

Enclosure 1 Organization Information

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UNIVERSITY OF MARYLAND

SCHOOL OF NURSING

Mission

We shape the profession of nursing and the health care environment by developing leaders in education, research, and practice.

Vision

We develop preeminent leaders in nursing education, research, and practice. As a catalyst for creativity and collaboration, we engage diverse groups of professionals, organizations, and communities in addressing local, national, and global health priorities. Together, faculty, staff, and students create a rich and vibrant working and learning environment where knowledge is created and shared. A passion for discovery permeates the educational process and advances the use of evidence as the basis for nursing practice. Accordingly, we are recognized for our scientific knowledge, critical thinking, inter-professional teamwork, and profound commitment to the health of individuals and communities.

Values

Integrity - Accountability - Professionalism - Teamwork - Respect

Principles

Leadership - Partnership - Innovation

Strategic Initiatives and Goals

Strategic Initiative 1:

Prepare nursing leaders to shape and influence the profession and the health care environment.

Goals:

- 1.1 Commit to a learner-centered teaching philosophy
- 1.2 Emphasize the advancement of students through the master's and doctoral levels
- 1.3 Engage and educate students in policy development and advocacy

Strategic Initiative 2:

Advance research through integration and collaboration.

Goals:

- 2.1 Infuse research throughout the education and practice missions
- 2.2 Build sustainable programs of research, including collaborative participatory networks, with other disciplines, organizations, and communities
- 2.3 Enhance Centers of Excellence
- 2.4 Increase number of faculty involved in research

Strategic Initiative 3:

Establish a global health initiative in education, research, and practice.

Goals:

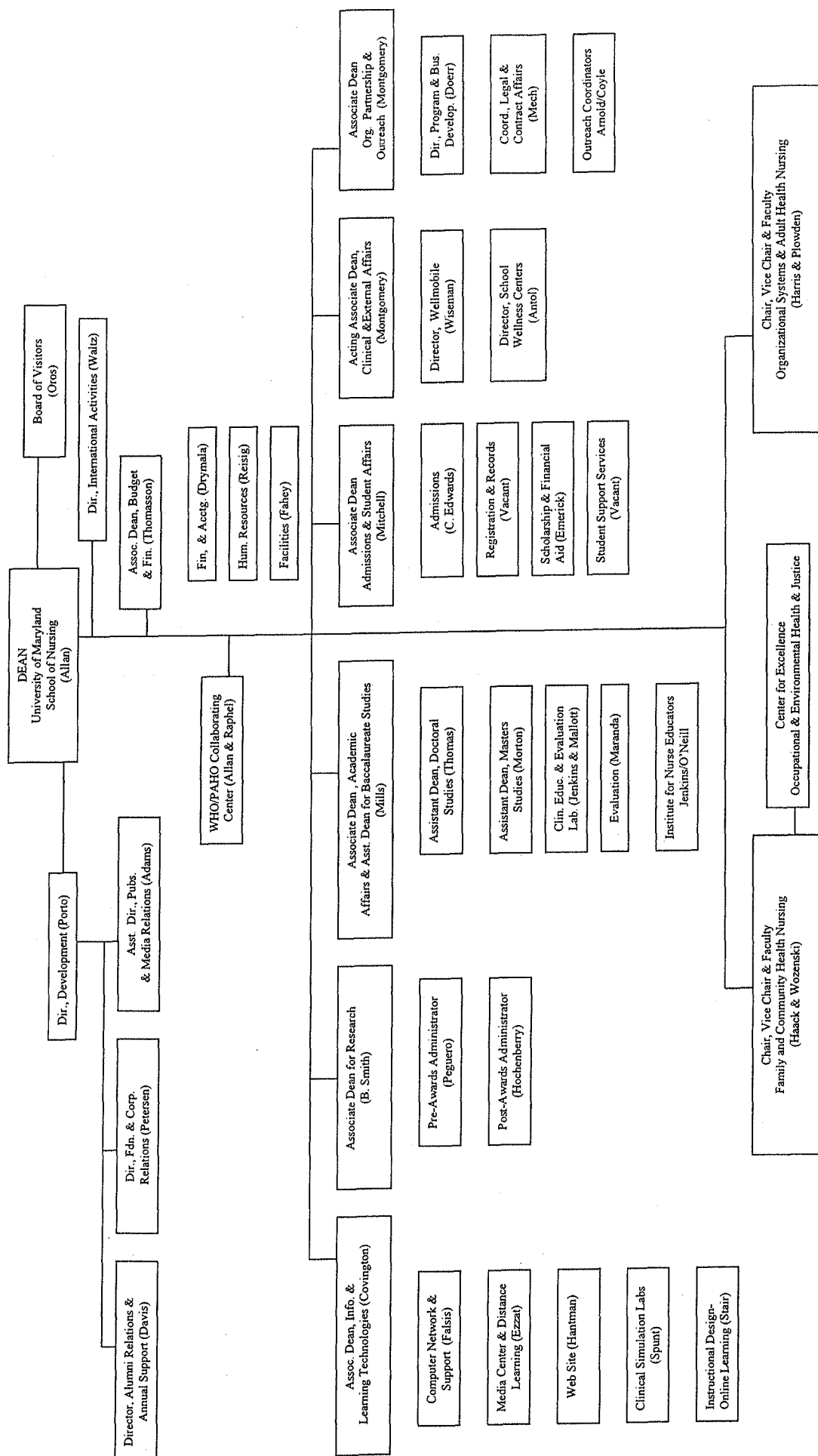
- 3.1 Integrate and foster global health activities
- 3.2 Promote international partnerships
- 3.3 Strengthen engagement with University of Maryland, Baltimore community on global health issues

Strategic Initiative 4:

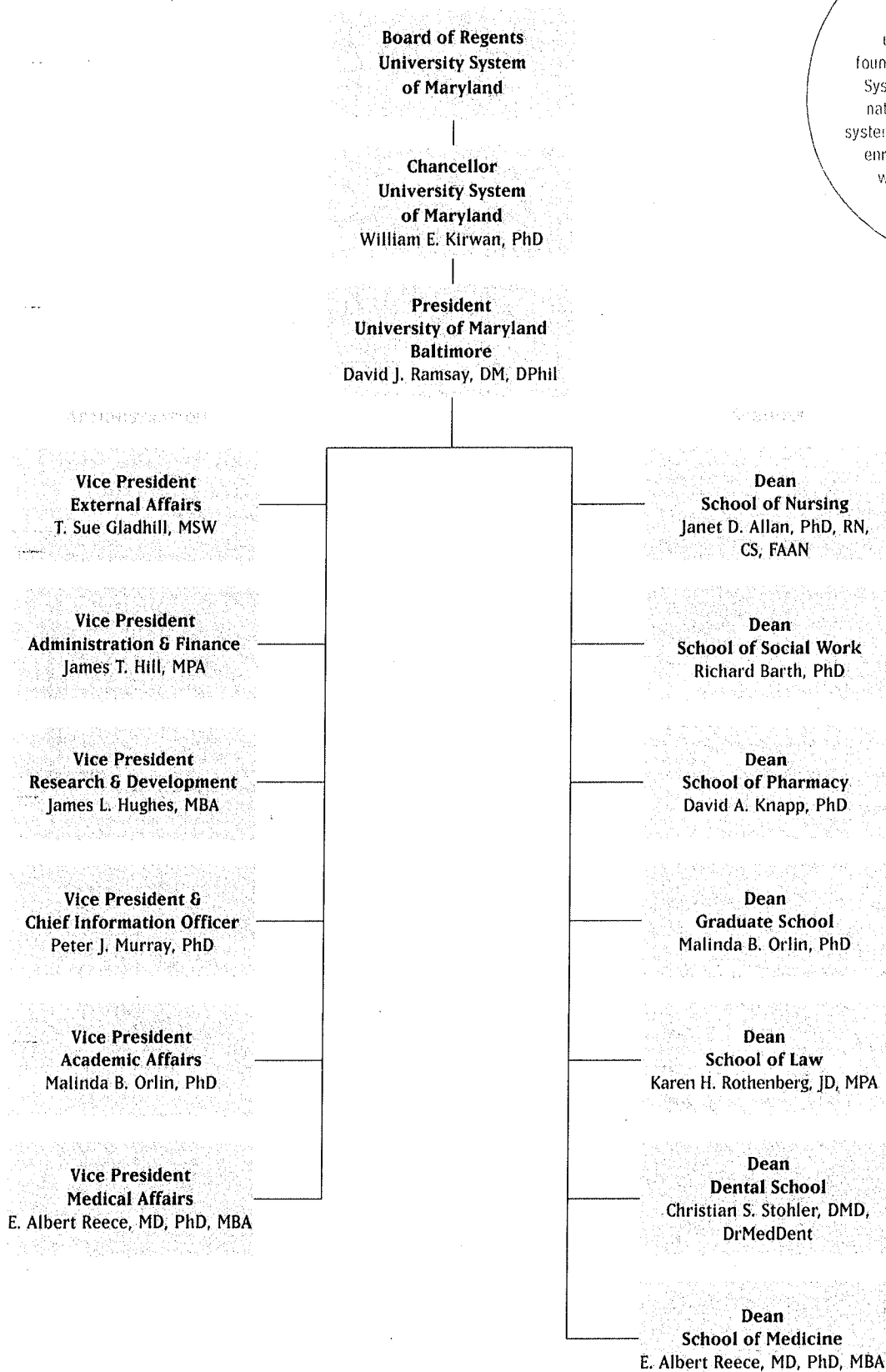
Promote an environment that embodies the School of Nursing's values of integrity, accountability, professionalism, teamwork, and respect.

Goals:

- 4.1 Encourage feedback and implement systems of accountability in the areas of civility and mutual respect
- 4.2 Embrace diversity and develop cultural competence of faculty, staff, and students
- 4.3 Promote professional development and increase learning opportunities for faculty and staff



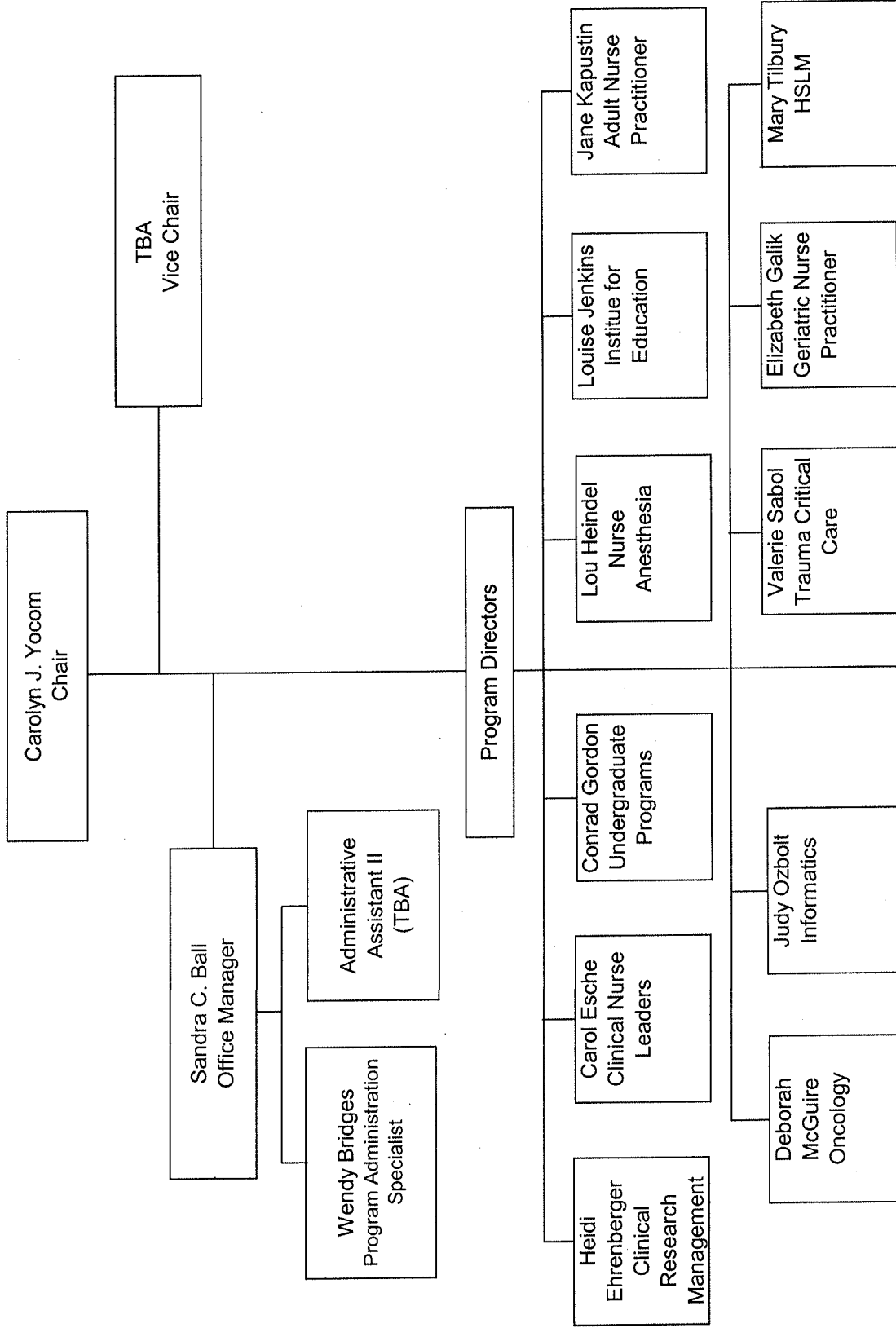
UMB Organizational Chart



Did you know?

The state's first public university, UMB is also the founding campus of the University System of Maryland. USM is the nation's 12th largest university system; its network of 13 institutions enrolls nearly 130,000 students worldwide. For information, visit www.usmd.edu.

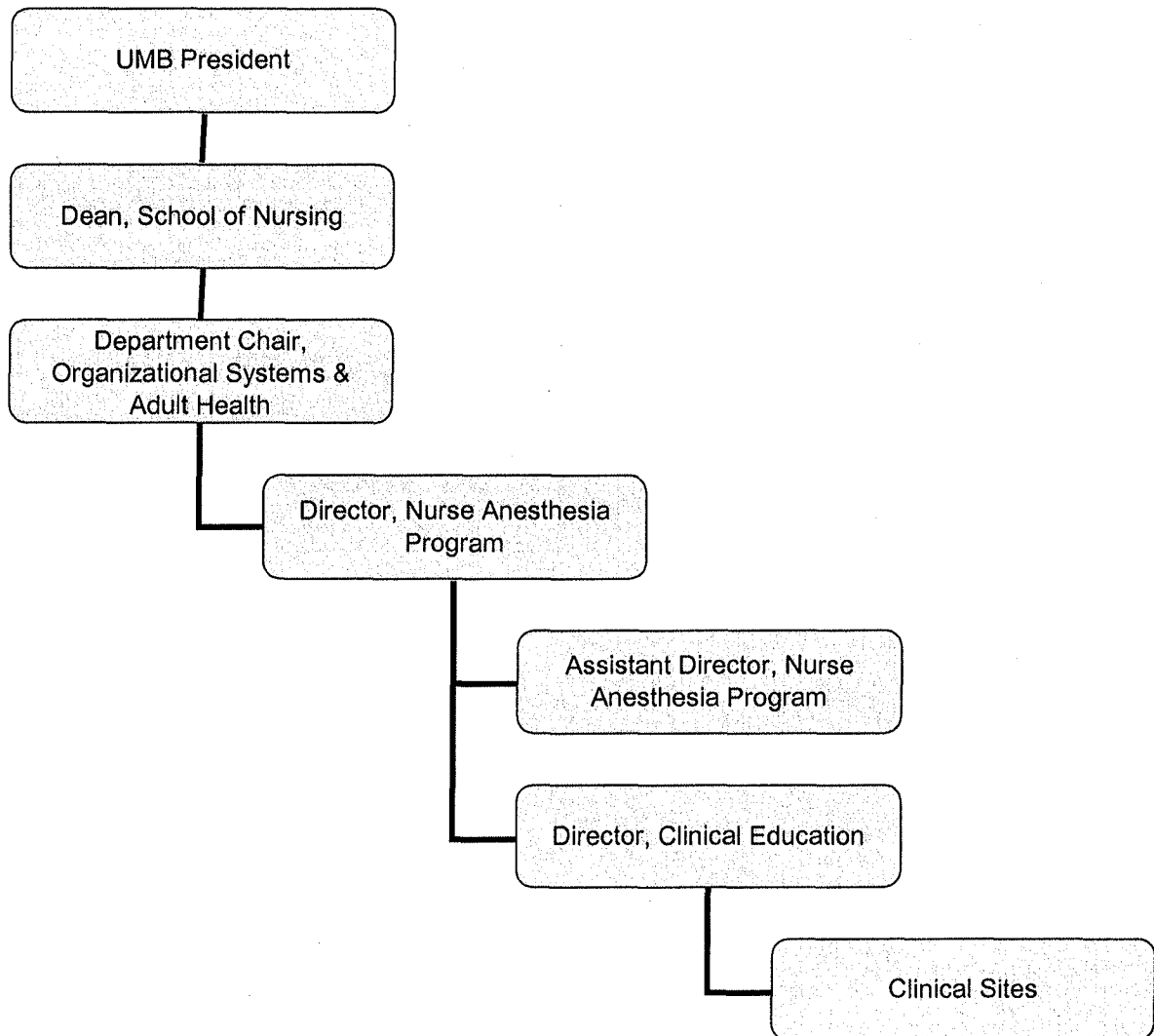
Organizational Systems and Adult Health Nursing Department
Organizational Chart
Spring 2006



Karen Clark, Barbara Covington, Matthew D'Angelo, Joan Davenport, Barbara Dobish, Susan Dorsey, Michelle Duell, Heidi Ehrenberger, Carol Esche, Vanessa Fahie, Dawn Foster, Erika Friedmann, Elizabeth Galik, Jana Goodwin, Conrad Gordon, Thomasine Guberski, Lou Heindel, Louise Jenkins, Meg Johangten, Karen Johnson, Deborah Jones, Jane Kapustin, Catherine Kelleher, Laura Koo, Ann Mech, Deborah McGuire, Sandra McLeskey, Kathleen Michael, Lyn Murphy, Eun-Shim Nahm, Judith Ozbolt, Sandra Picot, Joseph Proulx, Cynthia Renn, Barbara Resnick, Darryl Roberts, Cheryl Robertson, Valerie Sabol, Ann Scheve, Marianne Shaughnessy, Debra Spunt, Mary Tilbury, Nina Trocky, Kathryn VonRueden, Carolyn Waltz, Chris Ward, Deborah Wiegand, Margaret Watt, Marisa Wilson, Rebecca Wiseman

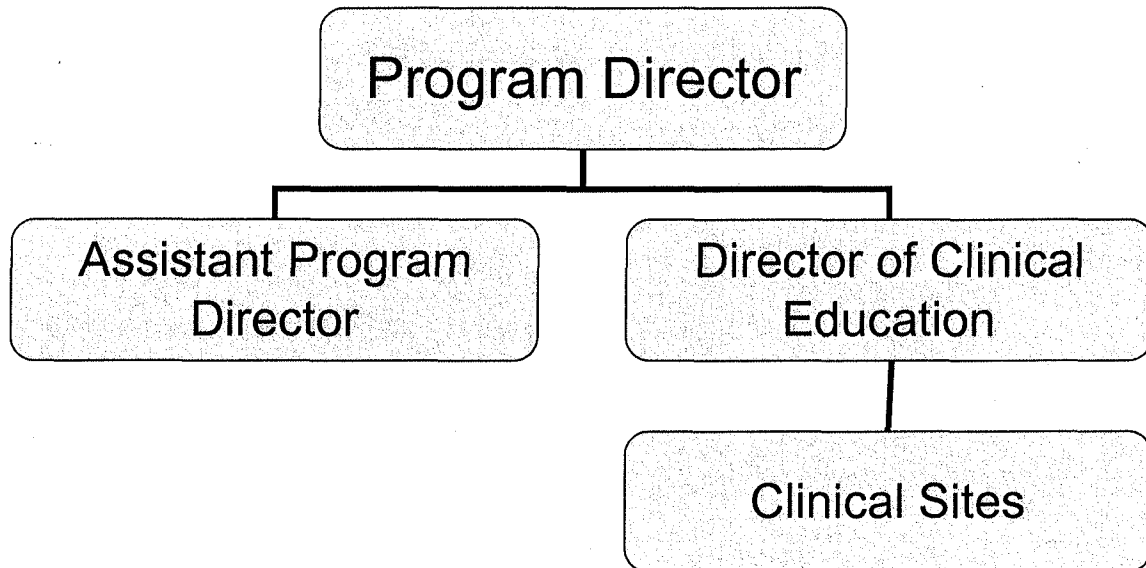
UNIVERSITY OF MARYLAND
SCHOOL OF NURSING

NURSE ANESTHESIA SPECIALTY TRACK
ORGANIZATIONAL STRUCTURE



UNIVERSITY OF MARYLAND
SCHOOL OF NURSING

NURSE ANESTHESIA PROGRAM
ORGANIZATIONAL CHART



**UNIVERSITY OF MARYLAND
SCHOOL OF NURSING**

Bylaws of the Faculty Organization

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UNIVERSITY OF MARYLAND

SCHOOL OF NURSING

NURSE ANESTHESIA STUDENT HANDBOOK

2006-2007

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University of Maryland School of Nursing

University of Maryland School of Nursing Student Nurse Anesthetist Contract

I have received a copy of the 2006 University of Maryland School of Nursing Nurse Anesthesia Orientation Manual. I have reviewed its contents. I agree, as a student enrolled in the School of Nursing, to adhere to the policies and guidelines set forth. The policies and procedures may change during the course of my study. It is my responsibility to keep abreast of these changes.

Name _____ Date _____

Signature _____

Faculty _____

FACULTY CONTACT INFORMATION

PROGRAM FACULTY

Lou Heindel, DNP, CRNA
Assistant Professor and Director
Heindel@son.umaryland.edu
410-706-4038

Matthew D'Angelo, CRNA, MS
Assistant Director
mdangelo@son.umaryland.edu
410-706-2355

Michelle Duell, CRNA, MS
Director of Clinical Education
duell@son.umaryland.edu
410-706-5561

Makeba Ellis
Program Administrative Assistant
ellis@son.umaryland.edu
410-706-1995

**Nurse Anesthesia Program
Clinical Preceptor List**

Clinical Site	Clinical Coordinator	Address	Phone Number	E-mail Address
Johns Hopkins Bayview	Henry Boffen, CRNA Timothy Smith, CRNA	4940 Eastern Ave., Rm A387 Baltimore, MD 21224-2735	410.550-0942 410.550-0443 fax 410.283-7432 pager	hboffen@jhmi.edu tholtsmith@aol.com
Johns Hopkins Hospital	Maribeth Massie, CRNA, MS	600 N. Wolfe Street Blalock 1415 Baltimore, MD 21287-4963	410.955.2521 offc. JHH 410-283-9330 pager 443-604-2423 Cell 212-305-8563 offc. Columbia	mhm52@columbia.edu mbmassie@yahoo.com
Kernan Hospital	Edwin J. Villamater, MD Chief, Anesthesiology	220 Kernan Drive Baltimore, MD 21207	410.448-6667 410.448-2796 fax	evillamater@comcast.net
St. Agnes Hospital	Carol Davis, CRNA, MSNA Chief Nurse Anesthetist	900 Caton Avenue Baltimore, MD 21229	410.368-3045 410.951-4009 fax	gasgal@comcast.net
Sinai Hospital, Baltimore	George Maex, CRNA Chief Nurse Anesthetist	2401 W. Belvedere Avenue Baltimore, MD 21215-5271	410.601-5209 410.601-9744 fax 410.408-8958 pager	gases4u@aol.com
UMMS Shock Trauma Center	Leanne Downey, CRNA, MS Division of Anesthesiology	22 S. Greene Street Baltimore, MD 21201	410.328-2628 410.328-3138 fax5 410.328-2337 pager 1524 443.463-8704 cell 410.328-7427 sick call	ldowney@umm.edu

Clinical Site	Clinical Coordinator	Address	Phone Number	E-mail Address
Union Memorial Hospital	Gage (Kathleen) Parr, MD Chief, Dept. of Anesthesia Donna Starvis, Admin Asst donna.starvis@medstar.net	201 E. University Parkway Anesthesia Department Baltimore, MD 21218		kathleen.parr@medstar.net
Upper Chesapeake Medical Center	Jeremy Durel, CRNA, MS Susan Bechannon, Adm.Asst. 410.643.4011	500 Upper Chesapeake Drive Bel Air, MD 21014	443.643.4011 MD on call 410.420.7630 offc. 410.879.3585 hm 443.528.4353 cell 410.399.9052 pager	jbdurel@clearviewcatv.net
Veterans Affairs Medical Center – DC	Pat Block, CRNA, MS Barbara Stewart, Sec'y 202.745.8607	50 Irving Street, N.W. Washington, DC	202.745.8607 202.236.8639	PTBLOCK@hotmail.com
Baltimore VA Medical Center	Robin Worsham, CRNA *Racheal Jones racheal.jones@med.va.gov 410.605.7000 x7045	10 N. Greene Street Baltimore, MD 21201	410.605.7235 410.605.7793 fax 410.605.7000 x 5641 OR 410.447.6108 pager 301.733.1358 hm 301.401.6160 cell	worshamrobin@msn.com

* Racheal Jones at the MD VA must be contacted by rotating student(s) prior to rotation date, or student(s) will not be allowed to present in OR.

Revised 8/23/2006
M. Ellis

INTRODUCTION

This Nurse Anesthesia Orientation Manual is designed to provide students with information about this program of study at the University of Maryland School of Nursing. It sets forth the manner in which the School intends to proceed with respect to the conduct of the program and the curriculum. The School of Nursing reserves the right to change the contents without notice.

Purposes of the Orientation Manual

1. To provide guidance for new and continuing students.
2. To describe general policies and procedures for specific programs.
3. To inform students of their rights and responsibilities.

This orientation manual is intended to supplement information presented by faculty, the student program website, and other printed materials of the School and/or the University.

SRNA ORIENTATION MANUAL SUMMARY

The faculty of the University of Maryland School of Nursing (SON) has devised the following policies for the Nurse Anesthesia Specialty Track. These policies are in addition to the general SON policies. The faculty and students continuously assess these policies and changes are made based on outcomes that will enhance the quality and integrity of the nurse anesthesia program:

1. Student admissions criteria will be determined by the CRNA faculty as advertised. These criteria include: GPA \geq 3.0, one year acute care nursing experience, current ACLS certification, and current licensure as a registered nurse in Maryland. An in-person interview is required prior to admission in the program. Prerequisite acute care nursing experience provides SRNAs with an opportunity to develop as independent decision-makers, demonstrate psychomotor skills and display the ability to interpret and use advanced monitoring techniques. Only students who have met or exceed applicable admissions criteria will be enrolled in the program.
2. Following submission of applications received by the SON by November 15th, the Nurse Anesthesia Admissions Committee will select students for the Nurse Anesthesia Specialty Track.
3. Students will act in accordance with the American Association of Nurse Anesthetist's Council on Accreditation (COA) policies and procedures for accreditation.

4. SRNAs will take the Self-Evaluation Exam (SEE) annually (Sept-Oct). The SRNAs will do a self-evaluation annually. The Program Director and Assistant Program Director will review these evaluations.
5. SRNAs will not be employed as nurse anesthetists by title or function when enrolled in the program. They will also not be employed as SRNAs while enrolled as a SRNA in the Nurse Anesthesia Specialty Track. During Nurse Anesthesia Specialty Track clinical rotations, students may not engage in any off-hours nursing employment.
6. In all clinical areas, a CRNA or MDA, with staff privileges, will be immediately available at all times to supervise SRNAs at a ratio of 1:1 or 2:1. The degree of supervision will be based on the student's knowledge and ability, the physical status of the patient, the complexity of the anesthetic and /or surgical procedure as well as the experience of the instructor.
7. Clinical preceptors will perform daily formative evaluations of each SRNA's performance in the clinical area. Summative clinical evaluations will be completed by the NAP faculty at the end of each semester of clinical practicum.
8. SRNAs may have an on-call experience during various clinical education rotations. This may include weekends, holidays and nights. SRNAs will not take in-house call at a clinical site without another anesthesia provider in-house (CRNA or Anesthesiologist).
9. SRNAs will follow the rights and responsibilities of patients according to the policies of the affiliating clinical sites and other policies promulgated by regulatory agencies.
10. Each clinical site will be visited by CRNA faculty at least once a semester to assure quality education and learning.
11. SRNA grievances will be addressed following the standards, procedures and rules of the SON.
12. A file will be maintained by the Program Director for all complaints lodged against the program, to include actions taken to resolve the complaint and the outcome of the complaint.
13. SRNAs will be made aware of their ethical responsibility regarding financial assistance should they receive public or private funding via their CRNA faculty and/or other SON administrative personnel.
14. Policies and procedures will be used for SRNAs that do not discriminate on the basis of race, age, religion, gender, national origin, marital status or disability.

**Nurse Anesthesia Specialty Track
University of Maryland School of Nursing**

MISSION

Congruent with the mission of the University of Maryland (Baltimore) and the School of Nursing, the mission of the Nurse Anesthesia Specialty Track is to educate leaders in health care delivery and ensure the knowledge that is generated by the nurse anesthesia specialty track provides maximum benefit to society, directly enhancing the community. The nurse anesthesia track will help to shape the profession of nursing by developing leaders in nurse anesthesia practice, education and research through its cutting edge science and its innovative clinical enterprise.

PHILOSOPHY AND VISION

The School of Nursing is a nationally recognized top ten school that develops nursing leaders for education, research and practice. The nurse anesthesia faculty and students will jointly create a rich and vibrant community that advances evidenced-based practice and scholarship. The nurse anesthesia specialty track will enhance quality and efficiency of education, practice, and research by incorporating state-of-the-art technology. The nurse anesthesia faculty and students will collaborate with colleagues from diverse professions institutions and locations to develop innovative practice models that will shape the evolving health care delivery system.

COMPETENCIES

The Nurse Anesthesia Specialty Track curriculum is designed to prepare the students as advanced practice nurses with a specialty in nurse anesthesia. By the completion of this 27-month Master of Science curriculum the graduate will be able to:

- Maintain patient safety.
- Protect patients from iatrogenic complications.
- Position or supervise the positions of patients to prevent injury.
- Perform a preanesthetic assessment and formulates an anesthesia care plan for patients to whom they are assigned to administer anesthesia.
- Use a variety of current anesthesia techniques, agents, adjunctive drugs and equipment while providing anesthesia.
- Conduct a comprehensive and appropriate equipment check.
- Identify and take appropriate action when confronted with anesthetic equipment-related malfunctions.
- Administer general anesthesia to patients of all ages and physical conditions for a variety of surgical and medically related procedures.
- Provide anesthesia services to patients, including trauma and emergency cases.
- Administer and manages a variety of regional anesthetics.
- Interpret and utilize data obtained from noninvasive and invasive monitoring modalities.
- Calculate, initiate and manage fluid and blood component therapy.
- Recognize and appropriately respond to anesthetic complications that occur during the perioperative period.
- Function as a resource person for airway and ventilatory management of patients.
- Serve as a leader or member of a cardiopulmonary resuscitation team and possess ACLS recognition.
- Possess pediatric advanced life support (PALS) recognition.
- Participate in quality management activities.
- Function within appropriate legal requirements as a registered professional nurse, accepting responsibility for his or her practice.
- Demonstrate personal and professional integrity and the ability to interact on a professional level.

PROGRAM GOALS

The University of Maryland School of Nurse Anesthesia Program will strive to accomplish the following goals:

1. To provide an education in anesthesia for qualified student's and train them for professional competency.
2. To provide opportunities that will contribute to the student's development in the specialized areas of anesthesia.
3. To stimulate the desire for personal growth and clinical competency through programs of continued education.
4. To provide a community service to the public by educating qualified future anesthetists.

TERMINAL OBJECTIVES FOR GRADUATES

Following completion of this educational program, the graduate will demonstrate to the satisfaction of the faculty the following:

A. Knowledge

1. Knowledge of human anatomy, physiology and pathophysiology.
2. Ability to correctly interpret and apply diagnostic and laboratory tests to preoperative, intraoperative, and postoperative patient care.
3. An understanding of the financial aspects of health care delivery, to include reimbursement and cost/benefit analysis of patient care.
4. The ability to make sound clinical case decisions regarding anesthetic techniques as they apply to the surgical procedure and individual patient pathology.
5. The ability to analyze published data in the field of anesthesia, and to apply new technology, pharmacology, and techniques to patient care.
6. An understanding of pharmacological principles and the ability to apply this knowledge to all administered drugs.
7. Understanding of the mechanisms of pain and pain management as they apply to the management of acute and chronic pain.
8. Knowledge of the AANA and its roles and functions in the practice of Nurse Anesthesia.
9. Knowledge of the anesthetic indications as they apply to specialties such as pediatrics, obstetrics, cardiac, neuro, and trauma anesthesia.

10. A foundation of information and knowledge which serves as a basis for consultation and sound recommendations for patient care to other members of the health care team.
11. Knowledge of the roles of the anesthetist in preventing patient injury during anesthesia.
12. Demonstrate knowledge of risk management, quality improvement, and legal implications governing medical practice and patient care.

B. Skills

1. The ability to correctly perform an anesthetic history and physical exam.
2. Proficiency in manual skills needed to safely manage an airway, deliver regional anesthesia, and insertion of intravenous and invasive monitoring lines.
3. Effective communication skills and interactions with all members of the health care team.
4. The ability to recognize and treat untoward responses to anesthetic care.
5. The ability to recognize and initiate treatment for life threatening events such as cardiopulmonary arrest and malignant hyperthermia.
6. The ability to respond appropriately to patient emergencies outside of the operating room when called upon to do so.
7. The ability to accurately monitor patient data and perform appropriate Interventions such as fluid management or drug therapy.
8. The skill needed to accurately perform safely related checks of anesthesia equipment.
9. The recognition of the role of the anesthetist in preventing patient injury during surgery to included proper positioning.

C. Attitude and Behaviors

1. A commitment towards professional excellence that promotes a positive image of a nurse anesthetist within the health care setting and the community.

2. Compassionate and respectful treatment of patients.
3. A commitment to serve as a role model and mentor for potential future students.
4. Demonstration of honesty and professional integrity.
5. An understanding of the technical and legal limitations of practice.

Nurse Anesthesia

This full-time 27-month specialty prepares students to provide anesthesia services to a diverse diagnostic and surgical population. The curriculum is offered in a multidisciplinary framework and is front-loaded with the majority of the didactic instruction being completed during the first two semesters. Beginning the third semester, students begin their clinical education in Baltimore-Washington area hospitals and return to the University for classes one day a week. The curriculum includes content in physiology, pathophysiology, chemistry, physics and pharmacology. Graduates are eligible to sit for the national certification examination offered by the American Association of Nurse Anesthetists. Web-based courses may be available.

Program Director: Lou Heindel, DNP, CRNA, Assistant Professor

E-mail: NurseAnesthesia@son.umaryland.edu

Sample Plan of Full-time Study

Semester I – Fall (1)		Credits
NPHY 612	Advanced Physiology and Pathophysiology	3
NURS 613	Principles of Anesthesia Nursing I	3
NURS 616	Chemistry of Anesthesia Nursing	2
NURS 617	Technology and Physics of Anesthesia Nursing	3
NURS 623	Advanced Assessment of the Critically Ill	3
NURS 723	Clinical Pharmacology and Therapeutics	3
Semester II – Spring (1)		
NPHY 620	Pathophysiological Alterations in the Critically Ill	2
NURS 604	Pharmacology of Anesthesia Nursing	3
NURS 614	Principles of Anesthesia Nursing II	3
NURS 701	Science and Research for Advanced Practice Nursing	4
Semester III – Summer (1)		
NURS 637	Anesthesia Nursing Practicum I	3
NURS 654	Principles of Anesthesia Nursing III	3
Semester IV – Fall (2)		
NURS 657	Anesthesia Nursing Practicum II	5
NURS 615	Regional Anesthesia and Practicum	3
NURS 642	Professional Aspects of Anesthesia Nursing	1
Semester V – Spring (2)		
NURS 622	Systems and Populations in Health Care	3
NURS 672	Principles of Anesthesia Nursing IV	3
NURS 673	Anesthesia Nursing Practicum III	5
Semester VI – Summer (2)		
NRSR 670	Anesthesia Nursing Seminar I	2
NURS 674	Anesthesia Nursing Practicum IV	3
Semester VII – Fall (3)		
NURS 659	Systems in Health Care	3
NURS 675	Anesthesia Nursing Seminar II	4
NURS 676	Anesthesia Nursing Practicum V	5
Total Program Credits		72

ADMISSIONS PROCEDURE

Application materials and detailed admission requirements may be obtained by contacting:

The Office of Graduate Studies
School of Nursing
University of Maryland at Baltimore
Baltimore, Maryland 21201
Telephone: 410-706
www.graduate.umaryland.edu

FEES AND EXPENSES

Refer to current catalog for tuition and fees.

Estimated expenditures for books, supplies, and equipment:

First year	\$1,000.00
Second year	\$500.00
ACLS and PALS (re)certification	\$200.00
SRNA Malpractice (2 years)	\$3000.00
Self evaluation examination (SEE) (taken in Sept-Oct 2 nd and 3 rd years)	\$220.00
AANA Associate Membership	\$20.00
Certification exam for entry into practice (upon completion of the program)	TBD

Other expenses: Activity fees

Equipment: An earpiece for precordial/esophageal monitoring of heart sounds
Breath sounds is required of all students. It may be obtained for the Department
of Audiology at the University of Maryland Medical Center. Students are
required to have a white lab coat, calculator, and stethoscope.

Self Evaluation Examination

The Council on Certification administers the Self-Evaluation Examination (SEE) to first and second year nurse anesthesia students. Students are required to take this examination during the second and third years of the program. The purpose of the SEE examination is to: (1) to provide information to students about their progress in the nurse anesthesia program; (2) to prepare the student for the certification examination.

Certification Examination

A final transcript of academic performance and clinical cases will be prepared by the Clinical Program Director prior to graduation from the Master of Nurse Anesthesia Program. These official transcripts are mailed from the Program Director's office to the Council on Certification upon completion of all requirements for graduation from the Masters on Nurse Anesthesia Program. Applications for taking the Certification Examination are obtained through the Program Director's office. The examination fee of \$575.00 (estimate) must accompany the application. The Council will notify individual students of their eligibility to take the Certification Exam.

ACADEMIC REGULATIONS

University of Maryland Registration: Students will obtain and maintain registration by the Graduate Office. It is the student's responsibility to be aware of and adhere to University for all course and fee payments.

All graduate students' are subject to the academic regulations of both the Graduate School and the Masters in Nurse Anesthesia. General regulations are found at www.graduate.umaryland.edu

A cumulative grade point average of C+ or below on 12 credits of graduate course work taken at the University at the master's level will disqualify a student for a graduate degree.

Licensure

Students must present a copy of current non-disciplined nursing license from the Maryland State Board of Nursing prior to matriculation into the program. It is the student's responsibility to maintain active licensure throughout the duration of the program. Failure to comply with this requirement will result in suspension from the program until this requirement is satisfied. Suspension time must be made up prior to graduation.

Certifications

All students must present copies of current certification in Basic Life Support and Advanced Cardiac Life Support prior to matriculation. Certifications must be kept current throughout the length of the Program. Copies of those certifications must be provided to the office of the Clinical Director. Pediatric Advanced Cardiac Life Support is strongly encouraged of all students.

CRITERIA FOR GRADUATION

1. Satisfactory completion (grade of C or better) on all courses with an overall GPA of 3.0 or above.
2. Satisfactory completion of all clinical requirements.
3. Satisfactory completion of all time responsibilities in the didactic and clinical areas.
4. Satisfactory completion of all case requirements and anesthesia time commitments as required for taking the certification exam.
5. Satisfaction of all financial obligations to all Clinical sites and the University of Maryland.
6. Successful completion of the comprehensive examination.

ACADEMIC POLICIES

All students must maintain a 3.0 GPA in order to be promoted to the next academic year. A student earning less than a 3.0 cumulative GPA in an academic semester or academic year is subject to dismissal.

All students must demonstrate continued satisfactory performance in all clinical work. Satisfactory clinical performance is evaluated by the clinical faculty according to performance criteria defined within the student evaluation tool. Any student considered to have unsatisfactory clinical performance will be presented to the Evaluation Committee for their recommendations. Suggestions are presented to the Clinical Director. A student may be dismissed for unsatisfactory clinical performance.

The Evaluation Committee is comprised of the Academic and Clinical Directors, the Assistant Clinical Director, and the Associate Dean of Graduate Studies. The Evaluation Committee will meet as deemed necessary based on student progress. Final decision to dismiss a student will be made by the Evaluation Committee.

GRIEVANCE PROCEDURES

Students are subject to all policies and procedures for appeal and grievance through the Graduate School of Nursing at the University of Maryland.

CLINICAL GUIDELINES AND DUE PROCESS 2006-2007

The faculty of the University of Maryland School of Nursing (SON) Nurse Anesthesia Program (NAP) has devised the following guidelines for the Nurse Anesthesia Specialty Track. These guidelines are in addition to the general SON policies. The faculty and students continuously assess these guidelines and changes are made based on outcomes that will enhance the quality and integrity of the nurse anesthesia program.

It sets forth the manner in which the School intends to proceed with respect to the conduct of the program and clinical education. The School of Nursing reserves the right to change the contents without notice.

This clinical guideline is intended to supplement information presented by faculty, the program website, and other printed materials of the School and/or the University.

Students are required to follow the SON's Graduate Handbook. Specifically, chapters V, *Clinical Policies* and VII, *Academic Conduct and Professional Integrity* shall be reviewed prior to the beginning of the clinical phase.

Purposes of the Clinical Guidelines

4. To provide guidance for new and continuing students.
5. To describe general clinical policies and procedures.
6. To inform students of their rights and responsibilities.

Students are expected to comply with the legal and ethical standards of the SON. Academic dishonesty and non-academic misconduct are subject to disciplinary action. Specific instances of misconduct include, but are not limited to, cheating, plagiarism, knowingly furnishing false information to the SON, and forging or altering SON documents or academic credentials.

The critical elements of an effective student probation program include early and specific identification of weaknesses, a rehabilitative program and regular feedback. Documentation of this program and documentation that the student has received the benefit of this process is mandatory. The due process section of this document outlines this process for the NAP.

CLINICAL CONDUCT

- The NAP faculty view clinical assignments, including call, as essential duties of nurse anesthetists. Therefore, they must be honored as a strong commitment by the students, who are regarded as future CRNA's.
- Rotations are scheduled by the Clinical Education Director and cannot be changed by anyone except the Clinical Education Director or Program Director. Each student is required to rotate to the hospital assigned for the designated period.
- There is a Clinical Coordinator at each hospital to whom the student is responsible.
- Attendance at all clinical sessions is mandatory. Students shall attend all department meetings and in-services or other education sessions.
- Arrive at the clinical site no later than 6:00AM or allot sufficient time to prepare for assigned cases or as directed by site coordinator or preceptor. Student **MUST** have the operating room set up, including but not limited to; machine check completed, cart set-up, medications and airway equipment prepared before the first patient is seen.
- Dress in a manner appropriate for a professional; wear required SON identification and local hospital identification if required. Students will NOT arrive or leave the clinical site in scrubs.
- Students not assigned to a case should contact the anesthesia coordinator for an assignment or:
 - assist other anesthesia providers
 - conduct pre and post-op visits
 - record daily clinical experiences in Medatrax
 - study
- Before leaving for the day obtain permission from your preceptor or clinical coordinator.

ANESTHESIA CARE PLANS

- Anesthetic Care Plans (ACP) are to be completed on all patients during the first six months of clinical or through December.
- Only ACP using the UM template on Medatrax will be accepted.

- Students must complete the ACP for each patient prior to administration of an anesthetic. The plan must be printed and discussed with the preceptor prior to the start of the case.
- Pre-anesthesia assessments must be conducted on all patients. Pertinent information should be updated on the ACP.
- Post-anesthesia assessments must be conducted on all patients, except ambulatory care, outpatients or early discharges. Post-op notes should be completed per department policy and pertinent information should be updated on the ACP.
- Unscheduled or emergency cases should have an ACP completed following the completion of the day or the next day.
- ACP are to be completed on all ASA class IV and V patients, as well as major or unfamiliar surgical procedures.
- At the discretion of the individual clinical site additional ACP may be requested at any point in students education.
- Complete or abbreviated ACP will be filled out on all student cases. IF a case is in the student's case record they **MUST** have a completed ACP for that patient. Example: if you have 100 patients recorded in your Medatrax log you SHOULD have 100 ACP in the Medatrax system.
- After the initial 6 months of clinical (January) students may use the abbreviated ACP template on Medatrax.

MEDATRAX CASE NUMBER LOG

- The Medatrax case log will be the **SOLE** source of the student's anesthetic case experience. CCNA transcripts will be submitted from the students Medatrax data base.
- **ALL** student anesthetic cases will be recorded in Medatrax. If the student is involved in a *significant* portion of the patient's anesthetic care he/she should record the case on Medatrax.
- Multiple categories may be recorded for the same anesthetic or procedure. Example: Thoracic case where you place an A-line, central line, epidural for post-op pain, intubate with a double lumen tube and then replace with a standard ET tube at the end of the case. Record each event under the appropriate column in Medatrax.
- Your Medatrax file **MUST** be updated **WEEKLY**. Periodic reviews will be conducted by the clinical education director and the program director.

DAILY CLINICAL EVALUATIONS

- NAP daily clinical evaluations are to be completed every day the student is in clinical.
- Evaluation forms are not to be altered in any way.
- Evaluations are to be presented to the clinical preceptors at the beginning of the each clinical day.
- Students **MUST** maintain an acceptable level (meets or exceeds expectations) of clinical competence during each semester. Daily clinical evaluations will be closely monitored by the clinical education director and any student problems will be discussed with the assistant director and program director.
- Students who receive an evaluation of **BELOW** expectations in two (2) or more areas on a single OR day **WILL** receive a **failed clinical day**. Students who receive three (3) or more **failed clinical days** in a semester **WILL** be placed on clinical probation by the program director.
- Evaluations will be turned in weekly to the clinical education director. The number of daily evaluations will be tracked via a data base. Students **MUST** maintain an *adequate* number of evaluations each month.
- The clinical education director and program director will review all submitted daily evaluations. IF an adequate number of evaluations are not submitted each month OR IF an adverse evaluation is not submitted the students may be placed on probation or dismissed from the program.

ADVERSE ANESTHETIC OUTCOME POLICY

- Any student that is involved in a case that has an untoward anesthetic event **MUST** notify the clinical education director or program director within **12 hours** after the incident. Including but not limited to unexpected ICU admission, dental injury, nerve injury, medication error, airway difficulty, anaphylactic reaction, cardiopulmonary arrest and death.
- **IF** an adverse outcome report was completed by the hospital staff you **MUST** notify the clinical education director or program director within **12 hours** after the incident.

VACATION

- Ten (10) vacation days will be granted during the 18 months of clinical instruction (Summer I - Fall II).
- Three (3) personal leave days will be granted during the 18 months of clinical instruction. These days are offered to accommodate personal and family needs.
- Vacation days will be taken in two five (5) day blocks (typically Mon-Fri).
- Vacation and personal leave days must be requested via email to the clinical education director no later than the first day of the month **PRECEDING** the month in which time off is requested. **Example:** for time off requested in September, an email request must be received by August 1st. Exceptions will be made for emergencies, unexpected illness, and bereavement.
- Once vacation or personal days are approved, the student as well as the clinical director will notify clinical coordinators.
- Didactic material missed due to vacation or personal days are the responsibility of the student. Exams and/or quizzes may **not** be made up unless the instructor grants permission **prior** to the scheduled leave.
- No vacation or personal days will be granted during critical specialty rotations (cardiac, trauma, OB, etc...) unless prior permission by clinical education director is obtained.
- Twelve-hour (12) clinical days will be considered a day and a half (1.5) use of vacation days.
- SON academic calendar breaks are not observed during the clinical phase of the program.
- Students will record time off on Medatrax.

HOLIDAYS OBSERVED:

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving Day

Christmas Day

Additional holidays may be observed by the individual hospitals.

SICK DAYS

- A sick day constitutes any emergency room quality illness or health related issue requiring immediate attention from your health care provider. The program director may require that a student obtain written approval from a physician before returning to class or clinical following an illness.
- Sick days will be deducted from your personal leave days.
- Extended time off (beyond the allow 13 days) will be reviewed on a case-by-case basis by the program director. The student must request, in writing, approval prior to the extended absence. Students who require excess time off may be placed on probation or dismissed from the program.

OTHER TIME OFF

- Participation in local, state and national professional organizations (MANA, AANA) is a vital function of all professionals. The NAP faculty support student involvement and participation in these organizations. Students will be allowed time off from clinical to attend local, state and national professional conferences. Students are highly encouraged to participate on state and national professional counsels and committees.
- Students will be granted time off with prior written approval by the clinical education director or program director.
- Students will be granted time off (1 day) for a certification board review course. Written approval must be obtained prior to registering for this course.

EXCUSED AND UNEXCUSED ABSENCES:

- Only excused absences are allowed during the program. Excused absences are those due to an illness, family emergency, scheduled vacations, or other similar circumstances.
- Excused absences are obtained by notifying the clinical coordinator and the clinical education director by phone when you will miss clinical without prior written approval. If you are unable to speak to the above individuals you **MUST** leave a voice message detailing your situation AND you **MUST** contact the clinical education director by phone no later than **9:00AM** the day of the missed clinical.
- If you miss clinical without contacting the faculty or clinical site you will be given an unexcused absence.

- Students who receive an unexcused absence may be placed on probation or dismissed from the program.

GUIDELINES FOR DUE PROCESS

- The program director and other NAP faculty will meet at least once each semester to discuss the student's progress. They will review the student's daily clinical evaluations, Medatrax clinical case log and academic progress. The NAP faculty may determine that an identifiable problem exists, that there is sufficient documentation supporting existence of the problem, and that everything has been done to assist the student to correct the problem. This decision will result in the student being placed on probation.
- Students who fail to maintain the minimum academic (above 3.0 GPA) and clinical performance standards (3 failed clinical days) will be placed on clinical probation.
- Clinical Probation; any student who is identified by the NAP faculty as having documented difficulty in their clinical education knowledge, skills, or ability will be placed on clinical probation.
- The length of the probation program shall not be longer than sixty (60) days. If the student is unable to satisfy the criteria for release at the end of the probation program, the student will be referred graduate school for dismissal.

CLINICAL PROBATION AND DISMISSAL

- A preceptor will be assigned to assist the student with the program of study. This preceptor can be the clinical coordinator or a credentialed CRNA from the hospital staff.
- A written plan for remediation will be established and implemented. After discussing the plan with the student, the student will sign acknowledgement of receipt of the plan.
- The student will be counseled at frequent intervals (weekly) by the preceptor and the clinical education director. All counseling sessions will be documented.
- Criteria for release from probation status will be identified. The student must meet all criteria to be removed from probation. If the student has successfully met the established criteria, he/she will be removed from probation. If a student fails to meet the established criteria, a recommendation will be made to the graduate school for dismissal.

- Students who have demonstrated continued poor academic or clinical performance will be considered for dismissal. A student should be considered for dismissal only after every attempt has been made to correct identified weaknesses or deficiencies during a period of academic or clinical probation.
- Students who commit acts of professional or personal misconduct according to NAP clinical guidelines or the SON graduate handbook will be subject to dismissal.
- Students may request voluntary dismissal. A request for voluntary dismissal must be signed and submitted in writing to the program director.

ATTENDANCE

Timely attendance is mandatory for all classes and clinical experiences. Attendance at class, clinical, and other required events is mandatory unless officially excused by the appropriate Course Directors(s). If unscheduled absence occurs for any reason, the appropriate Course Director(s) are to be notified as soon as possible.

Continuous and or excessive absences from class and or clinical assignments constitute a matter which the Clinical Director may consider the in the student promotion process.

STUDENT HEALTH

The School of Nursing reserves the right to request and secure evidence of good physical and emotional health of applicants and enrolled students. It is required that each student have on file in the Student Health Office certification of his/her health status. Some clinical facilities require proof of immunizations before allowing a student to have a practicum experience. At any time during the program, students can be required to be evaluated by University Student and Employee Health Services for physical or psychological evaluation. Failure to comply with this policy may result in dismissal from the School.

All incoming students are required to provide proof of immunizations. Information regarding the University Policy on immunizations and waivers is included in the **Student Answer Book** which is available online at www.graduate.umaryland.edu

BLOODBORNE PATHOGEN EXPOSURE CONTROL

In accordance with the University Policy Concerning Prevention and Management of Student and Employee Infections with Bloodborne Pathogens, the Occupational Safety and Health Administration's Bloodborne Pathogen Standard 20 CFR 1910.1030 and the Centers for Disease Control (CDC) Public Health Service

Guidelines for the Management of Health Care Workers Exposure to HIV and Recommendations for Post-exposure Prophylaxis (PEP) (5/98), the School of Nursing developed its Bloodborne Pathogen Exposure Control Plan. The entire plan is available in the Office of Admissions and Student Affairs and the Office of Academic Affairs.

ACADEMIC CONDUCT AND PROFESSIONAL INTEGRITY

As a prestigious, highly rated professional school awarding the Bachelor of Science in Nursing degree, the Master of Science degree, the doctoral degree (PhD), as well as post-master's certificates, through the University of Maryland, Baltimore, the School of Nursing expects all members of the academic community (students, faculty, and staff) to strive for excellence in scholarship and character.

Simply stated, our community is only as strong as its individual members. For a system based upon the fundamental principle of honor to be effective, each student must have a sense of personal as well as community responsibility, in addition to integrity and ethical standard. A School of Nursing master's student's continued enrollment is contingent upon that student's willingness and commitment to uphold our **Code of Conduct**. Each master's student is required to sign the **Code of Conduct Pledge** reproduced below shortly after joining the School's student body. The text of our Code follows:

"In pursuit of 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 as we live and work together.

Furthermore, I pledge that I have or will read and make every effort to understand the concepts of the **Code of Conduct** as expressed in the Student Handbook. I certify that I have received a copy of the Student Handbook".

All graduate students are subject to the standards of academic integrity required by the Graduate School and to the penalties possible for academic misconduct. Detailed descriptions of the Graduate School Policies, all of which apply to School of Nursing master's students, may be found at the following website:
www.graduate.umaryland.edu

MALPRACTICE INSURANCE

Malpractice insurance is mandatory for all nursing students whether enrolled full or part time in individual and non-clinical courses. The School of Nursing and the

Graduate School require students to participate in a group policy that covers students involved in clinical nursing activities that are part of the educational program. This insurance covers students only during school-related experiences and does not negate the need for individual professional insurance for total coverage.

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

THE EVALUATION PROCESS

Overview

Orientation for all entering students will consist of a review of all program policies and expectations. This includes a receipt of a copy of the School of Nurse Anesthesia Orientation Manual acknowledged by signature.

The evaluation process is a vital part of the educational mechanism at the University of Maryland Graduate Program in Nurse Anesthesia. Evaluation is utilized during all phases of the educational program. It encompasses all students, all clinical and didactic faculty, courses, the program itself, and graduates.

The Evaluation Committee chairperson schedules evaluation activities, ensures they are completed confidentially, communicates the results to the appropriate committees or individuals. Additionally, the chairperson monitors the effectiveness of measures taken to address the problems identified. The Evaluation Committee chair also monitors student performance in the classroom and clinical areas and makes recommendations regarding academic and clinical progression to the program director.

Evaluation of Students

Evaluation of students occurs in the didactic and clinical areas. Evaluation of student performance in the clinical area will include verbal evaluation, daily clinical evaluations, peer review during clinical anesthesia conferences, and journal club. Students will be verbally evaluated during their first month in clinical. The clinical instructor will give a verbal evaluation after each case or at the end of the clinical day. Written evaluations will begin during the first month following the start of clinic rotations. Written evaluations are to be completed on a daily basis summarizing the student's performance. It is the student's responsibility to provide an evaluation form to the clinical preceptor. It is the clinical instructors responsibility to complete the evaluation form and to discuss the daily cases with the student. The daily summaries will be given to each Clinical Coordinator prior to the end of the student's rotation to allow for summarization.

Students will have a semester summative evaluation completed by the clinical coordinator at the primary clinical site. The Clinical Director will review it. In addition, students will have a rotational summative evaluation completed at the end of each non-primary site written by the Clinical Coordinator of the non-primary site. The summary is shared with the student during each semesters evaluation interview. The evaluation interviews are to be reviewed with each student at the end of each clinical years semester.

Evaluation of Faculty

Faculty is evaluated in both the clinical and classroom domains. The Program Director will be responsible for making evaluation forms available to students. Clinical faculty evaluations are to be completed annually. Each student will complete one evaluation for each instructor with whom they have worked with a minimum of three times during the semester. All written evaluations are completed anonymously. The comments will be summarized by the program director and reviewed with each sites

Clinical Coordinator Evaluation

Students also evaluate didactic faculty members at the end of each semester. The results of these evaluations are shared with each faculty member at the conclusion of each semester. Student's comments and evaluations will be summarized and compiled for use by the Program Director in such a way that confidentiality and freedom of expression of each student is preserved. The compiled evaluations will be utilized by the Program Director and Assistant Program Director to improve the overall quality of the Program.

Evaluation of Program

Program evaluation will occur via several methods. The program will be under the continuous review of the Advisory, Admissions, Curriculum, Student Affairs, and Evaluations Committees, which function to assess the program's strengths and weaknesses and to work on the written self-study required for accreditation. Each committee acts to continuously evaluate the area of the program that is its responsibility and to generate ideas and strategies for improvement. Policies and procedures of the program (Faculty/Student Handbook and Administrative Manual) will be reviewed and updated annually.

Program administration will schedule exit interviews for all graduates during their last semester. All graduates evaluate clinical, didactic and ethical aspects of the program during these interviews. Confidentiality and freedom of expression are encouraged. Results in summary form will be shared with faculty and all appropriate committees.

****Examples of Evaluations will be emailed to students each semester****

2006 TEXTBOOKS
University of Maryland School of Nursing
Nurse Anesthesia Program
Class 2008

1. Morgan, Jr. G.E., Mikhail, M.S.. 2006. Clinical Anesthesia 4th Edition, New York, McCraw-Hill Appleton and Lange.
2. Miller, R. D. Anesthesia 6th ed. New York: Churchill Livingstone, 2004.
3. Nagelhout, J. & Zaglaniczny, K., (2004). Nurse Anesthesia 3rd Edition, Philadelphia: Saunders.
4. Cote, C.J., Ryan, J.F., Todres, I.D., & Goudsouzian, N.G. (Eds.). (2001). A Practice of Anesthesia for Infants and Children (3rd Ed.). Philadelphia: Saunders.
5. Evers, Alex and Maze, Mervyn, Anesthetic pharmacology - physiologic principles and clinical practice. (2003) Churchill Livingstone.
6. Stoelting, R.K., & Dierdorf, S.F. (2002). Anesthesia and Co-existing Disease (4th edition). Churchill-Livingstone and Clinical Companion.
7. Chestnut, D.H., (2004). Obstetric Anesthesia: Principles and Practice (3rd Eds.). Mosby-Year book.

2006 OPTIONAL TEXTBOOKS
University of Maryland School of Nursing
Nurse Anesthesia Program
Class 2008

Hardman JG, Limbird LE, eds. Goodman and Gilman's The Pharmacological Basis of Therapeutics (10th Ed). McGraw-Hill, New York, 2001.

Fleisher, Katz J, Benumof. J, & Kadis, L., (1998) Anesthesia and Uncommon Diseases, (5th Edition) Philadelphia: W.B Saunders.

Brown, D.L. (2005). Atlas of Regional Anesthesia, 4th Ed. Philadelphia: Saunders.

Jaffe R A, & Samuels S I, (1994) Anesthesiologists Manual of Surgical Procedures Philadelphia: Lippincott-Raven.

Zipes, Braunwald E, ed. Heart Disease (7th Ed). W.B. Saunders, Philadelphia, 2001.

Kaplan JA, Ed. Cardiac Anesthesia (5th Ed). W.B. Saunders, Philadelphia, 1999.

Daily E, ed. Techniques in Bedside Hemodynamic Monitoring (5th Ed). Mosby, St. Louis, 1994.

Publication Manual of the American Psychological Association, 5th ed. 2001.

Guyton, A.C., & Hall, J.E. (1999). Textbook of Medical Physiology (10th Ed.). Philadelphia: Saunders.



UNIVERSITY OF MARYLAND

SCHOOL OF NURSING

**GRADUATE
HANDBOOK
2006-2007**

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OVERVIEW OF THE SCHOOL OF NURSING

Background and History

The School of Nursing is part of the Baltimore campus of the University of Maryland, which was established in 1807 and is the founding campus for the University of Maryland, one of the largest public universities in the United States. The campus includes seven professional schools: Nursing, Medicine, Dentistry, Pharmacy, Master of Public Health, Social Work and Law; the Graduate School; the Maryland Institute for Emergency Medical Systems; the University of Maryland Medical Center; and the Veterans Affairs Medical Center. The University of Maryland, Baltimore enrolls nearly 6,000 students taught by over 1,600 faculty members.

The Baltimore campus of the University of Maryland is one of the fastest growing biomedical research centers in the United States and expects to receive over \$350 million in sponsored-program support in 2004. The unique composition of the campus enables health professionals to address health care, public policy and social issues through multidisciplinary research, scholarship and community action. Its location in the Baltimore-Washington-Annapolis triangle maximizes opportunities for outstanding student placements, as well as collaboration with government agencies, health care institutions and life science industries.

The University of Maryland School of Nursing, established in 1889 under the direction of Louisa Parsons, a student of Florence Nightingale's School of Nursing in London, provides educational programs in nursing leading to the bachelor's, master's, and doctoral degrees. The School of Nursing is consistently ranked among the top ten schools of nursing in the nation. In addition, five of the master's specialties-Nursing Administration, Adult Nurse Practitioner and Gerontological Nurse Practitioner, Psychiatric/Mental Health Nursing and Community/Public Health Nursing were ranked in the top ten nationally.

The School of Nursing faculty are internationally renowned for their research and clinical expertise, their innovative instructional programs, and their state-of-the-art models of nurse-managed delivery of healthcare services.

Departmental Organization

The School of Nursing is organized into two departments *Organizational Systems and Adult Health*, and *Community and Family Health* each of which is administered by a Chair and Vice Chair. The School has pioneered a variety of innovative educational programs, including the world's first nursing informatics program. A variety of flexible and combined programs are offered to accelerate degree completion. They are the RN to MS program, the Clinical Nurse Leader Specialty, the post-baccalaureate entry option into the PhD program, the MS/JD program in conjunction with the University of Maryland School of Law, and the MS/MBA and MBA/PhD programs offered in conjunction with the Robert G. Merrick School of Business at the University of Baltimore, the School of Business at Frostburg State University and the Robert H. Smith School of Business at the University of Maryland College Park. Dual admission is also available for BSN students applying to select universities, colleges throughout Maryland. Selected graduate level courses and certificate programs are offered online.

Accreditation

The University of Maryland, Baltimore is accredited by the Middle States Association of Colleges and Secondary Schools and is a member of the Association of American Universities. The National League for Nursing Accrediting Commission (NLNAC) accredits the Baccalaureate and Master's programs at the School of Nursing. A major provider of continuing education for nurses, the School's Continuing Education Program is accredited by the American Nurses' Credentialing Center (ANCC), the Commission on Accreditation (COA), and serves state, national, and international nursing professionals through the provision of lifelong learning opportunities.

Clinical Education

The School of Nursing is housed in a contemporary, modern, seven-story, 154,000 square foot building. Incorporating the most advanced classroom and laboratory design, sophisticated distance-learning technologies and a state-of-the-art nurse-managed Pediatric Ambulatory Clinic, the building sets a new standard for nursing education. Technologically advanced laboratories provide students with opportunities to build knowledge and skills through a progression of clinical laboratory simulations, which replicate a variety of health care situations. In addition, facilities for clinical education and evaluation using standardized patient experiences are available. Nearly one-quarter of the building accommodates the School's growing research initiatives, providing bench, behavioral and health policy research space. The Pediatric Ambulatory Clinic serves as a clinical training site for the School's nurse practitioner master's specialties.

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The School of Nursing has several clinical initiatives that utilize a nurse-managed, nurse provider care model in the delivery of primary, acute and preventive health care services to underserved vulnerable populations. These include ; 12 school-based wellness centers in Baltimore County, Caroline County, Dorchester County and Harford County which provide acute, preventative and primary care services to students from preschool through high school; four Governor's Wellmobiles, mobile health units whose mission is to promote health, prevent disease by making primary care, preventative care and health education services more available to the uninsured and underserved residents of the State of Maryland; and the Pediatric Ambulatory Clinic, an interdisciplinary collaboration between the School of Nursing, the School of Medicine,

the School of Pharmacy, and the School of Social Work which provides population-based health promotion and disease prevention and management services for children in the surrounding community. These sites are part of the clinical education framework of master's students and provide milieus for Doctoral research.

Vision 2006

We develop preeminent leaders in nursing education, research and practice. As a catalyst for creativity and collaboration, we engage diverse groups of professionals, organizations and communities in addressing local, national and global health priorities. Together, faculty, staff and students create a rich and vibrant working and learning environment where knowledge is created and shared. A passion for discovery permeates the educational process and advances the use of evidence as the basis for nursing practice. Accordingly, we are recognized for our scientific knowledge, critical thinking, inter-professional teamwork, and profound commitment to the health of individuals and communities.

Mission

We shape the profession of nursing and the health care environment by developing leaders in education, research and practice.

Values

Respect – Teamwork – integrity – Accountability – Professionalism

Faculty and staff of the University of Maryland School of Nursing endeavor to:

- Treat every person with respect – at all times and in all circumstances.
- Work together to achieve excellence and reach school of nursing goals
- Be genuine and worthy of other's trust
- Be accountable for the success and well being of the school
- Be professional in conducting School of Nursing business

Strategic Initiatives

The School of Nursing and its community members are pursuing these major initiatives over the three-year period of 2006 through 2010.

Strategic Initiative 1:

Prepare nursing leaders to shape and influence the profession and the health care environment. Commit to a learner-centered teaching philosophy. Emphasize the advancement of students through master's and doctoral programs. Engage and educate students in policy development and advocacy.

Strategic Initiative 2:

Advance research through integration and collaboration. Infuse research throughout the education and practice missions. Build sustainable, participatory

research networks with organizations and communities. Enhance Centers of Excellence. Increase number of faculty involved in research.

Strategic Initiative 3:

Establish a global health initiative in education, research and practice. Integrate and foster global health activities. Promote international partnerships. Strengthen engagement with University of Maryland, Baltimore community on global health issues.

Strategic Initiative 4:

Promote an environment that embodies the School's values of respect, teamwork, professionalism, integrity, and accountability. Encourage feedback and implement systems of accountability in the areas of civility and mutual respect. Embrace diversity and develop cultural competence of faculty, staff, and students. Promote professional development and increase learning opportunities for faculty and staff.

Administrative Organization

The School's administrative organization is comprised of the Dean's office, six major units, and two academic departments.

Janet D. Allan, PhD, RN, CS, FAAN
Dean and Professor

Barbara Covington, PhD, RN
Associate Dean for Information and Learning Technology

Gail Doerr, MS
Executive Director of Communications

Mary Haack, PhD, RN, FAAN
Chair, Family and Community Health Department

Karen Kauffman, PhD, RN
Interim Assistant Dean for Master's Studies

Patricia V. Mitchell, MA
Associate Dean for Admissions and Student Affairs

Kathryn Montgomery, PhD, RN
Associate Dean, Outreach and Organizational Partnerships

Patricia Gonce Morton, PhD, RN, ACNP, FAAN
Interim Associate Dean for Academic Affairs and Director of the Doctor of Nursing Practice Program
Myrna Petersen, BA
Director of Development

Keith Plowden, PhD, RN
Assistant Dean for Baccalaureate Studies

Barbara Smith, PhD
Associate Dean for Research

Susan Thomas, PhD, RN, FAAN
Assistant Dean for Doctoral Studies

Ann Thomasson, MS
Associate Dean for Budget and Finance

Carolyn Yocom, PhD, RN, FAAN
Chair, Organizational Systems and Adult Health Department

Admissions and Student Affairs

The Office of Admissions and Student Affairs, under the direction of an Associate Dean, has responsibility for 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 the office which is located in Suite 102.

The Office of Admissions and Student Affairs promotes student success and facilitates student access to the comprehensive services offered by the University of Maryland, Baltimore. A full array of services are offered through the Office including, but not limited to, processing of applications and admissions counseling, the provision of student-centered programs, the development of practices and policies related to student affairs in order to create a welcoming environment that will assure opportunities for student learning and leadership development.

MASTER'S PROGRAM

Overview

The graduate master's program at the University of Maryland School of Nursing is the only comprehensive one of its kind in the state and is one of the largest such programs in the nation. The School of Nursing master's program is coordinated with the University's Graduate School; therefore, **students are subject to the requirements and policies of both entities.**

The Master of Science (MS) program offers the opportunity for advanced preparation in nursing in a variety of specialty areas. It requires the completion of a minimum of 30 to 72 credits depending on the specific area of specialization.

Graduate master's education fosters the responsibility, creativity and self-direction that characterize professional commitment and enhance a continuing desire to learn and to grow intellectually and professionally. The student is viewed as a partner in the teacher-learner dyad and receives both stimulation and support for scholarly pursuits. He/she is given the freedom to try out new ideas, learn to apply knowledge, and develop new skills.

The opportunity to articulate beliefs, ideas and formulations is gained through valuable interaction with faculty and other members of the academic community.

Purposes and Objectives of the Master's Program

Master's degree program objectives are formulated on the clear 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 opportunity for our students to think conceptually, to apply theory and research to practice, and to develop in-depth knowledge in a specialized area of advanced practice nursing. The MS program prepares nurses:

- With role preparation as a clinical nurse specialist, nurse practitioner, administrator, informatician.
- With expertise in a specialized area of advanced nursing practice.
- For leadership in advanced nursing practice, professional organizations, health care agencies and policy-generating bodies.
- For doctoral study.

Other objectives of the master's degree program are to provide our graduates with the ability to:

Incorporate a range of theories into advanced nursing practice.

Adhere to ethical, legal and regulatory mandates and professional standards for advanced 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 for the improvement of 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.

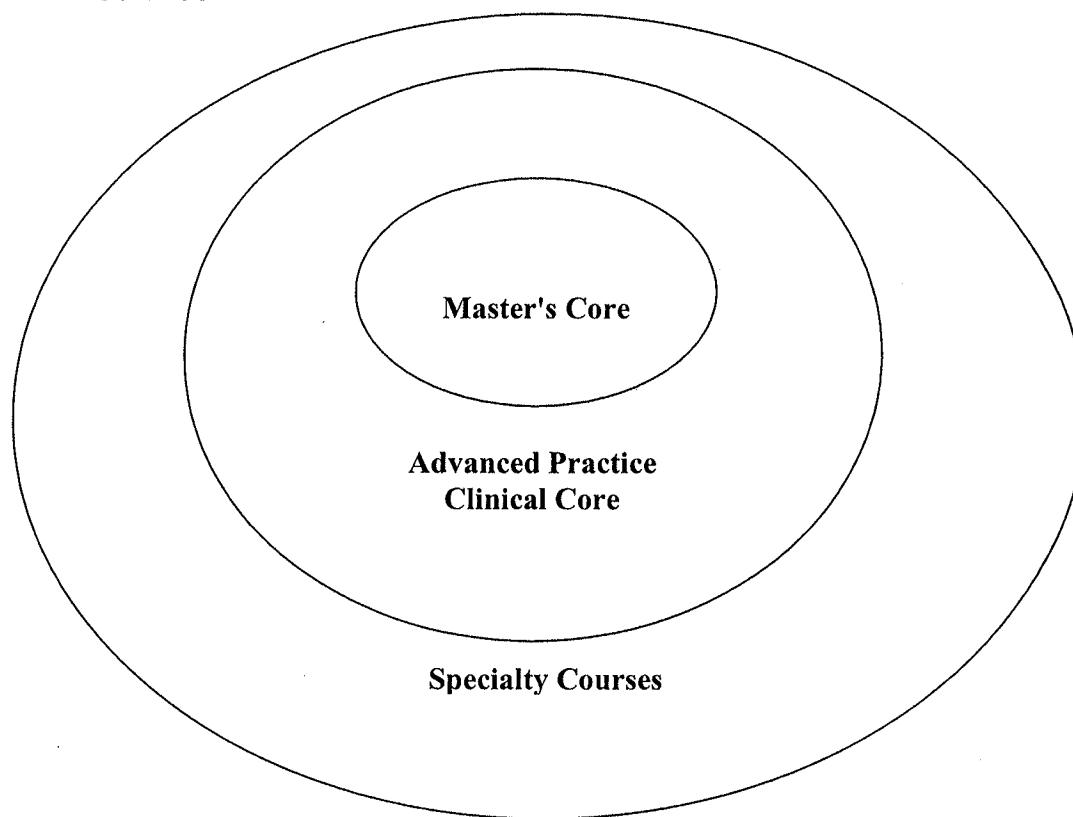
Provide leadership in the development and evaluation of strategies for improving delivery of health care, using knowledge of economic, political, organizational and regulatory systems.

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 should reflect an internally consistent value system. It is expected that graduates will value scientific inquiry as a basis for professional practice and will seek to increase their contributions to the nursing profession.

Organizing Framework of the Master's Program

Master of Science



The concentric circles represent the learner's movement from the graduate core courses into the advanced practice clinical core and then into the specialty curriculum. Each circle represents the learner's increasing depth and breadth of knowledge and skills in the advanced practice of nursing.

The Master of Science degree requires the completion of a minimum of 30 to 72 credits depending upon the area of specialization. Most specialties can be completed in three to four semesters of full-time study. The curriculum design for all master's specialties includes the following ten credits of core courses:

NURS 622	Systems and Populations in Health Care	3 cr
NURS 659	Organizational and Professional Dimensions of Advanced Nursing Practice	3 cr
NURS 701	Science and Research for Advanced Nursing Practice	4 cr
		<hr/> 10 cr

The RN TO MS program description is available on the School's website: www.nursing.umaryland.edu, as is the catalog.

Independent Study-Course

The general purpose of independent study is to increase the student's theoretical or clinical knowledge and skills in a specified area. Fifteen hours of student time are required for each didactic credit of independent study. Forty-five hours of student time are required for each clinical credit of independent study.

The student and faculty member who will guide the independent study establish mutually agreed upon objectives and evaluation criteria, from which the specific requirements of the project follow logically. An "Independent Study Agreement" form is signed by both the student and faculty member. This plan of study must be approved by the Assistant Dean for Master's Studies. Copies are retained in both the student's departmental file and in the student's permanent file in the Office of Registration Services. An additional copy may be supplied to an agency if the study design includes a practicum.

The student undertaking an independent study is required to submit a written report to his/her advisor. This report may take the form of a log, periodic assessment of the experience, written summary, review of literature, or report on the project. At the completion of the independent study, a final meeting between the student and faculty member will be held for evaluation.

Course Work Only (CWO)/ Non-Degree Student Status

Policies governing non-degree (course work only) student enrollment are included in the School of Nursing catalog and are referenced below: This category is for 1) non-degree admission of applicants who already have a master's degree, but wish to add to their knowledge; 2) individuals who wish to pursue a graduate degree at a later date; 3) students pursuing a graduate degree at another institution who wish to take School of Nursing course work.

Course work only students are eligible to take any non-clinical course work regularly open to degree-seeking graduate students. Priority registration is given to students who are admitted to and are working toward the MS degree. Students may take courses in a non-degree status over a period of five years, as long as a B average (3.0) is maintained. Non-degree course work will not be used as a qualifying program for admission to the MS program. Should the student be admitted to the MS program at a later date, only **two courses** may be transferred to the degree program without special petition to the School of Nursing. Grades for courses taken while a student in the non-degree status will be treated as transfer credits and will not be calculated in the MS degree cumulative grade point average. A student matriculated in another graduate school that wishes to enroll for a single summer session or a single semester in the University of Maryland, Baltimore Graduate School and who intends thereafter to return to the graduate school in which he/she is matriculated may be admitted in a non-degree graduate status as a transfer student.

Graduate students, both nurses and non-nurses, who are matriculated in another school or university:

- Must fill out an "Application for Graduate Coursework in a Non-Degree Status" form for the University of Maryland.
- Must have their home institution's graduate dean certify, in writing, that they are in good standing and that any credits earned at the University of Maryland School of Nursing will be accepted toward a graduate degree at the home institution.
- Must be granted a letter of admission to non-degree status by the Office of the Dean of the Graduate School, upon recommendation from the School of Nursing. This letter enables the non-degree student to register.

Post-Master's

All academic policies stated for the MS program apply to students in the Post Master's option. Students completing a Post Masters specialty need only submit a completed Post Master's Certification form, which can be downloaded at:
nursing.umaryland.edu/programs/post-ms/index.htm

Specialty Areas

Each master's specialty requires designated specialty 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 www.nursing.umaryland.edu in the School's catalog. Information concerning faculty coordinators of each MS specialty area is available in the Handbook Appendices. The departments and specialty areas are as follows:

Department	Specialty Areas
Organizational Systems & Adult Health	Adult Primary Care Nurse Practitioner Trauma, Critical Care and Emergency Nursing: A Blended Clinical Nurse Specialist and Acute Care Nurse Practitioner Gerontological Nurse Practitioner Oncology Nursing: <ol style="list-style-type: none"> Oncology Nursing: Clinical Nurse Specialist and Adult Nurse Practitioner Oncology Nursing: Clinical Nurse Specialist and Gerontological Nurse Practitioner Oncology Nursing: Clinical Nurse Specialist and Acute Care Nurse Practitioner Clinical Research Management Nurse Anesthesia Nursing Informatics Health Services Leadership and Management <ol style="list-style-type: none"> Health Services Leadership and Management. Focus areas include:

Education, Executive Practice;
Oncology; Case Management

2. Health Services Leadership and Management combined with a Master's of Business Administration (MS/MBA)
3. Health Services Leadership and Management combined with Juris Doctor degree (MS/JD)

Teaching in Nursing and Health Professions
(Certificate)
Clinical Nurse Leader
MS/JD

**Family and Community
Health**

Advanced Practice Pediatric Nursing:

1. A Blended Clinical Nurse Specialist and Primary Care Nurse Practitioner Program
2. A Blended Clinical Nurse Specialist and Acute/Tertiary Care Nurse Practitioner Program

Family Nurse Practitioner
Nurse-Midwifery
Community/Health Nursing
Community/Health Nursing: with an Environmental Health Focus
Psychiatric-Mental Health Nursing

1. Psychiatric-Mental Health Clinical Nurse Specialist/Nurse Practitioner: Adult Focus
2. Psychiatric-Mental Health Clinical Nurse Specialist/Nurse Practitioner: Family Focus
3. Psychiatric Primary Care Nurse Practitioner

POLICIES AND PROCEDURES

Registration

Overview

Students must register for coursework each semester in order to maintain degree candidacy. Registration is coordinated through the School of Nursing Office of Registration Services located in room 108. The School has an online registration process. Students receive detailed instructions concerning dates and registration procedures each semester (see Web site). After classes begin, students who wish to terminate registration must follow withdrawal procedures and are liable for any charges that may be applicable at the time of withdrawal. Only registered students and sanctioned,

official guests are allowed in School of Nursing classrooms and laboratory settings.
Unattended minors are not permitted in School of Nursing facilities.

A student may register when the following conditions are met:

The student is officially accepted.

The student has received signed approval of the course schedule from his/her academic advisor.

The student has demonstrated appropriate academic progression.

The student is financially eligible to register.

Credit Hours

Full-time enrollment for master's students is nine or more credit hours in a semester or term. Part-time enrollment ranges from 1-8 credit hours in a semester or term.

Course Numbering

500 Denotes the University of Maryland professional course, not usually approved for graduate level credit. In fall 2004 the School of Nursing obtained permission from the Graduate School for the Clinical Nurse Leader MS Program to earn master's level credit.

600 and 700 Denotes graduate level courses for either master's or doctoral degrees.

800 Denotes doctoral level courses not usually open to master's students.

CIPP Denotes courses in Inter-professional Programs (CIPP), which are open to seniors, professional and graduate students. Graduate students may take a maximum of four CIPP credits.

(Note that course numbers ending in "8" or "9" denote special problems courses, independent study, or dissertation credit).

SURFS: Student User Friendly System

Students may review grades, student accounts and financial aid information online anytime, as long as one's Netscape browser is greater than version 6.0 or one's Explorer is version 5.0 or greater. Log-in instructions are available in the Office of Registration Services, room 108. After log-in, one is able to:

- View and/or request a change to address, phone number, e-mail address, emergency contact information, or name
- View semester/ term course schedule
- View information about academic programs
- View grades for a given term or see entire academic record
- Request an official transcript
- Request an Enrollment and/or Degree Verification
- Look at financial account ("bill")

- Apply for a diploma
- View "holds" that may affect ability to register, such as unpaid bills or missing documents
- Check the status of Financial Aid application and award statuses
- Determine if Financial Aid documents are missing
- View Financial Aid award history, the award payment schedule, and loan history
- Accept awards online

Changing A Schedule

Students may change a schedule of classes only within the parameters noted below. Changes include adding a course to the schedule, dropping a course from the schedule, and changing sections of a course. Payment and refund policies are in effect for all schedule changes and these policies are also available on the Website.

Adding A Course (For semester long, eight week, and summer courses)

Students may add a course or courses to their schedules during the first week of classes. The first week of classes begins with the first day that any class is offered. After the end of the first week of classes, no course or courses may be added without the permission of the student's faculty advisor and the course instructor. It is important to note that the ability to add a course also is a function of individual course enrollment capacity which is established by the respective department chair.

Dropping a Course (For semester long courses)

Students may drop a course or courses during the first eight weeks of the semester. Dropping a course or courses during this period means that the course(s) will not appear on a grade report or transcript and no grade will be recorded **but students are required to pay the tuition and fees for the course**. Permission of the student's faculty advisor is required. Students may not drop a course or courses under any circumstances during the final eight weeks of a semester without the approval of the Assistant Dean of Master's Studies.

Complete Withdrawal From the School of Nursing and the University

A student may completely withdraw from the School of Nursing and the University at any time. If a student is compelled by medical problems, circumstances beyond her/his control, or other extraordinary circumstances, to leave the School and the University prior to the conclusion of a semester or term, the student must file an APPLICATION FOR WITHDRAWAL with the School of Nursing Office of Registration Services. The APPLICATION FOR WITHDRAWAL must include documentation of the reason(s) for withdrawal and required signatures. Required signature is: **The signature of the Assistant Dean for Master's Studies is required.**

If a complete withdrawal occurs and the APPLICATION FOR WITHDRAWAL is appropriately completed and filed, the student will receive a withdrawal mark of WD for each course attempted. Each WD mark will appear on the transcript. WD signifies that the

student withdrew from the course without a grade. **Students are required to pay the portion of the tuition and fees for the course at the time of their withdrawal.**

Leave of Absence

The School of Nursing maintains a continuous enrollment policy for all master's degree students. If a student is unable to enroll in a particular term but desires to continue in the degree program, he or she is required to take a formal leave of absence from studies in advance of the upcoming fall or spring semester. The Leave of Absence request requires the approval of the School of Nursing academic advisor, and the Assistant Dean for Master's Studies. Leave of Absence forms are available online at the School of Nursing's web page. A leave of absence will be granted for one semester at a time. More than one leave of absence may be granted. A leave of absence does *not* extend the time required to complete master's degree requirements.

Military Leave of Absence

In accordance with the UMB Policy on Students Who Are Called To Active Military Duty During A National or International Crisis or Conflict, School of Nursing students called to active duty should notify the Office of Registration Services and provide the office with a copy of their orders. Orders can either be submitted to room 108 or faxed to the office at 410-706-1278. Once the orders have been received, the Office of Registration Services will make the appropriate change to the Student Information System (SIMS). Should there be any questions regarding the Military Leave of Absence policy, please call the Office of Registration Services at 410-706-2799.

Registration Cancellation

Students who register and subsequently decide not to attend must notify the School of Nursing Office of Registration Services located in room 108 in writing, prior to the first day of classes. If the Office has not received a request for cancellation by 4:30 p.m. of the last day before classes begin, it is assumed that the student plans to attend and accepts his/her attendant financial obligation.

Semester Withdrawal

After classes begin, students who wish to terminate registration must initiate the withdrawal process by contacting the School of Nursing Office of Registration Services and must submit an APPLICATION FOR WITHDRAWAL to that office. This time frame is governed by the University policy specific to prorating the return of tuition fees to registered students.

Emergency Notification Forms and Change of Address

Emergency Notification forms and Change of Address forms must be filed in the Office of Registration Services at the beginning of each academic year. Name, address or telephone number changes may be processed on the SIMS system. Emergency contact changes must be reported to the Office of Registration Services as they arise.

Veterans and Social Security Survivor's Assistance

Graduate students receiving Veteran's Assistance or Social Security Survivor's Assistance should submit forms to the Graduate School. For assistance regarding graduate benefits please call 410-706-4626.

Official Transcripts

The School of Nursing does **not** provide official transcripts. Official transcripts can be obtained through the University's Office of the Registrar located at 110 South Paca, 2nd floor. All financial obligations to the university must be satisfied before a transcript of a student's record will be furnished to any student or alumnus/alumna. There is no charge for transcripts.

Return Review Policy For Students Who "Stop Out"

For students who elect to stop out of continuous attendance at the School of Nursing and neglect to follow the leave of absence process, a Return Review process is established and described below:

A student who stops out and *was not* in good standing, which includes having incompletes (I's) or NM (no mark) on his/her grade record, and/or being on probation when leaving the School of Nursing, must request reinstatement through the Office of Registration Services.

A student who stops out and *was* in good standing, which includes having no incompletes (I's) or NM (no mark) on his/her grade record, and not being on academic probation when leaving the School of Nursing, and has not been in attendance for up to three semesters over a 12 month period, must submit a written request for Return Review. The Return Review request must be approved by the Assistant Dean for Master's Studies before resuming coursework is permitted.

Such a Return Review request should be submitted to the School of Nursing Office of Registration Services no later than four weeks prior to the start of the semester for which the student wishes to register. The Office of Registration Services will forward the return Review request, along with the student's official folder, to the Assistant Dean for Master's Studies.

The Return Review request must include a statement explaining the reasons for stopping out of attendance and a general description of the activities the student has undertaken in the interim period. If the student has taken coursework for academic credit during the stop out period, official transcripts of such work must be submitted with the request. (The actual granting of any transfer credit from another institution by the School of Nursing is a separate process. Contact the Office of Registration Services for information.)

The Assistant Dean for Master's Studies will review the Return Review request and the student's folder to determine the appropriateness of the student's return to the School of Nursing. This review will include consultation with the student's faculty advisor

and/or other faculty as appropriate. Upon occasion, the student may be asked to provide additional information.

A student who submits a complete Return Review request may expect to receive a decision from the School of Nursing within ten (10) working days of submission of the request to the Office of Registration Services.

A master's student who stops out of attendance for more than a 12 month period must reapply for admission to the program and the specialty in which he/she was originally enrolled and follow all policies and procedures regarding the admissions process which are in effect at that time.

It is important to note that the five years to degree completion rule is in effect for all MS students, including those who stop out of attendance. This means that students pursuing MS degrees must complete degree requirements within five years of the date of first enrollment.

Residency Requirement

According to the Graduate School policy a residency may refer either to 1) whether, for tuition purposes, an individual is considered a resident of the State of Maryland, or 2) the period of time during which an individual is enrolled in the University in pursuit of a degree. Specific policies relate to each area.

Residency For Tuition Purposes

A determination of residence is made by the University of Maryland, Baltimore Office of the Registrar for each applicant to the graduate program. Policies and procedures are available at www.umaryland.edu/ORR. The determination, and any determination made thereafter, shall prevail in each semester or session unless the determination is successfully challenged.

Residency in the Graduate Program

Please refer to the Graduate School catalog for the specific policy.

Registered Students and Guests

Only registered students and official guests are allowed in the School of Nursing classrooms and laboratory settings. Minors, who are attended by SON students or official guests, are permitted in the School of Nursing when they are in designated common areas, but are not permitted in the classroom or laboratory settings at any time. Minors who are not attended by SON students or official guests, are not permitted in the School of Nursing facilities or outreach sites.

Academic Advisement

Overview and Processes

The MS and Post-Master's degree academic advisement process is essential to planning an academic program that will meet each student's personal needs and

professional goals. At the time of admission, each student is assigned a faculty advisor who will help to plan the appropriate program of study. Advising generally includes interpretation of program options, discussion of course requirements and course sequencing, assistance in the development of career goals and preparation for licensure and certification. Faculty advisors will notify students of the method by which they may schedule an advising appointment. Faculty advisors post office hours when they are generally available and times when they are available for individual office or phone call appointments with master's students.

All students (MS, PM, CWO) must contact their advisors during the pre-registration advisement period to facilitate registration for the upcoming semester and to discuss changes in courses, program offerings and scheduling. Faculty advisors must approve all course schedules. Graduate students must also have their advisor's sign certification of completion and fulfillment of course requirement forms as necessary.

Students are responsible for contacting their advisor to make an appointment for pre-registration advising and for contacting their advisor if they are unable to keep any scheduled appointment. Students are required to provide the advisor with forms requiring the advisor's signature, keep the advisor informed of academic progress, and contact the advisor when academic difficulties exist.

Changing Advisors

At times, extenuating circumstances will result in a request for a change in advisor. In those cases, the student must submit the request in writing to either the Department Chair or the appropriate Program Director and subsequently to the Director of Registration Services who will then facilitate the advisor change in the computer system.

Change of Degree or Program Objective

Students are admitted to a specialty within the master's program or post-master's option. If a student wishes to change either a program or a specialty within the master's program for which he/she was admitted, the student must submit a new application for admission. Admission in the new status is not granted automatically. If granted, admission in the new status terminates the admission for the original objective.

Change of Specialty Area

While the master's program is a University of Maryland , Baltimore and School of Nursing offering, students are required also to select a specific specialty area within the MS and Post-Master's program. If a student becomes aware that an alternate specialty may be more suitable, such a change must be discussed and initiated with the advisor, the appropriate Program Director, and the Assistant Dean for Master's Studies before such a change can go into effect.

Each specialty has unique requirements that may preclude a student's transfer to a specific specialty area or may lengthen the student's program. Change may be initiated by the student or the academic advisor in consultation with the student. A "Petition for Change or Addition of Specialty Area" form, available in the Office of Registration Services must be completed and forwarded with a Goal statement to the former advisor

then submitted to Registration Services. The student's application for transfer will be reviewed by the Program Director in the newly desired specialty and a decision regarding admission will be sent to the Office of Admissions and Student Affairs. Once a student's transfer to an alternate specialty area has been approved, a new academic advisor is appointed and documentation is placed in the student's permanent file recording the transfer and noting any academic requirements to be met by the student within the new specialty.

Course Waivers

If a student has taken a course at another institution and would like that course to substitute for a course in the required plan of study, the student either applies for a waiver or for a transfer. The waiver policy is implemented when the previous course was used for a former degree. The transfer policy is used when the previous course was not used toward a degree.

Students who want to obtain a course waiver must put the request and the reason for it in writing to their advisor and to the Assistant Dean for Master Studies. The student should meet with their advisor to discuss the desire to waive a course and how that previously completed course is to be used as a substitute for a course offered by the University of Maryland School of Nursing, the student must meet with the course coordinator and provide the course coordinator with a course description or syllabus of the course and a transcript showing the course grade. The student must have earned a B or better in the course for it to be eligible for a waiver. The course coordinator will send the Assistant Dean for Master's Studies a memo stating the recommendation regarding the waiver request. The student then submits in writing a request for a waiver, accompanied by the official transcript and course description(s), to the Assistant Dean for Master's Studies. The advisor, the student, the Office of Registration services, and the Graduate School are then notified in writing of the action taken. Any student receiving a course waiver 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

No more than six credits of graduate coursework taken at the University of Maryland or at other regionally accredited institutions before matriculation in the School of Nursing/Graduate School may be applied toward the master's degree. Students must take such courses from an accredited institution within the five-year limit for completing the master's degree. Therefore, if the transfer credits were taken *prior* to matriculation at the School of Nursing, the five-year limit will automatically revert to the matriculation date of the course for which credits are being transferred.

The Assistant Dean for Master's Studies and the advisor must agree that the specific credit is appropriate to, and acceptable in, a student's program and the student must earn grades of B or better in such courses. Transfer credits are not included in the cumulative GPA. Thus, a grade of A in transfer work will not balance a C in work taken in the School of Nursing program.

The request for credit transfer must be submitted to the Graduate School for approval at the earliest possible date by using the "Request for Transfer of Credit" form, which may be obtained from the School of Nursing Office of Registration Services. The student should first meet with their advisor to discuss the desire to transfer a course from another institution and how that transfer will fit with the student's plan of study. If the requested transfer course is to be used as a substitute for a course offered by the University of Maryland School of Nursing, the student must meet with the course coordinator and provide the course coordinator with a course description or syllabus of the transfer course **and a transcript showing the grade**. The course coordinator will send the Assistant Dean for Master's Studies a memo stating the recommendation regarding the transfer request. The student then submits the Request for Transfer of Credit form, accompanied by the official transcript and course description(s), to the Assistant Dean for Master's Studies. Requests approved through the School of Nursing process will be forwarded to the Graduate School for review. Transfer credit will *not* be allowed for any course previously used to fulfill requirements for any other degree. No transfer credit is granted for correspondence courses or for credit by examination granted by other institutions. Likewise, a maximum of six credits taken under the School of Nursing's Non-Degree/Course Work Only status may be considered for application to the master's program. Further, these course credits must form part of a unified, coherent program pre-approved by the student's advisor, the Department Chair and by the Graduate School.

Statute of Limitations

All requirements for the master's degree, for both full and part-time students, must be completed within a period of five consecutive years from the first day of matriculation. Credits (including transfer credits) submitted for the master's degree must have been completed within the five years immediately preceding the granting of the degree. A student may enter a program, take an official leave of absence, return at a later date, and still graduate as long as all requirements are met within five years. For example, a student who entered in the fall of 2005 would need to complete the Master's degree program by early August 2010.

IV. PROGRAM PROGRESSION

Grading Policies

The following grades are used to report the quality of course work on grade reports and transcripts:

Grade	Quality	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Unsatisfactory	1
F	Failure	---
I	Incomplete	---

P	Passing at C level or above	---
WD	Withdrew from all courses	---
AU	Audit	---
NM	No grade submitted by faculty	---

In order to remain in good standing, master's students must maintain an overall cumulative grade point average of at least "B" (3.0). Grades transferred from other campuses upon admission, or subsequently, are not used to calculate cumulative grade point averages.

Upon advisor approval, a course in which a grade of less than B is received may be repeated. The grade on the repeated course, whether it is higher or lower than the original course grade, replaces the original grade. If permitted to remain enrolled, that is, not dismissed from the program, students must repeat courses in their designated degree program in which they receive a D or F. No student may graduate with an unresolved D, F, or I (Incomplete) on his/her record.

Student's must pass a previously failed clinical course before taking another clinical course.

A student may drop a course within the designated time frame with permission of his/her instructor and advisor. Certain penalties related to grades should be noted. (See policies regarding dropping courses).

An incomplete (I) grade must be changed to a final letter grade (A, B, C, D, or F) and that letter grade must be assigned **no later than** one academic year after the time at which the incomplete course ended. This policy does not apply to the 799 and 899 research grades, where faculty may assign letter grades, P/F (pass/fail), or I (incomplete) grades. I (incomplete) grades should be replaced by appropriate terminal grades when the applicable research has been approved by the examining committee. **Grades of I (Incomplete) not resolved in one year will be converted to the grade of F (failure).**

Once awarded, only the faculty member who has the primary responsibility for teaching the course may change an official course grade. A grade may be changed, for example, if an error in computing or recording the grade is detected. Any grade change must be approved by the Assistant Dean for Master's Studies, the Associate Dean for Academic Affairs, and by the Office of the Dean of the Graduate School.

Reconsideration of Grades

A student who believes that a final grade in a course is the result of anything other than the instructor's good faith judgment should first meet with the instructor of the course, then if the grade dispute is not resolved, the student meets with the department chair and finally with the Assistant Dean for Master's Studies. If the situation is still unresolved, then the student may appeal to the Dean of the Graduate School.

Guidelines for handling the grade allegations of arbitrary and/or capricious grading are detailed in the *Graduate School Catalog* that is available online at: www.graduate.umaryland.edu.

Academic Standing

All master's students are expected to maintain a minimum, cumulative grade point average (GPA) of 3.0 on a 4.0 scale during the course of their studies in order to remain enrolled. The Graduate School reviews students' academic performances at the end of each semester and term. Failure to maintain the minimum cumulative GPA requirement may result in academic dismissal.

Provisional Admission: Students admitted on a provisional basis are granted full or regular status by the School of Nursing when the provisions stated in the letter of admission are satisfied. If these provisions are not met, the student may be dismissed.

Academic Probation: Students lacking a cumulative GPA of at least 3.0 may be placed on academic probation for critical review. Following this probationary period, (usually one semester or term), students may be granted regular status if they attain the required Academic standard. If students do not satisfy the probationary terms, the School or Nursing/Graduate School may dismiss them.

Students placed on probation must meet with their advisor to determine a specific plan for improvement of their academic performance for the remainder of the program. The student and the advisor must sign the plan for improvement and the plan of study, all materials are sent to the Assistant Dean for Master's Studies, who will forward the materials to the Office of Registration Services in the School of Nursing and to the Graduate School.

Academic Dismissal: The Graduate School in consultation with the School of Nursing invokes academic dismissal after review of satisfactory academic progress.

Appeal of Academic Dismissal: The procedures for the resolution of controversy between the Graduate School and a student dismissed for poor academic performance, cheating or plagiarism are on file with the office of the Vice President for Academic Affairs and Dean of the Graduate School and detailed on the Graduate School website at www.graduate.umaryland.edu in the *Graduate School Catalog* section on Graduate School Policies and Procedures.

Comprehensive Examination

The written comprehensive examination is a requirement for the completion of each program of study.

To meet the requirement, the advanced practice nursing master's students will complete a single authored grant proposal, business plan or manuscript acceptable for publication in print or on-line journal. Publication is not required. The purpose of the scholarly paper is to evaluate the student overall synthesis of the masters degree including: interrelationships of concepts within nursing practice; knowledge and use of theoretical/conceptual bases for advanced nursing practice in area of specialty; knowledge of the research process and its application to nursing or health problems,

and the ability to synthesize materials, organize thoughts and present them in an orderly manner. This statement of purpose is consonant with the terminal objectives of the School of Nursing master's program.

In order to receive the master's degree, students in the Clinical Nurse Leader (CNL) program complete a comprehensive examination in the form of a scholarly paper presented in a case study format. The paper requires the synthesis of the master's degree experience including knowledge gained from the core and clinical courses. An important focus of the examination is the demonstration of knowledge related to problem solving, decision-making, and identification and management of risk. The paper requires students to integrate and synthesize knowledge gained from previous learning and work experience. This is considered an important contribution to their master's degree experience.

CLINICAL POLICIES

University Policy On Service To Those With Infectious Diseases

It is the policy of the University of Maryland, Baltimore to provide education and training to students for the purposes of providing care and service to all persons. The institution employs appropriate precautions to protect providers in a manner meeting the patients' or clients' requirements, yet protecting the interest of students and faculty participating in the provision of such care or service.

No student will be permitted to refuse to provide care or service to any assigned person in the absence of special circumstances placing the student at increased risk for an infectious disease. Any student who refuses to treat or serve an assigned person without prior consent of the School of Nursing will be subject to penalties under appropriate academic procedures, such penalties to include suspension or dismissal.

Responsibilities of the Student To and Within The Clinical Agency

Each student must:

- Be informed about and comply with agency policies and contractual obligations related to student placements;
- Provide the preceptor, at the outset of the placement, a copy of his/her objectives for the experience, as approved by the appropriate faculty member;
- Arrange, with agreement of faculty and preceptor, a calendar for commitment of time to be spent in the agency;
- Provide the agency with information needed to clarify how, when, and where the student may be contacted;
- Notify the preceptor and faculty member at any time the student is unable to meet at the pre-established time(s). At least twenty-four hours notice is preferred;
- Dress in a manner appropriate for a professional, wear required School of Nursing identification, without any additional identifiers, except those required by the agency regarding name tag and institutional identification;
- Bring necessary equipment (e.g., ophthalmoscope, stethoscope, tape recorder);
- Notify the preceptor in writing if the experience is not completed and indicate the reason for withdrawal;

- Meet with the preceptor and faculty member as necessary to review objectives and learning experiences, as dictated by the need, desire, and/or policy of faculty, student and agency;
- Provide the agency with feedback on relevant studies, reports or projects completed in conjunction with the experience, after receiving approval from the faculty member to share information;
- Not be present at a clinical site without preceptor or faculty member present/available.

Responsibilities of the Student To The Faculty Involved With Clinical Experiences

Students may suggest agency and preceptor to faculty, but the faculty member is responsible for making and approving all arrangements. All negotiations for clinical placements are made by the faculty member. Students are expected to accept clinical assignments as arranged.

The student must prepare and submit a copy of the student's objectives for the experience and other materials to the faculty member for approval prior to sharing them with the agency preceptor.

The student must meet with the faculty member on a regular basis (frequency to be determined by the course objectives, faculty member, department policy and student need) 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 for additional faculty involvement and assistance.

The student must communicate both strengths and weaknesses of the clinical experience and setting to the faculty member.

The student must evaluate the entire clinical experience including the agency and the preceptor.

Responsibilities To Clients And Agencies Used For Clinical Experiences

Students are obligated to follow the policies of their respective health care agencies. If situations arise that make this impossible, students must notify the clients or health care agencies involved as appropriate, so that the therapeutic relationship is maintained and the care of clients is not overlooked. Students are also responsible for notifying the appropriate faculty member of their inability to complete the clinical assignment if such becomes necessary. Additionally, students are obligated to transmit observations and information pertinent to the clients' care to the health care agency. The fulfillment of clinical responsibilities by the student is reflected in the course grade.

Agencies Used For Clinical Experiences

A large number of health care agencies are used for clinical experiences in order to provide students with an opportunity to observe and function in a variety of health care settings. Clinical sites are selected by the faculty to best meet the objectives of a particular course. Students may suggest a possible site for clinical experience to course faculty but faculty make the final arrangements for clinical experiences based on securing optimal learning experiences. Students are to accept the clinical site assigned. Students must not contact the agency directly regarding placements. Clinical agencies

are located within the greater Baltimore area, as well as in other locations in Maryland and the Washington, D.C. area. Students may expect to have clinical experiences in several clinical agencies during their programs. Students are not permitted to undertake clinical experiences in units where they are currently, or have been recently, employed. Students may, however, be permitted to undertake experience in another unit or division within the same agency. Students are responsible for providing their own transportation to and from clinical placements.

Payment For Clinical Experiences

Students may not be paid hourly wages for planned clinical laboratory experience where individual learning objectives are being met. However, travel and living expense stipends (i.e., room and board) may be accepted by students in clinical health electives.

Attendance At Clinical Sites

To meet the objectives in each of the clinical nursing courses, students are required to attend all clinical experience sessions. No clinical experiences are canceled due to inclement weather. Students should make themselves familiar with communication systems used in clinical agencies, so that pertinent information may be transmitted to other members of the health team in the event of inclement weather, emergencies or absences.

A student missing clinical due to extenuating circumstances must, in conjunction with the faculty, develop a plan to make up the missed experience. Students must complete all clinical hours as identified in the syllabus. All such clinical time made up must be directly related to the required clinical experience.

Guidelines For Students Visiting Clients In Community-Based Settings

- Students must make home visits in pairs. Any exceptions to this practice must be discussed with the faculty prior to the visit to determine whether it is appropriate to make the home visit alone.
- Students' visiting 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 geographical area, via maps and observation, so that travel to and from the client's home is by a direct route.
- Students' safety is of highest priority. In any event, if a student feels that his/her safety is threatened, withdrawing from the situation is required.
- Students are not encouraged to conduct a home visit when (a) person(s) of the opposite sex is (are) the only one(s) present.
- Students must not to pursue home visits when altercations are in progress.

- Students must avoid areas where loitering occurs.
- Students must avoid secluded areas, such as basements or dark stairwells.
- Students should discuss the mode of appropriate dress (i.e., uniforms, street clothes) with the faculty prior to clinical participation.
- Students should practice automobile safety precautions including:
 - a. looking into automobile before entering to ensure no one has accessed the vehicle.
 - b. keeping doors locked when traveling .
 - c. parking as close to the home/agency/setting as possible, use protected parking if available.
 - d. keeping enough gas in the tank so stops at gas stations can be planned and selected for safety of location.
 - e. not stopping for stranded motorists, instead calling for help from appropriate parties such as police.
 - f. having automobile keys ready when reaching vehicle.
 - g. not leaving valuable possessions in view.
 - h. not sitting in automobile to complete paperwork.
 - i. not opening automobile door or window to strangers if feeling threatened.
- Students are expected to observe agency policies and professional codes of conduct.

Unsafe Clinical Performance

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, which jeopardizes client or family 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 can include behaviors related to physical or mental health problems, use of alcohol, drugs, chemicals, lack of preparation for clinical or deficits in problem solving skills.

The faculty instructor who dismisses a student who demonstrates unsafe clinical practice from his/her clinical assignment is required to immediately notify the course coordinator, the program director, and the Department Chair. The Chair will inform the Assistant Dean for Master's Studies and the Associate Dean for Academic Affairs.

The faculty instructor will identify and document, in writing, the student's unsafe clinical practice, advise the student regarding unsafe clinical performance and strategies for addressing the deficiencies and, if appropriate, refer the student for evaluation and assistance. Copies of the faculty instructor's documentation of the student's unsafe clinical practice and remedial action recommended will be provided to the course coordinator, the Department Chair, the Program Director, the Assistant Dean for Master's Studies and the Associate Dean for Academic Affairs. A student will be reinstated to his or her clinical assignment *only* if remedial action recommended has been followed and appropriately documented.

The Associate Dean for Academic Affairs will make the ultimate decision regarding the student's continuation in the clinical area and any conditions placed on that continuation. This decision, up to and including suspension or dismissal due to unsafe clinical performance, will be made within seven days of the time of removal from the clinical area. A student may respond to circumstances resulting in suspension or dismissal by submitting to the Associate Dean for Academic Affairs any relevant data pertaining to the incident(s) and requesting an opportunity to be heard concerning the matter(s).

The School of Nursing reserves the right to readmit a student to the clinical program *only* if any remedial action recommended by the School of Nursing has been followed and appropriately documented.

INSURANCE AND HEALTH

Malpractice Insurance

Malpractice insurance is mandatory for all nursing students whether enrolled full or part time in individual and non-clinical courses. The School of Nursing and the Graduate School require students to participate in a group policy that covers the student involved in clinical nursing activities that are part of the education program, regardless of environmental setting. The policy provides \$1,000,000 maximum coverage for any one claim per year and provides \$3,000,000 per year aggregate coverage. This insurance covers students only during school-related experiences and does not negate the need for individual professional insurance for total coverage. Please note that malpractice insurance for students enrolled in the Nurse Anesthesia or Nurse Midwifery programs is separately determined, charged and billed as appropriate.

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

Student Health

The School of Nursing reserves the right to request and secure evidence of good physical and emotional health of applicants and enrolled students. It is required that each student has on file in the Student Health Office certification of his/her health status. Some clinical facilities require proof of immunizations before allowing a student to have a practicum experience. At any time during the program, students may be required to be evaluated by University Student and Employee Health Services for physical or psychological evaluation. Failure to comply with this policy may result in dismissal from the School.

A student who is unable to meet course objectives due to health problems will be asked to take either an Incomplete ("I") in the course, to drop the class, or to withdraw for the semester. All incoming students are required to provide proof of immunizations. Information regarding the University Policy on immunizations and waivers is included in the Student Answer Book which is available online at www.umaryland.edu/students.

Bloodborne Pathogen Exposure Control

In accordance with the University 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 (CDC) Public Health Service Guidelines for the Management of Health Care Worker Exposure to HIV and Recommendations for Post-exposure Prophylaxis (PEP) (5/98), the School of Nursing developed its Bloodborne Pathogen Exposure Control Plan. The entire plan is available in the Office of Admissions and Student Affairs and the Office of Academic Affairs.

ACADEMIC CONDUCT AND PROFESSIONAL INTEGRITY

As a prestigious, highly rated professional school awarding the Bachelor of Science in Nursing degree, the Master of Science degree, and the doctoral degree (PhD), Doctor of Nursing Practice degree (DNP), as well as post-master's certificates, through the University of Maryland, Baltimore, the School of Nursing expects all members of the academic community—students, faculty, and staff—to strive for excellence in scholarship and character. The School has a long-standing tradition of preparing skilled and knowledgeable professionals and scholars who maintain the principles of honesty, responsibility, and intellectual integrity in all aspects of their endeavors.

Simply stated, our community is only as strong as its individual members. For a system based upon the fundamental principle of honor to be effective, each student must have a sense of personal as well as community responsibility, in addition to integrity and ethical standards. A School of Nursing master's student's continued enrollment is contingent upon that student's willingness and commitment to uphold our *Code of Conduct*. Each master's student is required to sign the *Code of Conduct Pledge* reproduced below shortly after joining the School's student body. The text of our Code 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 as we live and work together.

Furthermore, I pledge that I have or will read and make every effort to understand the concepts of the Code of Conduct as expressed in the Graduate Student Handbook. I certify that I have received a copy of the Graduate Student Handbook.

Graduate School Policies

All graduate students are subject to the standards of academic integrity required by the Graduate School and to the penalties possible for academic misconduct in

coursework. In addition, students must also observe any additional standards announced by course instructors/ faculty. Detailed descriptions of the Graduate School Policies, all of which apply to School of Nursing master's students, may be found at the following website: www.graduate.umaryland.edu

GRADUATION

Application For Diploma

All master's students must file an application for a diploma by mid-September for December graduation and mid-February for May graduation and June for summer graduation. If graduation does not subsequently occur as expected, the student must file another application for the appropriate semester in the future. Students must be registered **for at least 1 credit** for the semester in which they are graduating. No exceptions are granted for missed deadlines. A diploma simply cannot be backdated, even if all degree requirements are met.

All master's students should also submit the Fulfillment of Course Requirements for Master's by the Diploma Application Deadlines. **These forms can be obtained online and must be submitted in a typed format. Handwritten forms will not be accepted.** Thesis, Dissertation and Certification Forms for Non-thesis options are due by mid-December for December graduates and mid-May for May graduates and June for summer graduation. Forms are online on the Graduate School website.

Post-Master students can download a Certificate of Completion form from the SON web page at nursing.umaryland.edu/admissions/grad-materials.htm and submit the completed signed form to Registration Services.

Clinical Nurse Leader students in addition to completing the Diploma Application and the Fulfillment of Course Requirements will also complete the NCLEX application.

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 ascertains student satisfaction with the program curriculum options and individualization; time, efficiency and student demands; faculty-student relationships; learning resources and the program as a whole.

Convocation and Commencement

The School of Nursing celebrates the graduation of all master's students who complete degree requirements in July, December and May at its annual Convocation Ceremony held in late May. Completed Post-master's certificates are also presented at the annual May convocation. The University of Maryland, Baltimore conducts the annual Commencement Ceremony honoring the graduates of all programs on the campus on the same day. Information about planning for these celebrations and specific Convocation

and Commencement dates for each year is forwarded to all eligible candidates in a timely manner.

Academic Recognition

Master's Program Awards

The following awards are presented to master's and doctoral students each year at the School of Nursing Convocation.

Trauma/Critical Care and Emergency Nursing Alumni Award - presented to the master's student who has exhibited excellence in Trauma, Critical Care, and Emergency Nursing.

Cynthia B. Northrop Award for Community Health - presented to the outstanding graduate of the Community Health Specialty.

Honor Awards

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 the University of Maryland in 1959. The purposes of Sigma Theta Tau are to recognize superior scholarship achievement, to encourage and support research activities and to strengthen commitment to the ideas and purposes of the nursing profession. Scholarships are offered by Pi Chapter to nursing students each year. Applications may 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 will be invited to join the Society. The bi-annual inductions are held in December and May; 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 apply for induction as graduate students or as community members. Students selected for membership in Sigma Theta Tau will be recognized at the annual Convocation.

Phi Kappa Phi

Phi Kappa Phi is a national honor society that was established at the University of Maryland in 1920. Its objective is to foster and recognize outstanding scholarship, character and social usefulness in students from all areas of instruction. Master's students who have achieved a grade point average of 3.90 are nominated for this honor society. Students are initiated in the spring of each year. Students who completed their programs of study in the summer or fall of the previous year also may be considered for

membership. Students selected for membership are recognized at the annual Convocation.

GRADUATE ORGANIZATIONS

Graduate Nursing Association (GNA)

All graduate students of the University of Maryland School of Nursing are members of the Graduate Nursing Association (GNA). The purpose of the organization 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 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 in a liaison capacity by serving on various school and university committees.

Graduate Student Association (GSA)

The University of Maryland Graduate School's official student organization is the Graduate Student Association, comprised of one representative from each department on the campus offering a graduate degree. Its main purpose is to enhance graduate student life by providing efficient organizational lines and a channel for the communication of graduate student concerns to the Office of the Dean of the Graduate School and to the Graduate Council. The Graduate Student Association chooses one of its own members each to serve as a voting member of the Graduate Council and also elects representatives to the campus Senate.

Campus Wide Student Organizations

Three other main campus-wide student groups are present at the University: International Student Organization, Muslim Student and Scholars Association, and the United Students of African Descent.

STUDENT RESOURCES

Payment of Tuition and Fees

Tuition and fees are payable in full prior to the first day of classes of each semester or term. Students may not attend classes if tuition and fees are not paid. The only exceptions to this policy are students awaiting receipt of financial aid, students who have entered into an official third-party payment arrangement that is on file with the University Office of Student Accounts, and students who have signed an installment agreement that is on file with the University Office of Student Accounts.

Financial Assistance

Financial assistance for School of Nursing students is a joint endeavor between the University Office of Financial Aid and the School of Nursing. Financial resources for

master's students include School of Nursing Scholarships, Graduate Traineeships, Graduate Teaching Assistantships and Graduate Research Assistantships that are administered by the Office of Admissions and Student Affairs. Information regarding financial assistance can be found in the School of Nursing catalog and on the University's website at www.umaryland.edu/fin. To qualify for University-based federal and state financial assistance, students must submit the Free Application for Federal Financial Aid (FAFSA). The online federal application is available at www.fafsa.ed.gov. The federal school code is 002104. The priority filing date is March 1st for Institutional and State Financial Aid. Eligibility for financial aid depends on maintaining good academic standing while in attendance. Renewal of financial aid for the subsequent academic year depends on annual submission of the FAFSA.

Sources of Financial Assistance Administered by the School of Nursing

School of Nursing Scholarships

School of Nursing Scholarships are derived from the earnings of gifts, bequests, endowments, awards and other allocations made to the school. School of Nursing Scholarships are awarded to students in the baccalaureate, master's and doctoral programs. The awards are competitive and based on potential or actual academic achievement. The amounts of these scholarships vary. Funds are governed by specific provisions set forth by the donors and awarded accordingly. Eligible students are awarded School of Nursing scholarships upon entry to the school. No separate application is necessary. For more information, visit the Office of Admissions and Student Affairs or call 410-706-0501.

Advanced Education Nursing Traineeship Program

The School of Nursing's Advanced Education Nursing Traineeship Program assists in addressing the shortage of master's and doctorally prepared nurses in high need specialties and medically underserved communities by providing tuition support for full-time students. The School applies to the Bureau of Health Professions each year for funds to support for this program, therefore annual awards vary. Applications and instructions are available in the Office of Admissions and Student Affairs and online.

Graduate Assistantships (Teaching and Research)

School of Nursing Graduate Assistantships provide tuition and stipend support for full-time graduate students. Research, and teaching assistantships are available; the number awarded annually is contingent on grant, university and School resources. Applications and instructions are available in the Office of Admissions and Student Affairs and online.

Communication

All students are provided with University and School of Nursing official announcements via student e-mail. Email accounts are **mandatory**. Each student is assigned an UMNNet (e-mail) account. It is the student's responsibility to read and answer any communication sent by the School of Nursing. The School of Nursing computer laboratories are available for students to use in accessing their e-mail accounts.

Calendar

SCHOOL OF NURSING

2006 – 2007 ACADEMIC CALENDAR

See Website at www.nursing.umaryland.edu.

Academic Support Services

The Office of Admissions and Student Affairs provides information about access to several academic support programs for writing skills, APA style, test taking and improving study skills and time management, through the Campus Writing Center.

Computer Requirements

Each student is expected to have, at minimum, basic computer literacy upon enrollment. Each student is required to have a computer. The Appendices lists hardware and software requirements. The School of Nursing has a number of computer laboratories available for student use during posted hours of operation. Windows-based machines and various software are also available at the University Health Sciences and Human Services Library.

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 software including word processing, e-mail, presentation packages such as Power Point; the ability to manage files; the ability to effectively use the Internet.

Students who feel they do not possess minimum basic computer literacy are expected to seek out appropriate workshops or courses in order to secure such literacy and competence prior to initial enrollment at the School of Nursing.

Help Desk

The University of Maryland, Baltimore maintains a "Help Desk" which offers an extensive array of information and resources to all students on campus, including computer/computing related information, online learning information, student e-mail account information, hardware and software sales, and a host of "Frequently Asked Questions". The UMB "Help Desk" is available at <http://www.umaryland.edu/helpdesk/>

What is the S-drive?

S stands for "Student". The S-drive is the University of Maryland, Baltimore Web-based communication system for all students. S-drive communication is an integral part of most School of Nursing courses and is often referred to in class as "class notes". Other S-drive communication includes announcements, notices of events, policy changes, and similar information of importance to students.

How to Access the S-Drive

Open the University of Maryland, Baltimore's School of Nursing website by using this URL: <http://nursing.umaryland.edu>

1. Click on the "Course Materials" Link.
2. Then, click on the "Class Resources" link.
3. On the "CLASS FILES" page, click on the "Click Here" hyperlink to access the School of Nursing Class Files Resource Page.
4. Click on "YES" to accept the "Security Alert."
5. When prompted, enter **webuser.son** as your USER NAME and enter **nursing** as your PASSWORD.
6. Click on the Undergrad, Grad, or appropriate folder, and then click on the course you are interested in.
7. Click on the corresponding Instructor (when appropriate)
8. Click on the Lecture Number (when appropriate)

Printing Handouts and/or Lecture Slides in the Computer Lab

1. Look at the PRINT menu
2. In the PRINT WHAT box, scroll down and highlight HANDOUTS
3. The HANDOUT section will ask you for the number of slides per page. Scroll down and highlight 3 or 6 per page, whichever you prefer.
4. Click PRINT. Do this **ONLY ONCE!**
5. Note that print jobs will print in the order they are sent. **So do NOT wait until 5 minutes before your class to print material. If you do, you'll definitely be late.**
6. Always preserve confidentiality.

Please note that the purpose of this publication is to provide information about the University of Maryland School of Nursing to enrolled master's students. **THIS HANDBOOK IS NEITHER A CONTRACT NOR AN OFFER TO MAKE A CONTRACT.** While every effort has been made and will be made to ensure the accuracy of the information therein, the School of Nursing reserves the right to make changes at any time with respect to course offerings, degree requirements, services provided, policies in effect, or any other subject addressed in this publication. The information in this publication is provided solely for the convenience of the reader, and the School of Nursing expressly disclaims any liability that may otherwise be incurred.

CERTIFICATION EXAMINATIONS

Students who complete the master's or post-master's specialties are eligible to sit for national certification examinations identified in the following table:

Master of Science Specialties	Certification Examination(s)
Adult Nurse Practitioner	American Nurses' Credentialing Center (ANCC) Adult Nurse Practitioner Certification Examination
Gerontological Nurse Practitioner	ANCC Gerontological Nurse Practitioner Certification Examination
Family Nurse Practitioner	American Nurses' Credentialing Center (ANCC) Family Nurse Practitioner Certification Examination; American Academy of Nurse Practitioners (AANP) Family Nurse Practitioner Certification Examination.
Nurse-Midwifery	ACNM (American College of Nurse Midwives) Certification Council, Inc. National Certification Examination
Pediatric Nurse Practitioner	ANCC Pediatric Nurse Practitioner Certification Examination and National Certification Board of Pediatric Nurse Practitioners and Nurses (NCBPNN) Certification Examination
Psychiatric Primary Care Nurse Practitioner	ANCC Adult Nurse Practitioner Certification Examination and ANCC Clinical Nurse Specialist in Psychiatric and Mental Health Nursing-Adult Certification Examination or ANCC Clinical Nurse Specialist in Psychiatric and Mental Health Nursing-Child and Adolescent Certification Examination
Acute Care Nurse Practitioner: Advanced Practice Trauma, Critical Care and Emergency Nursing	ANCC Acute Care Nurse Practitioner Certification Examination and American Association of Critical Care Nurses (AACN) Critical Care Clinical Nurse Specialist Examination
Acute Care Nurse Practitioner: Advanced Practice Oncology	ANCC Acute Care Nurse Practitioner Certification Examination and Oncology Nursing Certification Corporation (ONCF) Advanced Certification in Oncology Nursing
Advanced Practice Psychiatric Nursing	ANCC Clinical Nurse Specialist in Psychiatric and Mental Health Nursing-Adult Certification Examination or ANCC Clinical Nurse Specialist in Psychiatric and Mental Health Nursing-Child and Adolescent Certification Examination
Nursing Administration	ANCC Clinical Specialist in Nursing Administration, Advanced
Nursing Education	No national nurse certifying body
Nursing Informatics	ANCC Informatics Nurse Certification Examination
Nurse Anesthesia	CRNA National Certification Examination
Clinical Research Management	No national nurse certifying body

UNIVERSITY OF MARYLAND BALTIMORE CAMPUS-WIDE POLICIES

A number of policies at the University pertain to all of its students, regardless of enrollment in a particular professional school. These policies appear in the 2006-2007 STUDENT ANSWER BOOK. The STUDENT ANSWER BOOK is made available to all newly enrolling School of Nursing Students each semester and is also online at www.umaryland.edu

Specific policies included in the STUDENT ANSWER BOOK ARE AS FOLLOWS:

- **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**
- **Library materials**
- **Information technology acceptable use policy**
- **Policies related to smoking, alcohol, and drugs**
- **Campus substance abuse**
- **Illicit drugs**
- **Policy on students who are called to active military duty during a national or international crisis or conflict**
- **Statement regarding organized activities on campus**
- **Policy on the use of the physical facilities of the University System for public meetings**
- **Immunization policy**
- **Health insurance portability and accountability act**
- **Service to those with infectious diseases**
- **Policy against sexual harassment of students**
- **Procedures relating to sexual assault**
- **Position on acts of violence and extremism that are racially, ethnically, religiously, or politically motivated**
- **Student sexual orientation nondiscrimination**
- **Inclement weather and emergency policy**

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USM / UMB Policies and Procedures

Welcome to the USM/UMB On-Line Policies and Procedures System. This system will allow you to display and print any of the USM policies contained in the "Bylaws, Policies and Procedures of the Board of Regents of the University System of Maryland," many of which are preceded by a "UMB Policy Guidelines/Procedures," explaining the campus application of the specific USM policy that follows. Most of the information you will need about policies and procedures will be available at this website.

Prior to January 1, 2000, many of the Board of Regents policies were written to cover both Exempt and Nonexempt employees. As you use the web site, please note that these policies refer to "classified and administrative", "classified and unclassified" and "classified and associate staff." In the Personnel Section under Policy VII-i-Clarification Notice, the term "classified" in the title of a policy is explained to refer and apply to "nonexempt staff". Policy VII-i goes on to explain "administrative", "unclassified" and "associate staff" in the title of a policy refer and apply to "exempt staff".

At the time of the implementation of the "Exempt Pay Program", a number of policies were approved specifically for exempt staff. For exempt staff, these policies would take the place of any policy that contains a reference to the terms for exempt staff explained above. The specific exempt policies issued cover the following areas: Work Schedule, Annual/Holiday/Personal Leave, Reinstatement, Separation (for cause, by notice, probation), Reassignment, Layoff, and Vesting. When searching the web site for a particular policy, users should check the adjacent policies for a specific subject (e.g., annual leave) to determine if a policy for exempt staff only is in effect.

The web site also contains a search feature designed to locate specific policies by key word or phrase. The search feature is at the end of the Table of Contents.

Every effort is made to maintain accurate and up-to-date information. However, policies and procedures are always subject to change, and there may be some delay in updating the system. Questions concerning the status of any policy should be addressed to:

Alfred C. Fick, Jr.
Associate Director
Employee/Labor Relations
University of Maryland, Baltimore
Office of Human Resource Services
110 South Paca Street
Baltimore, MD 21201
Email: afick@af.umaryland.edu
Phone: (410) 706-7302
Fax: (410)706-0765

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STUDENT SERVICES



DENTISTRY GRADUATE LAW MEDICINE NURSING PHARMACY PUBLIC HEALTH SOCIAL

Student Services

Student Answer Book

Campus Center

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- Campus Transportation

Guide

- International Student
Support Services

- Student Health

- Student Organizations

- Support Services for
Students with Disabilities

- Writing Center

- Photo Contest Info

- Student Leadership
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Contact Us

- crice@umaryland.edu

Student Answer Book

Below you can download the 2006-2007 Student Answer Book in PDF format.*

- A Message from the President
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* Opening the Student Answer Book:

1. If you already have Adobe Reader, select a section above to open the report in your browser to provide the best printable format.
2. If you do not have Adobe Reader, you can download the program for free.
3. To save a PDF file, click on the right mouse button (or hold down the mouse button) and select Save As or Save Link As, and choose a location on your computer to save the file to.

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Did you know?

In 2007, UMB will celebrate its bicentennial. The University was founded by the School of Medicine in 1807, the nation's first public medical school.

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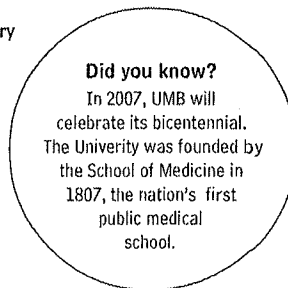
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Read and heed! The policies reproduced in this section pertain to students at all University of Maryland, Baltimore schools. Be sure to also check your school's catalog and student handbook for policies specific to your school. Read all policies and check for updates online at www.umb.edu/hrpolicies.

Academic Policies

ELIGIBILITY TO REGISTER

A student may register at the University of Maryland, Baltimore when the following conditions are met:

- (1) the student is accepted to UMB,
- (2) the student has received approval from the unit academic administrator, and
- (3) the student has demonstrated academic and financial eligibility.

CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS

It is the policy of the University of Maryland, Baltimore to adhere to the Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment). As such, it is UMB's policy:

- (1) to permit students to inspect their education records,
- (2) to limit disclosure to others of personally identifiable information from education records without students' prior written consent,
- (3) to provide students the opportunity to seek correction of their education records where appropriate. Each school shall develop policies to ensure that this policy is implemented, and
- (4) to advise students that they may file a complaint with the U.S. Department of Education to allege a failure by the University to comply with FERPA.

I. Definitions

A. "Student" means an individual who is, or who has been, in attendance at UMB. It does not include any applicant for admission to UMB who does not matriculate, even if he or she previously attended the University. (Please note, however,

that such an applicant would be considered a "student" with respect to his or her records relating to that previous attendance.)

B. "Education records" include those records which contain information directly related to a student and which are maintained as official working files by the University. The following are not education records:

- (1) records about students made by professors and administrators for their own use and not shown to others;
- (2) UMB police records maintained solely for law-enforcement purposes and kept separate from the education records described above;
- (3) employment records, except where a currently enrolled student is employed as a result of his or her status as a student;
- (4) records of a physician, psychologist, or other recognized professional or paraprofessional made or used only for treatment purposes and available only to persons providing treatment. However, these records may be reviewed by an appropriate professional of the student's choice; and
- (5) records that contain only information relating to a person's activities after that person is no longer a student at UMB.

II. It is the Policy of UMB to Permit Students to Inspect Their Education Records

A. Rights of Access

Each student has a right of access to his or her education records, except confidential letters of recommendation received before Jan. 1, 1975, and financial records of the student's parents.

B. Waiver

A student may, in writing, waive his or her right of access to confidential recommendations in three areas: admission to any educational institution, job placement, and receipt of honors and awards. The University will not require such waivers as a condition for admission or receipt of any service or benefit normally provided to students. If the student chooses to waive his or her right of access, he or she will be notified upon written request, of the names

of all people making confidential recommendations. Such recommendations will be used only for the purpose for which they were specifically intended. A waiver may be revoked in writing at any time and the revocation will apply to all subsequent recommendations, but not to recommendations received while the waiver was in effect.

C. Types and Locations of Education Records, Titles of Records, Custodians

(Note that all requests for access to records should be routed through the appropriate office listed.)

1. Admissions: Applications and transcripts from institutions previously attended.
 - a. Students matriculated and all ongoing registrations beginning with the 2001 summer session: appropriate school or program office.
 - b. Students matriculated at UMB before the 2001 summer session:
 - (1) Undergraduate: 111 S. Greene Street suite 103, The Registrar
 - (2) Graduate: Graduate Enrollment Affairs, Lombard Building, second floor
 - (3) Professional: dean's office of each school
2. Registrations: All ongoing academic and biographical records.
 - a. Students matriculated and all ongoing registrations beginning with the 2001 summer session: appropriate school or program office.
 - b. Students matriculated at UMB before the 2001 summer session: 111 S. Greene Street, suite 103, The Registrar
3. Deans: Dean's office of each school.
- Miscellaneous records.
4. Departments: Departmental offices, chair. Miscellaneous records kept vary with the department.
5. Financial Aid: 111 S. Greene Street, suite 104, Director of Student Financial Aid, and deans' offices. Financial aid applications, needs analysis statements, awards made (no student access to parents' confidential statements).
6. Student Accounting, 111 S. Greene Street, suite 101A. All student accounts receivable, records of students' financial charges, and credits with UMB.

D. Procedure to be Followed

Requests for access should be made in writing to the appropriate UMB office. The University will comply with a request for access within a reasonable time, at least within 45 days. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his or her records by paying reproduction costs.

The fee for copies is 25 cents per page. No campus will provide copies of any transcripts in the student's records other than the student's current university transcript from that campus. Official transcripts (with UMB seal) will be provided free of charge.

III. It is the Policy of UMB to Limit Disclosure of Personally Identifiable Information From Education Records Unless it has the Student's Prior Written Consent, Subject to the Following Limitations and Exclusions:

A. Directory Information

1. The following categories of information have been designated directory information: name, address, telephone listing, date and place of birth, photograph, major field of study, dates of attendance, degrees and awards received, and most recent previous educational institution attended.
2. This information will be disclosed even in the absence of consent unless the student files written notice informing UMB not to disclose any or all of the categories within three weeks of the first day of the semester in which the student begins each school year. This notice must be filed annually within the above allotted time to avoid automatic disclosure of directory information. The notice should be filed with the appropriate UMB school or program office. (See II.C.)
3. The University will give annual public notice to students of the categories of information designated as directory information.
4. Directory information may appear in public documents and otherwise be disclosed without student consent unless the student objects as provided above.



B. Prior Consent Not Required for Disclosure of Education Records to the Following Parties:

1. UMB school officials who have been determined to have legitimate education interests:

- a. A "school official" is a person employed by UMB in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); or a person serving on the University System of Maryland Board of Regents or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- b. A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill his or her professional responsibility.

2. Upon request, officials of other schools in which a student seeks or intends to enroll or is enrolled. Upon request, and at his or her expense, the student will be provided with a copy of the records that have been transferred.

3. Authorized representatives of the Comptroller General of the United States, the Secretary of Health and Human Services, the Commissioner of the Office of Education, the Administrator of the Department of Veterans Affairs, the Secretary of Education and state educational authorities, but only in connection with the audit or evaluation of federally supported education programs or in connection with the enforcement of or compliance with federal legal requirements relating to these programs. Subject to controlling federal law or prior consent, these officials will protect information received so as not to permit personal identification of students to outsiders.

4. Authorized persons and organizations that are given work in connection with a student's application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.

5. State and local officials to which such information is specifically required to be reported by effective state law adopted prior to Nov. 19, 1974.

6. Organizations conducting educational studies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. The studies shall be conducted so as not to permit personal identification of students to outsiders and the information will be destroyed when no longer needed for these purposes.

7. Accrediting organizations for purposes necessary to carry out their functions.

8. Parents of a student who is a dependent for income tax purposes. (Note: UMB may require documentation of dependent status, such as copies of income tax forms.)

9. Appropriate parties in connection with an emergency where knowledge of the information is necessary to protect the health or safety of the student or other individuals.

10. In response to judicial order or subpoena. UMB will attempt to notify the student concerned prior to compliance so that the student may seek protective action unless otherwise ordered by the court.

C. Prior Consent Required

In all other cases, UMB will not release personally identifiable information in education records or allow access to those records without prior consent of the student. Unless disclosure is to be to the student himself or herself, the consent must be written, signed and dated, and must specify the records to be disclosed, the identity of the recipient, and the purpose of disclosure. A copy of the record disclosed will be provided to the student upon request and at his or her expense.

D. Record of Disclosures

The University will maintain, with the student's education records, a record for each request and each disclosure, except:

- (1) disclosures to the student himself or herself,
- (2) disclosures pursuant to the written consent of the student (the written consent itself will suffice as a record),
- (3) disclosures to UMB instructional or administrative officials, and

(4) disclosures of directory information.

This record of disclosures may be inspected by the student, the official custodian of the records, and other UMB and governmental officials.

IV. It is the Policy of UMB to Provide Students the Opportunity to Seek Correction of Their Education Records

A. Request to Correct Records

A student who believes that information contained in his or her education records is inaccurate, misleading, or violative of privacy or other rights may submit a written request to the appropriate office specifying the document(s) being challenged and the basis for the complaint. The request will be sent to the person responsible for any amendments to the record in question. Within a reasonable time of receipt of the request, the University will decide whether to amend the records in accordance with the request. If the decision is to refuse to amend, the student will be so notified and will be advised of the right to a hearing. He or she may then exercise that right by written request to the Office of the President.

B. Right to a Hearing

Upon request by a student, the University will provide an opportunity for a hearing to challenge the content of the student's records. A request for a hearing should be in writing and submitted to the appropriate office. Within a reasonable time of receipt of the request, the student will be notified in writing of the date, place, and time in advance of the hearing.

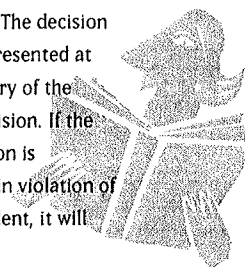
1. Conduct of the Hearing

The hearing will be conducted by a UMB official who does not have a direct interest in the outcome. The student will have a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.

2. Decision

Within a reasonable period of time after the conclusion of the hearing, the University will notify

the student in writing of its decision. The decision will be based solely upon evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision. If the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will amend the records accordingly.



C. Right to Place an Explanation in the Records

If, as a result of the hearing, the University decides that the information is not inaccurate, misleading, or otherwise in violation of the student's rights, the University will inform the student of the right to place in his or her record a statement commenting on the information or explaining any reasons for disagreeing with the University's decision. Any such explanation will be kept as part of the student's record as long as the contested portion of the record is kept and will be disclosed whenever the contested portion of the record is disclosed.

V. Right to File Complaint

A student alleging University noncompliance with FERPA may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.

(General policy approved by the University Administrative Council January 1978 and revised and updated for specific applicability to UMB.)

REVIEW OF ALLEGED ARBITRARY AND CAPRICIOUS GRADING

It is the policy of the University of Maryland, Baltimore that students be provided a mechanism to review course grades that are alleged to be arbitrary or capricious. Each school or academic unit shall develop guidelines and procedures to provide a means for a student to seek review of course grades. These guidelines and procedures shall be published regularly in the appropriate media so that all faculty members and students are informed about this policy.

RIGHTS AND RESPONSIBILITIES FOR ACADEMIC INTEGRITY

The academic enterprise is characterized by reasoned discussion between student and teacher, a mutual respect for the learning and teaching process and intellectual honesty in the pursuit of new knowledge. By tradition, students and teachers have certain rights and responsibilities that they bring to the academic community. While the following statements do not imply a contract between the teacher or the institution and the student, they are nevertheless conventions that should be central to the learning and teaching process.

I. Faculty Rights and Responsibilities

A. Faculty members shall share with students and administrators the responsibility for academic integrity.

B. 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.

C. 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. In addition, faculty members have the obligation to make students aware of the expectations in the course, the evaluation procedures, and the grading policy.

D. Faculty members are obligated to evaluate students fairly, equitably, and in a manner appropriate to the course and its objectives. Grades must be assigned without prejudice or bias.

E. 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.

F. 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.

II. Student Rights and Responsibilities

A. Students share with faculty members and administrators the responsibility for academic integrity.

B. 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.

C. Students have the obligation to complete the requirements of their courses in the time and manner prescribed and to submit their work for evaluation.

D. Students have the right to be evaluated fairly, equitably, and in a timely manner appropriate to the course and its objectives.

E. 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, or such special assistance as may be specified or approved by the appropriate faculty members, is allowed.

F. 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.

G. 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.

III. Institutional Responsibility

A. The University System of Maryland shall take appropriate measures to foster academic integrity in the classroom.

B. 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 on students found to be guilty of acts of academic dishonesty.

C. Students expelled or suspended for reasons of academic dishonesty by any institution in the USM shall not be admissible to any other USM institution if expelled or during any period of suspension.

(Approved Nov. 30, 1989 by the USM Board of Regents.)

SCHEDULING OF ACADEMIC ASSIGNMENTS ON DATES OF RELIGIOUS OBSERVANCE

It is the policy of the University of Maryland, Baltimore to excuse the absence(s) of students that result from the observance of religious holidays. Students shall be given the opportunity, whenever feasible, to make up, within a reasonable time, any academic assignments that are missed due to individual participation in religious observances. Opportunities to make up missed academic assignments shall be timely and shall not interfere with the regular academic assignments of the student. Each school and academic unit shall adopt procedures to ensure implementation of this policy.

LIBRARY MATERIALS

Purpose: To establish a policy concerning misuse, mutilation, or theft of library resources and violation of loan policies.

I. Professional Code of Conduct

Students, faculty, administrators, and other staff at the University of Maryland, Baltimore are expected to demonstrate the highest standards of integrity at all times. Faculty and administrators, as role models for students and as professional

representatives of UMB, are expected to maintain professional stature. All members of the UMB community are expected at all times to conduct themselves in accordance with all codes of conduct and rules and regulations of their respective schools or administrative units at UMB and with all campus rules, library rules, and library loan policies. Other individuals who are privileged to utilize UMB library resources similarly are expected to comply with applicable campus rules, library rules, and library loan policies. Failure to observe library policies due to negligent or willful disregard of rules disrupts library functions and inconveniences colleagues. Mutilation, misuse, or theft of library resources are serious offenses inconsistent with the standards of integrity and professionalism established for UMB students, faculty, and staff and required of individuals granted privileges to use UMB library resources.

II. Policy

Mutilation, misuse, or theft of library resources results in a significant financial drain on the libraries of UMB and hinders the scholastic efforts of students, faculty, administrators, and others who use UMB library facilities. To deter such abuses and to sanction such abuses when they do occur, a campuswide policy applicable to mutilation, misuse, or theft of library resources or failure to comply with library loan policies (collectively, "library offenses") is in effect. This policy is applicable to students, faculty, administrators, and others privileged to use UMB library resources. All library offenses will be sanctioned under this policy and, in addition, may be punishable under codes of conduct that UMB schools or administrative units have adopted as applicable to their respective students, faculty, and staff, as well as under applicable federal and state law. The UMB President, the library director, or the dean of a school at UMB may initiate charges of library offenses against any student, faculty member, or staff member. Any person charged with an intentional library offense may request a hearing to determine whether the charge is valid (see Part III of this policy).

Library resources are defined as any property owned, loaned, leased, licensed, or otherwise managed or under the control of a UMB library including, but not limited to, a book, journal, digital storage device or media, electronic hardware or software, furniture, fixtures, and the

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library building itself. The penalties under this policy are as follows:

Part 1. For improper removal of library resources:

a. Intentionally or unintentionally leaving a library with resources that do not circulate or which have not been properly checked out is a violation of library rules.

b. The library director shall impose the following penalties on any person stopped at the library entrance carrying unauthorized library resources.

i. For a first offense, a two-week suspension of library privileges.

ii. For a second offense, an additional four-week suspension of library privileges.

iii. For a third offense, termination of library privileges.

c. The penalties in b are sanctions for violations of rules. Imposition of a penalty under b does not mean it has been determined that a library user intended to steal resources or willfully disregarded circulation policies.

d. If improper removal of resources involves mutilation or destruction of resources, the procedures described below under Section II Part 2 will be applicable.

e. The library director or a designee will report all incidents resulting in penalties under Part 1 to the appropriate dean if a student or faculty member is involved, or to the appropriate director or senior administrator if a UMB employee is involved. The appropriate dean, director, or senior administrator may determine if additional penalties are warranted. The library will be informed of any additional punitive action. In cases involving persons who are not UMB students, faculty, or staff, UMB police will be notified of any decision regarding suspension of library privileges, and in cases where the person is faculty, staff, or a student from another university, college, or school, the library director or designee will report the incident to the proper body of that school.

f. The library director may proceed under Part 2 rather than Part 1 if circumstances of a library user's attempt to leave the library with

unauthorized material clearly indicate attempted theft.

Part 2. For mutilation and/or theft, or for misuse of library resources, including failing to comply with the terms of use for hardware, software, electronic publications, or other digital or licensed resources or attempts to compromise the integrity of electronic resources or computer-based systems, and/or failure to comply with library loan policy (excluding any matter subject to Part 1 above) the library director may impose all or any combination of penalties as described in the following paragraphs a and b:

a. All UMB library privileges will be immediately suspended or terminated by the library director.

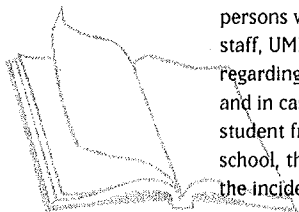
b. A fine of \$250 will be imposed; the offender will be required to pay the cost of replacing or repairing lost, stolen, misused, or damaged resources; the offender will be required to reimburse the library for fines or penalties imposed due to the library user's wrongful acts; the offender may be required to perform a number of hours of community service.

c. A summary of the incident will be placed in the student, faculty, or staff member's permanent file.

d. In cases involving students or faculty, the dean involved will refer the matter to the disciplinary body of the offender's school for action, and, if guilt is conceded or is established, for determination of additional penalties. Supervisors of staff who are in violation may choose to pursue further discipline.

e. In cases involving unaffiliated persons, UMB police will be notified of any decision regarding suspension of library privileges. In cases where the person is faculty, staff, or a student from another university, college, or school, the library director or designee will report the incident to the proper body of that school.

III. Hearings; Additional Disciplinary Procedures
Any person accused of a library offense under Section II Part 2 of this policy may request a hearing. The library director or a designee will notify any person accused of a violation of this policy in writing. Within 72 hours after receipt of



notice, the person must advise the library director whether he or she wishes a hearing.

If no hearing is requested, the library director may impose sanctions as outlined in this policy. In addition, in cases subject to Section II Part 2 of this policy (involving mutilation and/or theft of resources), the library director shall report the violation to the school or administrative unit in which the offender is enrolled or appointed, and the matter shall be reviewed there for possible further disciplinary action under applicable school or UMB policies and rules. The purpose of further review will be to determine if additional sanctions should be imposed and what these sanctions should be.

If a hearing is requested, library privileges will be suspended pending the outcome of the hearing. If a student or faculty member requests a hearing to determine the validity of a charge of a library offense, the hearing will be conducted by the judicial body of the school if there is a policy in place in the school providing for such a hearing.

The Vice President for Academic Affairs or designee(s) will conduct the hearing in the absence of an applicable policy. In matters involving UMB staff and persons who are neither students nor employees of UMB, the hearing will be conducted by the appropriate administrative unit (e.g., Human Resource Services). All hearings will be conducted under procedures affording due process as required by law. The results of any hearing under this section will be reported to the library director, who will determine penalties as provided in Part II. These penalties may be in addition to any penalties imposed by the judicial body.

IV. Enforcement; Legal Action

Payment of fines and charges assessed under Part II will be a condition of reenrollment or graduation in the case of students. For others, UMB will rely upon all available administrative and legal resources to collect fees and charges. In addition

to any sanctions specified in this policy, civil or criminal action may be taken for violation of applicable Maryland and federal law and to recover the library's damages.

Did you know?

The study space to the left of the Health Sciences and Human Services Library stairway doubles as an art gallery. The library has featured rotating exhibits since it opened in 1998, including paintings and photographs by local artists, health and science photographs from *The Baltimore Sun* archives, and paintings by teenage students at the Woodbourne Center in Baltimore.

V. Reinstatement of Library Privileges

Any person disciplined under this policy who complies with all penalties imposed by the library director may apply for reinstatement of terminated library privileges by writing a formal letter of petition directed to the attention of the library director. This letter may be published or otherwise displayed for review by library patrons whose access to library resources has been affected. The library director will decide whether privileges should be reinstated. The director's decision shall be final. (Read other library policies online at www.hshsl.umaryland.edu/information/policies.html)

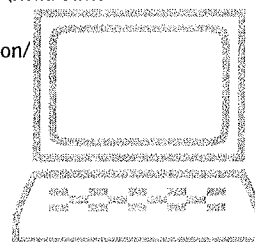
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

I. Purposes

The purposes of this policy are to state what constitutes the acceptable use and what constitutes the misuse of UM IT Resources (as defined below). This policy also states responsibilities and procedures for administering and enforcing this policy, reporting violations, and initiating disciplinary actions against those who violate this policy.

II. Definitions

"Affiliate": an organization located at the UMB campus which has IT Resources connected to UM IT Resources, or which has IT Resources used by Authorized Users; also, an organization located off campus which provides IT Resources used by Authorized Users in the course of their activities in relation to their affiliation with UMB or an Affiliate; also, does not include a business entity which contracts with UMB for IT services.



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"Authorized Users": students, faculty, staff, visitors, and guests of UMB who use UM IT Resources, on-campus or off-campus, in the course of UMB employment, educational activities, or other purposes related to their UMB affiliation; also, employees of Affiliates who use UM IT Resources to fulfill their employment responsibilities, and any other persons authorized to use UM IT Resources. Any person who receives a password ID from UMB or who uses an e-mail address that ends in "umaryland.edu" is an Authorized User. All Authorized Users are subject to this policy.

"CIO": the Vice President of Information Technology and Chief Information Officer of UMB.

"IT Administrator": the administrator or academic officer of a UMB unit or school who, as determined by the applicable vice president or dean, is responsible for management and oversight of the IT Resources located in, or used by Authorized Users affiliated with that unit or school.

"IT Resources": all information technology resources, including, but not limited to, computerized information, computing facilities, computer networks, hardware, software, systems, programs and devices.

"UM IT Resources": IT Resources owned, leased, or used by UMB or its Affiliates, or by USM, and used by Authorized Users.

"UMB": University of Maryland, Baltimore (including all its schools and administrative units).

"USM": University System of Maryland.

III. Scope

This policy applies to all Authorized Users.

IV. Acceptable Use

In general, acceptable use of UM IT Resources is use in support of the research, education, service,

and administrative activities of UMB or of an Affiliate. Authorized Users should always use IT Resources in accordance with UMB, USM, and Affiliate policies, procedures, and guidelines, software licenses, and applicable laws. UMB depends upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users of UM IT Resources. Use of UM IT Resources must be responsible and professional. Acceptable use balances limits necessitated by law, economy, security and privacy with the principles of academic freedom and constitutional rights of free speech.

Authorized Users are responsible for safeguarding their own identification (ID) codes and passwords, and for using them for their intended purposes only. Authorized Users are solely responsible for all transactions made under the authorization of their ID, and for activity involving IT Resources which originate from computing devices owned by or assigned to them. Authorized Users may not represent or imply that personal electronic publications (e.g. web pages) or personal communications reflect the views or policies of UMB.

Authorized Users may not state or imply that links provided from web pages hosted on UM IT Resources constitute or imply a UMB endorsement of those sites, their content, or products and services associated with those sites.

Direct and indirect use of UM IT Resources made available to an Authorized User is a privilege granted by UMB. The privilege is subject to compliance with this policy, other applicable UMB and USM policies, Affiliate policies and State and federal laws.

V. Misuse

Misuse is use of UM IT Resources in a manner not consistent with standards for acceptable use.

Misuse includes, but is not limited to:

A. Securing unauthorized access to or unauthorized use of UM IT Resources, or facilitating such use or access by another person.

B. Accessing or attempting to access UM IT Resources on or off the UMB campus without authority. This is also referred to as hacking.

C. Any deliberate or reckless act that denies or interferes with the access and use of UM IT Resources by others.

D. Use of UM IT Resources in violation of the law, the policies of UMB, USM, or an Affiliate, or the policies or guidelines of any UMB school or unit. Examples of such prohibited use include violations of anti-discrimination or harassment policies, and a school's honor code.

E. Personal communication, or other personal use, that interferes with the use of UM IT Resources by Authorized Users for official UMB purposes and for academic responsibilities, or that interferes with or indicates neglect of employment responsibilities (e.g. use of internet auction sites such as eBay, internet gaming, chat rooms, instant messaging, and web surfing during work hours).

F. Software theft or piracy, data theft, copyright violations, and other actions that violate intellectual property rights of others.

G. Inappropriate access, use or disclosure of data including social security numbers, birth dates, or addresses; unauthorized sale or transfer of such information.

H. Altering system hardware configurations without authorization; installing or deleting system software without authorization; installing or removing system hardware without authorization.

I. Intercepting or monitoring communications, user dialog, or password input intended for another recipient, except when this is done as part of authorized IT resource management, when authorized by the CIO, or if required by law.

J. Collecting or storing information about users of UM IT Resources without user authorization, except as necessary for official UMB activities and functions.

K. Illegal activity.

L. Business or commercial activity not carried out on behalf of UMB or an Affiliate.

M. Access to or use of electronic distribution lists and email accounts created by UMB, a school or unit of UMB, or an Affiliate, for purposes not authorized by UMB, the school, or the unit; permitting others access to such distribution lists for unauthorized purposes.

N. Transmitting messages that are threatening, obscene, vulgar, derogatory or harassing; messages that attack another individual or group of individuals; or messages that violate the policies of UMB or USM, any school or unit of UMB, or any Affiliate of UMB.

O. Anomalous (unusual or unexpected) computing activity that is illegal or wasteful of UM IT Resources or that violates the terms of use of the licenses and agreements through which UMB obtains or uses UM IT Resources.

VI. Security and Monitoring

The maintenance, operation, and security of UM IT Resources require UMB and Affiliates to monitor and access IT Resources. UMB and its Affiliates monitor UM IT Resources as part of normal operations and maintenance. Normal monitoring includes, but is not limited to, logging activity and monitoring usage patterns. In special situations, communications including internet activity of specific individuals or systems are subject to monitoring by UMB and Affiliates for other purposes, e.g., investigation of complaints of violation of work rules, allegations of violation of law, or allegations of unauthorized use of UM IT Resources.

To the extent feasible, as determined by UMB, and taking into account the electronic environment and the public agency status of UMB, UMB will protect the confidentiality of academic information, student information, medical information, attorney-client and patient-provider communications, attorney work product and information developed from or exchanged with clients and patients which is stored and transmitted through UM IT Resources. Authorized Users may only access confidential information with UMB permission and only to the extent

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authorized. Access to and disclosure of confidential information to others in any manner not permitted by law, UMB policy and procedure, and the applicable policies of the school, unit or Affiliate that maintains the information, is prohibited. UMB will not disclose privileged or confidential communications from legal clients, attorney work product, student information, employee information, or medical or health care record information unless permitted by law, authorized by the client or patient, or approved by the school, unit or Affiliate that maintains the information.

There is no assurance of confidentiality or privacy for much of the information transmitted or stored by UM IT Resources. The Maryland Access to Public Records law applies to electronic data, including archived electronic messages. Other state and federal laws, and the needs of UMB to meet its administrative, business, and legal obligations, require UMB to routinely monitor activities involving UM IT Resources and may require UMB to access and view stored data.

UMB seeks to maintain the security of UM IT Resources, but cannot guarantee security. Authorized Users have no expectation of privacy as to information stored or transmitted using UM IT Resources, and generally should not maintain or transmit sensitive personal information about themselves or others using UM IT Resources. However, UM IT Resources which have appropriate security measures in place can be used for personal information of clients, research subjects, and patients.

Related security policies of UMB, its schools, units and Affiliates apply to certain categories of personal information (e.g., medical records, UMB Law Clinic records, records of Affiliate health care organizations) stored or transmitted using UM IT Resources. Authorized Users must comply with these policies.

UMB may monitor the specific activity and accounts of any Authorized User without notice to

the Authorized User in situations when it is necessary or appropriate in the judgment of the CIO or a school, unit or Affiliate IT Administrator, e.g.:

- The user has voluntarily made the activity or account information available to the public, as by posting to an electronic list or web page.

- Monitoring is necessary to preserve the security, integrity, or functionality of IT Resources.

- UMB or an Affiliate has a reasonable basis to suspect an Authorized User may be violating this policy.

- A user of UM IT Resources, or an account, is demonstrating anomalous activity based on usage patterns.

- UMB or an Affiliate has a reasonable basis to suspect that a person using UM IT Resources is doing so without authorization.

- Otherwise necessary, as permitted by law, required by lawful directive to UMB or an Affiliate, or required to investigate allegations of misuse of UM IT Resources.

When monitoring of specific activity and accounts is required, the CIO or designee, or the IT Administrator, will consult with an academic or administrative unit's Dean or Vice President, or designee, prior to monitoring activities of specific Authorized Users, and prior to disclosing patient or client information as permitted by law or authorized by the patient or client. If a matter directly involves a Dean or Vice President, the President may waive this consultation requirement.

VII. Electronic Mail (E-Mail)

Copyright laws, license agreements, USM and UMB policies, and state and federal law apply to e-mail. E-mail sent with the intent of disrupting communication or other system services is not allowed. The proliferation of unsolicited

commercial e-mail (also known as UCE or "spam"), virus warnings, urban legends and electronic chain letters are not acceptable uses of UM IT Resources.

Broadcast e-mail, i.e., e-mail messages sent to a list of users in all schools and units of UMB, is forbidden unless approved by the President or his designee. Broadcast e-mail to users in a particular school or unit is prohibited unless permitted by the Dean of the school or Vice President of the unit, or that administrator's designee.

The primary purpose, and primary use, of e-mail using UM IT Resources is for UMB-related activities. Occasional use of e-mail for personal communications during the business day is acceptable. Users are advised; however, that they have no right of privacy in personal communications sent or received using campus email. Such messages, like all other messages, are subject to monitoring and disclosure as stated above.

VIII. Web Pages

Any Authorized User who creates, maintains or hosts a web page using UM IT Resources is responsible for the integrity of the information contained on the page and for compliance with USM and UMB policies, and federal and state laws, including laws governing copyright, obscenity, defamation, and software piracy.

Personal web pages and commercial web pages may not be posted using UM IT Resources unless expressly authorized by a UMB school, unit or Affiliate and then only if the web page is related to the academic activities of the school or the operational activities of the unit or Affiliate. Web pages that are not in good taste are not allowed. Anyone who wants a web page primarily or exclusively for personal or commercial purposes, rather than academic activities or the operational activities of UMB or an Affiliate, should not use UM IT Resources to create or host the web page.

IX. Administration and Enforcement of Policy

The CIO is responsible for the administration of this policy. Each school, unit, and Affiliate of UMB, and the IT Administrator of each UMB School, unit, or Affiliate may provide additional guidelines for appropriate use of UM IT Resources in that school, unit, or Affiliate.

Enforcement of this policy is delegated to the heads of the UMB schools and administrative units, i.e., deans and vice presidents. In cases where there is a question about authority to enforce this policy a determination shall be made by the UMB President or a designee, normally the CIO.

X. Violations

Suspected violations of this policy shall be reported to the CIO, the IT Administrator of any school or unit involved, and the IT Administrator of any Affiliate involved. Within a school or unit, the IT Administrator will report the suspected violation to those responsible for supervision of the Authorized Users involved, unless complete confidentiality is required during an investigation of the violation, and to those responsible for administration of disciplinary policies applicable to the Authorized Users involved. Authorized Users who are accused of violating this policy and who have a student or employment relationship, or an academic appointment with UMB, will be subject to disciplinary actions or other proceedings consistent with an accusation of misconduct.

The CIO and/or IT Administrator shall investigate thoroughly the issues concerning use of UM IT Resources, provide a complete report to the School or employing unit, and cooperate in disciplinary proceedings.

Allegations of violations by Authorized Users other than students, employees or appointees will be resolved by the CIO in consultation with the applicable school, unit or Affiliate. The CIO may suspend an accused user's access to some or all UM IT Resources until an investigation is completed.

and, if required, a hearing has been held to determine the validity of the allegations involved.

Authorized Users who commit serious or repeated violations of this policy are subject to additional sanctions. Such additional sanctions may include permanent termination of access to UM IT Resources, use restrictions, or special monitoring of activities involving UM IT Resources.

The CIO or any IT Administrator shall refer suspected criminal violations of law to the University Police and concurrently advise University Counsel of the matter.

Immediate action may be taken by the CIO or an IT Administrator in response to potential or ongoing threats to UM IT Resource security, the health or safety of persons, the privacy rights of students, employees, patients, clients, research subjects or others, compliance with the law, or the security of confidential or proprietary information.

Violations of this policy may result in actions under Human Resource policies, faculty policies, or student policies, in addition to actions under this policy. Termination of enrollment, employment or appointment may follow from violations of this policy.

XI. School and Unit Responsibilities

Schools and units may require their Authorized Users to follow additional guidelines for appropriate use of school and unit UM IT Resources. Such guidelines shall be no less restrictive than this policy and do not supplant this policy.

When Authorized Users change status, e.g., upon resignation, termination, graduation, retirement, imposition of a disciplinary sanction, or a change in position, role or responsibilities within UMB, the school or unit responsible for initiating a change in status must coordinate with central support units (e.g., Center for Information Technology Services, Human Resource Services, Payroll) to discontinue or change access and authorization to UMB IT

Resources accessible to the Authorized User before the change of status.

(Approved by the president, effective August 1, 2005.)

(Read other IT policies online at www.umaryland.edu/cits/policies.)

Policies Related to Smoking, Alcohol, and Drugs

CAMPUS SMOKING

Elements of the University of Maryland Baltimore campus smoking policy are as follows:

A. The smoking of tobacco products is not permitted in any campus building, facility, state vehicle, or shuttle bus. This applies to all faculty and staff members, students, contractors, visitors, etc.

B. Tobacco products will not be available for purchase on campus.

C. There shall be no smoking in meetings, conferences, or training sessions hosted by UMB on or off campus. In order to accommodate smokers as well as nonsmokers, breaks may be requested in meetings lasting longer than one hour.

D. All employees and students are expected to bring to the attention of contractors and visitors the smoking prohibition policy of the University. Politeness and common sense as well as the law should guide employees and students in the enforcement of this section.

E. Potential conflicts resulting from this policy and its implementation are to be resolved by the normal channels of the University, including Human Resource Services in conjunction with Environmental Health and Safety.

F. The UMB Health and Safety Committee serves as the campus smoking policy implementation committee and is responsible for developing policies and for guiding Environmental Health and Safety and other UMB offices in the implementation of the smoking policies and appropriate educational activities.

G. Anyone found in violation of this policy should be advised to cease smoking immediately and, if noncompliant, shall be subject to the state law. In addition, an employee or student found to be in noncompliance shall be subject to administrative and/or disciplinary action.

(Approved by the president; effective September 1986, revised May 1995, revised January 1999).

ALCOHOLIC BEVERAGES

I. Purpose

A. To establish University of Maryland, Baltimore policy on the use of alcoholic beverages and to recognize standards for individual and group behavior at events where such beverages are served.

The alcoholic beverage policy is designed to:

- (1) observe the laws of the state;
- (2) stress moderation, safety, and individual accountability for those who choose to drink;
- (3) provide a campus atmosphere free of coercion for those who choose not to drink;
- (4) maintain a community where the effects of alcohol abuse are minimal and where problem behavior is reduced; and
- (5) provide confidential and effective guidance and counseling for those with special needs related to alcohol and alcoholism.

B. All students should be familiar with and abide by the principles and particulars of this statement. Each school on campus shall provide information to all students regarding the existence of this policy.

C. Maryland law forbids the sale or serving of alcoholic beverages to people under 21 years of age or those visibly intoxicated, Article 2B, Section 108, Annotated Code of Maryland. The law also forbids misrepresenting one's age for the purpose of consuming alcoholic beverages, Article 27, Sections 400-403A, Annotated Code of Maryland.

There have been indications in recent years (such as the heightened awareness of drunken driving, etc.) that drinking and alcohol-related behavior should receive careful attention.

II. Individual Behavior

A. Individuals are expected to obey the law and take personal responsibility for their own conduct; UMB will not police individuals' personal lives on or off campus.

B. Disorderly conduct in any manner or misrepresentation of age at on-campus social events sponsored by UMB-recognized organizations may subject the offender to disciplinary action or action by law enforcement personnel. The association of alcohol with problem behavior shall be seen as an exacerbating factor, not a mitigating one.

C. The Counseling Center provides confidential counseling, treatment, and referral of students seeking assistance for problems associated with alcohol abuse.

D. Although the dean or a designated faculty member of each school may refer students to the Counseling Center, Alcoholics Anonymous, or to other counseling and guidance resources, egregious offenses and repeat offenses, however minor, shall be referred to the appropriate disciplinary body in each school.

III. Group Behavior

A. The student groups recognized by UMB sponsoring social events on campus must abide by state and local laws. Officers of the sponsoring organizations shall be responsible for submitting a UMB alcoholic beverage permit and a Statement of Responsibility form as well as for good faith administration of this policy. Failure to do so may result in loss of social privileges, individual disciplinary action, loss of University recognition for the organization, or suspension of reservation privileges.

B. Student events at which alcoholic beverages may be consumed can be held only under circumstances in which the sponsoring organization demonstrates reasonable means of ensuring adherence to state law and proper clean-up.

IV. Social Events and Advertising

A. Alcoholic beverages may be sold only by student groups upon obtaining the appropriate liquor license for the area and event; alcoholic beverages may be served by student groups in areas designated by each school's dean or the Director of Student Services.

B. At all social events where alcohol is consumed, nonalcoholic beverages must be provided by the sponsor of the event and be equally available to students. All people consuming alcoholic beverages must be of legal drinking age.

C. Where alcohol is consumed, food shall also be provided by the sponsor of the event.

D. Social events, such as "beer blasts," that encourage drinking or drunkenness as themes, and the advertisement of such events are considered inappropriate and shall not be permitted.

E. The alcoholic beverage industry shall not be allowed to distribute its product on campus for promotional purposes. Other promotional activities by alcohol marketers may only be permitted with the prior written approval of the Director of Student Services.

CAMPUS SUBSTANCE ABUSE

I. Purpose

The University of Maryland Baltimore substance abuse policy is designed to:

- (1) observe state executive orders and state and federal laws;
- (2) promote a campus free of illegal drug use;
- (3) stress moderation, safety, and individual accountability by those who choose to drink alcohol;

- (4) provide a campus atmosphere free of coercion for those who choose not to drink alcohol;
- (5) maintain a community where the effects of abuse are minimal and where problem behavior is reduced;
- (6) provide information and education on the health risks associated with drug and alcohol abuse; and
- (7) provide confidential and effective guidance and counseling for those with special needs related to substance abuse.

II. Scope

The policy applies to all UMB faculty, staff, and students.

III. Background

Substance abuse is a serious national crisis that has had a detrimental effect on the lives of many of our citizens, and has exerted a negative effect on the operation of academic institutions. UMB must maintain an environment that supports the employees and students as they carry out their responsibilities. A campus free of substance abuse is fundamental to promote efficient, effective and responsive education, research, and service.

IV. Health Risks

Substance abuse is now recognized as the number one public health problem in the United States. About 30 percent of all admissions to general hospitals and 50 percent to psychiatric hospitals have detectable substance abuse. Substance abuse accounts for about 150,000 deaths annually. This includes deaths from stroke, diseases of the heart and liver, and all alcohol and drug-related suicides, homicides, and accidents.

V. Policy

A. The unlawful manufacture, distribution, dispensing, possession, or use of drugs is prohibited at UMB.

B. Alcohol may only be used legally and responsibly on campus or in any location while the employee or student is on official University business. Organizers of any on-campus functions where alcohol is served must present a plan to the administrator responsible for that particular area (i.e., dean's office if the function is in a school, Student Center Operations office if the function is held in the Student Center at Pine Street).

C. All employees and students must report to work, class, or any other official University activity and remain, whether on or off campus, in a fit condition to perform. Reporting to work, class, or any other official University activity or working while impaired by drugs or alcohol is a violation of this policy and shall subject the employee or student to the appropriate disciplinary or rehabilitative action.

D. As a condition of employment or enrollment, every employee and student must abide by the terms of this policy and notify his or her supervisor (employee) or dean's office (students) of any drug- or alcohol-related conviction, such notice to be given no later than five days after such conviction.

E. The University will take either or both of the following actions after receiving notice of conviction:

- (1) Require the convicted employee or student to participate in a substance abuse assistance or rehabilitation program.
- (2) Subject the convicted employee or student to the appropriate administrative and disciplinary action, up to and including termination or expulsion.

F. The University will impose administrative and disciplinary sanctions on employees and students and, if appropriate, referral for prosecution for violations of the standards of conduct required by paragraphs A through D of this policy. The sanctions, not listed in any order, may be progressive or consistent with the nature of the violation and include but are not limited to:

- (1) students: counseling, reprimand, suspension, reassessment, community service,

withholding or unsatisfactory references for licensing and certification or employment, related academic assignment, permanent or temporary entry in student file, denial or withdrawal of financial aid, denial of or removal from UMB housing, expulsion; and
(2) Counseling Center referral to a rehabilitation program.

(Students may obtain copies of the full policy from their dean's office or student affairs office.)

ILLICIT DRUGS

The use, possession, or sale of illicit drugs is illegal and such activities are subject to severe penalties. It is the intent of the administration of the University of Maryland, Baltimore to use any and all means to prevent illegal activities within the confines of this campus. Therefore, all students who reside on the campus are forewarned that the use, possession, or sale of illicit drugs will mean expulsion from residency on the campus, and all faculty and staff members and students are likewise warned that such activities may mean prosecution by the appropriate agencies of the community.

Legal Sanctions

Students are subject to federal, state, and local laws for the possession and distribution of illegal drugs and illegal use of alcohol and controlled substances. A description of legal sanctions follows. It is not intended to be exhaustive of all laws regarding drug and alcohol related offenses.

Under federal law the penalty for possession of a controlled substance is a fine and/or imprisonment from five to 20 years. For other illegal drugs, the penalty for possession is a fine of at least \$1,000 and/or imprisonment for up to three years. Penalties may also include up to \$10,000 in civil fines. Penalties may increase if possession includes intent to manufacture, distribute, or dispense, especially if done near a school or college.

Under Maryland law any person who unlawfully manufactures or distributes a controlled dangerous substance may be fined up to \$25,000 and may be imprisoned for up to 20

years for a first offense. A person who manufactures, distributes, dispenses, or possesses with the intent to distribute within 1,000 feet of an elementary or secondary school will be subject to an additional term of not more than 20 years or a fine of not more than \$20,000 or both for a first offense, and a term of not less than five or more than 40 years or a fine of not more than \$40,000 or both for a second offense.

Individuals who have been convicted of a controlled dangerous substance offense on or after Jan. 1, 1991 are required to disclose that fact when applying for a license or a license renewal. The licensing authority may refuse to issue the license or impose appropriate conditions on the license.

(Approved by the president June 1989.)

Other University Policies

POLICY ON STUDENTS WHO ARE CALLED TO ACTIVE MILITARY DUTY DURING A NATIONAL OR INTERNATIONAL CRISIS OR CONFLICT

I. Purpose

This policy applies to all University of Maryland, Baltimore students who are ordered to active military duty by the United States or an ally of the United States during a national or international crisis or conflict.

II. Policy

When a student is ordered to active military duty by the United States or one of its allies, during a national or international crisis or conflict, the student will receive special consideration from the student's school and UMB administration. This is so that the student may fulfill his or her active duty obligations, without being subject to inappropriate financial penalties or other adverse effects of University System of Maryland or UMB policies otherwise applicable to students who withdraw from or interrupt their course of study. In addition

to following this policy, schools and campus administration should establish flexible policies and procedures to accommodate the special requirements of students called to active military duty during a national or international crisis.

Appropriate accommodations may vary from time to time, depending on circumstances, but may include, as examples:

- (1) Encouraging faculty to suspend penalties for students who miss deadlines for assignments or who miss classes as a result of a national or international crisis or conflict.
- (2) Establishing procedures for directing students having special difficulties to support services within the school or at the campus Counseling Center.
- (3) Posting classroom materials on Web sites or listserves for those unable to attend classes.
- (4) Permitting audio taping of classes.

III. Procedures

A student who is called to active military duty during a national or international crisis or conflict should report to the student affairs dean at the student's school with appropriate military orders or other documentation. The dean or designee will determine if the student is qualified under this policy. If the student is qualified, the dean or designee will assist the student to minimize the adverse effects of institutional policies otherwise applicable to students who withdraw from or interrupt their course of study.

Each school will develop a form or other documentation to be signed by the dean or designee indicating that the student's military and academic status have been reviewed, and whether or not the student is qualified under this policy. If qualified, the dean and the student will review options regarding attendance, tuition and fees, financial aid, health insurance, and housing.

In most cases, the student is responsible for contacting the appropriate UMB offices to adjust the student's status to accommodate an interruption of study under this policy. When a student cannot make such arrangements, the student should provide the name, address, and

phone number of a person with power of attorney for the student so that the dean and the student's representative can act on the student's behalf.

A. Attendance

Students qualified under this policy may request permission to:

- (1) Withdraw from school (transcript will show withdrawal for military service).
- (2) Obtain a leave of absence (transcript will show leave of absence for military service; usual time limits to return from a leave of absence will be suspended indefinitely unless otherwise specified). At the end of a student's leave of absence, the school will facilitate reenrollment at the appropriate point in the student's academic program.
- (3) Receive an incomplete grade (transcript will show incomplete; usual time limits to convert an incomplete to a grade will be suspended indefinitely unless otherwise specified).
- (4) Be evaluated for a final grade on the basis of having completed a substantial amount of the course work (transcript will show course completed with grade).

Each school will make its own policy about appropriate options, whose input is required to approve an option, and who can grant approval. For example, courses involving classroom instruction may be treated differently from courses based on clinical rotations. An instructor's approval may be necessary before offering the option of a final grade for substantial course work.

Upon approval of one or more options, the school's dean or designee will notify the Director of the Office of the Registrar.

B. Tuition and Fees

A student who receives approval from the dean or designee of the student's school to withdraw from school, under this policy may request a complete refund of tuition and fees.

The dean or designee will make appropriate changes in the Student Information Management System and notify Student Accounting. Upon notification by the dean or designee, Student Accounting will provide a refund of tuition and all

fees, either to the student at his or her current address or to the student's lender. Confirmation will be sent to the student affairs dean's office at the student's school.

C. Financial Aid

Students should determine how to manage outstanding student financial aid including loans, grants, and work study, by contacting Student Financial Aid.

In accordance with U.S. Department of Education guidance, a qualified student is not required to return financial aid that has been disbursed to the student to cover living expenses. (See www.ifap.ed.gov/dpcletters/GEN0113.html.)

D. Student Health Insurance

Students who wish to drop health insurance coverage should apply for a prorated refund by presenting documentation signed and dated by the dean or designee to the Bursar's office.

Students who do not withdraw from school and who wish to retain health insurance coverage for themselves and their families under the student health insurance plan should not apply for a refund. Student health coverage is provided on a per-semester basis. If a student does not request a refund of the student health fee, health insurance through the student health insurance plan will continue automatically until the end of the current semester. If the student is on a leave of absence for active military duty for the United States or an ally of the United States during a national or international crisis or conflict, student health insurance will remain in force as long as the student continues to pay the health insurance fee. A student's family cannot be insured under the student health insurance plan unless the student continues to be insured under the plan.

E. Housing

Students who wish to terminate housing agreements early may receive a pro-rated refund. Students should present documentation signed and dated by the dean or designee and apply to the Assistant Director of Residence Life.

F. Disputes

In case of a disagreement in the interpretation or implementation of this policy, a student may appeal in writing to the Director of Student Services. The decision of the Director of Student Services may be appealed by a student or a dean of a school to the Vice President for Academic Affairs, whose decision will be final.

(Approved by the president, Nov. 6, 2001.)

STATEMENT REGARDING ORGANIZED ACTIVITIES ON CAMPUS

As an academic institution, the University of Maryland, Baltimore welcomes the exchange of ideas and respects the rights of our faculty, students, and staff to free speech, regardless of the topic. The use of our facilities, including outdoor space, however, must fall within appropriate guidelines, as set forth in our policy regarding physical facilities and public meetings. This policy [Section VI-4.10(A)] is online at www.umaryland.edu/hrpolicies and is also published in this document.

POLICY ON THE USE OF THE PHYSICAL FACILITIES OF THE UNIVERSITY SYSTEM FOR PUBLIC MEETINGS

Purpose: To identify the groups that can use University of Maryland, Baltimore facilities, to establish administrative procedures for applications for use of UMB facilities, and to establish standards for allowing and denying use of facilities.

I. Definitions

A. Academic activities of UMB schools and activities organized by UMB take priority over all other uses of campus facilities. Nonacademic uses by campus groups take priority over any uses by outside groups.

B. "Campus groups" refers to student organizations recognized by the Director of Student Services or a dean's office, faculty or student government organizations established under UMB policy, faculty or staff organizations established by state law, or University System of Maryland policy, academic and administrative offices of UMB,

University Physicians Inc., University of Maryland Medical System, faculty professional associations organized under University policy, and recognized alumni associations and foundations.

C. "Outside groups" refers to unrecognized campus groups and other organizations.

II. School Buildings

Use of a building designated specifically and completely for occupancy by one or more professional schools is administered and scheduled by the dean(s) of the school(s) or designee(s). For this purpose, the University of Maryland School of Law includes the Thurgood Marshall Law Library. Use of the Health Sciences and Human Services Library is administered and scheduled by the HS/HSL director or designee. If a building is shared by schools, each dean is responsible for areas used by that dean's school.

A. Use by Campus Groups

1. The dean or director will determine what areas, if any, in the building or its grounds are available for reserved use by campus groups.
2. Requests from campus groups for use of areas will be considered and acted on by the dean or director. Use of an area will not be permitted if the use is inconsistent with the academic mission of the school, would interfere with academic activities, or would result in unbudgeted costs (see part IV) which the dean or director is not willing to meet from the school's budget and which the campus group is unable to pay.
3. A use fee may be charged for use of a school area by a campus group associated with another school. A use fee (see part IV) may be charged for use of a library area by any campus group.

B. Use by Outside Groups

1. Requests for use of these areas by outside groups which (a) are professional organizations related to the academic mission of the school, or (b) administer professional, licensing, and other examinations related to the academic programs of the school, will be considered and acted on by the

dean or director, who may permit use of areas subject to the criteria stated in II.A.

2. Use by outside groups not described in B.1. is subject to payment of a use fee, and special costs (See part IV) and the approval of the dean or director.

1. Use fees will be set by the Vice President for Administration and Finance. Special costs will be determined by the dean or director. See part IV.

2. To assure consistent application of the requirements of this paragraph II.B, the dean or director, or designee, must obtain approval in advance from the President's office for a request subject to this paragraph.

C. The dean or director may approve use of an area if the use is consistent with the academic mission of the school.

III. Other Campus Facilities

Designated areas in the Student Center at Pine Street, the University Plaza park, and the HS/HSL plaza at Greene and Lombard streets are available for use by campus groups and outside groups. The Student Center at Pine Street's Operations office's designee will schedule use of the space surrounding the Student Center and the UMB Police designee will schedule use of the University Plaza park and the HS/HSL plaza.

A. Use by Campus Groups

1. Requests for use of these areas by campus groups should be made by an application requiring approval of the appropriate office as listed above.

Events will be permitted in these areas subject to space, noise, and safety limitations, and payment of any use fees or special costs (see part IV).

2. The President may waive use fees or special costs for campus groups.

B. Use by Outside Groups

1. Requests for use of these areas by outside groups should be made by an application to the appropriate office as stated above. To assure consistency in application of this campus policy, the designee from each of these offices will seek advance approval from the President's office concerning each application.

Approval from the President's office is not required for table space in the Student Center at Pine Street.

2. If the application is acceptable and the area is available, the requesting user will be notified of the use fee or security deposit, any estimated special costs, and any restrictions specified as a condition of use of the area. Upon payment of the use fee or security deposit and estimated special costs, a permit for use of the area will be issued.

3. Requests to use University Plaza park and HS/HSL plaza should be granted only after consideration of pedestrian and vehicle traffic control needs and costs, clean-up requirements, and impact of activities in the park upon patient access and academic, patient care, and administrative activities in adjoining buildings. The UMB police may establish sound regulations, weight limits, and other requirements for use of University Plaza park and HS/HSL plaza. Use of these areas may be prohibited during certain times of day (e.g., rush hour) or on specific days when activities would be unduly disruptive (e.g., examination period; opening day).

IV. Fees

A. The Vice President for Administration and Finance shall issue at least annually a schedule of use fees and security deposits for use of campus facilities by recognized groups and/or noncampus groups. Use fees are intended to cover basic facilities costs. Security deposits are intended to cover any damage to the area or additional unanticipated special costs.

B. Special costs are costs incurred by UMB over and above basic facilities costs. Special costs include cleaning, set-up, security, pedestrian and vehicle traffic control, and any other UMB work required to ensure that the use of an area has minimal impact upon the operations of the campus and the medical center and the area is restored to a normal condition after the use. Special costs will be estimated and must be pre-paid, subject to adjustment after special costs are calculated. The Vice President for Administration and Finance will establish a price schedule for typical special costs.

C. Use fees for school areas will be collected by the office that issues permission to use an area and retained by that school for use as determined by the dean. Use fees for library areas will be collected by the library director and retained for use by the library as determined by its director.

Use fees for the Student Center at Pine Street areas will be collected by the Student Center Operations Office and retained for use by the designee. Security deposits for University Plaza park and HS/HSL plaza will be collected by UMB police and retained or distributed as directed by the Vice President for Administration and Finance.

D. Any special costs collected will be collected by the office that issues permission to use an area, but remitted to the campus unit(s) incurring the costs.

(Approved by the president; effective June 15, 1984, revised July 1, 1989, revised Sept. 18, 2001.)

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

The Health Insurance Portability and Accountability Act of 1996 is a federal law that provides uniform rules for protecting the privacy of health information. This law affects employees, students, and others at the University of Maryland, Baltimore. The HIPAA law requires UMB employees, students, and other UMB personnel to keep health information private and secure. UMB employees, students, and other UMB personnel may not see, use, or share private health information unless authorized to do so and as necessary to fulfill UMB work responsibilities.

All UMB employees—including faculty and staff members, students, residents, fellows, and volunteers—must safeguard health information, including research information, in accordance with both federal and state privacy laws. You may be required to complete additional education about HIPAA and privacy, depending on your responsibilities and the policies of your school and program.

The General Introduction to HIPAA and Privacy Regulations, located online at www.umaryland.edu/cits/policies, provides a summary of the federal privacy law. However, it

does not replace targeted educational sessions that may be planned by your supervisor or the UMB Privacy Official. It is not a substitute for consulting the official federal regulations and state law when necessary. It is important to note that there are harsh civil and criminal penalties for violators of HIPAA.

For more information, contact UMB's Privacy Official, the Vice President and Chief Information Officer, or visit www.umaryland.edu/cits/policies.

IMMUNIZATION POLICY

I. Policy Statement

The University of Maryland, Baltimore strives to be a model health-promoting campus, and to support the health of its students and the people in the community with whom they come in contact. All students, both full- and part-time, who wish to qualify for enrollment at UMB must satisfy the University's immunization requirements. All costs of student compliance with the immunization requirements will be the responsibility of the student.

II. Immunization Requirements

A. A Report of Medical History form, which includes an immunization history, shall be mailed to all new students and must be completed and returned to Student Health prior to the student's initial registration.

B. All incoming students are required to provide to the satisfaction of Student Health:

1. Proof of immunization for measles, mumps, and rubella (students born before 1957 are considered immune to measles).
2. Certification of varicella (chicken pox) immunity by a) history of disease, b) proof of vaccination, or c) by way of a positive titer.
3. Evidence of immunization against tetanus/diphtheria within the past 10 years.
4. The results of tuberculosis screening performed within 12 months of the date of the student's enrollment. Screening must show a

negative PPD test or, if the PPD is positive, a negative chest X-ray report.

C. All students who live on campus in student housing must receive a vaccination for meningococcal disease or sign a waiver stating that the student has received and reviewed information provided by UMB about meningococcal disease and has chosen not to be vaccinated.

D. Students who wish to enroll in advanced dental education programs or the dental (DDS), dental hygiene, medical and research technology (BS and MS), medicine (MD), and undergraduate nursing programs must be immunized against Hepatitis B. This requirement will not be waived. Students enrolled in other programs are strongly encouraged to consider such immunization.

E. Students may be required to comply with additional immunization requirements specified by a particular school or program. Students should check with their school and program to determine which requirements may not be waived, and the possible curricular implications of waiving other immunization requirements.

F. To participate in clinical training at nonuniversity sites students must comply with the health and immunization requirements of the training sites.

G. Students not in compliance with the requirements of this policy will not be able to register for their second semester.

III. Waivers

Immunizations required by law or mandated by a UMB school or program will not be waived. For example, the requirement for immunization against Hepatitis B cannot be waived by students in advanced dental education programs or in the dental (DDS), dental hygiene, medical and research technology (BS and MS), medicine (MD), and undergraduate nursing programs.

A. In other cases, a student may receive a waiver on health grounds if he or she presents a written

statement from a licensed physician or a local deputy state health officer indicating that immunization against any or all of the diseases for which immunization is required, is medically contraindicated, detrimental to, or not in the best interest of the student. The physician's statement shall state whether the contraindication is permanent or temporary and, if temporary, provide assurance that the student will receive immunization(s). The student subsequently must furnish evidence of completion of immunization at the first reasonable opportunity. In the absence of such evidence, the student will not be allowed to register.

B. A student who objects to immunization upon the grounds that immunization conflicts with his or her bona fide religious beliefs and practices may request a religious waiver. A waiver on religious grounds may be obtained by submitting a written request to Student Health. This waiver will not apply in case of an emergency or epidemic of disease declared by the Secretary of Health and Mental Hygiene or the Secretary's designee. Students requesting religious waivers should refer to this policy and contact their school or program for possible curricular implications.

IV. Review and Revision of Policy

UMB Immunization Policy and immunization requirements are based on Maryland law and public health recommendations of the U.S. Centers for Disease Control. The policy and the requirements will be reviewed periodically and revised as necessary.

(Approved by the president April 22, 2003.)

SERVICE TO THOSE WITH INFECTIOUS DISEASES

It is the policy of the University of Maryland, Baltimore to provide education and training to students for the purpose of providing care and

service to all persons. The institution will employ appropriate precautions to protect providers in a manner meeting the patients' or clients' requirements while also protecting the interest of students and faculty members participating in the provision of such care or service.

No student will be permitted to refuse to provide care or service to any assigned person in the absence of special circumstances placing the student at increased risk for an infectious disease. Any student who refuses to treat or serve an assigned person without prior consent of the school involved will be subject to penalties under appropriate academic procedures, such penalties to include suspension or dismissal.

POLICY AGAINST SEXUAL HARASSMENT OF STUDENTS

I. Policy

A. The University of Maryland, Baltimore prohibits sexual harassment of students by colleagues or faculty. Sexual harassment is an infringement of an individual's right to work and study in an environment free from unwanted sexual attention and sexual pressure of any kind. It can result in a significant human resource drain for the University and hinder the scholastic efforts of students. Sexual harassment may violate the law of Maryland and the United States. UMB students who are also UMB employees should also be aware of the University's Employee Sexual Harassment Policy.

II. Definition of Sexual Harassment

UMB has adopted the definition of sexual harassment used by the U.S. Equal Employment Opportunity Commission. Unwelcome sexual advances, unwelcome requests for sexual favors, and other behavior of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in a University educational program;

B. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

III. Examples of Sexual Harassment

Sexual harassment can include any or all of the following behaviors, as well as others not listed:

A. Harassment through public or private insult, sexually suggestive comments concerning a person's body, or behavior, and sexual demands.

B. Subtle or overt pressure to comply with demands of sexual activity.

C. Remarks about another person's clothing, body, sexual activities, sexual preferences, or sexual orientation, as well as teasing, jokes, remarks, or gestures that are sexual in nature.

D. Unnecessary touching, pinching, patting, or exposure of another person's body.

E. Unwarranted staring at another person's body.

F. Unwanted communications of a sexual nature in writing, by telephone, or by other means.

G. Requests or demands for sexual favors accompanied by implied or overt threats about grades, clinical assignments, class academic assignments, recommendations, student employment, etc.

H. Repetition of unwanted invitations for dates.

I. Physical assault of a sexual nature, up to and including, attempted or actual rape.

IV. Students' Remedies

Sexual harassment of students by students, faculty, or staff will not be tolerated. Proven harassment will result in disciplinary action, possibly including suspension, expulsion, or dismissal.

Student questions about peer or faculty behavior that may constitute sexual harassment and student questions about disciplinary policies should be directed to the Director of Student Services at 6-7117, to the Campus Manager of Affirmative Action at 6-7302, or to the student affairs dean of the school involved.

A complaint of sexual harassment may be made initially to a school's dean, to the appropriate disciplinary body of the school, or to the Director of Student Services, who should be notified of any complaint filed with another office. Investigation of complaints will be made through appropriate school judicial bodies whenever feasible. If a complaint involves people from more than one school, the Director of Student Services will work with the deans of the schools involved to develop an appropriate investigational process.

Timely reporting of allegations of sexual harassment is crucial. It permits effective University intervention to protect students and educate and discipline offenders. Incidents of sexual harassment should be documented promptly and reported as soon as practical. Reporting within the time limits set in a school's judicial policy is strongly encouraged. Reporting an incident of harassment more than 30 days after it occurs can hinder the ability of the University to investigate the matter. Nevertheless, the University will investigate any complaint filed within a reasonable time. Institutional investigations of sexual harassment charges often require the complainant's identity to be known by the accused. However, complainants should be aware that the University will not tolerate or condone any form of retaliation against a student complainant whose sexual harassment claim is made in good faith.

The Counseling Center can be useful in helping students cope with the stress resulting from sexual harassment or participation in campus proceedings to investigate sexual harassment charges. Call

8-8404 for more information about the campus counseling service.

Through the Director of Student Services, the student affairs dean of each school, or the manager of Affirmative Action, sexual harassment educational programs for students can be arranged.

(Approved by the president; revised April 1998.)

PROCEDURES RELATING TO SEXUAL ASSAULT

I. Purpose and Scope

A. The University of Maryland Baltimore's sexual assault procedures are designed to comply with the requirements of the University System of Maryland Board of Regents' Policy on Sexual Assault (VI 1.30), and state and federal laws. These procedures apply to all faculty, staff, and students.

II. Educational Programs

A. UMB will establish a sexual assault educational committee to develop programs to inform faculty, staff, and students about what constitutes sexual assault, how to prevent it, and what the campus' procedures are for handling reports of alleged sexual assault.

B. The committee shall coordinate specialized training on the topic of sexual assault and the provision of sexual assault procedures to those individuals who may be involved in providing services to, or interacting with, alleged victims of sexual assault.

C. The membership of the committee shall include, but not be limited to:

- (1) the Director of Diversity Initiatives and Employee Relations (as chair),
- (2) the Director of Student Services,
- (3) the Assistant Director of Police and Public Safety,
- (4) the Director of the Counseling Center, and
- (5) a student appointed by the University

Student Government Association president.

III. Reporting of Sexual Assaults

A. The University Police and Public Safety offices, located at the Pine Street Station, are open 24 hours a day, seven days a week. Alleged victims may access the victim and witness assistance program anytime of the day or night to report a sexual assault.

B. For adults, the nearest hospital equipped to perform the state Sexual Assault Forensic Exam (SAFE) is Mercy Hospital's Rape Crisis Center, 410-332-9499. In Baltimore County, contact the Greater Baltimore Medical Center at 410-849-3323 to obtain the Sexual Assault Forensic Exam. Additionally, the University of Maryland Medical Center's Pediatric Emergency Room has a Rape Crisis Center equipped to perform the appropriate examination on children and young adults up to age 19 years old. An additional resource is the Baltimore County Domestic Violence and Sexual Assault Hotline, 410-828-6380.

C. The University recognizes that a student or faculty or staff member who has been sexually assaulted may choose to report the matter to an individual, either on or off campus, with whom they are most comfortable. Two off-campus organizations offering assistance to alleged victims of sexual assault are the Sexual Assault Recovery Center (SARC) and the House of Ruth. Sexual assaults also may be reported to the Baltimore city police. However, the campus encourages an alleged victim to report a sexual assault to one of the following campus-based initial contacts:

- (1) the Director of the Counseling Center,
- (2) the Director of Student and Employee Health,
- (3) the Director of Student Services, or
- (4) the Police and Public Safety detective.

D. Each of the initial contacts will encourage the alleged victim to call appropriate law enforcement and medical personnel as soon as possible following the incident to receive guidance in the preservation of evidence needed for proof of criminal assaults and the apprehension and

prosecution of assailants. Each initial contact will assist the alleged victim at his or her request with:

- (1) notification of off-campus authorities;
- (2) obtaining medical attention, including providing transportation;
- (3) access to counseling both on and off campus;
- (4) notification of the appropriate school disciplinary board and student affairs office, if the accused is a student;
- (5) notification of Human Resource Services, if the accused is a staff member;
- (6) notification of the appropriate dean, if the accused is a faculty member; and
- (7) notification of the appropriate authority regarding:

- a. possible absences from employment or the academic program, and
- b. to arrange alternative academic, living, or employment situation, if such alternative is available, feasible, and appropriate to the facts of the sexual assault reported.

IV. Campus Disciplinary Procedures

A. In addition to any criminal or civil remedies available, if the accused is a student or faculty or staff member, the appropriate employing department and school or school's judicial board will initiate and follow through with the applicable process with regard to a sexual assault complaint. If there is a finding of sexual assault, the finding must be reported according to federal and state laws.

B. (1) Accusers and the accused are entitled to have others present during the applicable campus process. (2) Both the accuser and the accused will be informed of the outcome of any campus proceeding alleging a sexual assault.

C. Students or faculty or staff members found in violation of the sexual assault policy will be subject to discipline, including, but not limited to, expulsion or termination of employment.

(Approved by the president; effective July 1994, revised May 2000.)

**POSITION ON ACTS OF VIOLENCE AND
EXTREMISM THAT ARE RACIALLY,
ETHNICALLY, RELIGIOUSLY, OR
POLITICALLY MOTIVATED**

The University System of Maryland Board of Regents strongly condemns criminal acts of destruction or violence against the person or property of others. Individuals committing such acts at any campus or facility of the University will be subject to swift campus judicial and personnel action, including possible expulsion or termination, as well as possible state criminal proceedings.

**STUDENT SEXUAL ORIENTATION
NONDISCRIMINATION**

I. Definition

Sexual orientation is the identification, perception, or status of an individual as to homosexuality, heterosexuality, or bisexuality.

II. Policy

Consistent with the policy of the University System of Maryland Board of Regents, it is the University of Maryland, Baltimore's policy that:

- (1) within UMB, the educational environment will be free of discrimination on the basis of sexual orientation, and
- (2) UMB students are prohibited from discriminating on the basis of sexual orientation against fellow students, University personnel, and other people with whom the students interact during the course of their educational experiences both on and off campus. Students may be disciplined for violation of this policy.

III. Procedures

Students' questions about peer, staff, or faculty member behavior that may constitute discrimination based on sexual orientation and questions about disciplinary policies should be directed to the Director of Student Services at 6-7117, to the Director of Employee Relations and Diversity Initiatives at 6-7302, or to the student affairs dean of the student's school. A complaint of discrimination based on sexual orientation may be made initially to the dean of the complaining student's school, to the appropriate student or

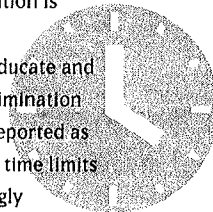
school judicial board of the complaining student's school, or to the Director of Student Services, who should be notified of any complaint filed with another office. Investigation of complaints will be made through appropriate school judicial bodies, whenever feasible. If a complaint involves persons from more than one school, the Director of Student Services will work with the deans of the schools involved to develop an appropriate investigational process. To determine whether alleged conduct constitutes discrimination on the basis of sexual orientation, the University will look at the record as a whole and at the totality of the circumstances. The determination of whether a particular action is discrimination will be made from all the facts, on a case-by-case basis.

Timely reporting of allegations of discrimination based on sexual orientation is crucial. It permits effective University intervention to protect students and educate and discipline offenders. Incidents of discrimination should be documented promptly and reported as soon as practical. Reporting within the time limits set in a school's judicial policy is strongly encouraged. Reporting an incident of discrimination more than 30 days after it occurs can hinder the ability of the school and institution to investigate the matter. Nevertheless, the school and institution will investigate any complaint filed within a reasonable time.

Institutional investigations of discrimination based on sexual orientation charges often require the complainant's identity to be known by the accused. However, complainants should be aware that UMB will not tolerate or condone any form of retaliation against a student complainant whose discrimination claim is made in good faith. Deliberate filing of false accusations may be the basis for independent disciplinary action against the accuser.

IV. Complaints Involving Affiliates' Employees

Many UMB students will be supervised by employees of the University's affiliates and teaching sites during their educational experiences. If a student experiences discrimination on the basis of sexual orientation in such a setting, the University will attempt to



Rules and Regulations

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resolve the issue and will attempt to reassign the student if a resolution is not feasible.

V. Counseling

The Counseling Center offers assistance in coping with the stress resulting from discrimination based on sexual orientation or participation in campus proceedings to investigate such discrimination charges. Call 8-8404 for more information about campus counseling services.

VI. Educational Programs

Programs for students about discrimination based on sexual orientation can be arranged through the Director of Student Services, the student affairs dean of each school, or the Director of Employee Relations and Diversity Initiatives.

(Approved by the president November 1997.)

INCLEMENT WEATHER AND EMERGENCY POLICY

It is the general policy of the University of Maryland, Baltimore that the campus is always open for business, and employees are always expected to report to work.

In the event of inclement weather, a decision regarding the status of the University will be made by the President or his designee. No other University official has the authority to determine the status of the campus.

Once a decision has been made, the Office of External Affairs will contact both the media and internal communications personnel to ensure that changes are communicated quickly and efficiently.

For accurate school, program and general office closings related to inclement weather and any other types of emergencies, go to the UMB home page at www.umb.edu and click on the "ALERTS" page. Otherwise, call the University's Emergency Information Hotline at 410-706-UMAB (8622).

The University of Maryland, Baltimore is accredited by the Middle States Association of Colleges and Schools.

The University of Maryland, Baltimore is an equal opportunity institution with respect to both education and employment. In educational programs, UMB does not discriminate on the basis of race, color, religion, age, ancestry or national origin, gender, sexual orientation, physical or mental disability, marital status, or veteran status. Exceptions are made as allowed by law, for example, due to bona fide occupational qualifications or lack of accommodations for disabilities that fundamentally alter the nature of an academic program.

Did You Know?

25% of the buildings at UMB are more than 100 years old! If all of UMB's buildings had to be replaced today, the replacement value would be over a billion dollars!

Student Right to Know and Campus Security Act

The Student Right to Know and Campus Security Act (Public Law 101-542), signed into federal law Nov. 8, 1990, requires that the University of Maryland, Baltimore make readily available to its students and prospective students the information listed below.

Should you wish to obtain any of this information, please check the appropriate space(s), fill in your name, mailing address, and school name, tear off this form, and send it to:

Student Services

Attn: Student Right to Know Request

Student Center at Pine Street, Suite 237/238

222 N. Pine Street

University of Maryland

Baltimore, MD 21201

Did you know?

You can receive the crime statistics for any campus in the country. The Student Right to Know and Campus Security Act allows students to find out how safe a campus and its surrounding neighborhood are, along with other information.

COMPLETE AND RETURN

- ☐ Campus Crime Statistics
- ☐ Campus Safety and Security
- ☐ Completion and Graduation Rates for Undergraduate Students
- ☐ Costs of Attending the University of Maryland, Baltimore
- ☐ Facilities and Services for Students with Disabilities
- ☐ Financial Aid
- ☐ Loan Deferral Under the Peace Corps and Domestic Volunteer Services Act
- ☐ Procedures for Review of School and Campus Accreditation
- ☐ Refund Policy

Name _____

Address _____

School and Program _____

University of Maryland School of Nursing

CERTIFIED REGISTERED NURSE ANESTHETIST PROGRAM

offering

A MASTER OF SCIENCE
DEGREE WITH A SPECIALTY
IN NURSE ANESTHESIA

The University of Maryland School of Nursing's
Certified Registered Nurse Anesthetist program
is accredited by the Council on Accreditation of
Nurse Anesthesia Educational Programs

FOR MORE INFORMATION OR TO APPLY FOR THE PROGRAM:

Visit www.nursing.umaryland.edu or contact:
University of Maryland School of Nursing
Nurse Anesthesia Program
655 West Lombard Street, Room 365
Baltimore, Maryland 21201-1579
telephone: 410-706-1995
Email: nurseanesthesia@son.umaryland.edu



UNIVERSITY OF MARYLAND
SCHOOL OF NURSING

655 West Lombard Street, Baltimore, MD 21201-1579



UNIVERSITY OF MARYLAND
SCHOOL OF NURSING

ABOUT THE PROGRAM

The University of Maryland School of Nursing's Certified Registered Nurse Anesthetist (CRNA) program is designed to prepare graduates for leadership positions in the field of nurse anesthesia and to provide anesthesia services to diverse diagnostic and surgical populations. The program is a full-time, 28-month, 72-credit course of study. In addition to the core sciences, the curriculum includes didactic content in research, health policy, and educational experiences with clinical simulation.

GENERAL ADMISSIONS REQUIREMENTS

- Baccalaureate degree with a major in nursing from a regionally-accredited college or university
- Current RN license
- Undergraduate cumulative grade point average of 3.0 or higher
- Completion of a course in Elementary Statistics or Nursing Research, and a recent course in Physical Assessment
- Two professional references



WHAT IS A CRNA?

CRNAs administer approximately 65 percent of the 26 million anesthetics given to patients in the United States each year. They

- administer anesthesia for all types of cases, using all anesthetic techniques
- are qualified and permitted by state law or regulations to practice in every state in the nation, and
- provide safe, effective anesthesia services for millions of patients annually.

- Official scores on the general test of the Graduate Record Examination
- Professional resume
- Statement of goals and objectives
- Minimum of one year of critical care experience
- Current ACLS and PALS certification
- Personal interview

Nurse Anesthesia Program
Interview Work sheet January 2007

NAME: _____

GPA _____ GRE _____ V _____ Q _____ A _____

WORK EXPERIENCE Location _____ # Years _____

Does the member answer the question? Not Clearly Clear Somewhat Clear Very Clearly

1 2 3 4 5

SCORE

1. Tell us a little about yourself, why you want to be a CRNA and how long you have had this goal? _____

2. Did you shadow a CRNA? Based on your observations describe in your own words what a CRNA does. _____

3. Describe your current clinical practice. _____

4. Describe a recent clinical intervention that you facilitated that had a positive outcome for your patient **OR** Describe an important clinical decision you made and explain the patient outcome. _____

5. Describe your number one Strength and your number one Area Needing Improvement. _____

6. Why do you want to go to *our* CRNA program and why should we select YOU? _____

CLINICAL QUESTIONS: Pass 3 X 5 Card to applicant and ask them to describe:

7. What is your interpretation of the following ABG result and ventilator settings for a 56 y.o. male who weighs 77 Kgs? _____

SIMV 8 VT 500 FIO2 40% PEEP 6 PS 10

pH 7.34 PaCO2 59 PaO2 180 HCO3 26

8. Your patient has witnessed Vfib on the monitor, what is your immediate action? _____

Pre-Cordial Thump
Defib with 200 joules

9. Which concentration of Epi would you administer for Vfib? _____

- a. 1:1000
- b. 1:10000

Trick question. It does not matter as long as they administer 1 mg.
1 cc of 1:1000 or 10cc of 1:10000

10. Other questions? _____

TOTAL SCORE _____

University of Maryland School of Nursing

MS Admissions Requirements

Requirements for all MS programs except Clinical Nurse Leader and Course Work Only (Non-degree status).

- Baccalaureate degree with a major in nursing from a regionally-accredited college or university, or an equivalent degree from a comparable foreign institution
- Official transcripts for all prior undergraduate and graduate study
- Current RN license
- Graduate cumulative grade point average of at least 3.0
- Two recent professional references (PDF)
- Official scores on the General Test of the Graduate Record Examination (GRE)
- Professional resume
- Statement of goals and objectives

English Proficiency Requirement

Test of English as a Foreign Language (TOEFL) is required of applicants for whom English is not their native language and for those who do not have a degree from a U.S. institution. Minimum scores are 550 for the paper based examination and 213 for the computer-based examination. For more information, go to www.toefl.org.

Academic Evaluation of Foreign Course Work

Applications and official transcript(s) from students who completed course work outside the United States must be evaluated by a recognized international credit evaluation service. For more information, go to www.wes.org.

Deadlines for Admission

Admission is highly competitive. For information on application deadlines, including priority and final dates, please [visit our application page](#) »

Application Information

Apply [online](#) or [download an application](#). The SON's catalog is available [online](#). Information about course descriptions and schedule of courses is also available online.

Graduate Studies

University of Maryland
School of Nursing
655 West Lombard Street
Baltimore, MD 21201-1579
410.706.4359