The following guidelines are intended for students enrolled in academic programs offered within the College of Nursing. The safety of students and faculty within the College of Nursing is of the highest priority. Given that many of our students are also essential workers, every possible precaution will be taken to allow students and faculty to be as safe as possible while also providing the highest quality educational experience.


These guidelines are categorized as:
1) General guidelines,
2) Guidelines when inside Cunningham (UW-Milwaukee) or Tallent Halls (UW-Parkside), and
3) Guidelines when in class at off campus sites such as community agencies, schools, and health care facilities.

**General Guidelines**
- Wash hands with soap and water for at least 20 seconds. Keep a supply of hand sanitizer.
- Do not touch your eyes, nose, or mouth with unwashed hands.
- Wear a covering to cover both the mouth and nose when indoors and anytime 6 feet of distance cannot be maintained.
- Cover your cough or sneeze.
- Clean all high touch areas at home and school.
- Avoid crowded areas. Keep six feet of distance between yourself and others.
- Ask yourself the screening questions before going to class on campus or into clinical and community settings.

**COVID-19 Screening Questions**
- People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. Have you had these symptoms in this past timeframe?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Symptom/Exposure</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Fever or chills (100.4 F or greater)</td>
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<tr>
<td></td>
<td></td>
<td>Cough</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shortness of breath or difficulty breathing</td>
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<tr>
<td></td>
<td></td>
<td>Fatigue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Muscle or body aches</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Headache</td>
</tr>
</tbody>
</table>
New loss of taste or smell
Sore throat
Congestion or runny nose
Nausea or vomiting
Diarrhea

Have you been in close contact with others through work, home or the community who have tested positive for COVID-19? (CDC, 2020)

- UWM students who have concerns about symptoms or potential exposure are encouraged to call Norris Health Center at (414) 229-4716 to speak with a medical professional who can provide additional guidance. https://uwm.edu/norris/health-services/
- Nursing students taking courses at UW-Parkside with concerns about symptoms or potential exposure are encouraged to call UWP Student Health and Counseling Center (262) 595-2366 to speak with a medical professional https://www.uwp.edu/live/services/studenthealth/
- Communicate COVID-19 exposure or illness to your instructors as soon as possible. Instructors will work with the Program Director to develop a plan with the student.
- **Stay home if you are sick.**

**Guidelines When Inside Cunningham Hall**
- The covering of the mouth and nose (such as a cloth mask) is required within Cunningham Hall.
  - A mask may be removed when an individual is alone in their own office.
- It is extremely important, for infection control, that students not wear to campus clothing that was worn in hospital or other health care setting where direct patient care is provided.
  - Students who wear scrubs or white coats to campus are responsible for ensuring they are clean before arriving to campus. If you are unable to clean scrubs or white coats prior to coming to class, please change into clean street clothing before coming to campus. Talk to your advisor about any concerns.
- Students will be provided, are required to wear, personal protective equipment (PPE) when attending classes where social distance cannot be maintained (e.g., health assessment labs, psychomotor skills).
- Students and staff will monitor the flow of traffic to maintain six feet of distance when entering and exiting rooms.
The College of Nursing has a “if you touch it, you clean it" policy during simulations and skills in the College of Nursing. This is an important teachable activity for nursing students to understand potential transmission, infection control and prevention.

**Guidelines When in Class at Off Campus Sites**
- Students will adhere to facility and unit specific requirements for symptom screening and PPE use.
- Students will follow any facility-based travel restrictions related to COVID-19.

Noncompliance will result in consequences including being denied entry to class, clinical, and implementation of the Professional Expectations of Students in Academic and Clinical Settings policy (CP 05-01-17B)

Please note that these guidelines are subject to changes as new information becomes available to remain aligned with federal, state, and local public health recommendations. Students will be notified directly of changes.
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This handbook includes pertinent information important to your progression in the professional major.
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
Philosophy of the College of Nursing

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.

Fac Doc #(87-04)093A
School of Nursing Faculty approved Faculty Document # (87-04)093 on April 3, 1987; 09/13/02 (ed.) CON Faculty approved Faculty Document # (87-04)083A on November 17, 2006.
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 2020-2021

Student Affairs

Robin Jens - Assistant Dean of Student Services

Student Affairs Support Staff

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

Advisors

Bridget Brown (Admin. Prog. Specialist - MSP)
Jennifer Daood (Sr. Advisor)
Sylvia Forbes (Outreach Prog. Manager II)
Katie Nack (Advisor)
Connor Sampson (Advisor - Pre-Nursing, MATC)
Hillary Vara (Advisor - UWP)
Donna Wier (Sr. Advisor)

Nursing Study Center

Ebony Cobb (Advisor) - Coordinator
Tamara Griffin (Faculty Associate) - Learning Specialist/Tutor
I. Conceptual Framework

The advanced generalist Master of Nursing program at the University of Wisconsin-Milwaukee prepares graduates for advanced generalist nursing practice in culturally diverse urban communities at the point of care. The program educates clinical nurse leaders who can function independently and collaboratively at the microsystems level to provide care for individuals, families, and populations within the context of evidence-based health care in all settings.

The advanced generalist curriculum builds on the entry-level generalist foundation of nursing established in the pre-licensure curriculum and provides the groundwork for advanced generalist practice upon which content specific to clinical nurse leadership is built. It also encourages the direct entry student to utilize skills and knowledge brought forth from previous life experiences, professional opportunities and academic degrees as supplements to their nursing development. Important priorities in the program are the development of critical thinkers who can communicate effectively with others as they gather and analyze data and determine solutions to clinical problems; examine the impact of information, frameworks, theories, problems, and issues in nursing and health care; and function effectively in ever changing roles consistent with the evolving health care system. The program prepares graduates for leadership in promoting quality, evidence-based care and collaboration with the interprofessional healthcare team at the microsystem level.

To accomplish this, the program prepares graduates to apply principles of quality assessment and improvement, identification of appropriate evidence, managing change in practice, outcomes evaluation, use information and healthcare technology, and advocate to address health care needs for the 21st century. Through an integrated curriculum that addresses the theoretical foundations and evidence-base of nursing practice; organization of healthcare systems, ethics; human diversity and social issues; health promotion and disease prevention; healthcare policy; and professional role development, the UWM master’s graduate is well prepared to provide quality advanced generalist nursing care and effective leadership for diverse populations and workforces in rapidly changing healthcare systems.

The faculty has adapted a transformational approach to education. The transformational approach has three strategies: honoring and respecting the past, coaching students to success and transformational leadership. The faculty appreciates that students have a goal of changing career paths and shares that vision with the students. To achieve this ambitious vision, the faculty will expect integrity, self-motivation, engagement, accountability and respect for faculty, peers, staff and patients. From the faculty, students can expect expertise, engagement, respect, accountability and timely assistance
in achieving their goals. The values and characteristics listed above are grounded in the College of Nursing’s mission and vision statement.

II. Statement of Objectives of the advanced generalist Master of Nursing Curriculum in Nursing

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.

III. Curriculum

The curriculum of the Master of Nursing Program is designed to meet the Essentials of Masters Education in Nursing standards defined the American Association of Colleges of Nursing (2011) required for College of Nursing Accreditation. Additionally, the program curriculum prepares students to take the Clinical Nurse Leader Certification examination.

The Accreditation Board for Specialty Nursing Certification defines certification as:

*The formal recognition of the specialized knowledge, skills, and experience demonstrated by the achievement of standards identified by a nursing specialty to promote optimal health outcomes. After meeting defined eligibility criteria, a certification candidate achieves a nationally recognized credential through successful completion of a rigorous examination (ANA, 2012).*

The MN program prepares students to be eligible to take the Clinical Nurse Leader Exam. This certification confirms that the advanced generalist nurse has competency in leading evidence based practice to promote quality health care outcomes by leading the quality process of assessing the system, identifying quality gaps or potential risks, facilitating multi-disciplinary team approach to review the issue and evidence-based solutions, develop an implementation plan and monitor the results. This certification and set of competencies prepare masters graduates for a variety of essential roles in the health
care system, including but not limited to the CNL, nurse education, staff development, quality management, policy and procedure development, and information systems coordination.

There are three entry options for the Master of Nursing Program.

1. Traditional program for individuals with a bachelor's degree in nursing and a current Registered Nurse license

2. Direct Entry program 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.

3. RN-BSN-Masters Entry for individuals who must first completed their Baccalaureate degree before entry into the Master’s program. An individual plan of study will be developed for each student based on previous academic activity.

Admission to the program is the fall of each year for the Direct Entry but the Post Baccalaureate may be at the beginning of any semester.

**Pre-licensure Curriculum courses: 46 Credits**

- NURS 654 Health Assessment and Promotion, 3 cr.
- NURS 657 Pharmacotherapeutics for Nursing Practice, 3 cr.
- NURS 653 Foundations of Pathophysiology for Nursing Practice, 4 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 717 Community Health and Community Health Nursing, 3 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 663 Transformation to Professional Practice 2 cr.

**Master’s Graduate Nursing core: 18 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 728 Epidemiological Principles for Population Health *Post BSN
only 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-Advanced: 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: 13 credits**
NURS 709 Leading and Managing in systems of Care, 3 cr.
NURS 723 Evidence-Based Care Management, 3 cr.
NURS 734 MN residency I, 3 cr.*
NURS 789 MN residency II, 3 cr.*
NURS 699 Transformation to Clinical Leadership 1 cr. **

*Connotes clinical course or clinical component
** Course is Optional for BSN

**IV. Progression in the program**

For continuance in the program, in addition to general Graduate School requirements
students must achieve a minimum grade of B- in all required MN courses.

Students must pass the Nursing Licensure Examination (NCLEX) before progressing to
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 MN Residency I, 773 Information Systems for Clinical Decision Making, 707 Advanced Pharmacology, and Spring courses: 789 MN Residency II, and 803 Health Policy).

**V. Master’s Clinical Project**
The student will complete a final comprehensive clinical project consistent with the
expected certification they will be seeking.

**VI. Admission Requirements**
The admission requirements of the master's program in Nursing are consistent with those
requirements specified by the Graduate School of the University of Wisconsin-
Milwaukee. In addition, 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. Completion of a personal statement
6. Two examples of professional or academic writing. The personal statement may count for one. A recent academic assignment, professional report, or power point presentation are also examples.
7. Personal interview with faculty member or panel may be requested.

**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.

5. Completion of a personal statement.

6. Two examples of professional or academic writing, the personal statement may count for one. A recent academic assignment, professional report, or power point presentation are also examples that could be submitted.

7. Personal interview with a faculty member or panel may be requested.

8. Completion of a Certified Nursing Assistant Course strongly recommended but not required.

RN-BSN-MN

Students who chose the RN to MN program will have completed the Nursing Core Courses (9 credits) during the RN to BS program. Upon admission to the RN to MN program, students complete the remaining 33 required credits in the post-licensure MN curriculum, for a total of 42 graduate credits for the 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.

3. A personal statement may be requested.

4. Personal interview with a faculty member or panel may be requested.

Previously Faculty Document # (09-10)127A, retired in its original form, updated and approved by GPC 5-5-17 to be new GPC # 05-05-17(2), 9/6/19 GPC approved updates becomes GPC # 05-05-17(2)A, 9/20/19 CON fac approved

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 Daood, daoood@uwm.edu
### Master of Nursing (MN) Plan of Study: DIRECT ENTRY Fall Start

* Indicates clinical course or clinical component of a course

<table>
<thead>
<tr>
<th>Course #</th>
<th>Fall Total: 14 cr</th>
<th>Winterim</th>
<th>Course #</th>
<th>Spring Total: 13 cr</th>
<th>Course #</th>
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<td>Biostatistics and Applications for Nursing Practice 3</td>
<td>NURS 712</td>
<td>NURS 700 Nursing Care of Adults and Older Adults I 3</td>
<td>NURS 671 Nursing Care of Adults and Older Adults II 3</td>
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<td>Health Assessment &amp; Promotion 3</td>
<td>NURS 657</td>
<td>Pharmacotherapeutics for Nursing Practice 3</td>
<td>NURS 674 Mental Health Nursing 3</td>
<td>NURS 686 Professional Nursing Practicum I 3</td>
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<td>NURS 653</td>
<td>Foundations in Pathophysiology for Nursing Practice 4</td>
<td>NURS 685</td>
<td>Clinical Reasoning * 5</td>
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<td>NURS 672</td>
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<td>NURS 725 Evidence Based Practice in Healthcare I 3</td>
<td>NURS 723 Evidence-Based Care Management 3</td>
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<td>NURS 753 Pathophysiology/Pharmacology for the Advanced Generalist 3</td>
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<td>NURS 754 Comprehensive Assessment of Health: Implications for Clinical Decision-Making 3</td>
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<td>NURS 681</td>
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<td>NURS 699 Transformation to Leadership 1 Graduate in Spring</td>
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### MN Plan of Study: Post – BS in Nursing Fall Start

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<td>Evidence Based Practice in Hlth Care I 3</td>
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<td>Leading &amp; Managing in Systems of Care 3</td>
<td>NURS 753</td>
<td>Physiological Basis of Advanced Nursing Practice 3</td>
<td>NURS 728</td>
</tr>
<tr>
<td>NURS 754</td>
<td>Comprehensive Assessment of Health: Implications for Clinical Decision-Making 3</td>
<td>NURS 773</td>
<td>Information Systems for Clinical Decision Making 3</td>
<td>NURS 750</td>
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<td>Total: 3 cr</td>
<td></td>
</tr>
<tr>
<td>NURS 734</td>
<td>Care Management Practicum * 3</td>
<td>NURS 789</td>
<td>MN Residency * 3 300 clock hours of clinical practicum</td>
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<tr>
<td>NURS 707</td>
<td>Advanced Pharmacology 3</td>
<td>NURS 803</td>
<td>Health Policy 3</td>
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Graduate in Spring
### MN Plan of Study: Post – BS in Nursing Part-time

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<td>NURS 725</td>
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<td>Evidence-Based Care Management 3</td>
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<td>NURS 754</td>
<td>Biostatistics 3</td>
<td>Comprehensive Assessment of Health: Implications for Clinical Decision-Making 3</td>
<td>NURS 753</td>
<td>Evidence-Based Practice in Healthcare 1 3</td>
<td>Physiological Basis of Advanced Nursing Practice 3</td>
<td>NURS 750</td>
<td>Outcomes &amp; Quality Management 3</td>
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<tr>
<td>NURS 709</td>
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<td>NURS 728</td>
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<td>NURS 734</td>
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<td>Care Management Practicum * 3</td>
</tr>
<tr>
<td>NURS 773</td>
<td>Leading &amp; Managing in Systems of Care 3</td>
<td>Information Systems for Clinical Decision Making 3</td>
<td>NURS 712</td>
<td>Epidemiology 3</td>
<td>Health Promotion Perspectives 3</td>
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<tr>
<td>NURS 734</td>
<td>Care Management Practicum* 3 300 clock hours of clinical practicum</td>
<td>NURS 789</td>
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<td></td>
<td></td>
<td>NURS 803</td>
<td>Health Policy 3</td>
<td>Graduate in Spring</td>
</tr>
</tbody>
</table>
Guidelines for Residency Project

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>
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<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>
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</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
**Summary of University of Wisconsin-Milwaukee Policies**

**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.
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
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 #05-01-17B).
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 physicial or nurse practitioner to fulfill the health requirements must bring documentation of the physcial 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 uring 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.
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.
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.
**Student Support Services**

**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.
Campus Resources

**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/
FREELANCE WRITING EDITORS
Do you have trouble writing papers or expressing your thoughts clearly? The following freelance editors have agree 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/%7Ebrians/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.
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
exhaustive. 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
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 WNRE 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.

Document #(88-02)094B
Revised: September 13, 2002
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>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>750 Outcomes and Quality Mgmt</td>
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<td>723 Evidence Based Care Mng</td>
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<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 ________
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.

_________________________________________  ___________________________
Signature:                  Date: ______________________
Graduate Program Director

To be completed by the Director of the Graduate Program:

Make a copy for yourself, instructor, and forward original to Director of the Graduate Program
for final signature.
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.
University of Wisconsin-Milwaukee
College of Nursing

Background Checks Policy

Background Checks
Students undergo criminal background checks and caregiver background checks as required by Wisconsin State Statute and affiliation agreements with partner agencies. Checks must be completed by published deadlines through the CON’s designated vendor and are done at student expense. Complete information on Wisconsin’s Caregiver Background Check Law is available from the Wisconsin Department of Health Services. Students consent to release required information to partner agencies through the Authorization and Release form.

Student Responsibility

It is the responsibility of the student:
• To fully disclose information related to all background checks via the Background Information Disclosure form (BID), including history of prior residency, prior student names and aliases.
• To update the College of Nursing while they are enrolled in the program with any changes to their background checks, including but not limited to arrests, pending charges, or convictions. Such updates must occur when the student becomes aware of the issue, prior to participation at a partner agency site, and no later than the next business day.

It is essential that students understand:
• Any discrepancy between disclosed information and background check findings may result in a student being rendered ineligible for placement with a partner agency and prevent program completion.
• Once completed, the BID form may not be revised without permission from the Associate Dean for Academic Affairs.
• Should a background check reveal that a student has a history of a crime listed in State Statutes as a permanent bar to licensure or bar with rehabilitation, they will be asked to make an appointment with the Associate Dean for Academic Affairs 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 practicum experience will be made by the partner agency. Each partner agency independently determines student eligibility for participation on site and their determination may not be appealed.
• Should a partner 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 hinder program completion. Such a request may be made via the student’s UWM email account and may come from the agency itself or through a CON program representative. Students are responsible for monitoring their email account including during semester breaks and responding to such requests in a timely fashion.
Drug Testing
The College of Nursing performs drug testing of students as required by Wisconsin State Statute and affiliation agreements with clinical partner facilities.

Student Responsibility and Implications of Positive Results
- Testing must be completed through the College of Nursing authorized vendor by published deadlines to be eligible for placement with a partner agency.
- If the screen results are positive due to the unlawful use of drugs, prior to making a final determination that may adversely affect the student, the College of Nursing will inform the individual of his/her right to review the information reported by the designated vendor for accuracy and completeness and to request that the designated vendor verify that the results of the substance screen are correct.
- A student who does not pass or refuses to submit a substance screen, and/or who attempts to tamper with, contaminate or switch a sample, may be dismissed from the program, subject to other remedial action, and/or otherwise disciplined (up to and including suspension or expulsion) pursuant to UWM and College of Nursing policies and procedures. Additional information may be found in policy CP 05-06-17.
University of Wisconsin Milwaukee  
College of Nursing  

Classroom and Clinical Policies  

This document clarifies College of Nursing Academic policies and procedures.  

Syllabi.  
• The College of Nursing adheres to the University of Wisconsin – Milwaukee Uniform Syllabus Policy. See: http://uwm.edu/secu/wp-content/uploads/sites/122/2014/08/1895R3-Uniform-Syllabus-Policy-1.pdf To assist faculty in creating syllabi that meet these criteria the CON has created a syllabus template for both undergraduate and graduate courses. Faculty and instructional staff are strongly encouraged to use this template. 

• For some courses, a master syllabus has been created. These are mostly courses in the Undergraduate Program. The purpose of the master syllabi is to assure that the implementation of the concept based curriculum occurs as designed. Faculty and instructional staff teaching in the undergraduate curriculum are expected to use the master syllabi and cover course concepts as indicated. Level Coordinators and the Undergraduate Program Director are available to assist as needed. Additionally, Faculty and instructional staff are responsible for understanding and utilizing required resources in the UG curriculum (i.e., Pearson, ATI, Kaplan) 

• At the beginning of each semester the Provost distributes a memo that covers UWM policies on:  
  • Course syllabi  
  • Course reserves  
  • Accommodations for student with disabilities  
  • Religious observances  
  • Policy on teaching evaluations  
  • FERPA reminders  
  • Grading and grade records  
  • Posting of student grades  
  • Drop withdrawal repeat policies  
  • Early warning system  
  • Helping students cope with stress  
  • The Camus Assessment Response and educating team  
  • The Safety Awareness Campaign  
  • Students called to Military Service  
  • Schedule of final exams  
  • Please make sure to review this memo for important information.
Academic Calendar and Scheduling

- The University Academic Year Calendar governs when classes are in session in the College of Nursing. This calendar can be found at: [http://uwm.edu/secu/calendars/](http://uwm.edu/secu/calendars/). When the University is in session, classes are required to meet. Please note that the Parkside calendar is different than the UWM calendar and can be found at: [https://www.uwp.edu/live/offices/registrarsoffice/Academic-Calendar.cfm](https://www.uwp.edu/live/offices/registrarsoffice/Academic-Calendar.cfm) UWM nursing courses that are offered at UW-Parkside are governed by the Parkside calendar. When UW-Parkside is in session, all courses are required to meet. Campus closure notices for weather are posted on the UWM website and announced on local TV stations.

- All dates and times of classes are posted in the UWM Schedule of Classes. The schedule of classes is the contract with the student. Program directors work closely with faculty and instructors to set dates and times for courses and there is some flexibility in the planning process. However, once the dates and times are published in the Schedule of Classes changes cannot be made. The one exception to this would be a small change that all the students in the class agree is workable.

Colleague Coverage

- In the case of illness of an instructor, for a face to face class, please contact the Program Director. The Program Director will work with the instructor to determine if a replacement instructor can be found or if the class needs to be cancelled.

- In the case of illness of an instructor for a clinical course, please contact the Level Coordinator for that area in the undergraduate program. In the MN program please contact the Program Director of the MN program. These individuals will work with the instructor to determine what course of action, i.e. alternative assignments or cancellation is appropriate.

Examinations

- Exams must be taken on the day they are scheduled. During the semester, make up exams will only be offered for an excused absence. Excused absences are defined as those where the student notified the instructor before the exam and where written verification can be provided by the student of the need for the makeup exam. For example, participation as a student athlete, religious observances, jury duty, serious illnesses, or death of a family member may be considered excused absences. Makeup exams can only be given after the date of the original exam, not before. During the semester the instructor and level coordinator/program director can make the decision on offering a makeup exam.

- Final Examinations must be taken on the date scheduled. These dates are posted online in the course schedule for every semester; see: [http://www4.uwm.edu/schedule/](http://www4.uwm.edu/schedule/). Any requests for moving the date of a final exams, according to UWM policy, must be approved by the Associate Dean for Academic Affairs.
Extra Credit Policy

- The Undergraduate and Graduate Program Committees of the CON have established that no extra credit is allowed in undergraduate or graduate courses.

Expectations for Attendance at Meetings

- Faculty and full time instructional staff in the College of Nursing are expected to attend faculty/staff meetings, level meetings, clinical course meetings, role course meetings, and theory course meetings. Additional meeting are scheduled before the beginning of the fall and spring semesters and during winterim. These meetings are part of faculty and instructional staff contract requirements. Faculty and instructional staff teaching clinical courses are expected to attend orientation, information sessions, faculty development programs, teaching roundtables, and EHR training provided by healthcare organizations where they are teaching. Dates and times for these meetings will be provided as early as possible.

Demonstration of Professional Behavior

- The College of Nursing has established Professional Expectations of Students in Academic and Clinical settings. Students are expected to demonstrate patterns of professional behavior consistent with the UWM College of Nursing Core Values which include accountability, collaboration, human dignity, integrity and diversity. Faculty and instructional staff are expected to implement these expectations through established policies and procedures that are included in the UPC and GPC handbooks. The College of Nursing supports early intervention for any student exhibiting unprofessional behavior. If this occurs faculty and instructional staff can contact the level coordinator and/or Program Director for assistance in implementing the informal and or formal review procedures.

5/2/17 UPC & GPC approved to convert Fac Doc (17-04)140 to become a Curricular Policy CP # 05-02-17 policy, 7/2/19 policy was updated to CP # 05-02-17A because of an editorial correction that did not get updated on this document but was approved by the CON faculty on 9/15/17.
MEMBERSHIP: The College of Nursing ("CON") Graduate Appeals and Exceptions Subcommittee (the “Subcommittee”) is comprised of three or more voting members from CON’s Graduate Programs Committee (GPC). The Subcommittee must include at least one tenure track faculty member from the Graduate Programs Committee.

The chair will be determined by the GPC, for purposes of running appeal-related meetings and handling related administrative functions. A CON Student Affairs Office representative may also be assigned to assist the Subcommittee as may be needed from time-to-time; such person will not be a formal member of the Subcommittee nor will they have a vote.

When hearing appeals pursuant to (i) below and when such appeal involves a student in a particular graduate nursing program, if reasonably feasible, the Subcommittee will include a voting faculty member with knowledge of the specific area of study or nursing practice involving the specific appealing student [MN, DNP, PhD or MSP]; provided, however, that the Subcommittee is in no way required to include such member to proceed with hearing the appeal. The chair will attempt wherever possible, to have a voting member on each appeal hearing panel who has the necessary knowledge in the area of study of the specific appealing student.

MEETINGS: Meetings will to be held as necessary and as determined by the Subcommittee members.

FUNCTIONS: The Subcommittee is charged with:

(i) Hearing CON graduate students’ Step Two Appeals of academic decisions pursuant to the UWM Graduate School’s Academic Appeals Procedure (the “Appeals Procedure”); and

(ii) Reviewing individual CON graduate student requests for exceptions to CON rules and policies. A copy of the CON Request for Exception form is attached.

Attachments: Two additional attachments follow to guide the Subcommittee in its important work;

1) College of Nursing Procedure for CON Graduate Program Appeals
2) College of Nursing Procedure for Graduate Students Requesting Exceptions to CON Rules and Policies
College of Nursing Procedure for Graduate Program Appeals

The purpose of this procedure is to detail the process for hearing CON graduate students’ Appeals pursuant to the UWM Graduate School’s Academic Appeals Procedure (the “Appeals Procedure”). The Appeals Procedure is intended to apply to academic decisions (e.g. grades, outcome of preliminary exams, outcomes of capstone requirements, etc.). A separate Graduate School Procedure governs dismissal decisions. The Appeals Procedure can be found on the Graduate School’s website (currently at: https://uwm.edu/graduateschool/academic-appealsprocedure/) and consists of three steps.

**Submitting a Step One Appeal**

Within 30 working days of the action that prompted the appeal, the student appeals to the faculty member or faculty/staff body responsible for making the initial decision. This appeal must be made in writing, this could be in the form of a UWM e-mail, and should contain substantiating reasons for the appeal, a request for a specific remedy, and a rationale for the remedy sought. The student should be referred to the student handbook for review of appropriate policy. If the decision is negative, the faculty member or body must always provide the student with a written statement of the reason for the adverse decision. (Graduate School Policy)

**Submitting a Step Two Appeal**

As detailed in the Appeals Procedure, if a Step One decision is not in the graduate student’s favor, the student may, within 10 working days of receiving the decision, appeal to this Subcommittee, which is the committee designated by CON’s graduate faculty to hear such appeals.

The appeal must be made in writing and should contain substantiating reasons for the appeal, a request for a specific remedy, and a rationale for the remedy sought. The graduate student should use the “Graduate Student Request for an Academic Appeal” form attached as Appendix A. As indicated, the appeal should be submitted to the committee via student affairs. Along with their appeal form, the graduate student should also submit any evidence that supports their appeal.

The Student Affairs Office representative will request that the relevant faculty member/body provide all Step-One Documentation (i.e. the Student’s Step One Appeal, any evidence considered at Step One, and any written Step One decision) or any other additional relevant information.

**Recusal**

As detailed in the Appeals Procedure, if a Subcommittee member was involved in making the Step One decision, they must recuse themselves from the Subcommittee. In such cases, the Graduate Programs Committee will appoint another one of its members to the Subcommittee.
according to established program appeals procedures. If necessary, the Associate Dean of Academic Affairs may also appoint a replacement Subcommittee member.

If either party believes that a member of the Subcommittee may have a conflict of interest that might unduly influence their decision-making, they should raise such concerns with the Subcommittee Chair in a timely manner and prior to any Step Two hearing. If the Subcommittee Chair is the subject of such concerns, either party should raise the matter with the Associate Dean for Academic Affairs. The Associate Dean of Academic Affairs will consult with the Subcommittee Chair and make a determination as to whether a conflict exists. In the event of such conflict, the above process to replace a member will be followed.

**Pre-Hearing Notifications**
The Subcommittee Chair will set a deadline prior to the hearing date by which the Parties will need to:

- Submit the names of their witnesses, if any, and a brief description of any issues and/or facts the proposed witness will speak to;
- In the case of the student, the name of their support person who will accompany them, if any;
- Any other relevant documents if they have not already done so.

Prior to the hearing date, the Student Affairs Office will provide each party with electronic copies of any relevant materials submitted by the other, as well as any information relating to witnesses and/or a support person. If requested hard copying is available in Student Affairs. The names of all the committee members scheduled to attend the hearing for the appeal will be made known in advance to all involved parties. All information will also be shared with the Program Director, the Student Affairs Representative, and the Subcommittee members.

A sample communication that the Subcommittee Chair may use to convey this information to the Parties (as well as open meetings related information discussed below) is attached as Appendix B. It is not required to be used and may be modified as appropriate by the Subcommittee Chair.

**Hearing Process**
The Subcommittee will set a date and time to hear the appeal and, where possible, will attempt to provide two-weeks’ notice of such date while taking into consideration other important deadlines such as registration for subsequent courses. The hearing will consist of two parts – an evidentiary portion and a deliberative portion.

The student and the relevant faculty member or a representative from the Step One body (the “Parties”) are encouraged to attend the evidentiary portion of the hearing. Other members of the Step One body, if applicable, may also attend if they wish to offer their perspective. In most evidentiary hearings, the Parties will each be given up to 20 minutes to explain their position to the Subcommittee and answer any questions from the Subcommittee. The Parties are permitted to remain for the entirety of the evidentiary portion of the meeting. The student will present first. Both Parties will be given an additional five minutes if they wish to add anything after the other presents. The Subcommittee may, in its sole discretion, modify any proscribed time limits.
The Parties may be permitted to present witnesses if it is clear that such witnesses have relevant knowledge specific to the appeal. If appropriate, the Subcommittee will allot time at the hearing to witnesses. Witnesses may be asked by the Subcommittee to remain outside of the hearing room until they are needed. The student is expected to speak for themselves and answer questions directly.

The student may also have a support person attend the hearing with them. The support person, if any, may not actively participate in the hearing.

The Subcommittee may invite the relevant Program Director [and Student Affairs Office Representative] to the hearing to answer any questions the Subcommittee may have. The Program Director may offer comment about the impact or plausibility of any suggested or requested solutions and raise any related report any accreditation, regulatory, or contractual concerns related to any suggested or requested solutions.

The Subcommittee may also invite any other relevant individuals to the hearing if they think it would be helpful.

The Subcommittee may adjourn the evidentiary portion of the meeting in its discretion when it has concluded its fact-finding. In most cases, the Subcommittee will deliberate directly after the evidentiary portion but is not required to do so. In such case, the Parties, any witnesses and any support person, as well, [and the Program Director and Student Affairs Office Representative] will be asked to leave and the Subcommittee will begin the deliberative portion of its meeting.

Open Meetings - Evidentiary and Deliberative Portions of Meeting
The Subcommittee is subject to Wisconsin Open Meetings law. This applies to both the evidentiary portion of the hearing as well as the deliberative portion.

Evidentiary Portion
The Subcommittee is empowered to close the evidentiary portion of the meeting to the public pursuant to Wisconsin Statutes §19.85(1)(f) if it is “considering financial, medical, social or personal histories or disciplinary data of specific persons...or the investigation of charges against specific persons...which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.”

The Subcommittee will make the ultimate decision whether to move into closed session for the evidentiary portion of the hearing; however, such committees often do so for student appeals to protect the reputational interests of the student as well as any educational records subject to FERPA. The student should be asked in advance whether they would like the evidentiary portion of the meeting to be held in open session, and the Subcommittee will take this into consideration when deciding whether to move into closed session or not. If the evidentiary portion of the meeting is held in open session, any member of the public may attend but may not participate.
**Deliberative Portion**

The Subcommittee will be the only individuals in the room during the deliberative portion of the hearing. The deliberative portion of the hearing may be held in closed session pursuant to Wisconsin Statute §19.85(1)(a) if the Subcommittee is “deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the governmental body.” A sample hearing script for use by the Subcommittee Chair is attached as Appendix C. This script may be modified as appropriate by the Subcommittee Chair.

**Subcommittee Decision**

The Subcommittee will provide a decision in writing to the Parties. This decision should clearly indicate if the appeal has been granted or denied. It should also provide the reasoning for the decision in order to assist the student in understanding the results and assist in any Step Three appeal. Prior to finalizing and issuing the Subcommittees’ decision, the Subcommittee Chair, or designee, will consult with the Program Director and the Associate Dean to ensure that the proposed decision is feasible from a programmatic and operational perspective and make any necessary adjustments.

The Subcommittee chair will consult with the Associate Dean for Academic Affairs related to any operational, workload, specific practice or contractual implications related to implementation of the decision of the subcommittee prior to final publication of the decision.

Students should not expect to receive an answer the day of the hearing.

If the decision is not in the student’s favor, it should also inform the student that they have 10 working days to file a Step Three appeal with the Graduate School and direct them to the Graduate School’s Appeal Request Form.
APPENDIX A

University of Wisconsin-Milwaukee
College of Nursing

Graduate Appeals and Exceptions Subcommittee

GRADUATE STUDENT REQUEST FOR A STEP TWO APPEAL

Name _____________________________________ Date __________________________

Email _____________________________________

Student No. ________________________________ Phone No. ______________________

Step Two Appeals must be submitted in writing within 10 calendar days of receiving a Step One Decision. You must complete a Step One Appeal prior to submitting a Step Two Appeal.

If you wish to submit a Step Two Appeal, please answer the below questions (either directly in this form or in an attached document). Please also attach any relevant documentation.

1. Indicate the Academic Decision you are appealing:

2. Provide the substantiating reasons for your request:

3. List the remedy you are seeking:

4. Provide your rationale for the remedy sought:

5. Please provide any additional relevant information which you would like the Subcommittee to be aware of:

_________________________________ Date:

Student Signature

Return to: Chairperson, Graduate Appeals and Exceptions Subcommittee c/o Student Affairs Office, located in Cunningham Hall 135 UWM College of Nursing.

For Office Use Only: Date Received: ________________
APPENDIX B

SAMPLE EMAIL/LETTER TO THE PARTIES RE HEARING

[To be sent to the Student, Faculty Member or the Step One body, with a copy to the Program Director, relevant ASO Representative, and Step Two Subcommittee Members]

Dear [STUDENT] & [FACULTY MEMBER] [STEP ONE BODY]:

I am writing regarding [STUDENT'S] request for a Step Two appeal pursuant to the UWM Graduate School’s Academic Appeals Procedure, which can be found at: https://uwm.edu/graduateschool/academic-appeals-procedure/. Specifically, [STUDENT] is appealing [INSERT BRIEF DESCRIPTION OF WHAT IS BEING APPEALED].

The Graduate Appeal and Exceptions Subcommittee of the College of Nursing’s Graduate Program Committee (the “Subcommittee”) is charged with hearing Step Two appeals. I am serving as Chair of the Subcommittee in connection with the above-mentioned appeal. To that end, I am writing to provide details about the hearing process.

Hearing Date: The hearing is scheduled to be held on [DATE], from [TIME FRAME] in [ROOM] of [BUILDING]. The hearing will consist of two parts – an evidentiary portion and a deliberative portion.

Information about the hearing process can be found in the Graduate Appeals and Exceptions Subcommittee’s Procedure for Handling Graduate Program Step Two Appeals, a copy of which is attached for your convenience. If you feel you need more than twenty minutes to prepare your response, please let me know by [INSERT]. By that date, you should also:

• Submit the names of your witnesses, if any, and a brief description of any issues and/or facts the proposed witness will speak to;
• In the case of the student, the name of their support person who will accompany them, if any;
• Any other relevant documents if they have not already done so.

The Subcommittee has also invited [INSERT NAME/TITLE] to the hearing to answer questions regarding [INSERT].

Hearing Materials

In advance of the hearing date, I will provide the Parties with copies of any relevant materials (electronic)) submitted in connection with the appeal, including the student’s Step Two appeal, the Step One Documents, as well as any information relating to witnesses and/or a support person. All information will also be shared with the Program Director, the ASO Representative, and the Subcommittee members.
Open Meeting Determination:
The Step Two hearing is subject to Wisconsin Open Meetings Laws. The Subcommittee is empowered to close the evidentiary portion of the meeting to the public pursuant to Wisconsin Statute §19.85(1)(f) if it is “considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons…which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.” The Subcommittee will make the ultimate decision whether to move into closed session for the evidentiary portion of the hearing, however, such committees often do so for student appeals to protect the reputational interest of the student.

[STUDENT], if you would like the meeting to be held in open session, which means any member of the public may attend, it would be helpful for the Subcommittee to know this in advance to appropriately consider your request. To that end, if you wish the meeting to take place in open session, please let me know by [INSERT].

Conflict of Interest: [IF A CONFLICT: As Subcommittee Member [INSERT], participated in the Step One decision, they will recuse themselves from the Subcommittee for purposes of this appeal.] If you believe that a member of the Subcommittee has a conflict of interest that would unfairly bias them in deciding this appeal, please let me or Associate Dean [INSERT] know as soon as possible but no later than [INSERT] and we will consider your concerns.

If you have any questions about the hearing process, please feel free to contact me at [INSERT].

Sincerely,

Subcommittee Chair
APPENDIX C

SAMPLE HEARING OPEN MEETINGS SCRIPT

1. Call meeting to order: “This is a meeting of the College of Nursing Graduate Appeals and Exceptions Subcommittee, which hears CON’s graduate student’s Step Two Appeals of academic decisions pursuant to the Graduate School’s Academic Appeals Procedure. My name is [INSERT] and I am serving as the Chair of this hearing and ask that the other Subcommittee members introduce themselves.”

2. “The next item of business is a student appeal of an academic decision. The parties were asked in advance to let me know if they wanted the Subcommittee to consider holding the hearing in open session and I did not hear from them. If any party wishes the hearing to be held in open session, please let me know now and the Subcommittee will consider this request.” [If no one wants it open, proceed to Step 3. If any party wants it open, consider whether it will impact the reputational interests of any other parties including the student (if they are not requesting an open session) and any witnesses and proceed accordingly.]

3. “In light of the fact that we will be discussing FERPA-protected records, as well as the fact that some of the information implicates the reputational interests of the student involved, I believe it is appropriate to consider this student’s appeal in closed session.”

4. As such, as Chair of the Subcommittee, I ask for a motion to move into closed session pursuant to Wis. Stat. §19.85(1)(f), which allows a closed session to consider the personal histories or disciplinary data of specific persons…which discussed in public, would be likely to have a substantial adverse effects upon the reputation of any person referred to in such histories or data….., and Wis. Stat section 19.85(1)(a) which allows a closed session to deliberate concerning a case or hearing before that body.”

• “Is there such a motion?” [A member of the Subcommittee should so move, and there must be a second.]
• “Is there any additional discussion from any other Subcommittee member?” [Probably won’t be.]
• Call the vote: “All those in favor signify by saying aye. All those opposed signify by saying nay. Any abstentions?”
• Announce the vote: “Motion carried [NUMBER] ayes, [zero] nays, and [zero] abstentions. [If the vote is not unanimous, must do either a roll call vote or paper ballot. If the vote is unanimous, the minutes can simply reflect that the vote was unanimous.]”
• “This meeting is now closed in accordance with Wisconsin State Statutes. At this point, only the invitees of the Subcommittee can be in the room.”
5. If you move into closed session, you should now ask any witnesses or others not involved in the hearing to leave. You should instruct the student, faculty member and any other members of the Step One body to remain, along with the Program Director and SAO Representative.

6. If in closed session you should also remind the parties to keep information confidential: “In addition, this hearing being closed to the public in accordance with Wisconsin’s Open Meetings Law, we may also discuss student educational records that are protected by the Family Educational Rights and Privacy Act of 1974. This information is confidential in nature and, as such, events, statements and outcomes of this hearing are not to be discussed outside of this room.”

7. On-the-record attendance: “I will now ask all remaining individuals to introduce themselves on the record, as well as their role in the hearing.”

8. Hearing: You should now invite the student to provide their perspective and then allow the faculty member and/or representative(s) from the Step One body to share their perspective(s).

The Subcommittee can hear from witnesses, if any, and also ask questions of the Program Director and SAO Representative as well as the parties.

The parties should also be given approximately 5 minutes each before the end of the evidentiary portion of the meeting to present on anything additional to add.

9. Hearing close-out before the Subcommittee deliberates: “Thank you for your participation. I will now adjourn the evidentiary portion of today’s hearing and the parties are excused. The Subcommittee will now deliberate and anticipates sending the parties a written decision in approximately [INSERT].

10. Consider motion to move into closed session to deliberate:

“I will now entertain a motion to convene in closed session to deliberate concerning a student appeal of an academic decision consistent with Wisconsin Statute §19.85(1)(a), which permits a closed session if the for the purpose of “deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the governmental body.”

“Is there a motion?” [Follow the above re the results of the motion.]
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Procedure for Graduate Students Requesting Exceptions to CON Rules and Policies

The purpose of this procedure is to detail the process for making and deciding CON graduate student requests for exceptions to CON rules and policies.

Informal Requests
CON Graduate Students seeking an exception to a CON rule or policy must first meet with their Student Affairs advisor who is responsible for notifying the Program Director of student’s request to seek an exception to a specific rule or policy. Upon notification of the request, the Program Director will then determine if this the request is within their scope of authority to approve or disapprove. If it is, the Program Director will decide whether to grant the exception. If it is not within their authority, the Program Director will inform the Student Affairs Office Representative that a formal request will be required.

Formal Requests
If the request for an exception cannot be resolved by Program Director, within 10 working days of being notified by the Program Director that they do not have authority to grant such exception, the student may make a formal request for an exception to the Graduate Programs Committee Subcommittee for Graduate Appeals and Exceptions. The request for exception must be made in writing using the CON Request for Exception Form attached as Appendix D. It should contain substantiating reasons for the request, a request for a specific exception, and a rationale for the exception sought. The student should include a plan to comply with rule or policy in a timely manner. The request cannot be materially different from the initial informal request. As indicated on the form, once completed, the student should submit their Request for Exception Form to the Student Affairs Office. In turn, the Student Affairs Office will forward the request to the Graduate Appeals Subcommittee members and Program Director for their review.

Review Process
Upon receipt of a complete CON Request for Exception form, the Subcommittee will set a date and time to hear the request and where possible, will attempt to provide two-weeks’ notice recognizing that delay may make the exception moot. Reviews will consist of two parts – an information gathering portion and a deliberative portion.

Information Gathering Portion:
Graduate Appeals and Exceptions Subcommittee members will meet with the requesting student to discuss the request and remedy sought. A representative of the Student Affairs’ Office and the student’s program Director may be present during the session to provide information as requested.

The Program Director may comment on the impact or plausibility of any suggested or requested solutions. The Program Director should also raise any accreditation, regulatory, or contractual concerns related to any suggested or requested solutions.
The Subcommittee may adjourn the information gathering portion of the meeting in its discretion when it has concluded its fact-finding. In most cases, the Subcommittee will deliberate directly after the evidentiary portion but is not required to do so. In such case, participants will be asked to leave, and the Subcommittee will begin the deliberative portion of its meeting.

**Open Meetings – Fact Gathering and Deliberative Portions of Meeting**

The Subcommittee is subject to Wisconsin Open Meetings law. This applies to both the fact gathering portion of the hearing as well as the deliberative portion.

**Fact Gathering Portion**
The Subcommittee is empowered to close the evidentiary portion of the meeting to the public pursuant to Wisconsin Statutes §19.85(1)(f) if it is “considering financial, medical, social or personal histories or disciplinary data of specific persons…or the investigation of charges against specific persons…which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.”

The Subcommittee will make the ultimate decision whether to move into closed session for the fact gathering portion of the hearing; however, such committees often do so for student appeals to protect the reputational interests of the student as well as any educational records subject to FERPA. The student should be asked in advance whether they would like the fact gathering portion of the meeting to be held in open session, and the Subcommittee will take this into consideration when deciding whether to move into closed session or not. If the fact gathering portion of the meeting is held in open session, any member of the public may attend but may not participate.

**Deliberative Portion**
The Subcommittee will be the only individuals in the room during the deliberative portion of the hearing. The deliberative portion of the hearing may be held in closed session pursuant to Wisconsin Statute §19.85(1)(a) if the Subcommittee is “deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the governmental body.”

**Subcommittee Decision**
The Subcommittee will provide a decision in writing to the student and the Program Director, clearly indicating if the request for exception has been granted or denied.

The Subcommittee Chair will consult with the Associate Dean of Academic Affairs prior to issuing the Committee’s decision, as applicable, to determine if any proposed exceptions are consistent with CON past practice, and to determine any workload, budget, nursing practice, accreditation, or contractual implications of such exceptions.

The Subcommittee decision on a request for exception is final. Requests for exceptions cannot be further appealed.

Approved by GPC 5-5-17, 3/6/20 GPC approved updates, 4/17/20 CON approved, 5/12/20 updated w/edits and attached approved from
APPENDIX D

University of Wisconsin-Milwaukee
College of Nursing

Graduate Appeals and Exceptions Subcommittee

GRADUATE STUDENT REQUEST FOR AN EXCEPTION

Name _____________________________________    Date __________________________

Email _____________________________________

Student No. __________________________________   Phone No.   ______________________

Requests for Exception must be submitted in writing within 10 calendar days of receiving a notice from the Program Director that their request needs a formal review.

Please answer the below questions (either directly in this form or in an attached document). Please also attach any relevant documentation.

1. Indicate the exception you are requesting:

2. Provide the substantiating reasons for your request:

3. List the remedy you are seeking:

4. Provide your rationale for the remedy sought:

5. Please provide any additional relevant information of which you would like the Subcommittee to be aware:

Student Signature ___________________________ Date: ___________________________

Return to: Chairperson, Graduate Appeals and Exceptions Subcommittee c/o Student Affairs Office, located in Cunningham Hall 135 UWM College of Nursing.
UNIVERSITY OF WISCONSIN-MILWAUKEE

College of Nursing

To comply with the State's Open Meeting Law, your desire for an open or closed session when your Request to Appeal is considered 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 deliberates.

In an open session, attendance at the fact-finding portion of the meeting is not limited and is open to any interested persons.

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 is considered.   ____   ____

I request an open session at the meeting.   ____   ____

I request a closed session at the meeting.   ____   ____

Student's Signature ________________________________________________________

Date _____________________________________

Return to:
Chairperson, GPC Appeals/Exceptions Subcommittee
C/o Student Affairs Office
UW-Milwaukee
College of Nursing
P.O. Box 413
Milwaukee, WI 53201
Professional Expectations of Students in Academic and Clinical Settings Policy

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 of UWM College of Nursing Students:

   a. Prepared and punctual attendance in all classes and clinical (includes skills lab and simulation) experiences.

   b. Complete assignments according to timelines designated by the course instructor and policies.

   c. Scholastic Integrity - Demonstrate honesty and integrity in one’s own work; giving credit for ideas and work of others; and providing proper citation of source materials.

   d. Communication Skills. The student:

      1) Demonstrates the written and in-person skills expected of a nursing professional and demonstrates the ability to comprehend information and communicate ideas and feelings in keeping with professionalism standards in order to convey content presented in the program and to adequately complete all assignments.

         a) Written communication: Demonstrates professional level skills in written English.

         b) In-Person Communication: Communicates effectively and professionally, expressing ideas and feelings clearly. Demonstrates a willingness and an ability to listen to others.

         c) Inappropriate Communication: Refrains from inappropriate communication with others including written or electronic communications including text messaging, email, all forms of social media and in person.

1 The Sustainable Peacebuilding Program will use the applicable parts of this policy. Please refer to the program handbook for more information.
2. Personal and Professional Requirements

a. Synthesizes previously learned knowledge, new knowledge, and safety and quality principles into the care of all clients.

b. Maintains confidential information in keeping with HIPPA and the law.

c. Meets the needs of the client from a biological, psychological, sociological and cultural standpoint.

d. Practices within 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. Nursing students must practice within the boundaries of the Wisconsin Nurse Practice Act.

e. Practices according to a code of ethics and standards for safe and professional behavior. For nursing students this refers to two core professional documents from the American Nurses Association: The Code of Ethics for Nurses and the Nursing Scope and Standards of Practice.


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:
   1) seek, accept and act upon constructive feedback.
   2) participate thoughtfully in the self-evaluation process
   3) recognize own limitations and seek appropriate assistance
   4) respect individuals, families and community perspectives about health care.
   5) separate personal and professional issues in the classroom and in the clinical setting.
   6) 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.
   7) 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
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bully others in physical, emotional, verbal, or sexual manner or otherwise cause physical or emotional harm.

j. The student demonstrates appropriate personal hygiene and dress 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
   1) The student maintains the ability to manage life stressors through the use of appropriate self-care, demonstrating self-regulation.

b. Emotional, Physical and Cognitive Capabilities
   1) Uses sound judgment.
   2) Demonstrates the emotional, physical and mental health required to function effectively as a nursing student.
   3) Is not impaired by any substances (e.g. alcohol and drugs).
   4) Thinks critically about patient centered care, professional nursing practice and evidence-based practice.
   5) Demonstrate reflective practice.
   6) 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, unsafe, and/or disruptive behavior will be asked by faculty to leave the classroom or clinical setting 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: https://uwm.edu/deanofstudents/conduct/academic-misconduct/

All students referred for review are expected to participate in the review process. These are elements of the process:

- At any time in the process, an instructor may consult with the Curriculum Coordinator or appropriate Program Director for assistance.
- There are three different levels of review that are not necessarily progressive in nature. (Informal, Level I, and Level II). Egregious violations may result in immediate Level II review.
- Instructors may consult the Curriculum Coordinator/Program Director if they are unsure of the appropriate level of review. The level of review depends on the nature, severity, and/or frequency of the incident or concern. An Informal review may be sufficient to address the problem with no further action required.
- A Level I review must include a remediation plan with expected behavioral indicators and re-evaluation dates. Documentation of outcomes of the plan by the instructor is required. A Level II review may include a remediation plan depending on the disposition of the case.
- A copy of all forms is provided to the student by the person conducting the review meeting and a copy is placed in the student’s program file by the Curriculum Coordinator or Program Director.
- Any behavior that is unsafe and endangers patients, staff or others can result in immediate removal from clinical or classroom settings and a Level II Review. Behavior that endangers the ongoing UWM partnership with a clinical site will result in immediate Level II Review.
- Reviews of students in pre-nursing courses (UG program) will be referred to the Program Director.
- If students refuse to participate in the review, it will proceed without the benefit of their input.

1. Informal Review

An informal review involves an instructor and a student. When an instructor has minor concerns about a student meeting the professional expectations criteria, they will:

a. Discuss the concerns directly with the student and seek to work with the student to resolve difficulties;

b. Advise the appropriate Curriculum Coordinator or Program Director in order to identify potential patterns and issues related to the student;

c. Document dates and content of meetings with the student using the review form, indicating that it is an Informal Review;

d. Give the student a copy of the form and provide the Curriculum Coordinator or
Program Director with a copy of the form for the student’s program file.

e. Since there is no remediation plan with an Informal Review, the expectation is that the behavior(s) is resolved. If unresolved, the instructor should complete a Level I review.

2. Formal Review: Level I

When an instructor has more serious concerns about a student’s behavior, they will complete the Formal Review - Level I. Completed forms should be given to the appropriate Curriculum Coordinator or Program Director.

a. A three-way conference will be scheduled with the instructor, the student and the appropriate Curriculum Coordinator or Program Director. During this conference, the Level I and Remediation Plan will be reviewed. The nature and content of the remediation plan will depend on the specific situation, however, all remediation plans must:
   1) Be written using measurable, objective terms;
   2) Include a reasonable timeline;
   3) Be signed by all parties involved.

b. If a student fails to meet the requirements of the remediation plan by the date(s) indicated, the instructor will consult with the Curriculum Coordinator or Program Director to prepare a Level II review. If a student successfully completes a remediation plan, probationary/remedial status will be removed by the instructor who must provide documentation of resolution on the original remediation plan along with the date and signature. A copy of the remediation plan resolution will be given to the student and placed in the student’s file.

c. A remediation plan may continue for more than one semester, depending on the individual circumstances

d. Give the student a copy of the forms and provide the Curriculum Coordinator or Program Director with a copy of the forms for the student’s program file.

3. Formal Review: Level II

A formal Level II review is warranted in the following circumstances:

• A second incident or concern is reported for the same student:
• The student failed a remediation plan during the Level I Review;
• The incident or concern is serious.

a. A Level II review requires discussion among some or all of the following parties: instructor, appropriate Program Director, Associate Dean for Academic Affairs,
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and the Curriculum Coordinator (if applicable) to discuss the documentation and disposition of the review.

b. The disposition may include continuation in the program with or without further remediation, continuation in the program with removal from one or more courses and a remediation plan, or dismissal from the program.

c. A subsequent meeting will be held with the student and appropriate parties to:
   1) Interview the student
   2) Discuss the Level II review
   3) Make determination regarding the student’s ability to continue in the program
   4) Discuss the remediation plan, if applicable
   5) Give the student a copy of the forms and provide the Curriculum Coordinator or Program Director with a copy of the forms for the student’s program file.

If the student requests an appeal and if it is appropriate, the Student Advisor assists the student in preparing the appropriate forms and determining 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.
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Professional Expectations of Students in Academic and Clinical Settings Policy
Review Form

Student Name: 

Course number: 

1. Indicate the Type of Review:

☐ Informal
☐ Level I with Remediation
☐ Level II with Remediation/Disposition

2. Provide a succinct and objective description of the issue(s) and/or behavior(s).

3. Check the category subheadings from the Professional Expectations Policy document that apply to the issue or behavior described. Check all that apply.

☐ General Requirements
☐ Personal & Professional Requirements
☐ Cultural, Social Attitudes & Behavior
☐ Social, Emotional, Cognitive & Physical Skills
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4. For each category checked above, identify the specific behavior(s) of concern from the policy.

5. Identify the specific course objectives the student is not meeting or is at high risk of not meeting due to the issue or behavior described. Link the objectives to the behavior(s) or issues described in #2 above.

6. Attach any additional relevant documentation.

7. Complete the Remediation Plan for a Level I or Level II Review
Professional Expectations of Students in Academic and Clinical Settings
Policy Remediation Plan
Level I and Level II Review Only

1. Identify specific behavioral expectations that address the student issue or behavior (i.e., what behaviors do you expect to see the student demonstrate to resolve the issue).


2. Indicate the date(s) for reevaluation by the instructor for each behavioral expectation.

Date:

Remediation Reevaluation

1. Provide documentation of outcomes, either resolved or unresolved, with dates.

☐ Resolved

☐ Unresolved
2. If unresolved, identify action plan which may include, extension, change or addition to the remediation plan with new dates and/or consultation with the Curriculum Coordinator and/or Program Director to determine appropriateness of a Level II review.

Please sign below for Informal, Level 1, and Level 2 Reviews

**Student Signature** indicates notification regarding concern(s) and remediation expectations (if applicable) and is not an indication of agreement.

Student Signature: __________________________
Date: ______________________

**Instructor signature** indicates that the student has been informed in writing of the concern(s) and of the Remediation Plan (for Level I or Level II Review only)

Instructor Signature: ______________________
Date: ______________________

Curriculum Coordinator Signature: ______________________
Date: ______________________

Program Director Signature: ______________________
Date: ______________________

Please provide the student with a copy of this form including the remediation plan (if applicable) Return the form and the Remediation Plan to the Program Director to be placed in the student’s file.

**NOTE:** The student may provide additional documentation if desire
Disposition of Case
Following review of the evidence presented from previous professional expectations meetings and after interviewing the student in question and the instructor involved with this case, the following recommendation is made based on consultation with the Associate Dean for Academic Affairs:

☐ Student is allowed to proceed in program without further remediation plan.

☐ Student is allowed to proceed in the program with remediation plan.

☐ Student is allowed to proceed in the program but is removed from the following course(s) (add course number) with a remediation plan.

☐ Student is not allowed to proceed in the program and is being dismissed from the program effective immediately.

Student signature indicates notification regarding the decision and is not an indication of agreement.

Student Signature: ________________________________
Date: ______________________

Program Director Signature: ________________________________
Date: ______________________

Associate Dean for Academic Affairs Signature: ________________________________
Date: ______________________

Please provide the student with a copy of this form including the remediation plan (if applicable). Return the form and the Remediation Plan to the Program Director to be placed in the student’s file.

NOTE: The student may provide additional documentation if desired.

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