

**Undergraduate
Student
Handbook**

2004-2005

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The School of Nursing community is diverse, multi-talented, and committed to advancing the profession.

OVERVIEW OF THE SCHOOL OF NURSING

BACKGROUND AND HISTORY

The School of Nursing is part of the Baltimore Campus of the University of Maryland, which was established in 1807 and is the founding campus for the University of Maryland, one of the largest public universities in the United States. The campus includes six professional schools: Nursing, Medicine, Dentistry, Pharmacy, Social Work and Law; the Graduate School; the Maryland Institute for Emergency Medical Systems; the University of Maryland Medical Center; and the Veterans Affairs Medical Center. The University of Maryland Baltimore enrolls nearly 6,000 students taught by over 1,600 faculty members.

The Baltimore Campus of the University of Maryland is one of the fastest growing biomedical research centers in the United States and expects to receive over \$350 million in sponsored-program support in 2004. The unique composition of the campus enables health professionals to address health care, public policy and social issues through multidisciplinary research, scholarship and community action. Its location in the Baltimore-Washington-Annapolis triangle maximizes opportunities for outstanding student

placements, as well as collaboration with government agencies, health care institutions and life science industries.

The University of Maryland School of Nursing, established in 1889 under the direction of Louisa Parsons, a student of Florence Nightingale's School of Nursing in London, provides educational programs in nursing leading to the bachelor's, master's, and doctoral degrees. The School of Nursing is consistently ranked among the top ten Nurses value teamwork in facing challenges every day



schools of nursing in the nation. In addition, five of the master's specialties-Nursing Administration, Adult Nurse Practitioner and Gerontological Nurse Practitioner, Psychiatric/Mental Health Nursing and Community/Health Nursing were ranked in the top ten programs nationally.

The School of Nursing faculty is internationally renowned for their research and clinical expertise, their innovative instructional programs, and their state-of-the-art models of nurse-managed delivery of healthcare services.

DEPARTMENTAL ORGANIZATION

The School of Nursing is organized into two departments: the Department of Organizational Systems and Adult Health and the Department of Community and Family Health each of which is administered by a Chair and Vice Chair. The School has pioneered a variety of innovative educational programs, including the world's first

nursing informatics program. Recently two new programs, Clinical Research Management and Nurse Anesthesia, have been instituted. A variety of flexible and combined programs are offered to accelerate degree completion. These include the second-degree option for baccalaureate students, and the RN to MS program. Dual admission is also available for BSN students applying to select universities, colleges and community colleges throughout Maryland. An RN to BSN program is available online, as are graduate level courses and a certificate program in Teaching in Nursing and Health Professions.

Accreditation

The University of Maryland Baltimore is accredited by the Middle States Association of Colleges and Secondary Schools and is a member of the Association of American Universities. The National League for Nursing Accrediting Commission (NLNAC) has accredited our Baccalaureate and Master's programs. A major provider of continuing education for nurses, the School's Continuing Education Program is accredited by the American Nurses' Credentialing Center (ANCC), and the Commission on Accreditation (COA).

Clinical Education

The School of Nursing is housed in a contemporary, modern, seven-story, 154,000 square foot building. Incorporating the most advanced classroom and laboratory design, sophisticated distance-learning technologies and a state-of-the-art nurse-managed Pediatric Ambulatory Clinic. Technologically advanced laboratories provide students with opportunities to build knowledge and skills through a progression of clinical laboratory simulations, which replicate a variety of health care situations. In addition, facilities for clinical education and evaluation using standardized patient experiences are available. Nearly one-quarter of the building accommodates the School's

growing research initiatives, providing bench, behavioral and health policy research space. The Pediatric Ambulatory Clinic serves as a clinical training site for the School's nurse practitioner master's specialties.

The School of Nursing has several clinical initiatives that utilize a nurse-managed, nurse provider care model in the delivery of primary, acute and preventive health care services to underserved vulnerable populations. These include Open Gates Health Center, a community-based, nurse-managed clinic in Southwest Baltimore, which provides health care services to adults and families in a medically underserved inner-city area; 12 school-based wellness centers in Baltimore County, Caroline County, Dorchester County and Harford County which provide acute, preventative and primary care services to students from preschool through high school; four Governor's Wellmobiles, mobile health units whose mission is to promote health, prevent disease by making primary care, preventative care and health education services more available to the uninsured and underserved residents of the State of Maryland; and the Pediatric Ambulatory Clinic, an interdisciplinary collaboration between the School of Nursing, the School of Medicine, the School of Pharmacy, and the School of Social Work which provides population-based health promotion and disease prevention and management services for children in the surrounding community. These sites are part of the clinical education framework of undergraduate students and provide milieus for Doctoral research.

The School continually updates its undergraduate and graduate curricula to guarantee their relevance to the changing roles of nurses and to assure that the content and focus of both courses and clinical experiences remain applicable to preparing students for practice in the constantly evolving health care delivery system. As a result, there is increased emphasis at both the undergraduate and emphasis at both the undergraduate and graduate levels on health

promotion, disease prevention, management, and advanced technology, as well as community and population-based clinical experiences. Core content focuses on financial and information management skills, problem solving and critical thinking skills. Interdisciplinary education and collaborative practice are emphasized throughout the curricula. Clinical and practical experiences are offered in conjunction with over 500 health care institutions.



The Governor's Wellmobile gives students hands-on clinical experience.

Moving Into the Future

We are a nationally recognized top ten school that develops nursing leaders for education, research and practice. Our faculty, staff and students jointly create a rich and vibrant community that advances evidence-based practice and scholarship across the health professions. We enhance the quality and efficiency of education, practice, and research by incorporating state-of-the-art technology. Through our Centers of Excellence, scholars come together to address significant health priorities. We are also a partner of choice, collaborating with colleagues from diverse professions, institutions and locations to develop innovative practice models that shape the evolving health care delivery system.

Our Mission

It is the unified mission of the School of Nursing to shape the profession of nursing

by developing nursing leaders in education, research and practice. We accomplish this through our outstanding baccalaureate, graduate and continuing education programs; our cutting edge science and research; and our innovative clinical enterprise.

Strategic Initiatives/Strategic Plan

The School of Nursing and its community members are pursuing these major initiatives over the three-year period of 2003 through 2006:

Strategic Initiative 1:

Prepare nursing leaders to shape and influence the profession and the health care environment. The continuing shortage of nurses, the aging population, the need for more evidenced-based practice, growing health disparity, and the fluctuating market for nursing programs require creative response. The University of Maryland School of Nursing is uniquely positioned to respond to these trends by educating nursing leaders and developing innovative practice models. Health systems, alumni, community organizations, nursing schools and other professional schools have voiced their readiness and desire to collaborate in responding to these trends and shaping the future of health care delivery. The School of Nursing seeks and welcomes these partnerships.



The façade and courtyard of the School of Nursing at night.

Strategic Initiative 2:

Establish Centers of Excellence that build on current strengths and market needs. There is growing need for more evidence to substantiate nursing practice and education. This evidence can be gained most efficiently from concentrated, focused research that engages diversity of thought in a collaborative environment. It requires a secure funding base and a community of scholars who can leverage their synergy to create something greater than the sum of the parts. Established Centers of Excellence offer such an environment. The University of Maryland School of Nursing Centers will be founded on a rich research base that integrates education and practice. They will address major health priorities and achieve significant outcomes.

Strategic Initiative 3:

Foster a positive environment for faculty, staff and students. Talented faculty and staff are drawn to environments that offer growth, opportunity, and community, with effective processes that make it easy to get things done. The goals in the School's *Strategic Plan* attend to each of these areas. In implementing its plan, the School of Nursing will adopt a system of continuous quality improvement in education, research and practice that makes effective use of state-of-

-the-art technology. Educational methods will include blended and hybrid approaches for delivering course content that meets the varying needs of a diverse student community. The University of Maryland School of Nursing will be known for a stimulating and supportive student environment that is highly conducive to the development of nursing leaders.

Administrative Organization

The School's administrative organization is comprised of the Dean's office, six major units, and two academic departments.

Janet D. Allan, PhD, RN, CS, FAAN
Dean and Professor

Barbara Covington, PhD, RN
Associate Dean for Information and Learning Technology

Mary Haack, PhD, RN, FAAN
Chair, Family and Community Health Department

Ruth Harris, PhD, RN, CRNP, FAAN
Chair, Organizational Systems and Adult Health Department

Mary Etta Mills, ScD, RN, CNAA
Associate Dean for Academic Affairs and Assistant Dean for Baccalaureate Studies

Kathryn Montgomery, PhD, RN
Associate Dean, Outreach and Organizational Partnerships

Patricia Morton, PhD, RN, CRNP, FAAN
Assistant Dean for Master's Studies

Patricia V. Mitchell, MA
Associate Dean for Admissions and Student Affairs

Barbara Smith, PhD
Associate Dean for Research

Susan Thomas, PhD, RN, FAAN

Assistant Dean for Doctoral Studies

Ann Thomasson, Associate Dean for
Budget and Finance

Admissions and Student Affairs

The Office of Admissions and Student Affairs, under the direction of an Associate Dean, has responsibility for admissions, registration services, student leadership and development, student academic and other support services, career services and school-based financial assistance. Students are always welcome at the office which is located in Suite 102.

The Office of Admissions and Student Affairs promotes student success and facilitates student access to the comprehensive services offered by the University of Maryland, Baltimore. A full array of services is offered through the Office including, but not limited to, processing of applications and admissions counseling, the provision of student-centered programs, the development of practices and policies related to student affairs in order to create a welcoming environment that will assure opportunities for student learning and leadership development.

Undergraduate Program

OVERVIEW

Baccalaureate graduates of the University of Maryland School of Nursing are committed to providing nursing care that assists individuals, families, groups, communities and populations to achieve optimal health, as well as make informed choices for their own well-being. In acute, long-term and community-based settings, graduates provide nursing care to promote and protect health, prevent illness, care for the ill and support a peaceful death or loss. Each BSN student selects an emphasis area that combines classroom and clinical experiences in order to develop in-depth knowledge in a particular area of nursing practice.

The Undergraduate program is designed to prepare professional practitioners who value lifelong learning. Preparation at the baccalaureate level is a foundation for graduate study in nursing. Graduates of the baccalaureate program are able to assume beginning leadership roles in nursing practice, participate in research, apply research findings to practice and contribute to the development of the profession.

MAJOR OBJECTIVES

The objectives of the undergraduate program are to develop graduates who will:

- Articulate a personal philosophy of nursing that serves as a framework for professional practice.
- Adhere to ethical, legal and regulatory mandates and professional standards for nursing practice.
- Use insight, intuition, empathy, empirical knowledge, reasoning and creative analysis for critical thinking in all aspects of professional practice.



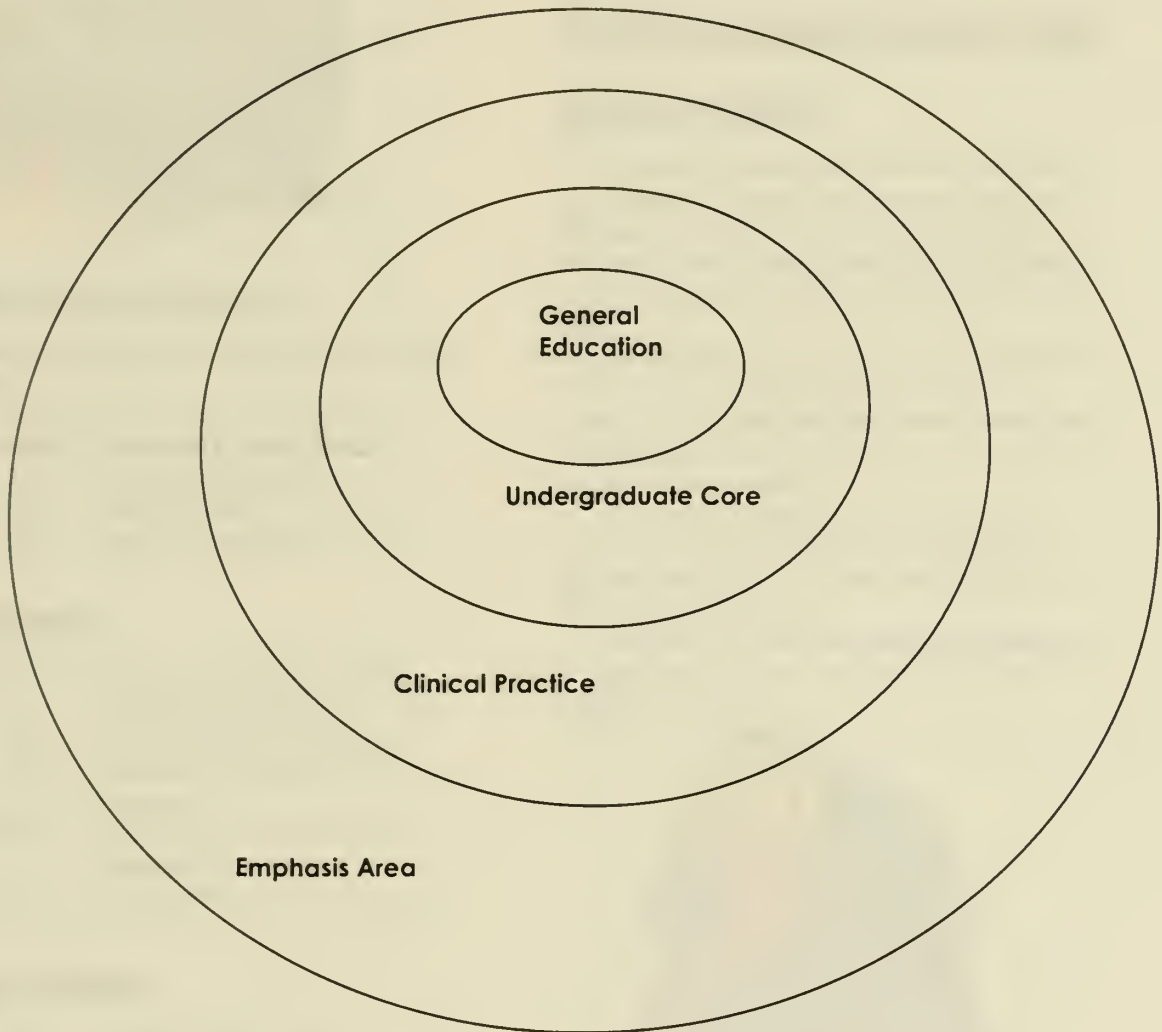
- Use evidence-based knowledge from nursing and related disciplines to shape practice.
- Use communication skills to establish therapeutic, caring and collaborative relationships.
- Conduct assessments of individuals, families, groups, communities and populations as the basis for planning and delivering care.
- Demonstrate clinical competencies needed for the delivery of safe and effective nursing care in a variety of health care settings and additional competencies in an individually selected emphasis area.
- Provide nursing care that reflects sensitivity to physical, social, cultural, spiritual and environmental diversity of persons.
- Use current and emerging information handling and other technologies as integral components of professional nursing practice.
- Use resource management, delegation and supervision strategies in planning, implementing and evaluating nursing care.
- Critique research findings for their applicability to theory-based practice.
- Collaborate with experienced investigators in identification of clinical problems, access to sites, protection of human subjects, data collection and dissemination of findings.
- Use political, economic, organizational, educational and advocacy strategies to improve health care delivery to individuals, groups, families, communities and national and global populations.
- Function as a leader in health care systems, in professional organizations, and within interdisciplinary teams for the promotion of health, prevention of disease and management of care delivery.
- Accept personal accountability for lifelong learning, professional growth and commitment to the advancement of the profession.

REQUIRED PROGRESSION TESTING AND EVALUATION FOR BSN STUDENTS

A program of progression testing and evaluation is in place at the School of Nursing to assist faculty and students in identifying areas of student knowledge that require attention in order to successfully complete the program, as well as for BSN graduates to successfully complete (pass) the NCLEX-RN licensure examination. The following required standardized tests constitute a program requirement which includes, but is not limited to:

- Nurse Entrance Tests (NET) taken prior to initial enrollment of an admitted BSN student.
- Critical Thinking Process Tests taken during the first and last semesters of study;
- Comprehensive Assessment Tests following selected courses, which include NURS 304 Introduction to Professional Nursing Practice, NURS 307 Nursing Care of the Childbearing Family, NURS 308 Nursing of Infants and Children: A Family Perspective, NURS 330 Adult Health Nursing and NURS 402 Psychiatric and Mental Health Nursing;
- Pre-RN Assessment Test during the final semester of study to determine overall testing readiness;
- It is important to note that for NCLEX-RN license examination, professional students will not be certified by the School of Nursing to take the NCLEX-RN until they have satisfactorily passed the Pre-RN Assessment Test.

**ORGANIZING FRAMEWORK FOR
YOUR BACCALAUREATE
PROGRAM**



*T*he concentric circles represent your movement from the core of general education through the undergraduate core courses into clinical practice educational experiences and then into your selected emphasis area. Each circle represents your increasing depth and breath of knowledge and skills in professional nursing.



Foundation/Core Courses

- NURS 304 Introduction to Professional Nursing Practice
- NURS 309 Health of Diverse Populations, Communities, Families and Individuals
- NURS 311 Pathophysiology
- NURS 312 Pharmacology
- NURS 333 Health Assessment

Core Courses

- NURS 320 Science and Research for Nursing Practice
- NURS 331 Gerontological Nursing
- NURS 325 Context of Health Care Delivery I
- NURS 425 Context of Health Care Delivery II
- NURS 405 Informatics and Technology

Clinical Courses

- NURS 307 Nursing Care of the Childbearing Family
- NURS 308 Nursing of Infants and Children: A Family Perspective
- NURS 330 Adult Health Nursing
- NURS 402 Psychiatric and Mental Health Nursing
- NURS 403 Community Health Nursing

Emphasis Area Course:

NURS 487 Emphasis Seminar II and Clinical Practicum

ELECTIVE AND INDEPENDENT STUDY

PLANS OF STUDY

Sample full-time *Plans of Study* for the BSN Traditional, BSN Accelerated, Second Degree and the RN to BSN programs are outlined in the online catalog and available at the Office of Admissions and Student Affairs.

Your *Plan of Study* serves as the basis for your course selections and ensures the completion of pre-requisite and co-requisite courses, as well as successful completion of degree requirements.

The traditional BSN is normally completed in two years of full-time study; the accelerated BSN in 16 months; the RN to BSN in one year.

All BSN students must complete degree requirements within five years of date of original enrollment



**CREDIT BY EXAMINATION:
"CHALLENGE EXAMS"**

Students who believe they can demonstrate competencies and experiences similar to those required by the completion of a non-clinical course offered in the School of Nursing, may apply for permission to obtain the equivalent credit through successful performance on a "challenge" examination. Most courses in which students can earn credit by examination have specific criteria that students **must** meet in order to qualify to take the examination. Students should discuss the criteria with the current course coordinator. For courses whose criteria include successful completion of a prior course or formal education offering, students seeking to take the "challenge" exam are required to submit a description and topical outline of that course to the current course coordinator. The course coordinator will determine whether the student qualifies for credit-by-examination. The names of undergraduate course coordinators may be obtained in the Office of Academic Affairs in Suite 505.

To earn credit by examination each "challenge" examination may be taken only once. Credit by examination is not an option for students who have failed the equivalent course. University of Maryland policy regarding the total number of credits allowable by examination states that not more than half the total credits for the program are allowed. Students who earn credit by examination are not required to formally register for the course.

Credit by examination is available for the following courses:

NURS 311	Pathophysiology	3 cr
NURS 312	Pharmacology	3 cr
NURS 320	Science and Research for Nursing Practice	3 cr
NURS 325	Context of Health Care Delivery I	3 cr
NURS 331	Gerontological Nursing	2 cr
NURS 333*	Health Assessment	3 cr
NURS 425	Context of Health Care Delivery II	3 cr

(Both theoretical and practical examinations are required to be successfully challenged in order earn credit for NURS 333.)

Evaluation methodology for a particular course is determined by the course coordinator and the Assistant Dean for Baccalaureate Studies. The minimal passing grade for students obtaining credit by examination is "C".

Students may obtain an application to establish credit by examination from the Office of Registration Services in room 108. Students pay the current cost of one (1) semester hour of credit when they make application for the examination. All fees for credit by examination are non-refundable.

Once completed, the application should be submitted to the Assistant Dean for Baccalaureate Studies (no later than the end of the first week of the semester.)

Statute of Limitations

All required upper-division coursework for the BSN must be completed within five years of matriculation. Students in the RN-MS option must complete all course requirements within six years of matriculation.

OPTION TO TAKE GRADUATE COURSES FOR UNDERGRADUATE CREDIT

Subject to requirements determined by the School of Nursing, undergraduate students may register for graduate-level courses, specifically those numbered from 600 to 898 (except 799) with the intent of earning undergraduate credit.

A BSN student seeking this option will normally be enrolled in his or her senior year; have earned a cumulative grade point average of at least 3.0; and have successfully completed the BSN prerequisite and concurrent courses, each with a grade of no less than "B".

Enrollment in a graduate-level course does not in any way imply subsequent Graduate School or School of Nursing

approval for credit toward a graduate degree at the University of Maryland.

OPTION TO TAKE GRADUATE COURSES FOR GRADUATE CREDIT

School of Nursing undergraduate students who have a cumulative grade point average of at least 3.0 and are within seven credits of graduation, may register in certain 400- to 600-level and above graduate courses. These may later count for credit toward a graduate degree at the University of Maryland. Except in approved bachelor's or master's programs, these credits *must be earned in addition* to those required for completion of the student's undergraduate degree. Credits earned in the BSN senior year in addition to the number required for graduation cannot count for graduate level credit without prior written approval of the course instructor, the Assistant Dean for Master's Studies, the appropriate department chair, and the Vice President for Academic Affairs/Dean of the Graduate School.

Course Descriptions

Descriptions of all courses – both undergraduate and graduate are listed in the 2004-2005 School of Nursing Catalog which is available online at:
www.nursing.umaryland.edu.

Academic Advisement

OVERVIEW

The academic advisement process is essential to planning an academic program that will meet your academic and professional goals. You will develop and undertake a *Plan of Study* with the support of your faculty advisor. Advising includes interpretation of program options, discussion of course requirements and course sequencing, assistance in the development of career goals, planning for future study at the graduate level, and preparation for

licensure and certification.



Faculty post open hours of availability to advisees for office or phone appointments.

All BSN students must meet with their faculty advisors during the published pre-registration advisement period which precedes each semester or term. Faculty advisors must approve all course schedules.

Students are responsible for contacting their advisors to make appointments for pre-registration advising, as well as for contacting the advisor if unable to keep any scheduled appointment.

How You & Your Advisor Can Work Together

Please follow the general guidelines below throughout the year in order to make your advising experience a successful part of your experience at the School of Nursing.

You Should See Your Faculty Advisor To...

- Discuss any problems that affect academic performance
- Select courses for the upcoming semester
- Seek advice about adding or dropping courses, taking an overload, withdrawing, etc.
- Discuss your academic progress
- Review progress toward completion of BSN degree requirements
- Discuss unsatisfactory academic status such as warning, probation, dismissal
- Seek advice regarding career plans

How to Contact and Meet with Your Advisor...

- Become familiar with your advisor's office location
- Sign up for a mutually convenient appointment with your advisor
- Check your advisor's office hours if it is necessary to drop by without an appointment
- Schedule extended or longer conferences during the middle portion of the semester since the first and last weeks of each semester and the registration periods are very busy times for faculty members
- Call or email your advisor if it is necessary to change or cancel an appointment

Be Prepared For Your Advising Session

- Arrive with specific questions in mind
- Arrive with necessary materials and/or forms
- Maintain a file of your own academic records, including grade reports, transcripts from other colleges, correspondence, and petitions. Bring your file to appointments with your advisor
- Refer to the Catalog for information about degree requirements and academic policies.
- Be open to suggestions for improvement concerning schoolwork, study habits, academic progress, work schedules, time management, etc.
- Build a schedule free of time conflicts
- Review the Schedule of Classes and identify your preferred selections before meeting with your advisor.

CHANGING ADVISORS

At times, extenuating circumstances may result in a request for a change in

advisor. In those cases, the student must submit the request in writing to the Associate Dean for Admissions and Student Affairs.

Registration Information

OVERVIEW

Students must register for coursework each semester in order to maintain degree candidacy. Registration is coordinated through the Office of Registration Services located in room 108. The School utilizes an online registration process. Students receive detailed instructions concerning dates and registration procedures each semester (see Appendix I for the 2004-2005 Academic Calendar). After classes begin, students who wish to terminate registration must follow withdrawal procedures and are liable for any charges which may be applicable at the time of withdrawal. Only registered students and sanctioned, official guests are allowed in School of Nursing classrooms and laboratory settings. Unattended minors are not permitted in any School of Nursing facilities.

A student may register when the following conditions are met:

- The student is officially accepted.
- The student has received approval of the course schedule from his/her academic advisor.
- The student has demonstrated appropriate academic progression.
- The student is financially eligible to register.
- No other "holds" are placed on the student's ability to register.

FULL- AND PART-TIME STATUS

For undergraduate, degree-seeking students, full-time enrollment is defined as 12 or more credits in a semester. Part-time enrollment is defined as from 1 to 11 credits in a semester.

COURSE NUMBERING

300-400 - Denotes baccalaureate-level courses

500 - Denotes professional courses, not usually approved for graduate credit.

600 - Denotes graduate level courses for either master's or doctoral degrees.

800 - Denotes doctoral level courses not usually open to master's students.

Numbers ending in 8 or 9 - Denote special topics, independent study or dissertation credits. A student may take a maximum of 3 credits of each number per registration; a maximum of 6 credits for special problems or independent study per registration; a maximum of 6 credits of each number in the program, excluding doctoral dissertation research, which has no specified number of credits.

CIPP - Denotes Courses In interProfessional Programs (CIPP). These are interdisciplinary courses open to seniors, professional and graduate students.

INDEPENDENT STUDY

Independent study provides an opportunity for students to take increased responsibility for planning and directing their own learning to meet the objectives of the NURS 418 Health Elective. NURS 418 may or may not involve a clinical component and may be taken for between 1 and 3 credits. Fifteen hours of student time are required for each credit of independent study.

The *Guidelines for Independent Study for the Self-Directed Learner* are available in the Office of the Assistant Dean for Baccalaureate Studies, Suite 505. The guidelines outline the criteria for student selection, and the procedure for developing, implementing and registering for an independent study.

Students planning an independent study must secure the commitment of a faculty mentor to direct the independent study. The student and faculty mentor then develop a *Learning Contract*, including learning objectives, learning strategies and evaluation evidence and criteria. This plan of study must be approved by the Assistant Dean for Baccalaureate Studies before the student can register for independent study/credit.

CHANGING A SCHEDULE

A student may change his or her individual schedule of classes only within the parameters noted below. Changes include adding a course to the schedule, dropping a course from the schedule, and changing sections of a course. Specific deadline dates for making such changes are published each semester and term in the *Schedule of Classes* which is made available on the School of Nursing Website. Payment and refund policies are in effect for all schedule changes and these policies are also available on the Website.

1. Adding a Course (For semester long, eight week, and summer courses)

Students may add a course or courses to their schedules during the first week of classes. The first week of classes begins with the first day that any class is offered. After the end of the first week of classes, no course or courses may be added without the permission of the student's faculty advisor and the course instructor. It is important to note that the ability to add a course also is a function of individual course enrollment capacity which is established by the respective Department Chair.

2. Dropping a Course (For semester long courses)

Students may drop a course or courses without penalty of failure during the first eight weeks of the semester. Dropping a course or courses during this period means

that the course(s) will not appear on a grade report or transcript and no grade will be recorded. Permission of the student's faculty advisor is required. Students may not drop a course or courses under any circumstances during the final eight weeks of a semester.

3. Complete Withdrawal From the School of Nursing and the University

A student may completely withdraw from the School of Nursing and the University at any time. If a student is compelled by medical problems, circumstances beyond her/his control, or other extraordinary circumstances, to leave the School and the University prior to the conclusion of a semester or term, the student must file an APPLICATION FOR WITHDRAWAL with the School of Nursing Office of Registration Services. The APPLICATION FOR WITHDRAWAL which is available online must include documentation of the reason(s) for withdrawal and required signatures. Required signatures are: the signature of the Assistant Dean for Baccalaureate Studies and the Associate Dean for Admissions and Student Affairs.

If a complete withdrawal occurs during the first eight weeks of a semester, or during the first four weeks of an eight week summer course, and the APPLICATION FOR WITHDRAWAL is appropriately completed and filed, the student will receive a withdrawal mark of "WD" for each course attempted. Each "WD" mark will appear on the official transcript. "WD" signifies that the student withdrew from the course without a grade.

If a complete withdrawal occurs during the final eight weeks of a semester, during the final four weeks of an eight week course or during the final three weeks of a summer course, and the APPLICATION FOR WITHDRAWAL is appropriately completed and filed, the student will receive a withdrawal mark of "WP" or "WF" for each course attempted. A withdrawal mark of "WP" means that the student was passing

the course at the same time as withdrawal and a withdrawal mark of "WF" means failing at the time of withdrawal. Both "D" and "F" grades in courses constitute failure under School of Nursing policy. Each "WP" and "WF" mark will appear on the official transcript. "WF" marks are not included in the calculation of semester, term or cumulative grade point averages.

CANCELLATION/WITHDRAWAL

Students who register and subsequently decide not to attend *must* notify the University Office of Registration and Records in the Student Union Building (621 West Lombard Street), in writing, *prior* to the first day of classes, as well as inform the Director of Registration Services in the School of Nursing. If the University's Office of Registration and Records has not received a request for cancellation by 4:30 p.m. of the last day before classes begin, it is assumed that the student plans to attend and accepts his/her financial obligations.

After classes begin, students who wish to withdraw must initiate the withdrawal process by contacting the School of Nursing Office of Registration Services and submitting an APPLICATION FOR WITHDRAWAL which is available online.

SURF: STUDENT USER FRIENDLY SYSTEM

Students may review grades, student accounts and financial aid information online anytime, as long as one's Netscape browser is greater than version 6.0 or one's Explorer is version 5.0 or greater. Computers also are available in the Office of Registration Services, room 108, to view this personal information. Log-in instructions are available in room 108. After login, one is able to:

- View and/or request a change to address, phone number, e-mail address, emergency contact information, or name
- View semester/ term course schedule

- View information about academic programs
- View grades for a given term or see entire academic record
- Request an official transcript
- Request an Enrollment and/or Degree Verification
- Look at financial account ("bill")
- Apply for a diploma
- View "holds" that may affect ability to register, such as unpaid bills or missing documents
- Check the status of Financial Aid application and award statuses
- Determine if Financial Aid documents are missing
- View Financial Aid award history, the award payment schedule, and loan history
- Accept awards online

Leave of Absence Policy

In exceptional circumstances, a written request for a leave of absence may be made in advance of the upcoming fall or spring semester. The request must be approved by the academic advisor and sent to the Director of Registration Services who will forward it to the Associate Dean for Academic Affairs for approval. A leave of absence will be granted for one semester at a time. A leave of absence does not negate the five year time limit required for completion of all upper division nursing courses.

Military Leave of Absence

In accordance with the *UMB Policy on Students Who Are Called To Active Military Duty During A National or International Crisis or Conflict*, School of Nursing students called to active duty should notify the School of Nursing Office of Registration Services and provide the office with a copy of their orders. Orders can either be submitted to room 108 or faxed to the office at 410-706-1278. Once the orders have been received, the Office of Registration Services will make the appropriate change to the Student Information System. Should

there be any questions regarding the Military Leave of Absence policy, please call the Office of Registration Services at 410-706-2799

Emergency Notification Forms and Change of Address

Emergency Notification forms and Change of Address forms must be filed in the Office of Registration Services at the beginning of each academic year. Name, address or telephone number changes and emergency contact changes must be reported to the Office of Registration Services and the University Office of Records and Registration as they arise.

Veterans and Social Security Survivor's Assistance

Students receiving Veteran's Assistance or Social Security Survivor's Assistance should submit forms to the Office of Registration Services. For assistance regarding benefits please call 410-706-3357.

Official Transcripts

The School of Nursing does not provide official transcripts. Official transcripts can be obtained through the University's Office of Records and Registration, Baltimore Student Union Building, room 314. All financial obligations to the University must be satisfied before a transcript of a student's record will be furnished to any student or alumnus/alumna. There is no charge for transcripts.

Return Review Policy For Students Who "Stop Out"

For students who elect to stop out of continuous attendance at the School of Nursing and neglected to follow the official leave of absence process, a Return Review Process is established and described below:

1. Not In Good Standing

A student who stops out and was not in good standing, which includes having incompletes (I's) or NM (no mark) designations on his/her grade record, and/or being on academic warning or probation when leaving the School of Nursing, must request reinstatement through the Student Affairs Committee.

2. In Good Standing

A student who stops out and was in good standing, which includes having no incompletes (I's) or NM (no mark) designations on his/her grade record, and not being on academic warning or probation when leaving the School of Nursing, and has not been in attendance for up to three semesters over a 12 month period, must submit a written request for Return Review. The Return Review request must be approved by the Director of Registration Services before resuming coursework is permitted.

Such a Return Review request should be submitted to the School of Nursing Office of Registration Services no later than four weeks prior to the start of the semester for which the student wishes to register.

The Return Review request must include a statement explaining the reasons for stopping out of attendance and a general description of the activities the student has undertaken in the interim period. If the student has taken coursework for academic credit during the stop out period, official transcripts of such work must be submitted with the request. (The actual granting of any transfer credit from another institution by the School of Nursing is a separate process. Contact the Office of Registration Services for information.)

A student who submits a complete Return Review may expect to receive a decision from the School of Nursing within ten

(10) working days of submission of the request to the Office of Registration Services.

It is important to note that the five years to degree completion rule is in effect for all BSN students, including those who stop out of attendance. This means that students pursuing BSN degrees must complete degree requirements within five years of the date of first enrollment.

Payment of Tuition and Fees

The University of Maryland requires that tuition and fees are payable in full prior to the first day of classes. Students will be precluded from attending class and their registrations will be cancelled if tuition and fees are not paid. The only exceptions to this policy are students awaiting receipt of financial aid, students who have entered into an official third-party payment arrangement which is on file with the University Office of Student Accounts, and students who have signed an installment agreement which is on file with the University Office of Student Accounts.

Registered Students and Guests

Only registered students and official guests with photo identification are allowed to enter School of Nursing classrooms and laboratory settings. Unattended minors are not permitted in School of Nursing facilities or at outreach sites.

Residency Policy

It is the policy of the Board of Regents of the University of Maryland System to recognize the categories of **In-State** and **Out-of-State** students for the purpose of admission, tuition and charge differentials at those institutions where such differentiation has been established. Residency is established by the University of Maryland Office of Records and Registration. Specific policies governing residency are available from that office and may be viewed online at www.umaryland.edu/orr/status.

Academic Progression

UNDERGRADUATE PROGRAM

Grading Policies

Each course within the baccalaureate program has specific objectives. Completion of course requirements to achieve these objectives results in a letter grade. Students receive grade reports on all courses completed at the end of each semester or session. The following grades are used to report the quality of baccalaureate course work on grade reports and transcripts:

Grade	Quality	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Unsatisfactory	1
F	Failure	
I	Incomplete	
P	Passing at C level or above	
WD	Withdrew from all courses	
WP	Passing at time of withdrawal	
WF	Failing at time of withdrawal	
AU	Audit	
NM	No grade submitted by faculty	

Only grades of A, B, C, D and F are computed in the grade point average.

Individual nursing courses require a grade of C or higher for the fulfillment of degree requirements. A student in jeopardy of receiving an unsatisfactory grade in a course at mid-semester receives a written warning from the instructor. It is possible for a student who is performing satisfactorily at

mid-semester to receive a final grade of D or F if performance becomes unsatisfactory after mid-semester. A grade of D or F is unsatisfactory for all baccalaureate courses and constitutes failure of the course.

A grade of P is given only for specified courses that are graded Pass/Fail when performance is at a grade level of C or above.

A grade of I (incomplete) is given at the discretion of the faculty instructor *only* when extenuating circumstances prevent the completion of a *minor* portion of work in a course. Students receiving a grade of I are responsible for determining, with the faculty member, the exact work required to remove the incomplete and replace it with a grade. If a grade of I is not removed by the end of the following semester, the grade automatically converts to an F, except with clinical nursing courses, for which the time of completion is determined by the faculty instructor. Clinical courses are NURS 307, NURS 308, NURS 330, NURS 402, and NURS 403. Any grade of I may preclude normal progression in the program as determined by undergraduate program policies. The reversion of an I to an F may well lead to dismissal from the program.

Reconsideration of Grades

If a student believes that a grade has been given in an arbitrary or capricious manner, within a week of receiving the grade the student may:

contact, in writing, the faculty member or course coordinator responsible for the particular course to discuss the grade. If the student is still dissatisfied, within a calendar week of the initial discussion with the faculty member or course coordinator, he or she may contact the appropriate Department Chair, in writing, to appeal the grade and for further discussion. The Chair will review the grade with the student and the faculty member and make a written decision for or against the appeal and, when possible, within a week of receiving the appeal. If

the appeal is approved, the Chair will change the grade as appropriate. If, after the discussion with the Department Chair, the student is still dissatisfied, within a week he or she may contact the Associate Dean for Academic Affairs in writing regarding the matter.

The Associate Dean For Academic Affairs will appoint an Appeals Committee to hear testimony from the appealing student and faculty instructor. The committee will include the Assistant Dean for Baccalaureate Studies and two faculty members, at least one of whom is familiar with the course. Immediately following its deliberations, the Appeals Committee will give its written recommendation to the Associate Dean for Academic Affairs for a decision and appropriate action, if any.

The Associate Dean will then uphold or reverse the decision of the Appeals Committee OR refer the case back to the Committee for reconsideration. The Associate Dean will notify the student in writing and without undue delay, of the decision. ***This decision can only be appealed for failure to receive due process.*** Such an appeal must be in writing and received by the Associate Dean no later than three days after the student has received notification of the decision. If the Associate Dean determines that there was, in fact, significant failure of due process, he or she can order a new hearing and stipulate whether the same appeals committee members or a different group shall preside.

Academic Standing

It is the student's responsibility to monitor his/her academic progression toward the completion of degree requirements and to seek advice from the assigned faculty advisor, as well as to maintain good academic standing.

Good academic standing is defined as satisfactory academic progress by a registered degree candidate both in individual coursework and collectively toward meeting degree requirements.

Poor academic standing is defined as academic performance that is below the expected level of achievement in a professional nursing course or courses. Students in poor academic standing may be placed on academic probation and may be subject to academic dismissal.

Academic probation is conveyed through written notice to a student in poor academic standing from the Office of Registration Services. In the written notification of academic probation and unsatisfactory academic achievement, the student will be informed of the length of the probation and of any specific conditions that must be satisfied to be removed from probation. Specific conditions warranting academic probation include:

1. a grade of D or F in a nursing course;
2. failure to achieve a cumulative grade point average of 2.5 by the completion of 30 credits;
3. failure to maintain a 2.5 grade point average in each subsequent semester and for graduation clearance;
4. academic misconduct as determined by a Judicial Board;
5. an academic record reflecting prior unsatisfactory progress in meeting degree requirements.

Students on academic probation must obtain the signature of *both* the academic advisor and the Assistant Dean for Baccalaureate Studies in order to register for subsequent semesters.

Academic dismissal is conveyed through written notice from the Associate Dean for Admissions and Student Affairs to a student of dismissal from the undergraduate program due to unsatisfactory progress toward meeting course or degree requirements. Specific conditions warranting academic dismissal include:

1. two grades of D or F earned in nursing courses;
2. being placed on academic probation more than twice;

3. academic misconduct; as determined by a Judicial Board.
4. academic record reflecting prior unsatisfactory progress in meeting degree requirements;
5. failure to pass a previously failed course on the second attempt.

Students who have been academically dismissed may neither enroll in nor begin courses even if course grades are under appeal.

Appeal of Academic Dismissal

A student who is academically dismissed from the undergraduate program for any reason other than academic misconduct may, within 14 days of the date on the notice of dismissal, make a written request for reconsideration of the dismissal, directing it to the Associate Dean for Admissions and Student Affairs. The Associate Dean and the Assistant Dean for Baccalaureate Studies will review the request and respond to the student, in writing, within seven days of the date of the student's request for reconsideration. The student may, within seven days of the date of their response, make a written appeal of a negative decision, directing it to the Associate Dean for Academic Affairs. The Associate Dean for Academic Affairs will inform the student of his/her decision in writing within seven days of the date of the appeal.

Reinstatement Procedures

All requests for reinstatement must be in writing and received no later than six weeks prior to the start of the next semester. It is preferred that reinstatement requests be submitted by July 1 for fall semester consideration and by November 1 for spring semester consideration.

Process for Students in Good Academic Standing:

These requests should be made to the Director of Registration Services.

The following information should be included in the student's written request:

1. The reason(s) the student left the program.
2. What the student has been doing since leaving the program.
3. The reason the student wants to return to the program at this time.

Such requests are considered individually under these guidelines:

1. General admission policies of the University and the School prevail (e.g., University rules and regulations, space available).
2. Students may be reinstated only once.
3. A current physical examination is required to indicate that the student's health status is acceptable.
4. Traditional and second-degree undergraduate students not in attendance at the School of Nursing for one or more years will have their academic records reviewed by the Assistant Director of Baccalaureate Studies to determine placement in the program, and they may be required to repeat selected courses.
5. Upon reinstatement, undergraduate students not in attendance during the previous three years may be required to repeat all or selected courses.

It is important to note that degree requirements must be completed within five years of original enrollment.

Process for Students in Poor Academic Standing or Academically Dismissed Students:

These requests should be directed to the Associate Dean for Admissions and Student Affairs. The requests then will be directed to the School of Nursing Student Affairs Committee for a decision.

The following information must be included in the student's written request:

1. The reason(s) the student left the program.
2. If applicable, the reason(s) the student was not successful in the program.
3. What the student has been doing since leaving the program.
4. A reference from a current employer (if any) must be submitted.
5. Letters of recommendation from faculty may also be submitted.
6. The reason the student wants to return to the program.
7. The reason the student thinks he or she will be able to successfully complete the program if reinstated, accompanied by a written plan or outline of action steps to achieve success.

Such requests are considered individually, and the Student Affairs Committee follows the guidelines below:

1. General admission policies of the University and the School prevail (e.g., university rules and regulations, space available).
2. Students may be reinstated only once.
3. A current physical examination is required to indicate that the student's health status is acceptable.
4. Traditional and second-degree undergraduate students not in attendance at the School of Nursing for one or more years will have their academic records reviewed by the Student Affairs Committee to determine placement in the program and may be required to complete selected courses.
5. Upon reinstatement, undergraduate students not in attendance during the previous three years will have their records reviewed by the Student Affairs Committee and may be required to repeat all or selected courses.

Students with Performance Deficiencies in Clinical Courses

Students exhibiting performance deficiencies in a clinical course at mid-term will receive a letter from the faculty/course coordinator stating the areas of deficiency. Students must initiate a meeting with the

faculty instructor within one week of receiving notification of deficient performance to develop a written plan to correct the deficient areas.

The written plan should describe how the areas of weakness will be rectified and the expected dates for accomplishing the plan. The need for further advisement or tutoring sessions and their frequency (at least one session) will be included in the plan. The plan must be signed by the faculty member and student. Copies of both the letter and plan will be forwarded to the faculty advisor, the appropriate Department Chair, the Assistant Dean for Baccalaureate Studies and the Associate Dean for Admissions and Student Affairs.

V. CLINICAL POLICIES

University Policy On Service To Those With Infectious Diseases

It is the policy of the University of Maryland, Baltimore to provide education and training to students for the purpose of providing care and service to all persons. The institution employs appropriate precautions to protect providers in a manner meeting the patients' or clients' requirements, yet protecting the interest of students and faculty participating in the provision of such care or service.

No student will be permitted to refuse to provide care or service to any assigned person in the absence of special circumstances placing the student at increased risk for an infectious disease. Any student who refuses to treat or serve an assigned person without prior consent of the School of Nursing will be subject to penalties under appropriate academic procedures, such penalties to include suspension or dismissal.

Responsibilities of the Student To and Within The Clinical Agency

Each student must:

- Be informed about and comply with agency policies and contractual obligations related to student placements;
- Provide the preceptor, at the outset of the placement, a copy of his/her objectives for the experience, as approved by the appropriate faculty member;
- Arrange, with agreement of faculty and preceptor, a calendar for commitment of time to be spent in the agency;
- Provide the agency with information needed to clarify how, when, and where the student may be contacted;
- Notify the preceptor and faculty member at any time the student is unable to meet at the pre-established time(s). At least twenty-four hours notice is preferred;
- Dress in a manner appropriate for a professional, wear required School of Nursing identification without any additional identifiers, except those required by the agency regarding name tag and institutional identification;
- Bring any necessary equipment;
- Notify the preceptor in writing if the experience is not completed and indicate the reason for withdrawal;
- Meet with the preceptor and faculty member as necessary to review objectives and learning experiences, as dictated by the need, desire, and/or policy of faculty, student and agency;
- Provide the agency with feedback on relevant studies, reports or projects completed in conjunction with the experience, after receiving approval from the faculty member to share information;
- Not be present at a clinical site without preceptor or faculty member present/available.

Responsibilities of the Student To The Faculty Involved With Clinical Experiences

- Students may suggest an agency and/or a preceptor to faculty, but the faculty member is responsible for making and approving all arrangements. All negotiations for clinical placements are made by the faculty member. Students are expected to accept clinical assignments as arranged.
- The student must prepare and submit a copy of the student's objectives for the experience and other materials to the faculty member for approval prior to sharing them with the agency preceptor.
- The student must meet with the faculty member on a regular basis (frequency to be determined by the course objectives, faculty member, department policy and student needs) in order to: discuss details of clinical experience, assess progress toward objectives, receive feedback regarding assignments and learning experiences, and identify and communicate the need for additional faculty involvement and assistance (if any).
- The student must communicate both strengths and weaknesses of the clinical experience and setting to the faculty member.
- The student must evaluate the entire clinical experience including the agency and the preceptor.

Responsibilities To Clients And Agencies Used For Clinical Experiences

Students are obligated to follow the policies of their respective health care agencies. If situations arise that make this impossible, students must notify the clients or health care agencies involved as

appropriate, so that the therapeutic relationship is maintained and the care of clients is not overlooked. Students are also responsible for notifying the appropriate faculty member of their inability to complete the clinical assignment if such becomes necessary. Additionally, students are obligated to transmit observations and information pertinent to the clients' care to the health care agency. The fulfillment of clinical responsibilities by the student is reflected in the course grade.

Agencies Used For Clinical Experiences

A large number of health care agencies are used for clinical experiences in order to provide students with an opportunity to observe and function in a variety of health care settings. Clinical sites are selected by the faculty to best meet the objectives of a particular course. Students may suggest a possible site for clinical experience to course faculty but faculty make the final arrangements for clinical experiences based on securing optimal learning experiences.

Students are required to accept the clinical site assigned. Students must not contact the agency directly regarding placements. Clinical agencies are located within the greater Baltimore area, as well as in other locations in Maryland and the Washington, D.C. area. Students may expect to have clinical experiences in several clinical agencies during their programs. Students are not permitted to undertake clinical experiences in units where they are currently or have recently been employed.

Students may, however, be permitted to undertake experience in another unit or division within the same agency. Students are responsible for providing their own transportation to and from clinical.

Payment For Clinical Experiences

Students may not be paid hourly wages for planned clinical laboratory

experience where individual learning objectives are being met. However, travel and living expense stipends (i.e., room and board) may be accepted by students in clinical health electives.

Attendance At Clinical Sites

To meet the objectives in each of the clinical nursing courses, students are required to attend all clinical experience sessions. No clinical experiences are canceled due to inclement weather. Students should make themselves familiar with communication systems used in clinical agencies, so that pertinent information may be transmitted to other members of the health team in the event of inclement weather, emergencies or absences.

A student missing clinical due to extenuating circumstances must, in conjunction with the faculty, develop a plan to make up the missed experience. Students must complete all clinical hours as identified in the syllabus. All such clinical time made up must be directly related to the required clinical experience.

Guidelines For Students Visiting Clients In Community-Based Settings

- Students must make home visits in pairs. Any exceptions to this practice must be discussed with the faculty prior to the visit to determine whether it is appropriate to make the home visit alone.
- Student visiting plans, such as departure time and expected time of return, must be developed and shared with faculty. Students are responsible for informing faculty of any change in original plans.
- Students must become familiar with the geographical area, via maps and observation, so that travel to and from the client's home is by a direct route.

- Student safety is of highest priority. In any event, if a student feels that his/her safety is threatened, withdrawing from the situation is required.
- Students are not encouraged to conduct a home visit when one or more person(s) of the opposite sex are the only one present.
- Students must not pursue home visits when altercations are in progress.
- Students must avoid areas where loitering occurs.
- Students must avoid secluded areas, such as basements and dark stairwells.
- Students should discuss the mode of appropriate dress (i.e., uniforms, street clothes) with the faculty prior to clinical participation.
- Students should practice automobile safety precautions including:
 - a. looking into the automobile before entering to ensure no one has accessed the vehicle.
 - b. keeping doors locked when traveling .
 - c. parking as close to the home/agency/setting as possible, and use protected parking if available.
 - d. keeping enough gas in the fuel tank so stops at gas stations can be planned and selected for safety of location.
 - e. not stopping for stranded motorists; calling instead for help from appropriate parties such as police.
 - f. having automobile keys ready when reaching vehicle.
 - g. not leaving valuable possessions in view.
 - h. not sitting in car to complete paperwork.
 - i. not opening automobile door or window to strangers, particularly if feeling threatened.
- Students are expected to observe agency policies and agency professional codes of conduct.

UNSAFE CLINICAL PERFORMANCE

The physical and emotional welfare of clients and their families has a higher priority than student learning. A student who demonstrates clinically unsafe nursing practice, which jeopardizes client or family physical or emotional welfare, may be dismissed at any time from the clinical area. Unsafe clinical practice is defined as any behavior determined by faculty to be actually or potentially detrimental to the client or to the health care agency. Unsafe clinical practice can include behaviors related to physical or mental health problems, use of alcohol, drugs, chemicals, lack of preparation for clinical or deficits in problem solving skills.

The faculty instructor who dismisses a student who demonstrates unsafe clinical practice from his/her clinical assignment is required to immediately notify the course coordinator, and the Department Chair. The Chair will inform the Assistant Dean for Baccalaureate Studies and the Associate Dean for Academic Affairs.

The faculty instructor will identify and document, in writing, the student's unsafe clinical practice, advise the student regarding unsafe clinical performance and strategies for addressing the deficiencies and, if appropriate, refer the student for evaluation and assistance. Copies of the faculty instructor's documentation of the student's unsafe clinical practice and remedial action recommended will be provided to the course coordinator, the Department Chair, the Assistant Dean for Baccalaureate Studies and the Associate

Dean for Academic Affairs. A student will be reinstated to his or her clinical assignment only if remedial action recommended has been followed and appropriately documented.

The Associate Dean for Academic Affairs will make the ultimate decision regarding the student's continuation in the clinical area and any conditions placed on that continuation. This decision, up to and including suspension or dismissal due to unsafe clinical performance, will be made within seven days of the time of removal from the clinical area. A student may respond to circumstances resulting in suspension or dismissal by submitting to the Associate Dean for Academic Affairs any relevant data pertaining to the incident(s) and requesting an opportunity to be heard concerning the matter(s).

The School of Nursing reserves the right to readmit a student to the clinical program only if any remedial action recommended by the School of Nursing has been diligently followed and appropriately documented.

VI. INSURANCE AND HEALTH

Malpractice Insurance

Malpractice insurance is mandatory for all nursing students whether enrolled full or part time in individual and non-clinical courses. The School of Nursing requires students to participate in a group policy which provides coverage to students involved in clinical nursing activities that are part of the educational program, regardless of environmental setting. The policy provides \$1,000,000 maximum coverage for any one claim per year and provides \$3,000,000 per year aggregate coverage. This insurance covers students during school-related experiences only and does not negate the need for individual professional insurance for total coverage.

All School of Nursing students are charged for malpractice insurance at the time of billing by the University of Maryland Office of Student Accounts. The Certificate of Insurance is maintained in the University's Office of Legal and Contractual Services and may be reviewed upon request.

Student Health

The School of Nursing reserves the right to request and secure evidence of good physical and emotional health of applicants and enrolled students. It is required that each student have on file in the University Student Health Office certification of his/her health status. Some clinical facilities require proof of immunizations before allowing a student to have a practicum experience. At any time during the program, students may be required to be evaluated by University Student and Employee Health Services for physical or psychological evaluation. Failure to comply with this policy may result in dismissal from the School.

A student who enrolls in a course and subsequently is unable to meet course objectives due to health problems will be asked to take either an Incomplete ("I") in the course, to drop or withdraw from the class in keeping with drop and withdrawal policies, or to withdraw from the University for the semester. All incoming students are required to provide proof of immunizations. Information on the University Policy on Immunizations and waivers is included in the Student Answer Book which is available online at www.umt.md.edu.

Bloodborne Pathogen Exposure Control

In accordance with the University Policy Concerning Prevention and Management of Student and Employee Infections with Bloodborne Pathogens, the Occupational Safety and Health Administration's Bloodborne Pathogen Standard 29 CFR 1910.1030 and the Centers for Disease Control's (CDC) Public Health

Service Guidelines for the Management of Health Care Worker Exposure to HIV and Recommendations for Post-exposure Prophylaxis (PEP) (5/98), the School of Nursing developed its Bloodborne Pathogen Exposure Control Plan. The entire plan is available in the Office of Academic Affairs.

DISABILITY INSURANCE

All undergraduate students at the university participate in a disability plan that will pay a monthly income of \$1,000 in the event that a student becomes disabled. The following general conditions apply:

- A student will be considered totally disabled if, after a waiting period of 90 days, and for the following 24 months, he/she is unable to fulfill the requirements of a full-time student. After the initial 24 months, benefits will continue if the student is unable to perform the duties of any gainful occupation.
- A student will be considered partially disabled if he/she is unable to fulfill the requirements of a full-time student, but is able to perform some, but not all, of the duties of another occupation on a full-time basis.

In either case, the disability must start while the student is insured. Further, a waiting period of 90 consecutive days during which the student is totally or partially disabled must be satisfied, and the student must be under the regular care of a physician.

Students are charged for disability insurance each semester. The disability insurance plan is administered by the University Office of Student Accounts, which may be reached at 410-706-2930.

ACADEMIC CONDUCT and PROFESSIONAL INTEGRITY

Rights and Responsibilities

1. Student Involvement

Since our faculty and students are most directly involved in the educational process, close cooperation of these two groups greatly enhances the learning process. In order to foster this close cooperation, a number of students are elected or appointed to serve on the following faculty committees as full voting members:

- **Curriculum Committee**
- **Student Affairs Committee**
- **Special or ad hoc Committees**

In addition, students serve as members of the School's

- **Undergraduate Judicial Board**

2. Freedom of Expression

The professor, in the classroom and in conference, should encourage free discussion, inquiry and expression. Student performance should be evaluated solely on course objectives.

- **Freedom of Expression:** Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion. Students are, however, responsible for learning the content of any course of study in which they are enrolled.
- **Improper Disclosure:** Information about students' views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Protection against improper disclosure is a serious professional obligation. To minimize the risk of

improper disclosure of student records, information given to any non-School of Nursing personnel must be accompanied by the written consent of the student involved. (Also refer to the University Student Answer Book.)

- **Freedom of Inquiry and Expression:** Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They are free to support a spectrum of causes through orderly means. Orderly means do not disrupt the regular and essential operations of the School and University. At the same time, it should be made clear to the academic and the larger community by students that in their public expressions or demonstrations, students and student organizations speak only for themselves.

3. Evaluations

A basic precept is that an evaluation is an ongoing, never ending process, rather than simply a summation. Every evaluation is the joint responsibility of both the student and the faculty member.

Clinical Evaluation should occur as close to the time of the clinical experience as possible, in order to allow for maximum learning experience and clinical application. It is up to the faculty instructor to establish clearly defined objectives, explaining exactly what the student is expected to be able to fulfill within these objectives. The objectives should be known to the entire faculty and student body at the beginning of the clinical experience. Ongoing evaluations are to be based on documented evidence of a student's level of fulfillment of the objectives.

In addition, the student has the responsibility to develop individual objectives, which delineate his/her own

goals for the course; these should be shared with and approved by the faculty member so they may be used as learning tools. It is the responsibility of the student to indicate to the faculty the way in which the student learns most successfully. At any time during the semester, a student has the right to seek out an evaluation based on his/her achievement of the course's objectives. At the time of the *final* evaluation, the student is responsible to comment in writing on the evaluation. This evaluation, (of which the student retains a copy), is made part of the student's permanent academic record at the School of Nursing.

It is the responsibility of each student to write an evaluation of course instructors. The evaluation should include the faculty's methodology, meaningful interactions and means of relaying information, as well as availability for consultation. It should list the faculty's strengths and weaknesses; particularly with respect to how the faculty helped the student meet the student's own objectives for the course. To ensure objectivity, the evaluation must be based on documented evidence. The evaluation should consist primarily of constructive criticism, expressing both strengths and weaknesses, with suggestions on how improvement might be made. In order to best fulfill its objectives as a learning tool, the evaluation should be written and discussed with the faculty member, who then has the right to comment on it in writing, before it is formally recorded and retained by the School of Nursing.

STANDARDS OF CONDUCT

At the heart of the academic enterprise are learning, teaching, and scholarship. These are exemplified by reasoned discussion among student and faculty, a mutual respect for the teaching and learning process, and intellectual honesty in pursuit of new knowledge. To accomplish these goals, it is imperative that certain standards of

conduct be defined, understood, and strictly enforced.

The purpose of the following information is to present meaningful examples of academic and disciplinary offenses against members of the University community or against the community at large, as well as describe the subsequent procedures for the resolution of any controversy between the School and a student who allegedly has committed disciplinary infractions.

Examples of Unprofessional Conduct

The following actions, while not all inclusive, are considered primary examples of unprofessional conduct:

- A. Behavior which jeopardizes the safety or rights of fellow members of the University community, collectively or individually, or impedes the orderly functioning of the University's academic, extracurricular or business activities, or which impedes the efficient operation of emergency equipment.
- B. Theft (for material or novelty value) of any item of tangible or intangible property or services or knowing possession of stolen property belonging to the University or any member of the University community.
- C. Malicious or otherwise unwarranted destruction or damage of property belonging to the University or any member(s) of the University community.
- D. The threat of, or commission of, physical harm against any member of the University community or any person present on University property.
- E. Unauthorized or improper use of University space and facilities, including violation of existing regulations governing the use of space and facilities and unauthorized access to the School of Nursing or other university buildings or unauthorized possession of University keys.
- F. Violation of fire and safety regulations prescribed by the University Safety Officer,

University Fire Marshal, Fire Inspector, University Radiation Safety Officer or similar authority.

G. Abusive, obscene, violent, willfully disturbing, or irresponsible behavior on, or in University property or at University sponsored activities.

H. Illegal or unauthorized use, possession or distribution of drugs on or in University property or at University sponsored activities.

I. Use, possession or distribution of alcoholic beverages on or in University property in non-designated areas or otherwise in violation of the University's substance abuse policy.

J. Falsification, forgery, modification, or unauthorized use of any official University record, written communication or identification.

K. Falsification of information about any aspect of performance related to self, student, patient/client, instructor, or university status, either within or outside of the University community.

L. Knowingly passing a worthless check or money order in payment of any financial obligation to the University or to a member of the University community acting in an official capacity.

M. Failure to comply with the reasonable direction of University officials, including campus security, acting in performance of their duties, including failure to present valid, required identification (official ID card) when attempting to enter the SON building.

N. Violation of other University regulations and policies. (See the University Student Answer Book available online at www.umaryland.edu.)

Examples of Academic Misconduct

The following actions, while not all inclusive, are considered examples of academic misconduct.

- A. Cheating during or related to an examination.
- B. Falsification or invention of any data or citations in academic papers, reports or care plans.
- C. Facilitating or enabling another student to commit an act of academic dishonesty.
- D. Unauthorized removal of books, journals, articles or other academic materials from their designated area(s), unauthorized exit from the room during an examination or quiz, or removal of an examination from the place in which it was presented, without the express permission of the instructor.
- E. Plagiarism, consisting of representing the words or ideas of another as one's own in any academic report, paper, care plan or similar document.
- F. Falsification of or claiming credentials one does not possess, as well as claims to activities not actually performed in the manner claimed.
- G. Use or abuse of alcohol or drugs while performing duties related to classroom work and/or clinical responsibility.
- H. Any other academic-related behaviors that violate the policies of the School of Nursing and the University and/or of professional standards of conduct.

Undergraduate Judicial Review System

A. Judicial Board

The Judicial Board serves as the official body before which all allegations of alleged misconduct will be presented. The power to impose sanctions according to guidelines herein established resides with the Judicial Board.

1. Judicial Board Composition

- a. The Judicial Board is composed of three students and three full-time faculty

members. Three undergraduate students (BSN) will be elected by BSN student body vote. Three faculty members, whose primary teaching responsibilities are in the undergraduate program, will be elected through the Faculty Assembly election procedures. The Board will be chaired by the Associate Dean for Admissions and Student Affairs or his/her official designee.

- b. The term of office for faculty members, other than the chairperson, shall be two years, with no limit to the number of terms. The term of office for students shall be "until separation from the School of Nursing community". A year shall be defined as beginning June 1st and ending on May 31.

- c. A quorum, consisting of two students and two faculty members of the Judicial Board, is necessary for a pre-hearing and/or hearing to take place. A Board member who is directly involved in a particular case being heard shall be automatically excused from the hearing and consideration of the matter. If such disqualifications bring the Board below its quorum, the Dean or his/her designee shall appoint appropriate substitutes for the hearing.

2. Preliminary Procedures

- a. Allegations - Allegations of misconduct brought by a complainant must be reported in writing to the Board Chairperson, who is the Associate Dean for Admissions and Student Affairs. Allegations of misconduct should be reported as soon as possible, ordinarily within two calendar weeks of their discovery. Upon receipt of the allegation, the Chair will inform the student in writing of the allegation within three school days. The student is also informed of the date of the pre-hearing which should normally take place within one calendar week from receipt of the written allegation. Upon occasion, scheduling difficulties necessitate a somewhat longer period.

- b. Legal Counsel - Attorneys will not be allowed to represent the student during the pre-hearing. However, the student may

have legal counsel present only to give advice to the student during the hearing, if one occurs. Under such circumstances, the Board also may elect to have an attorney present

c. The Board shall meet either separately or together with the complainant and the student during the pre-hearing stage to clarify the issues in order that the need for a hearing can be assessed. Other parties shall not be present. A complete review of evidence is not appropriate at this time.

d. If the Board is satisfied at the conclusion of the pre-hearing that the complaint is without adequate basis, it may terminate the case and forward its conclusions to the Dean without conducting a formal hearing. If the student acknowledges misconduct, the student may elect to waive his/her right to a hearing. In that instance, a penalty may be recommended at that time, i.e., the conclusion of the pre-hearing. The Board shall refrain from using the pre-hearing alone to reach its conclusions if the student does not acknowledge misconduct.

e. If a Judicial Board hearing is deemed necessary, the Board shall identify whether an investigation is needed, and, if so, appoint an investigator. A date for the hearing should be set within two calendar weeks of the pre-hearing unless scheduling difficulties necessitate a somewhat longer period.

3. Hearings

a. Hearings shall take place only in the presence of a quorum of the members of the Judicial Board. The Chairperson or designee presides or if unavailable, an acting Chairperson will preside after appointment by the Dean for the particular hearing. The Dean will select an acting Chairperson from amongst the three Judicial Board faculty members.

b. All hearings are closed, except that the following persons may at all times be present:

the accused student and, if desired, his/her non-attorney representative; the complainant or complainants making the allegation, or a representative; or School official to present the charges; legal counsel, if any, for the student. The function of legal counsel is solely to advise the student and not to present arguments or question witnesses; legal counsel for the Board, if requested.

4. Witnesses

a. It is the sole responsibility of each party, i.e., the student or the complainant, to arrange for the presence at the hearing of any person or persons whom he/she wishes to call as a witness, and the non-availability of such persons shall not, absent exceptional circumstances, be grounds for postponing, delaying or otherwise continuing the hearing.

b. The members of the School of Nursing community shall cooperate in the development and presentation of information and evidence as requested and required.

c. As determined at the pre-hearing or later, the Board also may call witnesses whose testimony it believes may be relevant to the issues.

5. Evidence

a. The Chairperson of the Judicial Board shall conduct the hearing informally, allowing each party the opportunity to present its evidence and arguments. Harmless deviations from the prescribed procedures shall not invalidate a decision or proceeding unless significant prejudice to the student or University may result. Questioning of a party and witnesses by the other party and the Board also shall be permitted.

b. Formal rules of evidence shall not apply, and the Board may receive documentary evidence in the form of copies or excerpts as well as originals relevant video-

tapes and oral testimony, but the Chairperson:

- may refuse to hear evidence on grounds of immateriality or insufficient relevance or undue repetition
- may exclude written statements proffered solely in lieu of testimony of persons who are reasonably available to testify.

c. The Judicial Board may set reasonable time limits for the presentation of testimony.

6. **Record of Hearing** - A record of the hearing, including all testimony and exhibits, shall be maintained by the Judicial Board. All oral evidence shall be tape-recorded. A copy of the tape and all written evidence shall be kept on file by the School of Nursing for at least three years and be made available only to both parties and the University of Maryland. Accidental erasures or poor quality of the tape-recording will not invalidate Board determinations.

7. **Continuances and Extension of Time**- A request from a party for a continuance shall only be granted by the Board for good cause shown. The Board may extend any deadline for good cause shown if not unduly prejudicial to any party concerned. Good faith departures that do not preclude the rights of the accused student will not invalidate Board determinations.

B. Penalties for Infractions

1. In a case where as a result of the hearing, the Board finds no misconduct on the student's part, no action will be taken against the student and no record of the proceedings will be kept in the student's file.

2. In a case where the Board does find student misconduct, it has the power to recommend a penalty to the Dean, including, but not limited to, the following:

- (a) reprimand
- (b) probation

- (c) suspension
- (d) dismissal from School
- (e) recommendation for treatment and/or counseling such as psychological counseling, or substance abuse treatment.
- (f) community service

Repeated or aggravated violations may result in a more severe penalty. Attempts to commit acts which constitute misconduct may be punished to the same extent as completed violations.

C. Dean's Review

1. Notification of the Board's findings and recommendations will be communicated to the Dean in writing within one calendar week of the conclusion of the hearing. The Dean will review the Judicial Board's communication to determine whether the evidence warrants the recommended penalty. The Dean may not change the Board's findings. The Dean is not, however, bound by the recommendations as to penalty.

2. The findings and any recommended penalties are communicated to the student in writing as soon as possible by the Dean. The Chairperson of the Judicial Board shall be sent a copy of the Dean's written notification to the student.

3. If three school days have passed since the notification is received by the student, and an appeal has not been filed, the Dean will direct the Director of Registration Services to ensure the recording of all appropriate notations on the student's educational record.

D. Appeals

1. Students found responsible for misconduct shall have the right to appeal the Judicial Board's finding to the Dean of the School of Nursing only on the basis of (a) failure of the accused to receive due process and/or (b) newly available evidence. Said appeal must be in writing and received by the Dean's office no later than three school days after

the student has received the notification of the findings and recommended penalty(ies) from the Dean.

2. The penalty(ies) imposed by the Dean will not be implemented while an appeal is pending.

3. In making the determination as to whether to order a new hearing, the Dean may seek advice from any individuals of his/her choosing. The Chairperson should receive a copy of the appeal and be given an opportunity to respond in writing.

4. If the Dean determines that there was, in fact, significant failure of due process, he/she shall order a new hearing and stipulate whether the same Board members or a different group shall preside.

If a different group is stipulated, the Dean shall appoint an *ad hoc* panel which will then conduct a hearing according to the rules set out in this Policy. If a new hearing is ordered, one Board member (selected by the Board) who served at the original hearing shall participate in the new hearing and discussion, but shall not vote.

5. If the Dean determines that the newly available evidence could, in principle, lead to a different finding or different penalties, he/she shall order a new hearing.

Unless the Dean decides otherwise, the same Board membership which reached the earlier conclusion shall conduct the new hearing. The composition of the group can be varied if unavailability of particular members would compromise an early resolution of the case. If a new hearing is ordered and the Dean stipulates that it is to be conducted by an *ad hoc* panel, one member who served at the original hearing shall participate in the new hearing and discussion, but shall not vote.

E. Final Action

1. If an Appeal is not requested or allowed, the results of the Dean's Review

become final and any penalty(ies) are implemented. The Dean may direct the Director of Registration Services to ensure that appropriate notations are recorded on the student's educational record.

LIBRARY MATERIALS: PROFESSIONAL CONDUCT

The use of library resources and materials is governed by University Policy. (See the University Student Answer Book and the University Web site.)

STUDENT IDENTIFICATION CARDS AND SECURITY GUARDS

Each student must present his/her official student identification card in order to gain access to the School of Nursing building, as does each faculty and staff member. This policy is designed to support the safety of the University community-at-large and within the School of Nursing. SON Security Guards are charged with the responsibility of implementing University and School of Nursing policy by checking identification cards. Lost cards should be replaced as soon as possible. Repeated failure or refusal to display a valid student identification card may result in a warning and/or disciplinary action.

CODE OF CONDUCT

As a prestigious, upper-division school awarding the Bachelor of Science in Nursing degree, the University of Maryland School of Nursing expects all members of the academic community—students, faculty, and staff—to strive for excellence in scholarship and character. The School has a long standing tradition of preparing skilled and knowledgeable professionals who maintain the principles of honesty, responsibility, and intellectual integrity in all aspects of their endeavors.

Simply stated, our community is only as strong as its individual members. For a system based upon honor to be effective,

each student must have a sense of personal and community responsibility in addition to personal integrity. That is why a student's continued enrollment at the School of Nursing is contingent upon that student's willingness and commitment to uphold the **Code of Conduct**.

Each student is required to sign the **Code of Conduct Pledge** reproduced below. The actual signing of the **Pledge** will take place shortly before the beginning of classes in the student's first semester or term of enrollment.

CODE OF CONDUCT PLEDGE

*"In pursuit of the high ideals and rigorous standards of academic life and professional responsibility, I pledge to respect and uphold the University of Maryland School of Nursing Code of Conduct. I pledge that I will be honest in any and all of my academic and professional endeavors; abide by the rules and regulations attendant thereto; respect the generally accepted standards of the nursing profession, including its principle of confidentiality; and conduct myself honorably as a responsible member of the School of Nursing community as we live and work together. Furthermore, I pledge that I have or will read and make every effort to understand, the concepts of the **Code of Conduct** as expressed in the Undergraduate Student Handbook and I certify that I have received a copy of the Undergraduate Student Handbook."*

Honors Program

The School of Nursing initiated an undergraduate *Honors Program* in 2004. Students who rank among the top five percent of new BSN enrollees are invited to apply for admission to the program. Applicants are then interviewed by a faculty committee; the interview session includes a proctored essay exercise. Final program selections are made by the faculty committee. Each *Honors Program* participant is assigned a primary faculty mentor-advisor who will work

with the student on developing research and leadership skills throughout the course of the BSN program.

Dean's List

At the conclusion of each semester (fall and spring), students who have demonstrated outstanding academic achievement are selected for the Dean's List. Dean's List designations appear on the University's official transcript.

GRADUATION, LICENSURE & CERTIFICATION

APPLICATION FOR DIPLOMA DUE DATE

All students must file an application for a diploma by mid-September for December graduation and mid-February for May graduation. If graduation does not subsequently occur as expected, the student must file another application for the appropriate semester in the future. Students must be registered for the semester in which they are graduating. No exceptions are granted for missed deadlines. A diploma simply cannot be backdated, even if all degree requirements are met.

Nursing Pins

Students may wish to purchase nursing pins at time of graduation. The University Bookstore handles the orders for and distribution of School of Nursing pins during the months preceding May commencement. The Bookstore communicates directly with students who file an intent to graduate and informs them of the designated period in which to purchase nursing pins.

State Board and NCLEX-RN

Following graduation from the BSN program, in order to practice nursing as a Registered Nurse, graduates of the traditional and second degree options must successfully complete the National Council Licensure Examination (NCLEX-RN) and be licensed by a State Board of Nursing.

Graduates are responsible for filing their own State Board and NCLEX-RN applications. Applications for licensure in Maryland and for the NCLEX-RN are available in the Office of Admissions and Student Affairs.

Students are notified when the applications become available. The NCLEX-RN application is filed with Educational Testing Services (ETS), and the application for licensure is filed with the State Board of Nursing in the state in which the student plans to practice. Graduates planning to apply for licensure in a state other than Maryland are responsible for obtaining the appropriate application materials from that state and filing the required documents.

To be eligible to take the NCLEX-RN, one must have: (1) filed for a University of Maryland diploma by the stated deadline dates; (2) completed the two required applications and mailed them with the appropriate fee by the deadline dates indicated in the directions; (3) successfully completed the required curriculum of the School of Nursing (4) been certified for graduation and successfully passed the Pre-RN Assessment Test and complete the NCLEX-RN review in order to be certified by the School to take the NCLEX-RN examination. The NCLEX-RN is given year round via computer.

Preparation for NCLEX-RN

In addition to the requirements above, a student is expected to develop an organized plan to prepare for the NCLEX-RN and to review this plan with his/her academic advisor. The School of Nursing offers readiness testing; maintains computerized review programs, including NCLEX RN 2004 in its

computer laboratories; and facilitates an on-campus NCLEX-RN review course.

Survey of Graduates and Program Assessment Questionnaires

All students are required to complete a Survey of Graduates Form and Program Assessment Questionnaire before graduation. The Program Assessment Questionnaire ascertains student satisfaction with the program curriculum options and individualization; time, efficiency and student demands; faculty-student relationships; learning resources and the program as a whole.

Convocation and Commencement

The School of Nursing celebrates the graduation of all students who complete degree requirements in July, December and May at its annual Convocation Ceremony that is held in late May. The University of Maryland, Baltimore conducts the annual Commencement Ceremony honoring the graduates of all programs on the campus on the same day. Information about planning for these celebrations and specific Convocation and Commencement dates for each year are forwarded to all eligible candidates in a timely manner. A December reception is held for students who complete degree requirements at that time.

Latin Honors Program

In each BSN graduating class, students who have achieved outstanding cumulative grade point averages are selected for Latin Honors. Latin Honors designations are: summa cum laude, magna cum laude, and cum laude; these designations appear on the University's official transcript.

HONORS AWARDS

Sigma Theta Tau International, Honor Society of Nursing, Pi Chapter

Sigma Theta Tau International, founded in 1922, is the honor society of nursing. The Pi Chapter of Sigma Theta Tau was established at the University of Maryland in 1959. The purposes of Sigma Theta Tau are to recognize superior scholarship achievement, to encourage and support research activities and to strengthen commitment to the ideals and purposes of the nursing profession. Scholarships are offered by Pi Chapter to nursing students each year. Applications may be obtained from the undergraduate counselor of Pi Chapter.

Candidates for membership are selected by Sigma Theta Tau from the undergraduate senior class and the graduate programs, as well as from the nursing community. Selection is based on scholastic achievement, leadership qualities, creativity, professional standards and commitment.

Students selected for membership are invited to join the Society. Bi-annual inductions are held in December and May; there is an induction fee. Yearly dues are required for active, continuing membership. Students who are not eligible for induction during the baccalaureate program may apply for induction as graduate students or as community members. Students selected for membership in Sigma Theta Tau are recognized at the annual Convocation.

Phi Kappa Phi

Phi Kappa Phi is a national honor society which was established at the University of Maryland in 1920. Its objective is to foster and recognize outstanding scholarship, character and social usefulness in students from all areas of instruction. Students are initiated in the spring of each year. Students who completed their programs of study in the summer or fall of the

previous year also may be considered for membership. Students selected for membership are recognized at the annual Convocation.

Awards for Baccalaureate Graduates

The following awards are presented to qualified baccalaureate students at the School of Nursing Convocation each year:

University of Maryland Alumni Association Award for the Highest Average in Scholarship - presented to the baccalaureate student with the highest average in scholarship.

University of Maryland Alumni Award for Leadership - presented to the baccalaureate graduate who has exhibited outstanding leadership in a student organization.

NSGA Leadership Award for Contribution to the School of Nursing Community - presented by the Nursing Student Government Association to the baccalaureate graduate who has demonstrated leadership qualities that have benefited the School of Nursing community.

Undergraduate Organizations

Nursing Student Government Association (NSGA) President Kevin Driscoll

All undergraduate students of the University of Maryland School of Nursing are members of the Nursing Student Government Association (NSGA). The purpose of the NSGA is to encourage fellowship among students and to create a sense of unity, cooperation, and understanding between faculty and students. The NSGA is also responsible for approving the allocations of student activity fees to support the numerous events, special programs, and activities that are planned to inform and unite the undergraduate student body. A formal process for requesting funds from NSGA is in place.

**Black Student Nurses Association (BSNA)
President Jovan Chapman**

This organization provides support for minority students enrolled in the School of Nursing and cooperates with representatives of the faculty in developing programs that stimulate multicultural communications

**Maryland Association of Nursing Students (MANS) - University Chapter (UMANS)
President Jennifer O'Hara**

All student nurses are eligible to join the state organization which provides an opportunity to become involved with a variety of activities. Legal, administrative, local and national issues related to health care delivery, as well as community/volunteer services, are examples of some of the concerns of this organization.

University of MD Hispanic Association of Nursing, Co-Founder, Jessica Yancey

The Hispanic Association of Nursing Students (HANS) was founded in 2004 by a group of Hispanic/Latino students who encourage and welcome all students both undergraduate and graduate to formally join the organization. HANS' primary focus is to emphasize the exploration of Latino culture and support a group of students who are committed to such activities as presenting guest speakers, encouraging high school students to consider nursing as a profession, volunteering in clinics, at health fairs and other community-related activities, promoting study abroad and special seminars, and participating in social events.

**Chi Eta Phi
President Jennifer Wallace**

Chi Eta Phi is the nation's oldest national Greek professional nurses' organization. The School of Nursing's chapter, Gamma Beta Beta, was chartered on May 6, 2000. Chi Eta Phi's overall goal is to serve humanity

through community-based programs and projects.

Campus Wide Student Organizations

Three other campus-wide student groups are present at the University: International Student Organization, Muslim Student and Scholars Association, and the United Students of African Descent.

STUDENT SUPPORT SERVICES

Student Communication by E-mail

The Office of Admissions and Student Affairs assists students to obtain **mandatory** University e-mail accounts. All official announcements from the School of Nursing are sent via the student e-mail system and are posted on the Student Drive (S drive) of the Local Area Network (LAN). Other forms of notice include posters at the entrance to the building, flyers posted on bulletin boards and announcements made in classes and student meetings.

University of Maryland Student Services

In addition to the many student services and activities offered and administered by the School of Nursing, the University of Maryland, Baltimore provides a number of student services for students in each of the professional schools on campus (Nursing, Dental, Law, Medical, Pharmacy, Social Work). The University's Office of Student Services coordinates campus wide activities, programs, and services that foster students' personal and professional development and bring the campus' professional students together as a community.

Visit the University's Student Services Web site at <http://www.umaryland.edu/students/>. This site includes links to many areas including:

Athletic Center
Bookstore

Campus Job Openings
Campus Wide Student Organizations
Counseling Center
Financial Aid Office
Hotels
Housing/Residence Life
Maps and Directions
Parking and Commuter Services
Student Health
University News
University Records and Registration
University Student Center
Weather Announcements

A Calendar of campus wide events is also located at this site.

Academic Support Services

The Office of Admissions and Student Affairs provides access to academic support programs which include writing skills, APA style, test taking, improving study skills and time management, stress management and coursework tutoring.

Tutorial Program/Tutoring Center

The School of Nursing offers a no cost *Tutorial Program* to undergraduate students. The *Tutoring Center* is located in room 442A and hours of operation are posted weekly. At any time, students who need information about tutoring services can obtain such at the Office of Admissions and Student Affairs in Suite 102.

The **Group Tutorial Program** is built around weekly group discussions and question and answer sessions conducted by a highly experienced nurse-educator. Tutorials are offered in NURS 304, NURS 311, NURS 312, NURS 320, NURS 330 and NURS 402. The weekly group tutorial times and locations are posted in the School of Nursing lobby.

A group workshop devoted to medical calculations, a critical aspect of clinical practice, is also offered weekly on a walk-in basis for all undergraduates. Times and locations are posted in the School of Nursing lobby.

Students often attribute academic success in the courses noted above to their having taken consistent advantage of the **Group Tutorial Program**.

Group tutorials may be augmented for individual students through participation in the services of the **Peer Tutor Corps**. Members of the **Peer Tutor Corps** are undergraduates with outstanding academic records who offer one-to-one or very small group (2 or 3 individuals) tutoring for students experiencing academic difficulties and/or wishing to prepare more fully for tests and exams. Such sessions are held at times mutually agreeable to the peer tutor and the tutee(s). Request for Tutoring forms are available in the Office of Admissions and Student Affairs.

CAREER SERVICES CENTER/CAREER FAIR

Career services within the Office of Admissions and Student Affairs emphasize exploration of career options; preparation for job searches, résumé writing and interviewing; employer relations and placement. Career panels and workshops are offered periodically to assist students in planning the next phase of their careers.

An annual **Career Fair** is offered each spring. The **Career Fair** brings employers to the School of Nursing in order to present students with specific information on employment opportunities, benefits and other incentives. Seniors are able to circulate resumes to selected employers at the Career Fair.

The School supports a Web-based **Career Services Center** which is available at www.nursing.umaryland.edu. The **Career Services Center** is continually developed and maintained by undergraduate students who work in cooperation with the Office of Admissions and Student Affairs and the Office of Information and Learning Technologies. The *Center* provides information on job searches, career development, and advancement within the profession of nursing. A section on "Frequently Asked Questions" is

available at the Web site, as are career-related commentaries from alumni.

Computer Requirements

Each student is expected to have, at minimum, basic computer literacy upon enrollment. Each student is required to have a computer. Appendix IV lists hardware and software requirements. The School of Nursing has a number of computer laboratories available for student use during posted hours of operation. Windows-based machines and various software are also available at the University Health Sciences and Human Services Library.

Computer literacy is defined as the essential knowledge needed to function independently with a computer. It is further defined as having basic knowledge about, and the ability to, operate the computer and software including word processing, e-mail, presentation packages such as Power Point; the ability to manage files; the ability to effectively use the Internet.

Students who feel they do not possess minimum basic computer literacy are expected to seek out appropriate workshops or courses in order to secure such literacy and competence prior to initial enrollment at the School of Nursing. Hardware and software requirements are listed in Appendix X.

Help Desk

The University of Maryland, Baltimore maintains a "Help Desk" which offers an extensive array of information and resources to all students on campus, including computer/computing related information, online learning information, student e-mail account information, hardware and software sales, and a host of "Frequently Asked Questions". The UMB "Help Desk" is available at <http://www.umaryland.edu/helpdesk/>

What is the S-drive?

S stands for "Student". The S-drive is the University of Maryland, Baltimore Web-based

communication system for all students. S-drive communication is an integral part of most School of Nursing courses and is often referred to in class as "class notes". Other S-drive communication includes announcements, notices of events, policy changes, and similar information of importance to students.

How to Access the S-Drive

Open the University of Maryland, Baltimore's School of Nursing website by using this URL: <http://nursing.umaryland.edu>

1. Click on the "Course Materials" Link.
2. Then, click on the "Class Resources" link.
3. On the "CLASS FILES" page, click on the "Click Here" hyperlink to access the School of Nursing Class Files Resource Page.
4. Click on "YES" to accept the "Security Alert."
5. When prompted, enter **webuser.son** as your USER NAME and enter **nursing** as your PASSWORD.
6. Click on the Undergrad, Grad, or appropriate folder, and then click on the course you are interested in.
7. Click on the corresponding Instructor (when appropriate)
8. Click on the Lecture Number (when appropriate)

Printing Handouts and/or Lecture Slides

1. Look at the PRINT menu
2. In the PRINT WHAT box, scroll down and highlight HANDOUTS
3. The HANDOUT section will ask you for the number of slides per page. Scroll down and highlight 3 or 6 per page, whichever you prefer.
4. Click PRINT. DO THIS ONLY ONCE!
5. Note that print jobs will print in the order they are sent. **So do NOT wait until 5 minutes before your class to**

print material. If you do, you'll definitely be late.

6. Always preserve confidentiality.

FINANCIAL ASSISTANCE

Payment of Tuition and Fees

Tuition and fees are payable in full prior to the first day of classes of each semester or term. Students may not attend classes if tuition and fees are not paid. The only exceptions to this policy are students awaiting receipt of financial aid, students who have entered into an official third-party payment arrangement which is on file with the University Office of Student Accounts, and students who have signed an installment agreement which is on file with the University Office of Student Accounts.

Financial Assistance

Financial assistance for School of Nursing students is a joint endeavor between the University Office of Financial Aid and the School of Nursing. Financial resources for undergraduates include Nursing Scholarships (see below) and for master's students include School of Nursing Scholarships, Graduate Traineeships, and Graduate Teaching and Research Assistantships, which are administered by the Office of Admission and Student Affairs.

Information regarding financial assistance can be found on the University's website at www.umaryland.edu/fin. To qualify for University-based federal and state financial assistance, students must submit the Free Application for Federal Student Aid (FAFSA). The priority filing date is March 1st for Institutional and State Financial Aid. Eligibility for financial aid depends on maintaining good academic standing while in attendance. Renewal of financial aid for the subsequent academic year depends on annual submission of the FAFSA. Visit www.umaryland.edu/fin for up-to-date information.

Sources of Financial Assistance Administered by the School of Nursing

School of Nursing Scholarships

School of Nursing Scholarships are derived from the earnings of gifts, bequests, endowments, awards and other allocations made to the school. School of Nursing Scholarships are awarded to students in the baccalaureate, master's and doctoral programs. The awards are competitive and based on potential or actual academic achievement. Financial need is also a consideration in some cases. The amounts of these scholarships vary; approximately 200 are awarded on an annual basis in accordance with school policy. Eligible students are awarded School of Nursing scholarships upon entry to the school. No separate application is necessary. For more information, please visit www.nursing.umaryland.edu

Clinical Scholars Program

The School of Nursing Clinical Scholars Program is offered in conjunction with area health facilities. Qualifying BSN students are offered the opportunity to complete their emphasis practicum under the guidance of a clinical preceptor, receive tuition support for their final year and upon graduation, work for a one-year period in the supporting hospital/health facility.

Work-Study Opportunities

Employment opportunities for students are often available within the School of Nursing. Contact the Office of Admissions and Student Affairs, Suite 102, for more information. Part-time and occasional short-term, one time work opportunities are often available.

SCHOOL OF NURSING 2004 – 2005 ACADEMIC CALENDAR

FALL 2005

See Website at www.umaryland.edu
and click on current or prospective
students; then click on Academic
and Registration Calendar

Disclaimer

Please note that the purpose of this publication is to provide information about the University of Maryland School of Nursing to enrolled undergraduate students. **THIS HANDBOOK IS NEITHER A CONTRACT NOR AN OFFER TO MAKE A CONTRACT.** While every effort has been made and will be made to ensure the accuracy of the information therein, the School of Nursing reserves the right to make changes at any time with respect to course offerings, degree requirements, services provided, policies in effect, or any other subject addressed in this publication. The information in this publication is provided solely for the convenience of the reader, and the School of Nursing expressly disclaims any liability that may otherwise be incurred.

The University is an equal opportunity institution with respect to both education and employment. The university's policies, programs and activities are in conformance with pertinent federal and state laws and regulations on nondiscrimination regarding race, color, religion, age, national origin, sex, and handicap.

APPENDIX I

OFFICE OF ADMISSIONS AND STUDENT AFFAIRS
Suite 102; Registration Services Room 108; Tutoring Center Room 442A.

Patricia V. Mitchell
Associate Dean

Richelle Emerick
Assistant Dean

Stephanie Wilder
Administrative Assistant

Amanda Winfield-Summiel
Assistant Director
Registration Services

LaShawn Robinson
Graduate Program Specialist

Raymond Medina
Program Specialist

Candace Edwards
Associate Director
Admissions

Naomi Sweigard
Assistant Director
Admissions

Anne Edwards
Sr. Academic Program Specialist

Kathy Farnsworth
Assistant Director
Admissions & Student Affairs

Allison Hewitt
Administrative Secretary

Nicole Nail
Information Technology
Data Specialist

Sheila Levings
Nurse Educator

Jenny Francois
Graduate Assistant

APPENDIX II

UNIVERSITY OF MARYLAND BALTIMORE CAMPUS-WIDE POLICIES

A number of policies at the University pertain to all of its students, regardless of enrollment in a particular professional school. These policies appear in the 2004-2005 STUDENT ANSWER BOOK. The STUDENT ANSWER BOOK is made available to all newly enrolling School of Nursing Students each semester and is also online at www.umaryland.edu

Specific policies included in the STUDENT ANSWER BOOK ARE AS FOLLOWS:

- **CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS**
- **REVIEW OF ALLEGED ARBITRARY AND CAPRICIOUS GRADING**
- **RIGHTS AND RESPONSIBILITIES FOR ACADEMIC INTEGRITY**
- **SCHEDULING OF ACADEMIC ASSIGNMENTS ON DATES OF RELIGIOUS OBSERVANCE**
- **LIBRARY MATERIALS**
- **INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**
- **POLICIES RELATED TO SMOKING, ALCOHOL, AND DRUGS**
- **CAMPUS SUBSTANCE ABUSE**
- **ILLCIT DRUGS**
- **POLICY ON STUDENTS WHO ARE CALLED TO ACTIVE MILITARY DUTY DURING A NATIONAL OR INTERNATIONAL CRISIS OR CONFLICT**
- **STATEMENT REGARDING ORGANIZED ACTIVITIES ON CAMPUS**
- **POLICY ON THE USE OF THE PHYSICAL FACILITIES OF THE UNIVERSITY SYSTEM FOR PUBLIC MEETINGS**
- **IMMUNIZATION POLICY**
- **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**
- **SERVICE TO THOSE WITH INFECTIOUS DISEASES**
- **POLICY AGAINST SEXUAL HARRASSMENT OF STUDENTS**
- **PROCEDURES RELATING TO SEXUAL ASSAULT**
- **POSITION ON ACTS OF VIOLENCE AND EXTREMISM THAT ARE RACIALLY, ETHNICALLY, RELIGIOUSLY, OR POLITICALLY MOTIVATED**
- **STUDENT SEXUAL ORIENTATION NONDISCRIMINATION**
- **INCLEMENT WEATHER AND EMERGENCY POLICY**

**Graduate
Student
Handbook**

2004-2005

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University of Maryland School of Nursing
Graduate Student Handbook

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I. OVERVIEW OF THE SCHOOL OF NURSING

Background and History

The School of Nursing is part of the Baltimore campus of the University of Maryland, which was established in 1807 and is the founding campus for the University of Maryland, one of the largest public universities in the United States. The campus includes six professional schools: Nursing, Medicine, Dentistry, Pharmacy, Social Work and Law; the Graduate School; the Maryland Institute for Emergency Medical Systems; the University of Maryland Medical Center; and the Veterans Affairs Medical Center. The University of Maryland, Baltimore enrolls nearly 6,000 students taught by over 1,600 faculty members.

The Baltimore campus of the University of Maryland is one of the fastest growing biomedical research centers in the United States and expects to receive close to \$350 million in sponsored-program support in 2003. The unique composition of the campus enables health professionals to address health care, public policy and social issues through multidisciplinary research, scholarship and community action. Its location in the Baltimore-Washington-Annapolis triangle maximizes opportunities for outstanding student placements, as well as collaboration with government agencies, health care institutions and life science industries.

The University of Maryland School of Nursing, established in 1889 under the direction of Louisa Parsons, a student of Florence Nightingale's School of Nursing in London, provides educational programs in nursing leading to the bachelor's, master's, and doctoral degrees. The School of Nursing is consistently ranked among the top ten schools of nursing in the nation. In addition, five of the master's specialties-Nursing Administration, Adult Nurse Practitioner and Gerontological Nurse Practitioner, Psychiatric/Mental Health Nursing and Community/Public Health Nursing were ranked in the top ten nationally.

The School of Nursing faculty are internationally renowned for their research and clinical expertise, their innovative instructional programs, and their state-of-the-art models of nurse-managed delivery of healthcare services.

Departmental Organization

The School of Nursing is organized into two departments *Adult Health/Education, Administration, Health Policy and Informatics, and Behavioral and Community Health/Child, Women's and Family Health* each of which is administered by a Chair and Vice Chair. The School has pioneered a variety of innovative educational programs, including the world's first nursing informatics program and the nation's first nursing health policy program. A variety of flexible and combined programs are offered to accelerate degree completion. These include the second-degree option for baccalaureate students, the RN to MS program, the post-baccalaureate entry option into the PhD program and the MS/MBA and MBA/PhD programs offered in conjunction with the Robert G. Merrick School of Business at the University of Baltimore, the School of Business at Frostburg State University and the Robert H. Smith School of Business at the University of Maryland College Park. Dual admission is also available for BSN students applying to

select universities, colleges and community colleges throughout Maryland. An RN to BSN program is available online, as are graduate level courses.

Accreditation

The University of Maryland, Baltimore is accredited by the Middle States Association of Colleges and Secondary Schools and is a member of the Association of American Universities. The National League for Nursing Accrediting Commission (NLNAC) accredits the Baccalaureate and Master's programs at the School of Nursing; the most recent NLNAC site visit was in February 2002. The School of Nursing received an excellent review and was accredited for a full eight years. A major provider of continuing education for nurses, the School's Continuing Education Program is accredited by the American Nurses' Credentialing Center (ANCC), the Commission on Accreditation (COA), and serves state, national, and international nursing professionals through the provision of lifelong learning opportunities. As a result of an accreditation visit in October 2002, the Continuing Education program was accredited until 2008.

Clinical Education

The School of Nursing is housed in a contemporary, modern, seven-story, 154,000 square foot building. Incorporating the most advanced classroom and laboratory design, sophisticated distance-learning technologies and a state-of-the-art nurse-managed Pediatric Ambulatory Clinic, the building sets a new standard for nursing education. Technologically advanced laboratories provide students with opportunities to build knowledge and skills through a progression of clinical laboratory simulations, which replicate a variety of health care situations. In addition, facilities for clinical education and evaluation using standardized patient experiences are available. Nearly one-quarter of the building accommodates the School's growing research initiatives, providing bench, behavioral and health policy research space. The Pediatric Ambulatory Clinic serves as a clinical training site for the School's nurse practitioner master's specialties.

The School's clinical operations include the Open Gates Health Center, a community-based, nurse-managed clinic in Southwest Baltimore, which provides health care services to adults and families in a medically underserved inner-city area; 15 school-based wellness centers in Baltimore City, Baltimore County, Caroline County, Dorchester County and Hartford County, which provide primary care services to students from kindergarten through high school; the Governor's Wellmobiles, mobile health units which provide primary and preventive services to children, their families and the homeless across the State of Maryland; the Senior Care Center at the Urban Medical Institute, which provides primary comprehensive geriatric assessment and primary care to low-income seniors living in east and west Baltimore; the South West Family Center which is designed to keep teen parents and parents-to-be in school by assisting students with their academic programs, parenting skills and health care needs; and the Pediatric Ambulatory Clinic, an interdisciplinary collaboration between the School of Nursing, the School of Medicine, the School of Pharmacy, and the School of Social Work which provides population-based health promotion and disease prevention and management services for children in the surrounding community.

The School continually updates its undergraduate and graduate curricula to guarantee their relevance to the changing roles of nurses and to assure that the content and focus of the courses and clinical experiences remain applicable to preparing students for practice in the constantly evolving health care delivery system. As a result, there is increased emphasis at both the undergraduate and graduate levels on health promotion, disease prevention and management, and community and population-based clinical experiences. Core content focuses on financial and information management skills, problem solving and critical thinking skill. Interdisciplinary education and collaborative practice are emphasized throughout the curricula. Clinical and practical experiences are offered in conjunction with over 500 health care institutions.

Vision 2006

We are a nationally recognized top ten school that develops nursing leaders for education, research and practice. Our faculty, staff and students jointly create a rich and vibrant community that advances evidence-based practice and scholarship across the health professions. We enhance the quality and efficiency of education, practice, and research by incorporating state-of-the-art technology. Through our Centers of Excellence, scholars come together to address significant health priorities. We are a partner of choice, collaborating with colleagues from diverse professions, institutions and locations to develop innovative practice models that shape the evolving health care delivery system.

Mission

We shape the profession of nursing by developing nursing leaders in education, research and practice. We accomplish this through our outstanding baccalaureate, graduate and continuing education programs; our cutting edge science and research; and our innovative clinical enterprise.

Strategic Initiatives

The School of Nursing will pursue these major initiatives over the three-year period of 2003 through 2006.

Strategic Initiative 1:

Prepare nursing leaders to shape and influence the profession and the health care environment. The continuing shortage of nurses, the aging population, and the need for more evidenced-based practice, growing health disparity, and the fluctuating market for nursing programs require creative response. The University of Maryland School of Nursing is uniquely positioned to respond to these trends by educating nursing leaders and developing innovative practice models. Health systems, alumni, community organizations, nursing schools and other professional schools have voiced their readiness and desire to collaborate in responding to these trends and shaping the future of health care delivery. The School of Nursing seeks and welcomes these partnerships.

Strategic Initiative 2:

Establish Centers of Excellence that build on current strengths and market needs. There is growing need for more evidence to substantiate nursing practice and education. This evidence can be gained most efficiently from concentrated, focused research that engages diversity of thought in a collaborative environment. It requires a secure funding base and a community of scholars who can leverage their synergy to create something greater than the sum of the parts. Established Centers of Excellence offer such an environment. The University of Maryland School of Nursing Centers will be founded on a rich research base that integrates education and practice. They will address major health priorities and achieve significant outcomes.

Strategic Initiative 3:

Foster a positive environment for faculty, staff and students. Talented faculty and staff are drawn to environments that offer growth, opportunity, and community, with effective processes that make it easy to get things done. The goals in the School's Strategic Plan attend to each of these areas. In implementing its plan, the School of Nursing will adopt a system of continuous quality improvement in education, research and practice that makes effective use of state-of-the-art technology. Educational methods will include blended and hybrid approaches for delivering course content that meets the varying needs of a diverse student community. The University of Maryland School of Nursing will be known for a stimulating and supportive student environment that is highly conducive to the development of nursing leaders.

Administrative Organization

The School's administrative organization is comprised of the Dean's office, six major units, and two academic departments.

Janet D. Allan, PhD, RN, CS, FAAN
Dean and Professor

Carolyn A. Waltz, PhD, RN, FAAN
Associate Dean for Academic Affairs and Professor

Barbara Covington, PhD, RN
Associate Dean for Information and Learning Technology

Mary Haack, PhD, RN, FAAN
Chair, Behavioral and Community Health/Child, Women's and Family Health
Department

Ruth Harris, PhD, RN, CRNP, FAAN
Chair, Adult Health/Education, Administration, Health Policy and Informatics
Department

Mary Etta Mills, ScD, RN, CNAA
Assistant Dean for Baccalaureate Studies

Kathryn Montgomery, PhD, RN
Associate Dean, Outreach and Organizational Partnerships

Patricia Morton, PhD, RN, CRNP, FAAN
Assistant Dean for Master's Studies

Marla Oros, MS, RN
Associate Dean for Clinical and External Affairs

Joan Powers, MA
Associate Dean for Admissions and Student Affairs

Barbara Smith, PhD
Associate Dean for Research

Susan Thomas, PhD, RN, FAAN
Assistant Dean for Doctoral Studies

Admissions and Student Affairs

The Office of Admissions and Student Affairs, under the direction of an Associate Dean, has responsibility for admissions, registration services, student leadership and development, student academic and other support services, and school-based financial assistance. Located in suite 102, students are always welcome.

The Office of Admissions and Student Affairs promotes student success and facilitates student access to the comprehensive services offered by the University of Maryland, Baltimore. A full array of services is offered through the Office including, but not limited to, processing of applications and admissions counseling, the provision of student-centered programs, the development of practices and policies related to student affairs in order to create a welcoming environment that will assure opportunities for student learning and leadership development. Specific Graduate School policies are available online at www.graduate.umaryland.edu

II. MASTER'S PROGRAM

Overview

The graduate master's program at the University of Maryland School of Nursing is the only comprehensive one of its kind in the state and is one of the largest such programs in the nation. The master's program is part of the Graduate School; therefore, students are subject to the requirements and policies of both schools.

The Master of Science (MS) program offers the opportunity for advanced preparation in nursing in a variety of specialty areas. It requires the completion of a minimum of 35 to 55 credits depending on the specific area of specialization.

Graduate master's education fosters the responsibility, creativity and self-direction that characterize professional commitment and enhance a continuing desire to learn and to grow intellectually and professionally. The student is viewed as a partner in the teacher-learner dyad and receives both stimulation and support for scholarly pursuits. He/she is given the freedom to try out new ideas, learn to apply knowledge, and develop new skills. The opportunity to articulate beliefs, ideas and formulations is gained through valuable interaction with faculty and other members of the academic community.

Purposes and Objectives of the Master's Program

Master's degree program objectives are formulated on the clear assumption that graduate education builds upon undergraduate education. Graduate education is an intensive and analytic expansion of knowledge, enabling the perception and development of new and more complex relationships that affect nursing. Graduate education provides and ensures further opportunity for our students to think conceptually, to apply theory and research to practice, and to develop in-depth knowledge in a specialized area of advanced practice nursing. The MS program prepares nurses:

- With role preparation as a clinical nurse specialist, nurse practitioner, administrator, information or policy specialist.
- With expertise in a specialized area of advanced nursing practice.
- For leadership in advanced nursing practice, professional organizations, health care agencies and policy-generating bodies.
- For doctoral study.

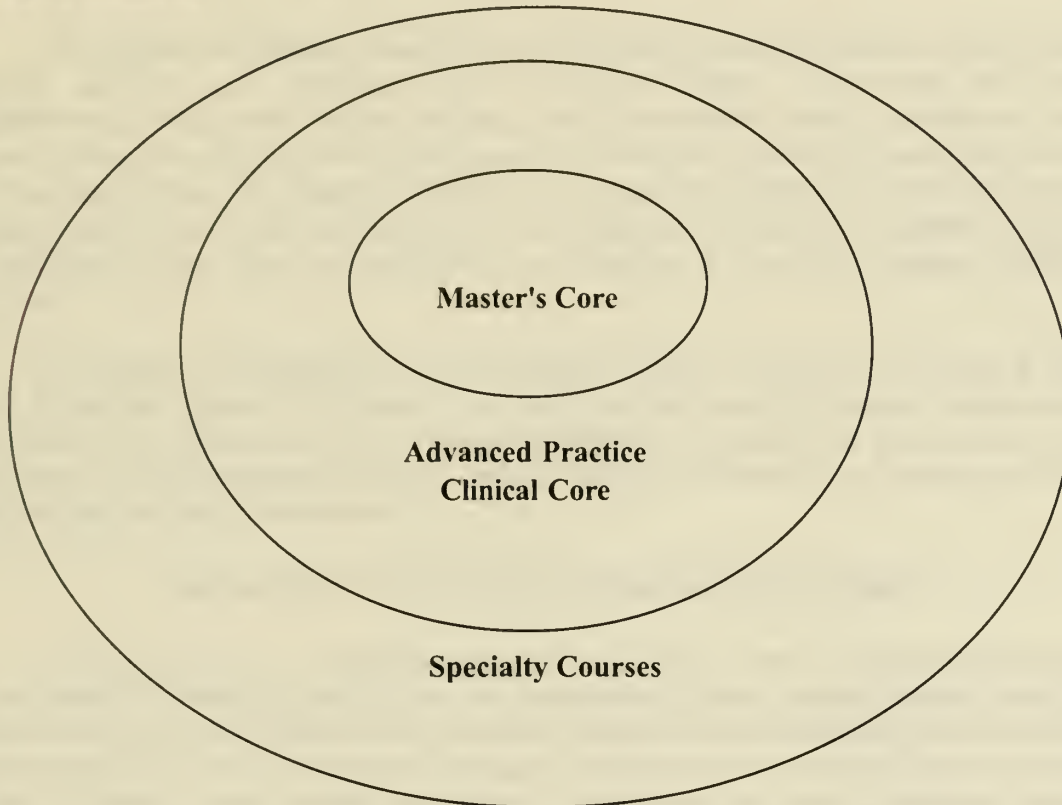
Other objectives of the master's degree program are to provide our graduates with the ability to:

- Incorporate a range of theories into advanced nursing practice.
- Adhere to ethical, legal and regulatory mandates and professional standards for advanced nursing practice.
- Utilize scientific inquiry and new knowledge for the provision of nursing care, the initiation of change, and the improvement of health care delivery.
- Function as a clinical expert member of nursing and interdisciplinary research teams for the generation of new knowledge and for the appraisal of research findings for utilization in practice.
- Evaluate nursing care within the framework of outcomes, using findings for the improvement of the health care system, delivery of care, and client outcomes.
- Collaborate with nursing and interdisciplinary colleagues and with consumers for the attainment of shared health care goals that focus on health promotion and disease prevention.
- Provide leadership in the development and evaluation of strategies for improving delivery of health care, using knowledge of economic, political, organizational and regulatory systems.
- Manifest personal accountability for lifelong learning, professional growth and commitment to the advancement of the nursing profession.

In addition to the knowledge and practice components of the objectives listed above, the behavior of graduate students should reflect an internally consistent value system. It is expected that graduates will value scientific inquiry as a basis for professional practice and will seek to increase their contributions to the nursing profession.

Organizing Framework of the Master's Program

Master of Science



The concentric circles represent the learner's movement from the graduate core courses into the advanced practice clinical core and then into the specialty curriculum. Each circle represents the learner's increasing depth and breadth of knowledge and skills in the advanced practice of nursing.

The Master of Science degree requires the completion of a minimum of 35 to 55 credits depending upon the area of specialization. Most specialties can be completed in three to four semesters of full-time study. The curriculum design for all master's specialties includes the following ten credits of core courses:

NURS 602	Planning Health Care for Populations	3 cr
NURS 606	Systems in Health Care Delivery	3 cr
NURS 701	Science and Research for Advanced Nursing Practice	4 cr
		10 cr

(The RN TO MS program is described in the catalog and in the Undergraduate Handbook).

Independent Study-Graduate Program

The general purpose of independent study is to increase the student's theoretical or clinical knowledge and skills in a specified area. Fifteen hours of student time are required for each credit of independent study.

The student and faculty member who will guide the independent study establish mutually agreed upon objectives and evaluation criteria, from which the specific requirements of the project follow logically. An "Independent Study Agreement" form is signed by both the student and faculty member. This plan of study must be approved by the Assistant Dean for Master's Studies. Copies are retained in both the student's departmental file and in the student's permanent file in the Office of Registration Services. An additional copy may be supplied to an agency if the study design includes a practicum.

The student undertaking an independent study is required to submit a written report to his/her advisor. This report may take the form of a log, periodic assessment of the experience, written summary, review of literature, or report on the project. At the completion of the independent study, a final meeting between the student and faculty member will be held for evaluation.

Course Work Only (CWO)/ Non-Degree Student Status

Policies governing non-degree (course work only) student enrollment are included in the School of Nursing catalog and are referenced below: Students may enroll on a course work only (CWO)-basis if their academic record meets Graduate School standards. This category is for 1) non-degree admission of applicants who already have a master's degree, but wish to add to their knowledge; 2) individuals who wish to pursue a graduate degree at a later date; 3) students pursuing a graduate degree at another institution who wish to take School of Nursing course work.

Course work only students are eligible to take any non-clinical course work regularly open to degree-seeking graduate students. Priority registration is given to students who are admitted to and are working toward the MS degree. Students may take courses in a non-degree status over a period of five years, as long as a B average (3.0) is maintained. Non-degree course work will not be used as a qualifying program for admission to the MS program. Should the student be admitted to the MS program at a later date, only six semester hours of credit may be transferred to the degree program without special petition to the Graduate School. Grades for courses taken while a student in the non-degree status will be treated as transfer credits and will not be calculated in the MS degree cumulative grade point average. A student matriculated in another graduate school who wishes to enroll for a single summer session or a single semester in the University of Maryland, Baltimore Graduate School and who intends thereafter to return to the graduate school in which he/she is matriculated may be admitted in a non-degree graduate status as a transfer student.

Graduate students, both nurses and non-nurses, who are matriculated in another school or university:

- Must fill out an "Application for Graduate Coursework in a Non-Degree Status" form for the University of Maryland.
- Must have their home institution's graduate dean certify, in writing, that they are in good standing and that any credits earned at the University of Maryland School of Nursing will be accepted toward a graduate degree at the home institution.
- Must be granted a letter of admission to non-degree status by the Office of the Dean of the Graduate School, upon recommendation from the School of Nursing. This letter enables the non-degree student to register.

Specialty Areas

Each master's specialty requires designated specialty and support courses for degree completion. Each student selects a specialty area within a clinical or functional area of advanced nursing practice. Emphasis areas are available within several of the specialties. Detailed descriptions of the master's and post-master's specialty areas are available online at www.nursing.umaryland.edu in the School's catalog. Information concerning faculty coordinators of each MS specialty area is available in the Handbook Appendices. The departments and specialty areas are as follows:

Department	Specialty Areas
Adult Health	Adult Primary Care Nurse Practitioner Trauma/Critical Care and Emergency Nursing Gerontological Nurse Practitioner Oncology Nursing
Behavioral and Community Health	Community/Public Health Nursing Community/Public Health Nursing: Environmental Focus Advanced Practice Behavioral Health Nursing: Adult and Child/Adolescent Focus Psychiatric Primary Care Nurse Practitioner
Education, Administration, Informatics, and Health Policy	Nursing Administration Nursing Administration/Managed Care Nursing Administration/Business Administration (MS/MBA) Nursing Health Policy Nursing Informatics Nursing Education (Post Master's option only)

Child, Women's and Family
Health

Advanced Practice Pediatric Nursing
Neonatal Nurse Practitioner
Family Nurse Practitioner
Women's Health Nurse Practitioner
Nurse-Midwifery

III. POLICIES AND PROCEDURES

Registration

Overview

Students must register for coursework each semester in order to maintain degree candidacy. Registration is coordinated through the School of Nursing Office of Registration Services located in room 108. The School employs an online registration process. Students receive detailed instructions concerning dates and registration procedures each semester (see Appendix I for the 2003-2004 Academic Calendar). After classes begin, students who wish to terminate registration must follow withdrawal procedures and are liable for any charges which may be applicable at the time of withdrawal. Only registered students and sanctioned, official guests are allowed in School of Nursing classrooms and laboratory settings. Unattended minors are not permitted in a School of Nursing facilities.

A student may register when the following conditions are met:

- The student is officially accepted.
- The student has received approval of the course schedule from his/her academic advisor.
- The student has demonstrated appropriate academic progression.
- The student is financially eligible to register.

Credit Hours

Full-time enrollment for master's students is nine or more credit hours in a semester or term. Part-time enrollment is from 1-8 credit hours in a semester or term.

Course Numbering

500 Denotes the University of Maryland professional courses, not usually approved for graduate credit; Graduate School must grant permission for such credit to be earned by master's level students.

600 and 700 Denotes graduate level courses for either master's or doctoral degrees.

800 Denotes doctoral level courses not usually open to master's students.

CIPP

Denotes courses in Inter-professional Programs (CIPP) which are open to seniors, professional and graduate students. Graduate students may take a maximum of four CIPP credits.

(Note that course numbers ending in "8" or "9" denote special problem, independent study, or dissertation credit).

SURF: Student UseR Friendly System

Students may review grades, student accounts and financial aid information online anytime, as long as one's Netscape browser is greater than version 6.0 or one's Explorer is version 5.0 or greater. Computers are available in the Office of Registration Services, room 108, to view this personal information. Log-in instructions are available in suite 102 and room 108 (Admissions and Student Affairs and the Office of Registration Services). After log-in, one is able to:

- View and/or request a change to address, phone number, e-mail address, emergency contact information, or name
- View semester/ term course schedule
- View information about academic programs
- View grades for a given term or see entire academic record
- Request an official transcript
- Request an Enrollment and/or Degree Verification
- Look at financial account ("bill")
- Apply for a diploma
- View "holds" that may affect ability to register, such as unpaid bills or missing documents
- Check the status of Financial Aid application and award statuses
- Determine if Financial Aid documents are missing
- View Financial Aid award history, the award payment schedule, and loan history
- Accept awards online

Changing A Schedule

Students may change a schedule of classes only within the parameters noted below. Changes include adding a course to the schedule, dropping a course from the schedule, and changing sections of a course. Specific deadline dates for making such changes are published each semester and term in the School of Nursing *Schedule of Classes* which is made available on the School of Nursing Website. Payment and refund policies are in effect for all schedule changes and these policies are also available on the Website.

Adding A Course (For semester long, eight week, and summer courses)

Students may add a course or courses to their schedules during the first week of classes. The first week of classes begins with the first day that any class is offered. After the end of the first week of classes, no course or courses may be added without the permission of the student's faculty advisor and the course instructor. It is important

to note that the ability to add a course also is a function of individual course enrollment capacity which is established by the respective department chair.

Dropping a Course (For semester long courses)

Students may drop a course or courses without penalty of failure during the first eight weeks of the semester. Dropping a course or courses during this period means that the course(s) will not appear on a grade report or transcript and no grade will be recorded. Permission of the student's faculty advisor is required. Students may not drop a course or courses under any circumstances during the final eight weeks of a semester.

Complete Withdrawal From the School of Nursing and the University

A student may completely withdraw from the School of Nursing and the University at any time. If a student is compelled by medical problems, circumstances beyond her/his control, or other extraordinary circumstances, to leave the School and the University prior to the conclusion of a semester or term, the student must file an APPLICATION FOR WITHDRAWAL with the School of Nursing Office of Registration Services. The APPLICATION FOR WITHDRAWAL must include documentation of the reason(s) for withdrawal and required signatures. Required signatures are: the signature of the Assistant Dean for Master's Studies and the Associate Dean for Student Affairs.

If a complete withdrawal occurs during the first eight weeks of a semester, or during the first four weeks of an eight week summer course, and the APPLICATION FOR WITHDRAWAL is appropriately completed and filed, the student will receive a withdrawal mark of WD for each course attempted. Each WD mark will appear on the transcript. WD signifies that the student withdrew from the course without a grade.

If a complete withdrawal occurs during the final eight weeks of a semester, during the final four weeks of an eight week course, or during the final three weeks of a summer course, and the APPLICATION FOR WITHDRAWAL is appropriately completed and filed, the student will receive a withdrawal mark of WP or WF for each course attempted. A withdrawal mark of WP means passing at the time of withdrawal and a withdrawal mark of WF means failing at the time of withdrawal. Both "D" and "F" grades in courses constitute failure under School of Nursing policy. Each WP and WF mark will appear on the transcript. WF marks are not included in the calculation of semester, term or cumulative grade point averages.

Leave of Absence

The Graduate School maintains a continuous enrollment policy for all master's degree students. If a student is unable to enroll in a particular term but desires to continue in the degree program, he or she is required to take a formal leave of absence from studies in advance of the upcoming fall or spring semester. The Leave of Absence request requires the approval of the School of Nursing academic advisor, the Assistant Dean for Master's Studies, and the Associate Dean for Academic Affairs, as well as the Graduate School. Leave of Absence forms are available in the Office of Registration Services, the Office of Graduate Studies and the Graduate School. A leave of absence will be granted for one semester at a time. More than one leave of absence may be

granted. A leave of absence does *not* extend the time required to complete master's degree requirements.

Military Leave of Absence

In accordance with the UMB Policy on Students Who Are Called To Active Military Duty During A National or International Crisis or Conflict, School of Nursing students called to active duty should notify the Office of Registration Services and provide the office with a copy of their orders. Orders can either be submitted to room 108 or faxed to the office at 410-706-1278. Once the orders have been received, the Office of Registration Services will make the appropriate change to the Student Information System (SIMS). Should there be any questions regarding the Military Leave of Absence policy, please call the Office of Registration Services at 410-706-2799.

Class Cancellation

Students who register and subsequently decide not to attend must notify the University of Maryland, Baltimore Office of Records and Registration in the Student Union Building, in writing, prior to the first day of classes and send a copy to the School of Nursing Director of Registration Services in room 108. If the Office of Records and Registration has not received a request for cancellation by 4:30 p.m. of the last day before classes begin, it is assumed that the student plans to attend and accepts his/her attendant financial obligation.

After classes begin, students who wish to terminate registration must initiate the withdrawal process by contacting the School of Nursing Office of Registration Services and must submit an Application for Withdrawal to that office. This time frame is governed by the University policy specific to prorating the return of tuition fees to registered students.

Students should register during the official registration period. Students who register after this period will be subject to late registration fees and must have the consent of their advisor, the Department Chair, and the Director of Registration Services. Registration is not complete until all financial obligations are met. Privileges of the University are available only after registration has been completed. Students, unless on an approved leave of absence, must register continuously throughout their program and for at least one credit in the semester in which they wish to graduate.

Emergency Notification Forms and Change of Address

Emergency Notification forms and Change of Address forms must be filed in the Office of Registration Services at the beginning of each academic year. Name, address or telephone number changes and emergency contact changes must be reported to the Office of Registration Services and the University Office of Records and Registration as they arise.

Veterans and Social Security Survivor's Assistance

Graduate students receiving Veteran's Assistance or Social Security Survivor's Assistance should submit forms to the Graduate School. For assistance regarding graduate benefits please call 410-706-4626.

Official Transcripts

The School of Nursing does not provide official transcripts. Official transcripts can be obtained through the University's Office of Records and Registration, Student Union Building in room 314. All financial obligations to the university must be satisfied before a transcript of a student's record will be furnished to any student or alumnus/alumna. There is no charge for transcripts.

Return Review Policy For Students Who "Stop Out"

For students who elect to stop out of continuous attendance at the School of Nursing and neglect to follow the leave of absence process (page 14), a Return Review Process is established and described below:

A student who stops out and *was not* in good standing, which includes having incompletes or NM (no mark) on his/her grade record, and/or being on academic warning or probation when leaving the School of Nursing, must request reinstatement through the Student Affairs Committee.

A student who stops out and *was* in good standing, which includes having no incompletes or NM (no mark) on his/her grade record, and not being on academic warning or probation when leaving the School of Nursing, and has not been in attendance for up to three semesters over a 12 month period, must submit a written request for Return Review. The Return Review request must be approved by the Assistant Dean for Master's Studies before resuming coursework is permitted.

Such a Return Review should be submitted to the School of Nursing Office of Registration Services no later than four weeks prior to the start of the semester for which the student wishes to register. The Office of Registration Services will forward the return Review request, along with the student's official folder, to the Assistant Dean for Master's Studies.

The return request must include a statement explaining the reasons for stopping out of attendance and a general description of the activities the student has undertaken in the interim period. If the student has taken coursework for academic credit during the stop out period, official transcripts of such work must be submitted with the request. (The actual granting of any transfer credit from another institution by the School of Nursing is a separate process. Contact the Office of Registration Services for information.)

The Assistant Dean for Master's Studies will review the Return Review request and the student's folder to determine the appropriateness of the student's return to the School of Nursing. This review will include consultation with the student's faculty advisor

and/or other faculty as appropriate. Upon occasion, the student may be asked to provide additional information.

A student who submits a complete Return Review may expect to receive a decision from the School of Nursing within ten (10) working days of submission of the request to the Office of Registration Services.

A master's student who stops out of attendance for more than a 12 month period must reapply for admission to the program and the specialty in which he/she was originally enrolled and follow all policies and procedures regarding the admissions process which are in effect at that time.

It is important to note that the five years to degree completion rule is in effect for all MS students, including those who stop out of attendance. This means that students pursuing MS degrees must complete degree requirements within five years of the date of first enrollment.

Residency Requirement

Residency may refer either to 1) whether, for tuition purposes, an individual is considered a resident of the State of Maryland, or 2) the period of time during which an individual is enrolled in the University in pursuit of a degree. Specific policies relate to each area.

Residency For Tuition Purposes

A determination of residence is made by the University of Maryland, Baltimore Office of Records and Registration for each applicant to the graduate program. The determination, and any determination made thereafter, shall prevail in each semester or session unless the determination is successfully challenged.

Residency in the Graduate Program

The Graduate School states that the equivalent of three years of full-time graduate study and research is the minimum residency required. The three-year period refers to all degree-related graduate work and thus includes the time spent earning the master's degree. The Graduate School requires that the equivalent of one of the three years of full-time study be spent at the University of Maryland.

Academic Advisement

Overview and Processes

The MS degree academic advisement process is essential to planning an academic program that will meet each student's personal needs and professional goals. At the time of admission, each student is assigned a faculty advisor who will help to plan the appropriate program of study. Advising generally includes interpretation of program options, discussion of course requirements and course sequencing, assistance in the development of career goals and preparation for licensure and certification. Faculty advisors will notify students of the method by which they may schedule an advising appointment. Faculty advisors post office hours when they are generally available and

times when they are available for individual office or phone call appointments with master's students.

All students must contact their advisors during the pre-registration advisement period to facilitate registration for the upcoming semester and to discuss changes in courses, program offerings and scheduling. Faculty advisors must approve all course schedules. Graduate students must also have their advisor's sign certification of completion and fulfillment of course requirement forms as necessary.

Students are responsible for contacting their advisor to make an appointment for pre-registration advising and for contacting their advisor if they are unable to keep any scheduled appointment. Students are required to provide the advisor with forms requiring the advisor's signature, keep the advisor informed of academic progress, and contact the advisor when academic difficulties exist.

Changing Advisors

At times, extenuating circumstances will result in a request for a change in advisor. In those cases, the student must submit the request in writing to either the Department Chair or the appropriate specialty coordinator and subsequently to the Director of Registration Services who then will facilitate the advisor change.

Course Waivers

Students who want to obtain a course waiver must put the request and the reason for it in writing to their advisor and to the Chair of the department offering the course. The request is then acted upon by the Department Chair, who presents his/her position in writing for review by the Assistant Dean for Master's Studies and the Associate Dean for Academic Affairs. The advisor, the student, the Office of Registration Services, and the Graduate School are then notified in writing of the action taken. Any student receiving a course waiver will be required, with advisement, to take another course that will provide the appropriate number of credits to compensate for the waived course.

Statute of Limitations

All requirements for the master's degree, for both full and part-time students, must be completed within a period of five consecutive years from the first day of matriculation. Credits (including transfer credits) submitted for the master's degree must have been completed within the five years immediately preceding the granting of the degree. A student may enter a program, take an official leave of absence, return at a later date, and still graduate as long as all requirements are met within five years. For example, a student who entered in the Fall of 2003 would need to complete the Master's degree program by August 3, 2008.

Transfer of Credit

No more than six credits of graduate coursework taken at the University of Maryland or at other regionally-accredited institutions before matriculation in the Graduate School may be applied toward the School of Nursing master's degree. Students must

take such courses from an accredited institution within the five-year limit for completing the master's degree. Therefore, if the transfer credits were taken *prior* to matriculation at the School of Nursing, the five-year limit will automatically revert to the matriculation date of the course for which credits are being transferred.

The Assistant Dean for Master's Studies and the advisor must agree that the specific credit is appropriate to, and acceptable in, a student's program and the student must earn grades of B or better in such courses. Transfer credits are not included in the cumulative GPA. Thus, a grade of A in transfer work will not balance a C in work taken in the School of Nursing program.

The request for credit transfer must be submitted to the Graduate School for approval at the earliest possible date by using the "Request for Transfer of Credit" form, which may be obtained from the School of Nursing Office of Registration Services. The student first submits the form, accompanied by the official transcript and course description(s), to the academic advisor, followed by the Assistant Dean for Master's Studies and the Associate Dean for Academic Affairs. Requests approved through the School of Nursing process will be forwarded to the Graduate School for review. Transfer credit will *not* be allowed for any course previously used to fulfill requirements for any other degree. No transfer credit is granted for correspondence courses or for credit by examination granted by other institutions.

Likewise, a maximum of six credits taken under the School of Nursing's Non-Degree/Course Work Only status may be considered for application to the master's program. Further, these course credits must form part of a unified, coherent program pre-approved by the student's advisor, the Department Chair and by the Graduate School.

Credit By Examination

In the master's program, a maximum of nine credits may be challenged with credit by examination depending on the individual specialty. Credit by Examination is not classified as transfer credit. A graduate student seeking credit by examination must obtain the consent of his/her advisor and of the instructor currently responsible for the course. The following courses are approved for credit by examination:

- NYPH 600 - Human Physiology and Pathophysiology (3 credits)
- NPHY 610 - Methods and Principles of Applied Physiology (3 credits)
- NURS 605/611 - Introduction to Primary Care Nursing (3 credits)
- NURS 620 - Clinical Diagnosis and Management I (4 credits)
- NURS 701 - Science and Research for Advanced Nursing Practice (4 credits)

A student seeking credit by examination must fill out the "Application for Examination to Establish Credit" form available in the Office of Registration Services. If the application is approved, the student makes arrangements to take the examination with the department concerned. The student then presents one copy of the approved application to the University Student Accounting Office where a bill is issued. The student will be charged for one credit at the current tuition rate based on his/her residency status

prior to taking the examination. The student then takes the approved application to the University's Office of Records and Registration in the Student Union Building.

Before the examination is given, the student presents the receipt for payment of the tuition fee to the examiner. The fee is nonrefundable. Following the examination, the examiner submits a "Supplementary Grade Report" form of the result to the University Registrar and to the School of Nursing Director of Registration Services.

IV. PROGRAM PROGRESSION

Grading Policies

The following grades are used to report the quality of course work on grade reports and transcripts:

Grade	Quality	Grade Point
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Unsatisfactory	1
F	Failure	--
I	Incomplete	--
P	Passing at C level or above	--
WD	Withdrew from all courses	--
AU	Audit	--
NM	No grade submitted by faculty	--

In order to remain in good standing, master's students must maintain an overall cumulative grade point average of at least "B" (3.0). Grades transferred from other campuses upon admission, or subsequently, are not used to calculate cumulative grade point averages.

Upon advisor approval, a course in which a grade of less than B is received may be repeated. The grade on the repeated course, whether it is higher or lower than the original course grade, replaces the original grade. If permitted to remain enrolled, that is, not dismissed from the program, students must repeat courses in their designated degree program in which they receive a D or F. No student may graduate with an unresolved F on his/her record.

A student may drop a course within the designated time frame with permission of his/her instructor and advisor. Certain penalties related to grades should be noted. (See policies regarding dropping courses on page 14).

An incomplete (I) grade must be changed to a final letter grade (A, B, C, D, or F) and that letter grade must be assigned **no later than** one academic year after the time at which the incomplete course ended. This policy does not apply to the 799 and 899 research grades, where faculty may assign letter grades, P/F, or I grades. I grades should be replaced by appropriate terminal grades when the applicable research has been approved by the examining committee.

Once awarded, an official course grade may be changed only by the faculty member who has the primary responsibility for teaching the course. A grade may be changed, for example, if an error in computing or recording the grade is detected. Any grade change must be approved by the Assistant Dean for Master's Studies, the Associate Dean for Academic Affairs, and by the Office of the Dean of the Graduate School.

Reconsideration of Grades

A student who believes that a final grade in a course is the result of anything other than the instructor's good faith judgment may appeal to the Dean of the Graduate School. Guidelines for handling the grade allegations of arbitrary and/or capricious grading are detailed in the *Graduate School Catalog* which is available online at: www.graduate.umaryland.edu

Academic Standing

All master's students are expected to maintain a minimum, cumulative grade point average (GPA) of 3.0 on a 4.0 scale during the course of their studies in order to remain enrolled. The Graduate School reviews students' academic performances at the end of each semester and term. Failure to maintain the minimum cumulative GPA requirement may result in academic dismissal.

Provisional Admission: Students admitted on a provisional basis are granted full or regular status by the Graduate School when the provisions stated in the letter of admission are satisfied. If these provisions are not met, the student may be dismissed by the Graduate School.

Academic Probation: Students lacking a cumulative GPA of at least 3.0 may be placed on academic probation for critical review. Following this probationary period, (usually one semester or term), students may be granted regular status if they attain the required academic standard. If students do not satisfy the probationary terms, the Graduate School may dismiss them.

Academic Dismissal: The Graduate School invokes academic dismissal after review of satisfactory academic progress.

Appeal of Academic Dismissal: The procedures for the resolution of controversy between the Graduate School and a student dismissed for poor academic performance, cheating or plagiarism are on file with the office of the Vice President for Academic Affairs

and Dean of the Graduate School and detailed on the Graduate School website at www.graduate.umaryland.edu in the *Graduate School Catalog* section on Graduate School Policies and Procedures.

Comprehensive Examination

The written comprehensive examination is a requirement for the completion of each program of study. Its purpose is to assess the student's overall synthesis of all components of the master's degree program, including:

- Interrelationship of concepts within nursing practice.
- Knowledge and use of theoretical/conceptual bases for advanced nursing practice.
- Knowledge of research process and its application to nursing or health problems.
- Ability to synthesize materials, organize thoughts, and present them in an orderly manner.

This statement of purpose is consonant with the terminal objectives of the School of Nursing master's program.

Change of Degree or Program Objective

Students are admitted to a specified program and for a specified objective only within that program. If a student wishes to change either the program or the objective for which he/she was admitted, the student must submit a new application for admission. Admission in the new status is not granted automatically. If granted, admission in the new status terminates the admission for the original objective.

Change of Specialty Area

While the master's program is a University of Maryland , Baltimore and School of Nursing offering, students are required also to select a specific specialty area within the MS program. If a student becomes aware that an alternate specialty may be more suitable, such a change must be discussed and initiated with the advisor, the appropriate specialty coordinators, the Department Chair and the Assistant Dean for Master's Studies before such a change can go into effect.

Each specialty has unique requirements that may preclude a student's transfer to a specific specialty area or may lengthen the student's program. Change may be initiated by the student or the academic advisor in consultation with the student. A "Petition for Change or Addition of Specialty Area" form, available in the Office of Registration Services must be completed and forwarded to the Admissions Committee of the prospective department that will review the student's background and determine whether all prerequisites have been met. Once a student's transfer to an alternate specialty area has been approved, a new academic advisor is appointed and documentation is placed in the student's permanent file recording the transfer and noting any academic requirements to be met by the student within the new specialty. A revised "Proposed Plan of Study" form must be filed with the department that houses the new specialty.

V. CLINICAL POLICIES

University Policy On Service To Those With Infectious Diseases

It is the policy of the University of Maryland, Baltimore to provide education and training to students for the purposes of providing care and service to all persons. The institution employs appropriate precautions to protect providers in a manner meeting the patients' or clients' requirements, yet protecting the interest of students and faculty participating in the provision of such care or service.

No student will be permitted to refuse to provide care or service to any assigned person in the absence of special circumstances placing the student at increased risk for an infectious disease. Any student who refuses to treat or serve an assigned person without prior consent of the School of Nursing will be subject to penalties under appropriate academic procedures, such penalties to include suspension or dismissal.

Responsibilities of the Student To and Within The Clinical Agency

Each student must:

- Be informed about and comply with agency policies and contractual obligations related to student placements;
- Provide the preceptor, at the outset of the placement, a copy of his/her objectives for the experience, as approved by the appropriate faculty member;
- Arrange, with agreement of faculty and preceptor, a calendar for commitment of time to be spent in the agency;
- Provide the agency with information needed to clarify how, when, and where the student may be contacted;
- Notify the preceptor and faculty member at any time the student is unable to meet at the pre-established time(s). At least twenty-four hours notice is preferred;
- Dress in a manner appropriate for a professional, wear required School of Nursing identification, without any additional identifiers, except those required by the agency regarding name tag and institutional identification;
- Bring necessary equipment (e.g., ophthalmoscope, stethoscope, tape recorder);
- Notify the preceptor in writing if the experience is not completed and indicate the reason for withdrawal;
- Meet with the preceptor and faculty member as necessary to review objectives and learning experiences, as dictated by the need, desire, and/or policy of faculty, student and agency;
- Provide the agency with feedback on relevant studies, reports or projects completed in conjunction with the experience, after receiving approval from the faculty member to share information;
- Not be present at a clinical site without preceptor or faculty member present/available.

Responsibilities of the Student To The Faculty Involved With Clinical Experiences

- Students may suggest agency and preceptor to faculty, but the faculty member is responsible for making and approving all arrangements. All negotiations for clinical placements are made by the faculty member. Students are expected to accept clinical assignments as arranged.
- The student must prepare and submit a copy of the student's objectives for the experience and other materials to the faculty member for approval prior to sharing them with the agency preceptor.
- The student must meet with the faculty member on a regular basis (frequency to be determined by the course objectives, faculty member, department policy and student need) in order to: discuss details of clinical experience, assess progress toward objectives, receive feedback regarding assignments and learning experiences, and identify and communicate the need for additional faculty involvement and assistance.
- The student must communicate both strengths and weaknesses of the clinical experience and setting to the faculty member.
- The student must evaluate the entire clinical experience including the agency and the preceptor.

Responsibilities To Clients And Agencies Used For Clinical Experiences

Students are obligated to follow the policies of their respective health care agencies. If situations arise that make this impossible, students must notify the clients or health care agencies involved as appropriate, so that the therapeutic relationship is maintained and the care of clients is not overlooked. Students are also responsible for notifying the appropriate faculty member of their inability to complete the clinical assignment if such becomes necessary. Additionally, students are obligated to transmit observations and information pertinent to the clients' care to the health care agency. The fulfillment of clinical responsibilities by the student is reflected in the course grade.

Agencies Used For Clinical Experiences

A large number of health care agencies are used for clinical experiences in order to provide students with an opportunity to observe and function in a variety of health care settings. Clinical sites are selected by the faculty to best meet the objectives of a particular course. Students may suggest a possible site for clinical experience to course faculty but faculty make the final arrangements for clinical experiences based on securing optimal learning experiences. Students are to accept the clinical site assigned. Students must not contact the agency directly regarding placements. Clinical agencies are located within the greater Baltimore area, as well as in other locations in Maryland and the Washington, D.C. area. Students may expect to have clinical experiences in several clinical agencies during their programs. Students are not permitted to undertake clinical experiences in units where they are currently, or have been recently, employed. Students may, however, be permitted to undertake experience in another unit or division within the same agency. Students are responsible for providing their own transportation to and from clinical placements.

Payment For Clinical Experiences

Students may not be paid hourly wages for planned clinical laboratory experience where individual learning objectives are being met. However, travel and living expense stipends (i.e., room and board) may be accepted by students in clinical health electives.

Attendance At Clinical Sites

To meet the objectives in each of the clinical nursing courses, students are required to attend all clinical experience sessions. No clinical experiences are canceled due to inclement weather. Students should make themselves familiar with communication systems used in clinical agencies, so that pertinent information may be transmitted to other members of the health team in the event of inclement weather, emergencies or absences.

A student missing clinical due to extenuating circumstances must, in conjunction with the faculty, develop a plan to make up the missed experience. Students must complete all clinical hours as identified in the syllabus. All such clinical time made up must be directly related to the required clinical experience.

Guidelines For Students Visiting Clients In Community-Based Settings

- Students must make home visits in pairs. Any exceptions to this practice must be discussed with the faculty prior to the visit to determine whether it is appropriate to make the home visit alone.
- Students' visiting plans, such as departure time and expected time of return, must be developed and shared with faculty. Students are responsible for informing faculty of any change in original plans.
- Students must become familiar with the geographical area, via maps and observation, so that travel to and from the client's home is by a direct route.
- Students' safety is of highest priority. In any event, if a student feels that his/her safety is threatened, withdrawing from the situation is required.
- Students are not encouraged to conduct a home visit when (a) person(s) of the opposite sex is (are) the only one(s) present.
- Students must not to pursue home visits when altercations are in progress.
- Students must avoid areas where loitering occurs.
- Students must avoid secluded areas, such as basements or dark stairwells.
- Students should discuss the mode of appropriate dress (i.e., uniforms, street clothes) with the faculty prior to clinical participation.
- Students should practice automobile safety precautions including:

- a. looking into automobile before entering to ensure no one has accessed the vehicle.
 - b. keeping doors locked when traveling .
 - c. parking as close to the home/agency/setting as possible, use protected parking if available.
 - d. keeping enough gas in the tank so stops at gas stations can be planned and selected for safety of location.
 - e. not stopping for stranded motorists, instead calling for help from appropriate parties such as police.
 - f. having automobile keys ready when reaching vehicle.
 - g. not leaving valuable possessions in view.
 - h. not sitting in automobile to complete paperwork.
 - i. not opening automobile door or window to strangers if feeling threatened.
- Students are expected to observe agency policies and professional codes of conduct.

Unsafe Clinical Performance

The physical and emotional welfare of clients and their families has a higher priority than student learning. A student who demonstrates clinically unsafe nursing practice, which jeopardizes client or family physical or emotional welfare, may be dismissed at any time from the clinical area. Unsafe clinical practice is defined as any behavior determined by faculty to be actually or potentially detrimental to the client or to the health care agency. Unsafe clinical practice can include behaviors related to physical or mental health problems, use of alcohol, drugs, chemicals, lack of preparation for clinical or deficits in problem solving skills.

The faculty instructor who dismisses a student who demonstrates unsafe clinical practice from his/her clinical assignment is required to immediately notify the course coordinator, the specialty coordinator, and the Department Chair. The Chair will inform the Assistant Dean for Master's Studies and the Associate Dean for Academic Affairs.

The faculty instructor will identify and document, in writing, the student's unsafe clinical practice, advise the student regarding unsafe clinical performance and strategies for addressing the deficiencies and, if appropriate, refer the student for evaluation and assistance. Copies of the faculty instructor's documentation of the student's unsafe clinical practice and remedial action recommended will be provided to the course coordinator, the Department Chair, the specialty coordinator, the Assistant Dean for Master's Studies and the Associate Dean for Academic Affairs. A student will be reinstated to his or her clinical assignment *only* if remedial action recommended has been followed and appropriately documented.

The Associate Dean for Academic Affairs will make the ultimate decision regarding the student's continuation in the clinical area and any conditions placed on that continuation. This decision, up to and including suspension or dismissal due to unsafe clinical performance, will be made within seven days of the time of removal from the clinical area. A student may respond to circumstances resulting in suspension or dismissal by submitting to the Associate Dean for Academic Affairs any relevant data

pertaining to the incident(s) and requesting an opportunity to be heard concerning the matter(s).

The School of Nursing reserves the right to readmit a student to the clinical program *only* if any remedial action recommended by the School of Nursing has been followed and appropriately documented.

VI. INSURANCE AND HEALTH

Malpractice Insurance

Malpractice insurance is mandatory for all nursing students whether enrolled full or part time in individual and non-clinical courses. The School of Nursing and the Graduate School require students to participate in a group policy which covers the student involved in clinical nursing activities that are part of the education program, regardless of environmental setting. The policy provides \$1,000,000 maximum coverage for any one claim per year and provides \$3,000,000 per year aggregate coverage. This insurance covers students only during school-related experiences and does not negate the need for individual professional insurance for total coverage.

All students are charged for malpractice insurance at the time of registration billing. The Certificate of Insurance is maintained in the Office of Legal and Contractual Services and may be reviewed upon request.

Student Health

The School of Nursing reserves the right to request and secure evidence of good physical and emotional health of applicants and enrolled students. It is required that each student have on file in the Student Health Office certification of his/her health status. Some clinical facilities require proof of immunizations before allowing a student to have a practicum experience. At any time during the program, students may be required to be evaluated by University Student and Employee Health Services for physical or psychological evaluation. Failure to comply with this policy may result in dismissal from the School.

A student who is unable to meet course objectives due to health problems will be asked to take either an Incomplete ("I") in the course, to drop the class, or to withdraw for the semester. All incoming students are required to provide proof of immunizations. Information regarding the University Policy on immunizations and waivers is included in the Student Answer Book which is available online at www.umaryland.edu

Bloodborne Pathogen Exposure Control

In accordance with the University Policy Concerning Prevention and Management of Student and Employee Infections with Bloodborne Pathogens, the Occupational Safety and Health Administration's Bloodborne Pathogen Standard 29 CFR 1910.1030 and the Centers for Disease Control's (CDC) Public Health Service Guidelines for the Management of Health Care Worker Exposure to HIV and Recommendations for Post-exposure Prophylaxis (PEP) (5/98), the School of Nursing developed its Bloodborne

Pathogen Exposure Control Plan. The entire plan is available in the Office of Admissions and Student Affairs and the Office of Academic Affairs.

VII. ACADEMIC CONDUCT AND PROFESSIONAL INTEGRITY

As a prestigious, highly rated professional school awarding the Bachelor of Science in Nursing degree, the Master of Science degree, and the doctoral degree (PhD), as well as post-master's certificates, through the University of Maryland, Baltimore, the School of Nursing expects all members of the academic community—students, faculty, and staff—to strive for excellence in scholarship and character. The School has a long-standing tradition of preparing skilled and knowledgeable professionals and scholars who maintain the principles of honesty, responsibility, and intellectual integrity in all aspects of their endeavors.

Simply stated, our community is only as strong as its individual members. For a system based upon the fundamental principle of honor to be effective, each student must have a sense of personal as well as community responsibility, in addition to integrity and ethical standards. A School of Nursing master's student's continued enrollment is contingent upon that student's willingness and commitment to uphold our *Code of Conduct*. Each master's student is required to sign the *Code of Conduct Pledge* reproduced below shortly after joining the School's student body. The text of our Code follows:

In pursuit of the high ideals and rigorous standards of academic life and professional responsibility, I pledge to respect and uphold the University of Maryland School of Nursing Code of Conduct.

I pledge that I will be honest in any and all of my academic and professional endeavors; abide by the rules and regulations attendant thereto; respect the generally accepted standards of the nursing profession, including its principles of confidentiality; and conduct myself as a responsible member of the School of Nursing community as we live and work together.

Furthermore, I pledge that I have or will read and make every effort to understand the concepts of the Code of Conduct as expressed in the Student Handbook. I certify that I have received a copy of the Student Handbook.

Graduate School Policies

All graduate students are subject to the standards of academic integrity required by the Graduate School and to the penalties possible for academic misconduct in coursework. In addition, students must also observe any additional standards announced by course instructors/ faculty. Detailed descriptions of the Graduate School Policies, all of which apply to School of Nursing master's students, may be found at the following website: www.graduate.umaryland.edu

VIII. GRADUATION

Application For Diploma

All master's students must file an application for a diploma by mid-September for December graduation and mid-February for May graduation. If graduation does not subsequently occur as expected, the student must file another application for the appropriate semester in the future. Students must be registered for the semester in which they are graduating. No exceptions are granted for missed deadlines. A diploma simply cannot be backdated, even if all degree requirements are met.

All master's students should also submit the Fulfillment of Course Requirements for Master's by the Diploma Application Deadlines. For all graduate students completing a thesis, Certification of Completion of the Doctoral Dissertation and PhD Defense Announcements must be submitted by mid-November for December graduates and mid-April for May graduates. Thesis, Dissertation and Certification Forms for Non-thesis options are due by mid-December for December graduates and mid-May for May graduates.

Survey of Graduates and Program Assessment Questionnaires

All students are required to complete a Survey of Graduates Form and Program Assessment Questionnaire before graduation. The Program Assessment Questionnaire ascertains student satisfaction with the program curriculum options and individualization; time, efficiency and student demands; faculty-student relationships; learning resources and the program as a whole.

Convocation and Commencement

The School of Nursing celebrates the graduation of all master's students who complete degree requirements in July, December and May at its annual Convocation Ceremony that is held in late May. Completed Post-master's certificates are also presented at the annual May convocation. The University of Maryland, Baltimore conducts the annual Commencement Ceremony honoring the graduates of all programs on the campus on the same day. Information about planning for these celebrations and specific Convocation and Commencement dates for each year are forwarded to all eligible candidates in a timely manner.

Academic Recognition

Master's Program Awards

The following awards are presented to master's and doctoral students each year at the School of Nursing Convocation.

Trauma/Critical Care and Emergency Nursing Alumni Award - presented to the master's student who has exhibited excellence in Trauma/Critical Care.

Cynthia B. Northrop Award for Community Health - presented to the outstanding graduate of the Community Health Specialty.

Honor Awards

Sigma Theta Tau International, Honor Society of Nursing, Pi Chapter

Sigma Theta Tau International, founded in 1922, is the honor society of nursing. The Pi Chapter of Sigma Theta Tau was established at the University of Maryland in 1959. The purposes of Sigma Theta Tau are to recognize superior scholarship achievement, to encourage and support research activities and to strengthen commitment to the ideas and purposes of the nursing profession. Scholarships are offered by Pi Chapter to nursing students each year. Applications may be obtained from the undergraduate counselor of Pi Chapter.

Candidates for membership are selected by Sigma Theta Tau from the undergraduate senior class and the graduate programs as well as from the nursing community. Selection is based on scholastic achievement, leadership qualities, creativity, professional standards and commitment.

Students selected for membership will be invited to join the Society. The bi-annual inductions are held in December and May; there is an induction fee. Yearly dues are required for active continuing membership. Students who are not eligible for induction during the baccalaureate program may apply for induction as graduate students or as community members. Students selected for membership in Sigma Theta Tau will be recognized at the annual Convocation.

Phi Kappa Phi

Phi Kappa Phi is a national honor society which was established at the University of Maryland in 1920. Its objective is to foster and recognize outstanding scholarship, character and social usefulness in students from all areas of instruction. Master's students who have achieved a grade point average of 3.90 are nominated for this honor society. Students are initiated in the spring of each year. Students who completed their programs of study in the summer or fall of the previous year also may be considered for membership. Students selected for membership are recognized at the annual Convocation.

IX. GRADUATE ORGANIZATIONS

Graduates in Nursing (GIN)

All graduate students of the University of Maryland School of Nursing are members of Graduates in Nursing (GIN). The purpose of the organization is to foster unity among graduate students; to aid in the pursuit of individual, institutional, and professional goals; and to enhance communication among students, faculty and the community.

GIN serves the graduate student body through orientation programs, educational and social functions, and the establishment of ad hoc committees when student, faculty, and community needs arise. Student representatives function in a liaison capacity by serving on various school and university committees.

Graduate Student Association (GSA)

The Graduate School's official student organization is the Graduate Student Association, comprised of one representative from each department on the campus offering a graduate degree. Its main purpose is to enhance graduate student life by providing efficient organizational lines and a channel for the communication of graduate student concerns to the Office of the Dean of the Graduate School and to the Graduate Council. The Graduate Student Association chooses one of its own members each to serve as a voting member of the Graduate Council and also elects representatives to the campus Senate.

Campus Wide Student Organizations

Three other main campus-wide student groups are present at the University: International Student Organization, Muslim Student and Scholars Association, and the United Students of African Descent.

X. STUDENT RESOURCES

Payment of Tuition and Fees

Tuition and fees are payable in full prior to the first day of classes of each semester or term. Students may not attend classes if tuition and fees are not paid. The only exceptions to this policy are students awaiting receipt of financial aid, students who have entered into an official third-party payment arrangement which is on file with the University Office of Student Accounts, and students who have signed an installment agreement which is on file with the University Office of Student Accounts.

Financial Assistance

Financial assistance for School of Nursing students is a joint endeavor between the University Office of Financial Aid and the School of Nursing. Financial resources for master's students include School of Nursing Scholarships, Graduate Traineeships, and Graduate Assistantships which are administered by the Office of Admissions and Student Affairs. Information regarding financial assistance can be found in the School of Nursing catalog and on the University's website at www.umaryland.edu/fin. To qualify for University-based federal and state financial assistance, students must submit the Free Application for Federal Financial Aid (FAFSA). The online federal application is available at www.fafsa.ed.gov. The federal school code is 002104. The priority filing date is March 1st for Institutional and State Financial Aid. Eligibility for financial aid depends on maintaining good academic standing while in attendance. Renewal of financial aid for the subsequent academic year depends on annual submission of the FAFSA.

Sources of Financial Assistance Administered by the School of Nursing

School of Nursing Scholarships

School of Nursing Scholarships are derived from the earnings of gifts, bequests, endowments, awards and other allocations made to the school. School of Nursing Scholarships are awarded to students in the baccalaureate, master's and doctoral programs. The awards are competitive and based on potential or actual academic achievement. The amounts of these scholarships vary. Funds are governed by specific provisions set forth by the donors and awarded accordingly. Eligible students are awarded School of Nursing scholarships upon entry to the school. No separate application is necessary. For more information, visit the Office of Admissions and Student Affairs or call 410-706-0501.

Advanced Education Nursing Traineeship Program

The School of Nursing's Advanced Education Nursing Traineeship Program assists in addressing the shortage of master's and doctorally prepared nurses in high need specialties and medically underserved communities by providing tuition support for full-time students. The School applies to the Bureau of Health Professions each year for funds to support for this program so annual awards vary. Applications and instructions are available in the Office of Admissions and Student Affairs.

Graduate Assistantships

School of Nursing Graduate Assistantships provide tuition and stipend support for full-time graduate students. Research, and teaching assistantships are available; the number awarded annually is contingent on grant, university and School resources. Applications and instructions are available in the Office of Admissions and Student Affairs.

Communication

All students are provided with University and School of Nursing official announcements via student e-mail. Each student is assigned a UMNNet (e-mail) account. The School of Nursing computer laboratories are available for students to use in accessing their e-mail accounts.

Academic Support Services

The Office of Admissions and Student Affairs provides information about access to several academic support programs for writing skills, APA style, test taking and improving study skills and time management, through the Campus Writing Center. It also provides access to coursework tutoring. Contact the Office of Admissions and Student Affairs for information.

Computer Requirements

Each student is expected to have, at minimum, basic computer literacy upon enrollment. Workshops on computer fundamentals are occasionally offered, (See Appendix IV for hardware and software requirements.) The School of Nursing has a number of computer laboratories available to students.

Library Services

Students have access to the Research and Information Commons area of the Health Sciences and Human Services Library, which provides 37 Windows-based machines. Access to e-mail, databases, the Web, word publishing, desktop publishing, spreadsheet, and other software is provided.

S-Drive

What is the S-drive?

The S-drive is the University of Maryland, Baltimore Web-based communication system for all students. S-drive communication is an integral part of most School of Nursing courses and is often referred to in class as "class notes". Other S-drive communication includes announcements, notices of events, policy changes, and similar information of importance to students.

How can I get the S-drive?

From home, you get to the S-drive through the School of Nursing Web site:

www.nursing.umaryland.edu

(From the School of Nursing Computer labs, the route is somewhat shorter and it is self-evident what to do in the lab environment.)

Then what do I do?

Once you've entered the SON Web Site you follow these simple steps to access course-related communication/information:

**Click on COURSE MATERIALS.

**Click on CLASS RESOURCES

** You will be prompted for a User ID: webuser.son

**You will be prompted for a Password: nursing

**Click on GRAD

**Click on the Course Number desired

****Click on the corresponding Instructor (when appropriate)**

****Click on the Lecture Number (when appropriate)**

How do I print handouts and/or lecture slides?

****Look at the PRINT menu**

****In the PRINT WHAT box, scroll down and highlight HANDOUTS**

****The HANDOUT section will ask you for the number of slides per page. Scroll down and highlight 3 or 6 per page, whichever you prefer.**

Anything else I need to know about printing?

****Click PRINT. Do this ONLY ONCE!**

Note that print jobs will print in the order they are sent. So do NOT wait until 5 minutes before your class to print material. If you do, you'll definitely be late.

(S-drive information is ONLY for the use of SON students. Remember to preserve confidentiality.)

*Please note that the purpose of this publication is to provide information about the University of Maryland School of Nursing to enrolled master's students. **THIS HANDBOOK IS NEITHER A CONTRACT NOR AN OFFER TO MAKE A CONTRACT.** While every effort has been made and will be made to ensure the accuracy of the information therein, the School of Nursing reserves the right to make changes at any time with respect to course offerings, degree requirements, services provided, policies in effect, or any other subject addressed in this publication. The information in this publication is provided solely for the convenience of the reader, and the School of Nursing expressly disclaims any liability that may otherwise be incurred.*

The university is an equal opportunity institution with respect to both education and employment. The university's policies, programs and activities are in conformance with pertinent federal and state laws and regulations on nondiscrimination regarding race, color, religion, age, national origin, sex, and handicap.

APPENDIX I



SCHOOL OF NURSING 2003 – 2004 ACADEMIC CALENDAR

FALL 2003

August 19 12:00 noon – 5:00 pm	Tuesday	RN to BSN/MS Orientation 8:00 am - Orientation for Master's Students 1:00pm
August 21 August 22	Thursday Friday	Doctoral Orientation 4:00 pm-5:00 pm BSN Orientation 8:00 am – 4:00 pm Fall 2003 Registration Ends
September 1 ...Monday		Labor Day Holiday Last Day to Drop to Receive 100% refund Semester Begins Last Day to withdraw and receive a 90%
August 25 September 5 refund September 12	Monday Friday Friday	Deadline to Apply for Diploma Fulfillment of Course Requirements Due Winter/Spring 2004 Advisement Period Winter and Spring 2004 Advance
October 27 –Nov 7		
November 10 Registration Begins November 24	Monday Monday	Thesis/Dissertation Certification Form Due Non-Thesis Option Certification Forms Due
November 27-28		Thanksgiving Holiday Grades Due- Graduating Students 12:00 pm Semester Ends December Diploma Date
December 16 December 19 December 19	Tuesday Friday Friday	
December 20 – January 1, 2003		Holiday Break for Students
December 22	Monday	Grades Due – Continuing Students 5:00

WINTER 2004

November 10 January 2 January 16 January 20	Monday Friday Friday Tuesday	Winter and Spring 2004 Registration Begins Winter Term Begins Last Day of Winter Term Grades Due 12 noon
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SPRING 2004

January	TBA	New Student Orientation
January 16	Friday	Last Day to Drop Courses with 100%
January 19	Monday	Martin Luther King Jr's Birthday Holiday
Refund		
January 20	Tuesday	Spring Semester Begins
February 13	Friday	Deadline to Apply for Diploma
March 22-26	Mon-Friday	Spring Break for Students
		Fulfillment of Course Requirements Due
March 29- April 9	Mon- Friday	Summer and Fall Advising Begins
April 9	Friday	Thesis/Dissertation Certification Due
		<i>Non- Thesis Option Certification Due</i>
April 12-23	Mon- Friday	Summer and Fall 2004 Advance
Registration Begins		
April 26	Monday	Registration Continues for <u>All</u> Students
May 14	Friday	Grades Due Graduating Students – 12:00 pm
May 20	Thursday	Semester Ends
May 21	Friday	Convocation – 9:30 am Lyric Opera House
		Commencement – 3:00 pm Baltimore Arena
May 25	Tuesday	Grades Due Continuing Students – 5 pm

APPENDIX II

OFFICE OF ADMISSIONS AND STUDENT AFFAIRS

**Joan Powers
Associate Dean**

**Richelle Emerick
Assistant Dean**

**Stephanie Wilder
Administrative Assistant**

**Marsha Booker
Sr. Specialist Admissions & Student Affairs**

**Patricia Mitchell
Director of Registration Services**

**Kathy Farnsworth
Consultant**

**Candace Edwards
Associate Director
Admissions and Student Affairs**

**Amanda Winfield-Summiel
Academic Program Specialist**

**LaShawn Robinson
Registration Services Assistant**

**Ryan Baker
Registration Services Assistant**

**Robin Becker-Cornblatt
Graduate Admissions Coordinator**

**Naomi Sweigard
Admissions Counselor**

**Anne Edwards
Sr. Academic Program Specialist**

APPENDIX III

LIST OF SPECIALTY AREA COORDINATORS

Department Faculty/Administration Contacts for Specialty Areas

Department	Specialty Areas	Coordinator	Telephone #	FAX #	Office #	E-Mail
Adult Health Nursing	Oncology Nursing-Combined CNS/NP (Adult NP & Acute Care NP)	Dr. Sandra McLeskey	410-706-4337	410-706-0344	762 SNB	McLeskey@son.umaryland.edu
	Gerontological Nurse Practitioner	Dr. Ann Marie Spellbring	410-706-5261	410-7060344	375-C SNB	Spell@son.umaryland.edu
	Advanced Practice Trauma/Critical Care and Emergency Nursing	Dr. Patricia Morton	410-706-4378	410-706-0344	355-B SNB	Morton@son.umaryland.edu
	Adult Nurse Practitioner	Dr. Thomasine Guberski	410-706-5712	410-706-0344	365-B SNB	Guberski@son.umaryland.edu
Admin, Informatics, and Health Policy	Administration of Nursing Services	Dr. Joseph R. Proulx	410-706-2862	410-706-3289	425-B SNB	Proulx@son.umaryland.edu
	Nursing & Business Administration	Dr. Mary Etta Mills	301-706-3975	410-706-7832	733A SNB	Mills@son.umaryland.edu
	Education	Dr. Rita Braun	410-706-7786	410-706-3289	445-D SNB	Braun@son.umaryland.edu
	Nursing Health Policy	Dr. Catherine Kelleher	410-706-3187	410-706-3289	475-C SNB	Kelleher@son.umaryland.edu
	Nursing Informatics	Dr. Kathleen Charters	410-706-2986	410-706-3289	455A SNB	Charters@son.umaryland.edu
Child, Women's and Family Health Nursing	Family Nurse Practitioner	Dr. Todd Ambrosia	410-706-7581	410-706-0401	545D SNB	Ambrosia@son.umaryland.edu
	Neonatal Nurse Practitioner	Dr. Elias Vasquez	410-706-8602	410-706-0401	525-A SNB	Vasquez@son.umaryland.edu
	Pediatric Advanced Practice Nursing	Dr. Michele Michael	410-706-7873	410-706-0401	565-A SNB	Michael@son.umaryland.edu
	Nurse-Midwifery	Dr. Sally Austen Tom	410-706-8625	410-706-0401	575 SNB	Stom@son.umaryland.edu
	Women's Health Nurse Practitioner	Norma Rawlings	410-706-7123	410-706-0401	555 D SNB	Rawlings@son.umaryland.edu
Behavioral and Community Health Nursing	Community/Public Health Nursing	Dr. Carol O'Neil	410-706-8706	410-706-0253	675-D SNB	Oneil@son.umaryland.edu
	Environmental Health Nursing	Dr. Barbara Sattler	410-706-1849	410-706-0253	665B SNB	Bsattler@son.umaryland.edu
	Advanced Practice Behavioral Health Nursing: Adult Focus	Dr. Karen Kverno	410-706-7556	410-706-0253	655A	Kverno@son.umaryland.edu
	Advanced Practice Behavioral Health Nursing: Child and Adolescent Focus	Dr. Doris Scott	410-706-5023	410-706-0253	665D SNB	Scott@son.umaryland.edu
	Psychiatric Primary Care Nurse Practitioner	Dr. Elizabeth Arnold (UMB) (Shady Grove)	410-706-3716	410-7060034	345C SNB	Arnold@son.umaryland.edu

APPENDIX IV

CERTIFICATION EXAMINATIONS

Students who complete the master's or post-master's specialties are eligible to sit for national certification examinations identified in the following table:

Master of Science Specialties	Certification Examination(s)
Adult Nurse Practitioner	American Nurses' Credentialing Center (ANCC) Adult Nurse Practitioner Certification Examination
Gerontological Nurse Practitioner	ANCC Gerontological Nurse Practitioner Certification Examination
Women's Health Nurse Practitioner	ANCC Adult Nurse Practitioner Certification Examination and National Certification Corporation (NCC) Women's Health Nurse Practitioner
Family Nurse Practitioner	American Nurses' Credentialing Center (ANCC) Family Nurse Practitioner Certification Examination; American Academy of Nurse Practitioners (AANP) Family Nurse Practitioner Certification Examination.
Nurse-Midwifery	ACNM (American College of Nurse Midwives) Certification Council, Inc. National Certification Examination
Pediatric Nurse Practitioner	ANCC Pediatric Nurse Practitioner Certification Examination and National Certification Board of Pediatric Nurse Practitioners and Nurses (NCBPNN) Certification Examination
Neonatal Nurse Practitioner	NCC Neonatal Nurse Practitioner Examination
Psychiatric Primary Care Nurse Practitioner	ANCC Adult Nurse Practitioner Certification Examination and ANCC Clinical Nurse Specialist in Psychiatric and Mental Health Nursing-Adult Certification Examination or ANCC Clinical Nurse Specialist in Psychiatric and Mental Health Nursing-Child and Adolescent Certification Examination
Acute Care Nurse Practitioner: Advanced Practice Trauma, Critical Care and Emergency Nursing	ANCC Acute Care Nurse Practitioner Certification Examination and American Association of Critical Care Nurses (AACN) Critical Care Clinical Nurse Specialist Examination
Acute Care Nurse Practitioner: Advanced Practice Oncology	ANCC Acute Care Nurse Practitioner Certification Examination and Oncology Nursing Certification Corporation (ONCF) Advanced Certification in Oncology Nursing
Community Health Nursing	ANCC Clinical Specialist in Community Health Nursing Certification Program
Advanced Practice Psychiatric Nursing	ANCC Clinical Nurse Specialist in Psychiatric and Mental Health Nursing-Adult Certification Examination or ANCC Clinical Nurse Specialist in Psychiatric and Mental Health Nursing-Child and Adolescent Certification Examination
Nursing Administration	ANCC Clinical Specialist in Nursing Administration, Advanced
Nursing Education	No national certifying body
Nursing/Health Policy	No national certifying body
Nursing Informatics	ANCC Informatics Nurse Certification Examination

APPENDIX V

COMPUTER REQUIREMENTS (Desktop or Laptop)

Minimum Hardware Requirements:

Processor	500 Mhz Pentium III or equivalent
Memory	128 MB Ram
Hard Drive	10 GB
Modem	56 K v. 90
Video	Basic 4 MB card on on-board video chip
Monitor	15 inch or greater (VGA or higher resolution)
Sound Card	Any compatible type
Speakers	Any compatible type
Mouse/ Keyboard	Any compatible type
Floppy Drive	3.5 inch (1.44 MB)
Optical Drive	Zip Drive and CD-RW

Recommended Hardware Requirements

Any Pentium IV or equivalent
256 MB Ram
20 GB or greater
Cable or DSL
8 MB card or greater
17 inch or greater (Super VGA recommended)
Any compatible type
Any compatible type
Any compatible type
3.5 inch (1.44 MB)
DVD and CD-RW

Software Requirements:

Operating System	Microsoft Windows 98
Productivity	Microsoft Office 2000 Premium Word, Access, Power Point, Excel, Frontpage, Outlook, Publisher, PhotoDraw
Internet Browser	Internet Explorer 6.0
Antivirus	Norton Anti-Virus
Miscellaneous	Adobe Acrobat Reader 5.0 RealOne Player, WinZip

Recommended Software Requirements

Microsoft Windows 2000
Microsoft Office 2000, Word, Access, Power Point, Excel, Frontpage, Outlook
Internet Explorer 6.0
Norton Anti-Virus
Adobe Acrobat Reader 5.0

Email Ability to access UMNnet email account

* The following software can be purchased at the HS/HSL circulation desk at a substantially discounted price with student ID:

Microsoft Operating System (\$40)

Microsoft Office (\$40)

Norton Anti-Virus (\$20)

*Miscellaneous software can be downloaded: Adobe Acrobat Reader- <http://www.adobe.com/products/acrobat/readstep2.html>

RealOne Player- <http://www.real.com>

WinZip- <http://www.winzip.com>

APPENDIX VI

UNIVERSITY OF MARYLAND BALTIMORE CAMPUS-WIDE POLICIES

A number of policies at the University pertain to all of its students, regardless of enrollment in a particular professional school. These policies appear in the 2003-2004 STUDENT ANSWER BOOK. The STUDENT ANSWER BOOK is made available to all newly enrolling School of Nursing Students each semester and is also online at www.umaryland.edu.

Specific polices included in the STUDENT ANSWER BOOK ARE AS FOLLOWS:

- **CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS**
- **REVIEW OF ALLEGED ARBITRARY AND CAPRICIOUS GRADING**
- **RIGHTS AND RESPONSIBILITIES FOR ACADEMIC INTEGRITY**
- **SCHEDULING OF ACADEMIC ASSIGNMENTS ON DATES OF RELIGIOUS OBSERVANCE**
- **LIBRARY MATERIALS**
- **INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**
- **POLICIES RELAED TO SMOKING, ALCOHOL, AND DRUGS**
- **CAMPUS SUBSTANCE ABUSE**
- **ILLICIT DRUGS**
- **POLICY ON STUDENTS WHO ARE CALLED TO ACTIVE MILITARY DUTY DURING A NATIONAL OR INTERNATIONAL CRISIS OR CONFLICT**
- **STATEMENT REGARDING ORGANIZED ACTIVITIES ON CAMPUS**
- **POLICY ON THE USE OF THE PHYSICAL FACILITIES OF THE**
- **UNIVERSITY SYSTEM FOR PUBLIC MEETINGS**
- **IMMUNIZATION POLICY**
- **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**
- **SERVICE TO THOSE WITH INFECTIOUS DISEASES**
- **POLICY AGAINST SEXUAL HARRASSMENT OF STUDENTS**
- **PROCEDURES RELATING TO SEXUAL ASSAULT**
- **POSITION ON ACTS OF VIOLENCE AND EXTREMISM THAT ARE RACIALLY, ETHNICALLY, RELIGIOUSLY,OR POLITICALLY MOTIVATED**
- **STUDENT SEXUAL ORIENTATION NONDISCRIMINATION**
- **INCLEMENT WEATHER AND EMERGENCY POLICY**

APPENDIX VII

GRADUATE SCHOOL POLICY REFERENCES

Graduate School policies and procedures can be found at the following website:

http://www.graduate.umaryland.edu/cat_policies.html

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