

The University of Michigan-Flint

# School of Nursing



SCHOOL OF  
NURSING

## RN to BSN Nursing Student Handbook

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## NOTICE TO STUDENTS

*The University of Michigan-Flint School of Nursing RN to BSN Student Handbook provides the policies and procedures specific to the program. This handbook should be used in conjunction with the University of Michigan-Flint Catalog, which provides detailed information regarding programs of study, course descriptions, and University policies and procedures.*

*The information in this handbook reflects the current requirements for all active RN to BSN students and represents the most current information at the time of publication. The University of Michigan-Flint School of Nursing reserves the right to make any necessary changes or revisions to this handbook within reason for the purpose of quality improvement or program enhancement. In the event of such changes, students will receive notification through University email.*

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### **Non-Discrimination Policy**

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University of Michigan is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status in employment, educational programs and activities, and admissions. Inquiries or complaints may be addressed to the Senior Director for Institutional Equity and Title IX/Section 504/ADA Coordinator, Office of Institutional Equity, 2072 Administrative Services Building, Ann Arbor, Michigan 48109-1432, 734-763-0235, TTY 734-647-1388.

### **Zero Tolerance Statement**

The University of Michigan-Flint (UM-Flint) School of Nursing has a *Zero Tolerance Policy* for acts or expressions of discrimination. Such infractions will lead to expulsion from the program.

### **Accessibility (ADA) Statement (Americans with Disabilities Act - ADA)**

The University of Michigan-Flint complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should self-identify with Counseling, Accessibility, and Psychological Services (CAPS) as early as possible. The office is located in 264 University Center (UCEN). The web address is <http://www.umflint.edu/caps>. Students are also expected to discuss course accommodations with their professors by the end of the first week of classes or within one week of registering with CAPS.

### **Lateral Violence**

UM-Flint's *Behavioral Intervention Team* (BIT) is a multi-disciplinary group that seeks to gather information to assess situations involving individuals who display concerning or disruptive behaviors and recommend appropriate intervention strategies or disciplinary actions. For more information on what types of things to report, go to <http://www.umflint.edu/bit/behavioral-intervention-team> and complete the BIT Online Report. The American Nurses Association (ANA) also has addressed incivility's impact on the profession. You can access their position and recommendations at <https://ana.confex.com/ana/anacnf17/mediaprofile/Handout/Paper16550/19030/1567dd442fc428ca153c3cc2613fa23d/ANACnf17IncivilityBullyingWPVCarpenterEdmonson20161129.pdf>.

### **Discrimination, Harassment, or Misconduct**

The University provides several avenues where you can go for help, information, or advice about discrimination, harassment, or misconduct. We encourage you to discuss any concerns with your faculty or advisor for assistance with this process. If a student experiences a conflict or behavior which is of a discriminatory or sexually harassing nature, the student should consult with the *Office of Human Resources and Affirmative Action* or the dean of the School of

Nursing. Formal complaints must be filed with the Office of Human Resources and Affirmative Action: <http://www.umflint.edu/hr/institutional-equity>.

**IF IT HAPPENS TO YOU ..... TELL SOMEONE**

## OVERVIEW OF THE RN TO BSN NURSING PROGRAM

The baccalaureate program in nursing prepares the graduate to provide care for individuals, families, groups, aggregates, and communities; to apply research; and to function as a generalist within the healthcare system. Administrative skills necessary to manage the healthcare needs of clients in a variety of settings are developed. The *Bachelor of Science in Nursing* (BSN) degree is also the foundation for graduate study in nursing. Upon completion of the requirements, the BSN degree is awarded by the Regents of the University of Michigan.

### **RN to BSN Nursing Program**

The RN to BSN program is offered in an online format, admitting students on an ongoing basis throughout the year. Experiential Learning (EL) is utilized in courses to provide opportunity for application and reflection on the concepts presented. Students may elect to complete select courses on campus when available. Registered Nurses were first admitted to the RN to BSN program on the Ann Arbor campus in 1971 and to the Flint campus in 1975. In 1989, the University of Michigan Board of Regents approved autonomy for the baccalaureate program in Flint. Beginning in January 2000, select classes in the RN to BSN curriculum were offered online. By fall 2001, all of the required courses in the RN to BSN program were online.

### **Accreditation**

The baccalaureate, master's, and doctor of nursing practice programs at UM-Flint are accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-accreditation>).

### **School of Nursing Mission Statement**

The School of Nursing is committed to providing quality education to diverse students in pursuit of excellence in nursing practice, leadership, and scholarship. A student-centered approach and a focus on evidence-based and culturally competent care are the foundation for theoretical and clinical learning experiences. Interprofessional, local, and global partnerships influence our commitment to health and well-being for all people.

### **School of Nursing Philosophy Statement**

Excellence in nursing education is achieved through dedicated nursing faculty and their ongoing commitment to teaching and student success, leadership, and scholarship and culturally competent practice and service to the local and global community. The merging of these qualities (leadership, scholarship, culturally competent practice, and service) will ensure that UM-Flint nursing graduates are prepared for the ever-changing and complex healthcare environment of the 21<sup>st</sup> century.

### **Nursing Education Philosophy Statement**

The Faculty in the School of Nursing:

1. Believe the BSN degree is the entry level of educational preparation for professional nurses. We believe that preparation for the various roles in nursing requires knowledge of the arts, sciences, and humanities, together with content and processes specific to professional nursing.
2. Recognize that each nursing student has different educational, experiential, cultural, spiritual, economic, and social backgrounds and a unique support system, which are components in effective teacher-learner collaborations.
3. Acknowledge that professional nursing practice requires the acquisition of knowledge, competencies, and values and acceptance of sociopolitical, ethical, and professional responsibilities to advance the profession.
4. Recognize that nursing education requires learning experiences and environments that encompass a multicultural world and reflect the broad interests and concerns of faculty and students and the local and global communities they serve.
5. Believe the faculty prepare students to practice and lead in a rapidly evolving healthcare environment. We support a climate that fosters professional accountability, caring, evidence-based practice, interprofessional collaboration, and lifelong learning.
6. Serve as role models who assist students in developing the core values of UM-Flint Nursing: leadership, scholarship, culturally competent practice, and service.

**The Philosophy of the School of Nursing is rooted in the following core values:**

**Leadership education** is threaded throughout the curriculum to assist the movement of nursing students to nursing leaders. These leaders, who innovate, develop, inspire, originate, and challenge the status quo and have a long-term knowledge derived from nursing practice at every level will empower others, facilitate learning, and develop nursing knowledge, working with and through others.

**Nursing scholarship** is defined by the American Association of Colleges of Nursing as those activities that systematically advance the teaching, research, and practice of nursing through rigorous inquiry that 1) is significant to the profession, 2) is creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer reviewed through various methods.

**Cultural competence** is a process that nurse educators teach to nursing students and others so they may be prepared to co-participate with clients in planning and providing equal access to care that is culturally congruent with the health and healthcare practices of diverse individuals, families, cultural groups, institutions, and organizations.

**Nursing service** is the protection, promotion, and optimization of health and abilities; prevention of illness and injury; alleviation of suffering through the diagnosis and treatment of human responses; and advocacy in health care for individuals, families, communities, and populations. Source: American Nurses Association

*Sources:*

<http://www.aacn.nche.edu/publications/positions/scholar.htm>

<http://www.nursingworld.org>

## Undergraduate Program Terminal Objectives

1. Synthesize knowledge from liberal education in combination with nursing education as a cornerstone for professional nursing practice.
2. Manage patient care by utilizing leadership concepts and skills including quality improvement, safety, and decision-making to promote quality patient care within organizational systems.
3. Integrate the concepts of nursing theory, practice, research, interprofessional perspectives, and patient preference while utilizing the nursing process.
4. Facilitate safeguards and decision-making support tools embedded in patient care technologies and information systems to provide a safe practice environment for both patients and healthcare providers.
5. Articulate the implications of healthcare policy on issues of access, equity, affordability, and social justice in the delivery of health care.
6. Contribute the unique nursing perspective to establish appropriate teambuilding and collaborative strategies within interprofessional disciplines to optimize patient outcomes.
7. Collaborate with others to develop an intervention plan that takes into account determinants of health, available resources, and activities that promote health and prevent illness, injury, and disability.
8. Assume accountability for personal and professional behaviors utilizing the standards of moral, ethical, and legal conduct.
9. Deliver and evaluate compassionate, patient-centered, evidence-based care that respects patient and family preferences across the health-illness continuum, the lifespan, and in all healthcare settings.

Reviewed/Revised 2/14/18

### GENERAL PROGRAM INFORMATION

#### **School of Nursing Policies and Procedures**

Students are encouraged to consult with their academic advisors related to School of Nursing policies and procedures.

#### **American Psychological Association (APA) Publication Format**

As a student within the nursing curriculum, papers must be presented in a precise and professional manner. To assist in accomplishing this, the School of Nursing has adopted the publication format for professional papers used by the APA. The *APA Manual 7th edition* delineates rules and format utilized by APA and is a required text.

#### **School of Nursing Student Outcome Assessment**

As part of the accreditation process and in the ongoing effort to maintain excellence of curriculum, the School of Nursing uses a variety of outcome assessment measures throughout the program. Student outcome assessment measures may include standardized tools, surveys, student papers, test scores, and other means of evaluation. Data from assessment measures may be disseminated within and outside the University as aggregate and anonymous findings.

### **Computer Access, Labs, and Literacy**

Students are required to have access to the technology requirements needed for online courses. It is the student's responsibility to have access to the Internet and computer hardware and software recommendations and requirements as noted by the Office of Extended Learning (OEL) for the Blackboard Learning Management System. Software/hardware compatibility information can be found by logging into Blackboard from the OEL webpage [www.umflint.edu/oel](http://www.umflint.edu/oel) and selecting HELP in the upper right corner.

Information Technology Services (ITS) supports numerous computer labs on the UM-Flint campus for both general and instructional use. All registered students are allowed to use the open computing labs. A valid computer account including a username and umich password are required by all students.

Information regarding computer labs can be found at <http://www.umflint.edu/its/labs-0>. General ITS information can be found at <http://www.umflint.edu/its/about-its>.

A basic knowledge of computer literacy is required of all students before taking nursing courses. Curriculum assignments in nursing courses are expected to be done in an electronic format.

### **University Computer Use Policy**

Users of UM computing resources are subject to a number of policies and guidelines. A complete listing and full text of UM policies on information technology is available online at [www.itd.umich.edu/itpolicies](http://www.itd.umich.edu/itpolicies).

In addition to these general UM technology policies, UM-Flint users are subject to policies and guidelines established by the Flint campus. These UM-Flint specific policies may be viewed at [www.umflint.edu/its/policies/](http://www.umflint.edu/its/policies/).

### **Office of Extended Learning (OEL) Support & Blackboard**

All RN to BSN program courses are taught through the Blackboard Learning Management System. OEL provides student support to facilitate learning in the online format. General OEL information can be found at [www.umflint.edu/oel](http://www.umflint.edu/oel).

OEL also provides online and phone assistance with the Blackboard system, orientation guides, and maintains a webpage of Student Resources <https://www.umflint.edu/node/1758>. It is important for RN to BSN students to be aware of resources necessary to be successful in online education.

### **Use of Technology and Social Media**

The technology, tools, or online space in clinical agencies cannot be used for personal business. This applies to social media platforms. Students must follow UM-Flint, course policy, and clinical agency policies regarding use of technology or social media. At times, a clinical setting may allow use of technology or online space or use of social media for work purposes. These are only to be used as they relate directly to patient care or specified agency activities. The School

of Nursing uses the guidelines set forth by the National Council of State Boards of Nursing guidelines as a standard for behavior: <https://www.ncsbn.org/347.htm> and [https://www.ncsbn.org/Social\\_Media.pdf](https://www.ncsbn.org/Social_Media.pdf).

- **Personal Communication:** Any personal business such as cell phone use, texting, email, or Internet use must be done outside of agency Experiential Learning areas on the student's personal time.
- **Protect Confidential and Proprietary Information:** Do not post confidential or proprietary information about patients or other students. Students must still follow the applicable federal requirements such as FERPA and HIPAA in cyberspace. Posting any patient-related information including photographs and videos; responding to a patient's or patient's family's website; posting on personal pages any derogatory blogs related to a patient, a patient's family, colleagues, the profession of nursing or nursing care is prohibited and deemed a violation of the Student Code of Academic and Professional Conduct.
- **Remote Electronic Medical Record Access from Personal Device or Location:** Students are **not** permitted to utilize remote access function for patient information at any hospital, clinical, or community facility from a personal computer. Technical ability to access a system does not imply authorization from the facility or the UM-Flint School of Nursing; utilization of this access feature will not be tolerated. The only authorized remote access that is permitted is in the simulation center under the direct supervision of UM-Flint faculty; this access will be in a test environment with a simulated patient. Any attempt to remotely access a patient's electronic medical record or facility patient information system from a personal computer/handheld device is unauthorized and will be considered immediate grounds for discipline and dismissal from the program.

### **Frances Willson Thompson Library**

The Library is located on the corner of Harrison and Kearsley next to the UM-Flint Theatre. The Library collection includes nursing books, nursing journals, and online databases. Students may use *InterLibrary Loan* and *Get This* to access articles and books not available at the UM-Flint Library. Other resources in the Library allow students to find holdings of the Flint Public and Genesee District Libraries as well as a large number of libraries in southeastern Michigan. The Library is also a Federal Depository and houses the U.S. document collection containing reports, studies, and hearings from many departments of the federal government. Professional reference librarians are excellent resources to help both experienced scholars and newcomers with academic research. Their services are available without coming to campus. For more information regarding the Library and electronic sources: <http://libguides.umflint.edu/nursing>.

### **Counseling Services**

Personal counseling is available to all students in Counseling, Accessibility, and Psychological Services (CAPS) at 810-762-3456. Their services are available without coming to campus. The office is located in 264 University Center (UCEN): <http://www.umflint.edu/caps>.

### **Faculty Advisors**

Faculty advisors are an additional resource for student success by serving as a resource person, mentor, and consultant to students. Faculty advisors are available to RN to BSN students. Contact your academic advisor for additional information.

### **Student Success Center**

The academic advisors, staff, faculty and administration of the RN to BSN program and University are committed to student success. Support services including however not limited to tutoring are available for selected courses through the University's Student Success Center at [www.umflint.edu/studentsuccess/tutoring](http://www.umflint.edu/studentsuccess/tutoring). Additional tutoring resources will be arranged as possible within the School of Nursing on a course-by-course basis.

### **Student Listservs**

Students are enrolled in listservs by the School of Nursing. The RN to BSN listserv is the means of communicating official nursing news, policy changes, course information, and announcements to nursing students.

It is the student's responsibility to check his/her campus email on a regular basis. A student remains a part of the listserv until graduation from the RN to BSN program.

### **University Policy on Matters Related to Religious Holidays**

Although the University of Michigan, as an institution, does not observe religious holidays, it has long been the University's policy that every reasonable effort should be made to help students avoid negative academic consequences when their religious obligations conflict with academic requirements. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the coursework required during the period of absence. Students who expect to miss classes, examinations, or other assignments as a consequence of their religious observance shall be provided with a reasonable alternative opportunity to complete such academic responsibilities.

It is the obligation of students to provide faculty with notice of dates of religious holidays on which they will be absent at the onset of the semester. Students who are absent on days of examinations or class assignments related to religious obligations shall be offered the opportunity to make up the work, without penalty, unless it can be demonstrated that a make-up opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over an aspect of this policy, the parties involved should contact the dean of the School of Nursing or University Ombudsman. Final appeals will be resolved by the Provost.

### **Dissemination of Information to the Community**

To maintain University of Michigan quality, all brochures, pamphlets, or other publications regarding programs, services, or policies of UM-Flint intended for external distribution, including those prepared by students, must be forwarded to the Office of Marketing and Digital Strategy (MDS) for review prior to publication and distribution. The same review procedure applies to all on-air advertising or any video or audio message recorded for dissemination to

the community. All productions must refer to the University of Michigan-Flint, not the University of Michigan.

### **The UM-Flint Logo**

UM-Flint has an approved official logo. All marketing or course materials created by students must receive approval from the University **prior** to printing, posting, or broadcasting information to ensure quality and consistency. The approval process is initiated in the School of Nursing with course faculty and/or an academic advisor.

### **Test Proctoring Services**

To maintain test integrity and security, faculty may require students to utilize an online test proctoring service. Students incur the cost of this service.

### **Study Abroad/Domestic Service-Learning Experiences**

Students attending University-sponsored or other study abroad experiences, as well as domestic and international healthcare service trips, may receive permission to complete Experiential Learning hours or other select course requirements while on the trip at the discretion and approval of the course faculty.

### **University Closing**

See UM-Flint SON Policy: School Closing/Class or Clinical Cancellation.

### **Student Rights and Records**

It is the policy of the University of Michigan to comply with the Family Education Rights and Privacy Act (FERPA), the federal law that governs release of and access to student education records. Consult the University *Catalog* for a full description of Student Rights and Records.

### **Student Record Retention**

It is the policy of the School of Nursing to retain student e-files, which include advising notes, in perpetuity. Course-related paper tests, papers, and assignments are kept for six weeks after the end of the semester and then purged. The Performance Improvement Plan database is purged of identifying student information at the time of a student's graduation. For additional information on student records, refer to the current UM-Flint *Catalog* section titled "Student Rights and Responsibilities."

### **Scholarships and Other Funding**

As the School of Nursing is notified of local and national scholarship opportunities, the information is emailed to all students through the RN to BSN listserv. In addition, UM-Flint students are eligible for a broad range of internal and external student funding and scholarship sources. Students are encouraged to search the multiple sources for nursing scholarships and to contact the Office of Financial Aid for more information regarding funding available specifically for nursing students as well as to all UM-Flint students. Office of Financial Aid-University of Michigan-Flint phone: (810) 762-3444, email: [financialaidflint@umich.edu](mailto:financialaidflint@umich.edu)

## STUDENT AND OTHER ORGANIZATIONS

Although engaging in an online program of study, the faculty and staff encourage RN to BSN students to participate in University organizations and events to the extent possible to support an enriched University experience. All student groups that collect membership fees, participate in fundraising, or collect money in any fashion must set up an account with University Student Life. Student groups and organizations must have established bank accounts through University Student Life under the organization name. Student group funds cannot be managed through a personal bank or checking account.

### **University Governance/Service Involvement**

Nursing students are encouraged to serve as student representatives on University and School of Nursing committees. This kind of service commitment allows students to participate in all levels of University governance and enhances his/her professional development. Students are also encouraged, as part of the School of Nursing mission, to be involved in community or professional service activities.

### **Nursing Honor Society: *Sigma - Pi Delta Chapter***

The UM-Flint School of Nursing Honor Society was designated as *Pi Delta* when it became a chapter of *Sigma Theta Tau International* (now *Sigma*) in spring 1998. The mission of *Sigma* is: Developing nurse leaders anywhere to improve healthcare everywhere. *Sigma's* vision statement is: Connected, empowered nurse leaders transforming global health care.

Members of *Pi Delta* are nursing scholars committed to the pursuit of excellence in clinical practice, education, research, and leadership. RN to BSN nursing students who have completed one-half of their nursing curriculum, have achieved at least a 3.0 cumulative grade point average, rank in the upper 35% of their class, and meet the expectations of academic integrity qualify for membership. Please see your academic advisor for membership questions and the name of the SON *Pi Delta* Faculty Advisor.

### **Alumni**

The Office of Alumni Relations is a central campus administrative office that provides programs designed to build leadership, create traditions, support students, and foster connections among the 30,000 UM-Flint alumni. This office collaborates with the University of Michigan Alumni Association to provide alumni with information on ways in which they can contribute to ensuring the excellence of their University for the future: [Alumni\\_relations@umflint.edu](mailto:Alumni_relations@umflint.edu).

## EXPERIENTIAL LEARNING/ CLINICAL PARTICIPATION REQUIREMENTS

Experiential Learning is designed to help meet both the course and program objectives. In NUR 412, Community Health Nursing for RNs, EL requires that students engage in approximately 16 hours of community-based learning activities in their community. Your EL faculty will assist you in the first two weeks of the semester in selecting activities that will meet the EL requirements. In addition to the 16 required EL volunteer hours, students will engage in additional

community-based activities to complete course requirements such as a community assessment; community-based educational project; and environmental assessment project.

Sites that you may consider volunteering for EL activities could include free medical clinics, health departments, schools, Head Start, health fairs at churches or other community organizations, soup kitchens, food banks, hospice agencies, homeless shelters, women's shelters, and religious charities just to list a few. Each community has different opportunities that you may explore.

**NO STUDENT IS ALLOWED TO COMPLETE THEIR HOURS AT AN ACEMAPP HOSPITAL/CLINIC** unless you have already set up a contract with ACEMAPP at least nine months in advance with the School of Nursing clinical coordinator.

### **Annual Health Update**

All students are required to confirm their health status annually with the vendor designated by the School of Nursing. In the event that a change of health status has occurred, the student must document this change on the *Health Status Form* and notify their academic advisor. If this change in health status is accompanied by any restrictions, the *Clinical Release* portion of the *Health Status Form* must also be completed.

### **Pregnancy Guidelines**

With few exceptions, there is no evidence to support extreme work restrictions during pregnancy. Healthy pregnant women may work until delivery if the work environmental hazards are no greater than daily life. We recommend that students notify the program director or designee of your pregnancy as soon as possible. This notification is voluntary and is only requested to support the health and safety of students and their unborn child, and to make appropriate, individualized accommodations, if necessary, in consultation with your healthcare provider and occupational health experts. The program does not discriminate against pregnant and parenting students and will comply with all applicable laws. Students may consult with their academic advisor regarding pregnancy guidelines. (Updated May 2018)

### **Registered Nurse License**

RN to BSN students must have and maintain an unencumbered U.S. Registered Nurse license when enrolled in NUR 400-level courses.

### **The Health Insurance Portability and Accountability Act (HIPAA)**

HIPAA governs the use and release of a patient's personal health information (PHI), also known as "protected health information." All students completing course requirements within a clinical setting must comply with HIPAA rules and regulations.

### **Criminal Background Checks**

In seeking to provide a safe learning environment and comply with standards set forth by select Experiential Learning agencies, RN to BSN nursing students may be required to complete a criminal background check. An acceptable background check may be required for Experiential

Learning experience courses in the RN to BSN program. Select Experiential Learning agencies may require further screenings and checks.

The criminal background check must be performed by the vendor designated by the School of Nursing and/or by a vendor designated by an Experiential Learning agency. Data obtained through the criminal background check will be reviewed by the School of Nursing in consultation with legal counsel to ensure compliance with requirements set by the School of Nursing and Experiential Learning agencies.

During the course of enrollment in the RN to BSN nursing program, students must report any felony or misdemeanor convictions to the dean of the School of Nursing to assure fair consideration of progression and expectations of relevant Experiential Learning agencies. Each student is responsible for costs incurred for their criminal background check(s).

### **Other Clinical Requirements**

Depending on the clinical/community agency, additional requirements may be required including, but not limited to: valid driver's license and proof of automobile insurance, means of transportation, immunization records, drug testing, and fingerprinting.

### **RN to BSN Dress Code for Community-based Experiences**

Identification badges provided by the School of Nursing must be worn at all times during shadowing or volunteer experiences if required by the site. Students are required to follow dress code policies of the site. If not specified by the site, RN to BSN student attire must promote a professional image. Perfume or anything that may give off an odor that may be deemed offensive is not permitted. Additional information will be provided to students in their course syllabi as needed.

### **Student Exposure Plan**

Students who have a bloodborne pathogen or transmission-based exposure while participating in course-related activities are to notify their **faculty immediately**. Experiential Learning faculty will immediately inform course faculty and the course faculty will immediately inform the Director of RN to BSN and Professional Education Programs. After immediate care of the exposure, any facility-required documentation must be completed. All exposures are to be **immediately** seen in the designated facility department. Michigan law in accordance with OSHA states that students are entitled to the same post-exposure care as employees when in a clinical setting. The UM-Flint Environment Health & Safety Office, (810) 766-6763, should be notified for exposures in clinical locations that do not have their own Employee Health or Occupational Health Office. All student exposures require documentation on UM-Flint exposure forms which are to be submitted to the Director of RN to BSN and Professional Education Programs.

### **Injury/Accident Involving a Student**

Students are responsible to immediately/as soon as possible notify faculty of any injury that occurs to the student or others within the context of student coursework. The course faculty

will notify the Director of RN to BSN and Professional Education Programs and in collaboration report to other University and non-University offices/agencies as relevant and appropriate to the situation. A Performance Improvement Plan will also be completed if relevant to the situation.

### **Attendance/Participation**

Active participation and engagement in online courses is expected of all students. Per University policy, students who do not participate in any activities within the course during the first nine days of the semester will be administratively dropped due to non-attendance. Typically, for each credit hour students spend one hour engaged in course learning activities, and a minimum of two to three hours in readings and assignments.

Lack of participation/absenteeism from course activities will be noted and evaluated in relation to student attainment of course objectives. Excessive lack of participation/absences may result in course failure. What constitutes as excessive will be determined by each course faculty. Courses may have additional policies and sanctions for lack of participation/absences which can be found in the course syllabi. Any missed Experiential Learning time must be made up. All course and Experiential Learning requirements are to be completed by the end of the academic term. A course grade of Incomplete (I) may only be assigned to students who are in good academic standing and must be negotiated with the faculty by the last day of class.

## RN to BSN PROGRESSION AND DEGREE REQUIREMENTS

Any exception to the progression and degree requirements requires a petition and approval of the School of Nursing RN to BSN Academic Standards Committee (ASC).

### **Graduation Requirements – RN to BSN students:**

1. The BSN degree requires completion of a minimum of 120 credits. Credits in nursing and non-nursing courses may be acquired through transfer of credits, credits by examination (CBE), and by course enrollment. Fifteen institutional credits are earned for passing the NCLEX-RN.
2. Students pursuing their first bachelor's degree at UM-Flint must complete General Education requirements according to the *Catalog* under which they were admitted or readmitted to the University.
3. At least 45 of the minimum 120 credits for a BSN degree must be completed at UM-Flint. Please note, if you are a previous University of Michigan graduate, 30 credits must be taken at UM-Flint.
4. The last 30 credits toward completion of any UM-Flint degree must be completed at UM-Flint.

5. For University-wide academic regulations, refer to the UM-Flint *Catalog* section titled “Academic Policies & Regulations”:  
<http://catalog.umflint.edu/content.php?catoid=14&navoid=929&hl=academic+policies&returnto=search>

### Nursing Grading Scale

A+	4.0 (97-100%)	C+	2.3 (77-79%)
A	4.0 (93-96%)	C	2.0 (73-76%)
A-	3.7 (90-92%)	C-	1.7 (70-72%)
B+	3.3 (87-89%)	D+	1.3 (67-69%)
B	3.0 (83-86%)	D	1.0 (63-66%)
B-	2.7 (80-82%)	D-	0.7 (60-62%)
		E	59% and below

### Grade Rounding Policy

Grades will be rounded at the discretion of the course instructor. For those instructors choosing to round grades, rounding will be utilized on the **final grade only**. Final grades will be calculated to the second decimal. Rounding will occur at 0.50 or higher (0.49 will NOT be rounded up). Please review each course syllabus for course policies on rounding.

### Incomplete Grade (I)

A student may request a grade of Incomplete from a faculty if there is a compelling reason acceptable to the instructor and the student is progressing satisfactorily in the course. Per the UM-Flint *Catalog*, the following is noted regarding an incomplete grade:

*The grade of I (incomplete) may be reported by the instructor only if the unfinished part of a student’s work is small, the extenuating circumstances have been explained, and the student is passing but unable to complete the coursework within the semester. Work must be completed and a grade change submitted to the Office of the Registrar no later than the end of the fifth week of the next major semester in which the student is enrolled or one calendar year from when the I was given, whichever is first.*

However, within the School of Nursing, a grade of “I” in a nursing core course that is a prerequisite to another course must be resolved by the 10-day count of the following semester in order to continue progression. If the grade of “I” is not satisfactorily completed by the end of the 10-day count of the following semester, the student will be administratively withdrawn from the course and progression will be stopped.

### Grading and Progression – RN to BSN Students:

1. Progression in the program is pending space available in offered courses.
2. Degree requirements must be completed within 7 years of completion of the first core course.
3. A grade of C (2.0) or higher must be earned in all prerequisite, NSC, and NUR courses.

4. If a student earns below a C grade in a nursing elective course, the student is not required to repeat the same course; they may choose a different elective to meet the graduation requirement.
5. RN to BSN students must petition the RN to BSN ASC to repeat a nursing course with a second failure (less than a grade of C) in the same nursing course.

## GRADUATION

A student must apply for graduation at least one semester prior to graduation. The student's transcript will be audited to ensure that all requirements for graduation have been met. Students must apply for graduation even if the student does not plan on attending the graduation ceremony.

### **UM-Flint Graduation Ceremonies**

The University holds two commencement ceremonies per year: at the end of the fall semester (December) and at the end of the winter semester (April/May). The student who completes degree requirements in the spring or summer term (August) is eligible to participate in either the May ceremony prior to graduation as a tentative graduate (no recognition of honors), or return and participate in the December ceremony. The student participating in graduation must order a cap and gown from the UM-Flint bookstore. Formal graduation announcements are available to graduates through the bookstore. Notification of dates to order will be forwarded from the Office of the Registrar after the graduation application has been filed. It is the student's responsibility to order a cap and a gown and/or announcements; the School of Nursing does not make these arrangements.

### **School of Nursing Graduation Ceremony**

The School of Nursing will organize a graduation ceremony for all graduating students. The BSN Pinning Ceremony is a historical program celebrating the transition from student nurse to graduate nurse with the student receiving their Registered Nurse pin. A student who wishes to purchase the UM-Flint BSN pin, designed by the School of Nursing, may do so prior to graduation.

### **Graduating with Honors**

The honors standards for the School of Nursing can be found in the UM-Flint *Catalog*. The *Catalog* states: *For those students with 45 graded hours or more completed at UM-Flint, graduating seniors with grade point averages of 3.5 or higher are recommended for the degree "with honors", and students with a cumulative grade point average (GPA) of 3.75 or higher are recommended for the degree "with high honors". Students who have completed less than 45 graded credit hours at UM-Flint, but have met the requirements for graduation and have a cumulative grade point average of 3.5 or higher, are recommended for the degree "with academic distinction".* There is no distinction made at graduation; all wear the same gold cords.

The actual GPA for honors consideration will not be computed until after completion of degree requirements. The GPA is cut off after the third decimal place; the GPA is not rounded. See

“Undergraduate Honors” in the “Academic Policies of the University” section of the UM-Flint *Catalog* for information regarding campus- and system-wide honors recognition. Distinguished scholarship is also recognized by awards offered by UM-Flint faculty and by other organizations.

## RIGHTS AND RESPONSIBILITIES OF THE RN to BSN STUDENT

### **Ethical Standards**

According to the current ANA *Code of Ethics for Nurses with Interpretive Statements*, nursing students have a responsibility to demonstrate a commitment to professional practice beginning at the point of entry into a nursing educational program. The education of students in the School of Nursing incorporates the concepts of integrity, a sense of responsibility, and self-discipline, which are inherent to the profession of nursing. The responsibility of the individual student to sustain high ethical standards is paramount to the concept that the professional nurse must be accountable for professional standards in the practice of nursing. The enhancement of ethical standards within the academic community and nursing profession is the individual responsibility of each student. Students are held to standards of academic and professional integrity as outlined in the UM-Flint *Catalog*, the RN to BSN Nursing *Student Handbook*, the ANA *Code of Ethics for Nurses*, and clinical/community agency policies.

### **Student Code of Academic and Professional Conduct**

It is the expectation of the School of Nursing that all students conduct themselves in compliance with the standards set forth by the profession of nursing. The ANA *Code of Ethics for Nurses (2015)* states that “The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.” (p. 1). Furthermore, the interpretive statement 1.5 of Provision 1 indicates that these principles of respect extend to all encounters, including colleagues (p. 4). This standard of conduct precludes any and all prejudicial actions, any form of harassment or threatening behavior, or disregard for the effect of one’s actions on others. The ANA *Code of Ethics for Nurses with Interpretive Statements* may be viewed online at <http://www.nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx>.

Students are expected to conduct themselves in a fair and conscientious manner in accordance with the UM-Flint RN to BSN Honor Code and ethical standards generally recognized within the academic community as well as those of the nursing profession. Members of the student body are expected to:

1. Refrain from any and all activity which would constitute a violation of academic or professional conduct
2. Arrive on time and attend all scheduled classes and appointments
3. Prepare for all classes and clinical sessions
4. Submit assignments on time
5. Meet with faculty to discuss a plan for success when progress in a course is below expected standards
6. Keep all interactions free from any bias or prejudice

7. Maintain professional relationships without exploitation of other students, staff, or faculty for private advantage
8. Refrain from any activity which involves risk to health and safety of self, a peer, faculty, or staff
9. Respect the dignity of each student, faculty, staff member, and preceptor in the classroom, laboratory, and clinical setting; in communication be it face-to-face, electronically, via social media, and in all other academic contexts
10. Submit course and instructor evaluations providing constructive feedback related to improvement efforts
11. Adhere to the Honor Code

#### ESSENTIAL ABILITIES

The RN to BSN program faculty recognize that nursing is a broad field encompassing roles requiring varying abilities and skills. A candidate for the BSN degree must possess or have effective accommodations for abilities and skills that include observation, communication, motor, intellectual-conceptual (integrative and quantitative), and behavioral and social such that the RN to BSN course and program objectives can be met. The University of Michigan-Flint complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University provides individuals with disabilities reasonable accommodations to participate in educational programs, activities, and services.

#### HONOR CODE

**By accepting admission into the School of Nursing RN to BSN nursing program, a candidate pledges to adhere to the Honor Code in all interactions.**

The Honor Code reads as follows:

I pledge my commitment to the highest ideal and academic standards of my education at the University of Michigan-Flint. I accept responsibility and accountability for my actions. As a student of the School of Nursing RN to BSN program, I pledge to adhere to the highest standards of honesty, integrity, accountability, confidentiality, and professionalism in all my written work, spoken words, actions and interactions with patients/clients, families, community members, peers, and faculty. I pledge to work collegially with my peers and to support one another in the pursuit of excellence in our nursing education and to report unethical behavior. I will work to safeguard the health and welfare of patients/clients who have placed their trust in me and will advocate for the patient's/client's best interest. I recognize that these responsibilities do not end with graduation, but are a lifelong endeavor.

#### SIMULATION CENTER CONFIDENTIALITY AGREEMENT

The School of Nursing requires that each student complies with the Simulation Center Confidentiality Agreement. As a student in the School of Nursing at UM-Flint, you understand the significance of confidentiality with respect to information concerning onsite simulated

patients, virtual scenarios, and fellow nursing students. Simulation-based learning experiences are significant in assisting the faculty in assessing the competencies of nursing students while providing unique learning opportunities to support students in meeting course objectives. In order for each student to attain the fullest benefit from the simulation-based learning experiences, the School of Nursing requires that no discussion of simulation-based learning experiences take place with fellow students or future students including, but not limited to onsite and virtual activities involving clinical simulation scenarios, clinical skills events, or clinical remediation experiences. Further, the School of Nursing asks that you report any violation of this Confidentiality Agreement that you become aware of to your course faculty or to any Simulation Center faculty or staff member.

The Simulation Center Confidentiality Agreement is as follows:

*I agree that, in order to participate in simulation learning, I will comply with the Simulation Center Confidentiality Agreement, and I understand that it is a breach of confidentiality to discuss any part of the activities involving simulation-based learning experiences with fellow students or future students.*

#### VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

It is not possible to enumerate all forms of behavior that would raise serious questions concerning a RN to BSN student's status in the program. Behaviors which would constitute a violation of academic and professional standards according to the UM-Flint School of Nursing include the following but are not limited to:

1. **Plagiarism:** Taking credit for someone else's ideas, words, or statements or other works found in print or electronic sources as one's own without proper acknowledgement. Examples of plagiarism include:

**Word-for-Word Plagiarism** – copying exactly from someone else's text

**Section-by-Section Plagiarism** – lifting phrases from someone else's text

**Select-Term Plagiarism** – lifting a special term from a text, not one's own

**Paraphrasing Plagiarism** – summarizing a passage or rearranging the order of a sentence and changing some of the words without crediting the source

**Self-Plagiarism** – presenting your own previous work as new work

2. **Academic dishonesty/cheating:** Committing fraud on a record, report, paper, computer assignment, examination, or other course requirement. Examples of cheating include:

**Obtaining, utilizing or distributing unauthorized materials including** notes, study aids, intellectual property of publishers intended for instructor use such as test banks, PowerPoints, answers to assignments, utilizing electronics of any kind or information from another student or student's paper on an examination or any other course requirement

including giving or receiving assistance from another student without the instructor's permission

**Altering a graded work** after it has been returned and then submitting the work for re-grading

**Allowing another person to do one's work** and submitting the work under one's own name

**Submitting copies of the same or nearly similar papers** to two professors without prior approval

**Fabricating data in support of laboratory or field work:** Dishonesty in reporting results, ranging from sheer fabrication of data, improper adjustment of results, and gross negligence in collecting or analyzing data, to selective reporting or omission of conflicting data for deceptive purposes

3. **Aiding and abetting dishonesty:** Providing material or information to another person when it could be used in a manner that would violate this code of academic integrity (e.g., providing completed or nearly completed work/answers to other students).
4. **Falsification of academic records and official documents:** Without proper authorization, altering documents affecting academic or University records; forging signatures of authorization; or falsifying information on an official academic document, election form, grade report, letter of permission, petition, clinical record, or any other official University document.
5. **Misuse of Technology and Social Media:** Misuse is defined as violating the *Proper Use of Information Technology* as outlined in the *UM-Flint Catalog*, the *RN to BSN Nursing Student Handbook (Use of Technology and Social Media, General Program Information)*, and/or any clinical/agency policy statement. This would include but not be limited to students who post unprofessional remarks, photos, or any client/patient care-related information or the inappropriate use of any personal, University, or facility technology.
6. **Misuse of available facilities:** Intentionally abusing available facilities. Examples of available facilities include, but are not limited to, laboratories, classrooms, and libraries.
7. **Nurse-client relationships:** Students in the UM-Flint School of Nursing are expected to exhibit behavior appropriate to the profession of nursing. They must assume personal responsibility for being in physical and mental condition to provide safe nursing care and for the knowledge and skills necessary to provide this care. Unacceptable behavior includes, but is not limited to, the following examples:
  - a. **Providing nursing care in an unsafe or harmful manner:**
    - 1) Carrying out a procedure without competence or without the guidance of a qualified person
    - 2) Willfully or intentionally doing physical and/or mental harm to a client
    - 3) Exhibiting careless or negligent behavior in connection with the care of a client
    - 4) Finding oneself unable to assume the assigned and necessary care of a client and failing to find alternative measures for the delivery of that care
  - b. **Falsifying client records or fabricating patient experience:**
    - 1) Failing to report omission of or error in treatments or medications

- 2) Fabricating client experiences
- c. ***Disrespecting the privacy of a client/violating the confidentiality of the nurse/client relationship:***
  - 1) Disclosing the full name or position of a client in a manner that violates the individual's privacy
  - 2) Discussing confidential information in inappropriate areas such as elevators or with inappropriate persons such as media representatives
  - 3) Discussing confidential information about a patient with third parties who do not have a clear and legitimate need to know
8. **Violation of the policy on *Non-Disclosure of Patient, Agency, or Provider/Personnel Identity in Course Work and Scholarly Papers:*** (see Appendix A)
9. **Drug and Alcohol/Impaired Student Nurse:** Defined as any student currently admitted who is using, possessing, selling, or distributing illicit drugs, drug paraphernalia, or alcohol; illegally using, possessing, selling, or distributing any drugs, drug paraphernalia or alcohol; or using prescribed and/or illicit substances or alcohol in such a manner as to impair one's judgment or performance as a nursing student.
10. **Repeated Performance Improvement Plans:** A pattern or accumulation of performance improvement plans during a given course and/or across the curriculum.
11. **Other Unprofessional Conduct:** Defined as the commission of a crime, as defined by state or federal laws, or violation of the ANA *Code of Ethics for Nurses with Interpretive Statements* (2015).

**Reporting Suspected Code Violations:** Suspected infractions of the Code of Academic and Professional Conduct are to be reported to the faculty member in charge of the course or activity. In determining outcomes, the faculty may consult with the RN to BSN ASC, the dean of the School of Nursing, or any University or outside resources.

**Preliminary Inquiry:** The faculty member, the RN to BSN ASC, or Director of RN to BSN and Professional Education Programs of the School of Nursing shall commence a preliminary inquiry into the suspected infraction as soon as possible. The inquiry may include a discussion with the identified student. If, based upon the preliminary inquiry, it is determined that an infraction has occurred, appropriate sanctions are determined by course faculty, the RN to BSN ASC, course faculty in consultation with the RN to BSN ASC, or with consultation from the dean of the School of Nursing. The student shall be so notified either electronically or in writing of the infraction and sanction. The student will be offered an opportunity to have a hearing pursuant to the procedures outlined under ***student grievances***. A Performance Improvement Plan will be placed in the student's record after the preliminary inquiry if it is determined that an infraction has occurred.

## SANCTIONS FOR VIOLATIONS OF THE STUDENT CODE OF ACADEMIC AND PROFESSIONAL CONDUCT

It is recognized that the unacceptable behaviors described above are often indications of a need for assistance by the student. Each incident and each individual involved is unique, and any mitigating circumstances will be considered with each infraction. This does not suggest that infractions will be dealt with lightly. Each case is viewed seriously. Any breach of academic or professional conduct will result in sanction. If unprofessional conduct occurs at a clinical site, the student will be sent home immediately from the clinical site and will not return until the incident has been investigated. The proper course of action is determined by course faculty or the RN to BSN ASC in consultation with course faculty. A violation of the above Code may result in one or more of the following sanctions:

1. Oral or written disciplinary warning or reprimand, which may include a Performance Improvement Plan (Appendix B). Written warnings or reprimands may be placed in the student's file.
2. Requiring counseling or other actions as a condition of continuation in or return to a program, course of study, or enrollment
3. Requiring a Nursing Independent Study course or assignment of a project as a requirement of course progression or graduation. Any costs or fees incurred are the student's responsibility.
4. Assigning a grade record of no report, Incomplete, lower, or failing grade
5. Requiring that a course or clinical experience be repeated
6. Noting misconduct on a student's transcript
7. Suspension for a specified period or an unspecified period, or with stipulated conditions for readmission to the nursing program
8. Permanent expulsion from the nursing program
9. Withholding or rescinding a Bachelor of Science in Nursing degree

## STUDENT PETITION AND GRIEVANCE PROCEDURES

### **RN to BSN Academic Standards Committee (ASC)**

The School of Nursing RN to BSN Academic Standards Committee reviews student issues and makes recommendations and decisions regarding issue outcomes; consults with undergraduate faculty regarding student academic and/or professional issues; and serves as an appeal mechanism for RN to BSN students. Additionally, the Committee reviews violations of the

Student Code of Academic and Professional Conduct and requests for program waivers or exceptions. This Committee has the authority to determine academic and/or professional discipline, as well as grant or deny requests. Committee members are charged with the interpretation and implementation of program policies and/or procedures. The Committee will consider an exception to standard policy if a proposed alternative to a specific requirement is supported by sound rationale or extenuating circumstances.

### **Student Petition Process**

Nursing students requesting an exception to University policy or an exception or modification of their academic program should file a RN to BSN ASC petition. Students should contact their academic advisor to obtain the appropriate petition form. Students have the right to appeal RN to BSN ASC **petition** decisions with a request for a formal ASC hearing. Students have the right to appeal ASC **hearing** decisions to the School of Nursing Executive Committee (see School of Nursing Executive Committee Standing Rules Policy and Procedures for student appeals). A student's disappointment or disagreement about a RN to BSN ASC decision is not an appealable matter unless the student brings forth new and specific information in support of the grounds for appeal. Admission decisions cannot be appealed.

Grounds for appeal are limited to one or more of the following reasons:

- There was a material deviation from the procedures that affect the outcome of the case.
- There is new and relevant information that was unavailable, with reasonable diligence and effort, at the time of the investigation and resolution that could reasonably affect the outcome.
- There was discriminatory, unfair, arbitrary, or capricious treatment in program-level decision.
- There was failure to accommodate verified disabilities.
- There was violation of the School of Nursing or University policy.

### **Decisions that Require Petitions**

1. Late Add a course(s) past the University deadline
2. Register for more than 18 credit hours (overload) for fall or winter semester; or for more than 9 credit hours (overload) for spring or summer semester
3. Waive a general education or other course requirement outside of the professional curriculum
4. RN to BSN students must petition the RN to BSN ASC to repeat a nursing course with a second failure (less than a grade of C) in the same nursing course
5. Waive a required course
6. Request to elect or complete a required course in an alternate format
7. Request to modify progression sequence
8. Contest a grade
9. *Other Petitions:* Depending on the nature of the petition, certain requests may be directed to the appropriate University committee.

The University Appeals Committee will hear petition requests to drop or withdraw after deadlines. UM-Flint policy provides students an opportunity to drop or withdraw without petitioning during certain deadlines. Dates and deadlines may be found at

<http://www.umflint.edu/registrar/academic-calendars>. In the event a deadline is missed, students may submit a petition for late drop or withdrawal with the University Appeals Committee, Office of the Registrar, 266 University Pavilion. Petitions and documentation must be received by the following deadlines: Fall semester - March 31; Winter semester - July 31; Spring/Summer - Sept 1.

Petitions will be considered for valid and documented medical reasons or the death of an immediate family member. Immediate family member is defined by the *University of Michigan Standard Practice Guide* as spouse or other qualified adult, son, daughter, parent, grandparent, grandchild, brother, sister (or spouse of any of them), of the student. If circumstances cannot be documented, petitions cannot be approved. Decisions of the University Appeals Committee are final.

Notification of School of Nursing RN to BSN ASC petition decisions and any academic or professional disciplinary decisions will be sent to students via University email. E-copies are provided to relevant faculty, administrators, and staff as deemed appropriate. The terms and conditions imposed upon the student will be expressly stated. The student will be advised to contact his/her academic advisor as soon as possible to develop a plan to overcome any deficiencies. RN to BSN ASC petition decisions are housed on a secure nursing drive and are kept until graduation or five years of inactivity of a student.

### **Student Grievance Procedure**

The Student Grievance Procedure is available for students concerning academic and professional practices and policies, dismissal from the program, conflicts with faculty, discrimination, and sexual harassment. *If the conflict concerns discrimination or sexual harassment, the student should consult the Dean of the School of Nursing and University Human Resources Department.* For student grievances within the School of Nursing which are not related to concerns of discrimination or sexual harassment, the procedure for filing is as follows:

1. If applicable, the student is expected to meet with the individual faculty member(s) to address the concern within five business days after the student first knew, or reasonably could have been expected to know, of the event that gave rise to the grievance.
2. If the matter is not able to be resolved, the student should initiate an appointment with his/her academic advisor and/or faculty advisor to determine if they wish to file a grievance. Students are expected to follow the proper chain of command in seeking resolution to grievances. Students should consult with the instructor, academic advisor, or faculty advisor to resolve the matter prior to filing a grievance.
3. Grievances must be submitted electronically from a student's University email to the RN to BSN ASC staff representative within 14 business days after the incident or decision. The grievance must specify the nature and extent of the act in question and the respondent(s)

involved including previous attempts to resolve the matter, the academic and professional practice or policy violation, or requests for exceptions to progression (program dismissal).

4. The ASC will determine the disposition of the grievance and will notify the student if the ASC is not the appropriate forum to hear the grievance.
5. The Chair of the ASC shall initiate a Committee meeting in order to review documents submitted and to determine if additional information is needed. A formal hearing will be scheduled and parties to the grievance will be notified of their responsibility to submit any additional information. All parties must submit additional information requested from the Committee electronically within three business days prior to a scheduled hearing.

### **Formal Hearings**

Hearings are scheduled at the request of either a student, a faculty member, or the ASC. The Chair will conduct the hearing. The student shall have an opportunity to appear before the ASC and present his/her case. The student may review all documents considered by the Committee. The student also may present his or her own evidence.

### **Hearing Proceedings:**

1. Hearings are closed to the public and confidential. A minimum of four faculty of the Committee membership is required for decision-making. Parties to the grievance may be accompanied at the hearing by a personal advisor, who may be an attorney; however, the advisor may not participate directly in the proceedings and may only advise the parties. Students who intend to bring a personal advisor/attorney to a hearing must inform the ASC prior to the hearing date. All parties to the grievance are to address Committee members only during the hearing. An audiotape record may be made of the hearing. The Chair shall conduct the hearing. The Chair shall ensure that the nature of the grievance is stated clearly; an opportunity is provided to all parties to clarify, explain, or refute written evidence; and that an opportunity is given to all parties to question testimony presented at the hearing. The Committee may choose to hold multiple hearings and/or pursue additional evidence. The Committee may draw from other members of the regular School of Nursing faculty in order to reach minimum faculty required for decision-making. The Committee shall deliberate in closed session.
2. The Committee decision will be rendered in a timely manner. The final report will include the Committee's factual findings and decision. All parties will be notified of the Committee's decision and their right to an appeal process. Either receipt/read email, certified (return receipt) mail, or both will notify the student.
3. Once a decision is reached by the Committee, all documentation related to the hearing will be collected and either retained in the School of Nursing or destroyed.

APPENDICES

**APPENDIX A  
UNIVERSITY OF MICHIGAN-FLINT SCHOOL OF NURSING  
RN TO BSN PROGRAM**

**Non-Disclosure of Patient, Agency, or Provider/Personnel Identity  
In Coursework and Scholarly Papers**

**Policy:** It is the policy of the University of Michigan-Flint School of Nursing RN to BSN program that the identity of any patient, agency, or healthcare provider/agency personnel shall not be disclosed within coursework, including verbal or written presentation, assignment, journal, or scholarly paper with the following exception. Students within the password protected environment of the Blackboard Learning Management System may submit documentation for their course faculty identifiable information related to their required Experiential Learning experiences including names and contact information for community organizations, agencies, healthcare providers and/or other community members as needed. Additionally, students will be held to the policy of the organization regarding any removal of printed client/patient information at the organization. All students completing course requirements within a clinical setting must comply with HIPAA rules and regulations.

If an assignment is submitted which breaches confidentiality, the student will be notified of the breach of confidentiality. All breaches will be reviewed to determine if a HIPAA violation has occurred. Any point/grade reduction or sanctions for the breach of confidentiality will be determined by the individual faculty member and/or the RN to BSN ASC.

The *Publication Manual of the American Psychological Association* refers to protecting the confidentiality of research participants. It does not specifically address guidelines related to student papers. Instruction to students to “use the Publication Manual” should be accompanied by specific guidelines for its use/adaptation related to non-disclosure.

**Examples of Acceptable Manners of Documentation**

	<b>Citation within the Paper</b>
<u>Patients</u>	<ul style="list-style-type: none"> <li>● Patient A</li> <li>● Mr. J., the first patient interviewed</li> </ul>
<u>Agencies</u>	<ul style="list-style-type: none"> <li>● The healthcare agency under study, ..... (Agency 2013)</li> <li>● The policy of the clinical site... (Clinical Agency, 2013)</li> <li>● A Midwest healthcare facility</li> </ul>
<u>Healthcare Provider/Personnel</u>	<ul style="list-style-type: none"> <li>● C. W., (personal communication, April 30, 2013) as the nurse manager of the unit, related, “It is my perspective...”</li> <li>● Dr. Z., the patient’s primary care provider, stated “I view this disease process as...”( Dr. Z. personal communication, April 30, 2013)</li> </ul>
<u>Faculty/Students</u>	<ul style="list-style-type: none"> <li>● My clinical instructor assisted me with care.</li> <li>● My classmate was in the room when the patient fell.</li> </ul>

## APPENDIX B

### UNIVERSITY OF MICHIGAN-FLINT SCHOOL OF NURSING BSN

#### Policy & Procedure: Performance Improvement Plan (PIP)

##### Purpose:

1. Increase student awareness of expected academic behaviors, professional behaviors, and safe nursing practice.
2. Identify opportunities for learning and quality improvement.

##### Policy:

Faculty use the Performance Improvement Plan (PIP) to document all situations related to student and professional conduct. This includes behavior related to issues of academics, ethical conduct, professional conduct, medication near misses or errors, safety concerns, and others. Examples include but are not limited to the following: repeated tardiness, disrespectful behavior, confidentiality issues, personal appearance, patient care and safety issues, accountability, plagiarism, cheating, etc. PIPs are subject to review by the RN to BSN Academic Standards Committee (RN to BSN ASC). Further action by the BSN ASC will be considered on a case-by-case basis. Refer to the *Code of Academic and Professional Conduct* as contained in the UM-Flint School of Nursing Undergraduate Student Handbook for possible sanctions.

##### Procedure:

1. Faculty discuss opportunities for learning related to the PIP with the student at the end of the clinical day, in person or by phone. The discussion should occur as close to the date of the event as possible.
2. Theory faculty should be notified of PIPs within 24 hours, or prior to the student's next community-based experience (if applicable).
3. Faculty electronically completes all sections of the PIP except the *Student Section- Reflective Learning*. **The PIP form must be computer generated (typed).**
4. Faculty sends the unsigned PIP directly to the student's UM-Flint Gmail (@umich.edu).
5. Student completes the *Reflective Learning* section of the PIP, which must be computer generated (typed).
6. Student submits the completed and signed PIP to the instructor within five (5) working days after receipt of the PIP from the instructor either by email to the instructor or by submitting a hard copy, whichever method is outlined by the course faculty.

7. Faculty submit fully completed PIPs directly to the SON Undergraduate Program Manager (Maris Gilles, [mgilles@umich.edu](mailto:mgilles@umich.edu)).
8. The UG ASC reviews PIPs and determines any additional actions required.
9. If a PIP review identifies a School of Nursing program issue, the BSN ASC will refer the matter to the Director of Undergraduate Nursing Affairs.