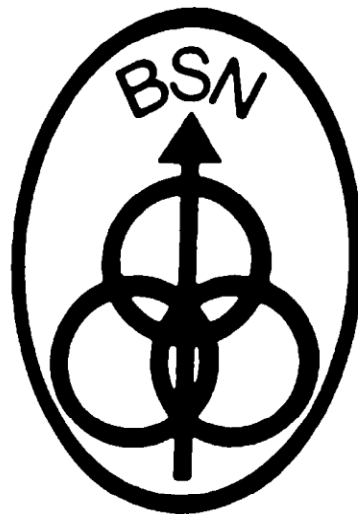


School of Nursing
Undergraduate
Student Handbook
RN/BSN Completion Program

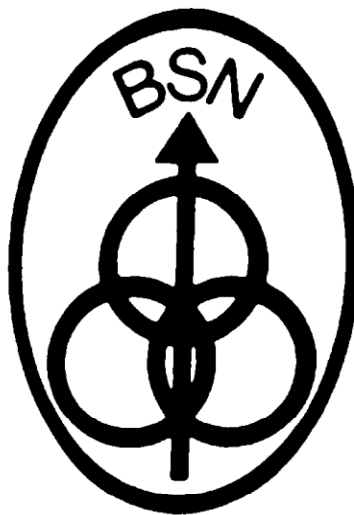
2008



School of Nursing
311 Marshall Bldg.
Ypsilanti, Michigan 48197
734.487.2310
E-mail: chhs_nursing@emich.edu
www.emich.edu/nursing
Fax 734.487.6946

Revised January, 2008

The contents of this handbook are subject to revision at any time. The University and the 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 School of 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, 2008

Dear Nursing Student:

Welcome to Eastern Michigan University School of Nursing. Congratulations on taking the next step in your career at a very exciting time in the history of the profession. As you probably know, the EMU School of Nursing 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 the next phase of your professional journey. The coursework is challenging, 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 each semester. This regular contact will help you to consider options as needed and to be ready for graduation when the time comes. And believe it or not, graduation will be here sooner than you think.

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

The faculty, staff, and I wish you success in the BSN program. Please take advantage of this opportunity to become well prepared for the next phase in your nursing career.

Sincerely,

Betty J. Beard, PhD, RN
Professor and Director, School of Nursing

August 2008

Dear RN/BSN Completion Student:

I am pleased to extend a warm welcome to you on behalf of the nursing faculty at EMU.

This handbook was developed to assist you in progressing through the BSN program. It is your obligation to review the contents of this handbook, as you are being held responsible for knowing its contents throughout your program of study in the School of Nursing.

The program you are entering is designed to prepare you to achieve the following goals:

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 extend your nursing education 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 this next step of lifelong learning as a professional registered nurse. We are pleased that you have chosen our nursing program and hope that you have a rewarding and satisfying experience.

Sincerely,

Sandra Hines PhD., RN
BSN Completion Coordinator

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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.

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 and Human Performance. EMU has a proud tradition of preparing professional registered nurses. In 2003, 30 years of excellence in nursing education was celebrated at EMU. Our legacy continues.

LEGAL OPERATING & PROFESSIONAL ACCREDITATION

The School of Nursing is legally approved by the Michigan 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 at EMU.

Accreditation not only validates program quality but also facilitates our graduates' entry into graduate level nursing programs, the military services, and the Public Health Service. The School of Nursing had continuous NLN accreditation from 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. The goals 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 was designed. Faculty believes 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 and Purpose

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 learn 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

The School of Nursing 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 achieve the following program objectives:

- Synthesize knowledge from nursing, liberal arts and sciences into the practice of professional nursing with individual, family, group, and community systems.
- Demonstrate critical thinking as integral to professional nursing.
- Use the nursing process to provide holistic care in partnership with diverse clients.
- Analyze the interactions among local, regional, and global systems for their impact on the health of individuals, families, groups, and communities.
- Integrate emerging technologies, research findings, teaching/learning principles, and leadership skills into their care of clients and management of care units.
- Collaborate with individuals, families, groups, communities, and other providers in the provision of health care.
- Demonstrate a commitment to life-long learning.
- Display a commitment to the professional nursing values of altruism, autonomy, human dignity, integrity, and social justice.
- 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 program. The framework and its adaptation for EMU School of Nursing are depicted in Figure A (page 9).

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: 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 prerequisite 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. 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, and 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: 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 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 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 program.

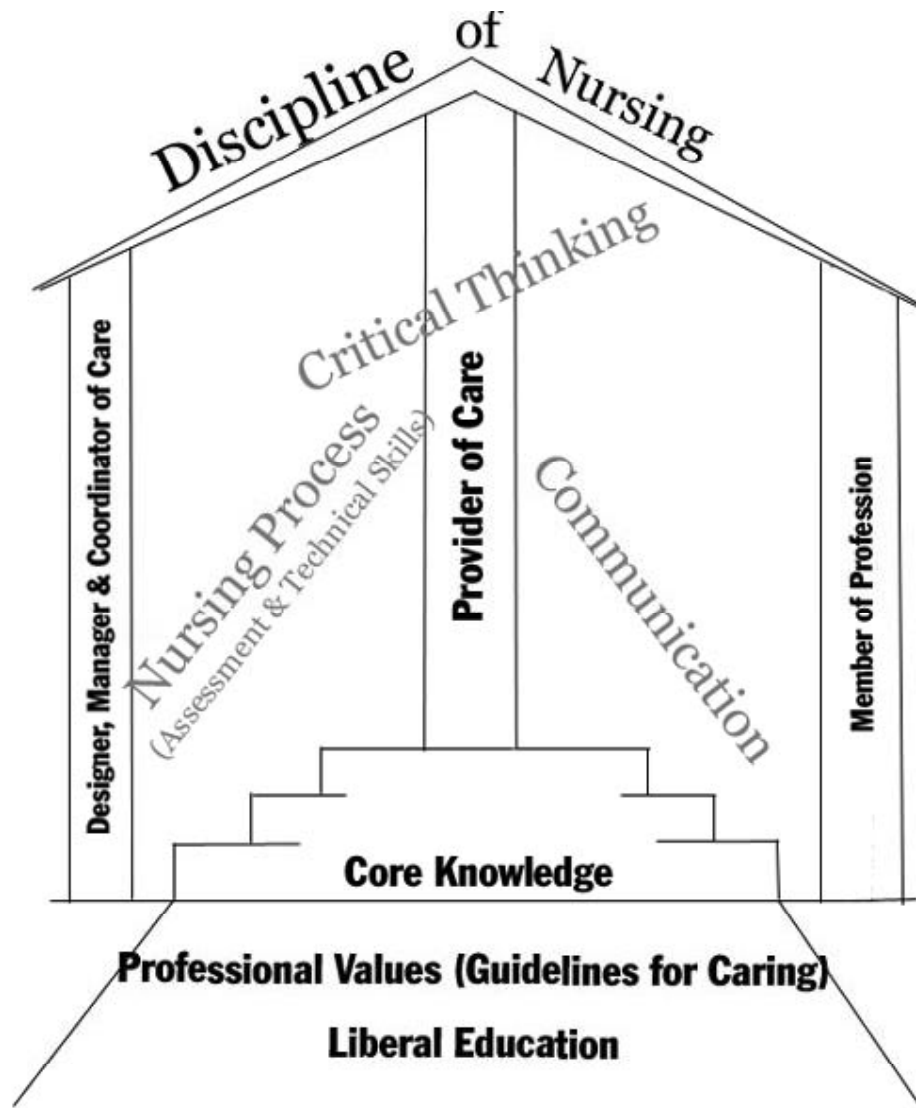
Rationale For The Organizing Structure Of The Curriculum

The Essentials of Baccalaureate Education are responsive to the changes occurring in the discipline and within the practice of professional registered nurses. As such, this framework is seen as the most contemporary and proactive structure for continuous improvement in nursing education for EMU students. The undergraduate nursing curriculum for the RN/BSN student includes a three-course sequence, which focuses on the five core elements of professional nursing, and five required nursing courses and two required nursing electives. One of the five required courses is NUR 451 Community Health Nursing Practice.

FIGURE A

Essentials of Baccalaureate Education

Eastern Michigan University Nursing Program



CLASSROOM AND CLINICAL INSTRUCTION

Program Grading Scale

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

PASSING

A 100-94
A- 93-90
B+ 89-87
B 86-84
B- 83-80
C+ 79-78
C 77-75

FAILING

C- 74-70
D+ 69-66
D 65-63
D- 62-60
E 59 OR BELOW

Curriculum Organization

The nursing program follows the University guidelines for the allocation of credit to classroom and clinical/laboratory hours. For every 50 minutes 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. When students take the three credit hour clinical course (NUR 451), six contact hours per week are required in the clinical setting. These six hours do not include travel, preparation, meals, or data collection.

Classroom Instruction (Knowledge of theory for practice)

Teaching approaches 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 are used to challenge learner grasp of knowledge, e.g. faculty-

developed tests, nationally standardized challenge tests, written assignments, and oral presentations.

A seminar format is often used in clinical and classroom courses to promote the development of individual and group leadership skills. Faculty usually facilitates 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.

Plagiarism

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). Misuse of sources is also subject to points lost on written assignments.

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

Course Syllabi

Each course has a syllabus that outlines requirements, the program grading system, classroom (and clinical dates for **NUR 451**), 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.

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 the class, it is proper to notify your instructor prior to the class.

Clinical Instruction (Application of theory to practice)

The semester prior to the clinical course the student will:

1. Secure clinical placement site with a preceptor nurse who is BSN prepared.
2. Complete and return to CE site Coordinator: health forms, physical exam form, Hepatitis B vaccination form.
3. Student will need agency contract form and preceptor information form.
4. Student responsible for completing 84 hours of clinical. The preceptor must sign your clinical forms to verify completion of the clinical hours.

NOTE: Students may not go into a clinical site to conduct/perform course-related business/assignments without the designated EMU faculty person or assigned (by EMU faculty) preceptor present on site. Failure to adhere to this requirement may result in dismissal from the program. (See Unsafe Clinical Practice Behaviors.)

Clinical Absence

Each student must notify the assigned clinical faculty and the preceptor if not attending a clinical day(s).

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

Course Fees

Nursing students are assessed additional fees per credit hour for clinical laboratory courses. NUR 451 Community Health Nursing Practice is the only clinical course required for RN/BSN students.

Transportation Policy

Students are responsible for obtaining their own transportation to clinical sites in a safe manner. Community health nursing sites 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.**

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 progression and graduation 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:

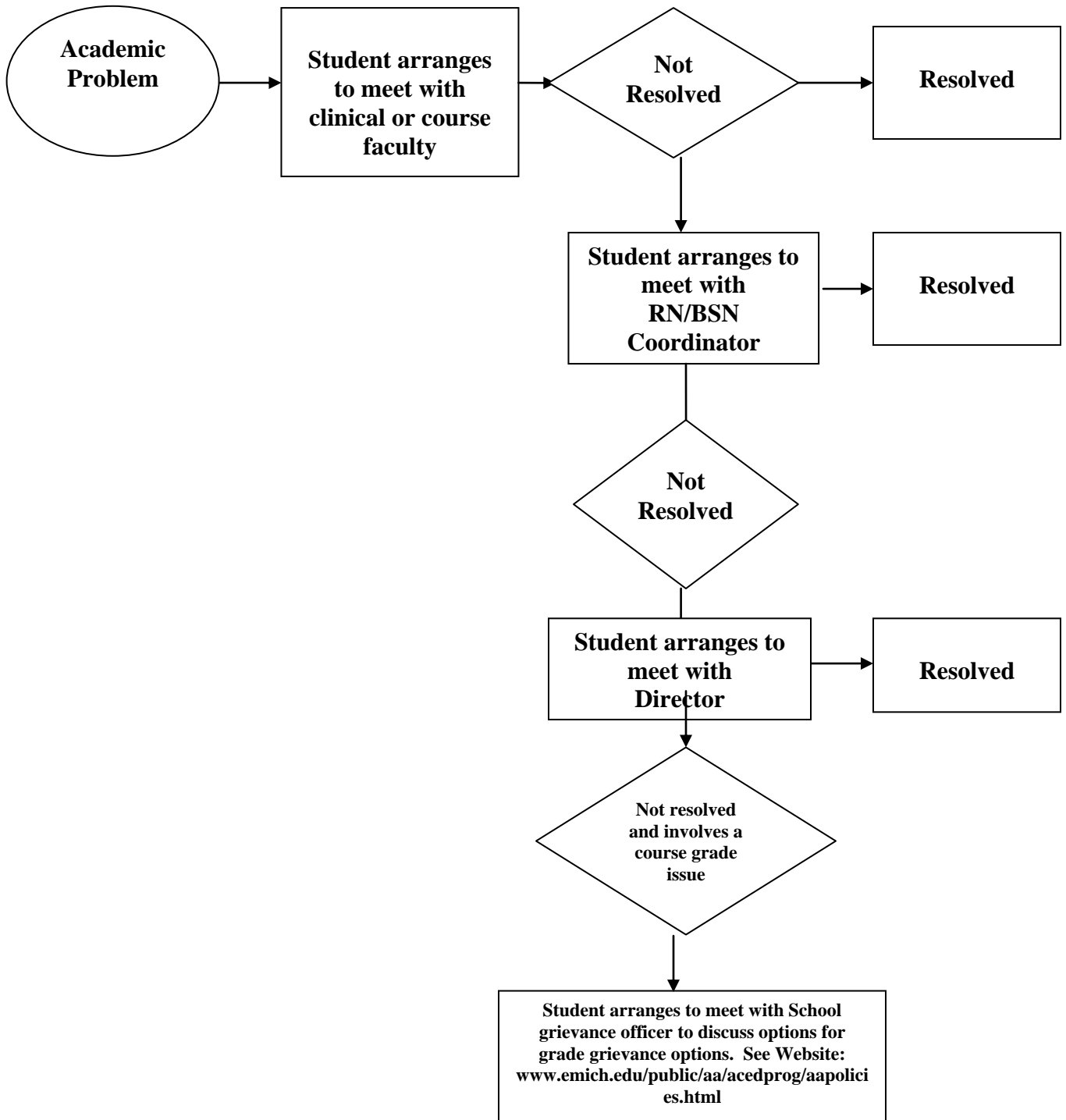
- The School reserves the right to retain only those students who, in the judgment of faculty, satisfy requirements of scholarship, clinical competence, and personal characteristics suitable for nursing.
- Once admitted to the nursing program, students must complete all nursing courses within a period 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).

Problem Solving Sequence

The following problem solving sequence of steps is to be taken when a student encounters an academic problem during the course of study:



Student Orientation

All entering RN/BSN completion students will be introduced to faculty and staff, given their RN/BSN Program Student Handbook, and review important policies, procedures and guidelines within the School. At orientation, if not before, students will be given information on textbooks and syllabi; and questions will be answered.

Community Health Clinical Agency Requirements

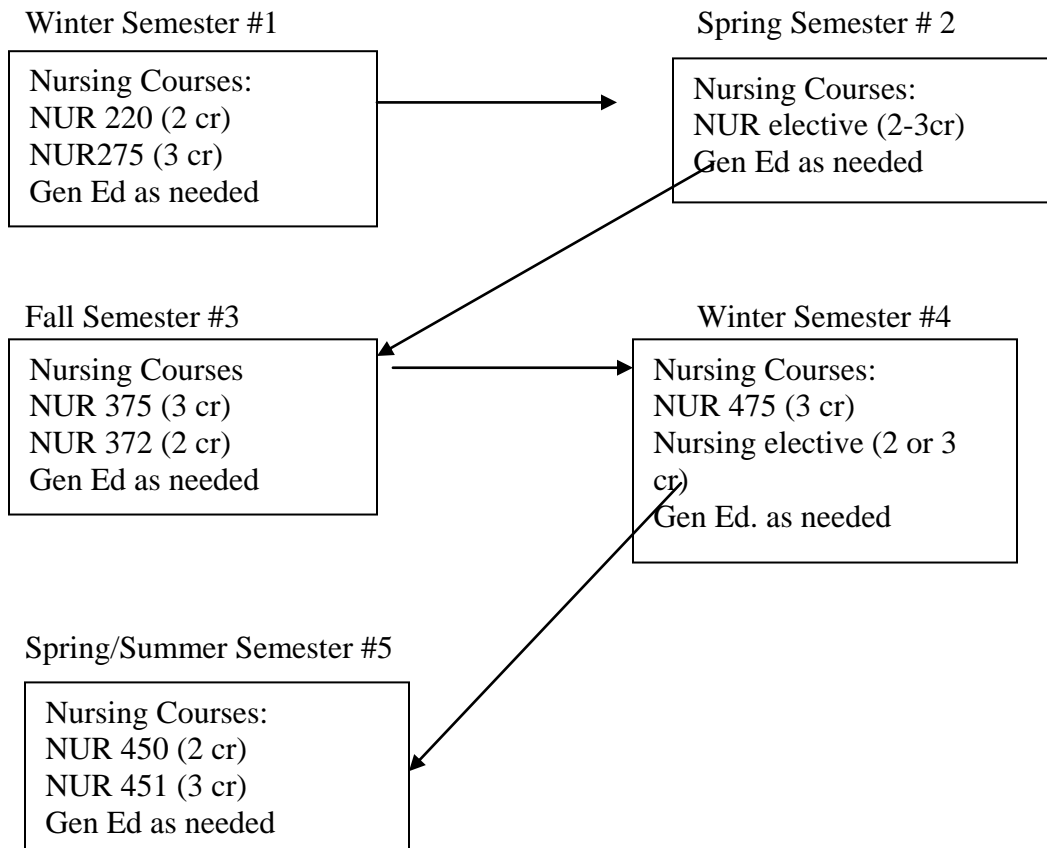
All Community Health agencies used by the EMU School of Nursing have specific regulations to which students and faculty must comply. Generally, the health requirements, as well as universal precautions, fire safety, body mechanics and other clinical agency issues must be completed prior to starting the clinical rotation. 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. Michigan law and many health care agencies require that students be screened for criminal backgrounds. To comply with these requirements, applicants to the RN/BSN completion program will be required to complete a criminal background check before admission is confirmed. It is students' 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 evaluation, grade and program of study reports, certificates, health records, and advising notes. If a student wishes access to that file, a written request must be submitted to the RN/BSN Coordinator 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. This information is also required in the professional portfolio that is started in NUR 275, continued in NUR 375, and completed in NUR 475.

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. Below is the typical progression sequence for students in the RN/BSN Completion Program. Note these reflect only the nursing courses. Any General Education courses needed to complete graduation requirements must be added with the advice of the RN/BSN Coordinator.



Progression Sequence

Courses within the nursing program are sequenced such that knowledge and skills from previous coursework are incorporated in each successive semester. Therefore, successful completion of courses within the specified sequence is required. NUR 275, 375, 475 must be taken and completed with a “C” or better in this order starting with NUR 275.

Program Grade Requirements

Nursing Courses (NURS or NUR Prefix)

A grade of “C” or better is required to successfully complete a nursing course.

If a letter grade of C- (C minus) 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. If a student fails one of the three Essentials of Professional Nursing Practice courses, s/he may (with permission of the advisor or RN/BSN Program Coordinator) take NUR 372 and nursing elective courses. Students must re-take the failed course in the next semester offered in order to continue in the program.

Science Courses

A letter grade of C or better is required for remaining science courses (i.e. CHEM 120, MICR 328) to achieve graduation requirements.

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

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 she/he:

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 reason for stopping-out and future intentions concerning return to the program.
3. Notifies the RN/BSN Program Coordinator 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 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 courses is not guaranteed and is contingent upon space available. 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

After receiving an unacceptable grade, a student 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 RN/BSN Program Coordinator(s) for course assignment.
3. Not register for the failed course and/or assume she/he 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 may 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 to:
EMU
311 Marshall
School of Nursing
Ypsilanti, MI 48197.
2. Faculty members from CARS will review the request, determine if a hearing is appropriate, hold a meeting with the student, and make a recommendation to the School Director.
3. The School Director will notify the student in writing, and the RN/BSN Coordinator(s) of the final decision.

Reinstatement is subject to the policy for returning students and available clinical space if the return relates to a clinical course.

Policy for Student Withdrawal 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 the clinical course (NUR 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 that 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 online (www.emich.edu/nursing).

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, 2005-2007).

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 Director.

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 that 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 notice, when possible, of cancellation of class or office hours.
- Guaranteed anonymity during course evaluation.

If a student believes that she/he has been unjustly accused, that a penalty is unduly severe, or that her/his 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.

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 a clinical nursing course 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 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 two doses of vaccine of the following:
 - Rubella
 - Mumps (current recommendation)
 - Rubeola
 - 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, and two-person CPR certification for the professional rescuer.

***Note:** Those students who do not have health insurance may obtain it at a reduced rate through the University. Information is available at Snow Health Center. Students with

extenuating circumstances should contact the RN/BSN Coordinator prior to starting the program.

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 physicians, Student Health Service, or place of employment. A Critical Incident Report must be completed by students and faculty immediately following any health-related incident.

ACADEMIC AND FINANCIAL RESOURCES FOR STUDENTS

Academic Advising

Upon admission to the RN/BSN Completion Program, each student is assigned a nursing faculty academic advisor. Advisors are available during regular office hours, which are posted and at all of Continuing Education off-campus locations. Students are expected meet with an advisor early in the program to develop a plan of study. Advisement should also occur 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 that 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:

- At the completion of nursing sequence, students should meet with their academic advisor to review plans to complete the degree.
- 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 advisors if there is a change in their status (e.g., dropping out of the program, potential failure in a course, significant life circumstances that will prevent academic progression).
- 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 RN/BSN 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 your 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) 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 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 serves 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 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 734-487-1126

Rackham Building 734-487-2348

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 provide 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.

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 Personnel Committee. Students should contact the Nursing School and will be directed to the School's Personnel Committee Chairperson for more information.

The following is a partial list of scholarships and groups that may provide scholarships for nursing students:

EMU Wives Scholarship	Michigan League for Nursing
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
Philippine 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 know:**

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 a new document (I-20 or DS2019) is 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, she or he should apply for a review of her/his academic progress. The audit request form can be obtained from the Academic Records Office, from a course schedule book, or online from

<http://www.emich.edu/registrar/gradinfo.htm#audit>

Application for Graduation

- 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.
- Failure to meet an application deadline may necessitate the candidate's graduation being delayed until the following graduation period.
- 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.

Commencement

The School of Nursing faculty encourages 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.

Convocation

The School of Nursing annually conducts a ceremony in April to celebrate the academic achievement of students graduating from all of the existing nursing programs: BSN, RN/BSN Completion, and MSN. 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 is 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)

STUDENT 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 e-mail contact with faculty and the school through myemich.edu communication.

The School of Nursing is seeking improved mechanisms to communicate with students electronically. In order to achieve this goal, each student must notify the Nursing Office 311 Marshall or by phone at (734) 487-2310 of his or her current e-mail address.

ORGANIZATIONS & COMMITTEES

Class Structure

Each cohort, with the assistance of the RN/BSN Program Coordinator, develops its own structure to deal with class matters. The structure may differ each year according to class preference (e.g., 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. 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, faculty advisors, the RN/BSN Program Coordinator, 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.

School of Nursing Committees

In addition to the student class structure, selected students from the RN/BSN cohorts may serve as members of the following School Committees: Curriculum and Instruction Committee (CIC), Committee for Admission and Retention of Students (CARS), and some ad hoc committees. Students interested in these committees are usually selected to serve at least a one-year term.

University Organizations and Committees

For information, see "Student Government and Campus Life" in the *Undergraduate Catalog* or online at www.emich.edu/studentgov and www.emich.edu/campuslife.

Sigma Theta Tau International, Eta Rho Chapter

Sigma Theta Tau International is the nursing profession's international honor society. The purposes of this society are 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.

RN/BSN 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.

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 International at EMU sponsors the Induction Ceremony each year.

Special Opportunities for Nursing Students

Honors Program

Eastern Michigan University sponsors the University Honors Program (UHP) 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 that satisfies University and School of Nursing 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. Obtain an application for the School 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 that 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 department or school head or program coordinator for the 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 (NURS 497, 498, 499):

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 (NURS 477, 478, 479):

Special topic courses in nursing are offered for 1-3 academic credits. Faculty members post the course offering and the content description on bulletin boards and in the University class schedule 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 course schedule.

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 students enrolled in order to be offered. The course descriptions are posted in the Nursing School and the titles appear in the University class schedule. RN/BSN completion students may take any of the 500 level nursing courses as a nursing elective.

**School of Nursing
Faculty and Staff**
311 Everett Marshall Building
734.487.2310
chhs_nursing@emich.edu
www.emich.edu/nursing

School Director

Office Phone

Naomi E. Ervin, PhD, RN, APRN,BC, FAAN 346 7-2310

Staff

Wright, Jane	311	7-2310	Administrative Assistant
Riccardo, Hedwig		7-2310	Senior Secretary
Basar, Lori		7-2310	Secretary II
Higgins, Nancy	309	7-2334	BSN Coordinator
Towne, Roberta	323	7-2340	Second Degree Coordinator
Gene Bennion		7-9801	Continuing Education Advisor

Faculty

Office Phone Teaching Area

Alford-Trewn, Peggy, RN, Ph.D.	325	7-0041	Community Health Nursing
Beard, Betty RN, Ph.D.	364	7-2341	Childbearing Nursing
Berry, Linda RN, Ph.D.	327	7-2343	Childbearing Nursing Nursing Art & Science
Bigelow, April RN, MS	310	7-2279	Adult Health Nursing
Kao, Tsui Sui (Annie)	339	7-2340	Community Health/Primary Care
Fox, Diane RN, MSN	306	72154	Adult Health Nursing
Hines, Sandra	350	73268	Women's Health
Lan, Virginia RN, Ph.D.	341	7-0919	Adult Health/Research
Lukowski, Angela	310	72279	Child-Family Health
Nelson, Sandra RN, Ph.D. MSN Program Coordinator	330	7-3269	Psych/Mental Health
Riley, Janice, RN, MSN Lecturer	TBA	TBA	Adult Health Nursing

Rubinfeld, Gaie RN, MS	352	7-3273	Adult Health Nursing
Scheffer, Barbara RN, EdD.	354	7-3275	Psych/Mental Health
Shin, NahMee	310	72279	Adult Health Nursing
Slack, Julie	206 D	73277	Adult Health Nursing
Tanicala, Martha RN, MSN, EdD	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
Wiswell, Lisa RN, EdD.	312	7-2279	Adult-Health Nursing
Wu, Tsu-Yin RN, Ph.D.	328	7-2297	Child-rearing Nursing