



**NORTHERN MICHIGAN UNIVERSITY**  
SCHOOL OF NURSING

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***Bachelor of Science  
in Nursing***

***RN-BSN  
STUDENT HANDBOOK***

*Revised June 2022*

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## INFORMATION ABOUT THE UNIVERSITY AND THE NURSING PROGRAM

For information regarding applications and admission procedures to the University; transfer credits:  
Division of Extended Learning and Community Engagement

Global Campus  
[nmu.edu/online](http://nmu.edu/online)

School of Nursing  
2301 Weston Hall  
1401 Presque Isle Avenue  
Marquette, MI 49855  
(906) 227-2834  
[nmu.edu/nursing](http://nmu.edu/nursing)

RN to BSN Coordinator  
[RNtoBSN@nmu.edu](mailto:RNtoBSN@nmu.edu)

Admissions  
2212 Hedgcock  
(906) 227-2650 or (800) 682-9797  
[nmu.edu/admissions](http://nmu.edu/admissions)

For information concerning loans, scholarships, and employment:  
Financial Aid  
2107 Hedgcock  
(906) 227-2327 or (800) 682-9797  
[nmu.edu/finaid](http://nmu.edu/finaid)

For information regarding student services:  
Dean of Students  
2001 Hedgcock  
(906) 227-1700 or (800) 682-9797  
[nmu.edu/dso/](http://nmu.edu/dso/)

## CHAPTER ONE: INTRODUCTION-BACCALAUREATE NURSING PROGRAM

### **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. Currently the RN to BSN program is housed in the School of Nursing which is a part of the College of Health Sciences and Professional Studies.

The baccalaureate nursing program was fully accredited by the National League for Nursing Accrediting Commission (NLNAC) from 1981 – 2003. Since 2003, the BSN Program at NMU has been accredited by the [Commission on Collegiate Nursing Education](#).

The RN to BSN Completion program began in the early 1970s and continues to this day. In the Winter of 2018, the program transitioned to an online method of delivery. The RN to BSN programs builds on the student's previous nursing education and experience and facilitate student mobility towards the BSN degree.

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.

### **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.

## CHAPTER TWO: BACCALAUREATE NURSING PROGRAM ONLINE RN TO BSN CURRICULUM

Credit for a maximum of 47 semester hours of selected previous nursing courses will be granted to those individuals transferring from an accredited nursing program or community college. Pre-requisite coursework will be waived with an active unencumbered RN license.\*

### **Required Nursing Major Courses (16 total credits)**

- NU 311 Nursing Research and Evidence-Based Practice (2 credits)
- NU 411 Nursing Care of Populations (Theory) (4 credits)
- NU 414 Nursing Care of Populations for the Practicing Nurse (Clinical) (3 credits)
- NU 421 Nursing Issues Seminar (2 credits)
- NU 441 Leadership and Management in Nursing (Theory) (2 credits)
- NU 454 Professional Nursing Practice (Clinical) (3 credits)

### **General Education Requirements**

RN to BSN students will need to fulfill the requirements of the major and the requirements of the University and General Education program. Information regarding the University and General Education requirements can be found in the [University Bulletin](#). Please be sure to refer to the bulletin matching the academic year of admission to the program.

### **Applied Workplace Leadership Program**

Many RN to BSN students return to school in an effort to gain leadership positions. Students may choose to take courses from the [Applied Workplace Leadership Program](#) to fulfill select General Education requirements while gaining valuable to knowledge which is immediately applicable to the nursing workplace. Students may also choose to pursue a certificate or a minor in leadership. The certificate includes the following 16 credits of coursework:

- LDR 100 Effective Communication in the Workplace (4 credits)
- LDR 200 Ethical Leadership in the Workplace (4 credits)
- LDR 220 Assessment in the Workplace (4 credits)
- LDR 300 Leadership in Diverse Workplaces (4 credits)

Another option is to complete a minor in Applied Workplace Leadership through the completion all 20 credits of the following leadership courses:

- LDR 100 Effective Communication in the Workplace (4 credits)
- LDR 200 Ethical Leadership in the Workplace (4 credits)
- LDR 220 Assessment in the Workplace (4 credits)
- LDR 300 Leadership in Diverse Workplaces (4 credits)
- LDR 400 Systems Thinking in Workplace Leadership (4 credits)

\*Consult an adviser for a specific plan of study to ensure you will meet all of the nursing and general education requirements.

**SAMPLE**  
**RN to BSN Track - Curriculum Plan**

***NOTE: Course sequence subject to change***

<b>Semester I</b>	
NU 311 Nursing Research & Evidence Based Practice	2
NU 421 Nursing Issues	2
LDR or other General Education	3-4
<b>Total</b>	<b>7-8</b>

<b>Semester II or III</b>	
NU 411 Nursing Care of Populations (T)	4
NU 414 Nursing Care of Populations (C)	3
Total	7

<b>Semester II or III</b>	
LDR or other General Education	3-4
LDR or other General Education	3-4
*these courses are most often taken in the summer	<b>6-8</b>
<b>Total</b>	<b>6-8</b>

<b>Semester IV</b>	
NU 441 Leadership and Management in Nursing	2
NU 454 Transition into Professional Practice (C)	3
LDR or other General Education	3-4
<b>Total</b>	<b>8-9</b>

\*a minimum of 30 NMU credits is required to earn a BSN; however, more or less credits may be required based upon previous academic experience.

\*individual plans of study will vary based upon previous academic experience.

**Advanced Placement**

RN to BSN students will receive 47 credits of advanced placement with an active RN license ([Appendix 2](#)).

## CHAPTER THREE: ADMISSION POLICIES

### Application Process

When applying for admission to the RN-BSN nursing sequence, applicants must:

1. Complete the [Global Campus Application](#) for admission to Northern Michigan University.
2. Provide proof of a current unencumbered RN license from the state in which the student will complete clinical requirements.
3. Have completed an Associate Degree in Nursing from an accredited school.
4. Have earned a cumulative grade point average of 2.5 or higher during the Associate Degree in Nursing Program.

This program uses a rolling admission process so students may apply at any time. The following process is recommended for RN to BSN students:

1. If you wish to obtain an unofficial review of your transcripts prior to applying to the program, you may wish to submit an [inquiry](#). *Most student choose to skip this step because our application is free, quick to complete, and does not require you to commit to attending NMU.*
2. After completion of the inquiry form, the potential student will be contacted by a School of Nursing representative to discuss program requirements and student goals.
3. Complete the [Global Campus Application](#) for admission to Northern Michigan University. Your application is free by entering the code GBSN.
4. Official admission to Northern Michigan University requires a review of official transcripts from other universities attended. Credit for a maximum of 47 semester hours of selected previous nursing courses will be granted to those individuals transferring from an accredited nursing program or community college. Pre-requisite coursework will be waived with an active unencumbered RN license.
5. *Conditional admission:* Potential RN to BSN students may apply to NMU while enrolled in the final year of their ADN program. A conditional admission will be considered if the student has a current GPA of 2.5 or higher for the coursework completed within the ADN program. If a conditional admission is granted, proof of a completed ADN and an active RN license must be submitted to NMU no less than 30 days prior to the start of the first clinical course (NU414). If this documentation is not submitted, the student will not be permitted to enroll in any nursing courses and will be dismissed from the RN to BSN program.
6. Please note: the RN to BSN program is offered primarily as an online program. Students wishing to complete the RN to BSN program on campus at NMU should contact the School of Nursing ([RNtoBSN@nmu.edu](mailto:RNtoBSN@nmu.edu), 906-227-2834) for information on application process and deadlines.

### Application of Previous Coursework Toward the BSN

- Non-nursing coursework does not expire and will be considered towards degree requirements regardless of when it was taken.
- 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 must be evaluated by the School of Nursing to determine if the course objectives and content are equivalent with current School of Nursing course offerings. The School of Nursing will not accept nursing coursework greater than 5 years old if the content of such courses does not coincide with the content offered in current School of Nursing courses. 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. Students should contact



the RN to BSN program coordinator ([RNtoBSN@nmu.edu](mailto:RNtoBSN@nmu.edu)) to determine the appropriate process for evaluation of such coursework.

## CHAPTER FOUR: PROGRESSION AND RETENTION

### Advising and Registration

#### Academic Advisement Procedure

Development of a plan of study with your adviser is essential. Contact [RNtoBSN@nmu.edu](mailto:RNtoBSN@nmu.edu) to begin this process. If you wish to alter your plan of study once it is developed, please communicate with your adviser to revise the plan in a way that allows you to meet NMU's graduation requirements. The registrar's office expects the student to participate in the creation of the plan of study and to take responsibility for ensuring graduation requirements are met. Students should cross reference this plan with their degree evaluation and seek assistance from their adviser when questions arise. Degree evaluations can be found in [MyNMU](#).

#### On-Line Course Registration

Course registration for our RN to BSN students is typically completed by our nursing office. Students are registered for courses based on their plan of study. If a student chooses to register themselves for courses or wishes to alter their schedule, they may do so. 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](#). **Global campus students are given the opportunity to register for courses prior to on campus students. Early registration is key to accessing the coursework needed for degree completion.**

#### Progression and Retention: Online RN-BSN Program:

In order to progress through the program, students need to:

- **Maintain unencumbered RN licensure.**  
*\*NMU is located in Michigan and therefore is an approved nursing program under the Michigan State Board of Nursing. Each state has a unique set of requirements which regulate the education of nurses within that state. Students outside of Michigan will need to ensure clinical coursework can be completed in the state where they are located in order to progress through the entire nursing curriculum.*
- **Earn a "C" or higher in all nursing courses; maintain an overall NMU GPA of 2.25 or higher.**  
*\*Re-entry student retention GPA will be calculated based coursework taken since admission to the online RN to BSN program.*
- **Maintain enrollment at NMU.** Students need to notify the program coordinator and adviser if they intend to fall out of the pre-established plan of study.  
*\*Please note: After one calendar year of not taking courses, students will need to follow NMU's policy as a re-entry student. Readmission may be granted if all admission and retention requirements have been met and as space allows.*

To retain status in the program, students must:

- Complete all nursing courses with a minimum of C, or S when the course is graded S/U. Required nursing courses are identified with the prefix letter of "NU".
- Students must repeat any course in which a grade lower than a C or a U is earned however, only one nursing course may be repeated. Students will not be allowed to take the next nursing course in his/her plan of study until a passing grade is earned. Upon receiving a passing grade, the student may progress in the nursing program (based upon space availability). If a second failing grade is earned in any nursing course, repetition is not allowed, and the student will be dismissed from the program.

- Adhere to the university student code.
- Demonstrate a pattern of safe practice and professional behavior commensurate with their educational experiences.
- Comply with all policies of institutions or facilities used for clinical settings. This may include: drug testing, immunization requirements, criminal background check, and other required health information as the agency may require. For all clinical experiences, students will communicate with the program coordinator and/or adviser prior to registering for a clinical course to determine appropriate requirements.
- The number of students in online courses is based on space available. When students deviate from their pre-established program of study, they will need to work closely with the program coordinator and adviser in order to determine a new course sequence.
- Withdrawal Policy: Students who are withdrawing from a nursing course must contact their instructor(s) and the program coordinator/adviser.

### **License Information**

RN to BSN students must report any action involving their license to the Program Coordinator. This includes licenses that are revoked, suspended, or sanctioned in any manner (including temporarily). A continued requirement for the RN to BSN program is a current license without restrictions or sanctions.

### **Options for Getting Involved and Providing Feedback**

The School of Nursing values input from students. Students have the opportunity to provide input through membership in the Student Nurses Association and through membership on School of Nursing Committees. Two committees in the School of Nursing seek student members, the Undergraduate Curriculum Committee and the Student Affairs Committee. Meeting times vary depending on the committee member schedules. To become involved, students can reach out to the Student Nurses Association directly ([sna@nmu.edu](mailto:sna@nmu.edu)) and/or their adviser ([RNtoBSN@nmu.edu](mailto:RNtoBSN@nmu.edu)).

Feedback from RN to BSN students is collected on an ongoing basis. At the end of each course, students are asked to provide feedback on the instructor and complete an evaluation of the course. This feedback is used to make decisions about ongoing program improvement. In addition, students are encouraged to reach out to their adviser ([RNtoBSN@nmu.edu](mailto:RNtoBSN@nmu.edu)) and/or the School of Nursing (906-227-2834) with any feedback they wish to share. Feedback on experiences in courses outside of the School of Nursing (both positive and constructive) is especially valuable as it serves as a guide for advising future students.

### **School of Nursing Grading Policy**

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

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

THE STUDENT MUST EARN THE EQUIVALENT OF  $\geq 73\%$  TO PASS EACH NURSING COURSE. SCORE PERCENTAGES OF  $\geq 0.50$  ARE ROUNDED UP. SCORE PERCENTAGES OF  $\leq 0.49$  ARE ROUNDED DOWN.

### **Students Requests and Appeals**

Students Requesting Exceptions to a School of Nursing Policy need to consult with the Program Coordinator. Compelling reasons or extenuating circumstances supporting the request to take a course out of pre-established sequence will be assessed on an individual basis.

## **Withdrawals**

### **Withdrawal Policy: Program**

Students who are considering withdrawing from the major must contact their instructor(s), and their adviser. Students wishing to reenroll in the program must contact the RN to BSN adviser. Readmission may be granted if all admission and retention requirements have been met and as space allows. Directions for re-entry applications can be found on the [NMU Admissions webpage](#).

### **Withdrawal Policy: Course**

Students who are withdrawing from a nursing course must contact their instructor(s) and their adviser. Students who withdraw then would like to return to the nursing curriculum must contact the RN to BSN program coordinator to develop an updated plan of study. Please note that students who continuously progress through their plans of study will be given priority. If a course is full, a student who is attempting to re-enter coursework may have to wait until a future semester to enroll in that course.

### **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 1](#) of this handbook. It is expected that the student meets with his/her adviser for guidance prior to submitting the exception paperwork.

**NOTE: Requests for exception to policy are not grade appeals.**

### **Grade Appeals**

For grade appeals, students are directed to the [NMU Student Handbook](#) 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**

### **Health Insurance**

Health insurance is 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.

### **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.

## CHAPTER SIX: SCHOOL OF NURSING RESOURCES & SUPPORT

### **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. Notices of meetings and activities are usually posted at the Nursing Technology Center (NTC) and sent via e-mail to nursing students.

#### **Sigma – Xi Sigma Chapter (Nursing Honor Society)**

The Xi Sigma Chapter of Sigma 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.

#### **NMU Scholarships**

Availability of departmental scholarships are listed on the [NMU Scholarship and Grants](#) website. Students who are interested in applying must complete an online application form. Deadlines for scholarship applications may vary, but they are usually early in the winter semester. Students are notified by e-mail regarding the deadlines for application. 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. Scholarship applications are reviewed by members of the School of Nursing Student Affairs Committee (SAC) unless specified otherwise.

#### **Other Scholarships**

Additional scholarships may be posted on the School of Nursing's [Opportunities](#) page.

## 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 3](#)).

#### 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.

#### 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. Academic dishonesty will not be tolerated.

NMU's Academic Honesty statement can be found in the [NMU Bulletin](#) and is as follows "students have an obligation to abide by accepted standards of academic honesty, which dictate that all scholastic work shall be original in nature. Procedures and penalties pertaining to academic dishonesty are outlined in the [NMU Student Handbook](#)."

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.

#### Professional Licensure Disclosure

Northern Michigan University is an accredited public institution that participates in the State authorization Reciprocity Agreements (SARA). This authorizes NMU to enroll online students from all states and territories in the United States. However, individual state licensing agencies (i.e. State Boards of Nursing) at times dictate additional requirements for students completing clinics in their territories.

- The School of Nursing RN to BSN Coordinator determines compliance for meeting criteria for the state students are located in admission to the program.
- Students will be notified if there is a concern that NMU SON is unable to accommodate clinics held in the state students are located in on admission.
- Students need to be aware that regulations in any state may change without notification.
- Students need to contact the RN to BSN Coordinator **prior to relocating to a different state** in order to ensure that progression in the program will not be affected.

### **Nursing Student Clinical Practice**

Clinical grades are based on the clinical objectives for each clinical course. Failure to meet clinical objectives means failure in the clinical course.

### **Evaluation of Unsafe, Unprofessional and Weak Clinical Practice**

A nursing student practices within the regulatory boundaries of the Michigan's Public Health Code follows professional standards of practice, School of Nursing policies, course objectives and College, University and clinical agency policies, procedures, and unit specific protocols.

A nursing student whose clinical practice is judged to be unsafe, and/or unprofessional may be removed from the clinical experience. To resume the clinical experience, the student who has been removed must comply with the stipulations prescribed by the faculty for re-entry to the clinical experience.

The faculty responsible for the clinical experience will also review the clinical practice of a student who exhibits weaknesses that may lead to unsafe and/or unprofessional practice. The faculty will develop a Performance Improvement Plan, when appropriate, with the student to attain a remedy of those weaknesses in the current semester.

### **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. The following are examples of behaviors which would constitute a violation of safe practice and professional standards.***

#### **Unsafe Practice**

Unsafe nursing student behavior fails to achieve standards of care, violates the Michigan's Public Health Code, violates the ANA Standards of Practice and may call into question the professional accountability of the student. The behavior 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.

Examples of unsafe practice include but are not limited to the following:

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 or commission 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**

Unprofessional student practice behavior violates the ANA Code for Nurses, violates the Michigan's Public Health Code and/or calls into question the professional accountability of the student.



**Examples of unprofessional practice that violates the ANA Code of Conduct for nurses include but are not limited to the following:**

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 with Potential for Unsafe and/or Unprofessional Practice**

Weak practice with potential for unsafe and/or unprofessional practice in providing nursing care to clients includes behavior that fails to achieve the standards of care, violates the Michigan Public Health Code, violates the ANA Code for nurses and/or ANA standards of Practice or calls into question the professional accountability of the nursing student.

Examples of Weak Practice with Potential for Unsafe and/or Unprofessional Practice include but are not limited to the following:

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.

**Procedures Related to Nursing Student Clinical Practice**

**Unsafe or Unprofessional Clinical Practice**

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

When an instructor has reason to conclude that a student has practiced unsafely or unprofessionally, the instructor will notify the student in writing of the reasons. A copy of the written notification will be forwarded to the Associate Dean/Director of the School of Nursing. Included in this written notification will be a description of:

1. The description of the unsafe/unprofessional practice in which the student is engaged.
2. 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.
3. The time and date by which the corrective actions must be achieved.
4. Modifications of the clinical experience pending completion of specific corrective actions necessary to demonstrate safe and/or professional practice 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.

Students removed from the clinical experience who, in the instructor's judgment, have taken specific

corrective actions prescribed to remedy unsafe and/or unprofessional practice will be permitted to resume the clinical experience ***contingent upon the availability of clinical placements and adequate resources.***

Students achieving corrective action will either pass the course or pass the course with identified improvement activities prescribed by the current and subsequent clinical instructor.

A copy of the record of the judgment of unsafe and/or unprofessional practice will remain in their student record. If no further instances of unsafe and/or unprofessional practice occur, the record of unsafe and/or unprofessional practice will be removed at the time any potential for litigation expires.

If the specific corrective actions prescribed are not achieved, actions which may be taken include failure of the course and recommendation for discipline under the University Code of Conduct. Students who fail a clinical course due to unsafe and/or unprofessional practice may pursue reentry to the course by notifying the Associate Dean/Director of the School of Nursing within one week for rescheduling the class. This does not preclude an appeal through the University Grievance Procedure. Students who fail a course because of unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe and/or unprofessional may appeal the instructor's judgment through the University Grievance Procedure.

The actions that may be taken if the specified improvement prescribed is not achieved include:

1. Pass the course because some improvement has been demonstrated but the student needs to continue improvement activities in the subsequent clinical course (see next paragraph).
2. Fail the course because behavior has become unsafe and/or unprofessional.
3. Fail the course and recommend discipline under the University Student Code of Conduct.

If actions for improvement must bridge the current and subsequent semester, the instructor of the current semester and the instructor responsible for the subsequent clinical course will usually agree upon and provide the student with a written description of expectations. The written description will include specific improvement actions to be taken during the subsequent semester, the time period during which the action must be completed in the subsequent semester and any modifications in the clinical experience that might be necessary to demonstrate safe and/or professional practice.

### **Preceptors and Clinical Partners**

In some clinical situations students work with preceptors. The School of Nursing has the following definitions for preceptored experiences:

#### **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.

#### **Preceptor**

"An experienced registered nurse or other experienced professional, paired in a one-to-one relationship with a nursing student, who actively participates in the education and mentoring of the nursing student in a clinical setting".

- Preceptors must be trained, evaluated and hold necessary credentials.

**Professional Standards and Ethics**

Students are expected to adhere to the American Nurses Association's Standards of Practice and Code of Ethics. Information on the ANA Standards and Code of Ethics may also be found at [www.ana.org](http://www.ana.org).

## 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 (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  
2101 Hedgcock  
email: [disserv@nmu.edu](mailto:disserv@nmu.edu)  
Website: [nmu.edu/disabilityservices](http://nmu.edu/disabilityservices)  
Phone: (906) 227-1737  
Fax: (906) 227-1714

#### **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  
Email: [jakoski@nmu.edu](mailto:jakoski@nmu.edu)  
Website: [nmu.edu/equalopportunity](http://nmu.edu/equalopportunity)  
Phone: (906) 227-2420  
Fax: (906) 227-2334

#### **Student Handbook**

The Northern Michigan University [Student Handbook](#) 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.

**APPENDICES**  
**Appendix 1**  
**Request for Exception to a School of Nursing Policy**  
**RN to BSN Program**

Name: \_\_\_\_\_  
                                Last  First  Middle

NMU IN: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_  
Street  City

\_\_\_\_\_, \_\_\_\_\_, (\_\_\_\_\_) \_\_\_\_\_  
State  Zip Code  Telephone

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.

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 2 School of Nursing Advanced Placement Credit Form

I recommend and authorize that advanced placement credit be granted to:

\_\_\_\_\_

Last
First
M.I.
NMU IN

Course I.D. No.	Course Title	Semester Hours
NU211	Foundations of Professional Nursing Practice (Theory)	4
NU212	Foundations of Professional Practice (Clinic)	3
NU221	Pharmacology	2
NU231	Pathophysiology	3
NU301	Nursing Care of Adults I (Theory)	4
NU302	Nursing Care of Adults I (Clinic)	6
NU321	Nursing Care of Women and Perinatal Family (Theory)	3
NU322	Nursing Care of Women and Perinatal Family (Clinic)	2
NU331	Nursing Care of Children/Adolescents (Theory)	3
NU332	Nursing Care of Children/Adolescents (Clinic)	2
NU341	Pharmacology II	3
NU401	Psychiatric Mental Health Nursing (Theory)	4
NU402	Psychiatric Mental Health Nursing (Clinic)	3
NU431	Nursing Care of Adults I (Theory)	2
NU432	Nursing Care of Adults II (Clinic)	3

***This advanced placement is being granted because the student holds an active unencumbered Registered Nursing license as verified by the School of Nursing. This license allows for:***

- ***47 credits of advanced placement as outlined by the courses listed above***
- ***NU 201/202 to be waived***
- ***Waiver of the pre-requisite coursework for the BSN major***

\_\_\_\_\_

Date
Department
Signature of Program Administrator

Please return this form to the Office of the Registrar, C.B. Hedcock, Room 2202.  
 Retain one copy for your records.

\_\_\_\_\_

Date
Registrar's Office Approval

## **Appendix 3**

### **NMU School of Nursing**

### **Making Copies of Student Work**

#### **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