

Greetings:

Welcome to the University of Maryland School of Nursing (UMSON)! You are part of a great tradition established in 1889 by Louisa Parsons, a graduate of the renowned Nightingale Fund Training School for Nursing, founded by Florence Nightingale. UMSON has a long history of innovation in nursing education, research, and practice. Our goal is to prepare you to be a nurse leader, and we are here to offer guidance and assistance as you strive to accomplish your educational goals.

The Student Handbook will help you during your enrollment at UMSON. It contains vital policies and procedures regarding registration and academics. Please read it carefully and become familiar with its contents. Students who are conscientious of the academic procedures have higher rates of success at UMSON than those who do not. Your academic advisor is also a great resource to supplement the information in the handbook.

The key to your success is to take advantage of all the opportunities offered at the University of Maryland, Baltimore; at UMSON; and in the surrounding area. Take a moment to explore the University's website (<http://www.umaryland.edu>) to learn about services provided to students.

We wish you the best in your endeavors and look forward to helping you reach your goals.

Sincerely,

UMSON Faculty and Staff

Disclaimer

This Handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the Handbook is updated only once a year prior to the start of the fall term. The University of Maryland School of Nursing (UMSON) reserves the right to make changes at any time with respect to course offerings, degree requirements, services, policies, or any other subject addressed in this document. The information enclosed is provided solely for the convenience of the reader, and UMSON expressly disclaims any liabilities that may otherwise be incurred.

This Handbook supersedes all previous versions of the Handbook. Students are accountable for familiarizing themselves with its contents and for compliance with the policies and procedures contained herein.

The University of Maryland, Baltimore does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, sexual orientation, gender identity or expression, physical or mental disability, marital status, veteran's status, or age, in its programs and activities.

The University of Maryland, Baltimore is required by Title IX not to discriminate, and does not discriminate, on the basis of sex in education programs or activities, employment or admission to the University. Inquiries concerning the application of Title IX should be referred to the UMB Associate Vice President, Academic Affairs, 410-706-1850, who is the UMB Title IX Compliance Coordinator. Office of Academic Affairs, 620 W. Lexington Street, Room 5111, Baltimore, MD 21201

UNIVERSITY OF MARYLAND SCHOOL OF NURSING
Student Handbook
2013-2014

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I. STUDENT SERVICES AND RESOURCES

A. OFFICE OF STUDENT AND ACADEMIC SERVICES (OSAS)

OSAS is responsible for recruitment, admissions, registration services, student leadership and development, student academic and other support services, career services, and school-based financial assistance. Students are always welcome at OSAS, which is located on the first floor of the UMSON building in Baltimore.

Financial Assistance

Financial assistance is a joint endeavor between UMSON and the University of Maryland, Baltimore (UMB) Student Financial Assistance & Education Office. Resources for students include a variety of student loans, grants, scholarships, work study opportunities, graduate traineeships, graduate teaching assistantships, and graduate research assistantships. Information regarding financial assistance can be found on the UMSON website at <http://nursing.umaryland.edu/admissions/fin-aid-scholarships> and on the UMB website at <http://umaryland.edu/fin/index.html>. To qualify for university-based, federal, and state financial assistance, students must submit the Free Application for Federal Financial Aid (FAFSA). The online application is available at <http://fafsa.ed.gov>. The school code is 002104. The filing date for priority consideration of an application is 12 a.m. (midnight), March 1 for institutional and state financial aid, but earlier filing is strongly encouraged. Eligibility for financial aid depends on maintaining good academic standing while in attendance and taking a minimum of six credits every semester for which financial aid is requested. Renewal of financial aid for subsequent academic years depends on annual submission of the FAFSA.

UMSON Scholarships

UMSON scholarships come from gifts, bequests, endowments, awards, and other grants. Scholarship evaluations are automatic and do not require an additional application. Scholarships are competitive and are awarded to students in the BSN, MS, DNP, and PhD programs. Award amounts vary and are governed by specific provisions set forth by the donors. For more information, visit OSAS.

Clinical Scholars Program (BSN and CNL only)

UMSON's Clinical Scholars Program is offered in conjunction with area health care facilities. Qualifying BSN and CNL students complete their senior practicum under the guidance of a clinical preceptor, receive tuition support toward their final semester, and, upon graduation, work for one to three years (depending on the institution and aid received) in the supporting hospital/health care facility. Students may contact the Office of Student and Academic Services for more information.

Work-Study

A wide range of student employment opportunities exists for UMSON students. Through the UMB Student Financial Assistance & Education Office, students can obtain positions both on and off campus for work-study and non-work-study employment. The federal work-study program provides eligible students with the opportunity to work on or off campus as an alternative to loan debt. Students must complete the FAFSA to qualify. Awards are made for the academic year and for summer work-study employment. For further information, contact the UMB Student Financial Assistance & Education Office.

Advanced Education Nursing Traineeship (CNL not eligible)

Advanced Education Nursing Traineeships provide tuition support for full-time or part-time master's and doctoral students that meet eligibility criteria. UMSON applies to the Bureau of Health Professions each year for funds under this program. When funds are available, applications and instructions can be obtained online at <http://nursing.umaryland.edu/sites/default/files/uploads/docs/2013-2014%20Traineeship%20Application.pdf>. Awards average \$2,000 per semester.

State of Maryland Scholarship Programs

Other types of awards may be available from the Maryland Higher Education Commission. Information on available programs and applications may be found on the agency's website at <http://www.mhec.state.md.us/financialAid/descriptions.asp>.

Graduate Assistantships (Teaching and Research)

UMSON graduate assistantships for teaching or research provide tuition and stipend support for full-time graduate students. The number awarded annually is contingent upon grant, UMB, and UMSON resources. Applications and instructions are available from OSAS and online at <http://nursing.umaryland.edu/sites/default/files/uploads/docs/New%20GA%20App%202013-2014.pdf>

National Research Service Awards (PhD only)

These pre-doctoral nurse fellowships are awarded on a competitive basis by the National Institutes of Health, National Institute of Nursing Research (NIH/NINR) to nurses enrolled in full-time, pre-doctoral study in nursing and other research disciplines. Students must apply directly to the NIH/NINR, Bethesda, MD. For more information, contact the Assistant Dean for the PhD Program at 410-706-3716.

Graduate Fellowships and Scholarships

A variety of fellowships and scholarships are awarded annually. Application dates and eligibility criteria vary. Information is available from OSAS.

Graduate PLUS Awards (PhD only)

The UMB Graduate PLUS Awards support efforts to recruit, retain, or reward promising or outstanding graduate students. These awards cover tuition at the in-state rate for up to 10 credits and mandatory fees each semester. Students interested in being nominated for a Graduate PLUS Award should contact the Assistant Dean for the PhD Program.

Dissertation Research Support

A number of organizations support dissertation research directly related to their area of interest and priorities. For example, the National Center for Health Services Research supports studies on the organization, delivery, and financing of health care services. Files on such sources of potential support are maintained by the Assistant Dean for the PhD Program.

Nurse Support Program II (NSP II) - Graduate Faculty Scholarship and Living Expenses Grant (CNL not eligible)

This renewable scholarship provides financial assistance for nursing graduate students to become qualified as nursing faculty members at a Maryland institution. The Graduate Nursing Faculty Scholarship is equal to all tuition and mandatory fees for courses in the approved nursing plan of study at Maryland public and independent colleges and universities. Information and an application are available at http://mhec.maryland.gov/financialaid/programdescriptions/prog_nspii.asp.

Graduate Assistance in Areas of National Need (GAANN) (PhD only)

This federal program provides fellowships to assist graduate students with excellent academic records who demonstrate financial need and plan to pursue the highest degree available in a field designated as an area of national need. These fellowships are intended to sustain and enhance the capacity for teaching and research. All applications must be submitted to the Assistant Dean for the PhD Program for approval.

Veterans Affairs (VA) Education Benefits

Newly admitted or continuing students who are eligible for VA education benefits and would like to use them at UMSON must be certified each semester. For more information, go to <http://nursing.umaryland.edu/admissions/tuition-fees/resources-va-bene>.

International Students

The Office of International Services advises international students, scholars, and their families on federal immigration regulations and personal, academic, and cultural matters. J-1 visas prohibit international students from taking online only programs and limit the number of online courses they can take in an academic year. International students are strongly urged to contact the Office of International Services at <http://www.umaryland.edu/ois> for guidance.

Academic Support

OSAS, through its Student Success Center, provides academic support services for BSN and CNL students. The Student Success Center offers the following services:

- Guided Study Sessions (group, peer-led tutoring sessions) for core entry-level courses
- Workshops on test taking, note taking, time management, APA style writing, and textbook reading
- Academic coaching to help students enhance study strategies and learning skills
- Medication calculations tutoring and workshops to improve proficiency
- Writing assistance for nursing specific papers, such as care plans, case studies, and scholarly projects
- Private, one-on-one tutoring for entry-level courses
- Pre-entry immersion program for newly admitted students

Health Sciences and Human Services Library (HS/HSL)

HS/HSL, located at 601 W. Lombard St., provides students, faculty members, and staff with both traditional and computerized information resources and services. HS/HSL was the first library established by a medical school in the U.S. and is currently ranked among the top 25 health sciences libraries in the nation. As the Southeastern/Atlantic Region library of the National Network of Libraries of Medicine, it serves 10 southeastern states; Washington, D.C.; Puerto Rico; and the Virgin Islands.

Student User Friendly System (SURFS)

SURFS allows students to register for courses, as well as review grades, student accounts, and financial aid information online anytime provided they have Internet Explorer 5.0 or a later version or a comparable Web browser. Login instructions are available in OSAS. After logging in, students can:

- View and/or request a change of address, phone number, email address, emergency contact information, or name
- View term course schedule
- View information about academic programs
- View grades for a given term or see entire academic record
- View “holds” that may affect ability to register, such as unpaid bills or missing documents
- Look at financial account (bill)
- Check the status of financial aid applications and award status
- Determine if financial aid documents are missing
- View financial aid award history, the award payment schedule, and loan history
- Accept financial aid awards
- Request an enrollment and/or degree verification

- Request an official transcript
- Apply for a diploma

B. COMMUNICATION

MyUM

Students are required to create their own email account in the myUM system prior to or during orientation. OSAS assists students in this process. Instructions on how to create the account can be found on the UMB website at:

<http://umaryland.edu/helpdesk/products/myumbmail/accountcreation.html#students>.

All official email announcements from UMSON are sent to students via the myUM system, and **all email correspondence with faculty members and staff must be sent from the student's myUM account.** Students are responsible for checking their myUM email accounts regularly and are responsible for all information communicated to them using this system. Students' myUM email addresses may be listed on UM Listservs and students cannot be removed from Listservs.

Students should familiarize themselves with UMB policies on acceptable use of email (see the UMB *Student Answer Book* at

<http://www.umaryland.edu/studentleadership/images/Student%20Answer%20Book%202012-2013.pdf>

and the UMB website at <http://umaryland.edu/policies>). In particular, messages that are threatening, obscene, vulgar, derogatory, harassing, or attack another individual or group of individuals are a violation of UMB policy and may subject the sender to disciplinary action.

Blackboard

Blackboard is the courseware management system used to deliver online and hybrid classes. Blackboard may be accessed from a link on the UMSON website at <http://www.nursing.umaryland.edu/current-students/student-logins>. The user name for Blackboard is the student's myUM user name and the password is determined by the student upon initial set up of his or her myUM account. Since important announcements concerning courses may be posted on Blackboard, students should check their Blackboard daily.

What you need	Where to find help
Blackboard Blackboard Collaborate Mediasite TurningPoint	The Learning Technologies team in the School of Nursing. Questions and Support: <ul style="list-style-type: none"> • Visit Learning Technologies in Room 201 (8:30 a.m.-4:30 p.m. Monday through Friday) • Call 410-706-2486 • Email online@son.umaryland.edu

UMSON's [Learning Technology](#) unit provides support for nursing students and is dedicated to improving the quality of teaching, learning, research, and community service through technology.

Blackboard	Blackboard is the courseware management system for Web-enhanced and Web-based courses.
Blackboard Collaborate	Collaborate allows faculty and staff to create virtual classrooms and meeting spaces.

Printing Handouts or PowerPoint Lecture Slides in the Computer Lab

Students are able to print handouts and lecture slides in UMSON's computer labs using their myUM cards. To avoid printing multiple copies, carefully review the following steps:

- Look at the PRINT menu.
- In the PRINT WHAT box, scroll down and highlight HANDOUTS.
- The HANDOUT section will ask for the number of slides per page. Scroll down and highlight 3 or 6 per page.
- Click PRINT. Do this only once or the ONE CARD will be charged twice.

Note that print jobs will print in the order they are sent. Please allow sufficient time to print the handouts prior to the start of class.

Computer Help Desk

UMB maintains a Help Desk that offers an array of information and resources to all students on campus, including computer/computing related information, online learning information, student email account information, hardware and software sales, and answers to a host of "Frequently Asked Questions." The UMB Help Desk can be found at <http://umaryland.edu/helpdesk>. The UMB Help Desk is staffed and maintained by CITS and is not part of OSAS.

School of Nursing Academic Calendar

Available at <http://nursing.umaryland.edu/calendar/calendar>.

UMB Student Services

In addition to the many student services and activities offered and administered by UMSON, UMB provides a host of services for students in each of the professional schools on campus (Dental, Law, Medicine, Nursing, Pharmacy, and Social Work). The UMB Office of Student Services coordinates University-wide activities, programs, and services that foster students' personal and professional development and bring the campus's professional students together as a community. UMB is proud of its Southern Management Corporation (SMC) Campus Center, located between HS/HSL and UMSON at 621 W. Lombard St., Baltimore, MD. The facility boasts a state-of-the-art fitness center and pool, a wellness hub, two eateries, and meeting rooms that can be reserved for events. Information can be found on the UMB Student Services website: <http://umaryland.edu/student>. This site contains useful links to many campus services, including:

- Athletic Center (URecFit)
- Bookstore
- Calendar of campus-wide events
- Campus job openings
- Campus-wide student organizations
- Counseling Center
- Financial Aid Office
- Housing
- Maps and directions
- Parking and commuter services
- SMC Campus Center
- Student health
- UMB news
- UMB Registrar's Office
- Weather announcements

C. NURSING STUDENT ORGANIZATIONS

American Assembly for Men in Nursing (MC-AAMN)

The Maryland Chapter of the American Assembly for Men in Nursing (MC-AAMN) is a constituent of the National American Assembly for Men in Nursing. The organization provides a framework for nurses to meet, discuss, and influence factors that affect male nurses. MC-AAMN is open to all nursing students, RNs, and licensed practical/vocational nurses.

Chi Eta Phi Sorority

Chi Eta Phi is the nation's oldest national Greek professional nurses' organization. UMSON's chapter, Gamma Beta Beta, was chartered on May 6, 2000. Chi Eta Phi's overall goal is to serve humanity through community-based programs and projects. See <http://nursing.umaryland.edu/student-resources/student-organizations>.

Doctoral Student Organization (DSO)

The mission of UMSON's DSO is to support and enhance the learning, knowledge, and professional development of doctoral students in both the PhD and DNP programs. The organization is committed to making a difference in health care by promoting evidence-based practice, scholarship, and professional collaboration within UMSON and in the community at large.

Graduate Nursing Association (GNA)

All graduate students are automatically members of GNA. The purpose of GNA is to foster unity among graduate students; to aid in the pursuit of individual, institutional, and professional goals; and to enhance communication among students, faculty members, and the community. GNA serves the graduate student body through orientation programs, educational and social functions, and the establishment of ad hoc committees when student, faculty, and community needs arise. Student representatives function as liaisons by serving on various UMSON and UMB committees.

Minority Students Nursing Association (MSNA) (BSN only)

MSNA is dedicated to enriching the lives of all students in order to ensure their successful progression and acclimation into the nursing profession. The goals of MSNA are: to facilitate the professional development and career advancement of all nursing students; to build student knowledge and understanding of the nursing profession; to educate and mentor all students; to work with organizations to address health disparities that impact underserved populations; and to assist NSGA (see below) in serving and promoting the values and ideals of UMSON.

Nurses for Global Health (NGH)

NGH promotes global health awareness and activities at UMSON by building collaborations, creating networks, and serving as a resource for global health opportunities in nursing. The group holds monthly meetings, film presentations, and an annual global health conference that provides opportunities for interprofessional collaboration among students and faculty members.

Nursing Student Government Association (NSGA) (BSN only)

This is the chapter of the National Student Nurses' Association (NSNA) at UMSON in Baltimore. NSNA mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. All undergraduate students are automatically members of NSGA.

Students United for Policy, Education, and Research (SUPER)

SUPER is the UMSON chapter of AcademyHealth, a premier advocate for health services research and policy advancement. With the guidance of AcademyHealth, SUPER hosts lectures by local, state, and federal policymakers; health services researchers; and nongovernmental groups. It also participates in advocacy activities that are aimed at shaping health policy.

University of Maryland Association of Nursing Students (UMANS) (BSN only)

This chapter of the National Student Nurses' Association (NSNA) is based at the Universities at Shady Grove. NSNA mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. UMANS involves students in community volunteering, speaks to youth about nursing and health, and raises funds for various projects. UMANS participates in the annual NSNA convention.

Student organizations (DSO, GNA, NSGA, UMANS, SUPER, NGH, and MC-AAMN) are overseen by the Executive Nursing Government Board (ENGB). The ENGB is responsible for allocating student activity fees; tracking compliance with UMB, UMSON, and national associations; and offering recommendations on behalf of nursing student organizations. The ENGB is comprised of the presidents and treasurers of the four general membership organizations: DSO, GNA, NSGA, and UMANS. To learn more about the student organizations at UMSON, visit: <http://nursing.umaryland.edu/student-resources/student-organizations>.

D. UNIVERSITY-WIDE STUDENT ORGANIZATIONS

Graduate Student Association (GSA)

GSA is student-run organization serving and representing all graduate students at UMB. It acts as a liaison to the Graduate School, communicates student concerns and ideas, supports graduate student research interests, and provides a platform for discussion on matters that affect graduate student life.

University Student Government Association (USGA)

USGA is a University-wide student government organization that represents all UMB students. It is comprised of student senators elected annually to represent each school at monthly meetings (usually the second Wednesday of each month). Its main purpose is to enhance the quality of student life by promoting the free exchange of ideas, advocacy for student rights, and financial co-sponsorship of events and activities (e.g., Fall Fest, social nights, educational programs, etc.).

Other Groups

UMB has three additional University-wide student groups: the **International Student Organization** (with several ethnic and national subgroups), **Muslim Student and Scholars Association**, and **United Students of African Descent**. Information is available under the heading "Student Groups" at <http://umaryland.edu/student>.

II. IMPORTANT TERMINOLOGY

Add

Register for one or more additional courses after initial registration.

Administrative Withdrawal

The only withdrawal initiated by UMSON after two unsuccessful attempts to complete a course. Withdrawal appears on transcript. Registration for upcoming term(s) cancelled.

Attempt (a course)

Register for a course other than independent study, scholarly projects advisement, or dissertation research, and receive a grade of A, B, C, D, F, I, P, W, WD, WF, WP, or NM. If a student is enrolled in a course beginning the fourth week of the term, the course is counted as an attempt. This rule does not apply to independent study, scholarly advisement, dissertation research, or audited courses.

Baccalaureate

A four-year undergraduate degree from a college or university.

Cancel registration

Term used by registration services to terminate a student's registration for all courses on or before the first day of term.

Clinical course

Instruction that involves experiential learning in nursing practice.

Corequisite

Course that must be taken concurrently with the course that requires it.

Course Registration Number (CRN)

Unique identifying number for each course per semester.

Deadlines

For actions that must be accomplished by a given deadline, those deadlines are provided on the Academic Calendar: <http://nursing.umaryland.edu/calendar/calendar>.

Didactic course

Instruction that imparts the theory and content of a substantive area.

Drop (a course)

Terminate registration for at least one but not all courses. Fall, spring, and summer courses dropped through end of third week of term, and winter courses dropped through end of second day of term, do not appear on transcript. Courses dropped after these periods receive grades of "W," "WF," or "WP." See "Registration" section for details.

GPA

Grade point average. Calculated by multiplying the grade value (A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points) of the course by the credits for that course, then dividing this product by the cumulative earned credits. GPA is rounded to two decimal places. "I," "NM," "W," "WD," "WF," and "WP" grades are not included in calculation of GPA. When a course is repeated, only the grade from the second attempt at the course is included in the calculation of GPA.

Cumulative GPA is calculated based on grades awarded for all courses taken by a student in a program level for a degree or other academic credential. Any courses coded for that program level are calculated into the cumulative GPA regardless of the number of credentials pursued or the chronology of a student's matriculation. For more information, please consult the UMSOM Registrar.

Incomplete

A temporary grade received by a student who, under exceptional circumstances, requests and is granted before the end of the term additional time beyond the end of a course to complete outstanding coursework. Appears as "I" on transcript. See the section titled "Grades" for details.

Independent Study

Independent study provides an opportunity for students to take increased responsibility for planning and directing their own learning. Independent study credits may be used, with appropriate approval, to satisfy the elective requirements of a program.

Leave of absence

Temporary period of nonattendance. A leave of absence must be requested and approved by submitting the appropriate form to OSAS on or before the first day of term. Nothing appears on transcript. Students returning from a leave of absence are eligible to register for the following term subject to fulfillment of all other registration requirements. See the "Grades" section for details.

No mark (NM)

NM is used when the instructor is unable to enter a grade (for reasons related to the instructor rather than the student). NM can also be a temporary grade given in NURS 899 (dissertation research) pending completion of thesis/dissertation. See the section titled "Grades" for details.

ORR

Office of the Registrar located at the HS/HSL, 601 W. Lombard Street, Baltimore.

OSAS

Office of Student and Academic Services at UMSON.

Prerequisite

Course that must be taken prior to another course. Prerequisites are determined by the sequencing of courses in each program.

Semester

Fall or spring period of course instruction.

Session

Period of course instruction between the fall and spring terms lasting about three weeks in the winter and eight weeks in the summer.

Term

A general reference to any period during which an entire course is conducted, either a semester or session.

Transfer Credit

Credit for a course taken at another institution that is eligible for credit at UMSON. Grades for transfer credits are not calculated in the UMSON GPA. Courses taken as part of a degree at another institution are not eligible for transfer to UMSON. BSN students may not transfer any nursing courses.

UMB

University of Maryland, Baltimore - the campus of professional schools within the University System of Maryland. It is comprised of the schools of Dentistry, Law, Medicine, Nursing, Pharmacy, and Social Work and the Graduate School.

UMB Graduate School

The UMB school with oversight of the master's and PhD programs. MS and PhD students are bound by Graduate School rules and procedures in addition to UMSON policies.

UMSON

University of Maryland School of Nursing, part of the University of Maryland, Baltimore.

USM

University System of Maryland, comprised of 11 colleges and universities—of which UMB is one—two research centers/institutes, and two satellite campuses.

Waiver

A course taken at another institution that is equivalent to a course at UMSON and meets the requirements for that course. The number of credits is not transferred to UMSON and the student will need to make up the waived number of credits. (BSN students may not waive any nursing courses.)

Withdrawal from UMSON for the term

Terminate registration for any and all UMSON courses for which a student is registered after the first day of the term. "WD" appears on the transcript. Student is eligible to register for the following semester subject to fulfillment of all other registration requirements.

UMSON will not authorize withdrawal from the term or dropping of all courses any later than three weeks prior to the end of the fall and spring terms and two weeks prior to the end of the summer term. This policy does not apply to winter term. Students can withdraw from the University at any time.

Withdraw from UMB

Leave UMB entirely with no intent to return. "WD" appears on the transcript. Students must re-apply if they want to return, and readmission is not guaranteed.

W

A grade indicating that the student dropped the course after the third week of term (fall, spring, and summer) or after the second day (winter). It is not calculated into the GPA, but is considered for determining academic standing and counts as an attempt. See the Academic Calendar at <http://nursing.umaryland.edu/calendar/calendar> for deadlines.

WD

Withdrawal. A grade indicating that the student terminated registration for all courses the student was registered for after the first day of term; signifies withdrawal from UMSON for the term or from UMB entirely. It is not calculated into the GPA, but is considered for determining academic standing and counts as an attempt. See the Academic Calendar at <http://nursing.umaryland.edu/calendar/calendar> for deadlines.

WF

A grade indicating that the student dropped the course after the period during which a "W" is given for a dropped course, and that the student was failing the course at the time it was dropped. It is not calculated

into the GPA, but is considered for determining academic standing and counts as an attempt. See the Academic Calendar at <http://nursing.umaryland.edu/calendar/calendar> for deadlines.

WP

A grade indicating that the student dropped the course after the period during which a “W” is given for a dropped course, and that the student was passing the course at the time it was dropped. It is not calculated into GPA, but it is considered for determining academic standing and counts as an attempt. See the Academic Calendar at <http://nursing.umaryland.edu/calendar/calendar> for deadlines.

III. POLICIES AND PROCEDURES

A. REGISTRATION

Overview

Students must register for coursework each semester, per program requirements, to maintain eligibility for a degree. Registration is coordinated through OSAS. UMSON uses an online registration process. After classes begin, students who wish to terminate registration at UMSON must follow withdrawal procedures and are liable for any charges that may be applicable at the time of withdrawal. A student may register when the following conditions are met:

- The student's academic advisor has approved the student's course schedule in writing. It is crucial for students to meet with their advisors prior to the registration period each term to get their course schedules signed.
- OSAS has received the student's Approval to Register Form and has granted permission to register.
- The student has demonstrated appropriate academic progression.
- No restrictions (holds) have been placed on the student's ability to register based on financial, health, immigration, academic status, or other reasons.
- The student has paid for the required health insurance or submitted a waiver.
- A complete record of the student's immunizations and tuberculosis (PPD) testing are on file with UMB Student Health.
- All students participating in clinicals and practica must have CPR certification that is valid through the end of the semester for which they are registering.

Early Registration

Students who do not register during the early registration period risk not being able to enroll in the classes they need for the upcoming term. This is particularly important for classes with clinical components, which have strict limits on the number of students who can be accommodated at each clinical site. Extra sections of classes will not be added for students who failed to register during the early registration period.

Prerequisites and Corequisites

Students who want to take courses that have prerequisites must complete the prerequisites before the term in which they take the course. A student who wants to take a course with a corequisite must take the corequisite during the same term as the course that requires it. Students should consult the plan of study for their program or specialty to determine whether a course has prerequisites or corequisites.

Electives

UMB – A student who wants to register for an elective course in another school at UMB must receive permission from the course instructor and from the student's advisor before registering for that course. Registration occurs through the registration office for the school at which the course is offered.

USM – A student who wants to register for an elective offered at another USM school must complete an Application for Inter-Institutional Enrollment, available through OSAS.

Enrollment

Program	Credits for Full-time Enrollment	Credits for Part-time Enrollment
BSN	Fall/spring term: 12 or more Summer: 12 or more (summer not required)	Fall/spring term: 1-11 Summer: 1-11 (summer not required)*
MS, DNP, PhD	Fall/spring term: 9 or more Summer: 9 or more (see program's plan of study)	Fall/spring term: 1-8 Summer: 1-8*
All	Continuous registration requirement of at least 1 credit per term (DNP ONLY – also required during summer term)	

*Military students should contact OSAS for documentation of full-time or part-time status and meeting requirements.

Course Numbering

300, 400	Baccalaureate-level courses
500	Graduate-level courses for CNL students only
600, 700	Graduate-level courses for MS or doctoral students
800	Doctoral-level courses not usually open to MS students
CIPP	Courses in Inter-Professional Programs (CIPP), which are open to undergraduates in their last two semesters, professionals, and graduate students. Graduate students may take a maximum of four CIPP credits.

Course numbers ending in “8” or “9” denote special topic courses, independent study, or dissertation credit. (DNP has one core course ending in a “9.”) MS and PhD students should consult the Graduate School Catalog, <http://graduate.umaryland.edu/catalog/index.html>, for credit values related to assistantships and candidacy status, as well as requirements for full-time enrollment.

Registering for Classes

Registration for classes is a two-step process: 1) Obtain advisor approval and submit completed form to OSAS; and 2) Register for classes online.

Step One: Obtain Advisor Approval

Access Class Schedules to select classes and then fill out a Course Registration Form. (Do not combine registrations for two terms on one form.) Go to <http://nursing.umaryland.edu> and select CURRENT STUDENTS; click CLASS SCHEDULES. Once classes have been selected, go to <http://nursing.umaryland.edu>, click STUDENT RESOURCES, select RECORDS & REGISTRATION, select the STUDENT FORMS page, and open the APPROVAL TO REGISTER FORM. There are two choices of forms: electronic (interactive PDF) and printable for hardcopy registration (PDF). The interactive form is not recommended for students with Apple computers.

Fill in the CRN number(s), course number(s), and section(s) on the registration form. **Students must have advisor approval before OSAS will release a registration hold.** Once the Electronic Registration Form has been completed, email it as an attachment to advisor for approval. The advisor will forward the approved registration form to OSAS. If the printable paper form is used, students must take the completed form to their advisor for signature and then submit it to OSAS in person, by fax, or by U.S. mail addressed to Office of Student and Academic Services, UMSON, 655 W. Lombard St. Baltimore, MD 21201. **Be sure to keep a copy.** Once OSAS has the completed registration form with the advisor's signature, the registration hold will be removed. Please allow 72 hours for processing. **After 72 hours, advance to Step Two and register for class(es) online.**

Step Two: Registering for Classes Online

To complete the second step of the registration process, go to <http://simsweb.umaryland.edu> and click the Logon to SURFS Secure Area icon. Enter your myUM ID and password. Contact the Help Desk or email help@son.umaryland.edu for issues regarding your myUM ID and/or password.

- Click STUDENT SERVICES AND FINANCIAL AID.
- Click REGISTRATION.
- Click SELECT TERM and choose the desired term.
- Click ADD/DROP CLASSES and then scroll down to the ADD CLASS section.
- Enter the CRN number(s) for desired course(s) and section(s).
- Click SUBMIT CHANGES and courses will appear in the CURRENT SCHEDULE area.

Potential Registration Errors

- **Not Eligible to Use Web Registration** – OSAS has not received the Approval to Register Form. Contact advisor.
- **Holds** – Offices of Student Health, International Students, and Student Accounts place holds on registration. A registration hold can also be placed based on academic status, e.g., academic jeopardy, probation, etc. Contact the appropriate office. The student will not be permitted to register until the hold is resolved.
- **Time conflict** – Classes that meet concurrently have been selected.
- **Closed Section** – Course is full and closed for further registration.
- **Class Restriction** – The student is not eligible to register for the course.
- **Course Prerequisites** – The student has not met the requirements to register for this course.

Don't forget to print the schedule. Click STUDENT SCHEDULE BY DAY AND TIME for a quick table format, or click STUDENT DETAIL SCHEDULE for a more detailed version. For questions, call OSAS at 410-706-2799 or email registration@son.umaryland.edu.

Registering for Clinicals

All students participating in both observational experiences and practica must have documentation of compliance with clinical requirements on file. Compliance includes Cardiopulmonary Resuscitation (CPR) certification, complete Medical History Form, tuberculosis skin test (PPD), Health Insurance Privacy and Accountability Act (HIPAA) training, and Criminal Background and Drug Testing Notification Form. The student's CPR certification, PPD, and RN license (if applicable) must be valid through the end of the term in which the clinical experience occurs. An active RN license is required for RN-BSN, RN-MS, MS (except CNL), and DNP students. Maryland facilities require a Maryland or compact state license; Washington, D.C. facilities require a D.C. license. Students should check with their clinical instructor to find out if a particular clinical site to which they have been assigned has additional requirements, such as a seasonal flu shot. Because clinical placements are assigned on the basis of space and availability of appropriate sites, location preferences cannot be considered. **Students must accept the clinical placement to which they are assigned.**

BSN and CNL Only

Clinical registration for BSN and CNL students is separate from didactic registration. Students must register for the didactic portion of a clinical course during the early registration period. Only students registered for the didactic component of a clinical course are eligible to register for a clinical location. The clinical location registration period is **after** early registration, with the precise date and time determined by OSAS. Students are notified of the clinical location registration period through email, Blackboard, and the clinical information sessions held each semester. **Students are strongly encouraged to attend a clinical information session, if possible, to receive important information on clinical requirements that may not appear in this Handbook.**

Registration for a clinical location is not permitted prior to the established clinical registration period. **Any clinical location added prior to the designated registration period will be dropped from a student's schedule.** Students may not register for more than one clinical location in a course. If a student registers for multiple locations in one clinical course, **all** clinicals will be dropped from the student's schedule. Students should be aware that clinical registration is on a first-come, first-served basis. Students are not permitted to reserve space. Because of patient safety concerns, maximum enrollment in clinicals cannot be exceeded. Therefore, faculty members may not add students after the enrollment cap listed on the schedule is met.

Changing a Schedule

Students may change their schedules only within certain parameters. Possible changes are: adding courses, dropping courses, changing course sections, withdrawing from all UMSON courses for the term, and withdrawing from UMB altogether. Payment and refund policies apply to all schedule changes. (See refund terms below.) **Online registration/changes end at 5 p.m. the Friday before the term begins.** After that, an interactive electronic form or a paper form must be used to make changes. Appropriate approvals are required.

Adding or Dropping Courses

The consequences of changing a schedule depend on the period in the term during which the change occurs. Adding or dropping a course after the close of online registration requires submission of the Add/Drop Form. Failure to submit the appropriate form will result in a failing grade ("F") in all courses in which the student is registered and forfeiture of the right to a refund. The timeline below is a general guide.

All programs

Add

Week 1 - Fall, spring, or summer term: Students may add course(s) through the end of Week 1 only. Winter term: Students may add course(s) through the end of Day 2 only. Complete and submit the Add/Drop Form.

Drop

Week 1 – Fall, spring, or summer term: Students may drop course(s) through the end of Week 1 with no approval needed and no notation on transcript. For winter term: Students may drop a course through the end of Day 2 only. Complete and submit the Add/Drop Form.

Weeks 2-3 – Students may drop course(s) through the end of Week 3 with instructor and advisor approval and with no notation on transcript. Complete the Add/Drop Form with instructor and advisor.

Weeks 4-8 – Students may drop course(s) through the end of Week 8 with instructor and advisor approval. A notation of "W" will appear on the transcript. In summer sessions from Week 4, "W" is not applicable and students will receive a "WP" or "WF" accordingly. Complete the Add/Drop Form with instructor and advisor. Course(s) dropped counts as an attempt.

Week 9 to end (winter term: Day 3 to end) – Students may drop courses from Week 9 to the end of term (winter term: Day 3 to end) with instructor and advisor approval. Complete the Add/Drop Form with instructor and advisor. A notation of "WP" or "WF," according to student's progress in course, appears on transcript. Course(s) dropped counts as an attempt.

All students: Dropping a course is prohibited after submission of the final assignment for the course (final exam, final paper, final project, etc.). Withdrawal from the term is not allowed if three weeks or fewer remain for fall/spring term or two weeks remain for summer term. Students may withdraw from the University at any time.

Withdrawal from UMSON for the Term

A student who registers for course(s) but needs to discontinue studies at UMSON temporarily after the start of the term must submit a Withdrawal Form. A student who officially withdraws for the remainder of the term is eligible to register for the subsequent term, subject to fulfillment of all other registration requirements and the student's academic standing.

UMSON will not authorize withdrawal from the term or dropping of all courses any later than three weeks prior to the end of the fall and spring terms and two weeks prior to the end of the summer term. This policy does not apply to winter term. Students can withdraw from the University at any time.

A student who withdraws from UMSON for the term, i.e., terminates registration for any and all courses, receives a grade of "WD." All "WD" grades received after Week 3 (Week 2 for summer term) of the semester or Day 2 of the winter session will count as attempts.

Withdrawal from UMSON without submitting the Withdrawal Form will result in a failing grade ("F") in all courses student is registered and forfeiture of the right to any refund. ***The official form is the only accepted means of communication for withdrawal from UMSON for the term.***

Tuition and Fee Refunds

Full-time BSN students who pay flat-rate tuition will not receive a refund for dropped courses, even if it results in a reduction in credits that changes the students' status from full- to part-time enrollment, or from flat fee to per credit hour tuition rates.

All students charged tuition on a per credit hour basis, whether they are enrolled full or part time, will receive a refund as follows:

Fall or spring term	100% on or before first day of term
	80% thereafter, through end of first week of term
	NO REFUND after first week of term
Summer term	100% on or before first day of term
	70% thereafter, through end of first week of term
	NO REFUND after first week of term
Winter term	100% on or before first day of term
	70% on second day of term
	NO REFUND after second day of term

Students who officially withdraw from UMSON for the term (as described above) or withdraw from UMB (see Enrollment section) are credited for all tuition fees charged, in accordance with the following schedule. (Actual dates are listed on the academic calendar at <http://nursing.umaryland.edu/calendar/calendar>).

On or before the first day of term	100%
First 10% of term	90%
11% to 25% of term	50%
26% to 50% of term	25%
After 50% of term	No Refund

Change of Location

BSN students, who wish to transfer to a different campus, must submit a written request to the Assistant Dean for the Baccalaureate Program and the Assistant Dean at the Universities at Shady Grove.

B. ENROLLMENT

Class Attendance Policy

Students must be registered for a course through the SURFS system to attend classes and gain access to electronic curriculum materials. Those who are not registered through SURFS are prohibited from sitting in on classes unless invited by the instructor to provide instructional material that will enhance the course.

Two Attempt Rule

As of fall 2010, students have two attempts to successfully complete a course, other than an independent study, dissertation research, or scholarly projects advisement. Each academic program has specific requirements for progression. Students are subject to the policies of their program. See the program sections of this Handbook for specific policies regarding successful course completion.

Two attempts are allowed per course per admission to a specific academic program. The two attempt rule does not affect the conditions for dismissal. Students are not guaranteed two attempts for a course if conditions already exist for a dismissal. Reinstatements for BSN students or successful appeals of dismissals for graduate students do not extend the two attempt policy.

Students who are unable to successfully complete a course after two attempts are administratively withdrawn from the program. The administrative withdrawal will appear on the student's transcript. Students may appeal the administrative withdrawal following the procedure outlined under the academic dismissal appeal process for MS, PhD, DNP students or the reinstatement process for BSN students.

Independent Study

The purpose of an independent study is to increase the student's exposure to and involvement in nursing research or practice under the direction of a faculty mentor. The student is responsible for identifying and initiating a contract with a faculty member involved in, or with expertise in, their practice or research project area. Input from the student's advisor is desirable before the plan for independent study is finalized.

The student registers for the independent study with a UMSON faculty member. The faculty member is usually the student's advisor. The faculty mentor for an independent study is qualified to teach at the appropriate level (doctoral or doctorate degrees), has expertise in the area of the independent study focus, and is an associate or regular member of the graduate faculty. The faculty mentor can academically supervise the independent study while the student works with the non-regular faculty. The student and faculty mentor must establish mutually agreed upon objectives and evaluation criteria. The agreement is recorded in an independent study contract and a signed copy forwarded to the assistant dean of the student's program. The finished contract must be sent to OSAS for registration and placement in the student's permanent file. The agreement must include:

- Student and faculty mentor's (listed as supervising faculty on contract) names and date of agreement
- Objectives
- Requirements (actions needed to meet the objectives)
- Evaluation criteria
- Due dates (independent studies conclude at the end of the term)

Specific objectives, activities, and evaluation criteria will depend on the practice/research focus in which the student is participating, the student's level of education, and the student's educational needs. Objectives and requirements must address active involvement by the student in the project. The faculty

member provides guidance as needed throughout the course. The experience can vary in terms of the degree of independence with which the student functions. The course, however, is designed to encourage collaborative effort with a faculty mentor.

The individual student's learning experience will vary according to the stage of the practice/research focus. Projects at any stage of development or implementation may be selected by the student. Students may become involved with problem conceptualization, theoretical development, planning, data collection, and/or data analysis. Examples of projects include a pilot study, program evaluation, quality improvement project, evaluation of a new practice model, consulting project, integrated critical literature review, manuscript submitted for publication, systematic review, and research utilization project.

Credit for independent study can vary from one to six credits per term, depending on the program, nature of the objectives, and requirements. Credit value is calculated as 45 clinical hours = one semester credit for practicum/clinical. One hour per week, for 15 hours in a semester = one semester credit for didactic course work. NDNP 818 credits apply toward electives within the DNP program of study. NURS 419 may be used to satisfy elective requirements in the traditional BSN or RN-BSN plans of study with approval from the Assistant Dean for the Baccalaureate Program. NURS 419 is limited to 3 credits. Students must receive approval from their advisor prior to registering.

Students undertaking independent study are required to submit written reports to their independent study faculty mentor. The report may take the form of a log, periodic assessment of the experience, written summary, review of literature, or description of the project. At the completion of the independent study, students meet with their faculty mentor for a final evaluation. The faculty mentor submits a grade when the student is deemed to have satisfactorily completed the independent study objectives. Independent studies may not extend beyond the semester of enrollment.

Inter-institutional Enrollment

To obtain course credit for electives taken at another USM institution, students must complete an Application for Inter-institutional Enrollment (available from OSAS). The signature of the student's advisor is required on the form. OSAS processes the request. Be aware that registration and course dates on other campuses may differ from those at UMSON. Students are expected to have met the prerequisites for any course they want to take. Students must request an official transcript to be sent to OSAS once grades have been awarded, otherwise grades/credits will not be posted. Inter-Institutional credits are counted as part of the cumulative GPA and count toward graduation requirements if appropriate.

Course Waiver

Students must apply for a waiver to substitute a course taken at an institution other than UMB for a course in the required plan of study at UMSON. A waived course is a course taken at another institution that is equivalent to a course at UMSON and meets the requirements for that course. The number of credits is not transferred to UMSON and the student will need to make up the waived number of credits.

A course waiver must be requested in writing, including a justification for the request from the student's advisor, who meets with the student to discuss how the waiver may affect their plan of study. The student must have earned a grade of "B" or better in the course to be eligible for a waiver.

- **MS and DNP students** must also meet with the director/coordinator for the course that will be waived and provide the director/coordinator with a course description or syllabus of the previously-taken course, along with a transcript showing the grade the student received. The course director/coordinator will make a recommendation regarding the waiver request. The student must then submit the course director/coordinator's recommendation, waiver request, official transcript, and course description to the assistant dean of their program. The advisor, the student, and OSAS will be notified in writing of the decision.
- For **PhD students**, the advisor will transmit the student's waiver request directly to the Assistant Dean for the PhD Program and the PhD program subcommittee of UMSON's Curriculum Committee.

All students receiving course waivers will be required, with advisement, to take another course that will provide the appropriate number of credits to compensate for the waived course.

Transfer of Credit

Students who want to receive credit for a course taken at an institution other than the University of Maryland, Baltimore must apply for transfer credit. Courses eligible for transfer credit must meet the following criteria:

1. Courses taken prior to enrollment at UMSON
 - The course must duplicate a course required in the program or be directly relevant to the student's plan of study and congruent with the purpose of the program.
 - BSN students can only transfer credits for prerequisite courses as part of the admissions process.
 - For MS and DNP students, the course must have been taken within the time frame for degree completion (five year maximum for MS and DNP students; six year maximum for RN-MS students). The time frame rule does not apply to credits for prerequisite courses taken by CNL or RN-MS students.
 - MS and DNP students can only transfer credits for specialty electives and core courses.
 - No more than two courses of graduate coursework can be applied toward the MS or DNP degree.
2. All courses
 - For graduate students, the course must not have been used to fulfill the requirements for another degree.
 - The course must have been taken at a regionally accredited institution.
 - Transfer credit is not granted for correspondence courses or for "credit by examination."
 - A graduate student must have received graduate credit for the course if seeking transfer credit for a graduate program.
 - A graduate student must have earned a grade of "B" or above in the course.
 - The assistant dean of the student's program and the student's advisor must agree that the course for which transfer credit is sought is appropriate and directly relevant to the student's plan of study.
 - Transfer credits are not counted in the cumulative grade point average (GPA). A grade of "A" in transfer credit work will not balance a "C" in a course taken at UMSON.
 - ***There is no transfer of credit for continuing education courses.***

To apply for transfer credit, **MS or DNP students** must notify their advisor of their intent to request transfer credit. Students submit a completed Transfer of Credit Form (available from OSAS), official transcript, a copy of the course syllabus, and a new plan of study to the Office of Records and Registration. If the course for which transfer credit is sought will substitute for a course offered by UMSON, the course director/coordinator will provide a written recommendation on whether the transfer credit should be approved or denied. Documentation, including course director/coordinator's recommendation, is submitted by the Office of Records and Registration to the assistant dean of the student's program for approval. For **MS students**, requests approved by UMSON will be forwarded to the Graduate School for action.

Transfer rules for **PhD students** can be found in the Graduate School Catalog at <http://graduate.umaryland.edu/catalog/index.html>. PhD students do not complete a Transfer of Credit Form. Their advisor will submit their recommendation on the requested transfer of credit and any accompanying materials directly to the Assistant Dean for the PhD Program. Requests approved by UMSON will be forwarded to the Graduate School for action.

Provisional Admission (MS and PhD students only)

Students admitted provisionally are notified accordingly in the acceptance letter. The reason for provisional admission is recorded by the program director when the student's application is reviewed. Students admitted provisionally must earn a "B" in **each** of the first 12 credits taken at UMSON. The

specialty director (for MS students) or the student's academic advisor (for PhD students) determines the **12 credits for which provisional students must enroll**. This academic plan, along with other conditions of provisional admission (if any), is communicated to the student in the acceptance letter and during the advisement session. Provisionally admitted students are not permitted to take other courses until they have satisfied the conditions of their admission. Students who fail to meet the conditions of their provisional admission will be dismissed.

Canceling Registration Before Term Begins

Students must have continuous enrollment. Students who register but decide not to attend UMSON prior to the start of the term must complete one of the following forms and submit it to OSAS:

- Withdrawal from the University Form – complete this form if student has no intention of returning to the institution
- Leave of Absence Form – complete this form if the student intends to return, but does not want to complete classes for the upcoming term

If the request for cancellation is not received by 5 p.m. on or before the first day of the term, it is assumed that the student plans to attend and accepts any associated financial obligation. Students who cancel their registration before the start of the term will have no record of that term on their transcript and will receive a 100 percent refund of tuition. If a BSN student on academic probation is requesting a leave of absence, a remediation plan and proposed plan of study (to complete the program within the five-year time limit), approved by the Assistant Dean for the Baccalaureate Program, and must be on file with OSAS prior to approval of the leave of absence.

Withdrawal from UMB

A student may withdraw entirely from UMB at any time. The Withdrawal Form must be submitted to OSAS. Students who withdraw once the term has begun will receive a "WD" on their transcripts for all courses attempted and a refund of tuition based on the refund schedule. See the Academic Calendar at <http://nursing.umaryland.edu/calendar/calendar> for deadlines. Those who withdraw without filing the requisite documentation will receive failing grades in all courses for which they are registered and lose the right to a refund. Students seeking to re-enter UMSON following withdrawal from UMB must re-apply for admission.

Withdrawal from UMSON for the Term

A student who registers for course(s) but needs to discontinue studies at UMSON temporarily after the start of the term must submit a Withdrawal Form. A student who officially withdraws for the remainder of the term is eligible to register for the subsequent term, subject to fulfillment of all other registration requirements and the student's academic standing.

UMSON will not authorize withdrawal from the term or dropping of all courses any later than three weeks prior to the end of the fall and spring terms and two weeks prior to the end of the summer term. This policy does not apply to winter term. Students can withdraw from the University at any time.

A student who withdraws from UMSON for the term, i.e., terminates registration for any and all courses, receives a grade of "WD." All "WD" grades received after Week 3 of the term (Week 2 for summer term) or Day 2 of the winter session will count as attempts.

Withdrawal from UMSON without submitting the Withdrawal Form will result in failing grades ("F") in all courses for which the student is registered and forfeiture of the right to any refund. **No other forms of communication regarding withdrawal will be accepted.**

Leave of Absence

Students, who want to continue in a degree program but cannot enroll for a particular term, must take a leave of absence (LOA). An LOA on medical grounds requires documentation from the appropriate qualified health care provider. A completed form must be **submitted on or before the first day of the**

RN-MS	6 years
DNP	5 years
PhD	4 years for admission to candidacy; at least 1 and no more than 3 years following admission to candidacy for completion of all requirements, including dissertation and oral exam
Certificate (MHEC approved)	3 years

Credits (including transfer credits) used to fulfill degree requirements must have been earned within the established timeframe. When credits are transferred to UMSON, the time limit for degree completion is calculated from the term when the transfer credit was completed. The only exception is transfer credits for prerequisite courses earned by BSN, CNL, and RN-MS students, which are not counted in the time to degree completion. The time period for degree completion is not suspended during leaves of absence, with the exception of active military duty.

Academic Standing

Students are responsible for monitoring their own academic progression toward the completion of degree requirements, seeking advice when necessary from their advisor(s), and maintaining good academic standing. **Good academic standing** is defined as satisfactory academic performance in meeting degree requirements. Students who do not maintain satisfactory academic performance may be placed on Academic Jeopardy (graduate) or Academic Probation (BSN) and may be subject to academic dismissal. Each program has its own criteria for good academic standing:

BSN	Must maintain a minimum cumulative GPA of 2.5 on a 4.0 scale. Although BSN students do not have to repeat courses in which they earn a "C" to remain in good standing, earning too many "C" grades will lower the cumulative GPA and increase the risk for dismissal. Students must have a minimum of a 2.5 cumulative GPA to graduate.
MS	Must maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. In addition to the GPA requirement, students must pass NPHY 612 Advanced Physiology and Pathophysiology with a grade of "A" or "B" or they will be required to retake the course.
DNP	Must maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. In addition, must earn a grade of at least a "B" in any core course.
PhD	Must maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. In addition, must earn a grade of at least a "B" in any core course.

Grades

The following grades and transcript notations are used to indicate the quality of coursework, registration status, and progress in the student's program of study:

Grade	Description	Grade Point	Numeric Range
A		4	89.5-100%
B		3	79.5-89.4%
C		2	69.5-79.4%
D		1	59.5-69.4%
F		0	Below 59.5%
I	Incomplete	n/a	n/a
P	Passing at level required for course	n/a	n/a
W	Dropped course, counts as an attempt	n/a	n/a
WD	Withdrawal from UMSON or UM	n/a	n/a
WF	Failing at time course dropped	n/a	n/a
WP	Passing at time course dropped	n/a	n/a

Notation	Definition
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AU	Audit – credits not counted toward a degree
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NM	No Mark – no grade submitted by faculty
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A BSN student who receives a “D,” “F,” or any “W” grade in a required course **must repeat it, provided that the student is permitted to remain enrolled and not dismissed from the program.** A graduate student who receives a “C” or below, or any “W” grade, in a course for which “B” is a minimum grade must repeat the course and may be at risk of dismissal. These graduate courses are identified in the relevant program sections of this Handbook. A student who fails either the didactic or the clinical component of a course in which both the didactic and clinical components are combined must repeat the entire course. A student who fails a clinical course but passes the associated didactic course need only retake the clinical course, but must obtain a passing grade before that student will be allowed to take another clinical course and any associated didactic course. If the failed course is a required corequisite course, the decision to continue in the associated course is at the discretion of the assistant dean of the program.

Grades of “W,” “WD,” “WF,” and “WP” are not included in the calculation of GPA, but they are considered for determination of academic standing. Neither “WF” nor “WP” corresponds to a specific letter grade. All grades with “W” count as attempts for purpose of the rule limiting the number of times a course may be taken.

A course other than independent study, scholarly project advisement, or dissertation research cannot be attempted more than twice, regardless of whether the course was completed or dropped prior to completion. The second grade, whether higher or lower than the first, becomes the final recorded grade for the course. No student can graduate with an unresolved “D,” “F,” “W,” “WD,” “WF,” “WP,” “NM” or “I” (or a “C” in designated courses) in a required course in their degree program, or with a GPA below the required level for good standing.

A student is eligible to receive an incomplete (“I”) when there is reasonable expectation that the student can complete all course requirements with a passing grade. Incompletes are applicable only after conclusion of more than 75 percent of the term. If the course in which an “I” is assigned is a prerequisite for another course, the student cannot take additional courses until a final grade for the prerequisite is entered.

When an “I” is assigned, the course instructor and student must agree upon and sign a written plan that delineates the time, requirements, and evaluation criteria for completing the course. The plan must be approved by the assistant dean of the student’s program. The plan cannot include completion of assignments not submitted prior to request for an “I.” A copy of the written plan is sent to the student’s advisor. An “I” must be converted to a final letter grade no later than one semester for BSN students and one academic year for graduate students after the date on which the course ended. An “I” that is not resolved within the relevant time period will automatically convert to an “F” (fail). This rule does not apply to NURS 899 (see below).

NURS 899 never receives an “I,” but instead receives an “NM” (no mark) until the student’s dissertation defense, after which a grade is entered. In the case of scholarly projects courses NDNP 810, 811, 812, 813, and 816, which are taken on a “P/F” basis, a student who receives an “NM” must register for a scholarly projects advisement credit (NDNP 816) each semester until a final grade of “P” or “F” has been approved by the course director/coordinator(s). The two attempt rule does not apply to NURS 899.

It is the student’s responsibility to complete the course objectives. Neither course instructors nor advisors monitor the student’s progress with respect to incomplete grades. Once a grade is awarded, only the faculty member with primary responsibility for teaching the course may change it. Apart from changing an “I” to a letter grade, a grade may be changed only if an error in computing or recording the grade is discovered.

Reconsideration of Grades

A student who believes that a grade was given in an **arbitrary or capricious manner — meaning that the grading standard was not properly applied — may request that the grade be reconsidered.**

“Arbitrary or capricious” grading, as defined by the Graduate School, means (1) the assignment of a course grade to a student on some basis other than performance in the course; (2) the assignment of a course grade to a student by unreasonable application of standards different from the standards that were applied to other students in that course; or (3) the assignment of a course grade by a substantial and unreasonable departure from the written academic standards for that course. The procedure for grade reconsideration is as follows:

- **BSN students** have five business days to discuss the matter with the appropriate faculty member. If the issue is not resolved, students have five business days from the date of the initial discussion to raise the matter in writing with the appropriate department chair. The department chair will discuss the grade with the student and the faculty member and, without undue delay, make a written decision. If the decision is favorable, the grade will be changed. If the decision is unfavorable, the student has five business days from receiving notice of the decision to appeal in writing to the Dean of the School of Nursing. The Dean of the School of Nursing will appoint an appeals committee to hear testimony from the student and the faculty member. The committee will include the Assistant Dean for the Baccalaureate Program and three faculty members, at least one who is familiar with the course and one who is from another department. Promptly following its deliberations, the committee will give its written recommendation to the Dean for a decision and action. A copy of the written recommendation will be provided to the student, who then has five business days to submit a written objection to the Dean. **Such an objection may be made only on grounds of failure to receive due process.** The Dean will accept or reject the recommendation of the appeals committee, refer the case back to the same committee, or appoint a different appeals committee for a new hearing — **but only if the Dean determines that there was a failure of due process.** The Dean will notify the student of the final decision in writing, without undue delay.
- **MS and PhD students** must discuss the situation with the appropriate faculty member and, if not resolved, the specialty director and, if not resolved, the chair of the department within 15 business days of receiving the disputed grade. If the issue remains unresolved at this point, the student has within 20 business days of receiving the disputed grade to appeal in writing to the assistant dean for the relevant program. The assistant dean will promptly appoint an appeals committee to consider documentary testimony from the student and the faculty member. The committee will include three faculty members, at least one who is familiar with the course and one who is from

another department. Promptly following its deliberations, the committee will give its written recommendation to the assistant dean for a decision, action, and transmittal of a copy of the written recommendation to the student. If the issue remains unresolved, the student has 30 business days from receipt of the disputed grade to file a written allegation of arbitrary and capricious grading with the Dean of the Graduate School. Before the 30 business days are up, either the student or the assistant dean may petition the Dean of the Graduate School for an extension of time if it appears that the committee will issue its recommendation too late to permit the student to file the allegation. The allegation must indicate 1) the course, program, and semester in which the grade was awarded; 2) the basis for the allegation; 3) the date the student was advised of the challenged grade; and 4) a summary and dates of any conversations held pursuant to the grade appeal.

- **DNP students** must discuss the situation with the appropriate faculty member and, if not resolved, the specialty director and, if not resolved, the chair of the department within 15 business days of receiving the disputed grade. If the issue remains unresolved at this point, the student has within 20 business days of receiving the disputed grade to appeal in writing to the Assistant Dean for the DNP and MS Programs. The assistant dean will promptly appoint an appeals committee to consider documentary testimony from the student and the faculty member. The committee will include three faculty members, at least one who is familiar with the course and one who is from another department. Promptly following its deliberations, the committee will give its written recommendation to the assistant dean for a decision, action, and transmittal of a copy of the written recommendation to the student. If the issue remains unresolved, the student has 30 business days from receipt of the disputed grade to file a written allegation of arbitrary and capricious grading with the UMSON Dean. Before the 30 business days are up, either the student or the assistant dean may petition the Dean for an extension of time if it appears that the committee will issue its recommendation too late to permit the student to file the allegation. The allegation must indicate 1) the course, program, and semester in which the grade was awarded; 2) the basis for the allegation; 3) the date the student was advised of the challenged grade; and 4) a summary and dates of any conversations held pursuant to the grade appeal.
- The procedure followed by the Graduate School for handling MS and PhD student allegations of arbitrary and/or capricious grading is described in the Graduate School Policies section of the Graduate School Catalog, available online at <http://graduate.umaryland.edu/catalog>. In the case of DNP students, the Dean of the School of Nursing for will review the file, consult with the parties and other relevant individuals, and render a decision. A copy of the decision will be provided to the student, who then has five business days from receipt of the decision to submit a request for reconsideration to the Dean. The Dean of the School of Nursing will re-affirm, amend, or refer the case back to the same or a differently constituted committee for a new hearing, and notify the student accordingly, without undue delay.

Notice of Performance Deficiencies (BSN students)

Students exhibiting performance deficiencies in a didactic or clinical course at mid-term will receive a letter from the instructor or course director/coordinator advising of the areas of deficiency. Students must initiate a meeting with the faculty member to develop a plan for improvement within one week of receiving notification of deficient performance.

In the case of a clinical course, the plan must be written and describe how the areas of weakness will be rectified and the expected dates for accomplishing the plan. The need for further advisement or tutoring sessions and their frequency will be included in the plan. The plan must be signed by the course director/coordinator and the student. Copies of both the letter and plan will be forwarded to the faculty advisor.

Academic Jeopardy or Probation

Academic jeopardy — known as academic probation in the BSN program — is communicated by written notice to students and their advisors. The notification includes the length of the probationary period imposed, the requirements for attaining satisfactory academic achievement, and the requirements for

returning the student to regular status. A student's failure to remediate could result in academic dismissal. BSN students are allowed two academic probationations. A third academic probation for a BSN student will result in an academic dismissal.

Conditions warranting academic jeopardy or academic probation may include, but are not limited to:

- A failing grade is earned ("D," "F," or "WF" is a failing grade).
- Failure of a BSN student to maintain a cumulative GPA of 2.5 after the completion of 12 credits
- Failure of a MS, DNP, or PhD student to maintain a minimum cumulative GPA of 3.0
- An academic record reflecting unsatisfactory progress in meeting degree requirements
- Academic misconduct resulting in academic jeopardy or probation imposed as a result of a Judicial Board prehearing or hearing

Students in academic jeopardy or on academic probation must confer with their advisors to develop a written plan for improving their academic performance. The student and the advisor must sign the plan and transmit it to the assistant dean for the student's program. The approved plan will be forwarded to OSAS by the assistant dean for the student's program. For MS and PhD students, the plan will be forwarded to the Graduate School. Failure to develop and transmit the remedial plan in a timely fashion will result in a hold being placed on the student's registration for the following semester or for academic dismissal. The hold will be released only when the written plan is submitted to the relevant assistant dean.

Academic Dismissal

Notification of academic dismissal is communicated to the student in writing, including electronic communication. It is the student's responsibility to maintain current information (address, phone number, email address, emergency contact, etc.) in SURFS. Specific conditions warranting academic dismissal include, but are not limited to:

- BSN – receiving two grades of "D," "F," or "WF"
- BSN – three instances of academic probation
- BSN, MS, DNP, and PhD – failure to meet the requirements of a remedial plan
- Failure to achieve the minimum required grade in a course on the second attempt
- Failure to complete all degree requirements within the specified time frame
- Academic misconduct resulting in academic jeopardy or probation imposed as the result of a Judicial Board prehearing or hearing

Additional information on grounds for dismissal is contained in the program chapters of this Handbook and, for MS and PhD students, the Graduate School Catalog, available online at <http://graduate.umaryland.edu/catalog>. A student who has been academically dismissed may neither enroll nor attend courses, even if the grades that are the basis for the dismissal are under reconsideration.

UMSON, through its appropriate committees, reserves the right to suspend or dismiss any student for failure to maintain a satisfactory academic record, unacceptable personal behavior, unacceptable standards of academic conduct, failure to meet accepted standards of practice in a clinical agency, or unsatisfactory standards of health.

Appeal of Academic Dismissal (MS, DNP, and PhD students only)

Graduate students may appeal their academic dismissal, but they are not eligible for reinstatement once the dismissal is final.

MS and PhD Students

MS and PhD students may appeal an academic dismissal solely on the following grounds:

- Incorrect calculation of grade point average
- Misapplication of standard for academic performance and satisfactory progress by the Graduate School
- Differential application of standards for academic performance and satisfactory progress for the student appealing compared to other similar students
- Circumstances which had not been known which might be relevant to the dismissal

Appeals of academic dismissal must be made in writing to the Dean of the Graduate School within 10 business days of the student receiving a notice of dismissal. The appeal letter must include 1) the basis for the appeal; 2) a summary of the discussion, if any, between the student and representatives of the student's program; and 3) the outcome or remedy proposed by the student. The Dean of the Graduate School will inform the assistant dean of the relevant graduate program within five business days that an appeal has been lodged. The Graduate School dean may invoke a variety of procedures for deciding on an appeal. These can be found in the "Graduate School Policies" section of the Graduate School Catalog, available online at <http://graduate.umaryland.edu/catalog>.

DNP Students

DNP student may appeal an academic dismissal solely on the following grounds:

- Incorrect calculation of grade point average
- Misapplication of standards for academic performance and satisfactory progress
- Differential application of standards for academic performance and satisfactory progress

Appeals of academic dismissal must be made in writing to the Dean of the School of Nursing within 10 business days of the student receiving a notice of dismissal. The appeal letter must include 1) the basis for the appeal; 2) a summary of the discussion, if any, between the student and representatives of the student's program; and 3) the outcome or remedy proposed by the student. The Dean will review the request with the Assistant Dean of the DNP and MS Programs within five business days of an appeal being lodged. The student will be notified of the decision within seven business days of lodging an appeal.

Reinstatement Following Academic Dismissal (BSN students only)

BSN students may apply for reinstatement following academic dismissal.

A BSN student may be reinstated only once. A student who fails to meet the deadline for a request for reinstatement following academic dismissal will not be eligible for reinstatement at a later date. Students who are reinstated are automatically placed on probation for the term in which they are readmitted. **If this would constitute a third instance of probation, reinstatement is not possible.**

BSN students who request reinstatement following academic dismissal must consider that even if the request is approved, the length of the reinstatement and consideration process will likely prevent them from resuming classes in the same or following term. A term that is missed due to the time constraints of the reinstatement review process will, however, count toward the timeframe for degree completion. Students who cannot complete their degree within the established timeframe because of a semester lost during the reinstatement review process will not be readmitted.

Notification of intent to apply for reinstatement following academic dismissal must be made in writing to the Assistant Dean for Student and Academic Services within 10 business days of receiving the notice of dismissal. A petition for reinstatement must include (as appropriate):

- A completed Reinstatement Form
- A written academic success plan of study to include how the student will complete their program within the five-year time limit
- The reason(s) the student was dismissed

- The reason(s) the student was not successful in the program
- What the student has been doing since leaving the program
- A reference from a current employer, if any
- Letter(s) from the course director/coordinator(s) for clinical courses or instructor(s) for lecture courses in which the student received a failing grade. These letters should be sent directly to OSAS; they will not be accepted from the student
- The reason the student wants to return to the program
- The reason the student thinks he or she will be able to succeed in the program if reinstated, accompanied by a written plan or outline of action steps to achieve success
- Letters of recommendation from other faculty members (optional)

The Assistant Dean for the Baccalaureate Program will review the petition in conjunction with members of the BSN Admissions/Progressions Committee with the Assistant Dean for Student and Academic Services. The following guidelines, among other considerations that may be warranted on a case-by-case basis, are used to determine whether reinstatement is appropriate:

- General admission policies of UMB and UMSON prevail, e.g., UMB rules and regulations, space availability, etc.
- Students may be reinstated only one time.
- A current physical examination may be required to indicate that the student is fit for duty.
- Students absent from UMSON for one or more years following academic dismissal may not be reinstated, but may reapply.
- Students who would be unable to complete the program within the relevant timeframe will not be reinstated.
- Students must follow the academic success plan of study. Failure to follow it may result in final dismissal.

D. ACADEMIC CONDUCT AND PROFESSIONAL INTEGRITY

USM Policy on Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity

UMSON students and faculty members are bound to comply with the policy on academic integrity established by USM, of which UMSON is a constituent institution. That policy can be found in its entirety at http://umaryland.edu/academicaffairs/faculty_affairs.html. The salient features of this policy are as follows:

Faculty Rights and Responsibilities

- Faculty members shall share with students and administrators the responsibility for academic integrity.
- Faculty members shall enjoy freedom in the classroom to discuss all subject matter reasonably related to the course. In turn, they have the responsibility to encourage free and honest inquiry and expression on the part of students.
- Faculty members, consistent with the principles of academic freedom, have the responsibility to present courses that are consistent with their descriptions in the catalog of the institution and the objectives on the course syllabus. In addition, faculty members have the obligation to make students aware of the expectations in the course, the evaluation procedures, and the grading policy in a timely manner.
- Faculty members are obligated to evaluate students fairly, equitably, and in a timely manner appropriate to the course and its objectives. Grades must be assigned without prejudice or bias.
- Faculty members shall make all reasonable efforts to prevent the occurrence of academic dishonesty through appropriate design and administration of assignments and examinations,

careful safeguarding of course materials and examinations, and regular reassessment of evaluation procedures.

- When instances of academic dishonesty are suspected, faculty members shall have the responsibility to see that appropriate action is taken in accordance with institutional regulations.

Student Rights and Responsibilities

- Students share the responsibility for academic integrity with faculty members and administrators.
- Students have the right of free and honest inquiry and expression in their courses. In addition, students have the right to know the requirements of their courses and to know the manner in which they will be evaluated and graded.
- Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit their work for evaluation.
- Students have the right to be evaluated equitably and in a timely manner appropriate to the course and its objectives.
- Students shall not submit as their own work any work that has been prepared by others. Outside assistance in the preparation of this work, such as librarian assistance, tutorial assistance, typing assistance, proofreading or such special assistance as may be specified or approved by the appropriate faculty member, is allowed.
- Students shall make all reasonable efforts to prevent the occurrence of academic dishonesty. They shall by their own example encourage academic integrity and shall themselves refrain from acts of cheating and plagiarism or other acts of academic dishonesty.
- When instances of academic dishonesty are suspected, students shall have the right and responsibility to bring this to the attention of the faculty or other appropriate authority.

Institutional Responsibilities

- Constituent institutions of USM shall take appropriate measures to foster academic integrity in the classroom.
- Each institution shall take steps to define acts of academic dishonesty, to ensure procedures for due process for students accused or suspected of acts of academic dishonesty, and to impose appropriate sanctions of students found to be guilty of acts of academic dishonesty.
- Students expelled or suspended for reasons of academic dishonesty by a USM institution shall not be admissible to any other USM institution if expelled, or during any period of suspension.

Other UMB Policies

UMB policies related to smoking, substance abuse, use of alcoholic beverages, sexual harassment, allegations of discrimination, in areas such as race, disability or sexual harassment and other campus rules and regulations are available on the campus website's policy page:

<http://cf.umaryland.edu/umpolicies/index.cfm>. Students are responsible for knowing these policies and rules and will be held accountable for conforming to them.

UMSON Student Professionalism

UMSON students and faculty members should aspire to professionalism characterized by mastery of an extensive body of technical knowledge and the skills and abilities necessary to apply the knowledge productively to different circumstances. Our profession is service oriented and exists to meet the particular human needs of individuals and communities.

1. Student Involvement

The close cooperation of faculty members and students promotes and enhances the learning process. In order to foster this cooperation, students are members of the Faculty Organization

and serve on various standing and ad hoc committees. See the Bylaws of the Faculty Organization, available from the Dean of the School of Nursing, for more information.

2. Freedom of Expression

Faculty members, in the classroom and in conference, have an obligation to encourage free discussion, inquiry, and expression. Student academic performance may be evaluated solely on course objectives.

- **Freedom of Expression:** Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Students are, however, responsible for learning the content of any course of study in which they are enrolled.
- **Improper Disclosure:** Federal law limits use and disclosure of student educational record information by UMSON personnel, agents, and affiliates. Student information may only be used for as necessary for educational purposes or as specifically authorized by law. Sharing student information for purposes of general curiosity is generally not appropriate. Information about students' views, beliefs, and political associations that faculty members acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Protection of this information against improper disclosure is a serious professional obligation. To minimize the risk of improper disclosure of student records, information given to any non-UMSON personnel must be accompanied by the written consent of the student involved. (See the *Student Answer Book* or UMB Policy on Confidentiality and Disclosure of Student Records <http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=107> and the confidentiality provisions of the Family Educational Rights and Privacy Act (FERPA)).
- **Freedom of Inquiry:** Students and student organizations have the right to examine and discuss all questions of interest to them freely and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operations of the institution. At the same time, it must be made clear to the academic and the wider community that, in their public expressions or demonstrations, students and student organizations speak only for themselves and do not represent the views of UMSON or UMB.

3. Evaluations

Evaluation is a continuous rather than a conclusive process. Every evaluation is the joint responsibility of both the student and the faculty member.

Clinical evaluation should begin as close to the start of the clinical experience as possible, in order to maximize opportunities for learning and the clinical application of knowledge and skills. It is up to the faculty member to establish clearly defined objectives, explaining exactly what competencies the student is expected to demonstrate. These objectives should be known to all involved faculty members and students at the outset of the clinical experience. Ongoing evaluations are to be based on documented evidence of the student's level of fulfillment of the objectives.

Students are responsible for evaluating faculty members, as well. Such an evaluation should address: aspects of teaching, the faculty member's methodology, meaningful interactions, means of relaying information, and availability for consultation. It should indicate the faculty member's strengths and weaknesses and consist primarily of constructive criticism, with suggestions on how improvement can be made.

Student Code of Conduct

Learning, teaching, and scholarship form the core of the academic community. In universities, these academic pursuits rely on reasoned discussion among students and faculty, respect for the learning and teaching processes, and intellectual honesty in the quest for knowledge. UMSON students are called

upon to commit themselves to furthering the academic achievement of the community by demonstrating conduct based on principles of responsibility, honesty, and respect for themselves, their fellow students, their clients, and UMSON consistent with the American Nurses Association's Code of Ethics. The Student Code of Conduct assumes adherence to the rules and regulations of UMSON. Each student is held accountable for maintaining personal integrity and, to the best of their ability, the integrity of the UMSON community. To accomplish these goals, students acknowledge and affirm the following Code of Conduct:

- Respect for the high ideals and rigorous standards of academic life and professional responsibility
- Honesty in all academic and personal endeavors
- Respect for the generally accepted standards of the nursing profession, including its principles of confidentiality
- Adherence to the rules and regulations of UMSON
- Conduct befitting an exemplary member of the UMSON community

Examples of Academic Misconduct

The following behaviors, while not all inclusive, constitute examples of academic misconduct:

- Cheating related to an exam, including acquisition of prior knowledge of the examination content by any unauthorized process, and receiving relevant information during an examination by any means inconsistent with the type of examination.
- Falsification or invention of data or citations in academic papers, reports, or care plans.
- Facilitating or enabling another student to commit an act of academic dishonesty.
- Unauthorized removal of books, journals, articles, or other academic materials from their designated area(s); unauthorized exit from the room during an examination or quiz; and removal of an examination from the place in which it was administered, without the express permission of the instructor.
- Plagiarism, consisting of representing the words or ideas of another as one's own in any academic report, paper, care plan, or similar document.
- Falsification of or claiming credentials one does not possess, as well as claims to activities not actually performed in the manner claimed.
- Use or abuse of alcohol or drugs while performing duties related to classroom and/or clinical work.
- Any other academic-related behaviors that violate the policies of UMSON and UMB or of professional standards of conduct.

Examples of Code of Conduct Violations

The following behaviors, while not all inclusive, are examples of conduct which may be a Student Code of Conduct violation or otherwise actionable in UMSON proceedings:

- Conduct that fails to meet the standards of the nursing profession as found in the American Nurses Association's Code of Ethics.
- Violation of patient confidentiality, privacy, or security provisions of HIPAA.
- Behavior that jeopardizes the safety or rights of fellow members of the UMSON community — collectively or individually, including personnel and patients at training sites — or impedes the orderly functioning of UMSON's academic, extracurricular, or business activities, or which impedes the efficient operation of emergency equipment.
- Unauthorized taking or using of an item of tangible or intangible property or services or possession of property belonging to UMSON or any member of the UMSON community, including clinical agencies.
- Malicious or otherwise unwarranted destruction or damage of property belonging to UMSON or any members of the UMSON community, including clinical agencies.

- The threat of, or commission of, physical harm against a person or property, including any member of the UMSON community.
- Unauthorized or improper use of UMSON space and facilities, including violation of existing regulations governing the use of space and facilities, and unauthorized access to buildings or unauthorized possession of UMSON keys.
- Inappropriate use of media including, electronic communication technologies (e.g., accessing pornography, text messaging, or accessing personal emails during a class, etc.) on or in UMSON property or at UMSON-sponsored activities, including at clinical agencies used for UMSON courses.
- Violation of fire and safety regulations prescribed by the UMSON safety officer, fire marshal, fire inspector, radiation safety officer, or similar authority.
- Abusive, obscene, violent, willfully disturbing, or irresponsible behavior on or in UMSON property or at UMSON-sponsored activities. This includes such behavior occurring at clinical sites that are used for UMSON courses or other locations involved in official UMSON activities.
- Allegations of misconduct reported in bad faith.
- Violation of the confidentiality requirements of the judicial review system.
- Illegal or unauthorized use, possession, or distribution of drugs on or in UMSON property or at UMSON-sponsored activities, including at clinical agencies used for UMSON courses.
- Use, possession, or distribution of alcoholic beverages on or in UMSON property in non-designated areas or otherwise in violation of UM's substance abuse policy.
- Violation of the UMB policy prohibiting weapons (see <http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=368>).
- Falsification, forgery, modification, or unauthorized use of any official UMSON record, written communication, or identification.
- Falsification or misrepresentation of information about any aspect of performance related to self, student, patient/client, instructor, or UMSON status, either within or outside of the UMSON community.
- Knowingly passing a worthless check or money order in payment of any financial obligation to UMSON or to a member of the UMSON community acting in an official capacity.
- Failure to comply with the reasonable direction of UMSON officials, including campus security officers acting in performance of their duties. This includes failure to present valid required identification (official ID card) while attempting to enter the UMSON building.
- Violation of other published UMB or UMSON regulations or policies. (See the *Student Answer Book* available online at <http://umaryland.edu/student/sab.>)

Code of Conduct Pledge

Enrollment in UMSON is contingent upon a student's agreement in writing to uphold the Code of Conduct. Each student is required to sign and uphold the pledge. The text of the pledge is as follows:

In pursuit of the high ideals and rigorous standards of academic life and professional responsibility, I pledge to respect and uphold the University of Maryland School of Nursing Code of Conduct.

I pledge that I will be honest in any and all of my academic and professional endeavors; abide by the rules and regulations attendant thereto; respect the generally accepted standards of the nursing profession, including its principles of confidentiality; and conduct myself as a responsible member of the School of Nursing community.

Evaluation of Unprofessional Conduct and Summary Suspension

In the event of an allegation of unprofessional, unethical, or illegal conduct by a student or a threat to the health, safety, or good order of the UMSON community, the Dean of the School of Nursing may suspend the student pending the outcome of due process proceedings. The Dean will notify the student promptly in writing and the student may appeal the decision in writing to the Dean.

Judicial Review System

This system applies to students in the BSN, MS, and DNP programs. Students in the PhD program are subject to the policies of the Graduate School, which can be found in the Graduate School Catalog at <http://graduate.umaryland.edu/catalog/index.html>. BSN-PhD and RN-MS students may be subject to either the UMSON policy or the Graduate School policy, depending upon the level of the course in which misconduct was alleged. Matters taken up by the judicial review system are confidential, and disclosure outside the judicial review process is a violation of the Code of Conduct.

A. UMSON Judicial Boards (BSN, MS, & DNP only)

The judicial board serves as the official body before which allegations of alleged misconduct in a program are presented. Judicial boards have the power to impose sanctions according to the guidelines established herein.

1. Composition

- Each judicial board will be composed of four students and an alternate, and four full-time faculty members and an alternate. Student members will be elected by the student body of their program or they may be appointed by the president of their student body. Faculty members' primary teaching responsibilities must be in the program for their respective board. Faculty members will be elected through faculty assembly procedures. A single committee chairperson — either the Assistant Dean for Student and Academic Services or another faculty member designated by the Dean of UMSON — will preside over all the boards. Each board member has one vote. The chairperson will only vote if necessary to break a tie.
- The term of office for faculty members, other than the committee chairperson, shall be two years, with no limit to the number of terms. The term of office for students shall be "until separation from the UMSON community." For the purpose of calculating the duration of a term, "year" shall be defined as beginning June 1.
- A quorum, consisting of two students and two faculty members, shall be necessary for a hearing. A board member who is directly involved in the case being heard shall be automatically excused from the hearing and all consideration of the matter. If such disqualification(s) make a quorum impossible, the Dean or his/her designee shall appoint appropriate substitutes solely for the hearing in question.

2. Preliminary Procedures

- Allegations - Allegations of misconduct must be made in a confidential report to the committee chairperson within two calendar weeks of discovery of the misconduct, unless exceptional circumstances prevent reporting within this timeframe. A complaint must include a first-hand description of what the complainant knows, including date, time, and place, and a description of any exchange with the accused regarding the alleged violation. Persons other than the complainant who may have additional relevant information should be named, and their role in the matter identified. Any supporting evidence should be identified and explained in the complaint, and copies of the evidence should be attached to the complaint.

Within one week of receiving the allegation, the committee chairperson must transmit the complaint to the student and inform the student of the date of the prehearing. The prehearing must take place no less than one calendar week and no more than two calendar weeks from the date that the student received the written allegation, unless scheduling difficulties demand a somewhat longer period. The board will not meet during semester breaks.

- **Prehearing** – The board shall meet either separately or together with the complainant and the student to clarify the issues so that the need for a hearing can be assessed. A complete review of the evidence is not appropriate at this stage. In addition to the parties, the student may have a non-attorney advisor and/or legal counsel present, but solely for the purpose of providing advice to the student. Neither the advisor nor the legal counsel will be allowed to address the board or otherwise represent the student during the prehearing. The board may also have an attorney present at the prehearing.

If the board is satisfied at the conclusion of the prehearing that the complaint is without adequate basis, it will terminate the case and forward its conclusions to the Dean, the complainant, and the accused without a hearing. If the student acknowledges misconduct, the student may elect to waive his or her right to a hearing. In this case, the board will deliberate and recommend an appropriate penalty to the Dean. The board shall refrain from using the prehearing alone to reach its conclusions, if the student does not acknowledge misconduct.

If a hearing is deemed necessary, the board shall identify whether an investigation is needed, and, if so, appoint an investigator. A date for the hearing shall be set no less than one calendar week and no more than two calendar weeks from the date of the prehearing, unless scheduling difficulties demand a somewhat longer period. The board will not meet during semester breaks.

Email notice of the hearing date and copies of any documentary evidence that will be considered will be sent to the accused, the complainant, and persons of interest identified by the board. If privacy or security considerations make it unfeasible to send copies of evidence, the parties shall be given the opportunity to inspect the evidence and/or UMSON may censure certain information from the evidence.

3. Hearing

- Hearings shall take place only in the presence of a quorum of the members of the judicial board, presided over by the chairperson. If the chairperson is unavailable, the Dean, or his/her designee, for that particular hearing, appoints an acting chairperson, selected from the four faculty members on the board.
- All hearings shall be closed, with the exception of the following persons who may be present at all times.
 - 1) The accused student and, if desired, a non-attorney advisor;
 - 2) The complainant or a representative, or an UMSON official to present the charges;
 - 3) Legal counsel for the student, if the student so desires, whose sole function is to advise the student and not to present arguments or question witnesses; and
 - 4) Legal counsel for the board, if requested.

4. Witnesses

- It is the sole responsibility of the parties to arrange for the presence of witnesses at the hearing. The non-availability of one or another desired witness shall not, absent exceptional circumstances, be grounds for postponing, delaying, or otherwise continuing the hearing.
- The members of the UMSON community shall cooperate in the development and presentation of information and evidence.
- As determined at the prehearing or later, the board may also call witnesses whose testimony it believes may be relevant to the case.

5. Evidence

- The chairperson shall conduct the hearing informally, allowing each of the parties the opportunity to present evidence and arguments. Harmless deviations from the prescribed procedures shall not invalidate a decision or proceeding unless significant prejudice to the student or UMSON might result. Questioning of a party and witnesses by another party and the board shall be permitted.
- Formal rules of evidence shall not apply, and the board may receive documentary evidence in the form of copies or excerpts, as well as originals and oral testimony, but the chairperson:
 - 1) May refuse to hear evidence on grounds of immateriality or insufficient relevance or undue repetition; and
 - 2) May exclude written statements proffered solely in lieu of testimony of persons who are reasonably available to testify.
- The board may set reasonable time limits for the presentation of testimony.

6. Record of Hearing

A record of the hearing, including all testimony and exhibits, shall be maintained by the chairperson of the judicial boards. All oral evidence shall be recorded. A copy of the recording and all written evidence shall be kept on file by the chairperson for at least three years and be made available only to the parties and UM. Accidental erasures or poor quality of the recording will not invalidate board determinations.

7. Continuance and Extension of Time

A request for a continuance shall not be granted except for good cause shown. The board may extend any deadline for good cause shown if not unduly prejudicial to any party concerned. Good faith departures that do not preclude the rights of the accused student will not invalidate board determinations.

8. Deliberations

After the hearing, the board shall deliberate in private. Deliberations are not recorded. The chairperson does not vote unless the vote is tied, in which case the chairperson is called upon to cast the tie-breaking vote.

B. Penalties for Misconduct

If the board determines that there was no misconduct, no action will be taken against the student and no record of the proceedings will be retained in the student's file.

If the board determines that there was misconduct, it can recommend penalty(s) to the Dean that include, but are not limited to:

- reprimand
- probation
- suspension
- dismissal
- recommendation for treatment and/or counseling (e.g., psychological, substance abuse, etc.)
- community service

Repeat or aggravated violations may result in a more severe penalty. Attempts to commit prohibited acts may be punished to the same extent as completed violations.

C. Dean's Review

Notification of the board's findings and recommendations will be communicated to the Dean in writing within one calendar week of the hearing. The Dean will review the report and recommendations to

determine whether the evidence warrants the recommended penalty. In making a determination, the Dean will consider the board's findings in the context of the student's history at UMSON. The Dean may not change the findings, but is not bound by the penalty recommendation.

The Dean's decision, including penalties, if any, shall be communicated to the student in writing by the Dean as soon as possible. The chairperson shall be sent a copy of the written decision.

If one calendar week has passed after the Dean's decision is received by the student and an appeal has not been filed, the Dean may direct the registrar to enter the appropriate notation on the student's educational record.

D. Appeals

A student who is found responsible for misconduct shall have the right to appeal the judicial board's finding to the Dean, but only on grounds of 1) failure of the accused to receive due process, or 2) newly available evidence. A student may also appeal the penalty to the Dean. The appeal must be in writing and received by the Dean's office no later than one calendar week after the student has received the decision.

The penalty(s) imposed by the Dean will not be imposed while an appeal is pending.

In making the determination as to whether to order a new hearing, the Dean may seek advice from the individuals of his/her choosing, but the chairperson must receive a copy of the appeal and be given an opportunity to respond in writing. If the Dean determines that the newly available evidence could, in principle, lead to a different finding or different penalties, he/she shall order a new hearing.

If the Dean determines that there was, in fact, significant failure of due process, he/she shall order a new hearing.

If the Dean orders a new hearing, he/she shall determine whether the same board that originally heard the matter or a different group of board members shall preside. If the Dean stipulates that the same board shall preside, the composition of the group may be varied if unavailability of particular members would compromise an early resolution of the case.

If the Dean stipulates that a different group of board members shall preside at the new hearing, one board member (selected by the board) who served at the original hearing shall participate in the new hearing and discussion, but shall not vote. The chairperson of the relevant judicial board shall chair the new hearing.

E. Final Action

If an appeal is not requested or allowed, the Dean's decision becomes final and the penalty, if any, is enforced. The Dean may direct the registrar to enter the appropriate notation in the student's permanent record.

UMSON, through its appropriate committees, reserves the right to suspend or dismiss any student for failure to maintain a satisfactory academic record, unacceptable personal behavior, unacceptable standards of academic conduct, failure to meet accepted standards of practice in a clinical agency, or unsatisfactory standards of health.

Library Materials: Professional Conduct

UMB policy governs the use of library resources and materials. Students should consult the *Student Answer Book* at

<http://www.umaryland.edu/studentleadership/images/Student%20Answer%20Book%202012-2013.pdf>.

Use of Electronic Media

Students are prohibited from text messaging and using cell phones, email, and social media during class or clinical. A student who exhibits such conduct may face disciplinary action.

Students are personally responsible and potentially liable for the material they publish on user-generated electronic media such as blogs, wikis, Facebook, YouTube, and other social networks; forum boards;

Listserves; email; etc. They should, therefore, be cognizant of privacy and confidentiality concerns and relevant state and federal laws, such as HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act). For example, while a student may be eager to demonstrate mastery of clinical skills to friends and family, it is not appropriate to share information that includes, but is not limited to, images or identifying information of classrooms, labs, clinical sites, patients, families, patient records, fellow students, faculty members, health care workers, etc. Sharing information includes, but is not limited, to posting pictures of faculty, fellow students, classrooms, labs, patients, families, patient records, health care workers, and interiors of clinical sites etc. Approaching a patient or other individual for permission to photograph or disclose information may violate HIPAA and clinical site procedure, resulting in a student violation of UMSON policy, even if an individual's permission has been obtained. UMSON's Code of Conduct and policies on academic misconduct apply to postings and other publications related to or arising from UMSON's educational programs. Students are not allowed to share *any* information regarding patients or clinical sites on electronic media.

It is important to remember that nurses and nursing students have a duty to patients, colleagues, and the profession. Awareness of this duty should be reflected in all communications that are shared with the public or that may become public, whether or not the communication was originally intended for widespread distribution.

E. CLINICAL

Criminal Background Checks

UMSON has clinical affiliations that may require students to obtain criminal background checks prior to attending a clinical rotation. If this is the case, the student is responsible for all fees associated with the process. Students are encouraged to use a vendor designated by the Maryland Hospital Association for their background check.

If a student is rejected for placement by a facility based on the results of the background check, that student will be reassigned to a second facility requiring a background check. If a student is rejected for placement a second time due to the results of the background check, the Dean of the School of Nursing will determine whether the student is able to continue with the program.

UMSON has no obligation to refund tuition and fees or otherwise make accommodations if the student's criminal record renders them ineligible to complete the required courses or obtain a license to practice nursing.

Drug Tests

UMSON has clinical affiliations that may require students to submit to a drug test prior to attending a clinical rotation. If this is the case, the student is responsible for any fees associated with the process. Students will be notified of the procedure for drug testing required by the clinical facility to which they are assigned.

If a student is rejected for placement by a facility based on the results of a positive drug test, that student will be counseled on his/ her rights to challenge the results of the test. During the review process, the student will not be allowed to attend any clinical. If the student challenges the drug results and is unsuccessful, the Dean of the School of Nursing will determine whether the student is able to continue with the program.

UMSON has no obligation to refund tuition and fees, or otherwise make accommodations, if a student's drug test renders them ineligible to complete required courses or obtain a license to practice nursing.

UMB Policy on Service to People with Infectious Diseases

It is UMB policy to educate and train students for providing care or service to all persons. UMB employs appropriate precautions to protect providers in a manner that meets clients' requirements, while protecting the interests of students and faculty members participating in the provision of such care or service.

No student will be permitted to refuse care or service to any assigned person, unless special circumstances place the student at increased risk for an infectious disease. Any student who refuses to treat or serve an assigned person without prior consent of UMSON will be subject to penalties under appropriate academic procedures, including suspension or dismissal. See the *Student Answer Book*, available at <http://www.umaryland.edu/studentleadership/images/Student%20Answer%20Book%202012-2013.pdf> for additional details.

Payment for Clinical Experiences

Students may not receive wages for planned clinical experiences where requisite learning objectives are being met. Students may, however, accept travel and living expense stipends, i.e., room and board, for participating in clinical health electives.

Facilities Used for Clinical Experiences

A wide range of health care facilities is used for clinical experiences to provide students with opportunities to observe and function in a variety of settings. Clinical sites are selected to best meet the objectives of a particular course. A student may suggest a possible site for clinical experience, but the faculty member responsible for the course makes the final arrangements. Under no circumstances may a student directly arrange with a health care facility for their clinical experiences.

Clinical facilities are located in greater Baltimore, as well as other locations in Maryland and the Washington, D.C. metropolitan area. Students can expect to have clinical experiences at several sites over the course of their program. They are required to accept their clinical assignments.

Except for DNP students, students may not conduct their clinical experience in units where they are currently employed or have recently been employed. They may, however, conduct their clinical experience in another unit or division within the same facility. Students are responsible for providing their own transportation to and from clinical sites.

Clinical agencies may require students who are registered nurses to hold a registered nursing license in the jurisdiction in which the clinical agency is located, even if the student is licensed in another jurisdiction.

Responsibilities of the Student to and Within the Clinical Facility

Each student must:

- Be informed about and comply with the facility's policies and contractual obligations related to clinical placements, including its policy on blood borne pathogens.
- In the case of a precepted experience, provide the preceptor at the outset with a copy of the student's objectives for the experience, as approved by the appropriate faculty member.
- Establish, with the agreement of the faculty member (and preceptor, if any), a calendar for commitment of time to be spent in the facility.
- Provide at least 24-hours notice to the faculty member (and preceptor, if any) if the student is unable to meet the pre-established commitment.
- Provide the clinical facility with information needed to clarify how, when, and where the student can be contacted.
- Dress appropriately, in accordance with the UMSON dress code. Wear required UMSON identification with no additional identifiers, unless the facility mandates its own nametag and identification.
- Bring all necessary equipment to the placement, as required.
- Notify the faculty member, preceptor (if any), and the clinical facility immediately if the student will not be able to attend a clinical session because of illness or another emergency.
- Notify the faculty member (and preceptor, if any) in writing if the student does not complete the experience, indicating the reason for withdrawal.

- Meet with the faculty member (and preceptor, if any) as necessitated by need, desire, and/or faculty or clinical facility policy, to review objectives and learning experiences.
- Provide the facility with feedback on relevant studies, reports, or projects completed in conjunction with the experience, after first obtaining approval from the faculty member to share information.
- Not be present at a clinical site unless the faculty member or preceptor is present/available.
- Keep beepers and cell phone ringers on "silent" or "vibrate," and not use these devices at inappropriate times such as during lectures, labs, meetings, etc.
- Personal phone calls and text messaging are unacceptable during clinical time. If the student must engage in such personal communications, it should be during their break and away from the patient care areas.

Responsibilities of Students to Faculty Members Involved with Clinical Experiences

- ***BSN and MS students are expected to accept clinical assignments as arranged.*** Negotiations for clinical placements are conducted by relevant faculty members and do not include the student. DNP students may suggest their own clinical practice sites; UMSON, however, will make the ultimate selection of the appropriate site and contract with the facility as necessary.
- Students must prepare and submit a copy of their objectives for the experience and other materials to the faculty member for approval, prior to sharing them with the facility preceptor.
- Students must meet with the faculty member on a regular basis (frequency to be determined by the course objectives, faculty member, department policy, and student needs) in order to discuss details of clinical experience, assess progress toward objectives, receive feedback regarding assignments and learning experiences, and identify and communicate the need, if any, for additional faculty involvement and assistance.
- Students must communicate both the strengths and weaknesses of the clinical experience and setting to the faculty member.
- Students must evaluate the entire clinical experience, including the facility and the preceptor.

Responsibilities of Students to Clients of Facilities Used for Clinical Experiences

Students are obligated to follow the policies of the health care facility in which they are placed. If situations arise that make this impossible, students must notify the client(s) or the facility, as appropriate, so the relationship is maintained and the care of clients remains paramount. Students are also responsible for notifying the appropriate faculty member of their inability to complete the clinical assignment, if necessary. Additionally, students are obligated to communicate all observations and information pertinent to the clients' care to the facility. The fulfillment of clinical responsibilities by the student is reflected in the course grade.

Attendance at Clinical Sessions

Students must attend all clinical sessions in order to meet the course objectives. When UMSON classes are canceled due to inclement weather, clinicals are also canceled and students are not to report to the clinical site. If the student is already at the clinical site, the decision to cancel is the responsibility of the faculty member responsible for the course. If the University is delayed due to inclement weather, the clinical faculty member has the option to delay or cancel clinical. If the University closes early due to inclement weather, the clinical faculty member will end clinical early. For up-to-date information on closings or delays, students should sign up for the UMB alert system at <http://nursing.umaryland.edu/about/campus-community/campus/umb/alerts>.

Students must complete all clinical hours as established in the syllabus. A student who misses clinical due to extenuating circumstances must, in conjunction with the faculty member, develop a plan to make up the missed session. A BSN or CNL student who misses more than two clinical sessions in a given course must drop the course.

Hygiene

Basic personal hygiene (cleanliness of breath and body) is crucial in a clinical environment and must be maintained. Respect others' sensitivity to odors by avoiding the use of perfumes, colognes, aftershaves, body sprays, and strong smelling lotions at all times. Fingernails must be no longer than 1/4 inch and clean. Only clear nail polish is acceptable. Artificial nails are prohibited. Make-up should be applied conservatively. Beards and moustaches must be neatly trimmed. Hair that falls below the collar, or interferes with care in any way, must be pulled back in a ponytail or similar hairstyle.

Note: Failure to comply with these dress code guidelines will result in a student being dismissed from the clinical setting and may include a warning of clinical deficiency.

Dress Code

Head coverings should not be worn in the clinical setting, except for the purpose of religious observance. In such cases, for reasons of infection control, a freshly laundered head covering must be worn each clinical day, with the ends of the covering securely fastened so they do not dangle over the patient.

No visible tattoos or henna.

The following attire is unacceptable in any clinical setting, which includes orientation meetings and clinical preparation:

- Jeans
- Flip-flops
- Sweatpants
- Shorts
- Bare midriffs or low-cut shirts
- Inappropriately-sized clothing, e.g., too loose or too tight
- Sexually suggestive clothing, e.g., camisoles as outerwear

Jewelry

Students should refrain from wearing jewelry to ensure safety and sanitary conditions. Earrings may be small studs; hoops or dangles are not allowed. Eyebrow, lip, nose, or tongue rings or studs are prohibited in clinical settings. Do not wear bracelets or necklaces. Rings (except for plain wedding bands with no stones) are discouraged because they may inadvertently cause discomfort to the client and can harbor micro-organisms.

Guidelines for Students Visiting Clients in Community-Based Settings

Community-based clinical settings may pose particular challenges because of the absence of an institutional infrastructure or the characteristics of the neighborhood in which the clinical site is located. Therefore, students must take special precautions when assigned to community-based settings.

- Students are expected to inform themselves of and observe the policies of the relevant institution and its professional codes of conduct.
- Students must make home visits in pairs. Any exception to this practice must be discussed with the faculty member prior to the visit to determine whether it is appropriate to make the home visit alone.
- Student visit plans, such as departure time and expected time of return, must be developed and shared with faculty. Students are responsible for informing faculty of any change in original plans.
- Students must become familiar with the geographic area via maps and observation, so travel to and from the client's home is by the safest direct route.
- Student safety is of highest priority. If a student feels unsafe for whatever reason, withdrawal from the situation is required.
- Students are discouraged from conducting a home visit when one or more persons of the opposite sex are the only ones present.
- Students must abandon a home visit when an altercation develops or is in progress.

- Students must avoid areas where loitering occurs.
- Students must avoid secluded areas, such as basements and dark stairwells.
- Students should discuss the mode of appropriate dress, i.e., uniform or street clothes, with faculty prior to participation.
- Students should practice automobile safety precautions including:
 - Looking into the automobile before entering to ensure no one has accessed the vehicle
 - Keeping doors locked when traveling
 - Parking as close to the home/facility setting as possible, and using protected parking if available
 - Keeping enough gas in the fuel tank so stops at gas stations can be planned and selected for safety of location
 - Not stopping for stranded motorists but instead, calling for help from appropriate parties such as police
 - Having automobile keys ready when reaching their vehicle
 - Not leaving valuable possessions in view
 - Not sitting in the car to complete paperwork
 - Not opening automobile door or window to strangers, particularly if feeling threatened

Unsafe Clinical Practice

UMSON, through its appropriate committees, reserves the right to suspend or dismiss any student for failure to maintain a satisfactory academic record, unacceptable personal behavior, unacceptable standards of academic conduct, failure to meet accepted standards of practice in a clinical agency, or unsatisfactory standards of health. The physical and emotional welfare of clients and their families has a higher priority than student learning. A student who demonstrates clinically unsafe nursing practice that jeopardizes the client's or family's physical or emotional welfare may be dismissed at any time from the clinical area. Unsafe clinical practice is defined as any behavior determined by faculty to be actually or potentially detrimental to the client or to the health care agency. Unsafe clinical practice includes behaviors related to physical or mental health problems; use of alcohol, drugs, or chemicals; lack of preparation for clinical; or deficits in problem-solving skills.

The faculty member who dismisses a student who demonstrates unsafe clinical practice from a clinical assignment is required to notify the course director/coordinator and the assistant dean for the student's program immediately.

The faculty member will identify and document, in writing, the student's unsafe clinical practice, advise the student regarding their performance and strategies for addressing the deficiencies, and, if appropriate, refer the student for evaluation and assistance. Copies of the faculty member's documentation of the student's unsafe clinical practice and the clinical assistance program proposed will be provided to the course director/coordinator, and if deemed appropriate, to the department chair, assistant dean of the relevant program, and the Dean of the School of Nursing . A student will be reinstated to the clinical area only if the clinical assistance program has been followed or completed successfully and has been appropriately documented.

Under ordinary circumstances, the course director/coordinator will make the decision regarding the student's continuation in the clinical area and any contingent conditions. Under extraordinary circumstances, the assistant dean for the student's program, in consultation with the Dean of the School of Nursing, will make a decision regarding a student's suspension or dismissal. Such decision will be made within seven days of the student's removal from the clinical area. A student may respond to circumstances resulting in suspension or dismissal by submitting any relevant data pertaining to the incident(s) to the Dean of the School of Nursing and requesting an opportunity to be heard.

UMSON reserves sole discretion to readmit a student to the clinical program only if the clinical assistance program has been successfully completed and appropriately documented.

F. ADMINISTRATIVE

TECHNICAL STANDARDS FOR ADMISSION, PROGRESSION AND GRADUATION

Personal Attributes and Capabilities Essential for Admission, Progression, and Graduation of Students of the University of Maryland School of Nursing

The curriculum leading to baccalaureate, master's and doctoral degrees from UMSON requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing skills and functions. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to perform these functions satisfactorily in a timely manner that is consistent with patient safety and effective clinical outcomes. In addition to being essential to the successful completion of the requirements of nursing degrees, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty members, and other health care providers.

Applicants and students should assume that any plan of study will be completed with patient interaction or work in a clinical environment. Applicants should always inquire about the nature of patient and clinical work required prior to enrollment. The Technical Standards for interacting with patients and working in a clinical environment are not applicable provided such work is not required as part of the student's program of study and presuming the student does not enroll in courses or participate in other activities which involve interaction with patients or work in a clinical environment. Under certain circumstances, a student may be able to complete a post-baccalaureate program without patient interaction or work in a clinical environment, depending on the offerings available while the student is enrolled, the focus of the student's plan of study, and review and approval by UMSON.

Admission to UMSON is open to all qualified individuals and in accordance with the 1973 Vocational Rehabilitation Act (29 U.S.C. §701 *et seq.*) and the Americans with Disabilities Act (42 U.S.C. §12101 *et seq.*).

Standards

The following technical standards describe the non-academic qualifications required in addition to academic qualifications that UMSON considers essential for entrance to, continuation in, and graduation from its Baccalaureate nursing degree program, as well as from certain master's and doctoral degree programs. Candidates for nursing degrees must be able to meet these minimum standards with or without reasonable accommodation for successful completion of degree requirements. The use of a trained intermediary is not acceptable if a student's judgment and skill are mediated by reliance upon someone else's power of selection, observation, or clinical ability.

1. Visual, Auditory and Tactile Abilities

- Sufficient abilities to allow the student to gather data from written reference materials, oral presentations, demonstrations, and observations of a patient and the patient's environment.
- Sufficient ability to perform health assessments and interventions; collect diagnostic specimens; and obtain information from digital, analog, and waveform representations of physiologic phenomena to determine a patient's condition.

Examples of relevant activities:

- Visual acuity sufficient to draw up the correct quantity of medication in a syringe or detect changes in skin color or condition.
- Auditory ability sufficient to hear and interpret information a patient is communicating verbally, to detect sounds related to bodily functions using a stethoscope, to detect audible alarms generated by mechanical systems used to monitor patient physiological status, to communicate via a telephone, and to hear cries for help from patients and staff.
- Tactile abilities sufficient to detect unsafe temperature levels in heat-producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules.

2. Communication Abilities

- Ability to communicate with accuracy, clarity, and efficiency with patients, their families, and other members of the health care team (including spoken and non-verbal communications, such as interpretation of facial expressions, affect, and body language).
- Required communication abilities, including speech, hearing, reading, writing, language skills, and computer literacy, in real time with a primarily English-speaking population.

Examples of relevant activities:

- Abilities sufficient to give verbal directions to or follow verbal directions from other members of the health care team and to participate in health care team discussions of patient care.
- Ability sufficient to elicit and record information about health history, current health state, or responses to treatment from patients or family members.
- Ability sufficient to convey information to patients and others as necessary to teach, direct, and counsel individuals.

3. Motor Abilities

- Sufficient motor function to execute movements required to provide general care and treatment to patients in all health care settings.
- Required motor functions include gross and fine motor skills, physical endurance, physical strength, and mobility to carry out nursing procedures, perform basic laboratory tests, and provide routine and emergency care and treatment to patients within a safe time frame and over an extended period of time, i.e., a 6 – 12 hour clinical practicum per day.

Examples of relevant activities:

- Fine motor skills sufficient to obtain assessment information by palpation, auscultation, percussion, and other diagnostic maneuvers.
- Physical endurance sufficient to complete assigned periods of clinical practice.
- Mobility sufficient to carry out patient care procedures, such as tracheostomy care or performing emergency airway suctioning, maneuvering in small areas such as patient rooms and nursing work stations.
- Strength sufficient to carry out patient care procedures, such as assisting in the turning, lifting, transferring, and ambulation of patients. This includes, but is not limited to, the ability to carry and lift loads from the floor, lift loads from 12 inches from the floor to shoulder height and overhead, as well as occasionally lifting 50 pounds, frequently lifting 25 pounds, and constantly lifting 10 pounds.

4. Behavioral, Interpersonal, and Emotional Abilities

- Ability to relate to colleagues, staff, faculty, and patients with honesty, integrity, maturity, empathy, professionalism, and non-discrimination.
- Capacity for the development of a mature, sensitive, and effective therapeutic relationship with patients.
- Ability to work effectively and constructively in stressful and changing clinical and academic environments, both independently and under supervision, and as part of a team or group, with the ability to modify behavior in response to feedback and constructive criticism.
- Capacity to demonstrate ethical behavior, including adherence to the professional nursing and student honor codes.

Examples of relevant activities:

- Emotional skills sufficient to remain calm in an emergency situation.
- Interpersonal skills sufficient to communicate effectively with patients and families of diverse religious, cultural, or social backgrounds.
- Behavioral skills sufficient to demonstrate the exercise of good judgment and prompt completion of all responsibilities attendant to the diagnosis and care of patients.

5. Cognitive, Conceptual, and Quantitative Abilities

- Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis.
- Ability to gather data, develop a plan of action, establish priorities among competing demands, and monitor treatment plans and modalities.
- Ability to comprehend three-dimensional and spatial relationships.

Examples of relevant activities:

- Cognitive skills sufficient to calculate appropriate medication dosage given specific patient parameters.
- Conceptual ability sufficient to analyze and synthesize data and develop an appropriate plan of care.
- Quantitative ability sufficient to collect data, prioritize needs, and anticipate reactions.
- Ability to comprehend spatial relationships adequately to properly administer various types of injections or assess wounds of varying depths.

Other Requirements

A student must comply with UMB immunization requirements, as outlined at:

<http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=142>. The admission of a student who is chronically infected with Hepatitis B virus will be considered on a case-by-case basis after consultation with a panel of experts in Infectious Diseases. This panel will consider the Hepatitis B e-Antigen status, the health of the student, and decide what, if any, restrictions and monitoring are necessary for the student during his or her training in nursing.

Applicants with Disabilities

UMSON will provide reasonable accommodation in the admissions process for applicants with disabilities. An applicant is not disqualified from consideration due to a disability. Although the School may not inquire whether an applicant has a disability prior to making an admissions decision, an applicant may disclose during the admission process a disability for which he or she wishes accommodation during the admissions process or upon admission. If this disclosure occurs, UMSON may request that the applicant provide documentation of the disability. The admissions committee will consider the applicant based on the published criteria for admission of all applicants.

An applicant who discloses a disability and requests accommodation in the admission process will be required to submit, in writing, the request for accommodation and pertinent supporting documentation. This pertinent information will include a history of accommodations granted previously in other educational programs and references who can discuss the experience of the student in other educational settings. Requests for accommodation should be initiated with UMB's Office of Disability Support Services.

UMSON may require additional medical or other verification of disabilities and proof of information presented concerning accommodations. Such proof may include demonstration of assisted physical abilities. The School may require independent medical examinations or testing to verify claimed disabilities, determine the extent and effects of disabilities, and assess the utility of accommodations. Technical and medical consultations from resources within the University and external to UMB may be obtained. Costs of independent medical examinations, testing, technical, and medical consultations required by UMSON will be borne by the School.

UMSON, in conjunction with Office of Disability Support Services, will make a determination as to the reasonableness of the accommodations that the applicant has requested or will determine alternative reasonable accommodations that UMSON may offer.

Enrolled Students with Disabilities

A student who discloses a disability and requests accommodation will be required to submit, in writing, the request for accommodation and pertinent supporting documentation. The pertinent information will include documentation of the disability by an appropriately credentialed professional. If available, documentation should also include history of accommodations granted previously in other educational programs and references who can discuss the experience of the student in other educational settings. Requests for accommodation should be initiated with the University's Office of Disability Support Services. Requests should be made prior to the start of each semester for courses in which accommodations may be needed.

The School of Nursing may require additional medical or other verification of disabilities and proof of information presented concerning accommodations. Such proof may include demonstration of assisted physical abilities. The School may require independent medical examinations or testing to verify claimed disabilities, determine the extent and effects of disabilities, and assess the utility of accommodations. Technical and medical consultations from resources within the University and external to the University may be obtained. Costs of independent medical examinations, testing, technical, and medical consultations required by the School of Nursing will be borne by the School.

The School of Nursing's faculty in conjunction with School's Disability Support Liaisons will make a determination as to whether the student can perform the essential functions of the educational program, taking into account the accommodations that the student has requested or alternative reasonable accommodation that the School of Nursing would offer. Costs of reasonable accommodation will be borne by the School of Nursing from its resources or other funds available to it.

The School of Nursing will provide reasonable accommodations, but is not required to make, nor will it make, modifications that would fundamentally alter the nature of the educational program or provide auxiliary aids that present an undue burden to the School. The student must be able to perform all of the technical standards with or without reasonable accommodations to matriculate or continue in the program. These technical standards were adapted from the University of North Carolina, School of Nursing Technical Standards for Admission, Progression, and Graduation (2011).

Accommodations for Disabilities

A request for accommodation due to disability must be made each term (winter excluded) in writing and include supporting documentation required by the UMB Office of Disability Support Services. While students are not required to disclose disabilities for admissions purposes, they must do so in order to request accommodation in courses. Pertinent documentation may include a history of accommodations previously granted by other educational programs and the names of individuals who can discuss the experience of the student in those settings. Requests for accommodation are initiated by contacting the UMB Office of Disability Support Services at <http://www.umaryland.edu/disabilityservices> and completing the Disclosure and Request for Accommodation Form found on the website.

UMB may require medical or other verification of disability and proof of information presented concerning the requested accommodation. UMB may also require an independent medical examination or testing to verify the claimed disability, to determine the extent and effect of the disability, and to assess the utility of the accommodation requested. Alternative accommodations will also be given due consideration, and reasonable accommodation will be made, where consistent with curriculum objectives and legal requirements.

While UMSON will provide reasonable accommodation, it is not required to make, nor will it make, modifications that would fundamentally alter the nature of the educational program, nor will it provide auxiliary aids that present an undue burden.

Religious Observance

UMSON academic programs are available to all qualified students who have been admitted, regardless of their religious beliefs. Students are not penalized because they observe their religious holidays. In instances where religious observances conflict with class attendance and assignment schedules, students are given an opportunity, wherever feasible, to make up within a reasonable time, any academic assignment or clinical that is missed. This policy is consistent with UMB Policy 5.10(A).

At the beginning of each term, students who anticipate missing class or clinical sessions because of a religious observance shall furnish their instructor with a written list of anticipated absences. The instructor will then work with the student to develop a means by which the student can satisfy the requirements of the course through alternative deadlines or alternative test or clinical dates.

In fairness to other students, makeup work will conform as closely as possible to the original scheduled dates of the test, clinical, or other assignment. Approved absences will be limited to dates and times of bona fide religious observances. Failure to notify the instructor of anticipated absences at the beginning of the semester, as described above, may result in the inability to accommodate the student's request.

Access to Campus

Only registered students and official guests are permitted in UMSON classrooms and laboratories. A school ID is required for access to any campus building and should be presented to the guard upon entry. Minors accompanied by registered students and official guests are permitted entry into designated common areas, but may not enter classrooms or laboratories at any time. Minors not attended by UMSON students or official guests are not permitted in UMSON facilities or outreach sites. Only students registered for an online course are permitted to enter postings for that course. Pets are not permitted on UMSON grounds, with the exception of service animals.

Emergency Notification and Change of Address

Emergency Notification and Change of Address forms must be updated through SURFS and maintained throughout the student's tenure at the institution. To change a name, a student must submit proof of the change (court order, marriage, etc.) to the University Office of the Registrar.

Veterans and Social Security Survivor's Benefits

Students who receive Veterans Assistance or Social Security Survivor's benefits should submit the relevant forms to OSAS. For assistance regarding benefits, call OSAS. Active duty members of the Armed Forces must submit a copy of their semester bill before their entitlement can be processed.

Official Transcripts

Official transcripts can be obtained free of charge through the University Office of the Registrar, located at the HS/HSL, 601 W. Lombard Street, Baltimore. UMSON does not provide official transcripts. Students and alumni must satisfy all financial obligations to UMB before they will be furnished with an official transcript. Transcript requests may be made through SURFS.

Residency Requirement

It is the policy of the USM Board of Regents to recognize the categories of in-state and out-of-state students for the purpose of admission, tuition, and fee differentials at those institutions where such differentiation has been established. Residency is established by the UMB Office of the Registrar. Specific policies governing residency are available from that office and may be viewed online at <http://umaryland.edu/orr>.

Payment of Tuition and Fees

UMB requires full payment of tuition and fees each semester by the Friday before the first week of classes. Students will be precluded from attending class and their registration will be canceled if tuition and fees are not paid by the deadline. The only exceptions to this policy are: 1) students awaiting receipt of financial aid; 2) students who have entered into an official third-party payment arrangement that is on file with the UMB Office of Student Accounts; and 3) students who have signed an installment agreement that is on file with the UMB Office of Student Accounts.

Licensure as a Registered Nurse (not applicable to Traditional BSN or CNL)

All students, except for traditional BSN and CNL, must maintain active RN licensure in a U.S. jurisdiction. Clinical agencies may require students who are registered nurses to hold a registered nursing license in the jurisdiction in which the clinical agency is located even if the student is licensed in another jurisdiction.

Student Health

All students must receive health clearance from UMB Student Health and the Student Counseling Center to begin their program of study and to remain in clinical courses. Incoming students are required to provide proof of immunizations. Information regarding UMB policy on immunizations and waivers is included in the *Student Answer Book*, available online at <http://www.umaryland.edu/studentleadership/images/Student%20Answer%20Book%202012-2013.pdf>.

UMSON reserves the right to require evidence of physical and emotional health at any time during the program, and to request that a student undergo a physical or psychological evaluation by Student Health or the Student Counseling Center. If a student's health problems appear to affect academic performance, specific information relevant to the problem may be requested. Some clinical facilities require proof of immunizations before allowing a student to take part in a practicum experience. Failure to comply with this policy may result in dismissal.

A student who is unable to meet course objectives due to health problems will be asked to take an "Incomplete" in the course, drop the course, or withdraw for the semester. The conditions necessary for a student's re-entry or repetition of the course will be determined by the relevant faculty member(s), department chair, and the appropriate assistant dean.

Health Insurance

All full-time students must either carry the CareFirst health insurance plan offered by UMB or demonstrate that they are covered by an equivalent plan. A student with equivalent insurance coverage must fill out a waiver and provide proof of coverage. All waivers must be received and approved by the Finance Department at UMB Student and Employee Health, 29 S. Paca Street, Baltimore, MD. The Waiver Form

is available at <http://www.fincsv.umaryland.edu/sa/images/Waiver-2013.pdf>. The waiver request must include:

- The original or photocopy (both sides) of the student's insurance card
- A detailed description of the plan or a list of benefits

AN INSURANCE WAIVER MUST BE COMPLETED UPON ADMISSION (INCLUDING SUMMER) AND THEN FILED BEFORE THE BEGINNING OF THE FALL SEMESTER OF EACH ACADEMIC YEAR. For information regarding deadlines, please see <http://umaryland.edu/health>. All full-time students are automatically billed for the UMB student health insurance policy unless proof of equivalent insurance is provided.

Bloodborne Pathogen Exposure Control

UMSON developed its Bloodborne Pathogen Exposure Control Plan in accordance with UMB Policy Concerning Prevention and Management of Student and Employee Infections with Bloodborne Pathogens, the Occupational Safety and Health Administration's Bloodborne Pathogen Standard 29 CFR 1910.1030, and the Centers for Disease Control's Public Health Service Guidelines for the Management of Health Care Worker Exposure to HIV and Recommendations for Post-exposure Prophylaxis (5/98).

1. Students who are possibly exposed to bloodborne pathogens by way of needle sticks or exposure to human body fluids must report the exposure to their clinical instructor immediately. Exposure during a precepted experience must be reported immediately to the preceptor and as soon as possible to the course faculty member.
2. Students who are possibly exposed to bloodborne pathogens by way of needle sticks or exposure to human body fluids on campus or in the University of Maryland Medical Center will follow the campus needle stick policy, as follows:

Between the hours of 8 a.m. and 4 p.m. (weekdays), UMB Student Health is to be the point of contact. For exposure during these hours call:

- Pager number 410-416-1329, someone will respond within 10 minutes.
 - If for some reason the pager is inoperative or unattended, after the 10 minutes, call pager number 410-512-0021, someone will respond within 10 minutes.
 - The third back-up will be used in the unlikely event no response is received from the second page. Call the Family Practice phone number, 410-328-8792, tell the operator about the needle stick or body fluid exposure, and insist to speak to a UMB Student Health staff member immediately.
 - The final back-up would be to call the UMB STIK Hotline at 410-328-2337, extension 7845. The UMB STIK Hotline is NOT to be used unless the preceding three numbers do not work.
 - Any exposure outside the hours of 8 a.m. to 4 p.m. (weekdays) should be directed to the UMB STIK Hotline
3. For students who are possibly exposed to bloodborne pathogens by way of needle sticks or exposure to human body fluids at off-campus sites, such as hospitals or community health settings, the following policy will apply:
 - For exposures in a hospital or other agency with a policy covering possible exposure to bloodborne pathogens, the policy of the facility will be followed.
 - For exposures in a setting where there is no policy on possible exposure to bloodborne pathogens, the student should either report immediately to UMB Student Health, to their personal health care provider, or to the nearest emergency room. The student should identify themselves as a UMSON student and request the following baseline laboratory tests:
 - HIV antibody
 - Hepatitis B surface antibody
 - Hepatitis C antibody
 - Pregnancy test (for women)

Students are responsible for the cost of testing (health insurance may cover).

4. Clinical instructors and course faculty members will keep a record of the circumstances of the needle stick or body fluids exposure and the counseling the student received about visiting an emergency department or other health care facility. A copy of this record will be sent to the relevant assistant dean, who will maintain it on file. Copies of such records may also be furnished to the UMSON Coordinator for Legal Affairs.

Malpractice Insurance

Malpractice insurance is mandatory for all full- and part-time students, in clinical or non-clinical courses. Students are required to join the USM group policy that covers the student in clinical nursing activities that are part of the education program, regardless of the setting. The policy currently provides \$1,000,000 maximum coverage for any single claim per year and \$3,000,000 per year aggregate coverage. This insurance covers students only during school-related experiences and does not prevent the need for individual professional insurance to cover circumstances unrelated to the educational program. Please note that malpractice insurance for students enrolled in the Nurse Anesthesia program is separately determined, charged, and billed.

All students are charged for malpractice insurance at the time of registration billing. The Certificate of Insurance is maintained in the UMB Office of Legal and Contractual Services and may be reviewed upon request.

Computer Literacy Requirements

Students are expected to have basic computer literacy upon enrollment. Each student is required to have a computer. UMSON has several computer laboratories available for student use during posted hours of operation.

Computer literacy is defined as the essential knowledge needed to function independently with a computer. It is further defined as having basic knowledge about and the ability to operate the computer and computer software, including word processing, email, presentation packages (e.g., PowerPoint), the Internet, and file management.

Students who do not meet at least the minimum standard of basic computer literacy must seek out appropriate computer workshops or courses prior to starting their nursing program.

The following chart sets **minimum requirements** and **recommended upgrades** for personal computer hardware and software that all students must possess. **Note that the hybrid nature of the DNP program makes it mandatory for DNP students to have a cable, DSL, satellite, or Mobile Internet Fidelity (MIFI) modem (dial-up is unacceptable), and a webcam with microphone.**

Computer Requirements for Undergraduate and Graduate Students
University of Maryland School of Nursing

	Minimum Requirements	Recommended Requirements
Processor	Intel Core 2 Duo	Intel i3 or >
Memory	2GB RAM* *See Vista note below.	2 GB RAM* or > *See Vista note below.
Hard Drive	80 GB	500 GB or >
Internet Service	Cable, FiOS, or DSL	Cable, FiOS, or DSL
Video	On-board video	64 MB card or >
Monitor	15 inch (VGA or higher resolution)	17 inch or > (SVGA or higher resolution)
Sound Card	Any compatible type	Any compatible type
Speakers	Any compatible type	Any compatible type
Mouse/Keyboard	Any compatible type	Any compatible type
Optical Drive	CD-RW and DVD	CD-RW and DVD-RW
USB Flash Drive	2GB	2GB or >
Webcam and Microphone		Any compatible type
Operating System	Microsoft Windows XP	Microsoft Windows 7
Productivity	Microsoft Office 2007	Microsoft Office 2010 or >
	Word, Excel, PowerPoint, Access	Word, Excel, PowerPoint, Access
Browser	Internet Explorer 8.0	Internet Explorer 8.0
Anti-Virus	Symantec Endpoint Protection 11	Symantec Endpoint Protection 12 or >
Miscellaneous	Adobe Acrobat Reader XI Real Player 15. Java 1.6 (6.0), Windows Media Player 11	Adobe Acrobat Reader XI or > Real Player 15 or >, Java 1.6 (6.0) or >, Windows Media Player 11 or >
Email	Ability to access your UMB student email account via Internet	
Laptop Wireless	PCMCIA A/B/G Card	Built-in A/B/G/N

- The following software can be purchased at the [CITS Software Licensing Office](#) at a substantially discounted price with student ID. Prices subject to change. Check with the CITS Software Licensing Office for current prices.
 - Microsoft Operating System
 - Microsoft Office
 - Symantec Anti-Virus
- Miscellaneous software can be downloaded:

- Adobe Acrobat Reader (free download) – <http://adobe.com> (deselect any additional installation, i.e. Yahoo, Google, etc.)
- Adobe Flash Player (free download) – <http://adobe.com> (deselect any additional installation, i.e. Yahoo, Google, etc.)
- Real Player (free download) – <http://real.com>
- Dell Laptop computers are available to nursing students at a discounted price from the UMSON Student Laptop Program (<http://nursing.umaryland.edu/nacs/resources-laptop>).

Notes:

- UMSON recommends Windows/Intel based computers to ensure full compatibility with internal systems and applications. A Macintosh computer may work for some operations; however, there may be instances where a Macintosh is not compatible. Please be advised that the School of Nursing is not able to provide assistance or support of any kind for Macintosh computers.
- UMSON does not recommend or support the Microsoft Vista Operating system. Please note that students who do run Vista on a computer that will use the live classroom features of Blackboard need to have a minimum of 2 GB of RAM.
- Students with laptops that wish to connect to the wireless network at the Universities at Shady Grove should go to the open computer lab ED I, Room 207, for answers to questions and to receive wireless network registration paperwork.

G. UMB CAMPUSWIDE

A number of UMB policies pertain to all students, regardless of enrollment in a particular school. These policies appear in the *Student Answer Book*, accessible on the Web at <http://www.umaryland.edu/studentleadership/images/Student%20Answer%20Book%202012-2013.pdf>. The *Student Answer Book* is also distributed in hard copy to all newly enrolled students each semester.

The *Student Answer Book* provides details on the following UMB policies, applicable to all students. UMSON policies on these subjects either replicate or are consistent with the policies promulgated by UMB and include:

- Confidentiality and disclosure of student records
- Review of alleged arbitrary and capricious grading
- Rights and responsibilities for academic integrity
- Scheduling of academic assignments on dates of religious observance
- Campus ID cards
- Library materials
- Information technology
- Smoking, alcohol, and drugs
- Campus substance abuse
- Illicit drugs
- Students who are called to active military duty during a national or international crisis or conflict
- Statement regarding organized activities at the University
- Use of University System facilities for public meetings
- Immunization
- Health Insurance Portability and Accountability Act (HIPAA)
- Service to those with infectious diseases
- Student sex-based discrimination and sexual harassment

- Sexual assault
- Acts of violence and extremism that are racially, ethnically, religiously, or politically motivated
- Student sexual orientation nondiscrimination
- Inclement weather and emergencies

IV. GRADUATION

Application for Diploma

Students must file an application for a diploma by in September for December graduation, February for May graduation, and mid- June for summer graduation (exact dates are noted on the academic calendar). The same deadlines apply for BSN, MS, DNP, PhD, and certificate programs. Applications can be found online at <http://simsweb.umaryland.edu>; click Logon to SURFS; login using the individual student myUM ID and password; click Student Services and Financial Aid; go to Student Records; click on Application for Diploma. A student who does not graduate as anticipated must file another application for the appropriate semester, but does not have to pay the graduation fee again. Students must be registered for at least one credit for the semester in which they are graduating. No exceptions are granted for missed deadlines. A diploma cannot be backdated, even if all degree requirements have been met. For more information on graduation, go to: <http://umaryland.edu/orr>.

Survey of Graduates and Program Assessment Questionnaires

All students are required to complete a Survey of Graduates Form and Program Assessment Questionnaire before graduation. The Program Assessment Questionnaire gauges student satisfaction with various aspects of the program in which they were enrolled, such as the curriculum, responsiveness to individual needs, faculty-student relationships, and learning resources.

Program-Specific Requirements

Each program — BSN, MS (including CNL and post-MS), DNP, and PhD — has additional requirements and forms that must be completed to graduate.

Nursing Pins

BSN and CNL students will be provided a complimentary pin at the pinning ceremony/Convocation in December or May. Students may also purchase nursing pins at time of graduation. All orders are processed through the UMB Bookstore: <http://umb.bncollege.com>. Students do not have to buy pins to participate in Convocation or the pinning ceremony (see below).

Convocation and Commencement

UMSON celebrates the graduation of all students who complete degree requirements in July, December, and May at its annual Convocation ceremony, held in mid-May. UMB conducts an annual Commencement ceremony honoring the graduates of all programs at the University on the same day as Convocation. Information about dates and planning for these events is sent to all eligible candidates in a timely manner. A December pinning ceremony is held for BSN and CNL students who complete degree requirements at that time.

Latin Honors

BSN students who have taken at least 60 credit hours at UMSON and achieve outstanding cumulative GPAs are selected for Latin Honors. The designations, which appear on the diploma and official transcript, are:

	GPA
Summa Cum Laude	3.90-4.00
Magna Cum Laude	3.70-3.89
Cum Laude	3.50-3.69

Honors and Awards

Who's Who Among Students in American Universities and Colleges

Outstanding campus leaders have been recognized by Who's Who since 1934. Faculty members nominate candidates who are then selected by a committee to be included in UMSON's submission. Each school contributing nominees to Who's Who is given a quota based on its size and number of programs. The honor is available to all upper class undergraduates and graduate students.

Sigma Theta Tau International Honor Society of Nursing, Pi Chapter

Sigma Theta Tau International, founded in 1922, is the honor society of nursing. The Pi Chapter of Sigma Theta Tau was established at UMSON in 1959. The purpose of Sigma Theta Tau is to recognize superior scholarship achievement, encourage and support research activities, and strengthen commitment to the ideals and purposes of the nursing profession. Student scholarships are offered by the Pi Chapter each year. Applications can be obtained from the undergraduate counselor of Pi Chapter.

Candidates for membership are selected by Sigma Theta Tau from the undergraduate senior class and the graduate programs, as well as from the nursing community. Selection is based on scholastic achievement, leadership qualities, creativity, professional standards, and commitment.

Students selected for membership are invited to join Sigma Theta Tau. Bi-annual inductions are held in December and May, and there is an induction fee. Yearly dues are required for active, continuing membership. Students who are not eligible for induction during the baccalaureate program may be selected for induction as graduate students or as community members. Students selected for membership in Sigma Theta Tau are recognized at the annual Convocation ceremony.

Phi Kappa Phi

Phi Kappa Phi is a national honor society. Its objective is to foster and recognize outstanding scholarship, character, and social usefulness in students from all areas of instruction. Selected students are initiated in the spring of each year. Students who complete their programs of study in the summer or fall of the previous year may also be considered for membership. Students selected for membership are recognized at the annual Convocation ceremony.

Bachelor of Science in Nursing Awards

The following UMSON awards are presented to qualified BSN graduates at Convocation:

- **School of Nursing Alumni Association Award for Leadership** - presented to the baccalaureate graduate who exhibited outstanding leadership in a student organization.
- **Student Government Leadership Award** - presented by the Student Government Association to the graduate who demonstrated leadership qualities that have benefitted the School of Nursing Community.
- **Edwin and L.M. Zimmerman Award** - presented to the baccalaureate graduate who consistently demonstrated an outstanding level of professional nursing practice in caring for patients.
- **Flora Hoffman Tarun Memorial Award** - presented to the baccalaureate graduate who demonstrated academic excellence, leadership, and commitment to the philosophy of the School of Nursing through involvement in its activities.
- **Excellence in Neurological Nursing Award** - presented by the Department of Neurology in the School of Medicine to the baccalaureate graduate who exhibited outstanding proficiency in neurological nursing during their senior practicum course.

Master of Science Awards

The following UMSON awards are presented to qualified MS graduates at Convocation:

- **Excellence in Primary Care Nursing** - presented to the outstanding graduate of the Adult and Gerontological Nurse Practitioner specialty.
- **Excellence in Trauma/Critical Care and Emergency Nursing** - presented to the outstanding graduate of the Trauma, Critical Care, and Emergency Nursing specialty.
- **Excellence in Nursing Informatics** - presented to the outstanding graduate of the Nursing Informatics specialty.

- **Excellence in Health Services Leadership and Management** - presented to the outstanding graduate of the Health Services Leadership and Management specialty.
- **Excellence in Psychiatric Nursing** - presented to the outstanding graduate of the Psychiatric Mental Health Nursing specialty.
- **Excellence – Clinical Nurse Leader** - presented to the outstanding Clinical Nurse Leader graduate.
- **Excellence in Neurological Nursing Award** - presented by the Department of Neurology in the School of Medicine to the CNL graduate who exhibited outstanding proficiency in neurological nursing during their senior practicum course.
- **Excellence in Community/Public Health Nursing** - presented to the outstanding MS graduate of the Community/Public Health specialty.
- **Excellence in Nurse Anesthesia** - presented to the outstanding graduate of the Nurse Anesthesia specialty.
- **Excellence in Family Nurse Practitioner** - presented to the outstanding graduate of the Family Nurse Practitioner specialty.
- **Excellence in Pediatric Nursing** - presented to the outstanding graduate of the Pediatric Nurse Practitioner specialty.
- **Wendy S. Luttrell Spirit Award** - presented to the master's graduate who demonstrated determination, perseverance, high standards, uncompromising quality, passion, and commitment in the face of adversity.
- **Edwin and L.M. Zimmerman Award – Clinical Nurse Leader** - presented to the Clinical Nurse Leader graduate who consistently demonstrated an outstanding level of professional nursing practice in caring for patients.

Doctor of Nursing Practice Awards

The following UMSON awards are presented to qualified DNP graduates at Convocation:

- **Pi Chapter, Sigma Theta Tau International Scholarly Project Award** - presented to the Doctor of Nursing Practice graduate with the most outstanding scholarly project who is a member of the Pi Chapter.
- **School of Nursing Alumni Association Award for the Outstanding Doctor of Nursing Practice Graduate** - presented to the Doctor of Nursing Practice graduate who demonstrated mastery of a specialty within nursing and whose scholarly project has significant practice implications and lays the groundwork for future scholarship.

Doctor of Philosophy Awards

The following UMSON awards are presented to qualified PhD graduates at Convocation:

- **School of Nursing Alumni Association Award for Outstanding PhD Graduate** - presented to the PhD graduate who best exemplified the integration of achievement in research, teaching, and service.
- **The Karen Soeken Award for Excellence in Dissertation Award** - presented to the PhD graduate who demonstrated application of exceptional quantitative skills in the doctoral dissertation.
- **Pi Chapter, Sigma Theta Tau International Dissertation Award** - presented to the PhD graduate with the most outstanding dissertation who is a member of the Pi Chapter.

V. BACHELOR OF SCIENCE IN NURSING PROGRAM

The Bachelor of Science in Nursing (BSN) program fosters outstanding students who seek personally enriching careers in nursing and who will work to advance the nursing profession. BSN graduates provide

nursing care to promote health, care for the sick and disabled, and support a peaceful death. The program combines classroom learning, Web-based instruction, and laboratory and clinical experiences to ensure the ability of students to put knowledge into practice.

A. PURPOSE AND OUTCOMES

BSN program graduates will be able to:

- Articulate a personal philosophy of nursing that serves as a framework for professional practice.
- Adhere to ethical, legal, and regulatory mandates and professional standards for nursing practice.
- Use insight, intuition, empathy, empirical knowledge, reasoning, and creative analysis for critical thinking in all aspects of professional practice.
- Use evidence-based knowledge from nursing and related disciplines to shape practice.
- Use communication skills to establish therapeutic, caring, and collaborative relationships.
- Conduct assessments of individuals, families, groups, communities, and populations as the basis for planning and delivering care.
- Demonstrate clinical competencies needed for the delivery of safe and effective nursing care in a variety of health care settings and additional competencies in an individually selected emphasis area.
- Provide nursing care that reflects sensitivity to physical, social, cultural, spiritual, and environmental diversity of persons.
- Use current and emerging information handling and other technologies as integral components of professional nursing practice.
- Use resource management, delegation, and supervision strategies in planning, implementing, and evaluating nursing care.
- Critique research findings for their applicability to theory-based practice.
- Collaborate with experienced investigators in identification of clinical problems, access to sites, protection of human subjects, data collection, and dissemination of findings.
- Use political, economic, organizational, educational, and advocacy strategies to improve health care delivery to individuals, groups, families, communities, and national and global populations.
- Function as a leader in health care systems, in professional organizations, and within interdisciplinary teams for the promotion of health, prevention of disease, and management of care delivery.
- Accept personal accountability for lifelong learning, professional growth, and commitment to the advancement of the profession.

B. ACADEMIC POLICIES AND PROCEDURES

Progression

Sample plans of study for the traditional BSN and RN-BSN programs are available at: <http://nursing.umaryland.edu/academic-programs/undergrad>. The plan of study serves as the basis for course selections and ensures the timely completion of prerequisite and corequisite courses and the successful completion of degree requirements.

The traditional BSN is normally completed in two years of full-time study and the RN-BSN in one year of full-time study. The BSN Program must be completed within five years.

Course Descriptions

Descriptions of all courses — both undergraduate and graduate — are listed in the UMSON Course Catalog, available online at: <http://www.simsweb.umaryland.edu>.

Independent Study (NURS 419)

Independent study provides an opportunity for students to take increased responsibility for planning and directing their own learning. Independent study credits may be used to satisfy the elective requirements of the traditional BSN or RN-BSN courses of study. NURS 419 may be taken for 1-3 credits. It may or may not include a clinical component. For didactic content, 15 hours of student time are required for each credit of independent study. For a clinical component, students must complete 45 hours of clinical time for each credit of independent study.

The student and faculty member who guide the independent study establish mutually agreed upon objectives and evaluation criteria. An Independent Study Contract is signed by both the student and the faculty member, and must be approved by the student's advisor and the Assistant Dean for the Baccalaureate Program and forwarded to OSAS before the student can register for NURS 419. Copies are retained in the student's permanent file in OSAS.

Students undertaking independent study are required to submit written reports to the faculty member of record for the independent study. The report may take the form of a log, periodic assessment of the experience, written summary, review of literature, or description of the project. At the completion of the independent study, students meet with their faculty advisors for a final evaluation. The faculty advisor submits a grade when the student is deemed to have satisfactorily completed the independent study objectives. Independent studies may not extend beyond the semester of enrollment.

Credit by Examination: "Challenge Exams"

Students who believe they can demonstrate competencies and experiences similar to those required by the completion of a non-clinical course offered by UMSON can apply for permission to obtain equivalent credit through successful performance on a "challenge examination." Most courses in which students can earn credit by examination have specific criteria that students must meet in order to qualify to take the examination. Students should discuss these criteria with the course director/coordinator. Students seeking to take the "challenge exam" are required to submit a description and topical outline of the course to the current course director to meet the course requirements. The course director will determine whether the student qualifies for credit by examination. The names of undergraduate course director may be obtained from the department chairs, or from the Nursing Program Manager at the Universities at Shady Grove (USG).

A "challenge examination" can be taken only once to earn credit by examination. Credit by examination is not an option for students who have failed an equivalent course. UMB policy restricts the total number of credits allowed by examination to no more than half the total credits for the program. Students who earn credit by examination are not required to register for the course. The minimum passing grade to obtain credit by examination is "C." Students can obtain an application for credit by examination from OSAS on the first floor of UMSON or from the Nursing Program Manager at USG. Students pay the current cost of one semester hour of credit when they apply for the examination. All fees for credit by examination are non-refundable. Once completed, the application must be submitted to the Assistant Dean for the BSN Program by the end of the first week of the term. Credit by examination is available for the following courses:

Course	Title	Credits
NURS 320	Science and Research for Nursing Practice	3
NURS 325	Context of Health Care Delivery	2
NURS 331	Gerontological Nursing	3
NURS 333*	Health Assessment	3
NURS 425	Context of Health	3

*Both theoretical and practical examinations must be successfully challenged in order to earn credit for NURS 333.

Option to Take Graduate Courses for Audit

UMSON undergraduate students who have a cumulative grade point average of at least 3.0 may take graduate level courses for audit. Written approval from the course instructor, advisor, and Assistant Dean for the MS and DNP and Programs is required. Enrollment in a graduate-level course does not in any way imply subsequent Graduate School or UMSON approval for credit toward a graduate degree at UM. Graduate-level tuition and fees apply. Students are responsible for additional costs.

Required Progression Testing and Evaluation for BSN Students

UMSON conducts standardized progression testing to evaluate student performance and program effectiveness that allows benchmarking with similar programs and national standards. Test results are used to assess student performance and promote student success on the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The standardized tests constitute a program requirement that includes testing at the conclusion of selected courses and comprehensive assessment testing in the final semester of the program to determine overall readiness for the NCLEX-RN. Students who do not perform satisfactorily on this test may be assigned additional work to improve their academic success.

Advisement and Registration

General information concerning advisement and registration is provided in the preceding sections of this Handbook. Faculty members may post the hours they are available — in their offices or by phone — for student appointments. All BSN students must meet with their faculty advisors in person, by phone, or via email during the published preregistration advisement period that precedes each term.

Working with an Advisor

Please follow the general guidelines below throughout the year to make the advising experience a successful part of the UMSON program.

A Student Should See a Faculty Advisor to:

- Discuss any problems that affect academic performance.
- Select courses for the upcoming semester.
- Seek advice about adding or dropping courses, completing plan of study, withdrawing, etc.
- Discuss academic progress and how services in the Student Success Center can support the student.
- Review progress toward completion of BSN degree requirements.
- Discuss unsatisfactory academic status, such as probation or dismissal, and develop an appropriate improvement plan.
- Seek advice regarding career plans.

How to Contact and Meet with an Advisor:

- Become familiar with assigned advisor's office location.
- Sign-up for a mutually convenient appointment.
- Schedule career planning meetings through the semester.
- Call or email advisor if it is necessary to change or cancel an appointment.

Be Prepared for the Advising Session:

- Arrive with specific questions in mind.

- Complete Approval to Register form and other documents prior to meeting. Maintain a file of academic records including grade reports, transcripts from other colleges, correspondence, and petitions; bring this file to appointments with advisor.
- Refer to the relevant sections of this Handbook for information about degree requirements and academic policies.
- Be open to suggestions for improvement concerning coursework, study habits, academic progress, work schedules, time management, etc.

Changing Advisors

Students wishing to change advisors must discuss the request with their current advisor, complete the Change of Advisor form, and submit it to the department chair for approval. Universities at Shady Grove students must submit the completed form to the Assistant Dean at Shady Grove.

Academic Standing

General policies concerning academic standing are contained in the preceding sections of this Handbook. The following additional policies apply specifically to the BSN program.

Academic Probation

BSN students on academic probation must meet with a faculty advisor and design a specific plan to achieve success. These students will have a registration hold on their account preventing changes to their class schedule, including registration for the following term. The hold is lifted only after the Assistant Dean for the Baccalaureate Program receives the student's signed academic success plan.

BSN students must maintain a minimum cumulative GPA of 2.5 on a 4.0 scale. Although BSN students do not have to repeat courses in which they earn a "C" to remain in good standing, earning too many "C's" will lower the cumulative GPA and increase the risk for dismissal. Students must have a minimum 2.5 cumulative GPA to graduate.

BSN students, who elect to continue in the program on a part-time basis after being placed on academic probation for a GPA less than 2.5, must earn at least a "B" in succeeding courses until they achieve a cumulative GPA of 2.5. If a grade less than a "B" is earned in a course, the student is placed on an additional academic probation.

Students progressing satisfactorily (earning at least "B's" in successive courses) in a part-time status will have their academic standing re-evaluated at the completion of:

15 credits
30 credits
47 credits

If the cumulative GPA is less than 2.5 at any of these intervals, the student will be placed on an additional academic probation. As described above, grades of "D," "F," or "WF" also result in academic probation.

A third instance of academic probation will result in dismissal.

Reinstatement Following Academic Dismissal

BSN students must maintain satisfactory academic performance after reinstatement or risk a second and **final** academic dismissal. Satisfactory performance means not receiving a grade of "D," "F," or "WF" in a course and maintaining a cumulative GPA of 2.5.

C. CLINICAL POLICIES AND PROCEDURES

Academic Performance

A student who fails a clinical course — that is, receives a grade below “C”— must repeat the course before they will be allowed to take another clinical course. The student must repeat the failed clinical course the next enrolled term. Only the Assistant Dean for the Baccalaureate Program may waive this requirement. See the general section of this Handbook for more information on academic performance requirements to remain enrolled at UMSON.

Attendance

To meet the objectives in each of the nursing courses with clinical components, students are required to attend all clinical sessions. In the event of inclement weather, if UMSON has canceled classes, clinicals are also canceled, and students are not to report to their clinical sites. If students are already at their clinical sites, the decision to cancel is the responsibility of the clinical faculty member. For up-to-date information on closings or delays, students should sign up for the UMB alert system at <http://nursing.umaryland.edu/about/campus-community/campus/umb/alerts>.

Students must complete all clinical hours as identified in the syllabus. A student missing clinical due to unplanned, extenuating circumstances must, in conjunction with the faculty member, develop a plan to make up the missed experience. Note: If a student misses more than two clinical sessions in a clinical course, they must drop that course.

Dress Code

Students must be neat and clean, with hair neatly combed and facial hair trimmed appropriately. Hair that hangs below the collar must be tied back in a ponytail or similar hairstyle. Head coverings should not be worn in the clinical setting, except for the purpose of religious observance. In such cases, for reasons of infection control, a freshly laundered head covering must be worn each clinical day, with the ends of the covering securely fastened so they do not dangle over the patient. Visible tattoos should be covered.

The following attire is unacceptable in any clinical setting, which includes orientation meetings and clinical preparation:

- Jeans
- Flip-flops
- Sweatpants
- Shorts
- Bare midriffs or low-cut shirts
- Inappropriately-sized clothing, e.g., too loose or too tight
- Sexually suggestive clothing, e.g., camisoles as outerwear

Jewelry

Students should refrain from wearing jewelry to ensure safety and sanitary conditions. Earrings may be small studs; hoops or dangles are not allowed. Eyebrow, lip, nose, or tongue rings or studs are prohibited in clinical settings. Do not wear bracelets or necklaces. Rings (except for plain wedding bands with no stones) are discouraged because they may inadvertently cause discomfort to the client and can harbor micro-organisms.

Hygiene

Basic personal hygiene (cleanliness of breath and body) is crucial in a clinical environment and must be maintained. Respect others’ sensitivity to odors by avoiding the use of perfumes, colognes, aftershaves, body sprays, and strong smelling lotions at all times. Fingernails must be no longer than 1/4 inch and clean. Only clear nail polish is acceptable. Artificial nails are prohibited. Make-up should be applied conservatively.

Note: Failure to comply with these dress code guidelines will result in a student being dismissed from the clinical setting and may include a warning of clinical deficiency.

Simulation Labs and Preparation for Clinical Days

Some clinical experiences will require students to go to the agency one day in advance to obtain information about their clients. Professional business attire, including closed-toe shoes, should be worn. Lab coats with a visible student ID should be worn at all times. Unless otherwise directed, similar attire should be worn to simulation labs.

Medical-Surgical, Obstetrical, and Pediatric Hospital Settings

- UMSON uniform with visible student ID.
- White scrub top with school patch on right chest and name badge on left
- Tan, beige, or khaki scrub pants (no cargo or painter's pants). Appropriately colored pants made of other materials are not acceptable. Female students who are prohibited from wearing pants for religious reasons may wear khaki skirts. These skirts must be made of a medium-weight material and not extend below mid-calf. Heavy, excessively long, or excessively full skirts are not safe because they could get caught in equipment. Students should consult their instructors if they have questions regarding the suitability of particular skirts.
- Socks or hosiery.
- Shoes with laces. Solid leather or composition shoes are preferred.
- Scrubs are not opaque. Be discreet when choosing undergarments. Uniforms must be laundered after each clinical day.

Psychiatric and Community Health Settings

Students should follow the facility's dress code, if any. If uniforms are worn, students must wear the UMSON uniform described above. If uniforms are not worn and no dress code exists, students should follow the dress code for simulation labs and preparation for clinical days (see above). In any event, clothing should be clean, modest, and professional. Tight or revealing clothing, excess jewelry, or strong perfumes are not acceptable.

NURS 487 Senior Practicum

Students should follow the above dress code or the dress code of the specialty area in which they will do their practicum. Students working in the OR, PACU, ICU, and ED must wear scrubs with visible identification at all times. Students in all other in-patient settings must wear the UMSON uniform. Scrubs are not allowed.

Guidelines for Students Visiting Clients in Community-Based Settings

Community-based clinical settings may pose particular challenges because of the absence of an institutional infrastructure or the characteristics of the neighborhood in which the clinical site is located. Therefore, students must take special precautions when assigned to community-based settings.

- Students are expected to inform themselves of and observe the policies of the relevant institution and its professional codes of conduct.
- Students must make home visits in pairs. Any exception to this practice must be discussed with the faculty member prior to the visit to determine whether it is appropriate to make the home visit alone.
- Student visit plans, such as departure time and expected time of return, must be developed and shared with faculty. Students are responsible for informing faculty of any change in original plans.
- Students must become familiar with the geographic area via maps and observation, so travel to and from the client's home is by the safest direct route.
- Student safety is of highest priority. If a student feels unsafe for whatever reason, withdrawal from the situation is required.
- Students are discouraged from conducting a home visit when one or more persons of the opposite sex are the only ones present.
- Students must abandon a home visit when an altercation develops or is in progress.
- Students must avoid areas where loitering occurs.

- Students must avoid secluded areas, such as basements and dark stairwells.
- Students should discuss the mode of appropriate dress, i.e., uniform or street clothes, with faculty prior to participation.
- Students should practice automobile safety precautions including:
 - Looking into the automobile before entering to ensure no one has accessed the vehicle.
 - Keeping doors locked when traveling.
 - Parking as close to the home/facility setting as possible, and using protected parking if available.
 - Keeping enough gas in the fuel tank so stops at gas stations can be planned and selected for safety of location.
 - Not stopping for stranded motorists but instead, calling for help from appropriate parties such as police.
 - Having automobile keys ready when reaching their vehicle.
 - Not leaving valuable possessions in view.
 - Not sitting in the car to complete paperwork.
 - Not opening automobile door or window to strangers, particularly if feeling threatened.

D. GRADUATION

State Board of Nursing and the NCLEX-RN

To practice as a Registered Nurse, graduates of the traditional BSN program must pass the NCLEX-RN and be licensed by a state board of nursing.

To be eligible to take the NCLEX-RN, students must: 1) successfully complete the required curriculum of UMSON; 2) file for a UMB diploma by the stated deadlines; 3) be certified for graduation; 4) complete the two required applications (one to the state board and the other to take the NCLEX-RN) and mail them with the required fees by the deadlines indicated in the directions; and 5) complete an approved NCLEX-RN review course. The NCLEX-RN is given online year round.

Graduates are responsible for filing their own state board and NCLEX-RN requirements. Applications for licensure in Maryland and for the NCLEX-RN are available on the fifth floor in the Office of Academic Affairs.

Students are notified when the applications become available. Graduates planning to apply for licensure in a state other than Maryland are responsible for obtaining the appropriate application materials from that state and for filing the required documents.

Note: A student will not be certified by UMSON to take the NCLEX-RN until they have satisfactorily completed the assessment test given in the final semester of study and completed an NCLEX_RN approved review course.

V. MASTER OF SCIENCE (MS) PROGRAM

The MS program offers the opportunity for advanced preparation as a clinical nurse leader or as a nurse with advanced practice competency in a variety of specialty areas. Master's education is intended to foster the responsibility, creativity, and self-direction that characterize professional commitment and serve a continuing desire to learn and grow intellectually and professionally. Students are viewed as partners in the teacher-learner dyad and receive both stimulation and support for scholarly pursuits. They are given the freedom to try new ideas, learn to apply knowledge, and develop new skills. The opportunity to articulate beliefs and ideas is gained through interaction with faculty and other members of the academic community.

A. PURPOSE AND OUTCOMES

MS program objectives are formulated on the assumption that graduate education builds upon undergraduate education. Graduate education is an intensive and analytic expansion of knowledge, enabling the perception and development of new and more complex relationships that affect nursing. Graduate education provides and ensures further opportunities for students to think conceptually, apply theory and research to practice, and develop in-depth knowledge as a clinical nurse leader or in a specialized area of advanced nursing practice. The purpose of the MS program is to prepare graduates:

- For the role of clinical nurse leader, clinical nurse specialist, nurse practitioner, advanced practice community/public health nurse, nurse anesthetist, administrator, or informatician
- As experts in generalist and specialized nursing practice
- For leadership in nursing practice, professional organizations, health care agencies, and policy-making bodies

The outcomes of the MS program are to provide graduates with the ability to:

- Incorporate a range of theories into nursing practice
- Adhere to ethical, legal, and regulatory mandates and professional standards for nursing practice
- Utilize scientific inquiry and new knowledge for the provision of nursing care, the initiation of change, and the improvement of health care delivery
- Function as a clinical expert member of nursing and interdisciplinary research teams for the generation of new knowledge and for the appraisal of research findings for utilization in practice
- Evaluate nursing care within the framework of outcomes, using findings to improve the health care system, delivery of care, and client outcomes
- Collaborate with nursing and interdisciplinary colleagues and with consumers for the attainment of shared health care goals that focus on health promotion and disease prevention
- Provide leadership in the development and evaluation of strategies for improving delivery of health care, using knowledge of economic, political, organizational, and regulatory systems
- Manifest personal accountability for lifelong learning, professional growth, and commitment to the advancement of the nursing profession

In addition to the knowledge and practice components of the objectives listed above, the behavior of graduate students is expected to reflect an internally consistent value system. Graduates are expected to value scientific inquiry as a basis for professional practice and to seek to increase their contribution to the nursing profession.

B. ACADEMIC POLICIES AND PROCEDURES

Credit Requirements

Most specialties can be completed in three to four semesters of full-time study; the clinical nurse leader generalist option requires full-time, continuous study over 16, 21 or 23 months, depending on the time of entry and schedule selected.

The curricula for all MS specialties have the following 10 credits of core courses:

Course	Title	Credits
NURS 622	Systems and Populations in Health Care	3
NURS 659	Organizational and Professional Dimensions of Advanced Nursing Practice	3
NURS 701	Science and Research for Advanced Nursing Practice	4
Total		10 credits

The clinical nurse leader curriculum has seven credits of master's core courses:

Course	Title	Credits
NURS 622	Systems and Populations in Health Care	3
NURS 701	Science and Research for Advanced Nursing Practice	4
Total		7 credits

The RN-MS curriculum description is available at <http://nursing.umaryland.edu/academic-programs/undergrad>. Students in the RN-MS cannot change the plan of study or substitute undergraduate courses for graduate requirements to qualify for the BSN degree without approval of the Assistant Dean of the Baccalaureate Program. Students should contact their faculty advisor for guidance.

Advisement

Each MS student is assigned an advisor by a department. Department chairs are responsible for notifying OSAS of advisor assignments. If a student wants to change their advisor, they must complete the Change of Advisor Form and submit it to the department chair. The department chair will notify OSAS if approved.

If a student applies to and is accepted by a different specialty, the student is automatically re-assigned an advisor in the newly chosen specialty.

Specialty Areas (Does not apply to CNL students)

Each MS specialty requires designated core and support courses for degree completion. Each student selects a specialty area within a clinical or functional area of advanced nursing practice. Emphasis areas are available within several of the specialties. Detailed descriptions of the master's and post-master's specialty areas are available online at <http://nursing.umaryland.edu/academic-programs/grad>.

Changing Specialty

A change of specialty request is treated like a new application for admission in that the student must go through the same application process and meet the same deadlines as any other prospective student. Students already enrolled at UMSON do not receive preferential treatment in the selection process; their applications are considered along with all other applicants. The student's current advisor must sign the application for a change of specialty. The student remains in the original specialty with the assigned advisor until the student is officially accepted into the new specialty. Forms and instructions are available at: <http://nursing.umaryland.edu/student-resources/records-and-registration/forms>.

Clinical Nurse Leader (CNL)

The CNL option is for students with a baccalaureate degree in a non-nursing field. Unlike advanced practice master's specialties, the CNL course of study prepares clinical generalists rather than specialists or advanced practice nurses. It provides graduate-level education and experiences that prepare new nurses to practice at the bedside and in the community.

Progression

CNL requirements and course information are available online at: <http://nursing.umaryland.edu/academic-programs/grad/masters-degree/cnl>.

C. CLINICAL POLICIES AND PROCEDURES

Attendance

To meet the objectives in each of the nursing courses with clinical components, students are required to attend all clinical sessions. In the event of inclement weather, if UMSON has canceled classes, clinicals are also canceled, and students are not to report to their clinical sites. If students are already at their clinical sites, the decision to cancel is the responsibility of the clinical faculty member. For up-to-date information on closings or delays, students should sign up for the UMB alert system at <http://nursing.umaryland.edu/about/campus-community/campus/umb/alerts>.

Students must complete all clinical hours as identified in the syllabus. A student missing clinical due to unplanned, extenuating circumstances must, in conjunction with the faculty member, develop a plan to make up the missed experience. Note: If a student misses more than two clinical sessions in a clinical course, they must drop that course.

Dress Code

Students are expected to follow the dress code and maintain a professional appearance at all times in clinical areas. It is the responsibility of the student to adhere to UMSON's dress code and any specific restrictions within each clinical agency.

Students must be neat and clean, with hair neatly combed and facial hair trimmed appropriately. Hair that hangs below the collar must be tied back in a ponytail or similar hairstyle. Head coverings should not be worn in the clinical setting, except for the purpose of religious observance. In such cases, for reasons of infection control, a freshly laundered head covering must be worn each clinical day, with the ends of the covering securely fastened so they do not dangle over the patient.

No visible tattoos or henna.

The following attire is unacceptable in any clinical setting, which includes orientation meetings and clinical preparation:

- Jeans
- Flip-flops
- Sweatpants
- Shorts
- Bare midriffs or low-cut shirts

- Inappropriately-sized clothing, e.g., too loose or too tight
- Sexually suggestive clothing, e.g., camisoles as outerwear

Jewelry

Students should refrain from wearing jewelry to ensure safety and sanitary conditions. Earrings may be small studs; hoops or dangles are not allowed. Eyebrow, lip, nose, or tongue rings or studs are prohibited in clinical settings. Do not wear bracelets or necklaces. Rings (except for plain wedding bands with no stones) are discouraged because they may inadvertently cause discomfort to the client and can harbor micro-organisms.

Hygiene

Basic personal hygiene (cleanliness of breath and body) is crucial in a clinical environment and must be maintained. Respect others' sensitivity to odors by avoiding the use of perfumes, colognes, aftershaves, body sprays, and strong smelling lotions at all times. Fingernails must be no longer than 1/4 inch and clean. Only clear nail polish is acceptable. Artificial nails are prohibited. Make-up should be applied conservatively.

Note: Failure to comply with these dress code guidelines will result in a student being dismissed from the clinical setting and may include a warning of clinical deficiency.

Simulation Labs and Preparation for Clinical Days

Some clinical experiences will require students to go to the agency one day in advance to obtain information about their clients. Professional business attire, including closed-toe shoes should be worn. Lab coats with a visible student ID should be worn at all times. Unless otherwise directed, similar attire should be worn to simulation labs.

Medical-Surgical, Obstetrical, and Pediatric Hospital Settings

- UMSON uniform with visible student ID
- White scrub top with school patch on right chest and name badge on left
- Tan, beige, or khaki scrub pants (no cargo or painter's pants). Appropriately colored pants made of other materials are not acceptable. Female students who are prohibited from wearing pants for religious reasons may wear khaki skirts. These skirts must be made of a medium-weight material and not extend below mid-calf. Heavy, excessively long, or excessively full skirts are not safe because they could get caught in equipment. Students should consult their instructors if they have questions regarding the suitability of particular skirts.
- Socks or hosiery
- Shoes with laces. Solid leather or composition shoes are preferred.
- Scrubs are not opaque. Be discreet when choosing undergarments. Uniforms must be laundered after each clinical day.

Psychiatric and Community Health Settings

Students should follow the facility's dress code, if any. If uniforms are worn, students must wear the UMSON uniform described above. If uniforms are not worn and no dress code exists, students should follow the dress code for simulation labs and preparation for clinical days (see above). In any event, clothing should be clean, modest, and professional. Tight or revealing clothing, excess jewelry, or strong perfumes are not acceptable.

Guidelines for Students Visiting Clients in Community-Based Settings

Community-based clinical settings may pose particular challenges because of the absence of an institutional infrastructure or the characteristics of the neighborhood in which the clinical site is located. Therefore, students must take special precautions when assigned to community-based settings.

- Students are expected to inform themselves of and observe the policies of the relevant institution and its professional codes of conduct.
- Students must make home visits in pairs. Any exception to this practice must be discussed with the faculty member prior to the visit to determine whether it is appropriate to make the home visit alone.
- Student visit plans, such as departure time and expected time of return, must be developed and shared with faculty. Students are responsible for informing faculty of any change in original plans.
- Students must become familiar with the geographic area via maps and observation, so travel to and from the client's home is by the safest direct route.
- Student safety is of highest priority. If a student feels unsafe for whatever reason, withdrawal from the situation is required.
- Students are discouraged from conducting a home visit when one or more persons of the opposite sex are the only ones present.
- Students must abandon a home visit when an altercation develops or is in progress.
- Students must avoid areas where loitering occurs.
- Students must avoid secluded areas, such as basements and dark stairwells.
- Students should discuss the mode of appropriate dress, i.e., uniform or street clothes, with faculty prior to participation.
- Students should practice automobile safety precautions including:
 - Looking into the automobile before entering to ensure no one has accessed the vehicle.
 - Keeping doors locked when traveling.
 - Parking as close to the home/facility setting as possible, and using protected parking if available.
 - Keeping enough gas in the fuel tank so stops at gas stations can be planned and selected for safety of location.
 - Not stopping for stranded motorists but instead, calling for help from appropriate parties such as police.
 - Having automobile keys ready when reaching their vehicle.
 - Not leaving valuable possessions in view.
 - Not sitting in the car to complete paperwork.
 - Not opening automobile door or window to strangers, particularly if feeling threatened.

D. GRADUATION

State Board of Nursing and the NCLEX-RN

In order to practice as a Registered Nurse, graduates of the CNL program must pass the NCLEX-RN and be licensed by a state board of nursing.

To be eligible to take the NCLEX-RN, students must: 1) successfully complete the required curriculum of UMSON; 2) file for a UMB diploma by the stated deadlines; 3) be certified for graduation; 4) complete the two required applications (one to the state board and the other to take the NCLEX-RN) and mail them with the required fees by the deadlines indicated in the directions; and 5) complete an approved NCLEX-RN review course. The NCLEX-RN is given online year round.

Graduates are responsible for filing their own state board and NCLEX-RN requirements. Applications for licensure in Maryland and for the NCLEX-RN are available on the fifth floor in the Office of Academic Affairs.

Students are notified when the applications become available. Graduates planning to apply for licensure in a state other than Maryland are responsible for obtaining the appropriate application materials from that state and for filing the required documents.

Note: A student will not be certified by UMSON to take the NCLEX-RN until they have satisfactorily completed the assessment test given in the final semester of study and completed an approved review course.

Comprehensive Examination

A written comprehensive examination — known as a “scholarly paper” — is required to complete each MS specialty and the CNL option. All MS students must produce a single-authored grant proposal, business plan, or manuscript acceptable for publication in a print or online journal. Publication is not required. The purpose of the scholarly paper is to evaluate the student’s overall synthesis of the master’s degree content and knowledge, including: 1) interrelationships of concepts within nursing practice; 2) knowledge and use of theoretical/conceptual bases for master’s level practice (advanced specialty practice or CNL practice); 3) knowledge of the research process and its application to nursing or health problems; and 4) the ability to synthesize materials, organize thoughts, and present them in an orderly manner. The scholarly paper must be pre-approved by the relevant specialty or CNL faculty member and must be completed within the required timeframe in order for the MS student to graduate.

E. COURSEWORK ONLY (CWO)/NON-DEGREE STUDENTS

CWO students are eligible for a maximum of two non-clinical graduate courses regularly open to degree-seeking graduate students. CWO students may not participate in the preregistration process and cannot register until matriculating students have registered. CWO students are admitted only if space is available in the desired course (matriculated students get priority), only in non-clinical courses that accept CWO students and must follow all prerequisites rules. Web-based courses are generally not open to CWO students until all degree seeking students have registered. CWO students must obtain an “A” or “B” in a course to receive credit toward a degree for it if they later seek a graduate degree from UMSON. No more than two courses of graduate coursework taken as a non-degree student or at another regionally-accredited institution before matriculation at UMSON may apply toward a degree.

A CWO student who wishes to obtain full-degree status later must submit a second application to UMSON and follow all admission policies for full-degree status applicants. CWO status does not qualify students for full-degree status in a graduate program. CWO status does not guarantee admission to future graduate degree programs. If a student is accepted as a degree student, no more than two classes taken in CWO status may be counted toward a future graduate degree program.

Students matriculated at another graduate school who wish to enroll for a single summer session or a single semester at the University of Maryland Graduate School and who intend thereafter to return to the school in which they are matriculated, may be admitted as non-degree status transfer students. Both nursing and non-nursing graduate students who are matriculated in another school or university must:

- Complete a UMB Application for Graduate Coursework in a Non-Degree Status.
- Have their home institution’s graduate dean certify, in writing, that they are in good standing and that any credits earned at UMSON will be accepted toward a graduate degree at the home institution.

VI. DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

The Doctor of Nursing Practice (DNP) is a practice-focused doctorate based on the recommendations of the American Association of Colleges of Nursing's (AACN) Position Statement on the Practice Doctorate in Nursing and on AACN's Essentials of Doctoral Education for Advanced Nursing Practice. At UMSON, nurses holding a master's degree in nursing who have positions such as nurse practitioners, nurse executives, nurse informaticians, nurse educators, clinical nurse specialists, nurse midwives, and nurse anesthetists are ideal candidates for this terminal professional doctoral degree.

A. PURPOSE AND OUTCOMES

Graduates of the DNP program will be able to:

- Evaluate and apply evidence-based practice for the improvement of education, clinical practice, systems management, and nursing leadership
- Lead at the highest educational, clinical, and executive ranks
- Analyze and apply scientific knowledge and related skills for the highest level of nursing practice
- Design, implement, manage, evaluate patient care and organizational systems
- Initiate, facilitate, and participate in collaborative efforts that influence health care outcomes with scholars from other disciplines

B. GENERAL REQUIREMENTS

Minimum Credits

The program requires a minimum of 38 credits comprised of 19 credits of core courses, 15 credits of specialty electives, and four credits for a scholarly project. Students may be required to take up to 48 credits to complete the 1000 hours practicum component of the post-master's program. Full- and part-time options are available. No more than two courses of graduate coursework taken as a non-degree student at UMB or at another regionally-accredited institution before matriculation at UMSON may apply toward the degree. (See Transfer of Credit in the general section of this Handbook.)

Length of Time to Complete Degree

A student must complete all program requirements within five years following matriculation in the program.

Grade Requirements

Cumulative GPA – Students must maintain a cumulative GPA of at least 3.0 on a 4.0 scale throughout the program.

Core Course GPA – Students must earn a grade of at least “B” in all core courses to maintain good standing. Students must retake core courses in which they received a grade lower than “B.” A course (other than independent study or scholarly project advisement) may be attempted only twice. The second grade is the final grade, regardless of whether it is higher or lower than the first grade. Independent study and scholarly project advisement courses may be taken multiple times.

Student progression is evaluated at the end of each semester by the DNP Progressions Committee, which will notify the student's advisor and the Assistant Dean for the DNP and MS Programs if a student's academic status is in jeopardy.

Continuous Registration

All DNP students are required to maintain continuous registration for the entire program, including summer, from admission through graduation. Students who are unable to pursue the program for

a given term must apply for a leave of absence prior to the start of the term and obtain an approval from their advisor and the Assistant Dean for the MS and DNP Programs. Students must be registered for credit during the term in which their scholarly project is presented for final approval and their degree requirements are completed.

CNL to DNP

Clinical Nurse Leaders (CNL) admitted to the DNP program must meet all requirements for and be granted permission to take specialty courses when enrolled. They must follow a pre-approved plan of study. The student's plan of study will need to include 1,000 hours of academically supervised clinical practicum. All requirements for the CNL degree must be completed prior to starting classes for the DNP.

Practicum hours will be supervised by the specialty director until all hours affiliated with specialty are complete. The specialty director or advisor will then meet with the DNP advisor to plan the balance of practicum hours.

Plan of Study

Each student establishes a plan of study collaboratively with his/her faculty advisor. Core courses must be taken sequentially as prescribed in the full- and part-time plans of study. The plan of study is developed within the framework of DNP program requirements, the student's specialty interests, and the student's career goals. The plan includes elective courses and practica experiences.

Core Courses

All DNP students must take the following core courses:

Course Number	Course Title	Credit
NDNP 802	Methods for Evidence-based Practice	3
NDNP 804	Theoretical and Philosophical Foundations of Nursing Practice	3
NDNP 805	Design and Analysis in Evidence-based Practice	4
NDNP 807	Information Systems and Technology for the Improvement and Transformation of Health Care	3
NDNP 809	Complex Health Care Systems	3
NDNP 810	Scholarly Project Identification	1
NDNP 811	Scholarly Project Development	1
NDNP 812	Scholarly Project Implementation	1
NDNP 813	Scholarly Project Evaluation and Dissemination	1
NDNP 815	Leadership and Interprofessional Collaboration	3
NDNP 816*	Scholarly Advisement Credit	1

*Registration for NDNP 816 Scholarly Project Advisement Credit does not count toward DNP electives. Scholarly Project Advisement Credit is only used when students require more than one term to obtain approval for their scholarly proposal from their Scholarly Project Committee, implement their scholarly project, or complete evaluation and presentation of their scholarly project. *After NDNP 811 is completed, NDNP 812 and NDNP 813 must be taken consecutively and successfully completed in the following semesters or Scholarly Project Advisement must be taken every semester until successfully completed.*

Elective Credits

Fifteen elective credits, consisting of courses and practicum experience, are included in the plan of study to develop expertise and support the doctoral essentials in the student's specialty area. Electives must be at the graduate level with UMB course numbers of 600 or higher. Students are expected to take courses offered at UMSON unless a comparable course is not available. Electives must provide new content and cannot be courses already taken for the student's master's degree, a master's core course, or a remedial course. Elective and practica experiences must be approved by the advisor. Scholarly Project Advisement (NDNP 816) is not included in the 15 elective credits required for graduation. *Of the 15 elective credits, 3 credits must be taken in health policy and 3 credits must be taken in translating evidence into practice.*

C. SCHOLARLY PROJECT

According to American Association of College of Nursing's (AACN) *Essentials of Doctoral Education of Advanced Nursing Practice*,

"Doctoral education, whether practice or research, is distinguished by the completion of a specific project that demonstrates synthesis of the student's work and lays the groundwork for future scholarship. The final DNP project produces a tangible and deliverable academic product that is derived from the practice immersion experience and is reviewed and evaluated by an academic committee. The final DNP product documents outcomes of the student's educational experiences, provides a measurable medium for evaluating the immersion experience, and summarizes the student's growth in knowledge and expertise."

The scholarly project provides the student an opportunity to investigate a health care issue/problem in a practice setting. The intention of the project is for the student to explore an issue/problem that will influence outcomes for a specific population. The issue/problem is clinically focused and related to direct clinical care, administration, information systems, or policy. Per the AACN's *Essentials of Doctoral Education of Advanced Nursing Practice*, academic nursing education cannot be the focus of the final DNP project. The project should focus on the completion of a scholarly effort that will facilitate the use of evidence in practice and result in an appreciable change in practice or an outcome analysis. Examples of scholarly projects include a quality improvement project, translation of evidence into practice, a clinical or practice based inquiry, a healthcare delivery innovation, a program development and evaluation, and a healthcare policy project. The student will work with a designated scholarly project chair and committee throughout the project. (See the policy on Scholarly Project Committee selection below.) The scholarly project proposal must be formally approved by the committee before the student progresses to the implementation phase.

The Scholarly Project: Step-by-Step

The scholarly project is structured as a series of four courses that guide the student through the entire process, from conceptualization to final manuscript. A step-by-step guide to the scholarly project procedure and appropriate forms can be found on the UMSON website under student forms.

Components of Scholarly Project Proposal and Final Manuscript

Outline for Scholarly Project Proposal	Changes and Additions for Scholarly Project Final Manuscript	Estimated Page Length
	Abstract [problem, objective, design, sample methods (data source, instruments), results, and implications]	1
Overview Provide a clear picture of the problem or issue to be studied <ul style="list-style-type: none"> • background of problem • clear statement of the problem • potential significance, anticipated outcomes • purpose of the scholarly project 	Same - change to past tense	1 -2
Theoretical Framework	Same	1
Synthesis of the Evidence Synthesize the current literature. Subheadings are optional. A summary table should be used to summarize the literature.	Same - update literature, change to past tense	2-3
Methods Describe the design, subjects, setting, and methodology Describe how data will be collected and analyzed (if appropriate) or how project will be evaluated. Discuss measures to protect human rights, permissions required, and submission to IRB committees.	Same - update methods to describe what was actually done	2-3
Results	Present findings without commentary	1-2
Discussion	Interpret and synthesize findings in terms of the current literature. Discuss a) limitations; b) plans for translation, c) implications for clinical practice, research, education or policy, and d) conclusions.	2-3

References	Same	
Appendices (instruments, guidelines, models, timeline, etc.)	Add approval from IRB committee.	

Note: The proposal should use APA style. The final manuscript should be in the style recommended by the targeted journal for publication

Final Scholarly Project Manuscript

The scholarly project culminates in a manuscript prepared for publication in a peer-reviewed journal selected in consultation with the scholarly project chair. Manuscripts must be first-authored by the student and based on the content of the scholarly project. The final scholarly project manuscript should contain an introduction and background; theoretical framework; review and synthesis of the evidence, methods, results, and discussion; and conclusion. Appendices are appropriate for providing details of the scholarly project that are not covered in the manuscript. The manuscript should be formatted in the style recommended by the targeted journal for publication. The author guidelines will be submitted to the committee. By the time of the scholarly project presentation, the manuscript should be deemed as “publication quality” by the Scholarly Project Committee. The final scholarly project manuscript should be submitted both electronically and in hard copy to the committee chair. An electronic copy of the final approved manuscript must be submitted to the DNP program office for their files and for student and faculty review. A printed copy of the manuscript will be available in the DNP program office for review by interested students and faculty members.

A step-by-step guide to the scholarly project procedure and appropriate forms can be found on the UMSON website: <http://nursing.umaryland.edu/sites/default/files/uploads/docs/Scholarly-Procedures.pdf>.

Roles and Responsibilities of Students and Committee

The scholarly project chair will work closely with the student to guide the development of the manuscript and select potential journals. The scholarly project chair assumes the primary role in helping the student learn and negotiate the process of authorship (process of selecting an audience and journal for a specific body of work; the role of co-authors; and the submission, review, and publication process). Co-authorship should be discussed and established early in the manuscript preparation process and should be based on the *International Committee of Medical Journal Editor’s Uniform Requirements for Manuscripts Submitted to Biomedical Journals*.

Practicum

Purpose

Practicum hours are designed to provide:

- Systematic opportunities for feedback and reflection
- In-depth work/mentorship with experts from nursing, as well as other disciplines
- Opportunities for meaningful student engagement within practice environments
- An opportunity to build and assimilate knowledge for advanced specialty practice at a high level of complexity
- An opportunity for further synthesis and expansion of learning
- Experience in the context within which the final DNP scholarly project is completed
- An opportunity to integrate and synthesize the essentials and specialty requirements necessary to demonstrate competency in an area of specialized nursing practice

Practicum hours are associated with course requirements and must be approved by the faculty member of record for the course. Practicum hours may be acquired through a variety of methods. Examples include attaining case requirements, patient or practice contact hours, completing specified procedures, demonstrating experiential competencies, participating in policy or legislative activities or a combination of these.

Procedure

- DNP students must complete 1,000 hours of post-baccalaureate practice as part of a supervised academic program.
- Students will need to provide documentation from their MS program substantiating the number of practicum hours earned prior to admission by completing the *Verification of Precepted Master's and Post-Master's Degree Practicum Hours* Form. Regardless of the number of master's and post-master's hours completed, at least 250 hours must be completed at the doctoral level to demonstrate doctoral competency.
- DNP students work with their advisors to devise plans for completing the practice hours requirement and fulfilling proper practicum site documentation.
- Students are responsible getting approval for practicum experiences and for maintaining the Practicum Log: <http://nursing.umaryland.edu/sites/default/files/uploads/docs/Practicum-Hours-Log.xls>
- Practice hours include, but are not limited to:
 - Hours dedicated to DNP-level experience and not the student's current role in the organization
 - Scholarly Project hours
 - Practicum hours associated with a DNP course
 - Independent study (NDNP 818) practicum hours
 - Mentored experiences

Example: Taking into account credit for 500 hours at the master's level, a plan may include the use of five credits of independent study practicum hours (225 hours), four scholarly project credit hours (180 hours), and practicum experiences included in core and elective course content (95 hours).

D. ADVISEMENT

Each student entering the DNP program is assigned to an interim advisor (UMSON faculty member), who functions in the capacity of an academic advisor, until the student has selected a scholarly project topic. Once a scholarly project topic is selected, the student may elect to retain the interim advisor as their scholarly project chair or select a new advisor as their scholarly project chair based upon the faculty member's area of expertise. The scholarly project chair assumes all advisement responsibilities, including academic advisement and direction of the scholarly project. The Scholarly Project Committee, consisting of at least three members, provides assistance in monitoring the project.

Role of the Interim Advisor

The interim advisor plays an important role in orienting the student to UMSON and the DNP program, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience, and monitoring the student's progress in and adjustment to doctoral study. The specific responsibilities of the interim advisor are to:

1. Interpret the doctoral program design, requirements, and policies for the student
2. Assist the student in planning objectives for doctoral study and clarifying career goals
3. Assist the student in planning his/her program of study in accordance with program requirements, individual areas of interests, career goals, and scholarly project
4. Assist the student with registration procedures
5. Approve and sign all registration materials, drop-add forms, and other records
6. Monitor the student's academic progress through communication and discussion with faculty teaching doctoral courses, monitoring grades, and meeting with the student
7. Maintain student records, including:
 - a. Periodic statement of student progress (DNP program file)
 - b. Notation of special advisement consultations, phone calls, etc.

8. Assist the student in selecting a scholarly project topic
9. Assist the student in selecting practicum experiences, specialty courses, and elective courses for pursuing a unified program of study in support of the student's interests and career goals

Qualifications and Selection of Scholarly Project Chair

DNP program policy dictates the qualifications for advisors. The scholarly project chair must be a Registered Nurse who is a regular or associate member of the University of Maryland Graduate School faculty. The scholarly project chair must have expertise in the general area of the student's anticipated scholarly project interests.

The selection process is as follows:

1. When the student selects a scholarly project topic, the interim advisor and student will reassess the appropriateness of the interim advisor to act as a scholarly project chair, based on the advisor's areas of expertise. The interim advisor may serve as the scholarly project chair, if appropriate. The student must initiate a request for assignment of a new advisor, if desired.
2. The student and interim advisor jointly agree upon the selection of the scholarly project chair. The student informs the Director of the DNP Program in writing by submitting the Change of Advisor form; if there is a change of advisor, the Director of the DNP Program must approve the selection.

Qualifications and Selection of Scholarly Committee

The student selects Scholarly Project Committee members with approval from the scholarly project chair. Committee requirements are as follows:

1. At least three committee members must hold doctoral degrees.
2. Up to two members may have appointments outside of UMSON, but such members must be approved by the Director of DNP Program.
3. The Director of DNP Program must be provided with a current curriculum vitae, professional affiliation, and credentials of all proposed committee members who are not on the UMSON graduate faculty for review and approval. Should a student select a master's prepared committee member, this member would be in addition to the minimum of three members who hold doctoral degrees. The additional committee member must submit his/her curriculum vitae to the Director of DNP Program for approval. Copies of the curriculum vitae will be placed in the student's program file. A master's prepared committee member may not vote on the committee, but may serve as a content expert. Members are chosen on the basis of expertise related to the student's topic.
4. At least two weeks prior to the date of the project presentation, the scholarly project chair and committee will certify that the project is complete and ready to be presented by filing a certification form with the Director of DNP Program.

Role of the Scholarly Project Chair

1. Assist the student in selecting a Scholarly Project Committee
2. Assume primary responsibility for guiding the student throughout the scholarly project process and completion of the scholarly project, including assistance with:
 - a. Selection and refinement of a scholarly project topic
 - b. Development of a written proposal for the scholarly project
 - c. Obtaining permission for conducting the study from the Institutional Review Board for the Protection of Human Subjects
 - d. Conducting the scholarly project as proposed (and approved)
3. Notify the Director of the DNP Program and committee members, in writing, of the proposed scholarly project topic prior to the student's presentation of the proposal

4. Notify the Director of the DNP Program in writing when the student has successfully completed the scholarly project proposal
5. Approve and sign the final version of the scholarly project proposal
6. Forward a copy of the approved proposal and final scholarly project to the Director of the DNP Program

Role of the Scholarly Project Committee

This committee, selected on the basis of expertise relevant to the scholarly project topic, serves in an advisory capacity to the student and ensures that the scholarly project is of sufficient quality to demonstrate the student's competence as a prospective DNP candidate and to the scientific community at large. The responsibilities of the Scholarly Project Committee are:

1. To advise and ultimately approve the scholarly project. Approval is based on the scholarly project chair's approval and a majority vote of Scholarly Committee members.
2. To be available to the student for consultation regarding the scholarly project.

At least two weeks prior to the date of the scholarly project presentation, the scholarly project chair and committee will certify that the project is complete and ready for presentation by filing a certification form with the Director of DNP Program. After the project has been presented, the scholarly project chair and committee will notify the Director of DNP Program in writing of the results of the presentation by filing a Report of Examination Form.

Changing Advisors

An extenuating circumstance may cause a student to request a change in advisor. In such cases, the student or interim advisor must submit the request in writing to the Director of DNP Program, who coordinates reassignment of the student to another advisor who will serve as their scholarly chair.

A change in scholarly project chair (and, if appropriate, Scholarly Project committee membership) is indicated if the student's scholarly project changes.

Either the interim advisor, scholarly project chair, or the student may initiate the request for a change of advisor to serve as scholarly project chair. A change of advisor form must be submitted to Director of DNP Program.

Student Responsibilities with Respect to Advisement

The student must:

1. Communicate regularly with their scholarly project chair regarding progress, goals, and plans
2. Initiate contact with faculty members being considered as members of the Scholarly Project Committee
3. Select a scholarly project chair, in consultation with the interim advisor
4. Communicate with the Scholarly Project Committee members on a regular basis regarding progress and to schedule meetings (including the scholarly project proposal presentation)
5. Communicate to the interim advisor and the Director of DNP Program a desire to change advisor, if indicated
6. Become familiar and comply with all relevant policies and procedures as set forth by UMSON for the DNP program
7. Promptly report problems that delay progress in completing the degree requirements for the DNP program to the Director of DNP Program

VII. DOCTOR OF PHILOSOPHY (PhD) PROGRAM

The PhD program is designed to meet the educational needs of students who are committed to playing a significant role in the continuing discovery, amplification, and refinement of nursing knowledge.

A. PURPOSE AND OUTCOMES

The purpose of the PhD program in nursing is to prepare scholars and researchers who will advance nursing science and provide innovative leadership to the profession.

Upon graduation from the PhD program the student will be prepared to:

1. Design, conduct, analyze and disseminate research findings to expand knowledge in nursing and related disciplines
2. Initiate, facilitate, and participate in interdisciplinary research with nurses and scholars from related disciplines
3. Assume leadership roles in academic and health care settings

Students are matched with UMSON Centers of Excellence based on their individual research interests and goals. They develop a depth of knowledge in their emphasis area through required course work and mentored research experience, selection of supporting electives, independent study, and dissertation research.

B. GENERAL REQUIREMENTS

PhD students receive a comprehensive Program Guide at the beginning of their program. This guide includes specific information regarding the comprehensive examination, appointment of dissertation committee, etc.

Minimum Credits

Students are required to complete a minimum of 63 credits beyond the master's degree. Graduate credits earned at other institutions may be offered in partial fulfillment of the requirements for the PhD program in nursing. PhD program faculty evaluates such courses on an individual basis relative to Graduate School requirements, program requirements, and the student's plan of study.

Length of Time to Complete Requirements

A student must be admitted to candidacy **within four years** after admission to the PhD program and **at least one academic year** before the date on which the degree is to be conferred. The student must complete all program requirements **within three years following admission to candidacy**. Total time in the PhD program cannot exceed seven years. If a student requires more than the usual allotted time, the student must petition the Admission and Progression Committee and the Assistant Dean for the PhD Program for an extension.

Grade Requirements

Cumulative GPA - Students must maintain a cumulative GPA of at least 3.0 on a 4.0 scale throughout the program.

Core Course Grades - Students must earn a grade of "B" in all core courses to maintain good standing. Students must retake core courses in which they receive a grade lower than "B." A course (other than independent study and dissertation research) may be attempted only twice. The second grade is the final grade, regardless of whether it is higher or lower than the first grade. Independent study and dissertation research courses may be taken multiple times.

Student progress is evaluated at the end of each semester of study by the student's advisor, who is responsible for notifying the Assistant Dean for the PhD Program if a student's academic status is in jeopardy.

Continuous Registration

Continuous registration of at least one credit per semester (fall and spring) must be maintained by all PhD students from admission through graduation. If the student is unable to engage in doctoral study for a given semester for health or personal reasons, a Leave of Absence Form must be completed and approval must be obtained from the advisor, Assistant Dean for the PhD Program, and the Graduate School. The student must be registered for credit during the term in which the dissertation defense is scheduled and degree requirements completed.

Residency

The equivalent of three years of full-time graduate study and research is the minimum (residency) required. Part-time study is available, although **full-time enrollment at UMSON during two consecutive semesters is required.**

C. PLAN OF STUDY

Each student establishes a plan of study in collaboration with his/her advisor. The plan of study constitutes a unified program within the framework of the PhD program requirements and the student's research interests and career goals. The core components of the PhD program are as follows:

Theory – 6 credits

This component addresses the theoretical and conceptual basis for nursing practice and the analysis, development, and testing of theory in NURS 840 and 841. The study of key concepts in nursing and health care are included, as well as the selection and integration of knowledge from nursing and other disciplines. Additional content on theory development and testing is integrated into research design courses (NURS 850 and 814) and then extended in a manner consistent with the specific focus of the student's chosen research area within the context of mentored research experiences. This approach allows for precise focusing of theoretical knowledge specific to the student's chosen research focus, which builds on the foundation of essential theory content presented in the courses required for all PhD students.

Research and Statistics –19 credits

This component addresses the techniques of measurement, design, and advanced data analysis essential for conducting nursing research. Students apply these techniques in developing and using measures and conducting research projects specific to their own interest. Experimental and non-experimental research methods are addressed to provide students with a full repertoire of research skills. NURS 850, 851, 814, and 815 provide foundational content in these areas within the first year of study and concurrently provide the knowledge base needed for research rotations and practica. Course assignments afford students learning opportunities encompassing all aspects of the research process, and are driven by research that complements the practical research experiences. NURS 811 – Measurement of Nursing Phenomena, and NURS 816 – Multivariate Analysis in Social and Health Care Research, in the second year, comprise the remainder of credits in this area. Emphasis on and incorporation of theoretical links to the design courses further allows for the integration of content and learning experiences in writing and submitting grants, giving students the knowledge and skills needed to submit a National Research Service Award application or other applications for funding, as appropriate, by the end of their first year of study.

Research Experiences – 11-16 credits

This component includes rotations and practica designed to foster a connection between students and active faculty researchers to facilitate early identification of a research area. This immersion experience is individually tailored according to learning objectives negotiated between the faculty member and student. A periodic seminar facilitated by the course director/coordinator is used to assist in synthesizing these targeted, mentored research experiences.

Five credits of research rotation are required as NURS 819; up to 10 additional credits may be taken. These additional credits are highly recommended. During research rotation, students have an opportunity

to work directly with two faculty mentors (one during each half of the semester) in mutually agreed upon research activities. A seminar provides an opportunity for synthesis of these learning experiences in relation to aspects of the research process. NURS 819 is taken as variable credits of one to three hours of research experience per week required for each credit.

Research practica (six credits of NURS 818) provide an opportunity for students to work closely with faculty members in new and ongoing research projects, with the focus shifting to the research area of the student. Mutually agreed upon objectives for learning experiences determine the content for these credits. A minimum of three credits must be taken with the student's research advisor to allow for further development of a strong research relationship between student and mentor.

The chart below summarizes the core components of the PhD program.

Course Number	Course Title	Credits
NURS 840	Philosophy of Science and Development of Theory	3
NURS 850	Experimental Nursing Research Designs	3
NURS 851	Analysis for Experimental Nursing Research Designs	3
NURS 841	Theory and Conceptualization in Nursing Science	3
NURS 814	Design and Analysis for Non-Experimental Nursing Research	3
NURS 815	Qualitative Methods in Nursing Research	3
NURS 811	Measurement of Nursing Phenomena	3
NURS 816	Multivariate Analysis in Social and Health Care Research	4
NURS 819	Research Rotations	5
NURS 818	Research Practicum	6

In addition to the core components, all PhD students are required to take 15 credits of specialty electives and 12 credits of dissertation research (NURS 899).

PhD Specialty Electives – 15 credits minimum

This component allows students to pursue an individualized plan of study that builds a specialized area of competence and supports their research interests and career goals. A portion of the elective courses is chosen from other disciplines (minimum of three credits) that contribute to the development of nursing knowledge through theoretical and methodological approaches. The student is able to draw upon the rich resources of USM in selecting courses and learning experiences from nursing and related disciplines. Course selection is approved by the student's research advisor. Additional elective credits may be required to support the student's research area. Electives are not taken until the student has selected a research advisor and their plan of study is approved.

Dissertation Research – 12 credits

Each student must complete an independent original research project that culminates in a written dissertation. The research must address questions of significance to the discipline of nursing. The student must complete a minimum of 12 dissertation credits (NURS 899). A grade of NM is assigned to NURS 899 credits until after the dissertation defense is completed.

D. GRADUATION

Comprehensive Examination

Each student takes a comprehensive examination upon completion of all required nursing courses and a minimum of 42 credits of course work. The purpose of the comprehensive examination is to evaluate the student's mastery of 1) knowledge essential for conducting scholarly, scientific inquiry in nursing, and 2) knowledge of his/her selected specialty area within the PhD program. The examination has written and oral components; however, a grade is assigned to the examination as a whole.

Admission to Candidacy

The student must apply for admission to candidacy for the doctoral degree following successful completion (with a grade point average of 3.0 or above) of at least 42 credits of coursework, including all required courses, and successful completion of comprehensive examinations. **The student must be admitted to candidacy at least one academic year before the date of graduation.**

Dissertation

Each student is required to conduct an independent research project that adds to nursing's body of knowledge and to communicate the research in a written dissertation. Documentation required prior to the Doctoral Examination can be found in the PhD Program Guide.

Research Proposal

A written proposal will be presented to the student's Doctoral Examination Committee at least two weeks before the formal proposal approval meeting. Prior to final approval, there will be a meeting of the committee at which the proposal is discussed and a formal recommendation made. Elements of the research proposal, protection of human subjects, and conduct of the examination are listed in the PhD Program Guide.

Final Oral Examination

Each student is required to defend the dissertation successfully before a committee of faculty appointed by the Dean of the Graduate School. The final oral examination is scheduled following completion of the dissertation and approval by the student's Doctoral Examination Committee. The examination is typically comprised of an open presentation by the doctoral candidate and a formal examination by members of the committee.

Manuscript Option Dissertation

The manuscript option dissertation must conform to the Graduate School dissertation requirements, e.g., abstract, table of contents, list of tables and figures. By the time of dissertation defense, at least three manuscripts should be deemed as "publication quality" by the presentation committee with at least one manuscript "accepted for publication" and at least one other manuscript "in review" by a peer-reviewed journal appropriate for the manuscript content. The publications should represent research or scholarship comparable in scope and contribution to the portion of the standard dissertation that it replaces. The manuscripts cannot reflect analyses done prior to beginning the PhD program. Roles and responsibilities of the student and committee can be found in the PhD Program Guide.

E. ADVISEMENT

Qualifications of Faculty Advisors

Qualifications of faculty members who may serve as advisors are established by the Graduate School and PhD program policy. Advisors must be UMSON faculty members who are either regular or associated members of the Graduate School faculty and have expertise in the general area of the student's anticipated research interests.

Research advisors must be UMSON faculty members who hold regular membership on the Graduate School faculty. The research advisor must have sufficient expertise to guide the student's proposed area of research. In some instances, associate members of the Graduate School faculty may co-advise PhD students.

Doctoral Examination Committee members must be members of the Graduate School faculty or be similarly qualified if they are from outside the Graduate School. One member must hold an appointment in a department other than nursing. Members are chosen on the basis of expertise related to the student's research and must be approved by the Assistant Dean for the PhD Program and the Dean of the Graduate School. The members of the Doctoral Examination Committee must be approved by the Dean of the Graduate School at least six months prior to the dissertation defense.

Each entering student is assigned to an advisor who functions in the capacity of an academic advisor until the student has selected a dissertation research topic and an appropriate research advisor to direct the research. Once selected, the research advisor assumes all advisement responsibilities, including academic advisement and direction of the dissertation research project. A five-member Doctoral Examination Committee is designated to provide assistance with monitoring the dissertation research.

Role of the Academic Advisor

The academic advisor represents a vital link between the entering student and the PhD program. The advisor plays an important role in orienting the student to UMSON and the program, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience, and monitoring the student's progress in and adjustment to doctoral study.

The specific responsibilities of the advisor are to:

1. Interpret PhD program design requirements and policies for the student
2. Assist the student in planning objectives for doctoral study and clarifying career goals
3. Assist the student in planning their program of study in accordance with program requirements, individual research interests, and career goals
4. Assist the student with registration procedures
5. Approve and sign all registration materials, drop-add forms, and other records
6. Monitor the student's academic progress through communication and discussion with faculty teaching doctoral courses, checking grades, and meeting with the student
7. Communicate the evaluation of the student's academic progress in writing to the student and the Assistant Dean for the PhD Program at the end of each year
8. Maintain student records to include:
 - a. Annual statement of student progress (PhD program file)
 - b. Notation of special advisement consultations, phone calls, etc.
9. Assist the student in selecting a dissertation research topic (general area for the research) and research advisor
10. Forward the student's file to the research advisor

Role of the Research Advisor

Upon selection, the research advisor assumes the responsibilities of the academic advisor and, in addition, has specific responsibilities with respect to the student's research pursuits, as follows:

1. Assist the student with the selection of specialty and elective courses for pursuing a unified program of study supportive of the student's interests and career goals
2. In conjunction with the student, determine his or her readiness to take the comprehensive examination and, subject to approval by the Assistant Dean for the PhD Program, appoint a committee to administer the comprehensive examination
3. Serve as a member of the committee that administers the comprehensive examination to the student
4. Evaluate the student's progress toward completing candidacy requirements, complete and sign the Admission to Candidacy Form, and forward it to the Assistant Dean for the PhD Program and the Graduate School

5. Serve as Chairperson of the student's Doctoral Examination Committee
6. Assist the student in selecting a Doctoral Examination Committee
7. Assume primary responsibility for guiding the student throughout the dissertation research process and completion of the dissertation, to include assistance with:
 - a. Selecting and defining a research topic
 - b. Developing a written proposal for the research project
 - c. Obtaining permission for conducting the study from the Institutional Review Board for the Protection of Human Subjects
 - d. Carrying out the research as proposed (and approved)
 - e. Developing the dissertation
8. Notify the Assistant Dean for the PhD Program in writing when the student has successfully defended the dissertation research proposal
9. Recommend to the Dean of the Graduate School, via the Assistant Dean for the PhD Program, the membership for the student's Dissertation Advisory Committee and Final Oral Examination Committee six months prior to the dissertation defense
10. Once the dissertation has been approved for defense by the student's Doctoral Examination Committee, send the certification form to the Assistant Dean for the PhD Program for signature and forwarding to the Graduate School
11. Serve as the chairperson of the student's Final Oral Examination Committee
12. Complete and forward the Report of the Examining Committee Form to the Graduate School via the Assistant Dean for the PhD Program
13. Approve and sign the final version of the dissertation

Role of the Doctoral Examination Committee

This committee, selected on the basis of expertise relevant to the dissertation research, serves in an advisory capacity to the student and assures that the dissertation research and written dissertation are of sufficient quality to demonstrate to the general scientific community the student's competence as an independent researcher.

Responsibilities of the Committee

1. Advise and ultimately approve (when appropriate) the dissertation research plans and the written dissertation proposal; approval is based on majority rule
2. Be available to the student for consultation regarding the research and dissertation
3. Read the dissertation and, when appropriate, designate the dissertation ready for a defense. The committee's designation of the dissertation as complete and acceptable is based on majority rule (as reflected by the signatures of at least three members on the certification form).
4. Communicate all committee decisions in writing to the student and the Assistant Dean for the PhD Program. (The chairperson is responsible for this activity.)
5. Serve as a member of the student's Final Oral Examination Committee

Changing Advisors

Requests for a change of advisor must be addressed to the Assistant Dean for the PhD Program, who coordinates advisor reassignment. A change in research advisor (and, if appropriate, Advisory Committee membership) is recommended if the substantive area of the student's research changes significantly. A change of advisor may be initiated by the advisor or the student without prejudice to either party. A change of membership on the Doctoral Examination Committee must be recommended by the student's research advisor, subject to approval by the student, the Assistant Dean for the PhD Program, and (following approval of the original committee) the Dean of the Graduate School. See the Graduate School policy for detailed procedures.

Student Responsibilities with Respect to Advisement

The student is responsible for:

1. Communicating regularly with his/her advisor regarding progress, goals, and plans
2. Initiating contact with faculty members being considered as a research advisor
3. Selecting a research advisor, in consultation with the academic advisor
4. Initiating contact with faculty members being considered for the Doctoral Examination Committee and Comprehensive Examination Committee
5. Selecting, in collaboration with the research advisor and subject to approval by the Assistant Dean for the PhD Program, members of the Doctoral Examination Committee prior to registering for elective/specialty courses
6. Communicating with Doctoral Examination Committee members on a regular basis (at least every six to eight weeks) regarding progress, scheduling meetings (including the defense), etc.
7. Communicating a desire to change advisors to the advisor and the Assistant Dean for the PhD Program
8. Becoming familiar with and complying with all relevant policies and procedures as set forth by the UMB Graduate School and UMSON PhD program
9. Reporting problems that delay progress in completing degree requirements to the Assistant Dean for the PhD Program and, when appropriate, the Dean of the Graduate School
10. Requesting appropriate approval by the Assistant Dean for the PhD Program, and ultimately the Graduate School, when unusual problems have been encountered in meeting specific deadlines

VIII. MHEC CERTIFICATES

A. OVERVIEW

UMSON offers three Maryland Higher Education Commission (MHEC) approved certificate programs. MHEC is the State of Maryland's higher education coordinating board responsible for establishing statewide policies for Maryland public and private colleges and universities and for-profit career schools. The certificates offered are:

- **Global Health**
- **Environmental Health**
- **Teaching in Nursing and the Health Professions**
- **Nursing Informatics**

Certificate programs are comprised of a minimum of four courses that may be taken alone, which is referred to as the **stand-alone** option, or concurrently with the MS, DNP, or PhD degree programs, which is referred to as a **dual program** option. MHEC-approved certificates are only available to students admitted since or after fall 2010.

B. APPLICATION REQUIREMENTS

Students wishing to apply to one of the three certificate program are subject to the following requirements:

Dual Program Application Requirements

Students who opt to complete one of the four certificate programs while simultaneously completing the MS, DNP, or PhD program must apply to the **dual program**. If the dual program is selected, the student must apply to both the graduate program and the certificate program. Application and acceptance into the certificate program must be at least one semester prior to graduation from the degree program. This means the student completes two applications and pays two fees. The applications do not have to be submitted concurrently. International students are eligible to apply to the dual certificate program only. The application to a certificate program is a competitive process; there is no automatic admission.

Stand-Alone Option Application Requirements

Students who opt to complete one of the four certificate programs without simultaneous enrollment in the MS, DNP, or PhD program may apply to the **stand-alone** program. Applicants must have completed a graduate program. International applicants cannot take a stand-alone certificate program.

Application Requirements for Specific Certificates

Certain certificates have additional application requirements:

Global Health and Teaching in Nursing and Health Professions

Applicants to the Global Health and Teaching in Nursing and Health Professions certificate programs must be either enrolled in a graduate program or have completed a graduate program.

C. RULES FOR CERTIFICATE PROGRAMS

All students pursuing a certificate are subject to the following:

Transfer Credit or Course Waiver

Students enrolled in a certificate program cannot transfer credits from another institution to meet the certificate requirements. A student can request a waiver of a course already completed at another institution that is required for a certificate, but if the waiver of that particular course is approved by the faculty, the student will have to take additional credits to complete the certificate. This is the same waiver policy that currently exists when waivers are granted in degree programs.

Program Completion Requirements

A student has three years from admission to the certificate program to complete the certificate and must maintain a 3.0 GPA and adhere to Graduate School policies and procedures. Students can only take one certificate program at a time, but will have three years to complete each certificate.

Graduation

Upon completion of the certificate program, a diploma application for the degree is required. For dual enrollment if students complete both the certificate and degree program in same term two diploma applications are necessary. The University Office of the Registrar will produce a certificate that will indicate the area of study. An official transcript received from the Office of the Registrar will also indicate completion of the certificate.

Fees

Students in a stand-alone certificate program will pay master's-level fees for certificate programs. Student pursuing a dual degree certificate program will pay the fees associated with their degree program. Students should contact the Financial Aid office regarding part-time or full-time status requirements for funding.

Stand-Alone Certificate Program Rules

- Students cannot transfer credits from another institution to meet the certificate requirements.
- Students enrolled in a stand-alone certificate program must take all courses/credits required of the certificate. No course used toward a certificate program conferred before MHEC approval (fall 2010 semester) will count toward fulfilling the certificate requirement.
- No course can be used for two different certificates.
- Students in a stand-alone certificate program will pay master's-level fees for certificate programs.
- Students in the stand-alone certificate program will not be eligible for financial aid because they are not enrolled as full-time students.

Dual Degree Certificate Program Rules (only applicable to UMSON students)

- One three-credit course can be shared between a certificate program and a degree program (MS, DNP, or PhD). This can only occur when:
 - A course was taken after the fall 2010 semester
 - A certificate course is taken concurrently with a degree program
 - Students are accepted into a certificate program and are enrolled in at least one course for that certificate program before graduation from a MS, DNP, or PhD program in order to apply credits from that course toward a certificate. If a student has already graduated from a degree program prior to enrolling in a certificate program, he/she may not share credit between a certificate and the degree.
- No course taken before MHEC approval (fall 2010 semester) will count toward fulfilling the certificate requirement.
- If a student is concurrently enrolled in a dual degree program and completes the requirement for the graduate program, he or she can graduate and continue on to complete the certificate (except international students). Both programs do not have to be completed at the same time.
- A student who begins a stand-alone certificate program and is later admitted into a graduate degree (MS, DNP, PhD) program may withdraw from the certificate program and request transfer of two courses into the degree program. If the student wishes to remain in the certificate program and receive a certificate, only three credits (one course) are allowed to be shared with the graduate program (MS, DNP, PhD).
- Students pursuing a dual degree program will pay fees associated with their MS, DNP, or PhD program.
- Students enrolled in a dual degree program will register under the graduate program (MS, DNP, or PhD) in which they are enrolled.

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