

***Bachelor of Science
in Nursing***

***STUDENT
HANDBOOK***



School of Nursing

***Northern Michigan University
Revised
July 2021***

Students are highly encouraged to print a hard copy of this BSN Student Handbook

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CHAPTER ONE: INTRODUCTION TO BACCALAUREATE NURSING PROGRAM

University and Nursing Program Contact Information

Applications, admission procedures, and transfer credits:	Admissions Office 2212 Hedgcock (906) 227-2650 or (800) 682-9797 www.nmu.edu/admissions
Loans and scholarships:	Financial Aid 2107 Hedgcock (906) 227-2327 or (800) 682-9797 www.nmu.edu/finaid
Housing information:	Housing office 3502 Hedgcock (906) 227-2620 or (800) 682-9797 www.nmu.edu/housing
Student support and concerns:	Office of the Dean of Students 2001 Hedgcock (906) 227-1700 or (800) 682-9797 www.nmu.edu/dso
Undergraduate Bulletin:	www.nmu.edu/bulletin
Nursing programs:	School of Nursing 2301 Weston Hall (906) 227-2834 www.nmu.edu/nursing bsnnurse@nmu.edu

History

In 1966, the Michigan Nurses Association published a document, "Plan for the Future of Nursing Education in Michigan." As a result of the Michigan Nurses Association recommendations, the program in baccalaureate nursing at Northern Michigan University was established. Margaret Rettig, who was later to become Dean, was appointed director in 1968, and two faculty members were hired. Unanimous approval to initiate the nursing curriculum was received in March 1969 from the NMU Board of Control.

The success of the program must, in part, be attributed to those courageous individuals who first enrolled as students. Students and faculty achieved success despite many challenges. Their dedication to high academic and professional standards set the pattern for the future of the program and the quality performance of graduates.

The BSN program has benefited from the popularity of nursing as a career choice. Enrollment has increased drastically from the original 35 in 1969. The program in baccalaureate nursing became a formal department within the School (subsequently a College, then back to a School in 2000) of Nursing and Allied Health Sciences in Spring 1978. The baccalaureate nursing program was fully accredited by the National League for Nursing Accrediting Commission (NLNAC) from 1981 – 2003. The Bachelor of Science in Nursing (BSN) program has been accredited by the Commission on Collegiate Nursing Education (CCNE) since 2003.

The RN to BSN completion program began in the early 1970's and continues to this day. The department also offers an LPN to BSN Completion program. Both the LPN to BSN and RN to BSN programs build on the student's previous nursing education and experience and facilitate student mobility towards the BSN degree.

The College of Nursing and Allied Health Sciences combined with another college in the year 2000 to become the new College of Professional Studies and since then, the School of Nursing has been administered by an Associate Dean of Nursing. Currently the School of Nursing is a member of the College of Health Sciences & Professional Studies.

The School of Nursing has expanded beyond the brick and mortar parameters of the campus of Northern Michigan University to include the regional health care system. As a student within the school, you serve not only as an emissary to the health profession, but as a representative of the academic community of Northern Michigan University.

BSN Pin

The BSN pin, as pictured on the cover, typifies the strength and rugged individualism that has characterized the nursing community throughout its history. Nursing practice that requires limitless innovation and adaptation to change is represented by the free form shape of the BSN pin. Originally designed by a graduate of the program, the pin is struck of the color of steel and encrusted with the stone of hematite to reflect the uniqueness of this region. Tracks run from the stone in diverse directions and different lengths. Graduates will direct their nursing practice in different directions. They will continue to practice nursing in near and far places, wherever there are persons with needs. Their strength of character and individualism will be reflected in the heritage of the pin they wear. The nursing pin is usually granted at the nursing pinning ceremony, a time-honored solemn event for graduating nursing students scheduled prior to graduation.

Mission Statement

The mission of the NMU School of Nursing is to cultivate a collegial, individualized, and innovative environment for students, faculty, and staff that prepares nurses to provide safe and competent care to ever-changing and diverse populations. (revised April, 2018)

Curricular Concepts of the BSN Curriculum

- H = health promotion throughout the lifespan
- O = optimal evidence-based practice
- L = lifelong learning
- I = international global community
- S = safety and service
- T = typify professional nursing standards
- I = informatics, interdisciplinary collaboration, and improved quality
- C = critical thinking, client-centered care and communication

Program Level Objectives

See chart next page.

BSN Program Level Objectives Baccalaureate Outcome Competencies within Curriculum Levels		
LEVEL 1 (Semester 1) At the completion of level one the student will:	LEVEL 2 (Semesters 2 and 3) At the completion of level two the student will:	LEVEL 3 (Semesters 4 and 5) At the completion of level three the student will:
Identify theoretical and evidence-based knowledge to provide a foundation for holistic patient centered nursing care that promotes wellness and incorporates the rights, unique abilities, beliefs, and values of patients.	Use theoretical and evidence-based knowledge to plan holistic patient centered nursing care that promotes wellness and incorporates the rights, unique abilities, beliefs, and values of patients.	Integrate theoretical and evidence-based knowledge in planning holistic patient centered nursing care that promotes wellness and incorporates the rights, unique abilities, beliefs, and values of patients.
Select nursing interventions that provide safe, compassionate care to diverse patients throughout the lifespan.	Demonstrate safe, compassionate and sensitive nursing care to diverse patients throughout the lifespan.	Provide and advocate for safe, compassionate and sensitive nursing care to diverse patients throughout the lifespan.
Identify quality improvement processes used to promote safe, effective nursing care.	Discuss quality improvement processes and interdisciplinary collaboration designed to provide safe, effective health care.	Engage in strategies to improve quality of care through effective leadership, management, and interdisciplinary collaboration in dynamic health care environments.
Demonstrate effective basic communication skills to promote therapeutic nurse-patient interactions and productive collegial relationships.	Implement effective communication skills with patients, community partners, and health care professionals across practice settings.	Communicate and collaborate effectively with patients, community partners, and health care professionals across practice settings.
Select behaviors that adhere to fundamental ethical codes and professional standards of practice.	Demonstrate behaviors that adhere to ethical codes and professional practice standards in specialty areas.	Model behavior that adheres to ethical codes and professional standards of practice.
Identify professional activities that demonstrate a contribution to the global community, commitment to service, and life-long learning.	Discuss professional activities that demonstrate a contribution to the global community, a commitment to service, and life-long learning.	Participate in professional activities that demonstrate a contribution to the global community, a commitment to service, and life-long learning.

*Note: Level 3 outcome competencies are the baccalaureate program terminal objectives.

CHAPTER TWO: BACCALAUREATE NURSING PROGRAM

BSN Program Tracks

The Baccalaureate Nursing Degree program (BSN) has different tracks. Not all students are eligible to be in all tracks. It is the student's responsibility to read the track descriptions and consult with their nursing adviser regarding the requirements for each track. Tracks are offered as department resources permit and are subject to change. The current list of tracks and their scheduled admissions are:

- **Traditional BSN Track:** Admissions occur fall and winter semesters.
- **LPN to BSN:** Admissions occur fall and winter semesters.
- **RN to BSN:** Admissions occur on individual basis, varying times during the year. Please contact the nursing office at (906) 227-2834 or rntobsn@nmu.edu for assistance with all aspects of this online track.

BSN Bulletin

This Handbook provides course information for students admitted to NMU for the Fall 2017 semester or later. Students admitted prior to Fall 2017 should consult with their assigned academic adviser for an individualized review of their requirements.

Out-of-State Program Requirements

BSN Students who graduate from NMU are eligible to take the National Council Licensure Examination (NCLEX-RN®) in order to apply for licensure in all 50 states, the District of Columbia and all U.S. territories. Individual states may have additional requirements for licensure that may change without notification. Students planning to apply for initial licensure in a state or region other than Michigan need to consult with a nursing adviser or that State's Board of Nursing to determine eligibility.

Traditional BSN Track Curriculum Requirements: All students admitted into NMU and beginning coursework Fall 2017 or later

	Credits
General Education Program	30-40
Component 1: Effective Communication	6-8
Two courses must be completed in this component.	
EN 211 meets part 2 of the English Competency Graduation Requirement	
Component 2: Quantitative Reasoning and Analysis	3-4
One course must be completed in this component.	
School of Nursing graduates recommend a course in statistics if interested in Graduate School	
Component 3: Social Responsibility in Diverse World	3-4
One course must be completed in this component.	
Note: NU 386 Interdisciplinary Study in Global Healthcare – Latin America (Belize) fulfills this and world cultures requirements.	
Component 4: Integrative Thinking	3-4
One course must be completed in this component.	
*AH 102 - Growth and Development	
Component 5: Human Expression	3-4
One course must be completed in this component	
Component 6: Perspectives in Society	6-8
Two courses must be completed in this component.	
*PY 1001 – Transferred PY 1001, psychology NOT taken at NMU. Transferred in psychology fulfills both Component 6 and SON prerequisite course.	
*PSY 101 General Psychology (NOTE: Only 1 beginning psychology course can be counted)	
Component 7: Scientific Inquiry	6-8
Two courses must be completed in this component.	
*CH 109 Introduction to Organic and Biochemistry for Health Science	
*PSY 100 Introduction to Psychological Science – or PY 100 Introduction to Psychology taken at NMU fulfills both Component 7 and SON prerequisite course. (NOTE: Only 1 beginning psychology course can be counted)	

* Denotes Required Prerequisite Nursing Courses

Other Required Nursing Courses

*BI 207 Human Anatomy & Physiology I.....	4
*BI 208 Human Anatomy & Physiology II.....	4
*BI 203a Medical Microbiology	3
*AH 201 & AH 202 (or HN 301A & HN 301B) Nutrition for Health Professions 1 & 2	4

****UN 100 First-year Experience**

(for select students, please see www.nmu.edu/acac/first-year-experience)..... 2

Graduation Requirements

- (1) A laboratory science course – fulfilled by *CH 109
- (2) A world cultures course – Several Components (3, 4, 5, 6) offer such courses
- (3) Written English competency –
To satisfy Northern Michigan University’s Written English Competency Requirement, students must complete two separate, but related, tasks during their first or second semester at NMU.
- (4) Mathematics competency. – Completed one of four ways.

See the NMU Bulletin at www.nmu.edu/bulletin

Nursing Major	66
NU 201 Holistic Health Assessment (T)	2
NU 202 Holistic Health Assessment (L)	1
NU 211 Foundations of Professional Nursing Practice (T)	4
NU 212 Foundations of Professional Nursing Practice (C)	3
NU 221 Pharmacology I (T).....	2
NU 231 Pathophysiology (T).....	3
NU 301 Nursing Care of Adults I (T).....	4
NU 302 Nursing Care of Adults I (C)	6
NU 311 Nursing Research and Evidence Based Practice	2
NU 321 Nursing Care of Women and Perinatal Family (T)	3
NU 322 Nursing Care of Women and Perinatal Family (C).....	2
NU 331 Nursing Care of Children/Adolescents (T)	3
NU 332 Nursing Care of Children/Adolescents (C).....	2
NU 341 Pharmacology II (T).....	3
NU 401 Psychiatric Mental Health (T)	4
NU 402 Psychiatric Mental Health (C)	3
NU 411 Nursing Care of Populations (T).....	4
NU 412 Nursing Care of Populations (C)	3
NU 421 Issues Seminar (T).....	2
NU 431 Nursing Care of Adults II (T).....	2
NU 432 Nursing Care of Adults II (C)	3
NU 441 Leadership and Management in Nursing (T)	2
NU 452 Transition into Professional Nursing Practice (C)	3
Total Credits Required for Degree.....	120

Key: T=Theory, C=Clinic, L=Laboratory

Transferring Credits

- Other Chemistry courses may be substituted for the NMU chemistry requirements at the discretion of the nursing faculty: Minimum of 4 semester credits of both organic and inorganic chemistry content
- Other Microbiology courses may be substituted for the NMU microbiology requirements at the discretion of the nursing faculty: Minimum of 2 semester credits of Microbiology
- Nutrition: AH 201 & 202 (formerly HN 301 A & B). Nutrition courses transferring in from other colleges may transfer as HN 210 which is equivalent to AH 201/HN 301A. In that case, **students will need to take AH 202**
- PY 1001 transfer credit is accepted for the psychology nursing prerequisite and credits apply in Component 6: Perspectives in Society

Nursing Prerequisites & General Education requirements

- Enrollment in CH 109 - New students who are eligible for CH 109 are those who 1) pass the math test at the MA100 level, and 2) pass the chemistry proficiency test with 50% correct or demonstrate successful completion of a college chemistry course. If the student does not meet the requirements for CH 109, the student is to take CH105, then CH109. CH 111 & CH 112 may be substituted for CH 109.
- CH 109 satisfies 4 credits of Component 7: Scientific Inquiry and all of the lab requirement for graduation.
- AH 102 satisfies 3 credits of Component 4: Integrative Thinking
- PSY 100 satisfies 1 course (4 credits) of Component 7: Scientific Inquiry and all of the lab requirement for graduation. (formerly PY 100 Introduction to Psychology-4 cr.) at NMU. PSY 101 satisfies 1 course (3 credits) in Component 6: Perspectives in Society. Can only earn credit for one beginning psychology course.
- ****First Year Student Experience for select incoming students see www.nmu.edu/acac/first-year-experience**

NOTE: Any student interested in graduate school should consider taking a statistics course.

The General Education program began Fall 2017 at NMU. Courses meeting component requirements may

change. Students are highly encouraged to check the General Education program website for updates:
www.nmu.edu/bulletin/general-education

Traditional BSN Track Course Schedule: All students admitted into NMU and beginning coursework Fall 2017 and later

FIRST YEAR (PRENURSING)

Semester I	Credits	Semester II	Credits
CH 109 Introductory Organic and Biochemistry for the Health Sciences	4	BI 208 Human Anatomy & Physiology 2	4
BI 207 Human Anatomy & Physiology 1	4	General Education Course	4
PSY 100 Intro to Psychological Science (PY 100 prior to fall 2018) or AH 102 Growth and Development	4/3	PSY 100 Intro to Psychological Science (PY 100 prior to fall 2018) or AH 102 Growth and Development	4/3
EN 111 (Completes First Year Composition)	4	EN 211 (completes Intermediate Composition)	4
First Year Experience if applicable	2		
Total	15-18	Total	15-16

SECOND YEAR

Semester III <i>Apply for entrance to program</i>	Credits	Semester IV <i>Acceptance into program</i>	Credits
BI 203a Medical Microbiology	3	NU 201 Holistic Health Assessment (T)	2
AH 201 & AH 202 (or HN 301A & HN 301B) Nutrition for Health Professions I & II	4	NU 202 Holistic Health Assessment (L)	1
General Education Courses	8-9	NU 211 Foundations of Professional Nursing Practice(T):	4
		NU 212 Foundations of Professional Nursing Practice (C)	3
		NU 221 Pharmacology I (T)	2
		NU 231 Pathophysiology (T)	3
Total	15-16	Total	15

THIRD YEAR

Semester V	Credits	Semester VI	Credits
NU 301 Nursing Care of Adults I (T)	4	NU 321 Nursing Care of Women & the Perinatal Family (T)	3
NU 302 Nursing Care of Adults I (C)	6	NU 322 Nursing Care of Women & the Perinatal Family (C)	2
NU 311 Nursing Research & Evidence Based Practice (T)	2	NU 331 Nursing Care of Children/Adolescents (T)	3
General Education Course	4	NU 332 Nursing Care of Children/Adolescents (C)	2
		NU 341 Pharmacology II (T)	3
		General Education Course	4
Total	16	Total	17

FOURTH YEAR

Semester VII	Credits	Semester VIII	Credits
NU 401 Psychiatric Mental Health Nursing (T)	4	NU 421 Nursing Issues Seminar (T)	2
NU 402 Psychiatric Mental Health Nursing (C)	3	NU 431 Nursing Care of Adults II (T)	2
NU 411 Nursing Care of Populations (T)	4	NU 432 Nursing Care of Adults II (C)	3
NU 412 Nursing Care of Populations (C)	3	NU 441 Leadership & Management in Nursing (T)	2
		NU 452 Transition into Professional Nursing Practice (C)	3
		Review Course	0
		HESI Exit Exam/Kaplan Exit Exam	
Total	14	Total	12
Total courses required for degree:			120

****Please complete General Education Courses prior to Semester VIII.****

NOTE: The course information above is for students admitted to NMU for the Fall 2017 semester or later. Students admitted prior to Fall 2017 should consult with their assigned academic adviser for an individualized review of their requirements.

LPN to BSN Track-Curriculum Requirements

LPN Prerequisite Course Exceptions

LPN to BSN students have the same curriculum requirements as the Traditional BSN Track with the following exceptions. NMU PN graduates may submit a prerequisite waiver (BI 104 for BI 207) allowing students to subsequently take BI 208. Such substitution ONLY applies to NMU PN graduates. Please obtain your prerequisite waivers form from a School of Nursing adviser.

HN 210 is accepted as AH 201 & AH 202 (HN 301A & HN 301B) for LPN students if taken at NMU. If taken elsewhere, HN 210 is equivalent to AH 201 (HN 301A). AH 202 must still be taken by the student.

Select students may receive Advanced Placement Credit for several nursing courses. LPNs are highly encouraged to submit a completed list of courses to a nursing adviser to better evaluate which courses will receive credit.

Advanced Placement Credit for LPN Courses (NU 211, NU 212)

Credit by advanced placement is designed to recognize a person's previous educational and health experience with appropriate academic credit. Students qualify, **without testing**, for automatic Advanced Placement Credit for NU 211 (4 credits), NU 212 (3 credits) for a total of seven credits, if they meet either of the following requirements:

- Graduated from an LPN program and licensed within 5 years of admission into the BSN program
- Worked as an LPN within 5 years of admission into the BSN program (documentation must be provided)
- Graduated from the NMU PN program but not yet licensed. This student will need to see his/her adviser for special course substitution paperwork.

Applicants who do not meet one of these requirements will be required to complete the above courses successfully as part of their curriculum requirements.

Pharmacology Credit for LPN Course (NU 221)

PN graduates who completed AH 107 at NMU and who hold a valid LPN license may substitute AH 107 for NU 221 in the BSN program. A course substitution form will be completed if the student is accepted to the BSN program.

RN to BSN Track

Any student wishing to pursue the RN to BSN track should contact the nursing office for further information at rntobsn@nmu.edu or (906) 227-2834. The RN to BSN Handbook is available at www.nmu.edu/nursing/student-information.

CHAPTER THREE: ADMISSION POLICIES

Admission to Northern Michigan University

Students must complete an application for admission to the University online or submit one to the Admissions office, Room 2212 Hedgcock, Marquette, Michigan.

Students identifying nursing as their academic major will be assigned to the School of Nursing's embedded adviser and a co-listed faculty adviser in the School of Nursing after their first year of study. Together, the student and embedded adviser will prepare an academic course of study that is based on the student's desired curriculum track. Faculty advisers are available to discuss career objectives. The plan will be designed to facilitate the student's completion of the required courses and degree requirements. It is the student's responsibility to be familiar with the curriculum and requirements for graduation as presented in the [NMU Undergraduate Bulletin](#). Any questions regarding the curriculum or the track requirements should first be reviewed with the student's adviser. Further questions and concerns can be directed to the Associate Dean/Director of the School of Nursing, or to the School of Nursing office.

Admission to the University does not guarantee admission to the nursing program.

Admission to the BSN Program

When applying to the BSN program, please review the Core Performance Standards and other important considerations found in [Appendix 1](#). It is the student's responsibility to review and understand the information found in [Appendix 1](#) before making application to the BSN program.

Nursing Transfer Students

Students transferring to the NMU School of Nursing from another nursing program must provide proof of Good Standing from their previous program. Proof will be submitted to the Associate Dean/Director of the School of Nursing at the time of application to the NMU Nursing Program before admission to the NMU BSN Program will be considered.

Transfer Students

Transfer students that have earned less than 12 credits at NMU should include a copy of all of their unofficial college/university transcripts and their Transfer Credit Evaluation (TCE) from the Registrar's office. Obtaining a TCE from the Registrar's office requires admission to the university and may take several weeks for completion. If the Registrar's office is unable to provide a TCE, it is the student's responsibility to provide documentation of the equivalencies of all required prerequisite courses and all other required courses.

See www.nmu.edu/transfer for information regarding transfer course equivalencies or contact an NMU transfer admissions counselor for assistance. Call (800) 682-9797 or send an email to transfer@nmu.edu.

Chemistry and/or microbiology courses may be substituted for the NMU chemistry and/or microbiology course requirements (Chemistry: 4 semester credits, Microbiology: 3 semester credits). Please note CH 109 is a unique combination of organic, inorganic and biochemistry. Transferred chemistry credit rarely comes in as CH 109. The Registrar may assign chemistry credit but such credit must meet the requirements of the SON. Students may see their adviser for the best chemistry course to take. Transfer students who are deficient more than two hours in Biology must make up the deficiency with courses that make up the human biology minor.

Students currently enrolled at an institution other than NMU at the time of application must provide proof of course enrollment.

LPN Students

Students that have a LPN license must provide a letter verifying employment within the last 5 years and a copy of their LPN license. The license must be unencumbered and have no restriction and/or sanctions.

Post-baccalaureate Students

Students who have earned a bachelor's degree and are pursuing a second bachelor's degree in nursing should submit a [Post-baccalaureate Check-list Form](#) to the Registrar's office for completion. This form must be delivered to the School of Nursing, 2301 Weston Hall, in an envelope sealed by the Registrar's office.

Reentry Students

Previous nursing courses less than 5 years old, taken by re-entry and transfer students may be accepted to meet the degree requirements for the BSN degree. Nursing courses greater than 5 years old will not be considered current and will not be accepted toward the BSN degree requirements. Transfer students who wish to receive credit for nursing courses from other colleges and universities must submit the course syllabus for review. Decisions will be made by the NMU School of Nursing.

AP Test Scores

The College Board issues Advanced Placement test scores which are evaluated by the Registrar at NMU. Such scores affect the transcript at the university level, but most Advanced Placement test scores do not impact admission. However, chemistry scores can be used for both the CH 109 prerequisite and grid score, and psychology scores can meet the psychology prerequisite with scores as specified below.
www.nmu.edu/bulletin/exam-equivalencies

Chemistry

CH 109, a required prerequisite for nursing, is a mixture of organic, inorganic and biochemistry; an especially unique collection of content. The Chemistry Advanced Placement exam tests only inorganic content. Students must submit Advanced Placement Chemistry scores **only** if they are used in the BSN Scoring Grid Criteria point calculations ([Appendix 3](#)). College Board paperwork copies must be attached to the appropriate application. The SON, after consultation with Chemistry Department, will award students achieving notable results on the Chemistry Advanced Placement exam in the following way. A 3 earns a C+, a 4 earns a B+ and a 5 earns an A in Chemistry on the SON Scoring Admission Grid. No further chemistry is needed should the student wish to use this letter grade as their chemistry grade.

Any grade achieved in CH 109 stands alone. That grade will not be averaged with any Chemistry Advanced Placement score. However, if a student with Advanced Placement Chemistry credit for CH 111, takes CH 112 for a higher grade; the two grades (AP and CH 112) are averaged for Scoring Admission Grid purposes.

Psychology

The SON does accept Psychology Advanced Placement (score of 4 or better) for the psychology course prerequisite. Scores must be on file and evaluated by NMU to be used. Psychology test scores do **not** need to be uploaded with a BSN application.

Repeating Classes

The SON follows the NMU handbook for evaluating repeated courses. The last grade and credit hours for a repeated course are used for computing a student's grade point average and for awarding credit hour grade points on the Admission Grid to the SON, even if the last grade and/or credit hours is lower than the previous grade and credit hours. However, a grade of "W" (withdrawal, no credit) will not replace a previous grade or credit hours for a course. Should a student take CH 109 and receive a C+ in that class and then repeat that course for a C, the C will be utilized on the Admission Grid. For further information please see nmu.edu/registrar/repeatingcourses.

BSN Application Process

NMU's School of Nursing offers students two processes for applying to the BSN program: A Direct Admission process and a General Admission process. Please see the outlined processes below:

Admission to the Direct Admission Baccalaureate Nursing Sequence

High school student (senior status) criteria needed to apply

1. Admission acceptance to Northern Michigan University.
2. Minimum high school GPA of 3.5.
3. Documentation of completed Certified Nurses Aid (CNA) course and/or completion of one year of Health Occupations Students of America (HOSA).
4. Documentation of dual enrollment classes or Advanced Placement courses (only if not provided on application or high school transcript submitted for NMU admission).
5. Students enrolled in high schools which do not offer dual enrollment, Advanced Placement or HOSA courses can submit a letter written by their high principal or school counselor indicating that their high school did not offer these options. For those, their score on the rubric will be proportionate to the points available to them.
6. One year of high school level biology, chemistry, and mathematics or college credits if dual enrolled in high school and an institution of higher learning. Must have achieved a "B" or higher grade in each course.
7. One reference letter from a high school science or math teacher.
8. Completed direct admission application by November 1st.

Criteria to maintain Freshman BSN status

1. Final high school transcript grade showing a GPA of 3.5 or higher.
2. Placement into CH 109.
3. Maintain a GPA average of 3.5 at NMU.
4. Complete all prerequisites outlined in the BSN application within five semesters.
5. Letter of intent - Due October 1 or February 1, one semester prior to when students plan/met requirements to begin nursing program. This serves as a way to let the School of Nursing know when student completed or is close to completing prerequisites and intends to start the nursing program in the following semester.
6. Students must meet all requirements in the BSN Handbook prior to starting BSN program such as criminal background check and TB testing.
7. Students who fail to maintain Freshman BSN status will no longer be guaranteed a spot upon completion of required prerequisites. They are encouraged to apply via the traditional route with applications due October 1 and February 1.

General Admission Process

Students interested in being considered for general admission must apply online. Applications are available online one month prior to the deadline.

- ***Appropriate Application Form:***
The online application is available at www.nmu.edu/nursing/application
- ***Student Application Information: Core Performance Standards***
See [Appendix 1](#) for expected Core Performance Standards

- **Transcripts:**
If less than 12 credits have been earned at NMU, provide current transcripts of all courses taken at any college or university (unofficial transcripts accepted) and a Transfer Credit Evaluation (TCE), which is obtained from the NMU Registrar's Office.
- **College Board Advanced Placement Credit:**
If you have elected to include College Board Advanced Placement credit for [Chemistry](#) on the SON Admission Scoring Grid ([Appendix 3](#)), you will need to enclose a copy of your official scoring report from the College Board. If you are utilizing other College Board Advanced Placement credit for SON prerequisites such as Psychology at NMU, your transcript will need to reflect that NMU has evaluated your scores and awarded you credit.
- **LPN Students only**
Scan and attach a copy of current LPN license. The license must be unencumbered (have no restrictions/sanctions). Students wishing to apply for advanced placement credit for coursework must submit proof of passing the NCLEX-PN within the last 5 years or have worked as an LPN within the last 5 years.
- **Post-baccalaureate Students only**
Students that have earned a bachelor's degree and are pursuing a second bachelor's degree in nursing should submit a [Post-baccalaureate Check-list Form](#) to the Registrar's office for completion. This form must be delivered to the School of Nursing, 2301 Weston Hall, in an envelope sealed by the Registrar's office.

Application Deadlines

Applications are completed and submitted online. **Application deadlines**, including re-entry applications, are as follows:

- Fall Admission February 1st 11:59 PM Eastern Time.
- Winter Admission October 1st 11:59 PM Eastern Time.

Minimum Requirements

The School of Nursing Admission Committee reviews all applications. **Applications are considered if the applicant meets the following minimum requirements:**

- Student is admitted to Northern Michigan University. Must have a current IN number.
- Nursing admission application form is complete, and is received by the School of Nursing by the noted due date.
- Student has the minimum required GPA:
 - **2.75** for Traditional BSN Track and LPN to BSN Track
 - Applications with a GPA less than 2.75 will not be reviewed by the Admission Committee
 - Post baccalaureate students: the post baccalaureate GPA will be used if ≥ 12 credits have been taken at since graduation. Otherwise, your undergraduate GPA will be used.
 - For students with College Board Advanced Placement credit in [Chemistry](#), the following grading system will be used to determine grades in chemistry on the SON Admission Grid: AP exam score of 5 points = A, 4 points = B+, and 3 points = C+. You will need to include a copy of your official scoring report from the College Board with your application.
 - If you have received Advanced Placement course credit for courses not impacting the SON Admission Grid, you will need to provide copies of equivalency acceptance of these scores by the Registrar at NMU. The NMU equivalency page provides information as to acceptable scores on each exam for NMU credit. www.nmu.edu/bulletin/exam-equivalencies

- Students must have completed (with a C- or higher grade) **or** be currently enrolled in the required prerequisite courses or equivalent when application is made to the BSN program (this must be clearly evident on the transcripts and TCE). Students must achieve a minimum of a C- in each prerequisite course prior to starting their nursing coursework. Grid scores only reflect officially recorded grades after course completion. **The most recent course grade is used for all purposes.** ****NOTE:** If a student currently has a grade below a C- in a prerequisite course, they must wait until the course is successfully repeated before applying.
- If less than 12 credits have been earned at NMU, all non-NMU transcripts and Transfer Credit Evaluation Forms are included with the application.
- Copy of current unencumbered license (if LPN to BSN applicant).
Students wishing for advanced placement credit must submit proof of passing the NCLEX-PN within the last 5 years, or have worked as an LPN within the last 5 years.

Ranking of Applications

The Admission Criteria Scoring Grid will be used as the admission tool for the general program admission to determine each BSN cohort. (See [Appendix 3](#)).

Students meeting the minimum requirements are ranked according to the Admission Criteria Scoring Grid score by the Admissions Committee. Students are notified by email and/or mail of their admission status.

- **Post-baccalaureate Students**
Only students who can provide proof of an earned bachelor's degree at the time of admission to the NMU BSN program receive 5 points on the admission scoring grid. Students graduating at the end of the semester in which they apply to the NMU SON do NOT receive these 5 points. If a student has earned 2 bachelor's degrees or a bachelor's and master's degree, only a maximum of 5 points is awarded for these achievements.
- **PN Students**
Students applying while still enrolled in a PN program do NOT receive credit on the scoring admission grid for LPN status. Only PNs who have proof of passing their nursing licensure boards at the time of admission to the NMU BSN program are awarded the 5 points on the scoring admission grid. Students that have a LPN license must provide a letter verifying employment within the last 5 years and a copy of their LPN license. The license must be unencumbered and have no restriction and/or sanctions.

Admission to Program: Applicants who have met admission criteria and whose ranked Admission Criteria Scoring Grid Score falls within the number of available seats are *provisionally* admitted to the program until verification of the successful completion of all prerequisite courses and maintenance of the required minimal GPA is received.

In the event that the final score using the Admission Criteria Scoring Grid results in a tie, student ranking will be determined by the students' overall GPA.

Waiting List: Applicants who meet all requirements for admission, but whose Admission Criteria Scoring Grid score is ranked one to ten positions lower than the number of seats available are placed on a waiting list that is ordered according to total score. The waiting list is maintained through the first week of classes the following semester. All other applicants are considered not admitted to the Program. Applicants not admitted or wait listed who still desire admission to the program must reapply for the next semester.

Applications from applicants who do not meet minimum admission criteria or whose application is incomplete are not reviewed by the admission committee.

Applicants will lose their provisional acceptance status if they:

- Do not achieve a minimum of a C- in each prerequisite course prior to starting their nursing coursework. Grid scores only reflect officially recorded grades after course completion.
****NOTE:** If a student earns a grade below a C- in a prerequisite course, they must wait until the course is successfully repeated before re-applying.
- Do not submit final grades from all prerequisite courses from other universities.
- Do not maintain the minimum required cumulative GPA:
 - **2.75** Traditional BSN Track
- Withdraw from the University.
- Do not submit notification of receipt of Criminal Background Check (CBC) to Department Head by date specified in the provisional acceptance letter.
- Do not complete immunization/urine screening/CPR requirements as stated in provisional letter of acceptance.
- Change in licensure status.

The number of students who can be admitted to the nursing sequence during any semester is based on seat availability. The School of Nursing reserves the right to choose which applicants are admitted to the nursing program.

Applications are not saved after the beginning of a semester. Students must re-apply for every semester they wish to be considered for admission

Traditional BSN Track Admission Requirements

The first three semesters are considered "pre-nursing" while students complete the prerequisite courses necessary for admission to the nursing major. This normally takes three semesters of full-time study. During the third semester, students wishing to enter the Traditional BSN Track must apply by the following **application deadlines**:

- **February 1st 11:59 PM Eastern time for Fall admission**
- **October 1st 11:59 PM Eastern time for Winter admission**

To be eligible to apply for admission to the Traditional BSN Track, applicants must meet the following **admission requirements**:

- **Be admitted to Northern Michigan University and have a current IN number.**
- Nursing admission application form is completed online and is received in the School of Nursing before the due date. The correct application form must be used.
- Have completed or be currently enrolled in at the time of application, the following prerequisite courses. Students must achieve a minimum of a C- for each course prior to admission. Grid scores only reflect officially recorded grades after course completion.
 - BI 201 Human Anatomy/BI 207 Anatomy and Physiology I (see below for further discussion*)
 - BI 202 Human Physiology/BI 208 Anatomy and Physiology II (see below for further discussion*)
 - BI 203a Medical Microbiology
 - CH 109 Introductory Organic and Biochemistry for the Health Sciences
(CH 111/CH 112 or AP credit in [Chemistry](#) may be substituted)
 - AH 201 & AH 202 (or HN 301A & HN 301B) Nutrition for Health Professions
 - PSY 101 General Psychology (PY 100, PSY 100, or AP credit score of 4 also accepted)
 - AH 102 Growth and Development

*Students need to have a combination of BI 201 and BI 202 **OR** BI 207 and BI 208.

- Achieve a **cumulative NMU grade point average of 2.75 or higher.**
- Complete the entire **admission packet** (described in application process)
- Review the student application information form: Core Performance Standards see [Appendix 1](#)
- Current transcript of grades from **non-NMU** universities or colleges attended **and** Transfer Credit Evaluation (TCE).
- If you have received College Board Advanced Placement credit Chemistry you will need to enclose a copy of your official scoring report from the College Board for consideration on the Admission Scoring Grid. Other College Board Advanced Placement credit such as Psychology must be officially noted on your NMU transcript.
- Most recent grades of repeated coursework are utilized for Admission Grid calculation purposes.

Post-baccalaureate students only

- Students that have earned a bachelor's degree and are pursuing a second bachelor's degree in nursing should submit a [Post-baccalaureate Check-list Form](#) to the Registrar's office for completion. This form must be delivered to the School of Nursing, 2301 Weston Hall, in an envelope sealed by the Registrar's office.

LPN to BSN Track: Admission Requirements

An adviser from the School of Nursing will assist the student in developing an academic program plan to complete the required courses. Applicants wishing to enter the LPN to BSN Track must apply by the following **application deadlines**:

- **February 1st 11:59 PM Eastern time for Fall admission**
- **October 1st 11:59 PM Eastern time for Winter admission**

To be eligible to apply for admission to the LPN to BSN Track, applicants must meet the following **admission requirements**:

- Be **admitted to Northern Michigan University and have a current IN number.**
- The Nursing admission application form is completed online and is received in the School of Nursing before the due date. The correct application form must be used.

Have completed or be currently enrolled at the time of application in the following prerequisite courses. Students must achieve a minimum of a C- for each course prior to admission. Grid scores only reflect officially recorded grades after course completion.

- BI 201 Human Anatomy/BI 207 Anatomy and Physiology I (see below for further discussion*)
- BI 202 Human Physiology/BI 208 Anatomy and Physiology II (see below for further discussion*)
- BI 203a Medical Microbiology
- CH 109 Introductory Organic and Biochemistry for the Health Sciences (CH 111/CH 112 or AP credit in [Chemistry](#) may be substituted)
- AH 201 & AH 202 (or HN 301A & HN 301B) Nutrition for Health Professions
 - HN 210 is accepted as AH 201 & AH 202 (HN 301A & HN 301B) for LPN students if taken at NMU. If taken elsewhere, HN 210 is equivalent to AH 201 (HN 301A). AH 202 must still be taken by the student.
- PSY 101 General Psychology (PY 100, PSY 100, or AP credit score of 4 also accepted)
- AH 102 Growth and Development

*NMU PN graduates may submit a prerequisite waiver (BI 104 for BI 207) allowing students to subsequently take BI 208. Such substitution **ONLY** applies to NMU PN graduates.

*Students need to have a combination of BI 201 and BI 202 **OR** BI 207 and BI 208.

- Achieve a **cumulative NMU grade point average of 2.75 or higher.**
- Complete the entire online admission application (described in application process)
- Review the student application information: Core Performance Standards (see [Appendix 1](#))
- If less than 12 credits earned at NMU, provide current transcript of grades from **non-NMU** universities or colleges attended **and** Transfer Credit Evaluation (TCE).
- If you have received AP (advanced placement) credit Chemistry (CH 109 or CH 107/108 or CH 111/112) or other courses used for points on the admission scoring grid ([Appendix 3](#)), you will need to enclose a copy of your official scoring report from the College Board.
- Most recent grades of repeated coursework are utilized for Admission Grid calculation purposes.
- **LPN to BSN Students only**
 - Scan and attach a copy of current LPN license. The license must be unencumbered (have no restrictions/sanctions).

- Students wishing to apply for advanced placement credit for coursework must submit proof of passing the NCLEX-PN within the last 5 years or have worked as an LPN within the last 5 years.
- PN graduates who completed AH 107 at NMU and who hold a valid LPN license may substitute AH 107 for NU 221 in the BSN program.

Provisional Acceptance

Upon provisional acceptance into the nursing program the student will receive the following information:

Your status is **provisional acceptance** and will not change to 'admit' until we receive verification of your successful completion of all prerequisite courses with a grade of C- or above and maintenance of a cumulative grade point average (GPA) of 2.75 or higher.

If you are not in compliance with the above stated criteria, you will automatically lose your provisional acceptance status. If you are taking courses at another university, it is your responsibility to submit the transcripts of the grades for courses in which you are currently enrolled to the School of Nursing at the end of the semester so that the admissions committee may review your status. If you do not comply with this requirement, your application will be considered incomplete and you will not receive admission to the BSN program.

Your provisional acceptance makes you eligible to register for NU 201, NU 202, NU 211, NU 212, NU 221 and NU 231. Please refer to mynmu.nmu.edu for dates and times of course offerings. Please make an appointment with your adviser if you need assistance. **If you withdraw from the nursing program for any reason and then wish to re-enter, you are required to submit a new application for consideration.**

There are specific requirements that need to be completed prior to entering mandatory clinical courses in the BSN program. See [Chapter 5](#) for detailed information regarding immunizations and other compliance requirements.

You will be removed from the program and will lose your placement to another student from the waiting list if you do not complete all of the requirements by the deadlines specified in your admission materials. Please be sure to keep a hardcopy file of all your immunizations and other testing results.

CHAPTER FOUR: PROGRESSION AND RETENTION

Advising and Registration

Advisement and Course Enrollment

Applicants applying as new freshmen or who are transferring from other schools should contact the orientation office at NMU for enrollment information, (906) 227-1707. Applicants will be advised by Academic and Career Advising during their first year of study and then will be assigned an adviser in the School of Nursing.

An academic advising period is scheduled near the middle of each semester for students who plan to continue their studies at NMU. Before meeting with your adviser, you should be thoroughly familiar with the curriculum requirements for graduation as outlined in the [NMU Undergraduate Bulletin](#). It is the student's responsibility to ensure that academic requirements for the desired degree are met.

Academic Advisement Procedure

It is recommended that you sign up with your adviser for a time to be advised. It is suggested that students bring a copy of their unofficial degree audit and a list of planned courses to their advising meeting. When students receive an official degree audit from the Registrar's office (after 87 credits), they should plan to review their audit for accuracy with their adviser.

On-Line Course Registration

After meeting with your adviser, you will need to register for your classes. Each student is assigned a day for enrolling based on the number of NMU credits. A user ID and password are required. Information regarding registration is available at mynmu.nmu.edu

Scheduling a Course Following a Clinic

Students need to be careful when scheduling courses immediately after clinical as some clinical sites require greater than 45 minutes – 1 hour (depending upon weather) travel time to campus. Students may also be delayed in leaving clinic if their assigned patient care is not completed or their shared agency ride is not scheduled to leave that site. Additionally, some courses require written assignments to be turned in shortly after a scheduled clinical experience. It is the student's responsibility to plan classes and other responsibilities accordingly. Students should consult their academic adviser for information related to specific clinic courses and locations.

Placement in Clinical Courses

For the most part, students are permitted to self-select and register for the clinical sections they prefer. However, it is recommended by the Board of Nursing that clinical experiences provide all students with fair and equitable learning experiences. As such, every effort is made to design each course with clinical sections that will have equal numbers of student to faculty ratios. However, on occasion, once all student progressions and course registrations are known, it is discovered that student numbers within clinical sections for a given course are unequal and thus may disrupt fair and equitable learning experiences for all students registered for that course. **Consequently, the Associate Dean/Director for the School of Nursing reserves the right to adjust the number of students in each clinical section in order to ensure equitable numbers of students in each clinical section.** Movement of students to alternate sections of a clinical course is accomplished in careful consultation between the Associate Dean/Director for the School of Nursing, the Registrar, and the executive secretary for the School of Nursing. The students' entire course schedule is taken into account and the student is notified via email of any clinical section reassignment that has occurred.

Senior Level Clinics

At the senior level of the SON BSN program several factors influence clinical site placements. Clinic choices vary each semester due to multiple factors such as agency funding, staffing concerns and faculty credentials. Where possible students may provide insight into where they are placed based on student preference, GPA, past work/clinic experience and other factors. However, faculty in each clinic reserve the right to place students according to what is best for the entire clinic.

Final Semester NU 452

Transitions into Nursing Practice is a 90-hour self-selected clinical immersion. Students may opt to leave Marquette County to complete the course in an agency of their choice if an Affiliation Agreement between NMU SON and the agency can be established. However, time and energy on the part of the student may be required in order to facilitate placement at a site outside of Marquette County. Students will be paired with a trained preceptor working the exact work schedule with the BSN or higher educated nurse. Students should consider the out of area planning during the 3rd semester of the nursing curriculum. This can be accomplished by meeting with the NU 452 Course Coordinator. The student will need to provide the name of the institution and contact information. Students are advised that this clinic is very time intensive and arrangements should be made to allow enough dedicated time for completion. Where possible students may provide insight into where they are placed based on student preference, GPA, past work/clinic experience and other factors. However, faculty in each clinic reserve the right to place students according to what is best for the entire clinic.

Criminal Background Checks (CBC)

Criminal background checks are required of all students admitted to any nursing program. This requirement is a result of state legislation (Michigan Public Acts 26, 27, 28, & 29 of 2006) which mandates that criminal background checks be completed by health care providers working in or for health care institutions. Student placement in a clinical site/agency assumes that the applicant possesses good moral character and the ability to successfully pass the rigors of a background investigation and criminal background check. In addition, the Board of Nursing requires a criminal background check prior to taking the licensure exam. All students, once accepted to the nursing program, must complete a criminal background check prior to enrolling in the first clinical nursing course. Students are required to notify the Associate Dean of the SON as soon as possible if after the initial CBC they are subject to a Misdemeanor or Felony conviction. Students who do not complete a criminal background check or fail to notify the Associate Dean of a subsequent Misdemeanor or Felony conviction are ineligible for placement in most clinical agencies and therefore, may result in the student being unable to progress in the nursing program.

It is the student's responsibility to know whether he or she is eligible for licensure. If you have been convicted of a crime, it is your responsibility to find out if your background will prohibit you from being licensed and to be employed in the health care industry. The School of Nursing faculty and staff are NOT able to provide legal advice. If you have any questions about your existing criminal background you may wish to discuss this with legal counsel before applying to the nursing program.

If you have a felony or misdemeanor record you may wish to go to the following website for additional information: legislature.mi.gov/doc.aspx?mcl-333-20173a

Specific crimes are listed. Convictions are detailed by clicking on the Legal Guide at: miltcpartnership.org/Documents/LegalGuide.pdf

Students who are pursuing a nursing career must submit to a criminal background check once they receive a letter of provisional acceptance to the nursing major. Failure to submit the criminal background check will delay the student's admission to the program.

The purpose of performing a criminal background check is:

1. To identify students who will not be allowed to practice in a clinical site due to a felony conviction or misdemeanor.
2. To identify students who will not be allowed to handle medications and controlled substances in a clinical site.
3. To identify students who are unable to drive self to field experiences required by the clinical rotations in the nursing program.

The above will prevent a student from remaining in the nursing program since they will not be allowed to progress in the program. In summary, if a student's criminal background does not permit him/her to have clinical experiences in our clinical agencies then the student will be withdrawn from the nursing program. Again, please seek legal advice for any questions you may have.

Once a letter of provisional acceptance into the nursing program has been received, all students must reveal to the Associate Dean/Director of the School of Nursing any criminal behaviors which have resulted in criminal conviction. The conviction will be evaluated to determine if it will prevent the student from being in a clinical facility. Should that happen it is expected that the student will be expelled from the program.

In addition to criminal background checks, students must remember that while in the clinical settings they must comply with all policies. This may include drug testing, immunization requirements and other required health information as the agency may require. Alternate clinic arrangements will not be offered to students not complying with such policies and may end with that student's inability to progress in the nursing program. For any questions regarding these requirements please contact the Associate Dean/Director of the School of Nursing.

License Information: LPN to BSN

Applicants and students holding an LPN license must report any action involving their license to the Associate Dean/Director of the School of Nursing. This includes licenses that are revoked, suspended, or sanctioned in any manner. The applicant or student is required to report all changes in the status of the license to the Associate Dean/Director of the School of Nursing and to their faculty adviser. A license that is sanctioned in any way is not considered an active license to practice and therefore does not meet the program requirements for the LPN to BSN program entry or progression. This includes temporarily suspended licenses and revoked licenses and any other restrictions. Additional information regarding this policy is available through the Associate Dean/Director of the School of Nursing.

School of Nursing Grading Policy

The School of Nursing grading scale and grading policy for theory/lecture courses:

A = 93% - 100%	C = 73% - 76%
A- = 90% - 92%	C- = 70% - 72%
B+ = 87% - 89%	D+ = 67% - 69%
B = 83% - 86%	D = 63% - 66%
B- = 80% - 82%	D- = 60% - 62%
C+ = 77% - 79%	F = < 60%

The student must earn the equivalent of $\geq 73\%$ to pass each nursing course. Score percentages of ≥ 0.50 are rounded up. Score percentages of ≤ 0.49 are rounded down.

Graduation and Program Requirements

Testing and Review

In addition to the courses listed as graduation requirements outlined in the NMU Undergraduate Bulletin (www.nmu.edu/bulletin), students must complete each of the following prior to graduation:

Semester Review Testing Package (Kaplan as described below)

1. Semester review and testing package requirements.
2. A standardized comprehensive nursing exit examination
3. An NCLEX pre-RN Review course
4. Institute for Healthcare Improvement: IHI safety modules will be implemented for all cohorts starting January 2020 to assist in NCLEX safety scores. The IHI safety modules have robust content on safety and a certificate of completion.

The purpose of this review-testing package is to assist students in their progression through the BSN nursing program, identify content areas requiring remediation and prepare for successful completion of their RN licensing exam (NCLEX RN) after graduation. Many nursing programs are using this method to facilitate success of nursing graduates on the NCLEX-RN.

Additional Kaplan Information

The Kaplan package is required for all students admitted to the BSN Program and will be utilized throughout the Program. Kaplan resources will assist students in studying for specific courses and in preparation for the NCLEX licensure exam. Resources available in the online Kaplan package include the following:

- *Study and test-taking resources* for overall success in the nursing program.
- *Medication dosage and calculation* workshop with a practice exam.
- *Video Channel*: 20-30 min videos covering specific topics.
- *Focused Review Tests*: Practice quizzes focusing in on specific topics. These are available for practice at any time and may also be assigned in some courses in the nursing program. Additionally, students can create custom Focused Review Tests containing questions related to self-selected topics.
- *Integrated Testing*: Required proctored exams that are incorporated into at least one nursing course each semester. Integrated tests focus on broader content areas and assess ongoing preparation for the NCLEX exam.
- *Remediation Resources* for all Focused Review & Integrated Tests include rationale for correct & incorrect answer choices and direct links to review materials associated with the question topics.
- *Comprehensive Review Course* and practice tests at the end of the BSN program to guide final review prior to taking the NCLEX.

Standardized Comprehensive Exit Examination

Prior to graduation, students will complete the comprehensive exit examination (Kaplan as described above). The exam is similar to the NCLEX RN licensure exam and covers all content from the BSN curriculum. The exam is administered during the final semester of the nursing program in a proctored setting.

The benefits of this test are individual assessment and notification of performance with specific identification of areas of strength and weakness. Students will discuss the results of the exam and develop a plan for remediation with their instructor and/or Kaplan coordinator.

NCLEX Pre-RN Review Course

Students must attend a 3-day NCLEX pre-RN review course that will be scheduled during the last term of the program. The cost of this review course is included in the testing package fee. The NCLEX Pre-RN review course further prepares students to be successful in the RN licensure exam after graduation.

Review Testing Package Fees

The student will be charged a fee (the fee is the responsibility of the student and is subject to change by the department). The fee will be added to the tuition bill each term, and will cover all costs associated with the testing-review package, the exit examination and the NCLEX review course.

Estimated Graduation Costs

The end of nursing school can be quite expensive for students. It is best to plan ahead for some of these costs. All stated prices are estimates only.

- Pinning ceremony fee: \$25
- Fee to buy a NMU Nursing pin: \$60
- NMU Graduation fee: \$40
- Undergraduate cap, gown and tassel to walk in NMU commencement: \$60
- NCLEX Board Exam: \$200 (Michigan Works! may help with funds)
- State Fee for License: \$135 in Michigan (may be more or less in other states)
- Fingerprinting Fees for License: \$64

Pinning Ceremony

Graduate nursing candidates receive their nursing pins during the pinning ceremony. Graduates are pinned by an LPN, RN or APN of their choice. Exceptions to pinning procedure may be directed to the Student Affairs Committee. The ceremony is traditionally held the Friday prior to commencement, during the late afternoon. Planning for this event begins early in the semester preceding graduation. All graduating seniors are encouraged to participate in the planning.

Information about planning meetings is announced in the senior level nursing courses. Seniors who will be graduating and are not enrolled in senior nursing courses need to contact the nursing office in order to participate in the ceremony.

Graduating seniors are responsible for purchasing their own pin. There are a variety of price ranges available. Ordering information is distributed at the planning meetings. There is a fee assessed to participate in the pinning ceremony.

Retention in the Nursing Sequence

Students admitted to the nursing program have a space reserved for them in all nursing courses as long as the student is progressing normally. If a student falls out of the normal sequence of courses, entry into subsequent courses is based on space availability.

To remain in the program, the student:

1. Must maintain a minimum 2.25 NMU cumulative grade point average. If the cumulative grade point average falls below 2.25 the student is not eligible to progress in the nursing program and will be required to withdraw from nursing courses. Since the student is not enrolled in any nursing classes while the grade point average is less than 2.25, the student must reapply to the nursing major when the student's grade point average enables the student to again enroll in a nursing class. This will not, however, obligate the nursing school to grant readmission.
2. Must complete all nursing courses with a minimum grade of C, or S when the course is graded S/U. Required nursing courses are identified with the prefix lettering of "NU".

3. May fail and repeat one required nursing course. Upon receiving a passing grade after repeating the course, the student may progress in the nursing program (based upon space availability). If a second failing grade is obtained in any required nursing course, a repetition is not allowed, and the student will be dropped from NMU's nursing program.
4. Must adhere to the University Student Code.
5. Must demonstrate a pattern of safe clinical practice and professional behavior commensurate with their educational experiences.
6. Must comply with all CPR, immunization, criminal background check and TB screening requirements.
7. Maintain an unencumbered professional license, if applicable.

Each student is responsible for reading the *Northern Michigan University Undergraduate Bulletin* and the *BSN Student Handbook*, and seeking consultation with their academic adviser, Associate Dean/Director and/or the NMU Dean of Students if questions or concerns arise.

Students in Good Academic Standing who withdraw from the nursing program and wish to re-enter must follow the same application and admission procedure as all pre-nursing students. This will not, however, obligate the nursing school to grant readmission.

Note: All School of Nursing student policies are clearly described in the *BSN Student Handbook*, and can be accessed here: nmu.edu/nursing/student-information.

It is recommended ALL students print a hard copy of the BSN Student Handbook.

Prioritizing Progression of Students

If there is a shortage of clinic slots, the School of Nursing prioritizes student placement sites as follows:

1. All students who are in normal progression in the program
(Traditional BSN Track and LPN to BSN students)
2. Students returning to the major in good standing
3. Students repeating a course
4. Transfer students

Withdrawal Policy: Program

Students who are considering withdrawing from the major must contact their instructor(s), their adviser and the Associate Dean/Director. Students wishing to reenroll in the program must reapply for admission by the identified deadlines and must have a minimum GPA of 2.25. Readmission may be granted if all admission and retention requirements have been met and as space allows. Please note, if withdrawn from all SON nursing courses for more than one semester, a new urine drug screen is required at the student's expense.

Withdrawal Policy: Course

Students who are withdrawing from a nursing course must contact their instructor(s) and their adviser. Students who plan to resume in the nursing curriculum must send letters to the Associate Dean/Director of the School of Nursing and the Student Affairs Committee (SAC). The letter should include which course(s) has/have been dropped, the reason for the withdrawal and an outline of their plan for continuing in the program. ***Because the student will be out of sequence, there is no guarantee that space will be available in any future semesters.*** Students who withdraw from all nursing courses in a semester will be designated as withdrawing from the program.

Students Requests and Appeals

Students Requesting Exceptions to a School of Nursing Policy

This handbook serves as a reference for School of Nursing Policies. If a student would like to request an exception to any policy, an "Exception to Policy" form must be submitted to the Associate Dean/Director of the Nursing Program. This form can be found in [Appendix 4](#) of this handbook. It is expected that the student meets with his/her adviser for guidance prior to submitting the exception paperwork.

Student Requests to Take a Course out of Sequence

Courses in the nursing curriculum are required to be taken in sequence unless permission is granted by the Associate Dean/Director and/or the Student Affairs Committee. To gain permission, students should submit a request to Associate Dean/Dean of the School of Nursing. This will be then be forwarded to the Student Affairs Committee if deemed appropriate by the Associate Dean/Director. The request **MUST** include:

1. A completed 'Exception to Policy' form found in [Appendix 4](#) of the BSN Handbook
2. A meeting with the student's academic adviser **MUST** occur prior to submitting the request. The Student Affairs Committee (SAC) should then receive an email confirming this meeting.
3. A current transcript
4. Compelling reason or extenuating circumstance that supports the request to take a course out of sequence. Outline **WHY** the request is being made.
5. Academic plan for upcoming semester:
This is a well-written narrative of the specific strategies the student will utilize for academic success related to the request. Emphasis should be on student behaviors, attitudes, practices that are conducive with successful completion of the outlined request such as reduced work load, hiring of a tutor and/or decreased overall credit load. It is recommended that the student's academic adviser assist in the writing of this document.

The Associate Dean will determine if the request will be forwarded to the Student Affairs Committee for further consideration. If it is determined the request for exception to the School of Nursing policy should be evaluated by the Student Affairs Committee, please submit this completed form and requested supporting documentation to the Chair of the Student Affairs Committee two weeks before their next scheduled meeting. Any exceptions to the submission schedule must be approved by the Chair of the Student Affairs Committee. Students seeking which faculty member is currently serving as Chair of the Student Affairs Committee should request this information from a secretary in the School of Nursing.

Grade Appeals

Grade appeals are not requests for exception to policy. For grade appeals students are directed to the NMU Student Handbook www.nmu.edu/dso/studenthandbook and are required to use the University process and procedures outlined therein. Further information is available from the Dean of Students office: 2001 Hedgcock, (906) 227-1700.

CHAPTER FIVE: COURSE RELATED POLICIES AND INFORMATION

Faculty/Staff Communication

The assigned NMU email address is the official means of communication at NMU for all purposes including advising, theory coursework and clinics. Faculty will automatically delete student email communication not utilizing the NMU address. Some faculty may ask for alternative forms of communication to reach students more efficiently during clinic times.

Requirements for Clinical Courses

Criminal Background Check (CBC)

A criminal background check (CBC) is required of all students admitted to any nursing program. This requirement is a result of state legislation (Michigan Public Acts, 26, 27, 28 & 29 of 2006) which mandates that criminal background checks be completed by health care providers working in or for health care institutions. Students in the clinical programs are subject to this legislation, and therefore a CBC is a condition for participation in the clinical component of the nursing curriculum. Northern Michigan University School of Nursing contracts with CastleBranch.com and will only accept criminal background checks performed by this company. The results of your CBC will automatically be stored by CastleBranch.com in their database and the School of Nursing will be able to access the database to confirm compliance with CBC requirements.

We use CastleBranch.com to process your background check and to verify your other requirements. Go to portal.castlebranch.com/OE66/ and under the "Package Selection" tab, choose **OE66bsn: Background Check - Medical Document Manager**. This package will allow you to create an account, complete your CBC, and set up your Medical Document Manager (Student Immunization Tracker). You are responsible for all costs related to this package plus the drug screening, CPR, and immunization/health requirements listed below.

Drug Screening

All students are required to upload a 10-panel urine drug screen testing result or an employee waiver from UPHS-MQT. A medical review will be conducted for all positive urine drug tests. Refusal to test is considered a failed urine drug screen result. A photo ID (student ID, driver's license, or state ID) is required to have the urine drug test done.

If you are on a prescription medicine, it is advised to bring the prescription with you. **Important to note:** For clinic settings, marijuana is considered a substance of abuse and if detected will result in a failed urine drug screen result.

This is a urine drug test so you will want to have some urine in your bladder. However, do not drink too much liquid prior to the appointment or you may have a dilute specimen, which will require a repeat test and an additional payment.

Upper Peninsula Health System Occupational Medicine Clinic is recommended for student urine drug screening. There are two (2) clinic locations. Please call for an appointment and let them know you are a NMU nursing student.

Peninsula Medical Center
1414 West Fair Avenue, Suite 35
Marquette, MI 49855
(906) 449-1140

Doctors Park Building
710 South Lincoln Avenue, Suite 800
Escanaba, MI 49829
(906) 786-0440

If you will be out of the area, you may use another location for your 10-panel drug screen.

NOTE: For current employees of UPHS only. Upper Peninsula Health System (UPHS) utilizes the same lab and urine drug screen panel that is required for our students. If you are a current UPHS employee and had urine drug screen testing done as part of your employment, you will not need to repeat drug testing. Please find the employee waiver on our website (www.nmu.edu/nursing/bsn-program-requirements) and obtain a signature verifying your employment and negative drug screen by an HR associate at UPHS-MQT.

See the full [Drug Screen Policy](#) in this Handbook for additional information and requirements.

CPR Certification

Nursing students must provide a course completion card showing evidence of professional/provider level one and two person rescue cardio pulmonary resuscitation (CPR) certification which also includes use of an automated external defibrillator (AED) for adults, children and infants, and choking rescue for adults, children and infants (American Heart Association Basic Life Support/BLS Provider course). CPR certification must be kept current throughout the nursing program and it is the student's responsibility to provide documentation of current status. **Note: CPR certification must be completed through the American Heart Association. CPR completed through American Red Cross cannot be accepted.**

Documentation of Immunizations

1. **Measles, Mumps and Rubella (MMR):** record of two (2) doses or a positive laboratory titre. MMR is a live vaccine as such specific timing of this vaccine needs to be coordinated most specifically with the TB skin test.
2. **Tetanus, Diphtheria, Pertussis (TDAP):** record of one (1) dose. A tetanus booster (Td) is required every 10 years thereafter.
3. **Varicella:** record of two (2) doses of Varicella vaccine, or a positive laboratory titre, or documentation of history of Varicella or Herpes Zoster by a healthcare provider (must have healthcare provider signature and date). Varicella is a live vaccine as such specific timing of this vaccine needs to be coordinated most specifically with the TB skin test.
4. **Hepatitis B:** It is required that students complete the hepatitis B vaccination series. It is required that a minimum of two of the three immunizations be completed prior to the student entering any clinical setting. Because of the timing required between doses, it is strongly recommended that students begin the immunization series immediately upon receiving the admission letter, if not already begun or completed.
 - If no documentation of immunization is available then a laboratory titre is obtained. If the titre is positive then no further immunization is required. If the titre is negative or equivocal, the student should receive a dose of Hep B vaccine, then repeat the titre in four (4) weeks. If the repeat titre is positive then no further immunization is needed. If the repeat titre is negative or equivocal, the student should receive the remaining two (2) doses of Hep B vaccine or sign a declination form.
5. **TB Skin Test:** Proof of negative two-step tuberculin skin test within the last year. Requires 4 total doctor visits, 2 visits for each step (injection and reading after 48-72 hours). Time between the two tests must not be less than 10 days and not more than 12 months. See the CDC information at www.cdc.gov/tb/publications/factsheets/testing/skintesting.htm.

TB Past Positive - If you have had a positive TB skin test or a positive IGRA blood test in the past, then you must present documented proof of a negative chest x-ray on admission. IGRA testing can

be used in place of TB skin testing. IGRA tests include: QuantiFERON®-TB Gold In-Tube test (QFT-GIT) or T-SPOT®.TB test (T-Spot). If receiving immunizations/vaccinations and your TB skin test at the same time, please note that the TB skin test should be done before receiving immunizations/vaccinations using live vaccine.

Annual TB Education - Will involve the completion of TB101 for Healthcare Workers, which is housed on the CDC website at the following link:

<https://www.cdc.gov/tb/webcourses/TB101/intro.html>This will take place in NU201: Holistic Health Assessment. The completion certificate and the annual tuberculosis acknowledgement will need to be uploaded to CastleBranch by the end of the first semester of enrollment in the nursing program to meet the TB education requirement. Every 12 months thereafter, students will review the TB information sheet and will sign an annual tuberculosis acknowledgement. This acknowledgement will be uploaded to CastleBranch to meet the annual TB education requirement. Students will have the option of repeating TB101 at any time if they wish to review more in depth information.

Note: Requirements may change based on clinical facility requirements or recommendations of the Centers for Disease Control. If you have spent time in an environment that poses a high risk of tuberculosis, it is recommended that you follow up with your primary care provider for additional guidance. In the event of any change in requirements, the School of Nursing will notify you.

6. **Flu Shot:** Flu vaccines are required on an annual basis in the fall and are **due by November 15 each year.**

- For those who have a contraindication to receiving the flu vaccine, i.e.: allergy to flu vaccine, there is a Declination Form that is available from the Associate Dean/Director of the School of Nursing. **However, please be aware that students may not be allowed in the clinical setting without current flu vaccine status and NMU will not offer alternate clinical experiences to those who have declined the flu vaccine.** Consequently, the declination form should only be used if there is a true contraindication to receiving the flu vaccine.

7. **Covid-19 Immunization:** Nursing students are strongly encouraged to receive immunization for COVID prior to starting first semester nursing classes. It is unknown at what point this will become a hard requirement for clinic agencies. When and if that occurs, students who are not immunized may not be able to progress in clinic courses.

It is understood that there is considerable cost associated with these requirements. The NMU School of Nursing must rely on clinical partnerships with outside agencies, and in doing so, must comply with clinical agency requirements related to immunizations/vaccinations, TB testing, CBC and drug screening. Students not complying with these agency requirements may not be able to complete mandatory clinic course work and risk inability to progress in the nursing program. We have worked with the management of the UPHS Occupational Medicine Clinic and the NMU Health Center to ensure our nursing students are receiving services at the lowest possible prices.

Drug Screen Policy

In order to maximize safety and quality of patient care, area healthcare facilities have implemented policies mandating drug screening for all patient care providers, including nursing students and nursing faculty. This in turn creates the need for a NMU Bachelor of Science in Nursing (BSN) program drug screening policy.

This policy affects currently enrolled NMU BSN nursing students and those students wishing to enroll in the NMU BSN program as transfer students, LPN-BSN students, RN-BSN students and traditional BSN students.

I. Pre-Clinical Screening

1. Students will receive information pertaining to the drug screening policy with their letter of provisional acceptance to the BSN program. By signing and returning the letter of provisional acceptance to the BSN program, the student also agrees to meet all compliance requirements, including urine drug screening.
2. All students are required to upload a 10-panel urine drug screen testing result or an employee waiver from UPHS-MQT. Suggested drug screening will be conducted locations include by the Upper Peninsula Health Systems Occupational Medicine Clinics in Marquette, MI or Escanaba, MI. Drug screening from any other lab/clinic will not be accepted as long as it is a 10- panel urine drug screen and was completed within the designated timeframe. The fee for testing is the responsibility of the student.
3. Students entering the nursing program must complete urine drug testing by the specified due date and not earlier than 30 days prior to the start of the semester.
4. Students are required to submit for drug screening once prior to beginning the NMU BSN program (see #3 above). Further drug screening while enrolled in the NMU BSN program may be required by the healthcare facility where clinical courses are held.
5. All positive urine drug screening results will be reviewed by the Associate Dean and Director of the School of Nursing at NMU.
6. Any student not enrolled in NMU nursing courses for more than one semester must submit for drug screening as if newly enrolled into the BSN program.
7. This is a urine drug test so you will want to have some urine in your bladder. However, do not drink too much liquid prior to the appointment or you may have a dilute specimen, which will require a repeat test and an additional payment.
8. Please refer to section II of this policy for further information regarding failed drug screening results and refusal to submit to drug screen testing.
9. Please refer to Section III of this policy for information regarding progression in the BSN program if a failed drug screen occurs.

II. Refusal to Submit to Drug Screening/Failed Drug Screen Results/Tampering of Specimen for Drug Screening

1. For students who have received letters of provisional acceptance to the BSN program but have not yet begun to take their core nursing courses, refusal or failure to complete drug testing by the due date specified will result in revocation of acceptance to the BSN program. A student from the waiting list will be moved into the vacant spot in the program.
2. For students currently in the nursing program, refusal to submit to drug screening as requested by the Associate Dean and Director of the School of Nursing at NMU will be viewed as a failed drug screen result. Thus, the student will be prohibited from participating in clinical nursing courses and any co-requisite theory/lab nursing courses for a period of one calendar year. Students will be sent a registered letter noting their non-compliance with policy and subsequent removal from the NMU BSN program for one calendar year.
3. Failed drug screening results will result in the student's removal from clinical nursing courses and any co-requisite theory/lab nursing courses for a period of one calendar year. Students will be sent a

registered letter noting their removal from nursing courses for one calendar year due to failed urine drug screen results.

4. If the School of Nursing is notified of an any student suspected of, or found tampering with a urine specimen for drug screening will have such activity documented and reported by the UPHS-Marquette Occupational Medicine Clinic staff to the Associate Dean and Director of the School of Nursing. This information will be reviewed for consideration of disciplinary action up to and including dismissal from the nursing program.
5. **DUTY TO REPORT** – In the event the NMU student, who has failed drug testing results, is also a licensed/registered health professional, a report will be made to the State of Michigan Department of Regulating and Licensing Affairs (LARA). If the student is a licensed/registered health professional in a state other than Michigan, the report will be made to the appropriate state’s department of regulating and licensing affairs.

III. Guidelines for Readmission to the BSN Nursing Program

Students with failed drug screen results will be removed from the nursing program for one calendar year. The one year timeframe is consistent with local healthcare agency policy and cannot be shortened. Consequently, the Exception to Progression Policy found in the BSN Handbook cannot be utilized in the event of a failed drug screen result. Readmission to the BSN NMU nursing program is not guaranteed and is subject to the [Prioritizing Progression of Students](#) as found in the NMU BSN Student Handbook.

In order to resume progression in the NMU BSN nursing program after one calendar year following a failed drug screen result or refusal to submit to drug screening, the student must complete the following:

1. Complete an approved substance abuse treatment program and/or AODA (Alcohol and Other Drug Abuse) counseling at the student’s expense.
2. Have the substance abuse treatment program/AODA counselor provide the program/counseling completion statement directly to the Associate Dean and Director of the School of Nursing at NMU.
3. Any licensed professional RN or LPN wishing to gain reentry to the BSN program must re-submit a recent copy of his/her unencumbered nursing license for review by the Associate Dean and Director of the School of Nursing.
4. Submit a urine drug screen according to School of Nursing policy. This cost is the responsibility of the student.
5. A second failed drug test result will permanently render the student ineligible for re-enrollment to the BSN program at Northern Michigan University.
6. **DUTY TO REPORT** – In the event a student receives a second failed drug screen result and the student is also a licensed/registered health professional, a report will be made to the State of Michigan Department of Regulating and Licensing Affairs (LARA), or appropriate state where licensure is held.

Confidentiality

HIPAA Guidelines will be followed regarding student drug screen test results.

Dress Code and Equipment

Required Clinical Equipment

1. Scrubs/Uniform/NMU School of Nursing Student Nurse Patch (purchase in NTC)
2. NMU Student ID
3. Name tag attached to ID stating BSN student

4. Stethoscope
5. Watch with a second-hand
6. Bandage scissors
7. Pen light

Uniform

The color for all NMU student nurse scrubs is hunter green. Clinical instructors will provide specific information regarding dress in the course syllabi. For most clinical courses, the student will wear the required hunter green uniform scrub top with the SON patch worn on the right sleeve and scrub pants.

These scrubs are to be worn at NMU SON related events/clinics only! Students may not wear their NMU scrubs to any event not associated with their role as an NMU Student Nurse. NMU nursing student scrubs are NOT to be worn to a student's outside place of employment. For Psych/Mental Health Nursing and some Pediatric Nursing clinics, students will follow the agency's dress code. For NU 411/412 Nursing Care of Populations, the student will wear navy blue or black pants or skirt with a white shirt/sweater. Some clinics allow students to wear lab coats over street clothes in selected situations or over uniforms in clinical settings.

How to Purchase Uniforms

Uniforms are first needed for NU 212. Scrubs, penlights and assorted other nursing supplies are available at the NMU bookstore.

Guidelines for wearing hunter green scrub uniform

1. Some students may choose to wear a plain white top underneath the scrub top so that modesty and a professional appearance are maintained.
2. White sweaters or matching hunter green scrub jackets are acceptable.

Dress Code Guidelines

Your standard of personal care and dress are representative of you, the School of Nursing and the profession of nursing. Professional individuals set examples for others and students are expected to be neat, clean, and well-groomed which include the following:

1. Nails will be clean, short, and smooth to ensure client and student safety.
2. Hair color will be one that occurs naturally.
3. Hair will be controlled and pulled out of the face so that asepsis is maintained for both the student and client.
4. For asepsis and safety, jewelry will be limited to only wedding rings, watches, and earrings which are small (extending no more than one inch below the bottom of the ear) and worn **only** in the ears. So-called tapering ear studs, often made of flat acrylic need to be tastefully covered.
5. Shoes must provide good support and meet the expectations of each clinical facility. No open toed or high heel shoes are permitted. Shoes and shoelaces must be clean and in good repair. Shoes must be neat and appropriate for the work area.
6. Hosiery/socks to cover exposed leg/ankle/foot must be worn by all those providing direct patient care or working in a patient care department.
7. Clothing must be loose enough to provide ease of movement in clinical activities. Dresses/skirts must be worn at a professional and modest length.
8. Clothing must be clean, ironed or wrinkle free.
9. Jeans or sweats may not be worn for clinical experiences including times when obtaining information from an agency for clinical assignment.
10. Underclothing must be worn and not visible.
11. Tattoos which may be considered offensive to those we serve must be covered. If in doubt whether your tattoo may be considered offensive, please discuss with your clinical instructor.

12. Strong odors (perfume, after shave, etc.) should be avoided.

Name Tags

Picture name tags are required in all clinical settings beginning with NU 212. Specific information for this requirement will be given to the students by the instructor. Name badges from specific healthcare facilities should not be worn outside that facility. The name tags need to be returned to the faculty at the end of the semester. Failure to return the name tag may result in an incomplete grade for the course.

Badges should be worn at shoulder level with picture and name clearly visible (except where prohibited for infection control purposes). For safety reasons, lanyards should not be used.

*Please note that some clinical facilities may have policies that differ from the above policy and your clinical instructor will provide you with the dress code for that facility.

Guidelines for Simulation

These guidelines are based on the International Nursing Association for Clinical Simulation and Learning, "Standards of Best Practice: Simulation" and on Quality and Safety for Nurses (QSEN) Competencies. Individual faculty may have specific requirements related to simulation experiences. Students should refer to the clinical syllabus regarding specific requirements.

Professional Integrity of Participants

- Students should approach all simulation experiences as they would an actual patient care setting. This includes wearing professional and/or clinical attire for simulation experiences, addressing manikin/standardized patients and family members with respect, and engaging in appropriate communication with peers and faculty.
- Uphold confidentiality during simulation experiences. This includes confidentiality of the experience itself to maintain the realism of walking into a clinical situation and using critical thinking to determine problems and appropriate interventions. It also includes any discussions during debriefing related to peers performance during simulation.

Participant Objectives

- Objectives and any assigned review materials for course simulations should be reviewed prior to the actual simulation experience.

Patient Safety

- Performance of hand hygiene prior to and after any patient care experiences with manikins or standardized patients is expected.
- Correct patient identification should be completed with all manikins or standardized patients in simulation experiences.

Transportation and Safety

Transportation

Students must provide their own transportation to and from clinical facilities.

Driving/Transporting Clients

Students are not to transport clients in students' personal motor vehicles, nor are they permitted to be passengers in client's vehicles. Students must be aware of and adhere to any pertinent clinical agency policies.

Weather Emergencies

In the event of inclement weather, faculty in the School of Nursing follow the University's inclement weather policy. If however, the instructor and students are in the clinical setting before classes are canceled, the instructor shall use reasonable judgment in deciding to give students the option to remain in clinic. If the instructor gives students the option to remain and all students choose to do so, the faculty member will also remain in the clinical setting. Please check NMU email, call (906) 227-2777, or local TV stations for cancellations. www.nmu.edu/publicsafety/inclement-weather

Emergency Text Alert Program

NMU offers an instant text-messaging program to alert students, faculty and staff to on-campus emergencies. The service is free, aside from any text messaging fee associated with the cell phone carrier, however individuals must opt in by registering at myweb.nmu.edu/alerts. Students must have an NMU e-mail account and a phone that accepts text messages. Students may also sign up family members to receive the same alerts sent to the campus community.

Student Safety

Faculty consider the student's safety when planning clinical experiences. Students are expected to assume responsibility for their own safety by adhering to the guidelines listed below and discussing with the faculty member any situation which the student believes to be unsafe prior to exposing him/herself to risk.

1. Students leaving clinical after dark should travel in groups.
2. Students should carry a minimum amount of money and valuables. Only the amount of money needed during clinical should be carried in pockets. Purses should be left locked in a vehicle or at home when possible.
3. Students should be alert and observant for risks so that suspicious situations can be avoided. If the student observes a suspicious situation to or from clinic, the student should leave immediately and/or contact the appropriate authorities.
4. Students are responsible for keeping faculty apprised of their plans for community clinic visits and any changes that might occur. Someone, such as a roommate, friend, spouse, or parent, should be informed of the student's plans and expected time of return.
5. Students should be prepared for winter emergencies when driving outside the city limits. Shovels, flashlights, warm clothing and other emergency supplies are recommended when traveling in the Upper Peninsula during winter.

Attendance

Didactic/Lecture Course Attendance

Requirements for class attendance are at the discretion of the faculty. Students are responsible for course material covered which includes the course syllabus and all assignments made during class sessions. The student will assume the responsibility for contacting the faculty to ascertain the nature of any assignments or make-up examinations for an excused absence.

Make-up Examinations

Students are responsible for notifying the faculty member who is administering an examination prior to the time the exam is scheduled if he or she is unable to be present for the exam. If the faculty member cannot be reached, the student **must** leave a message on the faculty member's office telephone and notify him or her via e-mail.

Within two school days following the student's return to school, he/she must contact the faculty member regarding the make-up examination. Scheduling of make-up examinations is at the discretion of the faculty member.

An alternative test may be given in place of the original test. Any breach of the above or an unexcused absence may result in a reduction of the student's score. Please review specific course syllabi.

Clinical Course Attendance

Attendance is required for all clinical conferences, seminars, and practice. A minimum number of required attendance days are determined by the faculty member teaching the clinical course. Absences exceeding the allowed number identified by the faculty of record may be reflected in the student's grade and/or may require repetition of the course. Please review specific course syllabi.

It is the responsibility of faculty to protect clients and students. Therefore, faculty will exclude students from the clinical area due to illness, injury, lack of preparation for practice, inappropriate attire or any situation deemed unsafe. Absences may or may not be made up and are at the discretion of the faculty.

Clinical Absences

Students are responsible for notifying faculty and the clinical agency of absences from required clinical experiences prior to the scheduled time for the experience. Students are expected to follow the guidelines provided in each course. Approval for an absence from the faculty member should be obtained prior to any anticipated absence e.g. illness, crisis in the family or death of a family member. It is within the faculty member's prerogative to determine the acceptability of the student's absence. Please review specific course syllabi.

Absence Authorization

Students representing an official University or College organization, group or athletic team who plan to attend an event which necessitates absence from a required experience must obtain approval from the appropriate faculty member. The approval must be sought a minimum of one week prior to the event. Whenever feasible, faculty will attempt to facilitate the student's participation in the event and will attempt to arrange make-up of the missed experiences or exams.

Lab and Clinic Policies

Latex Allergy Management

Students who have been identified as having a latex allergy/sensitivity or have been medically advised to avoid latex should coordinate with each clinical instructor and the NTC Director to plan for his/her safety. NMU's School of Nursing will try to provide a latex free environment, however latex is not always easily identified in an academic environment. It is necessary for the student to monitor their environment for possible risk of exposure. Students may request latex allergy carts at clinical sites.

Invasive Procedure Policy

This policy pertains to student's practicing invasive skills on one another.

No student shall perform an invasive procedure on another student or volunteer. Invasive procedures are any nursing procedures that involve entry into any body cavity and/or invades the integrity of the skin or body cavity, unless identified in the exceptions (noted below) to this policy. Only mannequins or other instructional aids shall be used for such practice.

Exceptions:

- Oral and ear assessments
- Oral and tympanic temperatures
- Oral feeding
- Nasal exams
- Vaginal exams (graduate students)

- TB skin test under faculty supervision
- Blood glucose checks

Guidelines for Student Performance of Invasive Procedures in the Community Setting

Definitions:

1. Invasive procedure: Any nursing procedure that involves entry into any body cavity and/or invades the integrity of the skin.
2. Supervisors: overseeing or participation in the work of another individual in which the following conditions exist:
 - a. Continuous availability of direct communication in person or by radio, telephone or telecommunication between the supervised individual and the licensed health professional.
 - b. Availability of the licensed health professional on a regularly scheduled basis to review the practice of the supervised individual, to provide consultation to the supervised individual, to review records, and to further educate the supervised individual in performance of the individual's functions.
 - c. Provision by the licensed supervising health professional of predetermined procedures and drug protocol.

Guiding Principles: (State of Michigan Public Health Code, Act 368 of 1978, 333.16109 Definitions)

1. The agency preceptors make the ultimate decision about whether the student may or may not complete an invasive procedure in their agency.
2. Faculty supervision is required for invasive procedures unless otherwise specified (see exceptions). The preceptor determines the level of supervision after consultation with the faculty member. The decision needs to take into consideration the State of Michigan Public Health Code, the agency procedures, the preceptor's comfort level with the procedure being performed in the agency, and the student's competence.
3. If the agency preceptor or designated agency representative desires faculty presence onsite while the student is performing the procedure, the faculty member should be notified by the student. The faculty member is available by phone or beeper during scheduled clinical hours.
4. Students are required to verify their knowledge surrounding the care provided with the faculty member prior to performing any invasive procedure.
5. Any untoward effects or related incidents must be reported as soon as possible to the faculty member. The agency and University incident report will be completed. OR the university incident policy will be followed. Students must have access to the agency emergency policies and equipment.
6. Course faculty will provide agency preceptors with a list of procedures that the student may/may not do.

Procedure for Management of Exposure to Blood-Borne Diseases Policy

The NTC has a safety policy and procedure for management of accidental exposure to blood. The procedure is posted in each lab room and in [Appendix 5](#) of this BSN Student Handbook. The NTC Safety Policy is available in the NTC. NMU Safety policies are available on-line at www.nmu.edu/publicsafety.

Health Insurance

The SON does not carry health insurance on any students. Students bear the cost of any medical care/evaluation alone even if the injury/illness occurs during that student's assigned studies. Health insurance is therefore strongly recommended and may be required for certain clinical placements in the nursing program. Northern Michigan University and affiliated health care agencies assume no responsibility for injuries and/or illnesses incurred while performing learning opportunities as a student nurse. Students needing follow-up care from such injury/illness are strongly encouraged to utilize the NMU Health Center

for care when hours permit. All care is paid for entirely by the student, any bills incurred are the sole responsibility of that student. Further resources for student health insurance are available at www.nmu.edu/healthcenter/student-insurance.

Malpractice Insurance

NMU provides nursing students with malpractice insurance when the student is performing learning opportunities on behalf of, or under the direction of NMU. Students are strongly encouraged to carry their own professional liability insurance. Additional information on the University insurance coverage and independent professional liability coverage is available in the School of Nursing. Specific healthcare facilities may require proof of personal malpractice insurance coverage.

APA Format Requirements

The American Psychological Association (APA) format has been selected by the School of Nursing as the guide for written papers. Resources for appropriate use of APA include:

- **Official APA “Electronic Reference Formats” document.**
 - www.apa.org

- **NMU Olson Library (Reference User Guides)**
 - www.nmu.edu/library

Course and Faculty Evaluations

For **teaching faculty**, the evaluation of the instructor shall include student evaluations from each course, including courses that were taught outside the faculty member’s department. The collection of student evaluations shall be prescribed so that the anonymity, security, completeness, and integrity of the student responses are preserved.

Students will also be requested to complete an evaluation of every nursing course. Evaluations may be completed in paper/pencil or electronic format at the discretion of the course instructor. The final student evaluations shall be collected not earlier than the final week of the class nor later than the end of the final exam week.

Faculty access to student evaluation materials will be prevented until after grades for the course have been submitted and the time period for posting grades has concluded.

CHAPTER SIX: SCHOOL OF NURSING RESOURCES & SUPPORT

School of Nursing Education Resources

Rettig Nursing Technology Center (NTC): 1609 West Science Building, (906) 227-2615.

The NTC is the learning center for nursing students and provides the resources for students to practice technical skills. The NTC is available to nursing students for individual and group learning. The NTC has equipment available for skills practice, laptop computer hook-ups, interactive disk players, TV/VCR units, and video cameras. The NTC has a registered nurse available during the semester to assist students with skill acquisition. The NTC hours of operation are posted. The NTC assists with certain resources for students and faculty. www.nmu.edu/nursing/ntc-resources

School of Nursing Organizations

Student Nurses Association (SNA)

The Student Nurses Association (SNA) aids in the preparation of student nurses for the assumption of professional responsibilities. SNA promotes professional and social unity among the student nurses and various other organizations, faculty, and community. It also provides supplemental educational information and stimulates an understanding and interest in professional organizations such as the American Nurses Association, Michigan Nurses Association, National League of Nurses, and Michigan League for Nurses. Contact the School of Nursing Office for information about meetings. Notices of meetings and activities are usually posted at the Nursing Technology Center (NTC) and sent via e-mail to all nursing students.

Undergraduate Student Participation on Departmental Committees

Students are encouraged to provide input into School of Nursing governance through participation in SNA leadership activities, by serving as a student representative on School of Nursing Committees, or by communicating concerns to committee representatives. The Student Nurses Association selects students to participate on the Undergraduate Curriculum and Student Affairs Committees. The following guidelines describe students' role on standing committees:

- Student representatives will be expected to actively participate in meetings. They are to represent their fellow students' opinions on issues that arise.
- Student representatives are expected to share information gained from these meetings with fellow students in a report during SNA meetings.
- The student representative, or their alternate, who has been selected to serve on a SON Committee may attend committee meetings and give opinions, but shall not be eligible to vote
- Student representatives will receive and be familiar with copies of the minutes and agenda for each meeting.
- When confidential issues are discussed, i.e. a student's grade, the student representative will be asked to leave the meeting.
- Attendance should be as regular as possible.

Sigma Theta Tau – Xi Sigma Chapter

The Xi Sigma Chapter of Sigma Theta Tau recognizes academic achievement, leadership qualities, and high professional standards. The organization encourages creative work and a commitment to the ideals and purpose of the profession. Membership is by invitation and is open to Juniors and Seniors who meet the academic criteria. All students are welcome to attend meetings and participate in activities. Scholarships are available to students.

Financial Assistance for Students

School of Nursing Flexible Aid Fund

The NMU SON Flexible Aid Fund is funded based on foundation donations. The amount of aid available may vary based on donations. The fund is designed to be a financial resource for students in need who experience unexpected financial challenges (such as medical expenses, day care, car repairs and other expenses not covered by traditional sources of financial aid) that would make it difficult for them to focus on their education and graduate in a timely manner. The SON Student Affairs Committee will review requests at their regular scheduled monthly meetings. Application is available in [Appendix 7](#) of this Student Handbook.

NMU Scholarships

General Information Regarding Scholarships

Availability of departmental scholarships are listed on the NMU Scholarship website. Students who are interested in applying, must complete an online application form. The deadline for scholarship applications may vary, but is usually early in the winter semester. Interested students should periodically check the NMU website or contact Financial Aid or the NMU Foundation for specific deadline information. The recipients are notified of awards at the end of the winter semester and receive the award the following fall semester. Students, who have applied for or received scholarships in the past, may reapply. Scholarship applications are reviewed by members of the Student Affairs Committee.

Awards

Several awards have been established by the School of Nursing: Clinical Excellence, Outstanding Clinical Practice, Merit Awards and the Outstanding Graduate award.

Clinical Excellence Award

Students are eligible to receive a Clinical Excellence Award at the end of each clinical course if they meet the following criteria: The student functions above the level expected and demonstrates outstanding leadership and nursing judgment. The award is determined by clinical course instructors for each clinical course. Students will be notified of the award and receive a certificate identifying them as the recipient of a Clinical Excellence Award in a specific course. A copy of the award will be placed in the student's file.

Outstanding Clinical Practice Award

The Outstanding Clinical Practice Award will be given at each Pinning Ceremony based on the student(s) who have received the most Clinical Excellence Awards in clinical nursing courses.

Merit Awards (NMU Award)

Merit awards are given to all graduating seniors who have attained an NMU GPA of 3.5 or higher. Each recipient receives a Certificate of Merit.

Outstanding Graduate Award

The Outstanding Graduate Award is awarded once each academic year at a University sponsored banquet. The recipient is selected by the faculty from candidates who satisfy the following criteria:

1. GPA of 3.5 or greater,
2. Outstanding potential for practice as a professional nurse,
3. Active participation in both school and community health related organizations and activities.

CHAPTER SEVEN: ACADEMIC & PROFESSIONAL POLICIES AND INFORMATION

Academic Policies

Policy on Making Copies of Student Work

Periodically throughout a student's academic career, a faculty member may request to copy the student's paper or academic product. Faculty must obtain written permission of the student ([Appendix 6](#)).

Academic Integrity

The School of Nursing abides by the University Rules as set forth and adheres to the Students Rights and Responsibilities and Student Code. It is the student's responsibility to review these rules. These are included within the NMU Student Handbook: Students Rights and Responsibilities, the Student Code, and University Policies and Related Documents are available on NMU's website and from the Dean of Students Office, 2001 Hedgcock, (906) 227-1700 or www.nmu.edu/dso.

Academic Dishonesty Policy

It is the policy of the School of Nursing that all students be judged as individuals based on the merits of their own work and that the work submitted to the instructor be a true and honest representation of the individual student's productive effort. Therefore, the faculty of the School of Nursing wish to remind students that academic dishonesty will not be tolerated.

No student shall during the course of an exam offer any information of any kind to another student, receive any information of any kind from another student, or copy any information from another student, or have in his/her possession any tool, written material, or device which has not been authorized by the instructor giving the exam.

- No student shall submit as his/her own work any work containing ideas or materials from another without full acknowledgment of the author and the source. This shall include materials submitted as scholarly papers, written nursing care plans, logs, case studies, and all other written assignments. Specific citations of references shall follow the guidelines of the APA.
- No student shall upon reviewing his/her test results (during a test review period) attempt to alter them in any manner or copy the questions.
- No student shall sell, give away, or furnish in any form any questions or answers to any exam scheduled to be given to any nursing course.

Nursing Student Clinical Practice

Clinical instructors are responsible for assigning grades in clinical courses. In some clinical situations students function in a preceptored situation. The School of Nursing has the following definitions for preceptored experiences:

Preceptor

An experienced baccalaureate prepared registered nurse, paired in a 1-to-1 relationship with a nursing student, who actively participates in the education, mentoring, and evaluation of the nursing student in a clinical setting. Preceptors must be trained, evaluated and hold necessary credentials.

Clinical Partners

Staff members from a community agency or hospital unit who work with nursing students for a designated specialty experience rotation. Clinical partners spend limited time with students and may provide feedback to the course instructor but do not participate in evaluation of the student.

Procedures Related to Nursing Student Clinical Practice

Faculty of the School of Nursing have a legal and professional responsibility to assure the public, other nursing students, the University and the nursing profession that students can practice safely and professionally in their various clinical practice settings commensurate with their educational experience.

The SON is committed to students demonstrating competencies in the following areas:

1. Student demonstrates the professional standards of moral, ethical, and legal conduct; including protecting patient privacy and confidentiality of patient records and other privileged communications.
2. Student assumes accountability for personal and professional behaviors.
3. Student demonstrates professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families as well as among caregivers.

Definitions of Unsafe Practice, Unprofessional Practice and Weak Practice with Potential for Unsafe and/or Unprofessional Practice

It is not possible to enumerate all forms of inappropriate behavior which would raise serious questions concerning a nursing student's status as a health professional in training. Weak, Unsafe, and Unprofessional practice include behaviors that violate the Michigan's Public Health Code or the ANA Standards of Practice. The following are examples of behaviors which would constitute a violation of safe practice and professional standards.

Unsafe Practice

Behavior that causes harm or has the potential to cause harm to a client or other person. Depending on the degree of actual or potential harm a client may suffer, a one-time deviation from safe practice may be sufficient to judge a student unsafe.

1. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.
2. Demonstrating behavior that puts a client at risk of harm by violating a standard of care.
3. Acting in a manner that could cause serious harm to self or others, including but not limited to inadequate preparation for a clinical experience or practicing unacceptable invasive procedures on any person.
4. Performing acts of omission (not doing something) or commission (deliberately acting in some manner) that could cause harm to clients including but not limited to physical abuse, placing clients in hazardous positions or circumstances, mental or emotional abuse, medication errors or the inability to provide the ordered treatment or care.
5. Failing to provide accurate, inclusive, written and verbal communication or falsely documenting any clinical record, written assignment or student log.
6. Attempting activities without adequate orientation knowledge, assistance or supervision.

Unprofessional Practice

Professional behavior is respectful and courteous of others. This includes being aware of how you treat your instructor, fellow students, staff nurses, and patients. Unprofessional behavior can be of omission or commission.

1. Failing to notify the agency and/or clinical instructor of absence or lateness.

2. Practicing in a clinical practicum under the influence of illicit drugs and/or alcohol.
3. Violating client privacy rights through breach of confidentiality of interactions or records or failure to protect the privacy of clients during personal care.
4. Engaging in behavior that is disrespectful or demonstrates incivility.

Weak Practice

Weak practice are behaviors that might not rise to the level of unsafe or unprofessional, but have the risk of becoming so if not immediately rectified.

1. Difficulty or inability to apply theoretical knowledge to specific clinical situations.
2. Difficulty or inability to successfully organize care and to document clinic assignment.
3. Difficulty or inability to correctly interpret laboratory and/or diagnostic results.
4. Difficulty or inability to determine priorities in completing clinical assignments.
5. Difficulty or inability to communicate with clients, families, peers or other health care personnel.
6. Difficulty or inability to complete assignments.
7. Requiring frequent guidance and instruction and cannot be left unsupervised.

Policy for Unsafe, Unprofessional or Weak Clinical Practice

Note: Depending upon the degree of actual or potential harm, a one-time deviation from safe and professional practice may be sufficient to warrant failure of the course and/or suspension from the program.

When a clinical instructor is concerned about unprofessional, unsafe, or weak clinical practice, there are three possible courses of action:

1. The behavior is such to warrant a failure in the course.
2. The instructor may complete a **formative clinical improvement plan** with the student (if there is time for corrective actions to occur; i.e. the behavior occurs early rather than later in the course).
3. The behavior is noted on a **performance evaluation rubric** which is completed for all students at the end of clinic courses including those who have received a formative clinical improvement plan.

Procedure: For any concerns about unprofessional, unsafe, or weak clinical practice, the clinical instructor will meet with the student, preferably in person but via technology if meeting in person would delay follow-up, to discuss the practice under question. The student will receive verbal and/or written notification of the following:

1. The description of the unsafe/unprofessional practice in which the student is engaged.
2. Whether a formative clinical improvement plan or course failure is warranted.
3. If deemed appropriate the formative clinical improvement plan will be designed with student input. The instructor will identify specific actions necessary to demonstrate safe and/or professional practice including any medical/health evaluations in situations where the physical, cognitive and/or emotional behavior of the student placed the client at risk.
4. In the plan, a time and date will be identified for successful completion of student corrective actions.
5. The instructor will identify any modifications of the clinical experience pending completion of specific corrective actions in the formative clinical improvement plan. Modifications may include but are not limited to restriction of activities and responsibilities, supervision of activities or procedures, removal from clinical experience and/or alteration in clinical agency site.

Issues related to unsafe, unprofessional, or weak clinical practice are expected to be resolved by the end of

the semester. The instructor will complete a professional competencies rubric assessment for each student as part of the normal evaluation process at the end of the course. If the student has progressed with some concerns remaining, the instructor may pass the student with appropriate referral to the Student Affairs Committee (SAC) for subsequent planning for the next clinic course.

In summary, the actions that may be taken if the instructor notes unsafe, unprofessional, or weak practice OR a formative clinical improvement plan prescribed is not achieved in designated time frames include one or more of the following:

1. Fail the course because the formative clinical improvement was not met.
2. Fail the course because deleterious behavior has escalated to become unsafe and/or unprofessional.
3. Fail the course and recommend discipline under the University Student Code of Conduct.
4. Pass the course as student has demonstrated improvement with referral to SAC under the professional competencies rubric guidelines.
5. Pass the course as student as the formative clinical improvement plan objectives were met with no further concerns.

Students who fail a clinical course due to unsafe, unprofessional, or weak clinical practice may pursue reentry as specified in the Professional Competency Policy.

Professional Competency Policy

Professional Standards and Ethics

Students are expected to adhere to the American Nurses Association's Standards of Practice and Code of Ethics. Content of these documents are covered in the courses, NU 211 and NU 421. If questions arise or students would like more information, they should contact the School of Nursing office (paper copies are available). Information on the ANA Standards and Code of Ethics may also be found at www.ana.org.

The Professional Competencies Rubric ([Appendix 8](#)) is completed by clinical course instructors for all students at the end of a clinic course. Students will also complete a self-evaluation of the SON clinical professional competency tool. All completed rubrics are submitted to the Associate Dean.

Procedures for Monitoring Professional Competency Rubrics

The School of Nursing (SON) Associate Dean has delegate responsibility to monitor ongoing professionalism and academic progress of nursing students to the Student Affairs Committee (SAC). The Associate Dean will refer any rubric that indicates a student needs support with development of professionalism to SAC. SAC supports student nurses' growth in academic progress as measured by GPA, coursework, and the School of Nursing Professional Competencies Rubric.

1. SAC will follow up with those students who have one or more of the following:
 - A clinical course rubric total score < 7 (out of a total of 9 possible points).
 - Any clinical course rubric competency category with a score ≤ 1.
 - A failing grade in a clinical course.
2. The Associate Dean monitors the composition of SAC. To avoid subsequent bias, any faculty member who is assigned to have a referred student in the next clinical course will be recused from discussions with that student.
3. The student is encouraged to write an improvement plan within two weeks of receiving their evaluation that addresses concerns noted on the rubric. SAC will meet with the student to further develop the plan, if necessary, and provide feedback and support.
4. The Chair of SAC arranges a meeting date, time, and location with SAC members and the student nurse at the end of the semester they were evaluated in or at the start of the next semester. The student nurse is notified in writing at least 48 hours prior to the scheduled meeting. Such notices

will be considered received by the student nurse if the notice is delivered in person or by NMU email.

5. During the SAC meeting, the student nurse will be advised of information and evidence identified for growth areas and will be given an opportunity to speak about plans and/or circumstances related to the areas of growth.
6. The student nurse may choose to speak in agreement or disagreement or may choose not to speak to information and evidence identified for growth areas.
7. The student nurse will receive a copy in writing electronically by NMU email or hard copy of SAC recommendations to support plans for growth in academic progress and/or professionalism within two weeks of the meeting. SAC will request confirmation of receipt via email.
8. Student nurses will be asked to submit documentation of completed improvement plans to the Chair of SAC by the designed deadlines.
9. SAC arranges a second meeting following the subsequent clinical course experience. The professional competencies rubrics of the clinical course previously completed and the course just completed are compared. If SAC determines that the student has not demonstrated growth in professionalism as identified in the documented plan, then SAC can either provide the student with an extension to allow the student to complete the plan or may recommend dismissal from SON programs to the SON Associate Dean.
10. Students requiring two improvement plans during the program will be considered for dismissal from the program.

All professional competency documentation is shredded upon successful student nurse completion of or end of enrollment in the program.

SAC Meeting Procedures

Student Affairs Committee (SAC) meetings use essential standards of reasonableness and fairness to ensure every student nurse receives equitable and thoughtful treatment. Members of the SAC are not restricted by legal rules of evidence and procedure. The SAC process described herein governs implementation of recommendations to support growth of student nurse's professionalism. Questions regarding SAC processes or SAC standards should be referred to the School of Nursing Associate Dean's office.

SAC meetings begin with a reading by the chairperson of the purpose of the meeting and identified areas for growth. Information pertaining to the identified areas for growth shall be presented and considered even if the student nurse is not present. Typically, meetings use a 25-minute format:

- Five minutes for SAC discussion while the student nurse waits outside;
- Fifteen minutes for Q&A with the student to discuss the issues;
- Student exits the meeting;
- SAC takes five minutes to discuss next steps;
- The Chair of SAC informs the student via NMU email.

Structure of SAC

- *Membership*: Membership of SAC is determined annually at the SON orientation meeting.
- *Quorum*: Three members constitute a quorum for a SAC meeting. The student nurse has the right to waive the quorum requirement. If a quorum cannot be obtained and is not waived, then the meeting will be rescheduled.
- *Chairperson*: The chairperson of the committee is determined by a nomination of a member of the SAC committee and a majority vote by the membership of the committee. In manners related to the progression of student nurses, the Chairperson shall have a voice but no vote. The Chairperson has authority to direct the meeting, monitor time, postpone the meeting, take appropriate steps to maintain order at the meeting, decide questions on the relevancy of evidence or information, call

for further information or evidence, monitor the presentation of questions, and decide who is able to attend the meeting. The chairperson shall be allowed to ask questions throughout the meeting.

- *Referrals:* SAC may refer a student nurse to resources in the area for academic progress and professionalism. Mental health resources in the Marquette area include (but are not limited to) the NMU Counseling Center, Pathways, and Great Lakes Recovery. Students who would benefit from academic resources may be referred to tutoring or the NMU Dean of Students to explore the withdrawal process. Students who may benefit from disability accommodations will be referred to the NMU Disabilities office.
- *Voting:* SAC meetings generally seek consensus to support recommendations for growth of student nurses' professionalism. A simple majority vote of SAC members present at any meeting is sufficient for action. Members cannot abstain from voting.
- *Standard of Proof:* SAC's standard of proof for growth in professionalism is preponderance of the evidence provided by the student nurse, SON faculty, and healthcare community partners. SAC shall decide whether the preponderance of evidence has more likely than not shown growth in the student nurses' professionalism.
- *Summer Sessions and Semester Breaks:* When necessary, the SON Associate Dean shall establish an interim SAC board to hold meetings on a student nurses' professionalism during the periods between semesters. An interim SAC shall be composed of SON faculty, SON staff and in proportion to current SAC membership.

Appeals to SAC Recommendations

The student nurse or any SON faculty member may submit an appeal to SAC recommendations. A written appeal letter must be submitted to the SON Associate Dean within 48 hours after receipt of SAC recommendations. An appeal letter **must** meet two conditions: (1) the letter must cite the basis of the appeal; and (2) the letter must provide sufficient and detailed information to support the appeal based on procedure, evidence and/or relevance.

The following are the ONLY accepted bases for appeal:

1. *Procedure.* To determine whether the original meeting was conducted in conformity with prescribed procedures. Questions of procedure are limited to procedures that may have significantly affected the outcome of the meeting. The person appealing must specify which procedures were not followed and how the procedure(s) significantly affected the outcome of the hearing.
2. *Evidence.* To consider new information, sufficient to alter a recommendation or other relevant facts not brought out in the original meeting because the student nurse appealing did not know such information and/or facts at the time of the original meeting. Information known to the student nurse appealing at the time of the original hearing but withheld will not be considered upon appeal.
3. *Relevance.* To determine whether the recommendation was appropriate. The student nurse appealing must specify why the recommendation was incorrect.

The appeal process shall be limited to a review of the file and supporting documents, except as necessary to gain insight into any new evidence. To protect the FERPA rights of the student, the Associate Dean will ensure no identifying information will be included in the documents forwarded to the SON faculty. The SON faculty shall determine via majority vote at a faculty meeting if the appeal meets appropriate criteria.

Appeals that meet the appropriate criteria are submitted to the Associate Provost. The Associate Provost or designee may take the following actions:

- Modify the recommendation (enhance or lessen);
- Uphold the recommendation;
- In extenuating circumstances (conflict of interest, etc.) request the President to appoint a hearing

agent who shall consider the recommendation and render a decision. The hearing agent must be a member of the University faculty or staff.

The Associate Provost or designee shall inform the student nurse in writing as to the decision within ten business days.

Student Rights at a SAC Hearing

A student nurse who wishes to have a hearing before the SAC shall be entitled to:

- A. Receive a timely hearing by impartial persons;
- B. Be present at the hearing;
- C. Present his/her case through statements, questions, witnesses that have a bearing on the facts of the case, and other forms of evidence;
- D. Be accompanied by counsel of his/her choice; counsel shall be a member of the faculty, staff, or student body of the University. However, it should be understood that the student nurse is to be the respondent to questions asked and to otherwise interact with the Committee directly;
- E. Refuse to answer questions;
- F. Make a written record of the events of the hearing;
- G. Receive a written notice of the decision reached in response to the appeal.

Suspension or Dismissal

Any situation, which may involve a failure to comply with Student Nurse Competency Standards, will be considered by SAC. If the candidate fails to comply with the Student Nurse Competency Standards, any of the following courses of action may be taken:

- A. Suspension of the candidate from the SON for a period of time not to exceed one year or until the candidate meets professional requirements;
- B. Dismissal from the School of Nursing.

The student will be notified in writing, delivered in person or by email, of any such action, identifying specifically the standard or standards and the corresponding failure to comply on which such action is based.

CHAPTER EIGHT: NMU POLICIES AND INFORMATION RIGHTS AND RESPONSIBILITIES

Americans with Disabilities (ADA) Policy

If you have a need for disability-related accommodations or services, please inform the Coordinator of Disability Services in the Disability Services Office at 2001 C. B. Hedgcock (906) 227-1700. Reasonable and effective accommodations and services will be provided to students if requests are made in a timely manner, with appropriate documentation, in accordance with federal, state, and University guidelines.

Disability Services

(located in the Dean of Students Office)

2001 C.B. Hedgcock

Phone: (906) 227-1700

E-mail: disserv@nmu.edu

Website: www.nmu.edu/disabilityservices

Nondiscrimination Policy

Northern Michigan University does not unlawfully discriminate on the basis of ancestry, race, color, ethnicity, religion or creed, sex or gender, gender identity, gender expression, genetic information, national origin, age, height, weight, marital status, familial status, handicap/disability, sexual orientation, military or veteran status, or any other characteristic protected by federal or state law in employment or the provision of services. NMU provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities an equal opportunity to participate in all programs and activities.

For more information regarding Rights and Responsibilities, please contact:

Janet Koski

Equal Opportunity Officer

jakoski@nmu.edu

Office Phone: (906) 227-2420

Fax: (906) 227-2334

Research

Studies using students or their School of Nursing records must be approved by the Director and may require Institutional Review Board (IRB) approval. Student participation in research studies is voluntary.

Smoking Policy

Northern Michigan University is committed to providing a healthy environment for students, faculty, staff and visitors. In hopes of promoting a healthier lifestyle and safer campus, NMU joined over 800 universities and colleges by going tobacco-free beginning Aug. 1, 2014. The policy covers all university property and university-owned vehicles. The only excluded areas include:

- Public sidewalks and roadways bordering the campus
- Personal vehicles driven or parked on campus that have the windows fully closed
- NMU Golf Course

Student Handbook

The Northern Michigan University Student Handbook www.nmu.edu/policies contains information on Students Rights and Responsibilities, the Student Code and University Policies and Related Documents. This

publication is available in the office of the Dean of Students, 2001 Hedgcock (906) 227-1700. The Handbook details NMU Rules and Regulations and grievance procedures.

Student Services and Organizations

Northern Michigan University, as a regional institution, serves students with varied educational, professional, and vocation objectives. In order to meet the unique needs of all students and enhance their opportunities for learning, the University provides numerous services outside the classroom. Information regarding student services is available from the office of Dean of Students, 2001 Hedgcock (906) 227-1700. Some of the services most frequently used by students are described below.

Academic and Career Advising Center: 3302 Hedgcock, (906) 227-2971

This center provides a variety of services that enhance the academic success of students. In addition, the center provides academic counseling to students who are unsure of their academic direction or who wish to change their major field of study. www.nmu.edu/acac

Career Services: 3302.3 Hedgcock, (906) 227-2800

This office offers assistance with job placement, coordinates referrals for full-time jobs and internships, provides individual advisement regarding job search strategies, and offers placement workshops. In addition, this office houses a career information library. www.nmu.edu/careerservices

Child Care Information: Dean of Students Office, 2001 Hedgcock, (906) 227-1700

Information can be found on the Dean of Students web site at www.nmu.edu/dso.

Counseling Center (Personal Counseling): 3405 Hedgcock, (906) 227-2980

The center offers services that facilitate students' personal development, helping them to better participate in the NMU learning community. The staff of professional psychologists and counselors provides a variety of services, including individual counseling, group counseling, and skill training in assertiveness, stress management, and test-performance anxiety. www.nmu.edu/counselingandconsultation

Health Center: Gries Hall, Ground Floor, (906) 227-2355

The professional staff consists of physicians, nurse practitioners, registered nurses, a pharmacist, a medical technologist, a dietician, and auxiliary personnel. A complete range of medical and minor surgical services is available. www.nmu.edu/healthcenter

Lydia M. Olson Library: Harden Hall, (906) 227-2260

Services available from the library include access services to library materials, on-line catalog services, reference, and information services, on-line data base searching, interlibrary loan, and government documents. Specific nursing information can be found on the library web site under "Course Guides." The library provides an instruction program to develop self-reliant library users. The library is open 7 days a week during the academic year. For information regarding hours contact the library or check the website. www.nmu.edu/library

Appendix 1

Student Application Information Form-Core Performance Standards

**NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING**

Potential BSN Students: Please read the following statements carefully.

Nursing is an occupation which involves daily contact with individuals and requires ability to perform a wide variety of activities. Some individuals might not be suited to perform the activities of a registered nurse. Many hospitals require physical examination, laboratory testing and x-rays prior to hiring an individual to rule out pre-existing conditions which could cause problems in performing the expected duties. If you have any condition which might impair your ability to perform the activities required of a registered nurse, you might wish to reconsider applying for admission to the nursing major. Indicated below are core performance standards for admission and progression in the BSN program.

CORE PERFORMANCE	STANDARD	EXAMPLES OF NECESSARY ACTIVITIES (not all inclusive)
Communication	Communication abilities sufficient for interaction with others in verbal and written form.	Explain treatment procedures, initiate health teaching, document and interpret nursing actions and client responses.
Mobility	Physical abilities sufficient to move from room to room and maneuver in small spaces.	Move around in client rooms, work spaces and treatment areas, administer cardio-pulmonary procedures.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care.	Calibrate and use equipment, position clients, administer medications orally and parenterally
Hearing	Auditory ability sufficient to monitor and assess health needs.	Hears monitor alarms, emergency signals, auscultatory sounds, cries for help.
Visual	Visual ability sufficient for observation and assessment necessary in nursing care.	Observes client responses; recognizes subtle physical changes.
Tactile	Tactile ability sufficient for physical assessment and performance of skilled nursing activities.	Performs palpation, functions of physical examination and/or those activities related to therapeutic nursing interventions, e.g. insertion of a catheter or starting and IV.

Adapted from MAIN Dimensions: February 1993, Vol 4 Issue 2

OTHER CONSIDERATIONS

1. Admission to the BSN program involves a significant time commitment. Students should expect to spend 20-30 hours per week on course related work on campus and in clinical placements. Students are required to be in clinic at 5:30 a.m. for some clinics and on occasion may also be assigned afternoon clinics. **Transportation to clinic sites is the responsibility of the student.**
2. Nursing students are exposed to a variety of substances within the clinic environment and other work sites such as occasional fluctuations in temperature, latex products and electro-magnetic radiations. Exposure to blood and other body tissue and fluids, dust, electrical hazards, loud or unpleasant noises and occasional high humidity or wetness are possible.
3. Nursing students accept that certain dangers may be posed by participating in clinic learning experiences. The risk of serious injury or death or exposure to diseases, such as COVID-19, and the consequences thereof, including having to self-quarantine or self-isolate due to an exposure, are inherent to participating in off-campus learning experiences as a part of a nursing plan of study.

The School of Nursing does not review individual cases as to medical and/or legal suitability. However, we do wish to have prospective students informed of potential risks and performance standards prior to making an investment of time and money in the program.

Appendix 2
Documentation of Refusal to Accept Referral
NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING

Date: _____ Date of Birth: _____

Name: _____

Address: _____

Reason for Referral:

I have been advised to go to the NMU Health Center or affiliate employee health service immediately for counseling and testing because of the above mentioned reason(s). Even though it has been recommended that I do so, I do not plan to go now for the following reason(s):

The following possible risks of not accepting or acting upon the referral have been explained to me:

I hereby release Northern Michigan University from any and all liability arising out of or connected with my decision not to follow the above medical recommendation.

Signature: _____ Date: _____

I witness the fact that the individual signed the above and said he/she read and understood the same.

Witness' Signature: _____ Date: _____

cc: NMU Health Center

Appendix 3

Admission Criteria Scoring Grid

NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING

Candidate's Name _____
Last
First
Middle
NMU IN

Category I – Cumulative GPA (Use Transfer GPA if student has less than 12 NMU credits. If student has accrued ≥ 12 NMU credits use NMU GPA).

4.0-3.75	3.74-3.5	3.49-3.25	3.24-3.0	2.99-2.75
15	12	9	6	3

Category II – Science GPA

	A	A-	B+	B	B-	C+	C	C-
BI201 or BI207	10.00	8.75	7.50	6.25	5.00	3.75	2.50	1.25
BI202 or BI208	10.00	8.75	7.50	6.25	5.00	3.75	2.50	1.25
CH109	10.00	8.75	7.50	6.25	5.00	3.75	2.50	1.25

*Chemistry 109 grade stands alone, even if student has taken lower level Chemistry prior to CH 109 or has AP Chemistry credit. If student has taken two (2) chemistry courses in lieu of CH 109, the two grades will be averaged for a single score, i.e.: CH 107 & 108; or CH 107 & CH 112; or CH 111 & CH 108; or CH 111 & CH 112; or CH 105 & CH 112. An AP Chemistry score will be scored as follows: 3 = C+, 4 = B+, 5 = A. No further chemistry is needed should the student wish to use this letter grade as their chemistry grade. However, if a student with Advanced Placement Chemistry credit for CH 111, takes CH 112 for a higher grade; the two grades (AP and CH 112) are averaged.

*Most recent grades of repeated coursework are utilized for Admission Grid calculation purposes. To meet the pre-requisite requirement, students must complete a combination of either BI 201 and BI 202 OR BI 207 and BI 208. If BI 201/202 were previously completed, BI 207 may be taken to replace the grade in BI 201 and BI 208 may be taken to replace the grade in BI 202. These replacement grades will be considered within the School of Nursing for purposes of admission but the grade will not be replaced by the University on the student's transcript.

Category III – Previous Degree (maximum of 5 points)

LPN or Baccalaureate/Masters	5
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Category IV ≥ 12 credits completed at NMU

Completed at NMU	10
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Total Points of Admission Criteria _____/60

Reviewer Initials _____ **Date** _____

Reviewer Notes: _____

Appendix 4

Request for Exception to a School of Nursing Policy - BSN Program

NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING

Name: _____
Last First Middle

NMU IN: _____ Date: _____

State Zip Code (_____) Telephone

SAC committee members often speak with the student's past and present course faculty to determine the best plan for student success. Please provide permission for such collaboration by signing here:

If you are uncomfortable with SAC committee members consulting with other faculty please email the SAC Chair directly. The SAC chair changes annually but the School of Nursing office can let you know who that chair is.

Policy for which exception is being requested. Please include page number from the BSN Handbook.

Please provide rationale for request. Please note that acceptable rationale should include extenuating circumstances. For example, serious illness of yourself, pregnancy issues, major accident, serious illness of a child or spouse, death of an immediate family member, house fire, or some other similar event. **If this is a request to take a course out of sequence please refer to [Chapter 4 – Students wishing to take a Course out of Sequence](#) in this Handbook for specific directions on required information for submission.**

Do not use this form for a grade appeal. Please follow University policy when filing a grade appeal. Consult the Dean of Students office for further direction with grade appeals.

Was this issue discussed with your academic adviser? Yes ___ No ___

Adviser's Name _____

Please submit this completed form to the Associate Dean/Director (AD/D) of the School of Nursing. The AD/D will determine if your request will be forwarded to the Student Affairs Committee for further consideration. If it is determined your request for exception to the SON policy should be evaluated by SAC, please submit this completed form and any supporting documentation to the Chair of the Student Affairs Committee two weeks before their next scheduled meeting.

Appendix 5



NORTHERN MICHIGAN UNIVERSITY

SCHOOL OF NURSING

Procedure for Management of Exposure to Blood-Borne Diseases

Healthcare personnel are at risk for occupational exposure to bloodborne pathogens, including hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV). If a student, staff, or faculty member experiences a needlestick (dirty needle or unknown if dirty) or sharps injury or is exposed to the blood or other body fluid in a different manner, the following steps need to be immediately followed (steps dependent on exposure):

1. Wash needlesticks and cuts with soap and water
2. Flush blood or body fluid splashes to the nose, mouth, or skin with water
3. Irrigate eyes with clean water, saline, or sterile irrigants
4. Immediately report the incident to instructor or supervisor
5. Immediately seek medical treatment: Counseling and testing is available through UPHS-Marquette Emergency Room or other closest emergency room. A healthcare provider needs to evaluate the need for testing and/or treatments including Hepatitis B immune globulin (HBIG), Hepatitis B vaccine, HIV post-exposure prophylaxis and or tetanus booster. ***Important to note:** Students are responsible for the health care costs associated with an Emergency Room visit.
6. If the exposed persons refuses to accept medical treatment/referral, a Documentation of Refusal to accept Referral form (Appendix 2) shall be completed. The AD/D and/or the affiliate clinic site employee health service shall be notified of the exposed person's refusal to accept a referral.
7. The Instructor or Supervisor needs to complete a Northern Michigan University Incident Report for Accident/Injury/Illness by going to MyNMU, clicking on "Employee Services" and then under Safety Department Services clicking on "Submit an incident report" and then completing the report online.
8. The Instructor or Supervisor should also notify the Associate Dean/Director as soon as possible.
9. If the exposure occurs at a clinic site, the instructor/students **also** follows agency requirements for internal incident reports at that site.

*Nursing Tech center student workers health care expenses related to an exposure while on the job fall under NMU worker's compensation policies. The incident should be reported immediately to Risk Management through a phone call 906-227-2745 and online completion of the NMU Incident Report for Accident/Injury/Illness.

GENERAL: Source: [The National Institute for Occupational Safety and Health \(NIOSH\)](#)

Revised 6/25/2020

Appendix 6

Making Copies of Student Work

NORTHERN MICHIGAN UNIVERSITY
SCHOOL OF NURSING

Permission to Make Copies of Student Papers

The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Student work is operationally defined as any project of a student (e.g. thesis, practicum, paper, model, slide) related to the discipline and completed for academic credit excluding exams. The Faculty of the School of Nursing are requesting that students provide permission to copy student work for the following purposes:

1. As examples for accreditation and licensing bodies;
2. For the explicit purpose of using the paper/product as a positive example for student learning including placing that paper/product on reserve in the library or the Department;
3. Papers/products completed for research practicum or thesis work will be bound and placed in the Library or Nursing office for the purpose of allowing the general public to have access.

Thank you for your cooperation in this matter.

CC: Student's File

I give the Faculty of the School of Nursing permission to copy course papers/products under the conditions described in the preceding paragraphs.

Signature

Witness

Date

Date

Appendix 7



Assistance Fund Application

Description: The NMU School of Nursing Flexible Aid Fund is funded based on NMU Foundation donations. The amount available may vary based on donations. The fund is designed to be a financial resource for students in need who experience unexpected financial challenges (such as medical expenses, day care, car repairs and other expenses not covered by traditional sources of financial aid) that would make it difficult for them to focus on their education and graduate in a timely manner. The School of Nursing Student Affairs Committee (SAC) will review requests at their regular scheduled monthly meetings.

Number Awarded: Varies

Amount Awarded: Typically \$500 (other amounts may be awarded at the discretion of the Student Affairs Committee)

Criteria: Students must be admitted to the nursing program, be at full-time status, be at junior or senior status at the time of submission and be in Good Academic Standing. Documentation of out of pocket expenses for unexpected medical expenses, unplanned day care needs, car repairs beyond normal maintenance (example items not covered: tires/fluid/oil changes and other expenses not covered by traditional sources of financial aid must be submitted with the application (copies of receipts are required). Review and signature of adviser is required.

Name: _____ **Student IN:** _____

Address: _____ **Email:** _____

City, State, Zip: _____ **Phone:** _____

Summary of situation related to out of pocket expense and other resources that have been pursued to address funding need (max 500 words):

The above information is true to the best of my knowledge and I have discussed the situation with my adviser.

Student Signature

Date

Adviser Signature

Date

Appendix 8

Northern Michigan University School of Nursing Professional Competencies Rubric

Name: _____

Clinical Rotation: _____ Date: _____

Student Signature: _____

Faculty Signature: _____

Rate the student on the following clinic competencies on a scale of 0-3.

- 0 - Student failed to demonstrate on one or more occasions
- 1 - Student requires frequent cues or faculty intervention in order to demonstrate
- 2 - Student requires occasional cues in order to demonstrate
- 3 - Student consistently and independently demonstrates

Competency	Score (0-3)
Student demonstrates the professional standards of moral, ethical, and legal conduct; including protecting patient privacy and confidentiality of patient records and other privileged communications.	
Student assumes accountability for personal and professional behaviors.	
Student demonstrates professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families as well as among caregivers.	
TOTAL: *NOTE: A total score of ≤ 7 or ≤ 1 in any category requires referral to SAC.	____ /9

Please provide examples/comments to support the scores above on the next page.

Office Use Only Referred to Nursing Student Affairs Committee (SAC): _____ <div style="text-align: right; margin-right: 50px;">Date</div>
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**Northern Michigan University School of Nursing
Professional Competencies Rubric – Page 2 of 2**

Please provide examples/comments of how the student has met/not met the following Clinical Program Competencies:

1. Student demonstrates the professional standards of moral, ethical, and legal conduct; including protecting patient privacy and confidentiality of patient records and other privileged communications.

2. Student assumes accountability for personal and professional behaviors.

3. Student demonstrates professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families as well as among caregivers.