Bachelor of Science in Nursing
RN-BSN

STUDENT HANDBOOK

School of Nursing

Northern Michigan University
Revised
May 2018
Getting Information about the University and the Nursing Program

For information regarding applications and admission procedures to the University; transfer credits:
Division of Extended Learning and Community Engagement:
Global Campus
http://www.nmu.edu/online/nmus-global-campus

School of Nursing RN to BSN Coordinator
RNtoBSN@nmu.edu

Admissions Office
Room 2212 Hedgcock
(906) 227-2650 or (800) 682-9797
http://www.nmu.edu/admissions/

For information concerning loans, scholarships, and employment:
Financial Aid
Room 2107 Hedgcock
(906) 227-2327 or (800) 682-9797
http://www.nmu.edu/finaid/

For information regarding student services:
Office of the Dean of Students
2001 Hedgcock
(906) 227-1700 or (800) 682-9797
http://www.nmu.edu/dso/
CHAPTER ONE

INTRODUCTION--BACCALAUREATE NURSING PROGRAM

HISTORY

In 1966, the Michigan Nurses Association published a document, "Plan for the Future of Nursing Education in Michigan." As a result of the Michigan Nurses Association recommendations, the program in baccalaureate nursing at Northern Michigan University was established. Margaret Rettig, who was later to become Dean, was appointed director in 1968, and two faculty members were hired. Unanimous approval to initiate the nursing curriculum was received in March, 1969 from the NMU Board of Control.

The success of the program must, in part, be attributed to those courageous individuals who first enrolled as students. Students and faculty achieved success despite many challenges. Their dedication to high academic and professional standards set the pattern for the future of the program and the quality performance of graduates.

The BSN program has benefited from the popularity of nursing as a career choice. Enrollment has increased drastically from the original 35 in 1969. The program in baccalaureate nursing became a formal department within the School (subsequently a College, then back to a School in 2000.) of Nursing and Allied Health Sciences in Spring, 1978. The baccalaureate nursing program was fully accredited by the National League for Nursing Accrediting Commission (NLNAC) from 1981 – 2003. The Bachelor of Science in Nursing (BSN) program has been accredited by the Commission on Collegiate Nursing Education (CCNE) since 2003.

In 1989, the School of Nursing began the LPN to ADN program. The Associate Degree in Nursing (ADN) was open only to LPN's and it prepared students to function as technical nurses in a structured setting. The last class in this program was completed Winter semester 1995. The LPN to ADN program provided licensed practical nurses the opportunity to advance from one level of nursing practice to another. Graduates of this ADN program were able to expand their scope of practice and move into areas of increased responsibility. With minimal loss of credit, advancement to the next level of nursing was available for graduates of the program who chose to pursue a baccalaureate degree.

The RN to BSN Completion program began in the early 1970’s and continues to this day. The department also offers an LPN to BSN Completion program. Both the LPN to BSN and RN to BSN programs build on the student’s previous nursing education and experience and facilitate student mobility towards the BSN degree.

The College of Nursing and Allied Health Sciences combined with another college in the year 2000 to become the new College of Professional Studies and since then, the School of Nursing has been administered by an Associate Dean of Nursing. Currently the School of Nursing is a member of the College of Health Sciences & Professional Studies.

The Practical Nursing (PN) program had been a vital part of the School since 1971. Students affiliate in hospitals and nursing homes in the Marquette, Michigan area. There has been a trend for those graduates to enter an associate degree in nursing or baccalaureate program to further their aspirations. NMU’s School of Nursing has constantly tried to improve the articulation of the PN graduates into the BSN program. A program Coordinator for both the LPN to BSN and RN to BSN tracks has been in place for several years. Due to budget constraints, the PN program was suspended in 2011. However, due to strong community request, the PN program was reactivated in Fall 2012.
The School of Nursing has expanded beyond the brick and mortar parameters of the campus of Northern Michigan University to include the regional health care system. As a student within the school, you serve not only as an emissary to the health profession, but as a representative of the academic community of Northern Michigan University.

**BSN PIN**

The BSN pin, as pictured on the cover, typifies the strength and rugged individualism that has characterized the nursing community throughout its history. Nursing practice that requires limitless innovation and adaptation to change is represented by the free form shape of the BSN pin. Originally designed by a graduate of the program, the pin is struck of the color of steel and encrusted with the stone of hematite to reflect the uniqueness of this region. Tracks run from the stone in diverse directions and different lengths. Graduates will direct their nursing practice in different directions. They will continue to practice nursing in near and far places, wherever there are persons with needs. Their strength of character and individualism will be reflected in the heritage of the pin they wear. The nursing pin is usually granted at the nursing pinning ceremony, a time-honored solemn event for graduating nursing students scheduled prior to graduation.

**MISSION STATEMENT**

The mission of the Bachelor of Science in Nursing (BSN) program is to provide high quality education using innovative technology to educate professional nurses who are caring, competent, and qualified to practice in constantly changing environments and with diverse populations. (updated Fall 2016)

**CORE CURRICULAR CONCEPTS OF THE BSN CURRICULUM**

- **H** = health promotion throughout the lifespan
- **O** = optimal evidence-based practice
- **L** = lifelong learning
- **I** = international global community
- **S** = safety and service
- **T** = typify professional nursing standards
- **I** = informatics, interdisciplinary collaboration, and improved quality
- **C** = critical thinking, client-centered care and communication
CHAPTER TWO
BACCALAUREATE NURSING PROGRAM
Online RN to BSN CURRICULUM

Credit for a maximum of 47 semester hours of selected previous nursing courses will be granted to those individuals transferring from an accredited nursing program or community college. Pre-requisite coursework will be waived with an active unencumbered RN license.

Required Nursing Major Courses (16 total credits)

- NU 311 Nursing Research and Evidence-Based Practice (2 credits)
- NU 411 Nursing Care of Populations (Theory) (4 credits)
- NU 414 Nursing Care of Populations for the Practicing Nurse (Clinical) (3 credits)
- NU 421 Nursing Issues Seminar (2 credits)
- NU 441 Leadership and Management in Nursing (Theory) (2 credits)
- NU 454 Professional Nursing Practice (Clinical) (3 credits)

RN to BSN students will need to fulfill the requirements of the major and the requirements of the University and General Education program. Information regarding the University and General Education requirements can be found in the University Bulletin. Please be sure to refer to the bulletin matching the academic year of admission to the program.

Many RN to BSN students return to school in an effort to gain leadership positions. Students may choose to take courses from the Applied Workplace Leadership program to fulfill some of the General Education requirements while gaining valuable knowledge which is immediately applicable to the nursing workplace. Students may also choose to minor in leadership by completing all 20 credits of the following leadership courses:

- LDR 100 Effective Communication in the Workplace (4 credits)
- LDR 200 Ethical Leadership in the Workplace (4 credits)
- LDR 220 Assessment in the Workplace (4 credits)
- LDR 300 Leadership in Diverse Workplaces (4 credits)
- LDR 400 Systems Thinking in Workplace Leadership (4 credits)

*Consult an advisor for a specific plan of study to ensure you will meet all of the nursing and general education requirements
# RN to BSN Track

## Curriculum Plan

Course sequence subject to change

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<th>SEMESTER I</th>
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<td>NU 311 Nursing Research &amp; Evidence Based Practice</td>
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<td>NU 421 Nursing Issues</td>
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<td>NU441 Leadership and Management in Nursing</td>
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<td><strong>Total</strong></td>
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*a minimum of 32 NMU credits is required to earn a BSN, however; more or less credits may be required based upon previous academic experience

*individual plans of study will vary based upon previous academic experience

**Advanced Placement:** RN to BSN students will receive 47 credits of advanced placement with an active RN license.
CHAPTER THREE
ADMISSION POLICIES

Application Process:

Before applying for admission to the RN-BSN nursing sequence, applicants must:

1. Be admitted to Northern Michigan University.
2. Provide proof of a current unencumbered RN license from the state in which the student will complete clinical requirements.
3. An Associate Degree in Nursing from an accredited school.
4. Have a 2.5 grade point average.

This program uses a rolling admission process so students may apply at any time. The following process is recommended for RN to BSN students:

2. After completion of the inquiry form, the potential student will be contacted by a School of Nursing representative to discuss program requirements and student goals.
3. After communication with the School of Nursing, application complete the NMU global campus at [http://www.nmu.edu/online/](http://www.nmu.edu/online/).
4. Official admission to Northern Michigan University requires a review of official transcripts from other universities attended. Credit for a maximum of 47 semester hours of selected previous nursing courses will be granted to those individuals transferring from an accredited nursing program or community college. Pre-requisite coursework will be waived with an active unencumbered RN license.
5. Conditional admission: Potential RN to BSN students may apply to NMU while enrolled in the final semester of their Associate Degree program. A conditional admission will be considered if the student has a current grade point average of 2.5 or higher for the coursework completed within the Associates program. If a conditional admission is granted, proof of a completed Associates Degree in Nursing and an active RN license must be submitted to NMU no less than 30 days prior to the start of the first clinical course (NU414). If this documentation is not submitted, the student will not be permitted to enroll in any nursing courses and will be dismissed from the RN to BSN program.
6. Please note: the RN to BSN program is offered primarily as an online program. Students wishing to complete the RN to BSN program on campus at NMU should contact the School of Nursing ([RNtoBSN@nmu.edu](mailto:RNtoBSN@nmu.edu), 906-227-2834) for information on application process and deadlines.
CHAPTER FOUR
PROGRESSION AND RETENTION

ADVISING & REGISTRATION:

Academic Advisement Procedure:
Development of a plan of study with you advisor is essential. Contact RNtoBSN@nmu.edu to begin this process. Once your plan of study is developed, it is expected that you will follow this plan. If you decide to stray from this plan, communication with your advisor will be crucial to your academic progression and success. A revised plan of study can be developed in coordination with your advisor at any time to accommodate your individualized learning needs.

On-Line Course Registration
After communicating with your advisor, you will need to register for your classes. Each student is assigned a day for enrolling based on the number of NMU credits. A user ID and password are required. Information regarding registration is available at https://mynmu.nmu.edu. Global campus students are given the opportunity to register for courses prior to on campus students. Early registration is key to accessing the coursework needed for degree completion.

Progression & Retention: Online RN-BSN Program:

In order to progress through the program, students need to:

- Maintain unencumbered RN licensure in the state where clinical hours will be completed.
- Earn a “C” or higher in all nursing courses; maintain an overall NMU GPA of 2.5.
- Maintain enrollment at NMU. Students need to notify the program coordinator and advisor if they intend to fall out of the pre-established plan of study.

*Please note: After one calendar year of not taking courses, students will need to follow NMU’s policy as a re-entry student. Readmission may be granted if all admission and retention requirements have been met and as space allows.

To retain status in the program, students must:

- Complete all nursing courses with a minimum of C, or S when the course is graded S/U. Required nursing courses are identified with the prefix letter of “NU”.

- Students must repeat any course in which a grade lower than a C or a U is earned however, only one nursing course may be repeated. Students will not be allowed to take the next nursing course in his/her plan of study until a passing grade is earned. Upon receiving a passing grade, the student may progress in the nursing program (based upon space availability). If a second failing grade is earned in any nursing course, repetition is not allowed, and the student will be dismissed from the program.

- Adhere to the university student code.
• Demonstrate a pattern of safe practice and professional behavior commensurate with their educational experiences.

• Comply with all policies of institutions or facilities used for clinical settings. This may include: drug testing, immunization requirements, criminal background check, and other required health information as the agency may require. For all clinical experiences, students will communicate with the program coordinator and/or advisor prior to registering for a clinical course to determine appropriate requirements.

• The number of students in online courses is based on space available. When students deviate from their pre-established program of study, they will need to work closely with the program coordinator and advisor in order to determine a new course sequence.

• Withdrawal Policy: Students who are withdrawing from a nursing course must contact their instructor(s) and the program coordinator/advisor.

**LICENSE INFORMATION:**
RN to BSN students must report any action involving their license to the Program Coordinator. This includes licenses that are revoked, suspended, or sanctioned in any manner (including temporarily). A continued requirement for the RN to BSN program is a current license without restrictions or sanctions.

**SCHOOL OF NURSING GRADING POLICY:**
The School of Nursing grading scale and grading policy for theory/lecture courses:

- A = 93 - 100%
- A- = 90 - 92%
- B+ = 87 – 89%
- B = 83 – 86%
- B- = 80 – 82%
- C+ = 77 – 79%
- C = 73% - 76%
- C- = 70 – 72%
- D+ = 67 – 69%
- D = 63 – 66%
- D- = 60 – 62%
- F = < 60%

THE STUDENT MUST EARN THE EQUIVALENT OF ≥ 73 % TO PASS EACH NURSING COURSE. SCORE PERCENTAGES OF ≥ 0.50 ARE ROUNDED UP. SCORE PERCENTAGES OF ≤ 0.49 ARE ROUNDED DOWN.

**STUDENT REQUESTS & APPEALS:**
Students Requesting Exceptions to a School of Nursing Policy need to consult with the Program Coordinator. Compelling reasons or extenuating circumstances supporting the request to take a course out of pre-established sequence will be assessed on an individual basis.

For grade appeals students are directed to the NMU Student Handbook and are required to use the University process and procedures outlined therein. Further information is available from the Dean of Students office: 2001 Hedgcock (906)-227-1700.

**Withdrawal Policy: Program**
Students who are considering withdrawing from the major must contact their instructor(s), their advisor and the Associate Dean/Director. Students wishing to reenroll in the program must reapply for admission by the identified deadlines and must have a minimum GPA of 2.5. Readmission may be granted if all admission and retention requirements have been met and as space allows.
Withdrawal Policy: Course
Students who are withdrawing from a nursing course must contact their instructor(s) and their advisor. Students who plan to resume in the nursing curriculum must send letters to the Associate Dean/Director of the School of Nursing and the Student Affairs Committee (SAC). The letter should include which course(s) has/have been dropped, the reason for the withdrawal and an outline of their plan for continuing in the program.

STUDENTS REQUESTS & APPEALS

Students Requesting Exceptions to a School of Nursing Policy
This handbook serves as a reference for School of Nursing Policies. If a student would like to request an exception to any policy, an “Exception to Policy” form must be submitted to the Associate Dean/Director of the Nursing Program. This form can be found in Appendix 4 of this handbook. It is expected that the student meets with his/her advisor for guidance prior to submitting the exception paperwork.

Requests for exception to policy are not grade appeals. For grade appeals students are directed to the NMU Student Handbook http://webb.nmu.edu/dso/SiteSections/OurServices/Handbook.shtml and are required to use the University process and procedures outlined therein.

Grade Appeals
The grade appeal process is delineated in the NMU Student Handbook: Student Rights and Responsibilities, Student Code, and University Policies and Related Documents. The Student Handbook is found on the NMU Dean of Students website. Further information is available from the Dean of Students office: 2001 Hedgcock (906)-227-1700.
CHAPTER FIVE
COURSE RELATED POLICIES AND INFORMATION

Health Insurance
Health insurance is strongly recommended and may be required for certain clinical placements in the nursing program. Northern Michigan University and affiliated health care agencies assume no responsibility for injuries and/or illnesses incurred while performing learning opportunities as a student nurse.

Malpractice Insurance
NMU provides nursing students with malpractice insurance when the student is performing learning opportunities on behalf of, or under the direction of NMU. Students are strongly encouraged to carry their own professional liability insurance. Additional information on the University insurance coverage and independent professional liability coverage is available in the School of Nursing. Specific healthcare facilities may require proof of personal malpractice insurance coverage.
CHAPTER SIX
SCHOOL OF NURSING RESOURCES & SUPPORT

SCHOOL OF NURSING ORGANIZATIONS

Student Nurses Association (SNA)
The Student Nurses Association (SNA) aids in the preparation of student nurses for the assumption of professional responsibilities. SNA promotes professional and social unity among the student nurses and various other organizations, faculty, and community. It also provides supplemental educational information and stimulates an understanding and interest in professional organizations such as the American Nurses Association, Michigan Nurses Association, National League of Nurses, and Michigan League for Nurses. Contact the School of Nursing Office for information about meetings. Notices of meetings and activities are usually posted at the Nursing Technology Center (NTC) and sent via e-mail to all nursing students.

Sigma Theta Tau – Xi Sigma Chapter
The Xi Sigma Chapter of Sigma Theta Tau recognizes academic achievement, leadership qualities, and high professional standards. The organization encourages creative work and a commitment to the ideals and purpose of the profession. Membership is by invitation and is open to Juniors and Seniors who meet the academic criteria. All students are welcome to attend meetings and participate in activities. Scholarships are available to students.

NMU SCHOLARSHIPS

General Information Regarding Scholarships
Availability of departmental scholarships are listed on the NMU Scholarship website. Students who are interested in applying, must complete an application form, which can be obtained from the Financial Aid or the NMU Development Fund office and must be returned to the designated office by the posted deadline date. The deadline for scholarship applications may vary, but is usually early in the winter semester. Students are notified by e-mail regarding the registration period and the deadlines for application. Interested students should periodically check the NMU website or contact Financial Aid or the Development Fund Office for specific deadline information. The recipients are notified of awards at the end of the winter semester and receive the award the following fall semester. Students, who have applied for or received scholarships in the past, may reapply. Scholarship applications are reviewed by members of the Student Affairs Committee.

AWARDS

Merit Awards (NMU award)
Merit awards are given to all graduating seniors who have attained an NMU GPA of 3.5 or higher. Each recipient receives a Certificate of Merit.
Outstanding Graduate Award
The Outstanding Graduate Award is awarded once each academic year at a University sponsored banquet. The recipient is selected by the faculty from candidates who satisfy the following criteria:

1. GPA of 3.5 or greater,
2. Outstanding potential for practice as a professional nurse,
3. Active participation in both school and community health related organizations and activities.
CHAPTER SEVEN

ACADEMIC & PROFESSIONAL POLICIES AND INFORMATION

ACADEMIC POLICIES

Policy on Making Copies of Student Work
Periodically throughout a student's academic career, a faculty member may request to copy the student's paper or academic product. Faculty must obtain written permission of the student (Appendix 7).

Academic Integrity
The School of Nursing abides by the University Rules as set forth and adheres to the Students Rights and Responsibilities and Student Code. It is the student's responsibility to review these rules. These are included within the NMU Student Handbook: Students Rights and Responsibilities, the Student Code, and University Policies and Related Documents are available on NMU’s website and from the Dean of Students Office, 2001 Hedgcock (906-227-1700). [http://webb.nmu.edu/dso/]

Academic Dishonesty Policy
It is the policy of the School of Nursing that all students be judged as individuals based on the merits of their own work and that the work submitted to the instructor be a true and honest representation of the individual student's productive effort. Therefore, the faculty of the School of Nursing wish to remind students that academic dishonesty will not be tolerated.

No student shall during the course of an exam offer any information of any kind to another student, receive any information of any kind from another student, or copy any information from another student, or have in his/her possession any tool, written material, or device which has not been authorized by the instructor giving the exam.

• No student shall submit as his/her own work any work containing ideas or materials from another without full acknowledgment of the author and the source. This shall include materials submitted as scholarly papers, written nursing care plans, logs, case studies, and all other written assignments. Specific citations of references shall follow the guidelines of the APA.

• No student shall upon reviewing his/her test results (during a test review period) attempt to alter them in any manner or copy the questions.

• No student shall sell, give away, or furnish in any form any questions or answers to any exam scheduled to be given to any nursing course.
NURSING STUDENT CLINICAL PRACTICE:

Clinical grades are based on the clinical objectives for each clinical course. Failure to meet clinical objectives means failure in the clinical course.

Evaluation of Unsafe, Unprofessional and Weak Clinical Practice
A nursing student practices within the regulatory boundaries of the Michigan’s Public Health Code follows professional standards of practice, School of Nursing policies, course objectives and College, University and clinical agency policies, procedures, and unit specific protocols.

A nursing student whose clinical practice is judged to be unsafe, and/or unprofessional may be removed from the clinical experience. To resume the clinical experience, the student who has been removed must comply with the stipulations prescribed by the faculty for re-entry to the clinical experience.

The faculty responsible for the clinical experience will also review the clinical practice of a student who exhibits weaknesses that may lead to unsafe and/or unprofessional practice. The faculty will develop a set of expectations for the student to attain to remedy those weaknesses in the current and/or subsequent semester.

Rationale: Faculty of the School of Nursing have a legal and professional responsibility to assure the public, other nursing students, the University and the nursing profession that students can practice safely and professionally in their various clinical practice settings commensurate with their educational experience. The Policy on Student Clinical Practice embodies that accountability by defining unsafe practice and/or unprofessional practice and weak practice by establishing guidelines for faculty to make a judgment of unsafe, unprofessional and/or weak practice, and by providing procedures to be followed when a judgment of unsafe, unprofessional and/or weak clinical practice is made.

Definitions of Unsafe Practice, Unprofessional Practice and Weak Practice with Potential for Unsafe and/or Unprofessional Practice

It is not possible to enumerate all forms of inappropriate behavior which would raise serious questions concerning a nursing student’s status as a health professional in training. The following are examples of behaviors which would constitute a violation of safe practice and professional standards.
**Unsafe Practice**
Unsafe nursing student behavior fails to achieve standards of care, violates the Michigan’s Public Health Code, violates the ANA Standards of Practice and may call into question the professional accountability of the student. The behavior causes harm or has the potential to cause harm to a client or other person. Depending on the degree of actual or potential harm a client may suffer, a one time deviation from safe practice may be sufficient to judge a student unsafe.

*Examples of unsafe practice include but are not limited to the following:*

1. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.

2. Demonstrating behavior that puts a client at risk of harm by violating a standard of care.

3. Acting in a manner that could cause serious harm to self or others, including but not limited to inadequate preparation for a clinical experience.

4. Performing acts of omission or commission that could cause harm to clients including but not limited to physical abuse, placing clients in hazardous positions or circumstances, mental or emotional abuse, medication errors or the inability to provide the ordered treatment or care.

5. Failing to provide accurate, inclusive, written and verbal communication or falsely documenting any clinical record, written assignment or student log.

6. Attempting activities without adequate orientation knowledge, assistance or supervision.

**Unprofessional Practice**
Unprofessional student practice behavior violates the ANA Code for Nurses, violates the Michigan’s Public Health Code and/or calls into question the professional accountability of the student.

*Examples of unprofessional practice that violates the ANA Code of Conduct for nurses include but are not limited to the following:*

1. Failing to notify the agency and/or clinical instructor of absence or lateness.

2. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.

3. Violating client privacy rights through breach of confidentiality of interactions or records or failure to protect the privacy of clients during personal care.

4. Engaging in behavior that is disrespectful or demonstrates incivility.
• **Weak Practice with Potential for Unsafe and/or Unprofessional Practice**

  Weak practice with potential for unsafe and/or unprofessional practice in providing nursing care to clients includes behavior that fails to achieve the standards of care, violates the Michigan Public Health Code, violates the ANA Code for nurses and/or ANA standards of Practice or calls into question the professional accountability of the nursing student.

  **Examples of Weak Practice with Potential for Unsafe and/or Unprofessional Practice include but are not limited to the following:**

  1. Difficulty or inability to apply theoretical knowledge to specific clinical situations.

  2. Difficulty or inability to successfully organize care and to document clinic assignment.

  3. Difficulty or inability to correctly interpret laboratory and/or diagnostic results.

  4. Difficulty or inability to determine priorities in completing clinical assignments.

  5. Difficulty or inability to communicate with clients, families, peers or other health care personnel.

  6. Difficulty or inability to complete assignments.

  7. Requiring frequent guidance and instruction and cannot be left unsupervised.

**Procedures Related to Nursing Student Clinical Practice**

• **Unsafe or Unprofessional Clinical Practice**

  **Note:** Depending upon the degree of actual or potential harm, a one-time deviation from safe and professional practice maybe sufficient to warrant failure of the course and/or suspension from the program.

  When an instructor has reason to conclude that a student has practiced unsafely or unprofessionally, the instructor will notify the student in writing of the reasons. A copy of the written notification will be forwarded to the Associate Dean/Director of the School of Nursing. Included in this written notification will be a description of:

  1. The description of the unsafe/unprofessional practice in which the student is engaged.

  2. Specific actions necessary to demonstrate safe and/or professional practice including any medical/health evaluations in situations where the physical, cognitive and/or emotional behavior of the student placed the client at risk

  3. The time and date by which the corrective actions must be achieved

  4. Modifications of the clinical experience pending completion of specific corrective actions necessary to demonstrate safe and/or professional practice may include but are not limited to restriction of activities and responsibilities, supervision of activities or procedures, removal from clinical experience and/or alteration in clinical agency site
Students removed from the clinical experience who, in the instructor’s judgment, have taken specific corrective actions prescribed to remedy unsafe and/or unprofessional practice will be permitted to resume the clinical experience contingent upon the availability of clinical placements and adequate resources.

Students achieving corrective action will either pass the course or pass the course with identified improvement activities prescribed by the current and subsequent clinical instructor.

A copy of the record of the judgment of unsafe and/or unprofessional practice will remain in their student record. If no further instances of unsafe and/or unprofessional practice occur, the record of unsafe and/or unprofessional practice will be removed at the time any potential for litigation expires.

If the specific corrective actions prescribed are not achieved, actions which may be taken include failure of the course and recommendation for discipline under the University Code of Conduct. Students who fail a clinical course due to unsafe and/or unprofessional practice may pursue reentry to the course by notifying the Associate Dean/Director of the School of Nursing within one week for rescheduling the class. This does not preclude an appeal through the University Grievance Procedure. Students who fail a course because of unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional may appeal the instructor’s judgment through the University Grievance Procedure.

*The actions that may be taken if the specified improvement prescribed is not achieved include:*

1. Pass the course because some improvement has been demonstrated but the student needs to continue improvement activities in the subsequent clinical course (see next paragraph).

2. Fail the course because behavior has become unsafe and/or unprofessional.

3. Fail the course and recommend discipline under the University Student Code of Conduct.

If actions for improvement must bridge the current and subsequent semester, the instructor of the current semester and the instructor responsible for the subsequent clinical course will usually agree upon and provide the student with a written description of expectations. The written description will include specific improvement actions to be taken during the subsequent semester, the time period during which the action must be completed in the subsequent semester and any modifications in the clinical experience that might be necessary to demonstrate safe and/or professional practice.

**Preceptors and Clinical Partners**

In some clinical situations students function in a preceptored situation. The School of Nursing has the following definitions for preceptored experiences:

**Clinical Partners:** “Staff members from a community agency or hospital unit who work with nursing students for a designated specialty experience rotation.”
Clinical partners spend limited time with students and may provide feedback to the course instructor but do not participate in evaluation of the student.

**Preceptor:** "An experienced registered nurse or other experienced professional, paired in a one-to-one relationship with a nursing student, who actively participates in the education and mentoring of the nursing student in a clinical setting".

- Preceptors must be trained, evaluated and hold necessary credentials.

**Professional Standards and Ethics**

Students are expected to adhere to the American Nurses Association's Standards of Practice and Code of Ethics. If questions arise or students would like more information, they should contact the School of Nursing office (paper copies are available). Information on the ANA Standards and Code of Ethics may also be found at www.ana.org, or American Nurses Association. (2010). Code of ethics for nurses: Interpretation and application. Silver Spring, MA: Nursebooks.org, and American Nurses Association. (2010). Nursing: Scope and standards of practice. Silver Spring, MA: Nursebooks.org.
CHAPTER EIGHT
NMU POLICIES AND INFORMATION

RIGHTS AND RESPONSIBILITIES

Americans with Disabilities (ADA) Policy
If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 2001 C. B. Hedgcock (227-1700). Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.

Disability Services
(located in the Dean of Students Office)
C.B. Hedgcock
Room 2001
Phone: 906-227-1737
E-mail: disserv@nmu.edu
Website: http://www.nmu.edu/disabilityservices/node/1

Nondiscrimination Policy
Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity, gender expression, genetic information, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

For more information regarding Rights and Responsibilities, please contact:

Janet Koski
Equal Opportunity Officer
jakoski@nmu.edu
Office Phone: 906-227-2420 Fax: 906-227-2334

Student Handbook
The Northern Michigan University Student Handbook contains information on Students Rights and Responsibilities, the Student Code and University Policies and Related Documents. This publication is available in the office of the Dean of Students, 2001 Hedgcock (227-1700). The Handbook details NMU Rules and Regulations and grievance procedures.
Request for Exception to a School of Nursing Policy
RN to BSN Program

Name:_______________________________________________________________________
Last                                                                First                                         Middle

NMU IN: ____________________                                Date:  ______________________________________

____________________________________, _______________, (_____)_________________________________
Street                                                                 City
____________________________________, _______________, (_____)_________________________________
State                                  Zip Code                               Telephone

Policy for which exception is being requested. Please include page number from the BSN Handbook.

Please provide rationale for request. Please note that acceptable rationale should include extenuating circumstances. For example, serious illness of yourself, pregnancy issues, major accident, serious illness of a child or spouse, death of an immediate family member, house fire, or some other similar event.

Do not use this form for a grade appeal. Please follow University policy when filing a grade appeal. Consult the Dean of Students office for further direction with grade appeals.

Was this issue discussed with your academic advisor?    Yes ___   No ___
Advisor’s Name_______________________________________________________________________

Please submit this completed form to the Associate Dean/Director (AD/D) of the School of Nursing. The AD/D will determine if your request will be forwarded to the Student Affairs Committee for further consideration. If it is determined your request for exception to the SON policy should be evaluated by SAC, please submit this completed form and any supporting documentation to the Chair of the Student Affairs Committee two weeks before their next scheduled meeting.
School of Nursing
Advanced Placement Credit Form

I recommend and authorize that advanced placement credit be granted to:

________________________
Last First M.I. NMU IN

<table>
<thead>
<tr>
<th>Course I.D. No.</th>
<th>Course Title</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU211</td>
<td>Foundations of Professional Nursing Practice (Theory)</td>
<td>4</td>
</tr>
<tr>
<td>NU212</td>
<td>Foundations of Professional Practice (Clinic)</td>
<td>3</td>
</tr>
<tr>
<td>NU221</td>
<td>Pharmacology</td>
<td>2</td>
</tr>
<tr>
<td>NU231</td>
<td>Pathophysiology</td>
<td>3</td>
</tr>
<tr>
<td>NU301</td>
<td>Nursing Care of Adults I (Theory)</td>
<td>4</td>
</tr>
<tr>
<td>NU302</td>
<td>Nursing Care of Adults I (Clinic)</td>
<td>6</td>
</tr>
<tr>
<td>NU321</td>
<td>Nursing Care of Women and Perinatal Family (Theory)</td>
<td>3</td>
</tr>
<tr>
<td>NU322</td>
<td>Nursing Care of Women and Perinatal Family (Clinic)</td>
<td>2</td>
</tr>
<tr>
<td>NU331</td>
<td>Nursing Care of Children/Adolescents (Theory)</td>
<td>3</td>
</tr>
<tr>
<td>NU332</td>
<td>Nursing Care of Children/Adolescents (Clinic)</td>
<td>2</td>
</tr>
<tr>
<td>NU341</td>
<td>Pharmacology II</td>
<td>3</td>
</tr>
<tr>
<td>NU401</td>
<td>Psychiatric Mental Health Nursing (Theory)</td>
<td>4</td>
</tr>
<tr>
<td>NU402</td>
<td>Psychiatric Mental Health Nursing (Clinic)</td>
<td>3</td>
</tr>
<tr>
<td>NU431</td>
<td>Nursing Care of Adults I (Theory)</td>
<td>2</td>
</tr>
<tr>
<td>NU432</td>
<td>Nursing Care of Adults II (Clinic)</td>
<td>3</td>
</tr>
</tbody>
</table>

47 credits are being granted because the student holds an active unencumbered license as a registered nurse as verified by the School of Nursing.

________________________
Date Signature of Department Head or Program Administrator

________________________
Department Name

Please return this form to the Office of the Registrar, C.B. Hedgcock, Room 2202. Retain one copy for your records.

________________________
Date Registrar’s Office Approval
NMU SCHOOL OF NURSING
Making Copies of Student Work

Permission to Make Copies of Student Papers

The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Student work is operationally defined as any project of a student (e.g. thesis, practicum, paper, model, slide) related to the discipline and completed for academic credit excluding exams. The Faculty of the School of Nursing are requesting that students provide permission to copy student work for the following purposes:

1. As examples for accreditation and licensing bodies;
2. For the explicit purpose of using the paper/product as a positive example for student learning including placing that paper/product on reserve in the library or the Department;
3. Papers/products completed for research practicum or thesis work will be bound and placed in the Library or Nursing office for the purpose of allowing the general public to have access.

Thank you for your cooperation in this matter.

CC: Student's File

I give the Faculty of the School of Nursing permission to copy course papers/products under the conditions described in the preceding paragraphs.

_________________________________________  ______________________________________
Signature                                                      Witness

____________   ________________________
Date                                                           Date