McAuley School of Nursing

Graduate Nursing Student

Handbook of Policies

UNIVERSITY OF
DETROIT
MERCY

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The McAuley School of Nursing (MSON) Graduate Handbook provides the specific policies to the MSON Graduate Nursing programs and is used in conjunction with the Detroit Mercy Catalog.

Table of Contents

Academic Progression Policies for Graduate Nursing Students 3
Grading Scale for MSON Graduate Courses 3
Academic Probation 4
Academic Dismissal 4
Nurse Anesthesia Program Dismissal Policy 5
Counseling/Tutorial Services 6
Incomplete 6
Withdrawal Policy 6
Forced Withdrawal 7
Leave of Absence 7
Academic Grievances and Appeals Policy 7
Academic Appeals Procedure 8
Requirements for Clinical Participation 9
Student Health Policy Related to Vaccine and Other Preventable Disease Requirements 10
Liability Insurance 11

Academic Progression Policies for Graduate Nursing Students

The policies outlined in this area should be used in conjunction with the academic policies outlined in the University Graduate Catalog.

Clinical Progression

For FNP program: Once a student begins the clinical sequence (NUR 5150), they must complete the clinical sequence in 3 academic years. Failure to do so may require the student to retake all and/or part of the clinical courses.

For FNP & ENP programs: Students who are more than one semester away from the clinical area will be required to revalidate skills prior to re-entering the clinical sequence. A student who is unsuccessful in either a didactic or clinical course that are taught together in the same semester must repeat both courses.

For Nurse Anesthesia program. Once a student begins the clinical sequence, they must complete that sequence in two academic years. Students in the nurse anesthesia track must achieve a B- or better course grade in all coursework to progress.

Grading Scale for MSON Graduate Courses

Graduate Nursing	Grade Report	University Quality Points/Credit hr.
93-100	A	4.0
90-92	A-	3.7
87-89	B+	3.3
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.3
73-76	C	2.0
70-72	D	1.0
<69	F	0.0

Academic Probation

The purpose of placing a student on probation is to formally notify the student that he/she has a serious academic problem, which can lead to dismissal from the program. The student is informed of probation status by letter from the Program Director or Associate Dean; this letter becomes part of the student's permanent file. A student who fails to maintain a cumulative average GPA to the required level (3.0) is subject to academic probation.

A student who is placed on academic probation due to poor academic performance (i.e., GPA < 3.0) must:

- Make a plan that addresses strategies for success; the student's advisor may be consulted regarding the development of that plan but ultimately, it is the student's responsibility;
- Raise her/his cumulative average to 3.0 within the completion of 6 credit hours of graduate course work in which a letter grade is rendered;
- Be aware that failure to raise the cumulative average to a 3.0 within the specified time frame will result in the student's dismissal from the program;
- Be aware that a failing grade in a graduate nursing core course is a grade less than B-. A student is afforded the opportunity to repeat a core nursing course in which they receive a grade less that B-. Two courses with a grade less than B- will result in the student's dismissal from the program.

The progress of a student on probation is reviewed by the Graduate Director and office of the Associate Dean at the end of the semester of probation. At this time, the student's progress is reviewed, and the student may have the probation status lifted, continued on probation or dismissed.

Graduate students on probation have the privilege of applying for admission to another college, school, or program within the McAuley School of Nursing. If accepted by that school, the student may be admitted on probationary status.

Academic Dismissal

Dismissal will occur when a student has been placed on academic probation for poor academic performance and not achieved a 3.0 cumulative quality point average at the subsequent completion of 6 credits of graduate coursework in which a letter grade is rendered.
A student who fails a graduate course in the program will be afforded the opportunity to repeat the course. A student who is unsuccessful in two graduate courses will be dismissed and may appeal the dismissal to remain in the program. Extenuating circumstances and strategies for success must be evident for an appeal. Students who are unsuccessful in two graduate courses in the same semester do not have the opportunity to appeal.
Students may be dismissed from the program for certain professional and ethical misconduct as detailed in the Professional Decorum, Professional Standards and Professional Ethics policies**.**

When a student is dismissed for academic reasons from a graduate nursing program, the transcript will so indicate; "Dismissed for academic reasons". Students who are dismissed may apply for admission to another college, school, or program within the McAuley School of Nursing or the University. The student may also appeal the dismissal to the Academic Progression Committee (APC). Notice of academic dismissal will be mailed from the Office of the Associate Dean.

Students who wish to appeal an academic dismissal should follow the procedures as described in this handbook. Students dismissed from one of the University's colleges for academic reasons may be considered for admission to a different college within the University. Regular admission procedures must be followed. Dismissal for poor scholarship is entered upon the student's permanent academic record.

Nurse Anesthesia Program Dismissal Policy

Dismissal from the program may be for academic, clinical, ethical, professional, or disciplinary reasons. Disciplinary reasons include violation of university rules and regulations and for unprofessional, unethical or illegal conduct related to professional practice. Falsification of the application (including providing incomplete or misleading information or withholding facts that might call into question the applicant's meeting the Admission Requirements) can result in withdrawing an offer of enrollment, immediate dismissal, or rescinding of the degree after graduation. Further details can be found in the nurse anesthesia student: faculty handbook. General guidelines for determining a violation of ethical or professional standards of conduct are found in the Standards for Accreditation of Nurse Anesthesia Programs located on their website: Council on Accreditation of Nurse Anesthesia Education Programs (COA).

Clinical Reasons for Dismissal- Nurse Anesthesia Program

All students must continually meet standards of care and the requirements of state law that pertain to Registered Nurse practice. The program Chair will report violations of law to appropriate authorities. Students are normally notified during the term if they are not meeting expectations. However, notification prior to probation or dismissal may not be possible in all circumstances. Egregious deviations from standards of care, dishonesty, actions jeopardizing patient safety, or unprofessional conduct can result in immediate dismissal, even from a single incident in which no prior notification by faculty of student deficiencies is possible. Examples of clinical reasons for dismissal are listed in the nurse anesthesia Student: Faculty Handbook. Some infractions are considered cause for immediate dismissal.

Academic reasons for dismissal- Nurse Anesthesia Program

1. Unsatisfactory performance in the academic area as defined in university and program of anesthesia catalogs, syllabi, and brochures.

2. A course grade of less than B- (2.7) is received in any course. This includes cumulative score below the threshold of 77% to qualify for a remediation examination and students who do not achieve a score of 80% on the remediation examination.
3. Failure to achieve a cumulative grade point average greater than or equal to 3.0 after one semester of probation for cumulative grade point average below 3.0.
4. Violation of CHP Honor Code
5. Any dishonest act whose result or intent is a subversion of fair and accurate didactic evaluation, i.e., "cheating" on exams.

a. Instances of academic dishonesty or cheating will result in at least a score of zero on the assignment or examination, and thus, potentially a failing grade in a course. For any such instances, instructors shall notify the program director who shall impose appropriate discipline, up to and including dismissal from the program.

6. Violation of program policies on professionalism and integrity, or ethical behavior.

Counseling/Tutorial Services

Directing a student to seek appropriate counseling/tutorial instruction is within the purview of the instructor, advisor or Office of the Dean. While it is advisable for students to seek assistance from instructors and faculty as a course proceeds, there may be circumstances where support is needed to understand certain concepts**.**

Incomplete

See academic policies within the graduate catalog

Withdrawal Policy

See academic policies within the graduate catalog

Forced Withdrawal

1. In some cases, a Change of Registration may be initiated by the School of Nursing Administration to remove a student from a class or clinical course. This action is taken at the discretion of the Program Chair or Associate Dean after consultation with faculty any time the safety or well-being of that student, client, other students, or agency personnel is in jeopardy.
2. The action will also be instituted if the student has failed to follow the procedures, regulations, prerequisites, or requirements of the College or when the student has gained registration in a class by misrepresentation.

Leave of Absence

Once a student begins the clinical sequence, it is expected that they will continue the program in a continuous sequence until graduation. If a student experiences an extraordinary circumstance (e.g. illness), they may request a leave of absence. The request for a leave of absence should be submitted to the Office of the Associate Dean for review. Only students who are progressing satisfactorily may request a leave of absence. Students who have not met the academic standards or professional standards for progression are ***not*** eligible for a leave of absence. The leave of absence shall not be granted for a period of more than one year. A student may be required to do preparatory work or validation prior to reentry. Students who leave a program for more than one year must formally request readmission to the program. The ability to return to the program is at the discretion of the Associate Dean. If more than three (3) academic semesters have elapsed since the student was in a clinical rotation, the student will be required to repeat some or all clinical courses.

Academic Grievances and Appeals Policy

Informal resolution. Students are expected to take an initial step to resolve a dispute informally and in good faith with the faculty (or with whomever they have an issue). If the informal dispute is not resolved, the student should meet with the Chair, track Coordinator, or Associate Dean to resolve. Students are expected to utilize internal mechanisms of dispute resolution, such as this appeals process, before utilizing external mechanisms.

Scope. This policy governs appeals for students with academic issues that may affect a student's progression in their program. Program handbooks and policy manuals may amplify or modify the procedures detailed below.

Student responsibility. There are specific guidelines and time constraints for the submission of an appeal. A student is responsible for reading this entire document, and following its guidelines. Any questions about the appeal process should be directed to the program administrator (MSON Associate Dean, PA Chair, HSA Chair). An appeal should be addressed to MSON Associate Dean, PA Chair, HSA Chair, or specific entity identified by the program (e.g., committee). Appeals should be accompanied by a description of the student's rationale describing why the decision should be overturned, and identify strategies to improve

success or remedy the effects of the decision. The student has the responsibility to demonstrate why an academic decision or its consequences should be overturned in all appeal procedures.

Appealing a Dismissal from the Program. Upon receipt of the appeal letter, the status of the student is considered dismissal pending. While an appeal of a dismissal is pending, students may not attend any program activities (e.g., classroom, clinical placements or internships, student meetings, etc.).

Assignment of Grades. Grades are assigned by the faculty scheduled to teach a course. Grades are determined based on the evaluation criteria and competencies described in the course syllabus. Faculty utilize rubrics, specific criteria, clinical expertise and academic judgment when assigning a grade. Grades cannot be assigned by any other person than the faculty teaching that course, and a grade can only be changed by the faculty member who assigned the grade.

Academic Appeals Procedure

PLEASE NOTE: The student must follow this process, which provides specific details, guidelines, timelines and expectations.

1. Students will be notified of an adverse determination regarding academic progression by a communication from the program administrator (or similar title, e.g. track coordinator). This communication will be sent by email to the students Detroit Mercy email account. Note that programs may also choose to send a copy of this communication by United States Post Office mail in addition to the official email communication. The communication will provide the procedures a student must follow in order to appeal the decision. Any written notice provided to the student will be mailed to the address on file with the University. It is the responsibility of the student to check his or her email and mail regularly, and to ensure that the address on file with the University registrar is correct.
2. Students are afforded only one opportunity to appeal an academic decision. If a student does not request an appeal or fails to appear at the hearing to discuss the appeal, they will forfeit their right to appeal. A student may withdraw an appeal at any time.
3. A student initiates the appeal, through their Detroit Mercy email account, that includes a signed letter to the program administrator (MSON Associate Dean, PA Chair, HSA Chair) describing the basis or circumstances for the appeal. The letter must be received within five (5) business days of the date the student became aware of the issue, or should have become aware (e.g., the date of the email from step 1 above). The student's appeal should include a description of the circumstances that affected the student and strategies to improve academic performance should the appeal be granted. If no written statement is submitted, the issue will be considered closed. The student's written statement should be no more than two (2) pages when printed on paper, and must describe the basis for appeal in detail. Supplementary information may be included to support the appeal and is not considered within the two-page limit.
4. Appeals will be considered by a committee designated by the program in their policy manuals. Faculty who were most directly involved in the decision will not be chosen to hear the appeal and in the event they are a member of the committee, will recuse themselves. The committee will review all letters of appeal and schedule appeal appointments as needed. The committee has the right to affirm the dismissal with or without meeting with the student face to face.

5. The student will be notified through their Detroit Mercy email account of the date, time, and place of any meeting.
6. The meeting to discuss the appeal request is considered a conflict resolution mechanism and is not a judicial proceeding. A student may not be represented by legal counsel in any hearing, or record the proceedings of any hearing. Students may be accompanied by one support person (not an attorney) at this meeting. This support person is not allowed to speak unless called upon by the committee. Students may be asked not to bring in personal belongings other than written notes and supporting documentation. The student is allowed to take notes during the hearing.
7. After meeting with the student, the committee will make a recommendation to the program administrator concerning the student's future in the program within five (5) business days. The recommendation is made based on the student's potential for success. Multiple factors may be considered, including but not limited to: overall academic performance, clinical performance, advisor notes, compliance with previous conditions of probation, accountability, and external conditions impeding success.
8. The program administrator makes the decision to affirm or overturn the original decision on academic progression based on the committee's recommendation within five (5) business days of receiving the committee's decision. This communication will be sent by email to the student's Detroit Mercy email account. This decision is final.
9. In rare instances, the student may request the Dean review the decision. This request for review must state the grounds on which the student believes a review is warranted, and this communication must be received by the Dean within 10 business days of receipt of the program administrator's decision. Grounds for requesting the Dean's review are limited to the following: procedural irregularity, substantial evidence not previously considered, undue severity of action, evidence of bias, or evidence the decision was arbitrary, capricious or unreasonable.
10. The Dean has the discretion to affirm the decision, or to conduct further review of the appeal. The Dean may request additional information, and may reach a decision with or without meeting with the student or seeking additional counsel. If the Dean affirms the decision of the committee, the Dean's decision is final.
11. In any instance when a decision is made to overturn a student's dismissal, the student will re-enter their program on Academic Probation. A contract will be created detailing the conditions the student must meet, either initially, or throughout the time remaining in the academic program. If the student cannot fulfill the stated expectations, the student will be dismissed, and there will be no opportunity to appeal this action further.

Requirements for Clinical Participation

The ability to participate in clinical rotations requires that students meet several conditions. Students must successfully complete a criminal background check and urine drug screen. Students must have evidence of BLS certification and meet all health requirements related to preventable disease. In addition, FNP and ENP students are required to carry additional liability insurance. ENP students must have evidence of current BLS, ACLS, and PALS while enrolled in clinical courses.

The MSON utilizes the ACEMAPP (Alliance for Clinical Education Matching and Placement Program) for all graduate programs except Nurse Anesthesia. (www.acemapp.org) ACEMAPP is a secure, online, clinical rotation matching, student on-boarding, and document storage solution for clinical sites, schools and consortia. ACEMAPP is a system to certify educational and healthcare institutions that students have completed certain requirements prior to the start of their clinical placement. This is a web-based online learning system and provides the vehicle for centralized record keeping of the HIPPA, OSHA, and Blood Borne Pathogens requirements that all of the health systems in Southeast Michigan require. The ACEMAPP System is also a centralized record keeping system for the student's demographic information and student's immunization, CPR, and TB results.

All students must enroll annually in ACEMAPP once their clinical course sequence begins, which is a State system where we complete documentation of the above materials and request clinical placement with many of our clinical affiliations. Before you are scheduled to begin a clinical rotation or internship, you will get a notice to your Detroit Mercy email account from the ACEMAPP system on how to sign-on the system and proceed. There is an annual fee for the ACEMAPP system. Students are required to renew the ACEMAPP and complete required modules annually. Once you are registered and sign-on, you can upload many of the required documents (except the Emergency Contact Form and signed physical clearance form) and complete the annual OSHA and HIPPA modules. Directions on how to upload documents are included in an attached document. If you wish, you can submit all required documents. The ACEMAPP system will notify when documents are ready to expire. It is the student's responsibility to stay abreast of the requirements and remain up to date.
For Nurse Anesthesia students: Nurse Anesthesia students are required to use Typhon for health & licensure records, and for their case logs. There is a fee for this system. In addition, affiliate clinical sites may have requirements which go beyond those of the MSON, and which change from time to time.

FNP and ENP students are required to use Typhon for clinical case log and time log reporting. The fee is included in their course fee.

Students in online graduate programs will be directed to follow a process to secure a badge that will be mailed directly to their permanent residence before the clinical rotations begin.

Student Health Policy Related to Vaccine and Other Preventable Disease Requirements

On the basis of documented nosocomial transmission, health care personnel are considered to be at significant risk for acquiring or transmitting influenza, hepatitis B, measles, mumps and rubella, varicella, and Covid-19. All of these diseases are vaccine preventable. The MSON requires all incoming students to demonstrate immunity to or vaccination for these diseases.

The MSON and our clinical partners reserve the right to withdraw a student who does not demonstrate compliance with vaccine and other health requirements. Students with a documented allergy or adverse event are responsible for providing the appropriate documentation to the clinical agency for review. The clinical agency may or may not allow the student to participate in clinical activities at their site. In the event a student fails to submit proper documentation by the specified date, a registration hold may be placed on the account of or the student may be withdrawn from the clinical course and not allowed to progress.

Liability Insurance

All family and emergency nurse practitioner students are required to purchase professional liability insurance (for NP students). This is a result of several of our clinical partners requiring coverage that is broader in scope and greater than that covered by UDM's liability policy. A copy of the malpractice insurance must be submitted to the compliance office. Minimum amount of coverage allowed is $1,000,000 per incident and $4,000,000 aggregate. The policy should be an occurrence-type policy. The liability policy must cover you while you are in clinical courses. ***Clinical Nurse Specialist students are not required, but highly encouraged to purchase coverage as a circumscribed number of prescribing hours are now required in clinical practicums.***

In addition to a student's own professional liability policy, all students, including registered nurse students, are covered by professional liability insurance through University of Detroit Mercy while they are enrolled in clinical nursing courses. The nurse practitioner, clinical nurse specialist, clinical nurse leader, doctorate of nursing practice, or nursing and healthcare leadership student is covered by the University of Detroit Mercy malpractice insurance **only** in clinical practicums that are a part of the educational program of the MSON.