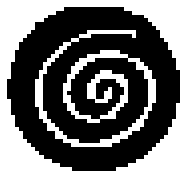


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EASTERN MICHIGAN UNIVERSITY

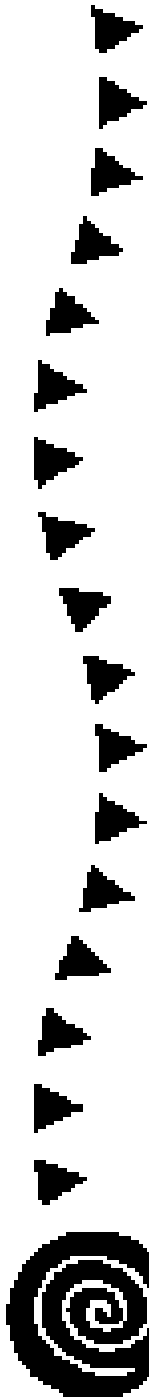
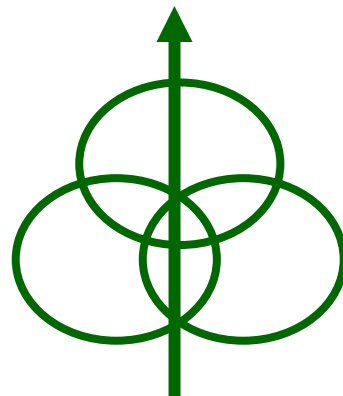


School of Nursing

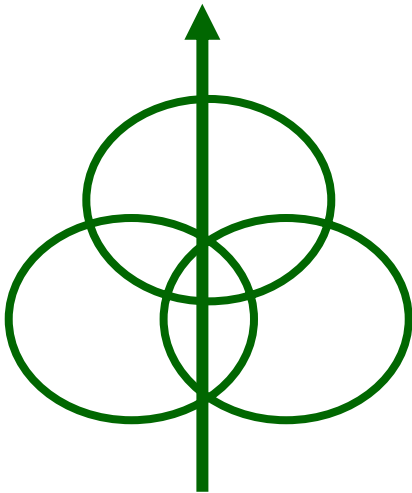
Undergraduate
Student Handbook
BSN and RN/BSN Programs

2004

Revised August 2004
School of Nursing
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Ypsilanti, Michigan 48197
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The contents of this Handbook are subject to revision at any time. The University and its School of Nursing's right to revise includes, but is not limited to, policies, programs, grading guidelines, graduation requirements, courses, services, fees and personnel.



The Eastern Michigan University Nursing Emblem

The three circles represent:

- *The health-care delivery system*
- *People and their environment*
- *The health-illness continuum*

The arrow bisecting the three circles represents the nursing process.

August 25, 2004

Dear Nursing Student:

Welcome to Eastern Michigan University School of Nursing. Congratulations on having chosen a career at a very exciting time in the history of the profession. As you probably know, the EMU nursing program is fully accredited by the Commission on Collegiate Nursing Education, which means you are entering a program that has been reviewed for quality education.

The faculty and I look forward to working with you as you begin your professional journey. The coursework is strenuous but we are here to help guide you along the way. Our expectations are for you to keep in close contact with your faculty advisor and review your program of study once a semester. This regular contact will help you to see options as needed and be sure you are ready for graduation when the time comes. And believe it or not, graduation will be here sooner than you think.

Please review this handbook carefully and bring any questions you have to your faculty advisor. Although policies may change, you will be notified of any changes that apply to you. Otherwise this handbook serves as your roadmap to successful completion of your program.

Again, welcome, we will work and learn together to help you reach your goal of professional nursing.

Sincerely,

Mary Sue Marz, Ph.D., R.N.
Director, School of Nursing

August 1, 2004

Dear Level II Nursing Students:

We are pleased to extend a warm welcome to you on behalf of the Committee for Admission and Retention of Students (CARS) and all nursing faculty at EMU.

This handbook was developed by faculty and previous nursing students to assist you in progressing through the nursing major. It is your obligation to review the contents of this handbook, as **you are being held responsible for its contents** throughout your program of student within the School of Nursing.

The program you are entering is designed to prepare you to:

1. Respect the dignity and worth of humans as diverse beings in a variety of environmental systems.
2. Be accountable for your practice in the provision of holistic caring for individuals, families, groups and communities including health promotion, prevention, risk reduction, and disease management.
3. Commit to life-long learning.
4. Use critical thinking, ethical inquiry and leadership skills to communicate and collaborate with consumers, health care providers and others to meet the ever-changing health care needs of clients.
5. Promote nursing as a profession.

Your presence here indicates your commitment to learning the nursing profession at Eastern Michigan University. The faculty expects you to be an active participant in identifying and meeting your learning objectives as well as self-evaluation of your progress.

In the days ahead you will make new friends, experience new struggles and take your first step of lifelong learning as a professional registered nurse. You will have many opportunities to learn from and work with health care professionals in a variety of settings such as community health agencies, public schools, clinics, nursing homes, hospitals, and emerging new community health facilities.

We are pleased that you have chosen our nursing program and hope that you have a rewarding and satisfying experience with us.

Sincerely,

Committee on Admission and Retention of Students (CARS)

Nursing Student Handbook

Table of Contents

	Page
History	1
Legal Operating and Professional Accreditation	2
Philosophy, Purpose, and Goals	3
Philosophy.....	3
Purpose.....	5
Program Goals.....	5
Program Objectives.....	5
Nursing Curriculum	6
Conceptual Framework.....	6
Rationale for organizing structure.....	8
Classroom and Clinical Instruction	10
Program Grading Scale.....	10
Classroom Instruction.....	10
Teaching Methods.....	10
Evaluation.....	11
Plagiarism.....	12
Course Syllabus.....	12
Class Attendance.....	12
Clinical Instruction.....	12
Clinical Assignments to Clinical Sections.....	12
Transportation Policy.....	12
Clinical Preparedness.....	13
Clinical Absence.....	13
Clinical Facilities.....	13
Course Fees.....	14
Student Policies and Procedures	15
Name/Address/Telephone Number Change.....	15
Student Orientation.....	16
Student Records & References.....	17
Program Requirements.....	18
Program Grade Requirements.....	19
Nursing Courses.....	19
Science Courses.....	19
Dismissal from the Program.....	21
Procedure for Stop-Out.....	22
Procedure for All Returning Students.....	22
Returning after Receiving a C- in any Nursing Course.....	23
Student Appeal Process for Program Reinstatement.....	23

Nursing Student Handbook
Table of Contents (continued)

Procedure for Withdrawals.....	24
University Academic Probation.....	24
Student Grade Grievance.....	24
Academic and Professional Integrity.....	25
Academic Rights of Students.....	25
Dress Code.....	26
Health-related Policies.....	27
OSHA and Communicable Diseases.....	28
RN/BSN Completion Program.....	30
RN/BSN Program Admission & Progression	30
Required Courses.....	31
Program Grade Requirements.....	32
Program Withdrawal, Dismissal, & Reinstatement.....	32
Completion of Program.....	32
Academic and Financial Resources for Students.....	33
Academic Advising.....	33
Career and Access Services.....	35
LGBT Resource, Foreign Affairs & Women's Center.....	36
Housing/Dining, Health Services, and Child Care Services.....	37
Counseling Services, Learning Center, Writing Center & CHHS Advising Center.....	38
Employment.....	39
Financial Aid and Scholarships.....	39
International/Foreign Students.....	40
Graduation.....	41
Commencement.....	42
Convocation.....	42
State Board Application.....	43
Student Communication.....	44
Announcements/Assignments.....	44
Career Opportunities.....	44

Nursing Student Handbook
Table of Contents (continued)

Organizations and Committees	45
Class Structure.....	45
Departmental Committees.....	45
University Organizations & Committees.....	46
NSNA.....	46
Sigma Theta Tau.....	46
Special Learning Opportunities for Nursing Students	48
Honors Program.....	48
Minors.....	49
Continuing Education.....	49
Individualized Learning Experiences.....	49
Nursing Faculty and Staff	50

HISTORY

Eastern Michigan University was created by the State Legislature in 1849 and became the second public institution of higher education in Michigan, with teacher preparation as its primary mission. In 1967, the University, which had a long standing interest in developing a baccalaureate program in Nursing Education, conducted a feasibility study to document the need for nurses in Michigan, the pool of potential students, and the ability of the University to support such a program. Upon successful completion of that study, approval was given by the State of Michigan to establish the Department of Nursing Education in 1971.

The first group of nursing students was admitted in September 1973 and was graduated in August 1975. The RN/BSN Completion Program began in 1979. This program is currently offered at a variety of regional locations. After a feasibility study, the Master of Science Degree Program was instituted to confer advanced practice standing in Adult Health in August 1993. Since 1993, a graduate teaching certificate in teaching in health care systems has been added, as well as an advanced graduate teaching certificate for study.

In 2004, the Department of Nursing, with the approval of the University Regents changed its name to the School of Nursing. The School of Nursing is part of the College of Health and Human Services, which also includes the School of Social Work, the School of Health Sciences, and the School of Health Promotion & Human Performance. EMU has a proud tradition of preparing professional registered nurses. In 2003, 30 years of excellence in nursing education will be celebrated at EMU. Our legacy continues.....

LEGAL OPERATING & PROFESSIONAL ACCREDITATION

The School of Nursing is legally approved by the Michigan State Board of Nursing to provide nursing education. The School of Nursing has full professional accreditation from the Commission on Collegiate Nursing Education (CCNE), the accrediting body of the American Association of Colleges of Nursing (AACN).

Previously, the National League for Nursing Accrediting Commission (NLNAC) evaluated and accredited nursing education programs. Accreditation not only validates program quality but facilitates our graduates' entry into graduate level nursing programs, the military services, and the Public Health Service. The School of Nursing has had continuous NLN accreditation since 1978 through 2003. In April, 2002, the School of Nursing participated in an extensive self-study and 3-day site visit during which it was reviewed for accreditation by the Commission on Collegiate Nursing Education (CCNE). As a result of the review, EMU School of Nursing was granted the maximum 10 year accreditation status.

PROGRAM PHILOSOPHY, PURPOSE, AND GOALS

The School of Nursing is an integral part of Eastern Michigan University. The School's statements of program philosophy, purpose, and goals incorporate the mission of the University and professional nursing practice. They are consistent with the goals prescribed by the Board of Regents and affirm the University's commitment to teaching, scholarly achievement, and university/community service.

The philosophy, purpose, and goals explain the precise definitions and assumptions upon which the nursing program is designed. Faculty believe that a nursing program must be guided by its beliefs about person, environment, health, nursing, and teaching/learning. Programs that prepare professional nurses must afford opportunities for students to acquire and use knowledge that is enriched by the social and physical sciences and the humanities. When learners have this base of knowledge they are better prepared to be critical thinkers and problem solvers who use critical inquiry throughout their professional development.

Faculty of the School of Nursing at EMU approved the following statements of program philosophy, purpose, and goals in April 2003 as a part of the program's curriculum review and revision. The philosophy, goals, objectives, and conceptual framework guide the faculty to achieve the purposes of the program.

Philosophy

We believe nursing to be a synthesis of scientific and artful activities directed toward professional holistic caring for human beings as they experience and interpret health issues. We believe all human beings are unique in their physical, emotional, spiritual, cultural, ethnic, developmental, gender and lifestyle qualities and have a right to health care that addresses their diverse needs.

Nurses assist individuals, families, groups, and communities, to be informed and exert their rights to make decisions about their lifestyles and health care. As part of multi-disciplinary health care teams, nurses identify health care needs and provide direct and indirect care to promote and restore health, reduce risks and preserve dignity at end of life.

We believe nurses must internalize a commitment to ethical inquiry, critical thinking, communication excellence and life-long learning. Further, nurses are proactive and adapt to changes as they occur locally and worldwide. Nurses must also commit to the professional values of altruism, autonomy, human dignity, integrity and social justice. In so doing nurses advocate for the highest standard of care for clients as individuals, families, groups, and communities in health care that is constantly changing and increasingly complex.

Nurses participate in individual and professional group activities for the promotion of professional nursing and the development and application of nursing's knowledge base. Baccalaureate-prepared nurses are able to use scholarly evidence to direct their professional activities and provide leadership in the provision of health care. Nurses with graduate preparation participate in the creation of new knowledge and provide leadership in the application of scholarly evidence.

To cultivate professional values, critical thinking, communication and life-long learning, nursing must be taught and learned in an environment open to diverse ideas and learning styles. We believe that teachers and students are partners in their quest for growth as they constantly integrate new knowledge from theory, research and practice into the dynamic knowledge base of nursing, the design of care and the delivery of service to societies.

BSN PROGRAM GOALS:

This philosophy demonstrates our commitment to the preparation of professional nurses who:

- Respect the dignity and worth of humans as diverse beings in a variety of environmental systems.
- Are accountable for their practice in the provision of holistic caring for individuals, families, groups and communities including health promotion, prevention, risk reduction, and disease management.
- Are committed to life-long learning.
- Use critical thinking, ethical inquiry and leadership skills to communicate and collaborate with consumers, health care providers and others to meet the ever-changing health care needs of clients.
- Promote nursing as a profession.

BSN PROGRAM OBJECTIVES

Baccalaureate Program Goals are met when graduates meet the following program objectives:

1. Synthesize knowledge from nursing, liberal arts and sciences into the practice of professional nursing with individual, family, group and community systems.
2. Demonstrate critical thinking as integral to professional nursing.
3. Use the nursing process to provide holistic care in partnership with diverse clients.
4. Analyze the interactions among local, regional and global systems for their impact on the health of individuals, families, groups and communities.
5. Integrate emerging technologies, research findings, teaching/learning principles and leadership skills into their care of clients and management of care units.
6. Collaborate with individuals, families, groups, communities and other providers in the provision of health care.
7. Demonstrate a commitment to life-long learning.
8. Display a commitment to the professional nursing values of altruism, autonomy, human dignity, integrity and social justice.
9. Participate in activities that contribute to the profession of nursing.

NURSING CURRICULUM

Conceptual Framework

In 2003, the EMU Nursing faculty adopted “The Essentials of Baccalaureate Education for Professional Nursing Practice” from the American Association of Colleges of Nursing as its guiding framework for the undergraduate. The framework and its adaptation for EMU School of Nursing are depicted in Figure A (page 8).

Professional nursing education is multi-faceted and several components are necessary for preparing professional registered nurses. Five major components are necessary for baccalaureate educational preparation of nurses today; these are: 1) liberal education, 2) professional values, 3) core competencies, 4) core knowledge and 5) role development.

Liberal education provides a solid foundation for the development of clinical judgment skills required for the practice of professional nursing. Liberal education is seen as an integrated educational experience, not a separate or distinct segment of the educational process. EMU’s general education studies and nursing prerequisites courses comprise the liberal education basis for professional nursing practice.

Professional values are another major component of the educational preparation of professional registered nurses. Educational programs should facilitate the development of professional values and value-based behaviors. Caring is a concept central to the practice of professional nursing and the values that epitomize caring by the professional nurse are: 1) altruism, 2) autonomy, 3) human dignity, 4) integrity, and 5) social justice. Educational content, as well as role socialization into the profession includes these professional values.

The core competencies for practice of the professional registered nurse are 1) critical thinking, 2) communication, and 3) the nursing process, comprised of assessment

and technical skills. Students are educated to use appropriate theories, research-based knowledge, sound clinical judgment, along with precise communication skills, to implement the nursing process to provide professional nursing care.

Nurses must also have knowledge specific to the discipline of nursing, along with applied science information and liberal education. Seven areas of core knowledge are viewed as crucial for professional nursing practice and include: 1) health promotion, risk reduction, and disease prevention, 2) illness and disease management, 3) information and health care technologies, 4) ethics, 5) human diversity, 6) global health care and 7) health care systems and policy. Each course contributes to the students' core knowledge for professional nursing practice.

Skills essential to the practice of professional nursing are emphasized throughout the curriculum. Teaching strategies and learning experiences are chosen to encourage the development of critical thinking, a vital tool for professional nursing practice.

Communication skills are developed throughout the nursing program. Emphasis is placed on acquiring experiences with multiple technologies including computers, audio-visual media, and various equipment used in the provision and management of health care. In addition to these skills, nursing roles are developed within professional values. Included in these essential nursing values are: professional accountability and responsibility, the dignity and worth of all persons, a person's right to self-determination, nursing as a caring profession, and appreciation and respect for the cultural and ethnic diversity of persons.

According to this framework, nursing practice, constantly evolving as health care knowledge grows, includes care of the sick in and across all environments, health promotion and population-based care. Generally, there are three major roles of nurses—nurses as providers of care, nurses as designers, managers, and coordinators of care, and nurses as

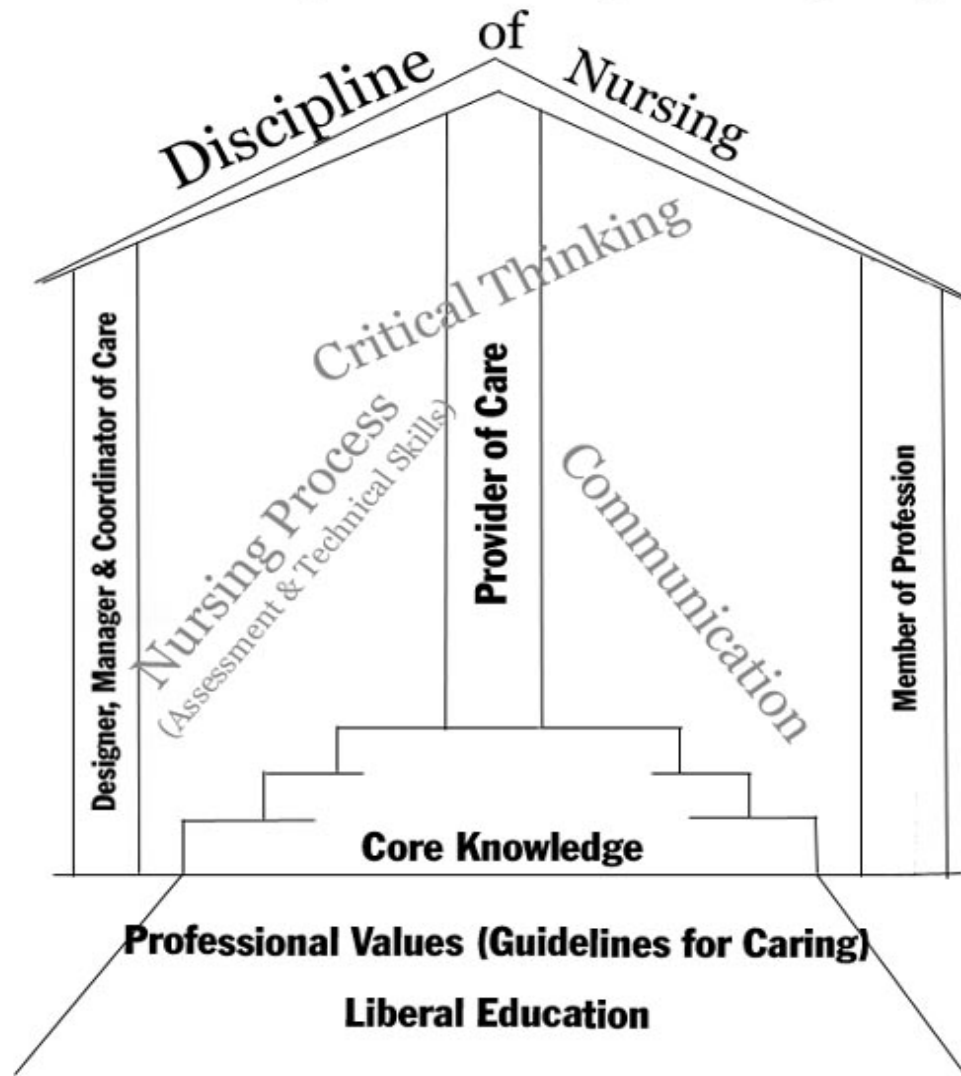
members of the profession. These roles and the dynamic nature of the discipline create the framework for the baccalaureate nursing educational programs

Rationale for the Organizing Structure of the Curriculum

The Essentials of Baccalaureate Education are responsive to the changes occurring with the discipline and within the practice of professional registered nurses. As such, these frameworks were seen as the most contemporary and proactive structure for continuous improvement in nursing education for our students.

FIGURE A

Essentials of Baccalaureate Education
Eastern Michigan University Nursing Program



CLASSROOM AND CLINICAL LEARNING

Program Grading Scale

Beginning Fall 2000, the Nursing School has adopted a new grading scale as noted below. All undergraduate nursing courses use this grade scale:

<u>PASSING</u>		<u>FAILING</u>	
A	100-94	C-	74-70
A-	93-90	D+	69-66
B+	89-87	D	65-63
B	86-84	D-	62-60
B-	83-80	E	59 OR BELOW
C+	79-78		
C	77-75		

Curriculum Organization

The Nursing Program follows the University guidelines for the allocation of credit to classroom and clinical/laboratory hours. For every clock hour of classroom contact per week in the semester, the student earns one hour of academic credit. For every two clock hours of laboratory contact per week in the semester, the student earns one hour of academic credit. Laboratory hours may include both the learning laboratory on campus and the clinical sites off campus. When students take a three credit hour clinical course, six contact hours per week are required in the clinical or laboratory setting. These six hours do not include travel, preparation, meal or data collection times.

Classroom Instruction (Knowledge of theory for practice)

Teaching approaches used expose students to a variety of learning methods.

Teaching methods include, but are not limited to: lecture, discussion, role-playing, audio-

video materials, and individual or group assignments. **Grading guidelines** for nursing courses are based on the above scale found in each course syllabus.

Evaluation stresses application of content to theory and practice. A variety of evaluation methods may be used to challenge learner knowledge (e.g. faculty-developed tests, nationally standardized challenge tests, written assignments, oral presentations and others).

Students may be expected to take national challenge examinations periodically through the program.

A **seminar format** is often used in clinical and classroom courses to promote the development of individual and group leadership skills. Faculty usually facilitate the processes in these seminars.

Assigned papers must be written using American Psychological Association (APA, 5th Edition) format. Students are expected to utilize and cite the most current or relevant reference sources.

Plagiarized papers will not be accepted or tolerated by faculty or the University.

Plagiarism is use of another's words, data, materials, or ideas without citing the source. Students are not to engage in any form of professional dishonesty including, but not limited to, alteration of patient records, changes in patient condition, treatment or plan, falsification of personal or patient records (See: Academic and Professional Integrity).

Syllabus

Each course has a syllabus which outlines requirements, grading system, classroom and clinical dates, assignments, and quiz and test policies. Students are expected to meet all course objectives. Failure to meet deadlines reflects an inability to meet course objectives for professional accountability and will affect the student's grade. The syllabus serves as a student-faculty contract for meeting course requirements. Changes in stated course requirements must be handled by agreement between student and course faculty.

Class Attendance

Students are expected to be present and prepared for all learning experiences.

Repeated absences, tardiness or failure to meet course objectives may lead to course failure.

If a student cannot be in clinical at an assigned time, the instructor must be notified in advance of the time the clinical begins.

Clinical Instruction (Application of theory to practice)

Clinical experiences enhance student learning in applying theory to actual practice.

Clinical experiences occur in diverse health care and learning settings and locations.

Students need to plan for clinical preparation time, travel, and meal times in addition to the two clock hours for each credit hour assigned. Student practice is evaluated throughout each course. Evaluation guidelines are found in each course syllabus.

Clinical Assignment to the Clinical Sections

While registration selections and special needs of students are considered in making clinical assignments, the decision of clinical assignment by the BSN Program Coordinator(s) is final. Students are expected to complete their rotations on assigned days and sites.

Transportation Policy

Students are responsible for obtaining their own transportation to clinical sites in a safe manner. Car-pooling is encouraged where possible. Some settings, particularly community health nursing, require students to have individual transportation to the clinical site and to complete the clinical assignments. For these experiences, faculty may require verification of a current driver's license and current automobile insurance. **Students must not transport clients.**

Clinical Preparedness

Any student who, in the judgment of the assigned faculty, does not demonstrate minimum acceptable knowledge and skill to practice in the clinical setting may be dismissed from the setting for that day.

Any student who is, in the judgment of the assigned faculty, considered clinically unsafe will be immediately removed from the clinical rotation and may fail the course. Deficits in meeting accountability or professional requirements may lead to failure of the course.

Clinical Absence

Each student must notify the assigned clinical faculty, and in some cases, the assigned clinical unit if not attending the clinical day(s).

1. Students must document the reason for missing clinical, by a health care provider report, or other appropriate verification.
2. Students are expected to make up the missed clinical experience. This must be done in collaboration with course faculty.

Clinical Facilities

Partial listing of representative agencies used for clinicals:

Saint Joseph Mercy Health System; Ann Arbor
University of Michigan Health System; Ann Arbor
Veteran's Administration Hospital; Ann Arbor
Glacier Hills Nursing Center; Ann Arbor
Oakwood Health System; Dearborn & Westland
Children's Hospital of Michigan, Detroit
Henry Ford Health System; Fairlane
Henry Ford Home Health Care, Lincoln Park
Saline Community Hospital, Saline
Saline Evangelical Home, Saline
Wayne-Westland Public Schools
Willow Run Public Schools
Ypsilanti Public Schools
Monroe County Health School
Detroit Public Schools

Course Fees:

Nursing students are assessed additional fees per credit hour for clinical laboratory courses. These courses are listed near the front of each semester's class schedule bulletin, as

well as being identified individually within the bulletin with an asterisk (*) before the course number.

These course fees are billed separately from the registration fees by the Student Accounting Office, approximately three weeks after the beginning of each semester. Fifty percent (50%) of these funds collected by the University are allocated to the School of Nursing to help defray the cost of updating, replacing, and maintaining equipment and supplies used in the classroom and laboratories (skills labs, health assessment, or audiovisual and computer labs).

STUDENT POLICIES AND PROCEDURES

The Eastern Michigan University Undergraduate Catalog and the Nursing Student Handbook that apply to the year of the student's admission represent the explicit contracts existing between the University, the School, and the student. A student seeking graduation from the nursing program is required to meet University and School admission and progression requirements. All nursing students are expected to sign a Notice of Policy Change when an existing Nursing Student Handbook policy is changed.

Principles Guiding Student Policies:

- The School of Nursing policies concerning student admission, progression, retention, and graduation are congruent with the policies of the University.
- The School of Nursing recognizes its responsibility to society and to the nursing profession; therefore:
- The School reserves the right to retain only those students who, in the judgment of faculty, satisfy requirements of scholarship, clinical competence, and personal characteristics suitable for nursing.
- Once admitted to the Nursing program, students must complete all nursing courses within a period of six calendar years to be eligible for graduation.

Name/Address/Phone Number Change

It is the student's responsibility to immediately notify the University Records Office and the School of Nursing, **in person**, of any name, address, e-mail or telephone number change(s).

STUDENT ORIENTATION

Incoming Nursing Students (Level II Students)

All entering undergraduate BSN nursing students must attend the Incoming Nursing Student Orientation session. Failure to attend may result in removal from the Nursing Program. During this time period, students will be introduced to faculty and staff, given their BSN Program Student Handbook, and review important policies, procedures and guidelines within the School. At this time, if not before, students will be given information on their clinical placements, textbook, syllabi, nursing uniforms, and equipment required for nursing courses, and questions will be answered.

Returning Students (Level III & IV Students)

All returning students are expected to attend orientation prior to the start of classes EVERY FALL. Students are to make certain that all health requirements, such as immunization and tuberculosis screen are completed; along with presentation of current health insurance, professional liability insurance, and current CPR certification. Students attending Community Health Clinicals (all Level IV students) must also provide evidence of car insurance due to the nature of the clinical experience.

Agency Requirements

Clinical agencies used by the EMU School of Nursing have specific regulations to which students and faculty must comply. Generally, the health requirements above, as well as universal precautions, fire safety, body mechanics and other clinical agency issues are managed in the incoming and returning student orientation. In April 2003, the new federal regulation, called HIPAA, was implemented to assure confidentiality and privacy in managing client care and information. EMU nursing students are bound by this law as well as instruction will be given during the incoming and returning student orientation, and clinical agency orientation. In 2002, a new Michigan law requires that students going to

long-term care facilities be screened for criminal backgrounds. To comply with long-term agency requirements, some students will be required to sign a release for a criminal background check--this is a clinical requirement and must be completed in order to attend some clinical placements. It is ultimately the student's responsibility to assure that they meet clinical agency requirements--failure to do so may result in removal from the clinical agency and delay in program completion.

Student Records and References

Confidential academic files for each student are maintained by the Nursing School. A student's file contains the admission application, clinical evaluations, grade reports, certificates, health records, and advising notes. If a student wishes access to that file, a written request must be submitted to the School Director and an appointment made to review the file. Students are encouraged to place information about honors, awards, professional activities, growth and leadership opportunities or community activities in their files to assist faculty in writing references.

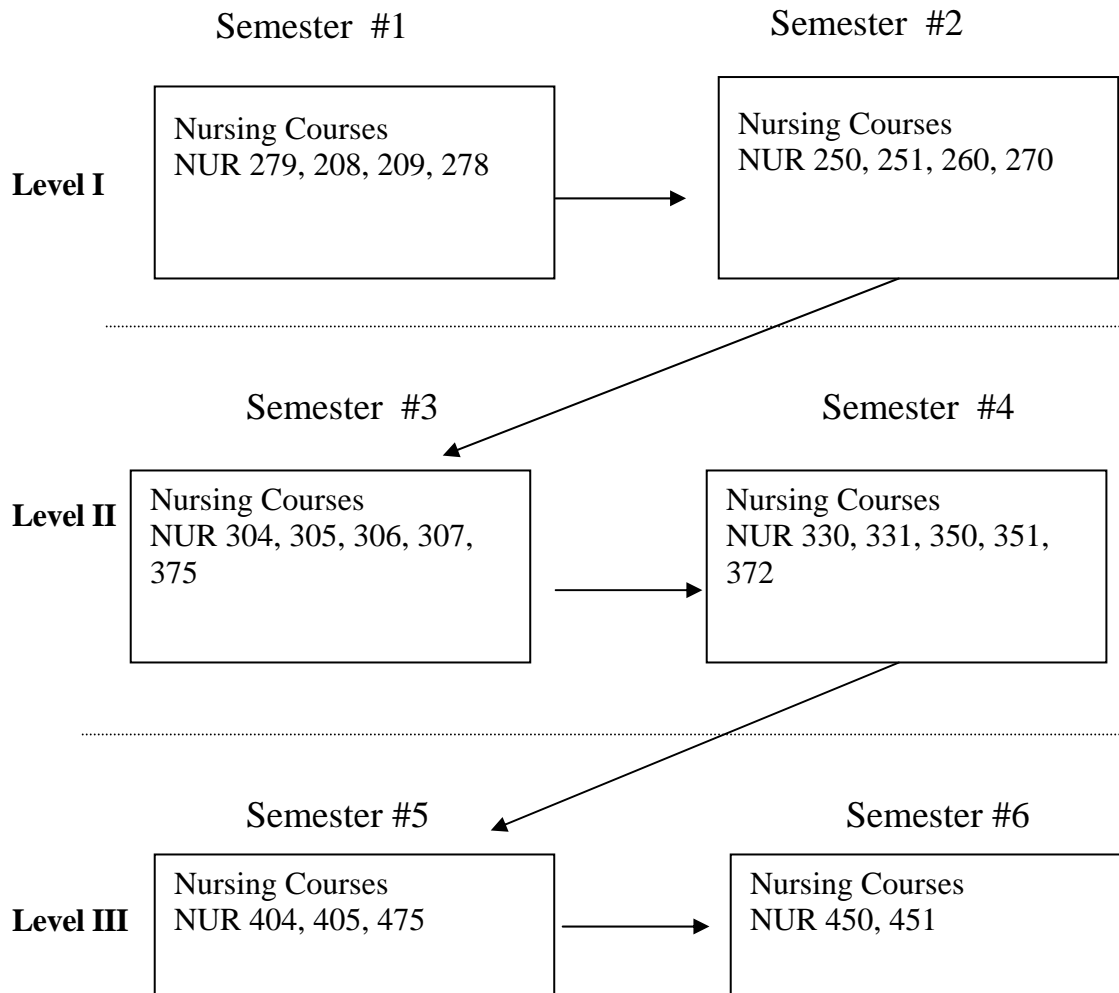
Freshman Admission Program:

In 2002 the School of Nursing approved a freshman admission policy. Under this policy any freshman who declares an interest in nursing and meets the specified criteria will be admitted to the BSN Program as a "Preclinical Nursing Student".

These students are expected to complete the required prerequisite courses with a C or better in each course and a cumulative grade point average of 2.8 in all of them to progress in the program. During the freshman year, there will be an orientation to the nursing program. The remainder of this handbook applies to students as they progress through the clinical portion of the program.

PROGRAM PROGRESSION REQUIREMENTS

The School's policies are designed to permit students to achieve program requirements, prepare for a professional nursing career and qualify for graduate-level nursing education. Students may be admitted as "Pre-clinical" or Level I nursing majors as freshman. There are three additional undergraduate levels: Level II (Sophomore Level/First year nursing student), Level III (Junior Level/Second year nursing student) and Level IV (Senior Level/Third year nursing student) which all involve clinical nursing courses. Below is the typical progression sequence for students in the clinical levels of the program.



Progression Sequence (continued)

Courses within the nursing program are sequenced in such a manner that knowledge and skills from previous coursework is incorporated in each successive semester. Therefore, successful completion of courses within the specified sequence is required.

The progression sequence noted above may be altered in the following ways:

- Semesters 3 & 4 above may be interchanged for students.
- Semesters 5 & 6 above may be interchanged for students.
- Students may opt to stop-out of the program for a variety of reasons.
- Students may not progress if they receive official dismissal from the program (specifics of dismissal are outlined later).

Successful Program Progression

Nursing Courses (NUR Prefix)

A grade of “C” or better is required to successfully complete a nursing course. If a letter grade of “C-“ or lower is received in a nursing course, the student must retake that course and obtain at least a “C” letter grade to successfully complete the course.

Progression within Level II

Level II students must complete NURS 279, 208, 209, and 220 with a grade of “C” or better before progressing to the second semester (NURS 250, 251, 260 & 270). Students who are unsuccessful in one or more first semester Level II course(s), may with permission of their advisor enroll in Nursing 260 and/or 270 while waiting to return to those courses.

Progression from Level II to Level III

MICR 328, DTC 203, and the general education requirement for MTH, as well as NURS 250, 251, 260 and 270 must be successfully completed before progressing to Level III. If a student fails a Level II nursing course, they may (with permission of their advisor

and Undergraduate Program Coordinator) take NUR 375 and/or NUR 372 before completion of all Level II courses.

Progression within Level III

Students who are unsuccessful in any Level III nursing course with a clinical component cannot progress to any other Level III nursing course with a clinical component until the failed course is taken and successfully completed. Students must re-take the failed course in the next semester offered in order to continue in the program. A student may take NUR 375 or 372 while waiting to retake the nursing course with a clinical component.

Progression from Level III to Level IV

If a student fails a Level III nursing course they may (with permission of their advisor and Undergraduate Program Coordinator) take NUR 475 before completion of all Level III courses.

Progression within Level IV

If a student is unsuccessful in any Level IV nursing course with a clinical component they cannot progress to any other Level IV nursing course with a clinical component until the failed core course is taken and successfully completed. Students must re-take the failed course in the next semester offered in order to continue in the program.

Progression from Level IV to Graduation

Once students have successfully completed all nursing courses and have met the university general education requirements, they are eligible to receive their degree.

Science Courses

A letter grade of "C" or better is required for MICR 328, MICR 329 or CLSC 432 & CLSC 433 lab. If a student receives a "C-" or lower the student must retake the course and obtain a final grade of "C" or better before progressing to the Junior Level (Level III).

Students must also complete DTC 203 and their general education MTH requirement before progressing to Level III.

Repeating a Nursing Course

Students may repeat any nursing course **one time only**. Students may repeat a **maximum of two nursing courses while in the nursing program**. Upon failing a third nursing course, the student is permanently dismissed from the program. This policy is in effect even if the student repeats and passes a course. Each failing course grade, even if the course is repeated with a passing grade, is applied toward the dismissal policy.

Dismissal from the Nursing Program:

Dismissal from the nursing program, with option for a reinstatement hearing, occurs when the student receives a letter grade of:

- * "E" in one nursing course, or
- * "C-" or lower in any NUR Clinical course, or
- * "C-" or lower in two NUR courses.

Students who are dismissed from the nursing program must take at least one semester off. During that semester the student must have a reinstatement hearing and be approved for reinstatement before returning to the nursing program. If reinstated, the student will be placed in the course(s) failed on a space available basis. Continuing in the Nursing Program is contingent upon reinstatement into the nursing program and retaking the course(s) in which an unacceptable letter grade was earned and receiving an acceptable final letter grade.

Permanent dismissal from the nursing program, without option for reinstatement, occurs if the student receives a letter grade of:

- * "C-" or lower twice in the same nursing course, or
- * "C-" or lower in a total of three nursing courses.

Procedure for Stop-out from the Program

A student may elect to stop-out of the program, if he/she:

1. Is a student in good standing in the Nursing Program. Good standing means that a student has successfully completed all nursing courses.
2. Submits a letter to CARS (Committee on Admissions & Retention of Students) stating the reasons for stopping- out and future intentions concerning return to the program.
3. Notifies the BSN Program Coordinator and academic advisor **before** March 15 for Fall term or October 15 for Winter term and **prior** to registration for nursing courses.

Reinstatement for any purpose will be subject to the policy for returning students and available clinical space.

Policy for ALL Returning Students

Students seeking to return to the nursing program will be considered for reinstatement according to the following priority:

1. Students in good academic standing who have interrupted their studies for personal reasons.
2. Students who have received an unacceptable grade(s).
3. Students who were granted reinstatement following dismissal from the program.

Placement in clinical courses is not guaranteed and is contingent upon a space available basis. Failure to follow applicable procedure(s) may result in denial of progression in the program.

Procedure for Returning After Receiving a C- in Any Nursing Course

A student, after receiving an unacceptable grade must:

1. Immediately upon receiving the unacceptable grade, submit a letter to the School Director, and CARS stating the intent to return to program.
2. Meet with the BSN Program Coordinator(s) for course assignment.
3. Register for clinical placement only after receiving permission from BSN Program Coordinator(s). Placement in clinical courses is not guaranteed and is contingent upon a space available basis.
4. Students should not simply register for the failed course and/or assume they will be permitted to take such course without approval.

Student Appeal Process for Reinstatement to the Program

Following dismissal from the nursing program, a student must initiate a request for reinstatement by:

1. Submitting a letter to the Committee for the Admission and Retention of Students (CARS) **before** March 15 for Fall term or October 15 for Winter term.
2. Faculty members from CARS will review the request, hold a hearing with the student and make a recommendation to the School Director.
3. The School Director will notify the student in writing, the student's academic advisor, and the BSN Program Coordinator(s) of the final decision.

Reinstatement will be subject to the policy for returning students and available clinical space.

Policy for Student Withdrawals from Clinical Courses

According to University policy a student may withdraw from a course up to the last day of the class. It is the policy of the School of Nursing, that a student **may not** withdraw from a clinical course (NUR 209, 251, 305, 307, 331, 351, 405, 451) **after** being notified, either verbally or in writing, by clinical faculty of a definite clinical failure (e.g. a final letter grade of "C-" or lower). University Records and Registration Offices **will prevent** official withdrawal.

University Academic Probation

Any student, whose overall University GPA falls below 2.0 as a result of the most recent semester, will be placed on academic probation. If the academic performance is significantly poor, the student may risk academic dismissal. Any student who fails to achieve a 2.0 semester GPA while on probation may risk dismissal from the University. Any student who is on academic probation or who is experiencing problems which might lead to probation or dismissal is encouraged to contact the Assistant Director for Academic Actions, Academic Advising Center (301 Pierce Hall).

Student Appeal Procedure for Grade Grievance

A grade grievance can be filed in the School **after** the semester final grade has been submitted to the Registrar's Office. A copy of the School's Grade Grievance Procedure can be obtained from the School of Nursing located in the Marshall Building or the Dean of Students' Office in King Hall.

ACADEMIC AND PROFESSIONAL INTEGRITY

Students must abide by the University Conduct Code as outlined in the University Catalog. University policy states:

"Students are not to engage in any form of academic dishonesty including, but not limited to plagiarism, alteration of records, substitution of another's work representing it as the student's own, and knowingly assisting another student in engaging in any such activity" (EMU Undergraduate Catalog).

Within the School of Nursing, depending on the nature of the occurrence, violation of academic and/or professional integrity shall result in a failing grade on a particular assignment **or** a failing grade for a course or exclusion from the Nursing Program. The decision will be made through collaboration of involved faculty and School Head.

Academic Rights of Students

The School of Nursing supports and implements student rights as specified in the Eastern Michigan University Policy Manual. A student has the right to expect the following from instructors:

- Impartial, fair, and dignified treatment.
- Reasonable opportunities to ask questions and to express ideas.
- Respect for his or her right of privacy to personal views.
- Clear statements of standards for acceptable work in advance of grading and other assignments.
- Knowledge of the grading system early in the semester and the absence of capricious, discriminatory grading categories.
- Prompt return of examinations and other assignments with verbal and/or written explanations of deficiencies.
- Regularly scheduled office hours, with additional time at hours which are mutually convenient for the instructor and the student.
- Explicit and early description of the instructor's policy for penalties regarding failure to participate in class.
- Advance knowledge, when possible, of cancellation of class or office hours.
- Guaranteed anonymity during course evaluation.

If a student believes that he/she has been unjustly accused or that a penalty is unduly severe, or that his/her rights have been abused by an instructor, the student has the right to appeal for redress.

DRESS CODE

Faculty strongly believes that each student should present him/ herself in a professional manner in accordance with the nature of the learning experience involved.

Students are not required to wear specific types of dress to class. However, standards of dress do apply to the clinical setting.

Requirements for students in all clinical areas:

- ◆ No perfume, or scented aftershave or lotion.
- ◆ EMU nursing student name pins; nametags with picture (EMU ID)
- ◆ Shoes: clean, cover entire foot; no clogs, sandals, open-toes, or canvas.
- ◆ Hair: clean, pulled back out of face; trimmed beard, mustache
- ◆ Jewelry: no visible tattoos or jewelry; however, students are expected to wear a watch with a sweep second hand; students may wear a wedding band without stones and small non-dangling earrings.
- ◆ Nails: no artificial nails; no polish except clear, unchipped

Inpatient, nursing home, extended care, or acute care settings

- ◆ Shoes: same as above; in addition, shoes are to be white, leather uniform type
- ◆ Uniform: only uniforms (scrubs) which have been purchased through the approved vendor may be worn by students. The scrubs are dark green, 2 piece (students have a choice of several faculty-approved styles through this vendor), with white embroidery identifying the student as an EMU nursing student. Scrubs must be clean and pressed. No visible clothing may be worn under the scrub top. For warmth, an approved white lab coat (available from the vendor) may be worn.

The approved vendor is:

Life Uniform Co.
3520 Washtenaw
Ann Arbor, MI 48104
(734) 973-1820

- A minimum of 3 weeks notice needs to be given to Life Uniform for embroidery.

HEALTH-RELATED POLICIES

Students must be free from signs or symptoms of active communicable disease when caring for clients in clinical settings. Students enrolled in any clinical nursing courses will be required to show the original and provide one copy of documentation for the following health-related requirements to clinical faculty prior to the first day of clinical each term unless a specific agency has another due date:

1. Proof of Personal health insurance.*
2. A report of current physical examination upon entry to the program (report must be on file).
3. Proof of immunity or one dose of vaccine of the following:
 - a. Rubella
 - b. Rubeola
 - c. Varicella Zoster
4. Proof of tetanus vaccination within the past five years of the time of admission.
5. Proof of having **begun** the Hepatitis-B series or submission of a signed Declination Form.
6. **Annual** documentation that the student is free from Tuberculosis.
7. Documentation of **current** Adult, Child, Infant, Two-Person CPR certification for the professional rescuer.

***Note:** Those students who do not have access to health insurance may obtain it through the University. Information is available at Snow Health Center. Students who cannot afford this may want to contact the Michigan School of Community Health.

Students with extenuating circumstances should contact the School Director in writing no later than August 1.

OSHA and Communicable Disease

The faculty of the School of Nursing subscribe to the Guidelines from OSHA on control of communicable disease.

Safety regarding patient care:

UNIVERSAL PRECAUTIONS are recommended by the Centers for Disease Control (1987) as a method to prevent the spread of blood and fluid borne disease including AIDS and Hepatitis B. These precautions require that regardless of diagnosis, every patient is regarded as though he or she is potentially infectious.

Ethics in Communicable Disease & Patient Care:

Faculty also subscribe to statements by nursing professional organizations supporting the duty to care for all patients. Faculty believe professional nurses and Eastern Michigan University professional nursing students have a fundamental responsibility to provide care to all patients assigned to them and that refusal to care for assigned patients is contrary to the ethics of the nursing profession.

OSHA Standards:

The following Federal provisions of the Occupational Safety and Health Administration (OSHA) Standards are to be followed prior to student affiliation in clinical practice sites:

1. Students will view a School approved Universal Precautions videotape or attend an annual training session. Content of the training will include such topics as: bloodborne diseases (their transmission, exposure control, and protective equipment). Students will have documentation of OSHA (Bloodborne Pathogen) training placed in their student file each year.
2. Protective equipment will be used according to OSHA guidelines. Students will use protective eye covering glasses of their own or those available in the clinical setting. Disposable gowns, gloves and masks will be available at clinical sites for provision of care.
3. Students will be familiar with methods to dispose of needles and hazardous waste receptacles and sharp containers in an institutional and home setting.
4. Students will be instructed to change their clothing immediately and place it in plastic bags if blood or body fluid contamination occurs. The

students' clothing/uniform should be laundered separately and only handled with rubber gloved hands. Students will be advised of appropriate procedures for use in community settings.

5. Students will be supervised in hand washing, asepsis, and decontamination procedures while giving patient care.

Post-Exposure Plan

Faculty, in conjunction with clinical agency policies, will counsel students who have accidental exposure to communicable diseases to see their physician, Student Health service or their place of employment. A Critical Incident Report must be completed by students and faculty immediately following any health-related incident.

RN/BSN COMPLETION PROGRAM

The RN/BSN Program is designed to provide Registered Nurses who have obtained an Associate Degree or Diploma education with opportunities to complete a Bachelor of Science in Nursing. An underlying theme of the program of study is its focus on the special needs of the adult learner. Attention is given to the unique learning needs of the individual during this phase of education. Faculty members believe that adult learners are self-directed, mature, motivated, and ready to acquire and apply new information. Their knowledge and skills are viewed as a foundation for future learning. Learning opportunities are provided that bridge the gap between the work world and the academic world. After acceptance to Eastern Michigan University, students may apply to the completion program.

RN/BSN Program Admission and Progression Sequence

Students are considered for admission to the RN/BSN completion program after meeting the admission requirements outlined in the application packet. Once admitted to the nursing program, students will be assigned to a nursing advisor. Students initially meet with an Eastern Michigan University Nursing Advisor or RN/BSN Program Coordinator who will evaluate their credits, award credit for previous nursing study and assist in planning a program of study. Students should meet with their advisor each term, or at least annually, to plan course work, monitor their progress, and identify unique goals and needs.

CREDITS:

A total of 124 credits are required for graduation. The nursing program component consists of 60 credit hours.

Required RN/BSN nursing courses consist of 23 credit hours as follows:

NUR 220 Health Assessment ^{2 cr}
 NUR 275 Nursing Essentials I ^{3 cr}
 NUR 372 Nursing Research ^{2 cr}
 NUR 375 Nursing Essentials II ^{3 cr}
 NUR 450 Community Health Nursing* ^{2 cr}
 NUR 451 Community Health Nursing Lab* ^{3 cr}
 NUR 475 Nursing Essentials III ^{3 cr}
 NUR Elective ^{2 cr}
 NUR Elective ^{3 cr}

*Courses with a clinical component.

Students may begin the program in the Fall with Health Assessment (NUR 220) and Nursing Essentials I (NUR 275) or in Winter or Spring after consultation with the RN/BSN Coordinator. Specific course sequences are scheduled for groups at the five off-campus continuing education sites.

Students will be awarded 30 credit hours for a current, unrestricted license or successful completion of 3 National League for Nursing (ACE II) tests:

NLN ACE II Adult Health ^{10 cr}
 NLN ACE II Psych ^{10 cr}
 NLN ACE II OB/Peds ^{10 cr}

The RN/BSN program coordinator or student advisor will help the student choose the appropriate option.

Degree Requirements:

30 EMU credits (23 nursing + 7) AND 30 additional 4-year credits = Total 60 4-year credits*

Options:

30 EMU + 30 NLN ACE II = 60

OR

30 EMU + 15 4-year license credits + 15 4-year credits = 60

*This may vary with specific articulation agreements.

Credit for previous learning will also be provided for:

<u>Course</u>	<u>Credit hours</u>	<u>Means</u>
DTC 203 Principles of Human Nutrition	3 credits	Waiver
NUR 270 Pharmacology	3 credits	Course substitution
NUR 260 Pathophysiology	4 credits.	Course

substitution

Students can transfer General Education and support courses from another school or take them at Eastern Michigan University. For students using their license for previous credit, 45 of these credits must be from a four year college. Of the 45, a minimum of 30 credits must be completed through Eastern Michigan University. This may vary with a specific articulation agreement.

Program Grade Requirements

RN/BSN students are required to maintain the same minimum grades as described elsewhere in this Handbook

1. A grade of "C" or better is required in NUR courses (a "C-" is unacceptable).
2. A grade of "C" or better is required in the required pre-requisite and support courses (ENGL 121, PSYC 101, EDPS 325, CHEM 120, ZOOL 201, ZOOL 202, MICR328, SOC 105 or ANTH 135 and General Education Math Req).

Progression, Withdrawal, Dismissal, and Reinstatement

The same policies are applied to RN/BSN students as other BSN students for progression, withdrawal, dismissal and readmission to the program. These policies are described previously in this Handbook.

Completion of the Program

Each year the RN/BSN students participate in planning the EMU Department of Nursing Convocation ceremony in April. Students are encouraged to participate in both the official graduation ceremonies and the Nursing Convocation.

ACADEMIC AND FINANCIAL RESOURCES FOR STUDENTS

Academic Advising

Upon admission to the Clinical Nursing Program, each student is assigned a nursing faculty academic advisor. Advisors are available during regular office hours which are posted on their office doors. Students **are expected** meet with the assigned advisor every semester and when other concerns arise. Additional advising guidelines for students are listed below.

Advising Guidelines for Students

The purpose of these guidelines is to 1) assure the students avail themselves of faculty expertise in program progression, and to 2) provide clarity to students' expectations of academic advising.

What Academic Advising in Nursing Is Not:

- It is not financial planning for students.
- It is not family issues planning.
- It is not mental health or substance abuse counseling.
- It is not mentoring
- It is not career counseling

Academic Advising Is:

- The provision of guidance for successful progression and completion of program coursework.

Student Responsibilities with Academic Advising:

- Each Fall semester, students are expected to check the Student-Faculty Advising List to verify their assigned nursing advisor.
- Students should make an appointment at least once a semester to meet with their academic advisor.
- Drop in appointments should be during regularly posted office hours.
- Together, students and their nursing faculty-advisor should develop a program of study that is retained in their nursing school folder.
- Students are expected to maintain and bring with them their personal copies of advising forms, course substitution forms, and other forms relevant to program progression.
- Students are expected to follow through to resolve issues on advising concerns.
- Students should notify their academic advisor if there is a change in their status (dropping out of the program, potential failure in a course, significant life circumstances that will prevent academic progression, etc).
- Students are responsible for assuring all transcripts from other schools are received in the EMU Records Department.

- Students are expected to submit a graduation audit to the EMU Records Department approximately 9 months prior to their expected graduation. Students should subsequently contact their advisor to verify that their graduation audit is complete.
- Students **MUST** get academic advisor approval (and level coordinator approval) to take any nursing support courses out of sequence regardless of the cause for the mis-sequencing.
- Students are expected to submit an application for graduation in the beginning of the semester in which they plan to graduate. Specific deadlines and forms are in the course schedule book.

Advising Pointers:

- ◆ Refer to your myemich online transcripts to verify courses have transferred from other colleges and universities.
- ◆ Request any advice from an advisor in writing and retain a copy for your personal records—these notes can prove valuable when submitting your graduation audit.
- ◆ Please note that a course on their academic progress report with the suffix “000” does not constitute transfer equivalency for a specific course.
- ◆ A course cannot count for more than one requirement; the one exception being that a course can count as a general education requirement and the cross-cultural requirement; otherwise, courses are counted only once!

Career Services Center

Third Floor, King Hall
734-487-0400

The Career Services Center offers active assistance to graduates and alumni in seeking employment after graduation and in professional advancement throughout their careers. Notices of careers opportunities are provided in business, industry, government, health and human services and education. The Center services include: 1) credential reference services, 2) resume and letter of application assistance, 3) interview preparation and techniques, 4) The Education Bulletin, listing current vacancies, employers' addresses and method of contact, 5) on-campus interview appointments with employer representatives, 6) employer career literature, directories, and job description materials and 7) a computerized candidate referral services.

Access Services

Second Floor, King Hall
734-487-2470

The Office of Special Student Services utilizes resources both on the campus and within the community and its agencies to meet the needs of disabled students and to support them in meeting their educational goals. Michigan Vocational Rehabilitation and the Michigan Commission for the Blind are both used as supportive agencies in assisting some students.

Students may also request aid in finding note-takers, relocating classrooms, assistance with wheelchairs, special housing accommodations, and procedures for applying for interpreters. It is the intent of the office to respond to students' unique needs. Students are urged to contact the office personally for information and/or assistance.

Students who qualify for modifications in classroom instruction, evaluation or other needs in accordance with the Americans with Disabilities Act are encouraged to contact the Office of Access Services. Modifications will be made after contact from the student and involved faculty with the Office of Access Services and specific needs are identified. Students are responsible for notifying the faculty in advance of an specific needs.

Lesbian, Gay, Bisexual & Transgender Resource Center

Second Floor, King Hall
734-487-4149

The purpose of the LGBT Resource Center is to educate the University community about lesbians, gay males, bisexual and transgendered individuals and to serve as a resource to LGBT persons by developing formal links with the community and providing a supportive environment to students. The LGBT Resource Center, along with other campus groups, recommends and implements policies, curricular initiatives and services to address the LGBT individuals and to increase safety for these individuals. The LGBT Resource Center services to reduce prejudice of LGBT individuals throughout the University community. Further, the LGBT Resource Center maintains sufficient staff support to keep the University community abreast of legislation and regulations at the state and federal level that affect LGBT students attending EMU.

Offices of Foreign Student Affairs

Second Floor, King Hall
734-487-3116

The Office of Foreign Student Affairs operates to assist the foreign student population at EMU to achieve their educational and career goals. The OFSA provides 28 specialized services for students from 92 different countries. Included are pre-arrival contact, initial orientation, on-going advising on any matter that relates to their stay, the preparation of documents needed to verify enrollment and costs of studying at EMU, as well as assistance in maintaining a favorable immigration status. The OFSA regularly promotes cross-cultural programs and acts as a consultant on foreign student related questions.

Women's Center

Second Floor, King Hall
734-487-4282

The EMU Women's Center encourages and supports the personal growth, academic enrichment, and professional development of all women on campus. The Center is committed to 1) recognizing and celebrating the diverse representation of women at EMU, 2) providing information and educational programming, and 3) offering advocacy and referral services. The center will promote positive images of women as viable and necessary parts of a full, culturally rich and balanced society.

Housing and Dining Services

Dining Commons #1
734-487-1300

University Housing and Dining Services offers a variety of housing and dining services as an aid to the academic achievement of both married and single students. Student-families enjoy apartment-style living offered in the University's three-family housing communities. They are convenient, low-cost and offer an environment that shares an appreciation of the academic needs of the single and married student. One and two bedroom units are available.

Health Services

Second Floor, Snow Health Center
734-487-1122

Health Services provides students, staff, and faculty with professional, quality and confidential on-campus health care. Students may call health services to make appointments for needed services. Students generally can be seen the same day or the day after they call. For urgent care, it is possible to be evaluated on a walk-in basis. Students are encouraged to carry some form of health insurance while at EMU. A student health insurance plan is available through the university by calling the Health Services Insurance Office at 734-482-6451.

Children's Institute

Snow Health Center 487-1126
Rackham Building 487-2348

The University's Children's Institute offers a play-based, developmental childcare program for children eighteen months through five years of age, as well as a kindergarten enrichment program. The program operates primarily as a service to students, faculty, and staff, but is open to the community families. Hours are 7:30am-5:30pm, Monday through Friday, year-round. Hours are reduced during University breaks and holidays. Evening care is also available Monday through Thursday from 4:45pm-9:45pm. The toddler programs and evening programs are housed in the lower level of the Rackham Building.

The kindergarten enrichment program supplements the regular public kindergarten schedules. Children will attend the Children's Institute mornings or afternoons to complement their kindergarten programs. EMU will provide transportation to and from Ypsilanti's Perry Child Development Center for kindergarteners who participate. Please call the University Children's Institute office at 487-1126 for complete program, registration and fee information.

Counseling Services

Third Floor, Snow Health Center
734-487-1118

EMU counseling services provides counseling to students who are experiencing stress, relationship issues, anxiety or other personal problems. Special workshops, programs, and support groups are offered on a variety of topics. All services are confidential and free of charge.

The Holman Learning Center

G-04 Halle Library

734-487-2133

The Holman Learning Center offers several services to assist students successfully fulfill their academic goals. These services include skill building workshops, individual tutoring, group reviews, supplemental instruction program, and mentoring.

The Writing Center

613 Q Pray-Harrold Building

734-487-0694

The Writing Center offers services to students of all levels from all schools free of charge. In the Writing Center, students work individually with a composition instructor, who focuses on helping students improve their composition skills. The staff does not edit or proofread papers; instead the staff assists students in learning to do these things for themselves.

CHHS Advising Center

Second Floor, Marshall Building

734-487-0918

The CHHS Advising Center facilitates retention and academic achievement of students interested in health and human services by providing advising resources for intent students, transfer students, undeclared major students, as well as undergraduate students with majors in the College of Health and Human Services. The primary role of the Advising Center is service to students that is accessible and accurate. Therefore, the CHHS Advising Center is committed to providing resources to maximize academic progression and success of students.

Employment Opportunities

Employment of more than 16 hrs. per week is strongly discouraged for full-time nursing students. The Job Placement Center will assist in securing appropriate

positions. Summer employment/internships are encouraged. Experiences in health settings are beneficial to students. Student Externships in area hospitals are available during the Spring/ Summer semesters. See the Bulletin Boards.

Financial Aid and Scholarships Available to Nursing Students

Bulletins describing scholarship opportunities are available in the Office of Financial Aid and on bulletin boards located outside the Nursing Skills Lab in the Marshall Building. The University Undergraduate Catalog provides information as well as the Nursing School's Finance Committee. Students should contact the Nursing School and will be directed to the School's Finance Committee Chairperson for more information.

The following is a partial listing of scholarships and groups which may provide scholarships for nursing students:

EMU Wives Scholarship	Michigan League for Nursing Scholarships
Veteran's Administration ROTC Scholarships	Eta Rho Chapter, Sigma Theta Tau
National Black Nurses Association	Beyer Memorial Scholarship
Black Student Nurses Association	U.S. Armed Services
Detroit Black Nurses Association	Susan Hill Scholarship Award
Association of Black Nursing Faculty	Jackson Nurses Association
Chi Eta Phi Nursing Sorority	EMU Women's Association
Hispanic Nurses Association	Oncology Nursing Society
Phillipine Nurses Association	Zonta Club of Ypsilanti-Educational grant
Veterans Administration Professional Scholarship Fund	American Association of Critical-Care Nurses
Cleo Jackson Kaltz Scholarship	Beel Scholarship

INTERNATIONAL/FOREIGN STUDENTS

EMU School of Nursing welcomes international students to its program. It is our pleasure to assist you with your professional nursing career. It is also our pleasure to share in the richness of the cultural and health experiences from which all of us can learn!

Since September 11, 2001, there has been a heightened awareness and responsibility of academic institutions to re-iterate the Student and Exchange Visitor Information (SEVIS) policy for International/Foreign Students. Below is the information International/Foreign Students must be aware of:

Revised Sevis Statement 8/2004

Attention students who hold an F or J visa:

To avoid being out-of-status, **it is your responsibility** to report within 10 days to the Office of International Students (OIS), King Hall, any change in name, current address of residence, academic status (full or part-time enrollment), date of program completion, program/major change, level change (undergraduate to graduate), change in funding source (employment or graduate assistant position), probation or disciplinary action leading to suspension due to conviction of a crime. Effective January 1, 2003, EMU has 21 days from the date of the reported event to inform the U. S. Government – Department of Homeland Security, Bureau of Border & Transportation Security and the Bureau of Citizenship and Immigration Services – SEVIS database (functions of the formerly known as Immigration and Naturalization Service are a part of two new offices effective March 1, 2003).

OIS enters the data into a real-time database and new document(I-20 or DS2019) are then issued to you. Remember that dropping or withdrawing from course(s) may put you below full-time enrollment. **Before** a drop/withdrawal change is made that reduces enrollment below full-time status, you **must** receive permission from the OIS. If you plan to transfer to another university, this process must begin **before** the end of your last semester at EMU, contact the Office of International Students. **Noncompliance could result in actions leading up to a fine, arrest, or deportation per the U.S. Government.**

GRADUATION

Requirements

Graduation criteria for the School of Nursing and the University are outlined in the Undergraduate Catalog.

To graduate from Eastern Michigan University, nursing students must fulfill General Education and Nursing major requirements. A minor is not required. The minimum number of credit hours required for graduation is 124. See the University Undergraduate Catalog for residency requirements.

Graduation Audit

Once a student has completed 95 credits, he or she should apply for a review of their academic progress. The audit request form can be obtained from the Academic Records Office or from a course schedule book. BSN students should consider applying for graduation audit at the completion of their Level III courses, as most have accumulated 95 credits at that point.

Application for Graduation

1. A formal application for graduation must be filed by the candidate in the Academic Records and Teacher Certification Office during the first week of the final semester. The application should be filed after final registration is complete but as near the beginning of the final semester as possible. Specific deadlines are located in the course schedule book.
2. Failure to meet an application deadline may necessitate the candidate's graduation being delayed until the following graduation period.
3. Application forms may be obtained in the Academic Records and Teacher Certification Office or the course schedule book. They must be submitted with the graduation fee to the Cashiers Office.

Graduation Ceremonies

Celebration for Academic Achievement: Commencement

The School of Nursing faculty encourage students to celebrate the completion of the nursing program by attending commencement ceremonies. Commencement ceremonies, and its related requirements, are under the control of the Office of Records and Registration. Students are expected to complete all graduation requirements no later than Spring/Summer semester to participate in the April commencement ceremony, or no later than Winter semester to participate in the December commencement ceremony. Decisions for students to participate in the commencement ceremony reside with the Office of Records and Registration.

Celebration for Academic Achievement: Convocation

The School of Nursing annually conducts a ceremony to celebrate the academic achievement of students graduating from all of the existing nursing programs: BSN, RN/BSN Completion, and MSN programs in April. All students completing their graduation requirements at the end of Winter semester are also invited to participate in the convocation ceremony in April. Students completing their graduation requirements during Spring, Summer or Fall may participate in the April convocation ceremony of their choice.

Each September a committee will be formed to plan the annual the date, time and place, as well as other arrangements for convocation in April. Members of the committee will include:

- The senior class faculty advisor
- Senior class representatives/officers
- RN/BSN Program Coordinator
- RN/BSN student representative(s)
- MSN Program Coordinator
- MSN student representative(s)

State Board Application

Upon completion of a final graduation audit by academic records after graduation, the School Director certifies to the Michigan State Board of Nursing that the BSN student has completed all required coursework in the University and is eligible to take the National Council Licensure Examination- Registered Nursing (NCLEX-RN).

Students who have not completed University course requirements for graduation, but have completed requirements in the nursing major, will not be certified to take the NCLEX-RN until all course work is completed. It is the student's responsibility to notify the School Secretary of course work completion. The School Director will then forward certification to the Board of Nursing.

Information regarding the NCLEX-RN will be provided during the senior year. BSN graduates who plan to take the NCLEX-RN in another state should write to that state's Board of Nursing for instructions and provide the forms to the School Head.

NCSBN—NCLEX APPLICATION

- Complete the NCLEX-RN booklet available from the School of Nursing or register online at www.ncsbn.org to sit for the NCLEX exam!
- This booklet is good for any state you plan to work—it is the same exam around the USA!
- **Personal checks are NOT accepted.** You may use a credit card for web registration or telephone registration. You can use a certified check, cashier's check or money order for registering by mail (no credit card for mail in applications)!
- Follow the directions provided in the book.
- EMU Department of Nursing's code is 09-589.

State of Michigan LICENSE APPLICATION

- Complete the State of Michigan license application available from the School of Nursing.
- This application is for Michigan licenses only. If you plan to apply for licensure in another state, please bring that state's application materials to the School Director as soon as possible, so we may accommodate that requests. You can access all state boards of nursing at www.ncsbn.org.
- **Personal checks ARE accepted** for this application.
- Follow the directions provided in the book—if you have a felony conviction or other reportable crime, please indicate as directed—failure to disclose is reason for non-approval of licensure application.
- EMU Department of Nursing's code is 09-589.

STUDENT COMMUNICATION

Announcements:

Bulletin boards are located in the Everett Marshall Building outside of the Nursing Skills Lab located on the second floor. Announcements, individual communication and assignments are posted by each class level. Students are expected to review notices on bulletin boards weekly.

Electronic Communication:

The School of Nursing has established a website: www.emich.edu/nursing. This site provides a wide variety of information about the program and student organization/activities as well as links to faculty and other sites. Additionally, students should make certain to maintain email contact with faculty and the school through myemich.edu communication.

The School of Nursing is also seeking improved mechanisms to communicate with students electronically. In order to achieve this goal, each student must notify the Nursing Office, 311 Marshall, of his or her current e-mail address.

Career Opportunities:

Bulletin boards are located in the College of Health and Human Services Building for educational and job opportunities. The Career Services Center, located in King Hall with an outreach site on the third floor of the Everett Marshall Building, offers assistance with resume' and cover letter preparation. Staff from the Career Services Center will also assist students to locate available positions in nursing.

ORGANIZATIONS & COMMITTEES

Class Structure:

Each class, with the assistance of the BSN Program Coordinator develops its own structure to deal with class matters. The structure may differ each year according to class preference (i.e. class officers, chairpersons, and committees). Guidance, ideas and information may be obtained from the preceding classes. The class representatives help to make decisions and facilitate class activities. Selection of representatives may occur through either volunteer or election procedures.

For Level II, during the first semester, the BSN Program Coordinator will facilitate the selection of a class advisor from the tenured or tenure-track faculty. The class usually keeps this same advisor until graduation. The advisor's functions are to assist students in selecting class representatives, addressing class issues and concerns, providing input to the Nursing School, and arranging for graduation activities (e.g. class pictures, organizing and implementing the Convocation Ceremony).

To facilitate communication and input, a meeting including class representatives from all levels, faculty advisors, the BSN Program Coordinator(s) and the School Director will be scheduled each semester. Additional Meetings may be scheduled to address class issues. RN/BSN students will select an advisor and representative at each site.

Student Input on Schoolal Committees

In addition to the student class structure, selected students from each class Level may serve as members of the following School Committees: Curriculum and Instruction Committee (CIC), Finance Committee, Committee for Admission and Retention of Students (CARS) and some Ad Hoc Committees. Students interested in these committees are usually selected during Fall Semester to serve at least a one-year term.

University Organizations and Committees

See: "Student Government and Campus Life" in the Undergraduate Catalog.

National Student Nurses Association (NSNA)

The School of Nursing has a chapter of the National Student Nurses Association (NSNA). NSNA aids the development of nursing students as future health professionals and is a valued contributor to the improvement of health care for all people. The NSNA sponsors seminars and workshops dealing with health care issues. Members may develop organizational leadership skills by serving as local, state, and/or national officers.

The benefits of membership in NSNA include: a broadened awareness of the issues and concerns in nursing, receiving Imprint (NSNA journal publication) and the opportunity to attend the yearly state and national conventions. Additionally, students may acquire inexpensive malpractice insurance, discounts on nursing journals and are eligible for scholarships offered to NSNA members.

Sigma Theta Tau - Eta Rho Chapter

Sigma Theta Tau is the Nursing Profession's International Honor Society. The purpose of this society is to: 1) recognize superior achievement, 2) recognize the development of leadership, 3) foster high professional standards, 4) encourage creative work, and 5) strengthen commitment to nursing's ideals and purposes. Members are selected annually in January by a screening committee. Applications may be obtained in the School Office at announced times or from the Faculty Counselor.

Senior students are eligible to apply when they have:

1. Completed more than half of the nursing courses
2. Are in the top one-third of their class with a minimum 3.0 grade point average
3. Obtained two member endorsements.

Junior Students are eligible to apply when they:

1. Have completed half of the Nursing courses

2. Are in the top 20% of their class with a minimum 3.0 grade point average
3. Have two member endorsements.

Membership entitles students to wear an Honor Cord at Graduation, receive the society's publications (Reflections and Journal of Nursing Scholarship), and receive discounts on programs and publications. The Eta Rho Chapter of Sigma Theta Tau at EMU sponsors or co-sponsors at least 2 educational activities per year: Scholarly Achievement Day and the Induction Ceremony.

Special Opportunities for Nursing Students

Honors Program

Eastern Michigan University sponsors an Honors Program that allows students to graduate with Honors in General Education or the Nursing major. The School of Nursing has a contract with the University Honors Program which satisfies University and Schoolal requirements for graduation with Honors in Nursing. See the university catalog for details on the requirements for General Education Honors Program.

Requirements for Graduation with Honors in Nursing

Students seeking admission to the School of Nursing Honors Program must:

1. Be admitted into the University Honors Program which requires an earned minimum cumulative **EMU** GPA of 3.3 and the completion of at least one semester of study at EMU;
2. Meet with the Nursing School Honors Program Advisor;
3. Apply and be admitted to the Schoolal Honors Program; accepted in the Schoolal Honors Program.

To graduate "With Honors in Nursing" a student must:

1. Complete a minimum of twelve hours of Honors coursework in the nursing major
2. Maintain a cumulative GPA of 3.3 in both Honors and regular coursework
3. Satisfactorily complete a three academic credit hour senior thesis or project

Minors

Students enrolled in the Nursing Program automatically fulfill the major-minor course of study. An additional elected minor may be useful for students who wish to complement their nursing studies with a detailed knowledge of another area, or who contemplate specialized study at the graduate level. Examples of areas which students may select for minors are: gerontology, health administration, psychology, sociology, and biology. A minimum of twenty hours of course work with at least six hours in advanced courses numbered 300 or above is required for a minor. For students seeking a minor in a non-nursing area, they should contact the school head or program coordinator within that desired field of study for further information.

Continuing Education Opportunities

Students are encouraged to attend related meetings and workshops in the community. Extracurricular activities, such as Health Fairs, also contribute to students' learning experiences. Some students negotiate with faculty members to use these experiences as part of a clinical rotation, if the experiences meet the course objectives.

Individualized Learning Experiences in Nursing

Opportunities for individualized learning experiences in nursing are available for students through one of three processes:

Independent Study (Nursing 397, 398, 399):

Students may earn 1-3 academic credits focusing on an area of personal interest in nursing. Students collaborate with faculty to design content and criteria for an in-depth, individualized learning experience. Students should consult with their assigned academic advisor for assistance.

Special Topics (Nursing 377, 378, 379):

Special topic courses in nursing are offered for 1-3 academic credits. Faculty post the course offering and the content description on the bulletin boards and in the University catalog prior to the semester in which it is scheduled. Students declare their intentions to pursue this option by indicating their interest to the faculty member, and/or by registering for the course as it is listed in the catalog.

Nursing Electives:

These courses are generated by the faculty and meet the approved standards of the University. Unlike independent study options, these courses must have a minimum number of student enrollment in order to be offered. The course descriptions are posted in the Nursing School and the titles appear in the University course schedule.

**School of Nursing
Faculty and Staff**

311 Everett Marshall Building
734.487.2310
www.emich.edu/nursing

<u>School Director</u>	<u>Office</u>	<u>Phone</u>
Mary Sue Marz, PhD, RN	312	7-2310

Staff

Burns, Dan	311	7-2310	Senior Secretary
	311	7-2310	Secretary II

<u>Faculty</u>	<u>Office</u>	<u>Phone</u>	<u>Teaching Area</u>
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Alford-Trewn, Peggy, RN, Ph.D.	325	7-0041	Community Health Nursing
Beard, Betty RN, Ph.D. MSN Program Coordinator	364	7-2341	Childbearing Nursing
Berry, Linda RN, PhD.	327	7-2343	Nursing Art & Science
Bigelow, April, RN, MS	310		Adult Health Nursing
Fox, Diane, RN, MSN	306		Adult Health Nursing
Hillegas, Kathleen RN, MSN, PhD(c) RN to BSN Program Coordinator	338	7-3277	Childbearing Nursing
Lan, Virginia, RN, Ph.D.	341	7-0919	Adult Health/Research
Marz, Mary Sue, RN, PhD Professor and School Director	311	7-7077	Adult Health Nursing
Nelson, Sandra RN, PhD	330	7-3269	Psych/Mental Health
Nunn, Patricia RN, MPH	332	7-2054	Community Health

Pfoutz, Susan RN, Ph.D.	312	7-0045	Community Health
Prince, Nancy RN, MSN, FNP	350	7-3271	Childbearing Nursing
Riley, Janice, RN, MSN FT Lecturer	339	7-2340	Adult Health Nursing
Rubinfeld, Gaie RN, MSN	352	7-3273	Adult Health Nursing
Scheffer, Barbara RN, EdD	354	7-3275	Psych/Mental Health
Tanicala, Martha RN, MSN	366	7-2333	Child-rearing Nursing
Williams, Michael RN, MSN, CCRN	326	7-2070	Adult Health – Acute Care
Wilson, Lorraine RN, Ph.D.	316	7-3274	Pathophysiology/Adult Health
Wu, Tsu-Yin RN, Ph.D.	328	7-2297	Child-rearing Nursing