

WCNRE staff facilitates the graduate students’ experience. They assist students in all activities either through general directions on how to proceed, or more commonly, through problem solving when the students experience difficulties that were unanticipated or beyond the range of a working knowledge of the process or technique. They are not tutors nor are they responsible for proposal development, researcher decisions, data entry, programming, data analysis, or interpretation of results. It is the responsibility of the student and faculty to utilize the WCNRE staff in an appropriate fashion.

NOTE: This policy does not address the use of WCNRE services by graduate students for non-course related purposes or by project or research assistants for work related to their employment.

GPC #11-03-86A
Approved by GPC 11/02/2007
In order to assist students in their preparation for taking the RN licensure exam, a variety of activities occur during the fall semester of year 2.

Assessments:
During fall semester of year 2 of the MN program, students will take an NCLEX-RN Comprehensive Predictor assessment at the beginning and the end of the semester. Students are expected to achieve a score equivalent to a predicted possibility of passing the NCLEX-RN licensing examination of at least 90% on the second assessment. Remediation activities will be required if the prediction score is less than 90% for that assessment.

Active Learning/Remediation:
Students who identify themselves at risk for not passing the exam should reach out to the NCLEX coordinator for an individual appointment. The coordinator will do some additional assessment with the student and develop an action plan.

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be on the NCLEX. The student's test report, called the individual performance profile, will contain a listing of the topics to review. From their test results, the student can remediate these topics to review by using a focused review containing links to ATI review modules, media clips, and active learning templates.

Instructors have online access to detailed information about the timing and duration of time spent in the assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written remediation templates as required.

On-Going Review:
Those who self-identified at a more comfortable level should not simply accept the score. They should develop their own on-going, consistent study program. There are many ways to achieve that, there are phone apps, computer programs, and books but successful NCLEX takers report that they self-study questions every day in every area of content. This is not a test that students can expect to study for in a week or two, they need to begin to study for this comprehensive exam months ahead of time in a consistent and disciplined approach.
SAFE PROFESSIONAL PRACTICE BY STUDENTS
IN CLINICAL SETTINGS

The student will demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms; demonstrate accountability in preparation, documentation, communication and continuity of care; and show respect for the human rights of individuals.

Indicators to be used as guidelines for evaluating safe practice are:

1. **Biological, Psychological, Social and Cultural Realms:** The student’s practice meets the needs of the client from a biological, psychological, sociological, and cultural standpoint.
   - Examples of unsafe practice include but are not limited to the following:
     a. displays mental, physical, or emotional behavior(s) which may negatively affect others’ well-being;
     b. fails to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others;
     c. acts of omission or commission in the care of clients, such as but not limited to: 1) physical abuse, 2) placing the client in hazardous positions, conditions or circumstances, 3) mental or emotional abuse, and 4) medication errors;
     d. interpersonal relationships with agency staff, co-workers, peers, or faculty that result in miscommunications, disruption of client care and/or unit functioning;
     e. inability to perform psychomotor skills necessary for carrying out nursing procedures.

2. **Accountability:** The student’s practice demonstrates consistency in the responsible preparation, documentation, communication, and promotion of continuity in the care of clients.
   - Examples of unsafe practice include but are not limited to the following:
     a. failure to provide concise, inclusive, written and verbal communication;
     b. failure to accurately record comprehensive client behaviors;
     c. attempting activities without adequate orientation or theoretical preparation appropriate assistance;
     d. dishonesty.

3. **Regulatory:** The student practices within the boundaries of the Wisconsin Nurse Practice Act, the guidelines set forth in the course syllabus, the UWM School of Nursing Student Handbook, and the rules and regulations of the health care agency or agencies that are the site of the clinical practicum.
   - Examples of unsafe practice include but are not limited to the following:
     a. fails to notify the agency and/or instructor of clinical absence
     b. fails to adhere to the dress code
     c. presenting for clinical practicum under the influence of drugs and/or alcohol. It is expected that students in laboratory settings will not have used alcohol for at
least eight (8) hours prior to the beginning of the clinical time period, nor to use alcohol during the clinical period. At no time is the use of illicit drugs condoned.

d. habitual tardiness to clinical assignments
e. undertaking activities outside the scope of the course
f. criminal behavior

4. **Ethical**: The student practices according to the American Nurses Association Code of Ethics and the Standards of Practice.

   **Examples** of unsafe practice include but are not limited to the following:
   a. refusal of assignment based on client’s race, culture, sexual orientation, or religious preference
   b. failure to maintain confidentiality
   c. dishonesty
   d. misrepresentation of information to the public
   e. ignoring unethical behavior(s) of other health care persons in the clinical setting(s) which affects client welfare

Faculty/staff observing behaviors or circumstances that indicate that the student is potentially unable to practice safely in the laboratory setting may remove the student from the laboratory setting and refer them for appropriate assessment and intervention. Evidence that problems are/or have been appropriately addressed may be required before the student returns to the clinical setting.

A student whose pattern of behavior is found to be unsafe may be terminated from a clinical practicum for reason of unsafe practice at any time during the semester. If the behavior is identified before the drop date the student will be directed to drop. If the drop date has passed the student will receive a grade of “F” for the course. In order to continue in the nursing program a student who is terminated from a clinical practicum must appeal to the Graduate Program Committee for readmission to the nursing program.

**Procedure:**

A student whose pattern of behavior endangers a client’s peers, staff members, or clinical instructor’s safety will be given a verbal and written warning by the primary clinical instructor. If the student’s pattern of behavior is repeated, the student and faculty will meet with the course coordinator. Upon a decision by the faculty and course coordinator that the student’s conduct is unsafe, the student may be terminated from the clinical practicum and will be directed to drop or will receive an “F” for the course. Documented evidence from the student, faculty, and/or agency staff will be considered in the decision to terminate a student from a clinical practicum. The student may appeal this decision to the Graduate Program Committee.

The primary clinical instructor will:

1. Provide instruction, guidance, and interpretation of objectives during the clinical experience.
(Documentation may include direct observation by the clinical instructor as well as by agency personnel and patient comments as appropriate. Written work will also be evaluated.)

3. Give a verbal and written warning for patterns of behavior, which are not safe.
   a. Provide specific facts of problem areas or deficiencies in relation to course objectives, evaluation tool(s), and performance.
   b. Delineate corrective action, expected outcomes, and time for change in behavior in writing with copies given to the student, course coordinator and the undergraduate program director with one copy retained by the instructor. One copy will also be placed in the student’s file in the Student Affairs department. The student and the clinical instructor must sign the written warning, or a copy of the warning must be addressed and mailed to the student by certified mail.

4. Meet with the student and course coordinator to examine concerns. The student may have someone present at this meeting in an observational capacity. The student wishing the presence of an observer must so notify the instructor or the course coordinator before the meeting. The deliberations and conclusions of this meeting will be summarized in a letter addressed to the student and copied to Graduate Program Director and the course coordinator.

5. Provide written summary of areas of deficiency, corrective actions, and outcomes on re-evaluation of student performance to Undergraduate Program Committee if requested.

6. In lieu of steps 2-4, the instructor may immediately suspend the student from the clinical practicum if the issue of safety is of significant magnitude affecting one or more parameters of safe clinical practice and/or jeopardizing the well being of clients, staff, or peers. The student may only return to the clinical setting at the discretion of the instructor until a decision has been obtained from the Undergraduate Program Committee.

7. Nothing in this procedure precludes the instructor from removing the student from clinical practice on a day-to-day basis because of the potential for unsafe practice on that day.

Formal Hearing by Graduate Program Committee:
A hearing may be requested by filing a verbal and written request with the Chairperson of the Graduate Program Committee. The request must contain specific allegations for which the hearing is being requested. These allegations must be substantiated by documentation from both of the involved parties. The Graduate Program Committee will follow its codified procedures and timeliness in conducting the hearing.

Health Insurance Portability and Accountability Act (HIPAA)

HIPAA stands for Health Insurance Portability and Accountability Act and involves legislation protecting patient privacy and records security. Nursing students are expected to comply with their assigned clinical agency HIPAA privacy policies. Based on agency policies, students may be required to sign confidentiality agreements that describe their responsibilities pertaining to patient information and medical records. Students should raise any questions about HIPAA issues or agency agreements with their clinical agency instructor.

Significant points for students related to HIPAA include:

1. In accordance with the UWM College of Nursing Undergraduate Program Standards of Professional Conduct, students are expected to “observe all institutional, ethical and legal parameters regarding privacy and confidentiality when dealing with clients and families, their records and all information relating to them and their care.”

2. Generally, as nursing students, any medical or other confidential information or knowledge acquired or received during the course of clinical experiences, including, but not limited to, patient data and patient care information, business affairs, methods of operations, and computer-processing systems is confidential. Students agree to maintain this confidentiality and not to disclose or use this information during and after clinical assignments, without the agency’s prior written consent.

3. Clinical information and/or activities essential to students’ preparation as professional nurses, under the supervision of their instructors, are provided for under the HIPAA Privacy Rule. Clinical pre- and post-conference discussions between students and their instructors, who have participated in the nursing care of patients on their assigned units, are examples of activities necessary to the clinical education of nursing students.

4. Students must take specific steps to protect the privacy and confidentiality of patients in their care. These steps include, but are not limited to, limiting any written and/or verbal discussions of patients to facts that do not make patients easily identifiable. Discussion of patients outside of students’ clinical practice settings or instruction is not allowed.

5. Students are to keep any notes, files, diskettes, or electronic files that involve patient information in a secure place. Information provided in coursework should not make the patient identifiable. Clinical assignments or coursework should not be submitted or exchanged via e-mail.

6. Students should return or destroy any patient health information received in the clinical setting at the completion of the clinical course. Course instructors may collect this information to facilitate its destruction.
Invasive Procedures

UWM nursing students may not practice invasive procedures on each other in the Cunningham Building, Tallent Hall, nor in clinical facilities. Invasive may be interpreted as breaking of skin integrity or entering body orifices with the hands or with objects, with the exception of orifices in the head (i.e., assessment of eyes, ears).

Students in the clinical setting may conduct invasive procedures with patients when the student is under the direction of a clinical instructor.

Guidelines on Acquired Immunodeficiency Syndrome (HIV/AIDS)

1. Students and faculty with HIV/AIDS should contact the UWM Norris Health Center for an individual analysis and response based upon the particular facts of each situation.
2. Students who come in contact with patients/clients/co-workers who have HIV/AIDS should follow the policies and procedures of the appropriate agency.
3. It is usually recommended that persons who are pregnant or are immunosuppressed due to a chronic debilitating disease, such as cancer, should not care for patients/clients with HIV/AIDS due to the high incidence of viral infections in such patients/clients.
4. Students with known exposure to persons with HIV/AIDS may contact the UWM Norris Health Center for appropriate screening and testing.
5. The UWM Norris Health Center is a screening site for HIV/AIDS. Therefore, there is not a charge for these tests. These tests will be examined anonymously, and the results returned with a code.
6. Students who have concerns caused by contact with patients or other persons with HIV/AIDS may contact the UWM Norris Health Center for confidential information, advising and possible testing for this disease. As a screening site, the Health Center makes no charge for these services.

Additional information on HIV/AIDS is available in a file in the Office of the Associate Dean for Academic Affairs. Please direct any concerns or question to the Associate Dean.
Students are expected to develop professional values and behaviors during their course of studies in the UWM College of Nursing. The core values, adapted from the AACN Essentials for Baccalaureate Education (1998), held by a caring professional nurse include:

- **ALTRUISM**: a concern for the well-being of others,
- **AUTONOMY**: the right to self-determination and decision-making,
- **HUMAN DIGNITY**: the respect for the uniqueness of all persons,
- **INTEGRITY**: the conformity to a code of ethics and standards of practice, and
- **SOCIAL JUSTICE**: the support of moral, legal and humanistic principles.

Guided by these values, UWM College of Nursing students are expected to:

1. Respect the diversity and rights of peers, faculty, staff, clients and other persons.
2. Demonstrate concern for the welfare of others; being willing to act as a peer mentor and advocate for patients.
3. Provide information and planned care and partnership with patients and families, respecting their right to make informed decisions.
4. Prepare for class and clinical practice activities, including submitting assignments when due.
5. Attend class and clinical practice regularly; arrive on time and act appropriately.
6. Assume responsibility for learning and take advantage of available resources.
7. Utilize and give feedback constructively to improve the performance of others and myself.
8. Evaluate oneself in regard to clinical and personal goals and progression toward becoming a professional nurse.
9. Observe all institutional, ethical and legal parameters regarding privacy and confidentiality when dealing with clients and families, their records and all information related to them and their care.
10. Strive to provide culturally competent and sensitive care, taking into account the individual needs to each patient.
11. Demonstrate honesty and integrity in all classroom and clinical situations.
12. Assume accountability for own actions, acknowledge errors and seek to correct them.
13. Take responsibility for fair share of the work involved with group assignments.
14. Provide safe and equitable care for all persons.
Universal Precautions
To protect all persons against exposure to human blood-borne pathogenic disease, “universal precautions” will be observed to prevent contact with blood or other potentially infectious body fluids or tissues. These precautions make the assumption that all human blood and certain body fluids are to be handled as if known to be infectious for Hepatitis B virus (HBV), Human Immunodeficiency Virus (HIV) and other blood-borne pathogens. “High risk body fluids” as defined by the Center for Disease Control (CDC) are blood, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, amniotic fluid, blood products, menstrual discharge, and inflammatory exudates. Saliva, sputum, tears, nasal secretions, urine, feces, sweat and vomitus are not considered high risk fluids unless visibly contaminated with blood. However, non-blood-borne pathogens may be present in these fluids, and the Exposure Protocol should be initiated whenever a biohazardous injury results in exposure to one of these substances.

Injury: If the Exposed Person is a UWM student, please note that the student, not the College of Nursing or UWM, is responsible for costs incurred during the emergency post injury evaluation/intervention if done outside of the Norris Health Center.

Biohazardous injury: 1) a puncture or laceration caused by a needle or sharp object contaminated with blood or other body fluids; 2) blood or blood-tinged secretions which contaminate the mouth, eyes, nasal mucosa, or open skin lesions; or 3) human bites.

Exposure incident: the direct contact of non-intact skin (e.g. puncture, abrasion, rash) and/or any mucous membrane to the “high risk body fluid” of another person.

A. Initial Injury Management/First Aid (Immediately upon injury)
   1. Percutaneous injury-5-minute betadine scrub
   2. Mucosal/ocular splash-irrigate with normal saline; if the eye involved, lift eyelids to ensure thorough irrigation
   3. Report injury to facility infection control officer

B. Exposure Evaluation and Management (Within 30 minutes of injury)
   • Exposed Person (EP) should go to ER of facility where exposure occurred;
   
IF

   the initial facility ER declines to serve EP and/or is not covered by his/her insurance provider;

THEN

   EP to go to ER facility covered by his/her health insurance provider
OR

EP to go to Norris Health Center
(If Norris Health Center is closed, this is not an option for emergency exposure evaluation)

If EP is UWP consortial student, go to Student Health Services
(If Health Services is closed, this is not an option for emergency exposure evaluation)

C. Post-Exposure Counseling (Within 24-48 hours of injury)
EP to contact Norris Health Center or UWP Health Services to make arrangements for follow-up counseling/guidance

OR

EP to contact counseling/support services covered by his/her insurance provider

** If the Exposed person is a UWM student, please note that the student, not the College of Nursing or UWM, is responsible for costs incurred during the emergency post injury evaluation/intervention if done outside of the Norris Health Center.

Updated by AA coordinator 6-30-2006
### MASTER'S PROGRAM ADVISING PLAN – BSN-MN Part-Time

The form is completed upon entry to the program by the student and approved by the MN Director.

Student Name: ______________________  UWM Email___________________________
Student ID: _______________________
Focus: * ________________________________
Date Plan Filed: ____/____/____
Admission Semester: ___________________

Semester to begin Practicum: ________________

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<td>707 Advanced Pharm.</td>
<td>725 E-B Practice in HC</td>
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<td>709 Ldg/ Mng in Systems of Care</td>
<td>727 Epidemiology</td>
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<td>712 Hlth Prom Persp.</td>
<td>734 Care Mng Practicum</td>
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<td>720 Biostatistics</td>
<td>750 Outcomes and Quality Mgmt</td>
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<td>723 Evidence Based Care Mng</td>
<td>753 Physiol. Basis ANP</td>
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**Semester to begin Practicum**

Semester: ________________

**Credits**

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<td>3</td>
<td>789 MN Residency</td>
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I understand that this plan represents my intended plan of study in the master’s program and that I intend to begin clinical practicum in ________________. If a change is made in this plan of study, I must file a revised plan, receive the approval of the MN Director, and submit the request to the Associate Dean for Academic Affairs. I also understand that changes to this plan will result in clinical placements on a SPACE AVAILABLE basis.

___________________________________________________________

Student Signature                                                Advisor Signature

Date
Procedures for requesting an exception to a Graduate School policy or rule.
The student must:

1. Complete Section I of this request form.
2. Submit the completed form, with any attachments, to the MN Program Director, Dr. Paula Lucey for her review, decision AND justification for their decision.
3. Return the completed form, with any attachments to the Graduate School in Mitchell Hall, Room 261
4. The Graduate School makes the final decision on your request. They will return a copy of this form, via email, with the decision (Part III) in approximately 4 weeks.

To Be Completed by the Student

Name ________________________________
Last First Middle Initial

Email address ________________________________

Mailing Address ________________________________
City State Zip

Program: ________________________________

Exception you are requesting: ________________________________

Semester/Year ________________________________; Current Status: Masters

Are you a fellowship recipient: ___ No ___Advanced Opportunities Program (AOP)
___ Distinguished Graduate Student Fellowship (DGSF)

Justification for Exception: The student must supply evidence to support the request for exception. Attach additional sheets and supporting documentation (letters, etc) as needed.

Student Signature __________________________ Date ____________ Daytime phone __________________________
II. To Be Completed by CON MN Program

___ Approved ___ Modified ___ Not Approved

Each request for an exception must include a written response by the program representative and faculty/staff committee, instructor or advisor as appropriate, responding to each issue raised by the student and stating the rationale for the program’s recommendation. How does this response fulfill the spirit of the rule?

________________________________________________________
Supporting Signature (Advisor or Instructor as appropriate) Date

________________________________________________________
MN Program Director Signature Date

III. GRADUATE SCHOOL DECISION

___ Approved ___ Modified ___ Not Approved

___ No action – Resubmit request based on remarks. This is not an approved request.

Remarks:

________________________________________________________
Graduate School Signature Date

___ Transcript Entry ___ Forms Processed Initial/Date _________