

UNIVERSITY of MARYLAND
SCHOOL OF NURSING

Student Handbook

nursing.umaryland.edu/studenthandbook

Greetings:

Welcome to the University of Maryland School of Nursing (UMSON). You are now part of a top ranked nursing school, established in 1889 and led at the time by Louisa Parsons, a graduate of the renowned Nightingale Home and Training School for Nurses, which was founded by Florence Nightingale. UMSON has a long history of innovation in nursing education, research, and practice. Our goal is to prepare you to become a nurse leader, and we are here to offer guidance and assistance as you strive to accomplish your educational goals. UMSON is committed to the University of Maryland, Baltimore's (UMB) Core Values: Respect and Integrity, Well-being and Sustainability, Equality and Justice, and Innovation and Discovery. Please learn more about our mission, vision, history, and traditions on the School's website at www.nursing.umaryland.edu/about.

This Student Handbook will serve as your guide during your enrollment at UMSON. It contains vital policies and procedures regarding registration and academics. Please read it carefully and become familiar with its contents. Students who are conscientious of the academic procedures have higher rates of success at UMSON. Your academic advisor is also a great resource, along with the information in the handbook.

The key to your success is to take advantage of all the opportunities offered at UMB, the Universities at Shady Grove (USG), UMSON, and the surrounding areas. Take a moment to explore the University's website to learn about student services.

We wish you the best in your endeavors and look forward to helping you reach your goals.

Sincerely,

UMSON Faculty and Staff

Important notices:

This version of the handbook supersedes all previous versions. Students are responsible for familiarizing themselves with its contents and for complying with the policies and procedures contained herein.

UMB does not discriminate on the basis of race, color, religion, national origin or ancestry, sex, sexual orientation, gender identity or expression, physical or mental disability, marital status, veteran's status, or age in its programs and activities.

UMB is required by Title IX not to discriminate and does not discriminate, on the basis of sex in education programs or activities, employment, or admission to the University. UMB's Non-Discrimination and Title IX policies are included on the University's website.

UMB is accredited by the Middle States Commission on Higher Education, 3624 Market St., Philadelphia, PA 19104.

The baccalaureate, master's, and Doctor of Nursing Practice degree programs are accredited by the Commission on Collegiate Nursing Education.

Disclaimer:

This handbook is neither a contract nor an offer to make a contract. While every effort has been made to ensure the accuracy of the information enclosed, the handbook is updated only once each year prior to the start of the fall term. UMSON reserves the right to make changes at any time with respect to course offerings, degree requirements, services, policies, or any other subject addressed in this document. The information enclosed is provided solely for the convenience of the reader, and UMSON expressly disclaims any liabilities that may otherwise be incurred.

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I. STUDENT SERVICES AND RESOURCES

A. SCHOLARSHIPS AND RESOURCES

Office of Student and Academic Services

The Office of Student and Academic Services (OSAS) is responsible for recruitment, admissions, registration services, student leadership and development, student academic and other support services, career services, and school-based financial assistance. The office is located on the first floor of the UMSON building in Baltimore, with an Office of Academic and Career Success on the first floor of Building I at the Universities at Shady Grove, and students are always welcome to stop by.

Financial Assistance

Financial assistance is a joint endeavor between UMSON and the UMB Student Financial Assistance and Education Office. Resources for students include a variety of student loans, grants, scholarships, workstudy opportunities, graduate traineeships, graduate teaching assistantships, and graduate research assistantships. Information about financial assistance can be found on the UMSON website.

To qualify for university-based, federal, and state financial assistance, students must submit the Free Application for Federal Student Aid (FAFSA) online; the school code is 002104. March 1 by midnight is the filing date for priority consideration of an application for institutional and state financial aid, but earlier filing is strongly encouraged. Eligibility for financial aid depends on maintaining good academic standing while in attendance and taking a minimum of six credits every semester for which financial aid is requested. Renewal of financial aid for subsequent academic years depends on annual submission of the FAFSA.

Financial aid is released only to compliant students after the noncompliant deadline.

Scholarships

- **UMSON Scholarships**

  UMSON scholarships come from gifts, bequests, endowments, awards, and other grants. Scholarships are competitive and are awarded to students in the Bachelor of Science in Nursing
  (BSN), master's, Doctor of Nursing Practice (DNP), and PhD programs. Additionally, Teaching Certificate Award amounts are offered but vary depending on specific provisions set forth by the donors. Learn more by visiting the Financial Aid and Scholarships pages on the UMSON website.

  • Work-Study

  A wide range of student employment opportunities exists for UMSON students. Through the UMB Student Financial Assistance and Education Office, students can obtain positions both on and off campus for work-study and non-work-study employment. The federal work-study program provides eligible students with the opportunity to work on or off campus as an alternative to loan debt. Students must complete the FAFSA to qualify. Awards are made for the academic year and for summer work-study employment. For more information, contact the UMB Student Financial Assistance and Education Office.

- **State of Maryland Scholarship Programs**

  Other types of awards may be available from the Maryland Higher Education Commission.
  Information on available programs and applications can be found on the agency's website.

- **Graduate Assistantships (Teaching and Research)**

  UMSON graduate assistantships for teaching or research provide tuition and stipend support for full-time graduate students. The number awarded annually is contingent upon grant, UMB, and UMSON resources.

- **National Research Service Awards (PhD only)**

  These pre-doctoral nurse fellowships are awarded on a competitive basis by the National Institutes of Health, National Institute of Nursing Research (NIH/NINR) to nurses enrolled in fulltime, pre-doctoral study in nursing and other research disciplines. Students must apply directly to the NIH/NINR in Bethesda, Maryland. For more information, contact the associate dean for the PhD program at 410-706-4913.

- **Graduate Fellowships and Scholarships**

  A variety of fellowships and scholarships are awarded annually. Application dates and eligibility criteria vary. For more information, contact the UMSON scholarships staff.

- **Graduate PLUS Awards (PhD only)**

  The UMB Graduate PLUS Awards support efforts to recruit, retain, or reward promising or outstanding graduate students. These awards cover tuition at the in-state rate for up to 10 credits and mandatory fees each semester. Students interested in being nominated for a Graduate PLUS Award should contact the associate dean for the PhD program at 410-706-4913.

- **Dissertation Research Support**

  Several organizations support dissertation research directly related to their area of interest and priorities. Files on such sources of potential support are maintained by the associate dean for the PhD program.

- **Nurse Support Program II (NSP II) Cohen Scholars — Graduate Nursing Faculty Scholarship and Living Expenses Grant (MSN-E/not eligible)**

  This renewable scholarship provides financial assistance for nursing graduate students to become qualified as nursing faculty members at a Maryland institution. The Graduate Nursing Faculty Scholarship is equal to all tuition and mandatory fees for courses in the approved nursing plan of study at Maryland public and independent colleges and universities. More information and an application are available on the Maryland Higher Education Commission's website.

Veterans Affairs (VA) Education Benefits

Newly admitted or continuing students who are eligible for VA education benefits and would like to use them at UMSON must be certified each semester.

- **VA Educational Benefits and Title 38 USC 3679(e) Compliance**
  In accordance with Title 38 United States Code (USC) § 3679(e), the University of Maryland School of Nursing will not impose any penalty, including the assessment of late fees, denial of access to classes, libraries, or other institutional facilities, or require a covered individual to borrow additional

funds, on any covered individual because of the individual's inability to meet their financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs (VA) under Chapter 31 or Chapter 33.

A covered individual is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits. The student must provide the institution with a Certificate of Eligibility or Statement of Benefits by the first day of class. Students may also be required to submit any additional information needed to properly certify enrollment. Learn more online.

More information is available on the Military and Veteran Services webpage.

Veterans and Social Security Survivor's Benefits

Students who receive Veterans Assistance or Social Security Survivor's benefits should submit the relevant forms to OSAS. For assistance with benefits, call OSAS at 410-706-4389. Active-duty members of the armed forces must submit a copy of their bill for the semester before their entitlement can be processed.

B. RESOURCES

Official Transcripts

Official transcripts can be obtained free of charge through the UMB Office of the Registrar, located at the Health Sciences and Human Services Library (HS/HSL), 601 W. Lombard St. UMSON does not provide official transcripts. Transcript requests may be made through the request form.

International Students

The UMB Office of International Services advises international students, scholars, and their families on federal immigration regulations and personal, academic, and cultural matters. J-1 visas prohibit international students from taking online-only programs and limit the number of online courses they can take in an academic year. International students are strongly urged to contact the Office of International Services for guidance.

School of Nursing Academic Calendar

The UMSON academic calendar is available online.

Academic Support

OSAS, through its UMSON Office of Academic and Career Success provides the following academic support services for BSN and MSN-E/ students

- Guided Study Sessions (group, peer-led tutoring sessions) for core entry-level courses
- Workshops on test-taking, note-taking, time management, APA style writing, and textbook reading
- Academic coaching to help students enhance study strategies and learning skills
- Medication calculations tutoring and workshops to improve proficiency
- Individual tutoring for entry-level courses

Student Suggestions and Complaints

UMSON is committed to upholding UMB Core Values and encourages students to share concerns. To communicate the information to the appropriate person in a timely manner, students should follow the outlined steps according to the nature of the complaint. If unsure of the nature of their concerns, students are welcome to raise issues with their assigned advisor, the Associate Dean of Student and Academic Services, or the Associate Dean for Strategic Engagement and Impact who will assist students on determining appropriate next steps.

- For complaints regarding title IX/sexual misconduct, bias, discrimination, ADA accommodations, and other policy violations, students should make a report to the UMB hotline for investigation by the UMB Office of Accountability and Compliance.
- For instructor-related concerns (assignments, exams, feedback, grading, etc.), students should first discuss their concern with the Course Faculty. If unable to be resolved, next should discuss with the Course Director. If still unable to be resolved, next step would be to discuss with the Department Chair.
- For program-related concerns (degree requirements, plan of study, scheduling, quality or sequencing of coursework, etc.), students should discuss their concern with their Program Director or Specialty Director. If unable to be resolved, next should discuss with the program's Associate Dean. If still unable to be resolved, final step would be to discuss with the Dean of the School of Nursing.
- For concerns about specific personnel or departments, students should try to resolve their concerns directly with the individual. If unable to be resolved, next step would be the person's supervisor or unit director/administrator. The school's website lists a directory of academic departments and administrative offices.
- For concerns that another student has violated the Code of Conduct, students should report the allegation to the Associate Dean of Student and Academic Services/Chair of Judicial Boards.
- For concerns not addressed elsewhere, students should submit concerns by completing an online Suggestion or Complaint Form. The form is reviewed by the Associate Dean for Student and Academic Services and handled according to the nature of the issue.

Student Course Evaluation

At the end of each semester, students complete course evaluations for all their classes. Your constructive professional feedback is essential in helping UMSON enhance the quality of courses and learning and teaching practice. By providing your honest and constructive input, you play a vital role in improving the academic experience for both current and future students. We appreciate your cooperation and commitment to excellence. You will submit a course evaluation following the completion of each course. Course evaluations are anonymous.

UMB Student Services

In addition to the many student services and activities offered and administered by UMSON, UMB also provides a variety of services for students in each of the professional schools on campus (Dentistry, Law,
Medicine, Nursing, Pharmacy, and Social Work). The UMB Office of Student Services coordinates University-wide activities, programs, and services that foster students' personal and professional development and bring students from the professional schools together as a community. UMB is proud of its Southern Management Corporation (SMC) Campus Center, located between the HS/HSL and UMSON at 621 W. Lombard St. The facility boasts a state-of-the-art fitness center and pool, a wellness hub, two eateries, and meeting rooms that can

be reserved for events. Information can be found on the UMB Student Services website. This site contains useful links to many campus services, including:

- Athletic Center (URecFit and Wellness)
- Bookstore
- One Card
- Insurance

Health Sciences and Human Services Library

The Health Sciences and Human Services Library (HS/HSL) is located at 601 W. Lombard St. The library's website provides access to essential resources such as research databases, journals, books, and video tutorials. Most online resources can be accessed from off campus using your UMID and password. The five-story building contains quiet study rooms, public-use computers, and a presentation practice studio. UMB librarians are available for personal consultations (both in person and online) to assist with literature searching. The reference desk staff is available to answer questions every day, including evenings and weekends.

UMB Computer Help Desk Sciences and Human Services Library

UMB maintains a Help Desk that offers an array of information and resources to all students on campus, including computer/computing related information, online learning information, student email account information, hardware and software sales, and answers to a host of frequently asked questions. The UMB Help Desk is staffed and maintained by the Center of Information Technology Services (CITS) and is not part of UMSON.

UMSON Student Technology

The UMSON Office of Information and Learning Technology is dedicated to developing innovative services that keep faculty, staff and students up to date in online learning education and research. The technology webpage includes student laptop and computer literacy requirements as well as technology tools.

Experience Student Portal

Experience Student Portal allows students to register for courses and to review their grades, student accounts, and financial aid information online any time. Login instructions are available on the UMB website. After logging in, students can:

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

C. COMMUNICATION

MyUMB

Students must create their own email account in the myUMB system prior to or during orientation. OSAS assists students in this process. Instructions on how to create the account can be found on the UMB website.

The Elm

The Elm: Nursing (UMSON's page on UMB's The Elm website intended primarily for internal audiences) is a centralized online location for UMSON faculty, staff, and students to access information related to events, initiatives, news, and notifications. The student version of The Elm Weekly: School of Nursing newsletter arrives each Tuesday directly to students' umaryland.edu email addresses. Students are responsible for reading, and acting upon, as relevant, information communicated through this platform. Content is self-submitted to the website and is moderated and approved for publication regularly.

UMSON students can submit content to The Elm: Nursing website for announcements and accolades via the self-service online submission form. UMSON students can submit events for inclusion in the Common Calendar, which drives the Events feed in The Elm: Nursing website, via the Submit an Event Form. Items to be included in the next issue of The Elm Weekly: School of Nursing newsletter must be submitted via the self-service online submission form to The Elm: Nursing website by end of business on Friday of the week prior to the intended newsletter distribution.

Note that The Elm: Nursing website is a publicly available website. If content is not intended for public consumption, it must be disseminated through a different medium. The Office of Communications has the right to exclude submitted content if it is not relevant to UMSON audiences or is not appropriate for The Elm: Nursing website or for The Elm Weekly: School of Nursing newsletter. In this case, recommendations will be made regarding more appropriate media for distribution.

Marketing and/or advertising of events or initiatives to UMSON students will be achieved solely through The Elm and The Elm Weekly: School of Nursing newsletter and not through the School's official all-student email distribution lists.

Email Policy

All official email communication from UMSON is sent to students through the UMB email system. ***All email correspondence with faculty members and staff must be sent from your official UMB email account***. Students are responsible for checking their UMB email accounts regularly and for all information communicated to them using this system. Students' UMB email addresses are listed on UMB listservs, and students cannot be removed from listservs. Auto-forwarding email from your umaryland.edu email address to personal email accounts is not permitted.

Students should familiarize themselves with UMB policies on acceptable use of email. See UMB Student Policies and all UMB Policies and Procedures. Messages that are threatening, obscene, vulgar, derogatory, harassing, or attack another individual or group of individuals are a violation of UMB policy and may subject the sender to disciplinary action.

Netiquette

UMSON expectations for how individuals communicate digitally and in the classroom are stated below. These expectations (referred to as "netiquette.") include types of communication such as

email, discussion forums, assignments, and other interactions or collaborations. These communication expectations are used to evaluate the substance of the communication:

1. Professional and respectful tone and civility are used in communicating with fellow learners and the instructor.
2. Written communication, both formal and informal, uses Standard English rather than popular online abbreviations and regional colloquialisms.
3. Video interactions reflect a respectful tone in verbal communications and body language.
4. Additional resources and support available at the UMB Writing Center: www.umaryland.edu/writing.

UMB Computer Help Desk

UMB maintains a Help Desk that offers an array of information and resources to all students on campus, including computer/computing related information, online learning information, student email account information, hardware and software sales, and answers to a host of frequently asked questions. The UMB Help Desk is staffed and maintained by the Center of Information Technology Services (CITS) and is not part of UMSON.

D. NURSING STUDENT ORGANIZATIONS

All students are welcome to participate in fee-funded nursing student organizations. Learn more about UMSON student organizations.

Asian Students Inspired to Advance in Nursing

The purpose of ASIAN are: a) To contribute to nursing education to provide the highest quality of healthcare. b) To provide programs representative of fundamental and current professional interests and concerns. c) To aid in the development of the whole person, including his/her professional role and his/her responsibility to the health care of people from all walks of life. d) To promote/celebrate Asian culture within the nursing field. e) To promote diversity and inclusivity within the nursing field.

Black Student Nurse Association-Baltimore

The Black Student Nurse Association (BSNA) aims to educate students by holding events to bring awareness to Black nurses' struggles in health care. This association provides community services to Black or minority communities and presents mentorship and leadership opportunities to student nurses. BSNA is a nonsegregated group that strives to bring a diverse representation and awareness to the student nurses at UMSON.

Black Student Nurse Association – USG

The Black Student Nurse Association (BSNA) aims to educate students by holding events to bring awareness to Black nurses' struggles in health care. This association provides community services to Black or minority communities and presents mentorship and leadership opportunities to student nurses. BSNA is a nonsegregated group that strives to bring a diverse representation and awareness to the student nurses at UMSON.

Doctoral Nursing Student Organization

The mission of the Doctoral Nursing Student Organization (DNSO) is to support and enhance the learning, knowledge, and professional development of doctoral students in both the PhD and DNP programs. The organization is committed to fostering the development of a rich and vibrant community that encourages students as they learn to advance nursing science as scholars, researchers, and leaders.

Graduate Nursing Association

The purpose of the Graduate Nursing Association (GNA) is to advocate for all master's-level graduate nursing students through encouraging good fellowship, creating a sense of community, and facilitating communication between UMSON faculty, staff, and students. GNA inspires professional growth by providing programs representative of fundamental and emerging trends in the field of nursing and promotes a dynamic and diverse student body dedicated to the highest quality of health care.

Holistic Hearts for Humanity

Our mission is to encourage nursing students to incorporate their holistic care into community service. We hope to advocate for a positive change in the different communities affected by health disparities in and around Baltimore. As nursing students, it is our goal to ensure everyone's right to better health; it is never too late to start.

Latinx Association of Nurses at University of Maryland

The mission of the Latinx Association of Nurses at University of Maryland (LANUM) is to empower nursing students, both Latinx and non-Latinx, to be strong advocates for Latinx/Hispanic patients in both clinical settings and the broader community; foster the personal and professional growth of nursing students who identify as Latinx, equipping them with the skills and knowledge to deliver culturally competent health care; and advance health equity within the Latinx community, working toward eliminating disparities and ensuring equitable access to quality health care.

Nurses Christian Fellowship (NCF)

The purpose of Nurses Christian Fellowship is to establish nursing students and professionals who embody the love of Christ through service to the UMSON community while growing in love for God, God's word, God's people of every ethnicity and culture, and God's purposes in the world.

Nurses for Global Health--Baltimore

Nurses for Global Health (NGH) promotes global health awareness and activities at UMSON by building collaborations, creating networks, and serving as a resource for global health opportunities in nursing. The group holds monthly meetings, film presentations, and an annual global health conference that provides opportunities for interprofessional collaboration among students, staff, and faculty members.

Nurses for Global Health — USG

Nurses for Global Health's (NGH) mission is to strengthen the engagement of UMSON at USG with the global health community by building collaborations, creating networks, and becoming a resource center for global health nursing opportunities. We support the School of Nursing's vision of creating a rich and vibrant working and learning environment, with a focus on expanding and sharing knowledge on global health issues.

Nursing Student Government Association (BSN Only)

The Nursing Student Government Association (NSGA) encourages fellowship among students, faculty, and staff by creating an atmosphere of collaboration and understanding at UMSON. NSGA inspires professional growth by providing programs representative of fundamental and emerging trends in the field of nursing and promotes a dynamic and diverse student body dedicated to the highest quality of health care. NSGA is a constituent of the National Student Nurses' Association (NSNA).

Student Veteran Association

The UMSON Student Veteran Association empowers student veterans to excel academically and grow personally. We honor the legacy of military service, cultivate leadership, and build a supportive community that inspires achievement, fosters mentorship, and drives professional success. Together, we rise to meet challenges and give back through service, leadership, and dedication to excellence.

University of Maryland Association of Nursing Students (BSN at USG only)

The University of Maryland Association of Nursing Students (UMANS) chapter of the National Student Nurses' Association (NSNA) is based at USG. NSNA mentors the professional development of future registered nurses and facilitates their entrance into the profession by providing educational resources, leadership opportunities, and career guidance. UMANS involves students in community volunteering, speaks to youth about nursing and health, and raises funds for various projects. UMANS participates in the annual NSNA convention.

E. UNIVERSITY-WIDE STUDENT ORGANIZATIONS

Graduate Student Association

The Graduate Student Association (GSA) is a student-run organization serving and representing all graduate students at UMB. It acts as a liaison to the Graduate School, communicates student concerns and ideas, supports graduate student research interests, and provides a platform for discussion on matters that affect graduate student life.

University Student Government Association

The University Student Government Association (USGA) is a University-wide student government organization that represents all UMB students. It is composed of student senators elected annually to represent each school at monthly meetings (usually the second Wednesday of each month). Its main purpose is to enhance the quality of student life by promoting the free exchange of ideas, advocacy for student rights, and financial co-sponsorship of events and activities, for example, Fall Fest, social nights, and educational programs.

Other Groups

UMB has eight additional campuswide student groups: Chinese Student and Scholar Association (CSSA), ECO-Environmental Justice in Action (ECO), Global Medical Brigades (GMB), Indian Association, International Student Organization (ISO), Jewish Student Association (JSA), Muslim Student and Scholars Association (MSSA), Project Jump Start (PJS), and United Students of African Descent (USAD). Information is available on the UMB Student Groups webpage.

II. IMPORTANT TERMINOLOGY

Add
Register for one or more additional courses after initial registration

Academic Dismissal
Failure to progress according to the rules and policies of UMSON and the UMB School of Graduate Studies. An academic dismissal appears on a student's transcript. Registration for the upcoming term is canceled.

Administrative Withdrawal
The only withdrawal initiated by UMSON after two unsuccessful attempts to complete a course. Administrative withdrawal appears on a student's transcript. Registration for the upcoming term(s) is canceled.

Attempt (a Course)
Register for a course other than independent study. If a student is enrolled in a course at the beginning of the fourth week of the term, the course is counted as an attempt. This rule does not apply to independent study, scholarly advisement, dissertation research, or audited courses.

Audit
Take a course without credit. Audited courses do not receive a grade or count toward degree requirements. Students pay full tuition and fees for audited courses. Audited courses must be identified by the student prior to the start of the term. Credited courses may not switch to audit (or vice versa) after the start of a term.

Baccalaureate
A 120-credit undergraduate degree from a college or university

Cancel Registration
Term used by registration services to terminate a student's registration for all courses on or before the first day of term.

Clinical
Instruction that is not didactic and that involves experiential learning in nursing practice with direct care to patients. Required hours listed in syllabus if counted for credit or credentialing; hours must be tracked in PRISM.

Core Courses
Core courses are required courses for completion of a degree program.

Corequisite
A course that must be taken concurrently with the course that requires it

Course Registration Number
A course registration number, or CRN, is a unique identifying number for each course per semester.

Credit
A unit that gives weight to the value, level, or time requirements of an academic course. One didactic credit is equal to 15 hours of class time. One clinical/practicum/practice credit is equal to 45 hours. Each academic credit, on average, requires three hours of preparation or study time.

Deadlines
The specific date by which an action must be finished. Important deadlines are included in the academic calendar.

Didactic Course
Instruction that imparts the theory and content of a substantive area

Degree Works
Degree audit software used by UMB to help students and advisors track degree progress.

Drop (a Course)
Terminate registration for at least one, but not all, courses. Fall, spring, and summer courses dropped through the end of the third week of the term do not appear on the transcript. Courses dropped after these periods receive grades of W, WF, or WP. See the Registration section (under III. Policies and Procedures) of this handbook for details.

Grade Point Average
A grade point average (GPA) is calculated by multiplying the grade value (A = 4 points, B = 3 points, C = 2 points, D = 1 point, and F = 0 points) of the course by the credits for that course, then dividing the product by the cumulative earned credits. A GPA is rounded at the third decimal. I, NM, P, W, WD, WF, and WP grades are not included in the calculation of the GPA. When a course is repeated, only the grade from the second attempt is included in the calculation of the GPA.

A cumulative GPA is calculated based on grades awarded for all courses taken by a student in a program level for a degree or other academic credential. For more information, consult the UMB Registrar.

Incomplete
A temporary grade received by a student who, under exceptional circumstances, requests before the end of the term and is granted additional time beyond the end of a course to complete outstanding coursework. It appears as "I" on the transcript. UMSON reserves the right to initiate an Incomplete if student absences due to religious observances prevent completion of course requirements before the end of a semester. See the Grades section (under Academic Standing Policies in III. Policies and Procedures) of this handbook for details.

Independent Study
Independent study provides an opportunity for students to take increased responsibility for planning and directing their own learning. Independent study credits may be used, with appropriate approval, to satisfy the elective requirements of a program.

Leave of Absence (Academic Pause)
Temporary period of nonattendance available to continuing students. An academic pause must be requested and approved by submitting the appropriate form to OSAS on or before the first day of the term in which the academic pause is to be taken. Nothing appears on the transcript. Students returning from an academic pause are eligible to register for the following term, which is subject to fulfillment of all other registration requirements after submitting the Return from Academic Pause or Reinstatement Form on the UMSON website. See the Grades (under Academic Standing Policies in III. Policies and Procedures) section of this handbook for details.

No Mark
No mark (NM) is used when the instructor is unable to enter a grade (for reasons related to the instructor rather than the student). NM can also be a temporary grade given in NURS 899 (dissertation research) pending completion of the thesis or dissertation. See the Grades (under Academic Standing Policies in III. Policies and Procedures) section of this handbook for details.

ORR
Abbreviation for the Office of the Registrar is located at the Health Sciences and Human Services Library (HS/HSL), 601 W. Lombard St.

OSAS
Abbreviation for the Office of Student and Academic Services at UMSON.

Practicum
Instruction that is nondidactic and involves experiential learning in nursing practice and is usually under one-to-one supervision. May include direct care interacting with and providing care to patients, usually under one-to-one supervision. Required hours listed in syllabus if counted for credit or credentialing; hours must be tracked in PRISM.

Prerequisite
A course that must be successfully completed before another course. Prerequisites are determined by the sequencing of courses in each program.

Semester
The fall or spring period of course instruction.

Session
The period of course instruction lasting seven to eight weeks.

Student
An individual registered for classes at UMSON in a current or future term or with approved LOA for current term. This includes students finishing incompletes.

Term
A general reference to any period during which an entire course is conducted: a semester or session of approximately 15 weeks for one semester or trimester hour of credit, or 10-12 weeks for one quarter hour of credit, or approximately seven to eight weeks for session, or the equivalent amount of work over a different amount of time.

Transfer Credit
Credit for a course taken at an accredited institution that is eligible for credit at UMSON. Grades for transfer credits are not calculated in the UMSON GPA. BSN, MSN-E, and certificate students may not transfer any nursing courses.

UMB
Abbreviation for the University of Maryland, Baltimore, a campus of professional schools within the University System of Maryland. It includes the schools of Dentistry, Law, Medicine, Nursing, Pharmacy, and Social Work, and the School of Graduate Studies.

UMB School of Graduate Studies
The UMB school with oversight of the PhD program. PhD students are bound by School of Graduate Studies rules and procedures in addition to UMSON policies.

UMSON
Abbreviation for the University of Maryland School of Nursing, which is part of UMB.

USG
Abbreviation for the Universities at Shady Grove. The BSN program and DNP Family Nurse Practitioner specialty are also offered at USG.

USM
Abbreviation for the University System of Maryland. USM is composed of 12 colleges and universities — of which UMB is one — two research centers/institutes, and three regional centers.

Waiver
A course taken at another institution that is equivalent to a course at UMSON and meets the requirements for that course. Credits are not transferable to UMSON, and the student will need to make up the waived number of credits. (Neither BSN nor MSN-E students may waive any nursing courses.)

Withdrawal from UMSON for the Term
Terminate registration for any and all UMSON courses for which a student is registered on or after the first day of the term or session. WD appears on the transcript. The student is eligible to register for the following semester, subject to fulfillment of all other registration requirements.

UMSON will not authorize withdrawal from the term (dropping all courses) any later than three weeks prior to the end of the fall and spring terms and two weeks prior to the end of a session. Students can withdraw from the University at any time.

Withdrawal from UMB
To leave UMB entirely with no intent to return. WD appears on the transcript. Students must reapply if they want to return, and readmission is not guaranteed.

W
A grade indicating that the student dropped the course after the third week of the term (fall, spring, and summer). It is not calculated into the GPA but is considered for determining academic standing and counts as an attempt. See the academic calendar for deadlines.

WD
A grade indicating the student terminated registration for all courses they were registered for on or after the first day of the term. It signifies withdrawal from UMSON for the term or from UMB entirely. It is not calculated into the GPA but is considered for determining academic standing and counts as an attempt per two attempt policy. See the academic calendar for deadlines.

WF
A grade indicating the student dropped the course after the period during which a W was given for a dropped course and that the student was failing the course at the time it was dropped. It is not calculated into the GPA but is considered for determining academic standing and counts as an attempt. See the academic calendar for deadlines.

WP
A grade indicating the student dropped the course after the period during which a W was given for a dropped course, and that the student was passing the course at the time it was dropped. It is not calculated into GPA but is considered for determining academic standing and counts as an attempt. See the academic calendar for deadlines.

III. POLICIES AND PROCEDURES

A. REGISTRATION

Overview

Students must register for coursework each term, per program requirements, to maintain eligibility for a degree. Registration is coordinated through OSAS. UMSON uses an online registration process in Experience Student Portal. After classes begin, students who wish to terminate their registration must

follow withdrawal (dropping all courses) procedures and are liable for any charges that may be applicable at the time of withdrawal (dropping all courses). Students are encouraged to meet with their advisor before the registration period each term to review course schedules and degree progression and to follow their active Plan of Study in DegreeWorks. A student may register when the following conditions are met:

- The student has demonstrated appropriate academic progression.
- No restrictions (holds) have been placed on the student's ability to register based on financial, health, immigration, academic status, or other reasons.
- The student has paid for the required health insurance or submitted a waiver.
- The University has a complete record of the student's compliance
- The student has an active and locked plan of study in Degree Works and registers for coursework each term per their plan of study.

Advanced Registration

Advanced registration is open to continuing and returning students. See the academic calendar for advanced registration dates. Students who do not register during the early registration period jeopardize their ability to enroll in the classes they need for the upcoming term. This is particularly important for classes with clinical, practicum, and DNP project components, which have strict limits on the total number of students per clinical site. Students may be removed from courses that do not follow their plan of study. Extra sections of classes will not be added for students who failed to register during the advanced registration period. Students who do not register by the deadline may be charged a late registration fee.

Prerequisites and Corequisites

Students who want to take courses that have prerequisites must successfully complete prerequisites before the term in which they take the course. When taking a course with one or more corequisites, students must take the corequisites during the same term as the course that requires it. Students who drop a co-requisite must drop all corequisite courses. Students should consult the plan of study for their program or specialty to determine whether a course has prerequisites or corequisites.

Electives

Multiple electives are available at UMSON that will allow you to explore a particular topic of interest or prepare for a certificate or graduate school. Your program of study will dictate when you may take these courses. Look for the prefix NELC in the course catalog.

UMB — A student who wants to register for an elective course at another UMB school must receive permission from the course instructor and from their advisor before registering for that course. The student must register through the registration office for the school at which the course is offered.

USM — A student who wants to register for an elective offered at another USM school must complete an Application for Inter-Institutional Enrollment, available through OSAS.

Enrollment

Program	Credits for Full-time Enrollment	Credits for Part-time Enrollment
BSN	Fall/spring term: 12 or more Summer: 12 or more	Fall/spring term: 1-11 Summer: 1-11*
MSN, DNP, PhD	Fall/spring term: 9 or more Summer: 9 or more	Fall/spring term: 1-8 Summer: 1-8*

All	Continuous registration requirement of at least one credit per term (DNP ONLY — also required during summer term). Minimum of six credits is required every semester for which financial aid is requested.

*****_Military students should contact OSAS for documentation of full-time or part-time status and meeting requirements._

Course Numbering

Prefix NELC	Elective course
300, 400	Baccalaureate-level courses
500	Graduate-level courses for MSN-E students only
600, 700	Graduate-level courses for master's or doctoral students
800	Doctoral-level courses not usually open to master's students
CIPP	Courses in Interprofessional Programs are open to undergraduates during their last two semesters as well as professionals and graduate students. Graduate students can take a maximum of 4 CIPP credits.

PhD students should consult the School of Graduate Studies Catalog for credit values related to assistantships and candidacy status as well as requirements for full-time enrollment.

Registering for Classes

Process for All Students

To complete the registration process, go to the Experience Student Portal and click the Log in to Experience button.

Enter your UMID and password. Contact the Help Desk or email help@umaryland.edu for issues regarding your UMID and/or password.

Potential Registration Errors

- **Not Eligible to Use Web Registration** — Check the academic calendar to ensure registration is open. Contact your advisor.
- **Holds** — Offices of Student Health, International Students, and Student Accounts place holds on registration. A registration hold can also be placed based on academic status, for example, academic jeopardy, probation. Contact the appropriate office. The student will not be permitted to register until the hold is resolved. Students may also have the following holds:
  - **Title IX, or Prescription Drug Abuse** — Student has not completed the training required by UMB.
  - **Emergency Contact** – Student has not completed the emergency contact information in SURFS
- **Time Conflict** — Classes that meet concurrently have been selected.
- **Closed Section** — Course is full and closed for further registration.
- **Class Restriction** — The student is not eligible to register for the course.
- **Course Prerequisites** — The student has not met the requirements to register for the course.

If you have questions, contact OSAS at 410-706-2799 or nrsregistration@umaryland.edu.

Registering for Clinicals and Practicum

Students must register for clinicals, practicum and practice by the deadline listed in the academic calendar to guarantee a placement. After the deadline, students may be added to the waitlist. Placements from the waitlist are based on availability. All students participating in any experimental learning activity must have documentation of compliance with clinical requirements on file. Compliance

includes CPR certification, a complete Medical History Form, a tuberculosis skin test (PPD), Health Insurance Privacy and Accountability Act (HIPAA) training, and a complete Criminal Background and Drug Testing Notification Form. The student's CPR certification, PPD, and RN license (if applicable) must be valid through the end of the term in which the clinical experience occurs. An active unrestricted RN license is required for RN-to-BSN, RN-to-MSN, master's (except MSN-E), and DNP students.

Maryland facilities require a Maryland or compact state license, and Washington, D.C., facilities require a D.C. license. Students should check with their clinical instructor to find out if a particular clinical site to which they have been assigned has additional requirements, such as a COVID-19 or seasonal flu shot vaccination. Students bear the sole responsibility to meet site requirements, including costs. Vaccine exemptions may not be accepted by our partners, and students must coordinate a switch, if allowed. Because clinical placements are assigned based on space and availability of appropriate sites, location preferences cannot be guaranteed. ***Students must accept the placement to which they are assigned. Students who do not attend their assigned placement are unable to meet the requirements of the course.***

Master's and DNP

Registration for master's and DNP clinical, practicum, and project courses begins with advanced registration for continuing students. Students have a two-week window to register for clinical, practicum, and project courses before registration closes. Registration dates and deadlines will be posted on the UMSON academic calendar. All policies regarding registration and course progression as stated above will apply.

Once registration closes, graduate placements staff work with faculty to assign students to placements appropriate to each student's specialty area, prior experience, and course progression. Assignments are only released to students who meet compliance requirements for background checks, drug screens, licensure/certification, and immunizations. Noncompliant students are dropped from practica or clinical courses prior to the start of semester if they do not meet the compliance deadline. Students dropped due to non-compliance cannot continue in dropped courses until the next semester available. The student is responsible for maintaining compliance at all times, regardless of whether or not they are enrolling in a clinical, practicum, or project course. Failure to do so may result in a student's inability to complete the master's or DNP program.

Students must complete and submit all required site paperwork and requirements within five business days of receiving their placement. UMSON cannot guarantee assignment or placement for that semester if site requirements are not submitted promptly.

BSN and MSN-E

Students are strongly encouraged to attend a clinical information session to receive important information on clinical requirements that may not appear in this handbook.

Clinical assignments for BSN and MSN-E students are separate from didactic registration. Students will have a two-week window to register for clinical courses before registration closes. All policies regarding registration and course progression as stated above apply. Only students registered for the didactic component of a clinical course or clinical course if separate by the registration deadline are eligible to rank clinical locations. Ranking of clinical locations occurs ***after*** early registration, with the precise date and time determined by OSAS. Students are notified of the ranking period through email, Blackboard, and clinical information sessions held each semester.

Ranking of clinical locations is not permitted before to the established time period. Students must rank all locations offered in a course. Student rankings only indicate preference. UMSON cannot guarantee any specific location, days, or shifts. Students repeating a clinical course are assigned a clinical by faculty. BSN and MSN-E students whose clinical placement considerations are due to religious observation must complete and submit the Clinical Religious Observance/Military Obligation Form by the registration deadline for clinical courses and must do so every semester for each course. Because of patient safety concerns, maximum enrollment in clinical section cannot be exceeded. Therefore, faculty members may

not add students after the enrollment cap set by the clinical site is met. BSN students are not permitted to enroll in NURS 471/469 and NURS 471/N475 within the same session; these didactic courses and their associated clinical component can be taken consecutively within one semester (session 1 and session 2) but not concurrently within one session.

Students must submit all required site paperwork by the published deadline, set by the Office of the Registrar and Student Placements, for group clinicals and within five business days of receiving their practicum assignment. UMSON cannot guarantee assignment or placement for that semester if paperwork is not submitted by the deadline. Noncompliant students are dropped from practicum or clinical courses before the start of the semester if they do not meet the compliance deadline. Students dropped due to noncompliance cannot continue in dropped courses until the next semester available.

Changing a Schedule

Students may change their schedules only within certain parameters. Possible changes are: adding courses, dropping courses, changing course sections, withdrawing from all UMSON courses for the term, and withdrawing from UMB altogether. Payment and refund policies apply to all schedule changes. (See refund terms below). ***Online registration/changes end at midnight the day before the semester/session begins.*** After that, an interactive electronic form must be used to make changes, and appropriate approvals are required.

Canceling Registration Before Term Begins

Students must have continuous enrollment. Students who register but decide not to attend UMSON before the start of the term must complete one of the following forms and submit it to OSAS:

- Withdrawal from the University Form — Complete this form if the student has no intention of returning to the institution.
- Academic Pause Form — Complete this form if the continuing student intends to return but does not want to complete classes for the upcoming term.
- New admits who cancel their registration before the start of their first term will have their admission rescinded and must complete the admission process again before registering for future terms.

If the request for cancellation is not received by 4:30 p.m. before the first day of the term, it is assumed that the student plans to attend and accepts any associated financial obligation. Students who cancel their registration before the start of the term will have no record of that term on their transcript and will receive a100% refund of tuition. If a student on academic probation requests an academic pause, a remediation plan and proposed plan of study (to complete the program within the time limit) must be submitted for approval to the associate dean for the program and must be on file before approval of the academic pause.

Adding or Dropping Courses

The consequences of changing a schedule depend on the period in the term during which the change occurs. Adding or dropping a course after the close of online registration requires submission of the Add/Drop Form. Failure to submit the appropriate form will result in a failing grade (F) in all courses in which the student is registered and in forfeiture of the right to a refund**.** The timeline below is a general guide.

All programs

Add

Week 1 — Fall and spring semester, or session: Students may add course(s) through the end of Week 1 only. Complete and submit the Add Form.

Drop

Week 1 — Fall, spring, or summer term: Students may drop course(s) through the end of Week 1 with no approval needed and no notation on the transcript. Complete and submit the Drop Form.

Weeks 2 - 3 — Students may drop course(s) through the end of Week 3 with no notation on transcript. Complete and submit the Drop Form.

Weeks 4 - 8 — Students may drop course(s) through the end of Week 8 with a notation of W on the transcript. In sessions after Week 3, W is not applicable, and students will receive a WP or WF accordingly. Complete the Drop Form with instructor and advisor. Course(s) dropped counts as an attempt.

Week 9 to end — Students may drop courses from Week 9 to the end of semester with instructor and advisor approval. Complete and submit the Drop Form with the instructor approval. A notation of WP or WF, according to student's progress in the course, appears on the transcript. Course(s) dropped counts as an attempt.

***All students*: Dropping a course is prohibited after the due date of the final assignment for the course (final exam, final paper, final project, etc.). Withdrawal from the term with a WD is not allowed if three weeks or fewer remain for fall/spring term or two weeks remain for the session. Students can withdraw from the University at any time.**

Withdrawal from UMSON for the Term

A student who registers for course(s) but needs to discontinue studies at UMSON temporarily after the start of the term must submit a Withdrawal Form (to drop all courses). A student who officially withdraws for the remainder of the term is eligible to register for the subsequent term, subject to fulfillment of all other registration requirements and the student's academic standing.

UMSON will not authorize withdrawal from the term (dropping all courses) any later than three weeks prior to the end of the fall and spring terms and two weeks prior to the end of a session. Students can withdraw from the University at any time.

A student who withdraws from UMSON for the term, that is, terminates registration for any and all courses, receives a grade of WD. All WD grades received after Week 3 count as attempts.

Withdrawal from UMB or from the term without submitting the Withdrawal Form will result in a failing grade (F) in all courses student is registered for and forfeiture of the right to any refund**. *The official form is the only accepted means of communication for withdrawal from UMB or from the term.***

Tuition and Fee Refunds

Full refund of all tuition and fees is only for dropping courses, withdrawal from UMB, or cancelling registration (dropping all courses) prior to start of a term. Once the semester or term begins, refunds are provided only for withdrawing from UMB or from the term (dropping all courses). Refunds for dropped courses only apply the first week of a term and only for students who pay per credit. If the student remains enrolled past this time, there is no refund for dropped course(s). Refunds are offered on a specific schedule.

Students who officially withdraw for the term (as described above) or withdraw from UMB (see Enrollment earlier in this section) are credited for tuition and fees charged, in accordance with the following schedule. (Actual dates are listed on the academic calendar.)

Time	Percent Refund
Before the first day of term	100%
First 10% of term	90%

11 - 25% of term	50%
26 - 50% of term	25%
After 50% of term	No refund

B. REQUESTS FOR EXCEPTION TO REFUND POLICY

According to the UMB Policy on Student Withdrawal and Reimbursement of Tuition and Fees, students may request an exception to the refund policy for extenuating circumstances by submitting an Except to the Refund Policy form. Absent extraordinary circumstances, petitions are accepted no later than 30 days after the semester ends, and in no case later than 60 days after the semester ends. Appropriate documentation must be submitted with the petition that demonstrates the circumstances that significantly inhibited that student's ability to acquire an education for that semester. Petitions are reviewed by the associate dean for student and academic services and the appropriate academic associate dean for approval to send to the UMB Student Withdrawal/Acceptance Committee for final review. Extenuating circumstances include, at a minimum, significant incidents of the following:

- illness
- injury
- hospitalization
- mental health and wellness.

C. ENROLLMENT

Class Attendance Policy

Students must be registered for a course through the Experience Student Portal to attend classes and gain access to electronic curriculum materials. Those who are not registered through Experience Student Portal cannot attend classes, unless invited by the instructor to provide instructional material that enhances the course.

Students who want to complete a course successfully must attend and engage in the scheduled course supported learning exercises. Course-supported learning exercises are any activities that are part of the curriculum content and include, but are not limited to, labs, clinical rotations, lectures, Blackboard sessions, simulations, and practica. Students are responsible for all curriculum content. Details for individual course attendance requirements are listed in the syllabus.

Absence Policy

Students who are absent from course-supported learning exercises compromise their ability to master course content, to attain the necessary skills to meet course objectives, and ultimately to pass the course. Course materials support learning but are not intended to replace attendance at course-supported learning activities.

Providing makeup for missed course activities is at the discretion of UMSON academic leadership and is not guaranteed.

In the event of an absence from a course-supported learning activity due to extenuating circumstance, students must contact the faculty member (either didactic, laboratory, simulation, or clinical instructor) in advance or as soon as possible. Exams or quizzes missed because of an absence may be made up with an alternative assignment or test at the discretion of the course faculty.

If an absence is for a religious observance, students should complete the Religious Observance Request Form for each course at the beginning of the semester. The web-enabled form is in the Course

Information section on Blackboard. If a student is absent because they are hospitalized as an inpatient or due to an outpatient surgical procedure, they must submit a written medical clearance from the applicable health professional before resuming participation in any course-supported learning exercise, including attending lecture. The written medical clearance is submitted to the UMSON health officer for the student's program of study and must identify any restrictions on the student's continued participation in an academic activity. The UMSON health officer notifies relevant faculty and staff of the student's ability to continue and restrictions, if any.

BSN and MSN-E Clinical Absence Policy (Inclusive of Lab, Simulation, etc.)

Students absent from clinical, laboratory, and/or simulation for any reason may be offered make up learning hours and associated learning experiences. More than two absences, whether or not the student has completed make-up learning hours and associated learning experiences, may result in a grade of Incomplete or course failure.

If an absence is for religious observance, students should complete the Religious Observance Request Form for each course at the beginning of the semester. The web-enabled form is in the Course Information section on Blackboard. For religious observance or military obligation consideration for clinical placement, students must complete the Clinical Religious Observance/Military Obligation Form (see Religious Observance section).

- Makeup learning activities are determined and scheduled by faculty. Alternate experiences for the purposes of makeup are at the discretion of UMSON and are not negotiable.
- A student who does not call or does not attend any scheduled clinical, laboratory, or simulation activity will receive an "Unsatisfactory" for that day and/or learning activity regardless of the number of hours.
- Being more than one hour late, missing more than one-quarter of a shorter experience, or leaving a clinical experience early (on or off campus) counts as an absence.

A student who does not complete regularly scheduled or makeup learning activities as offered by faculty may receive a grade of (I) Incomplete, subject to incomplete policies in the Student Handbook, or may fail the clinical portion of the course and therefore fail the course. Students are expected to be on time and wear their name badge for all clinical experiences.

School Closures

Closure Due to Weather

When the UMB and/or USG campuses close, follow campus procedures for closures and refer questions to your clinical instructor, as appropriate.

Virtual learning should continue as scheduled, unless otherwise communicated. All in-person classes and activities are canceled unless virtual alternatives are communicated.

UMB Parking, Transportation, and Safe Ride:

- UMB essential employees and UMMC and FPI parkers MUST use one of the 24-hour garages (Pratt Street, Plaza, Baltimore Grand, and Lexington garages), which will remain open during an emergency closure. For more details, visit the Parking and Transportation website or Facebook page.
- The UMB Shuttle service will be suspended during the campus closure.
- Safe Ride service will be suspended during the campus closure.

For additional information about closures, delays, and more, please review the University's guide to changes in on-campus operations.

During storms travel may be very hazardous or even impossible. Please do not attempt to travel during the storm, if possible. Take steps now to prepare:

- Do not travel during or immediately after the storm, if possible.
- Stock emergency water and non-perishable food at home for each member of your family (and pets!).
- Have a flashlight with extra batteries.
- Only use a generator or propane heater outdoors in a well-ventilated area to limit the risk of carbon monoxide poisoning.
- Fill your gas tank and carry a winter storm survival kit in your car. Include blankets, food, water, a shovel, kitty litter/sand (for tire traction), ice scraper and brush, tow rope, and jumper cables.
- In cold weather, turn off water that leads to outdoor faucets and hoses at home to prevent burst pipes.

Closure Due to Ongoing Crisis

If the UMB president closes the University due to an ongoing crisis (e.g., civil unrest, pandemic), the following apply:

- Course content associated with face-to-face and hybrid courses, originating from the Baltimore location, will be delivered through alternative pedagogical approaches with the course faculty determining the preferred approaches. Online courses will continue uninterrupted. Students at USG will be given specific information regarding face-to-face instruction for that location.
- Group clinical experiences will be suspended until a decision is made by senior leadership. Precepted entry-level, final-semester experiences and graduate precepted experiences will be suspended until a decision is made by senior leadership. If the situation applies only to Baltimore, a student at a site outside of Baltimore may engage in the precepted experience with the permission of faculty overseeing this clinical experience.
- Blackboard will be the primary method for course-specific communication with students. Announcements and communication of alternative plans are the responsibility of the course director/coordinator or the faculty of record.
- UMSON reserves the right to hold classes at alternative sites until the campus reopens.
- Selected labs and Performance Based Assessments (PBAs) must be done in person and will be scheduled (or rescheduled) as permitted by circumstances and UMB policies. For online learning, UMB will reformat curriculum materials and teaching techniques as necessary to ensure that coursework continues to meet the University's high standards and to ensure that all learning outcomes are achieved in accordance with accreditation standards and expectations.

Recording and Photography

Students may audio record lectures with permission of the faculty and with the understanding that recordings are for personal academic use only. Audio recording devices will be placed to minimize recording of anyone other than the faculty-lecturer. Recordings must be kept confidential. Students may not transcribe, copy, or share or otherwise release, use, or disclose the class recordings in any form. Recordings must be destroyed within 30 days of the end of the semester. Failure to comply may subject students to discipline charges. All students in the class will be informed that the lecture is being recorded.

Apart from audio recording lectures under the conditions stated above, students may not photograph or audio and/or video record other students, faculty, staff, and visitors without the express permission of all parties to be photographed or recorded (per Code of Maryland 10-402 (c) 3). Failure to comply may subject students to disciplinary charges.

Students are not permitted to bring independently-contracted vendors, including professional photographers/videographers, inside the UMSON building at either the Baltimore or Universities at Shady Grove locations. Photo shoots conducted by those *other* than independently contracted vendors (friends, family members, classmates) inside the UMSON building in Baltimore are limited to a 10-minute period in the main lobby. Any person accompanying a student who is not a UMB student or employee must sign in and provide an identification card at the guard's desk, per building policy. Photo shoots may

not involve lighting, ladders, stools, or any other equipment or props, other than a camera or cell phone. Students are welcome to photograph and take videos outside of the building. Students wishing to secure photography, catering, or other professional services for a School-sanctioned purpose should work through one of the registered nursing student organizations or contact OSAS. Professional photography/videography contracted on behalf of students by OSAS or by other School employees is limited to lobbies and student lounges and is prohibited in classrooms and labs.

Coursework Assignment Policy

Assignments must be submitted by the date and time indicated on the syllabus. If the faculty member gives extensions due to ADA accommodation, the new deadline must be at least two days prior to the grade due date listed on the academic calendar to allow for assessment by the instructor. If additional time is required, the student and instructor should consider an Incomplete for the course. Master's (except MSN-E) and certificate students should refer to the course syllabus for the grading policy on late assignments.

The BSN program and MSN-E and DNP have a specific policy for the grading of assignments turned in after a deadline as follows.

Unless there are individual extenuating circumstances when this occurs, the grade will be subject to the following:

- Assignments submitted within 24 hours of the date and times indicated on the syllabus are subject to a 5% grade reduction on the assignment.
- Assignments submitted within 48 hours of the date and time indicated on the syllabus are subject to a 10% grade reduction on the assignment.
- Assignments submitted within 72 hours of the date and time indicated on the syllabus are subject to a 15% grade reduction on the assignment.
- Assignments submitted *after* 72 hours of the date and time indicated on the syllabus are subject to receiving a grade of zero on the assignment.

Two-Attempt Rule

Students have two attempts to successfully complete a course other than an independent study, dissertation research, or the DNP NDNP 890 practicum. Each academic program has specific requirements for progression. Students are subject to the policies of their program. See the program sections of this handbook for specific policies regarding successful course completion.

Two attempts are allowed per course, per admission, unless to the same academic program within five years. The second grade is the final grade, whether it is higher or lower than the first grade. Students are not guaranteed two attempts for a course if conditions already exist for a dismissal. Reinstatements for BSN students or successful appeals of dismissals for graduate students do not extend the two-attempt policy. Independent study and NDNP 890DNP practicum courses may be taken multiple times. BSN students are not required to retake the same elective in which they were unsuccessful. UMSON is not obligated to offer any specific elective in any particular semester.

Students who cannot successfully complete a course after two attempts are administratively withdrawn from the program. The administrative withdrawal will appear on the student's transcript. The student may appeal the administrative withdrawal following the procedure outlined under the reinstatement process.

Students who are unsuccessful in a course that is no longer offered in the new curriculum may take the equivalent course (if applicable) as a first attempt. The old course remains on the transcript, and the grade is calculated in the GPA until successful completion of the equivalent course(s). Students will have two attempts with the new course if the equivalent course is completed within two semesters of taking the old course.

Independent Study

The purpose of an independent study is to increase the student's exposure to and involvement in nursing research or practice under the direction of a faculty mentor. The student is responsible for identifying and initiating a contract with a faculty member involved in, or who has expertise in, their practice or research project area. Input from the student's advisor is desirable before the plan for independent study is finalized.

The student initiates the independent study with a UMSON faculty member. The faculty mentor for an independent study must be qualified to teach at the appropriate level (for example, doctoral for doctoral degrees), have expertise in the area of the independent study focus, and be an associate or regular member of the faculty. The faculty mentor can academically supervise the independent study while the student works with the non-regular faculty. The student and faculty mentor must establish mutually agreed upon objectives and evaluation criteria. The agreement is recorded in an independent study contract, started by the student, and approved by the faculty member and associate dean of the student's program. The finished contract is routed to OSAS for registration and placement in the student's permanent file. The agreement must include:

- Student and faculty mentor's (listed as supervising faculty on contract) names and date of agreement
- Objectives
- Requirements (actions needed to meet the objectives)
- Evaluation criteria
- Due dates (independent studies conclude at the end of the term)

Specific objectives, activities, and evaluation criteria will depend on the practice/research focus in which the student is participating, the student's level of education, and the student's educational needs. Objectives and requirements must address active involvement by the student in the project. The faculty member provides guidance as needed throughout the course. The experience can vary in terms of the degree of independence with which the student functions. The course, however, is designed to encourage a collaborative effort with a faculty mentor.

The individual student's learning experience will vary according to the stage of the practice/research focus. Projects at any stage of development or implementation can be selected by the student. Students can become involved with problem conceptualization, theoretical development, planning, data collection, and/or data analysis. Examples of projects include a pilot study, program evaluation, quality improvement project, evaluation of a new practice model, consulting, integrated critical literature review, manuscript submitted for publication, systematic review, or a research utilization project.

Credit for independent study can vary from one to six credits per term, depending on the program, nature of the objectives, and requirements. Credit value is calculated as 45 clinical hours equaling one semester credit for practicum/clinical. One hour per week, for 15 hours in a semester, equals one semester credit for didactic coursework. NDNP 818 credits apply toward electives within the DNP program of study. NURS 419 may be used to satisfy elective requirements in the traditional BSN or RN-to-BSN plans of study with approval from the associate dean for the baccalaureate program. NURS 419 is limited to three credits. Students must receive approval from their advisor before registering.

Students undertaking independent study must submit written reports to their independent study faculty mentor. The report may take the form of a log, periodic assessment of the experience, written summary, review of literature, or description of the project. At the completion of the independent study, students meet with their faculty mentor for a final evaluation. The faculty mentor submits a grade when the student is deemed to have satisfactorily completed the independent study objectives. Independent studies cannot extend beyond the semester of enrollment.

Interinstitutional Enrollment

To obtain course credit for electives taken at another USM institution, students must complete an Application for Interinstitutional Enrollment (available from OSAS, which processes the request). The

signature of the student's advisor is required on the form. Please be advised that registration and course dates on other campuses may differ from those at UMSON. It is expected that students have met the prerequisites for any course that they want to take. Students are responsible for notifying the UMSON Office of the Registrar and Student Placements of any changes in their registration at the host institution. Lack of notification may result in a failing grade. Students must request an official transcript to be sent to OSAS once grades have been awarded, otherwise grades and credits will not be posted. Interinstitutional credits are counted as part of the cumulative GPA and count toward graduation requirements, if appropriate. Interinstitutional enrollment is not allowed during the term of graduation.

Course Waiver

If a student takes a course at an institution other than UMB, they must apply for a waiver to substitute a course if the course is in the UMSON required plan of study. A waived course is a course taken at another institution that is equivalent to a course at UMSON and meets the curriculum requirements for that course. The number of credits is not transferred to UMSON and the student will need to make up the waived number of credits. There is a three-course maximum for waivers.

A course waiver must be requested in writing and must include justification for the request from the student's advisor, who meets with the student to discuss how the waiver may affect their plan of study. The student must have earned a grade of B or better in the course from an accredited institution to be eligible for a waiver.

- **Master's and DNP students** must complete the Transfer/Waiver Request Form on the UMSON website and submit with appropriate documentation to OSAS. The course director/coordinator reviews the request and makes a recommendation to the associate dean of the program. The associate dean submits the decision to OSAS. OSAS notifies the student in writing of the final decision.
- Students who completed NRSG 780, NRSG 782, NRSG 790, and NRSG 795 within five years of the admission term to an MSN or DNP program are not required to waive or transfer those courses if the courses are required in the new degree. Courses will count toward degree completion, if it is a different degree level, in the coursework audit. Students must complete the minimum credits required for the degree. Course credits cannot count twice for the same degree.
- NDNP 807 is the equivalent to NRSG 781 if taken within five years of admission to the MSN or a certificate program. NRSG 781 can only be shared between the degree and certificate if a student is dually enrolled in both.
- NRSG 790 and NRSG 795 are equivalent to NRSG 784 if taken within five years of admission to the MSN or a certificate program. NRSG 784 can only be shared between the degree and certificate if a student is dually enrolled in both.
- For **PhD students**, the advisor will transmit the student's waiver request directly to the associate dean for the PhD program and the PhD Curriculum Committee.

All students receiving course waivers will be required, with advisement, to take another course that will provide the appropriate number of credits to compensate for the waived course.

Credit by Examination: "Challenge Exam"

Students who believe they can demonstrate competencies and experiences similar to those required by the completion of a non-clinical course offered by UMSON can apply for permission to obtain equivalent credit through successful performance on a "challenge exam." Most courses in which students can earn credit by examination have specific criteria that students must meet to qualify to take the examination. Students should discuss the criteria with the course director or coordinator.

Students seeking to take the "challenge exam" must submit a description and topical outline of the course to the current course director to meet the course requirements along with the application form. Applications for credit by exam are available from OSAS at UMSON's Baltimore location or from the nursing program manager at USG. The course director will determine whether the student qualifies for

credit by exam. The names of course directors can be obtained from UMSON department chairs or from the nursing program manager at USG.

Students pay the current cost of one semester hour of credit when they apply for the exam. Students paying a flat rate for tuition must pay for the credit hour separately. The fee is paid to Student Accounts. Once approved, the student must take the completed signed application to Student Accounts. All fees for credit by exam are nonrefundable. A receipt for the fee, attached to the completed application for the credit exam, must be submitted to the UMSON Office of the Registrar and Student Placements by the end of the first week of the term. The UMSON Office of the Registrar and Student Placements will notify the course director if the student is cleared to take the exam.

A "challenge exam" can only be taken once to earn credit by exam. Credit by exam is not an option for students who have failed an equivalent course. UMB policy restricts the total number of credits allowed by exam to no more than half the total credits for the program. Students who earn credit by exam are not required to register for the course. The minimum passing grade to obtain credit by exam is C. If a student receives less than the minimum grade, the student must take the course. The letter grade is posted on the transcript and calculated into the student's GPA. Credit by exam is only allowed for the following courses:

Course	Title	Credits
NURS 346	Evidence-Based Practice and Nursing Scholarship	3
NURS 344*	Health Assessment	3
NURS 452	Nursing Research and Evidence-based Care for the Registered Nurse	3

* Both theoretical and practical examinations must be successfully challenged to earn credit for NURS 344.

Transfer of Credit

A transfer credit is credit for a course taken at an accredited institution and eligible for credit at UMSON. Grades for transfer credits are not calculated in the UMSON GPA. Courses taken as part of a degree program at another institution are not eligible for transfer to the UMSON PhD program. BSN and MSN-E students cannot transfer any nursing courses. See section IX. Maryland Higher Education Commission Certificates for transfer/waiver policies specific to certificate programs.

Courses eligible for transfer credit must meet the following criteria:

1. Courses taken before enrolling at UMSON:
    - The course must have 100% of the essential competencies and content areas needed to successfully complete degree requirements including the MS/MSN Comprehensive Exam and the DNP project. The course must duplicate a course required in the program or be directly relevant to the student's plan of study and congruent with the purpose of the program. Independent studies cannot be used to make up content.
    - BSN students can only transfer credits for prerequisite courses as part of the admissions process. MSN-E cannot transfer courses for the program.
    - For master's students, the course must have been taken within the time frame for degree completion and must be a graduate-level course (five-year maximum for MSN; six-year maximum for RN-to-MSN students). The time frame rule does not apply to credits for prerequisite courses taken by MSN-E or RN-to-MSN students.
    - No more than two courses of graduate coursework can be applied toward the master's, DNP, and PhD degrees. Students in the MSN/MBA joint program may transfer additional courses beyond the two-course limit to meet the degree requirements. Additional courses may be considered for waiver.
    - The course(s) was completed within five years preceding initial enrollment at UMSON. Students must repeat coursework more than five years old or apply for a waiver. Students

adding or changing specialty may be granted an exception if they maintained relevant practice. An exception to the five-year limit may be considered for NPHY 612, NURS 723, and NDNP 819 courses.
- Courses included in the DNP project series are not eligible for transfer or waiver. These courses must be completed at UMSON.
- DNP students: Courses eligible for transfer credit in the DNP program are identified in the coursework audit performed during the admission process. Only courses identified through the coursework audit are eligible for transfer credit. Students must complete the transfer of credit process before the end of their first semester in the program for course to be reviewed for transfer.

2. All courses:
   - Student must complete the Transfer of Credit Form and submit all required documentation.
   - Master's students may transfer up to two courses to the degree (except MSN-E) even if used to complete another graduate degree at a different institution.
   - UMSON courses may not count twice for the same degree level.
   - The course must have been taken at a regionally or nationally accredited institution.
   - Students may combine courses to meet content and credits; however, for courses with fewer than the required credits those credits must be completed at UMSON. Transferred credits cannot exceed credits of the UMSON course.
   - Transfer credit is not granted for correspondence courses, continuing education courses, or for "credit by examination."
   - A graduate student must have received graduate credit for the course if seeking transfer credit for a graduate program.
   - A graduate student must have earned a grade of B or above in the course.
   - The associate dean of the student's program and course coordinator must agree that the course for which transfer credit is sought is appropriate and directly relevant to the student's plan of study.
   - Transfer credits are not counted in the cumulative GPA. A grade of A in transfer credit work will not balance a C in a course taken at UMSON.
   - With the exception of electives, only previously completed coursework may be used for transfer or waiver consideration for the master's program and the DNP with or without specialty.
   - If the course is not approved, the student must complete the required course in its entirety. Use of an independent study to make up missing content is not permitted.

To apply for transfer credit, master's and DNP students must submit a completed Transfer of Credit Form with a copy of the course syllabus and have an official transcript on file. If the course for which transfer credit is sought will substitute for a course offered by UMSON, the course director/coordinator will provide a written recommendation on whether the transfer credit should be approved or denied. Documentation, including the course director/coordinator's recommendation, will be submitted by the Office of the Registrar and Student Placements to the associate dean of the student's program for approval.

Transfer rules for **PhD students** can be found in the School of Graduate Studies Catalog. PhD students do not complete a Transfer of Credit Form. Their advisor will submit their recommendation on the requested transfer of credit, and any accompanying materials, directly to the associate dean for the PhD program. Requests approved by UMSON will be forwarded to the UMB School of Graduate Studies for action.

Provisional Admission (Graduate Students Only)

Students who are admitted provisionally are notified in their acceptance letter. The reason for provisional admission is recorded by the program director when the student's application is reviewed. Provisional students must earn a grade of B or higher in **each** of the first 12 credits taken at UMSON. The specialty director determines the **12 credits for which provisional students must enroll**. This academic plan, along with other conditions of provisional admission (if any), is communicated to the student in their

acceptance letter and advisement session. Provisional students are not permitted to take other courses until they have satisfied the conditions of their admission. Students who fail to meet the conditions of their provisional admission may receive academic probation or dismissal.

Changing Specialty (Graduate Students Only)

A change of specialty request is treated like a new application for admission. The student must complete the same application process and meet the same deadlines as other prospective students. Requests are considered during the normal admission cycle and occur only during the specialties' regular admission term. Students already enrolled at UMSON do not receive preferential treatment in the selection process; their applications are considered along with all other applicants. The student's current advisor must sign the application for a change of specialty. The student remains in the original specialty with the assigned advisor until they are officially accepted into the new specialty. Forms and instructions are available online.

Master's students in the following specialties are eligible to change their specialty: Community/Public Health Nursing, Nursing Informatics, NLM and Health Services Leadership and Management. MSN-E students cannot change specialties or transfer into the BSN program. Master's students cannot request a change of specialty into the DNP program or a DNP nurse practitioner specialty. The DNP is a separate degree program and not a change of specialty. Master's students must apply and receive an offer of admission for the DNP program.

Students in the DNP program with specialties may request a change to another specialty (except Nurse Anesthesia) within the DNP program. DNP students cannot use the change of specialty process to switch to a master's program. The master's is a separate degree and not a change of specialty. Students must apply for and receive an offer of admission to a master's program to earn a master's degree.

Petition to Transfer Campus

BSN and DNP students who wish to transfer to a different campus must submit a Petition to Transfer Campus Form. Petitions to transfer are only accepted during the advising period and the first two weeks of registration. Urgent requests submitted outside this time frame may be considered on a case-by-case basis for emergencies only. Approval to transfer depends on space and availability and may take several weeks to determine. Petitions must be for a future term. Only current students who have completed at least one term of their program can submit a petition. The alternate campus must offer the program the student is currently enrolled in. Only one transfer allowed per student.

Withdrawal from UMB

A student can withdraw entirely from UMB at any time. The Withdrawal Form must be submitted to OSAS. Students who withdraw (drop all courses) once the term has begun will receive a WD on their transcripts for all courses attempted and a refund of tuition based on the refund schedule. See the academic calendar for deadlines. Those who withdraw without filing the requisite documentation will receive failing grades in all courses for which they are registered and lose the right to a refund. Students seeking to reenter UMSON following withdrawal from UMB must reapply for admission. See the academic calendar for deadlines.

Withdrawal from UMSON for the Term

A student who registers for course(s) but needs to discontinue studies at UMSON temporarily after the start of the term must submit a Withdrawal Form. A student who officially withdraws (drop all courses) for the remainder of the term is eligible to register for the subsequent term, subject to fulfillment of all other registration requirements and the student's academic standing.

UMSON will not authorize withdrawal from the term (drop all courses) three weeks prior to the end of the fall and spring terms and two weeks prior to the end of the summer term. Students can drop each course and receive the appropriate WP or WF grade for each course after the deadline to withdraw from the term (drop all courses). Students can withdraw from the University at any time.

A student who withdraws from UMSON for the term, that is, terminates registration for any and all courses, receives a grade of WD prior to the withdrawal deadline. All WD grades received after Week 3 of the term or Week 2 for summer term will count as attempt.

Withdrawal from UMSON, from UMB, or from the term (dropping all courses) without submitting the Withdrawal Form will result in failing grades (F) in all courses for which the student is registered and forfeiture of the right to any refund**. No other forms of communication regarding withdrawal will be accepted.**

Academic Pause

Enrollment starts on the first day of the term. Continuing students, those who had prior enrollment, and who want to progress in a degree program but cannot enroll for a particular term must take an academic pause. An academic pause on medical grounds requires documentation from an appropriate qualified health care provider. A completed form must be ***submitted on or before the first day of the term***. A student who develops a medical condition, or experiences other extenuating circumstances that make it impossible to continue coursework after classes have begun, should consult with their advisor concerning the feasibility of taking incompletes in their partially completed courses or withdrawing from the term entirely (See sections on Incompletes and Withdrawal in this handbook).

OSAS submits the request to the associate dean for the program in which the student is enrolled. Students in academic jeopardy or on probation must have a remedial plan in Degree Works with their request for an academic pause. The student will be notified of the decision via email.

BSN students can only be granted an academic pause for one term. If a student requesting a pause is on academic probation or jeopardy, a remediation plan and proposed plan of study (to complete the program within the time limit) approved by the associate dean for the program must be completed in Degree Works prior to approval of the pause. Master's and DNP students can take an academic pause for up to two terms but must apply for one term at a time. PhD students can take multiple leaves; however, a request form is required for each term and is processed through the UMB School of Graduate Studies.

BSN, MSN, and DNP students must submit the Return from Academic Pause Form along with any documentation that is required to OSAS. Students cannot enroll in courses without an approved return from pause form. Permission to resume coursework following an academic pause is subject to approval by the associate dean and is not automatic. A request to return from a pause may be denied. Requests for additional academic pauses beyond the program limits above are reviewed by the relevant program associate dean on a case-by-case basis for a decision. Students returning from an academic pause are classified as out of state for tuition rates and must complete the UMB residency process to determine if they qualify for in-state tuition.

Except for in the case of active military duty, an academic pause does not suspend the time limit for completing a degree or extend the time to finish an Incomplete. (See Academic section of this handbook.) The calendar time for completion continues while a student is on leave. A request form is required for each term a student is on an academic pause. Students on academic jeopardy or probation or who are otherwise not making satisfactory progress toward the degree — and who are granted an approved pause — may be subject to additional review and to modified terms of enrollment upon return. Permission to resume coursework following an academic pause is subject to approval by the associate dean and is not automatic. A request to return from an academic pause may be denied.

A student whose coursework is interrupted by an academic pause or a mandatory medical evaluation cannot resume participation in research, student, didactic, or clinical activities without permission of the appropriate academic associate dean and may need medical clearance in writing by an applicable health care professional selected by the student or UMSON. If required, the clearance is submitted to both the associate dean for the student's program of study and school health officer. The clearance must identify any restrictions on the student's continued participation in academic activity. As with an

academic pause for other reasons, a pause for medical reasons does not suspend the time limit for completing a degree.

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, and UMSON's policy on military leave, students called to active duty must notify OSAS promptly and provide a copy of their orders. This can be done in person or by email. Upon receipt of proper documentation, OSAS will forward this information to the UMB Office of the Registrar, which will make the appropriate change in the Student Information System. Students who take leave under these circumstances may receive special consideration regarding financial obligations and academic requirements. Specific information is available at OSAS.

"Stopping Out" Policy

"Stopping out" is defined as failure to register or complete coursework for one or more terms without adhering to the official academic pause or withdrawal policy. Undergraduate and graduate students have a continuous enrollment requirement and cannot stop out. Failure to maintain enrollment in a program is cause for inactivation of a student's status. A student who wants to resume studies at UMSON subsequent to having abandoned the program without following formal procedures for withdrawal or leave must apply for admission like all other prospective students. The former student will not receive preferential consideration in admission decisions, and there is no guarantee of an admission offer.

D. ACADEMIC STANDING POLICIES

Time Limit to Earn a Degree

All requirements for undergraduate and graduate degrees from UMSON must be completed in the prescribed number of consecutive years starting from the first day of enrollment, regardless of full- or part-time status. Time limits are as follows:

BSN	5 years
Master's	5 years
RN-to-MSN	6 years
DNP with specialties	7 years
DNP (no specialty)	5 years
PhD	4 years for admission to candidacy; at least 1 and no more than 3 years following admission to candidacy for completion of all requirements, including dissertation and oral exam
Certificate	3 years
Post-doctoral APRN Certificate	5 years

Transfer credits for prerequisite courses earned by BSN, MSN-E, and RN-to-MSN students are not counted in the time to degree completion. The time period for degree completion is not suspended during leaves of absence, except for active military duty.

Program administrators and advisors monitor time limits to earn degrees and will notify students of the need to petition if additional time is needed. Requests for degree extensions are submitted to the director of the Office of the Registrar and Student Placements. The UMSON Academic Standing Committee reviews requests and renders a decision. PhD students should contact the associate dean for the PhD program.

Grades

The following grades and transcript notations are used to indicate the quality of coursework, registration status, and progress in the student's program of study:

Grade	Description	Grade Point	Numeric Range
A		4	89.50–100%
B		3	79.50–89.49%
C		2	69.50–79.49%
D		1	59.50–69.49%
F		0	59.49% and below
I	Incomplete	n/a	n/a
P	Passing at level required for course	n/a	n/a
W	Dropped course	n/a	n/a
WD	Withdrawal from term or UMB	n/a	n/a
WF	Failing at time course is dropped	n/a	n/a
WP	Passing at time course is dropped	n/a	n/a
AU	Audit — credits not counted toward a degree		
NM	No mark — no grade submitted by faculty		

BSN, MSN, or DNP students who receive a D, F, or any W grade in a required course **must repeat it, provided the student is permitted to remain enrolled and not dismissed from the program.** An MSN, DNP, or PhD student who receives a C or below, or any W grade in a course for which a B is a minimum grade, must repeat the course and may be at risk of dismissal. These graduate courses are identified in the relevant program sections of this handbook.

A student who fails either the didactic or the clinical component of a course in which both the didactic and clinical components are combined must repeat the entire course. A student who fails a separate clinical course but passes the associated didactic course need only retake the clinical course and must obtain a passing grade before being allowed to take another clinical course and any associated didactic course. If the didactic course is failed but the clinical component is passed, the student must retake the didactic course and pass it before taking any other clinical courses. If it is a session course, students may continue in other session or semester clinical courses within that semester.

Grades of W, WD, WF, and WP are not included in the calculation of the GPA, but they are considered for determination of academic standing. Neither WF nor WP corresponds to a specific letter grade. W, WF, and WP count as attempts for the purpose of the rule limiting the number of times a course may be taken. WD counts as an attempt for all courses that term if withdrawal occurred after the two-attempt deadline.

A course other than independent study, DNP practicum, or dissertation research cannot be attempted more than twice, whether or not the course was completed or dropped prior to completion. The second grade, whether higher or lower than the first, becomes the final recorded grade for the course. No student can graduate with an unresolved D, F, W, WD, WF, WP, NM, or I (or a C in designated courses) in a required course in their degree program or with a GPA below the required level for good standing.

NURS 899 never receives an I; faculty must submit a grade at the end of every semester. The two-attempt rule does not apply to NURS 899.

It is the student's responsibility to complete the course objectives. Neither course instructors nor advisors monitor the student's progress with respect to Incomplete grades. Once a grade is awarded, **apart from changing an I or NM to a letter grade, a grade can be changed only if an error in computing or recording the grade is discovered.**

Incomplete

A student is eligible to receive an Incomplete (I) when there is reasonable expectation that the student can complete all course requirements with a passing grade in the time allowed to complete an Incomplete per the terms of the UMSON Handbook. Generally, work responsibilities are not considered a reason to request an incomplete. Incompletes are applicable only after the conclusion of more than 75 percent of the term (semester—not deliverables). Incomplete cannot include completion of assignments due prior to the 75 percent of the term. UMSON reserves the right to initiate an Incomplete if student absences due to religious observances prevent completion of course requirements before the end of a semester. If the course in which an "I" is assigned is a prerequisite for another course, the student cannot take additional courses until a final grade for the prerequisite is entered.

To have an "I" assigned, the course instructor and student must agree upon and sign an Incomplete Contract that delineates the outstanding assignments, evaluation criteria, and deadline for completing the course. The plan must be submitted to the registration office and approved by the associate dean of the student's program. Students must submit all outstanding assignments and/or clinical or practicum hours by the due date on the contract. If additional time is needed, a new contract with a new due date is required.

An "I" must be converted to a final letter grade no later than one semester for BSN students (excluding summer) and one academic year for graduate students, after the end of the term which the course concluded. The due date cannot exceed these limits and there is no option to extend past these limits.

Except for makeup clinical assignments due to absences for religious observances, neither course instructors nor advisors monitor the student's progress with respect to Incomplete grades. It is the student's responsibility to complete the course objectives. A copy of the Incomplete Contract is sent to the student's advisor. The grade is assigned when received by the UMSON Office of the Registrar and Student Placements. An "I" that is not resolved within the relevant time period will automatically convert to an F. This rule does not apply to NURS 899 (see below).

All incompletes must be resolved by the end of the term to receive a certification of degree. Incomplete do not meet the enrollment criteria for the term of graduation. Students who are scheduled to graduate but are designated as Not Certified (NC) due to an incomplete grade at the end of the semester in which they applied to graduate have 30 days from the last day of the semester to complete the required work and have a final grade submitted. If the student does not meet the 30-day deadline, they must reapply to graduate in a subsequent term and may need to register for course work at additional costs in future term. Students dismissed or administratively withdrawn with incompletes grades UMSON will revert "I" to "W."

Reconsideration of Final Course Grade

Faculty members are expected to set fair grading procedures that are applied evenly and consistently to all students within a respective course to determine the final course grade. A student who believes that a final course grade was given in an arbitrary or capricious manner — meaning that the grading standard was not applied evenly and consistently — can request that the grade be reconsidered. "Arbitrary or

capricious" grading is defined as "the assignment of a course grade to a student on some basis other than performance in the course, the assignment of a course grade to a student by unreasonable application of standards different from the standards that were applied to other students in that course, or the assignment of a course grade by a substantial and unreasonable departure from the written academic standards for that course." The procedure for grade reconsideration for BSN, MSN, DNP, and certificate students is detailed as follows. The procedure for grade reconsideration for PhD students can be found in the UMB School of Graduate Studies Policy on Arbitrary and Capricious Grading.

The student must notify and discuss the disputed grade with the course director within five business days of the release of the disputed final course grade. If the issue is not resolved, the student has five business days from the decision by the course director to raise the matter in writing with the appropriate department chair.

The written statement to the department chair must include the course name and number, the name of the course director, the degree program, and the date and semester the grade was awarded. The statement must also include why the student believes the grade should be reconsidered and any additional information that the student deems relevant to the appeal. The faculty member who assigned the grade will provide material relevant to the final course grade, including written feedback from other faculty teaching in the course, if applicable. The department chair reserves the right to disregard information that is not relevant to the determination of "arbitrary and capricious" grading. The department chair has the right to request additional information as part of the review.

The department chair may discuss the grade with the student and faculty member(s) and make a decision, which will be provided to the student in writing. The department chair reserves the right to select a designee to review the material submitted and to recommend a decision on the matter to the department chair. If the faculty member assigning the grade is the department chair, the dean will designate an alternative department chair to handle the appeal.

If the decision is made to change the grade, the change will occur within five business days. If the decision is that the grade will remain the same, the student will have five business days from the date they received the department chair's decision to appeal, in writing, to the dean of the School of Nursing. Such an objection may be made only on grounds of failure to receive due process. Due process, for the purpose of these proceedings, means that the appeal was handled according to established rules and principles. The dean will notify the student of the final decision in writing, without undue delay. The process for grade reconsideration could extend beyond the dates of the term. The case may involve a grade that resulted in a failing grade for the course and the student being unable to proceed with classes for which the failed course is a prerequisite until a final decision is rendered. There is no guarantee that the student will be able to continue in other classes if the process extends into the next semester. If the course is a requirement for graduation, the student will not be certified for a diploma until a final decision, if favorable, is rendered.

Academic Standing

Students are responsible for monitoring their own academic progression toward the completion of degree requirements, seeking advice, when necessary, from their advisor(s), and maintaining good academic standing. *Good academic standing* is defined as satisfactory academic performance in meeting degree requirements. Students who do not maintain satisfactory academic performance may be placed on academic jeopardy (PhD) or academic probation (BSN, master's, certificates, and DNP) and may be subject to academic dismissal. Each program has its own criteria for good academic standing:

BSN — Must maintain a minimum cumulative GPA of 2.5 on a 4.0 scale. Although BSN students do not have to repeat courses in which they earn a C to remain in good standing, earning too many C grades will lower the cumulative GPA and increase the risk for dismissal. Students must have a minimum of a 2.5 cumulative GPA to graduate. A review of academic standing is conducted every term of enrollment. A GPA review is completed each spring and fall semester after completion of 12 credits.

Master's — Must maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. Students must have a minimum of a 3.0 cumulative GPA to graduate from a master's program. In addition to the GPA requirement, students in the entry level master's program (MSN-E) must pass NURS 510 with an A or B or they will be required to retake the course. Any grade below a B in NURS 510 counts as a failing grade for academic standing. A review of academic standing is conducted every term of enrollment. A GPA review is completed after each term, including summer.

DNP — Must maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. In addition to the GPA requirement, students must pass NPHY 612 Advanced Physiology and Pathophysiology with a grade of A or B, or they will be required to retake the course. Nurse Anesthesia students must earn a B in certain courses (see page 75). Grades below a B in NPHY 612 and identified anesthesia courses count as failing grades for academic standing. Students must have a minimum of a 3.0 cumulative GPA to graduate. A review of academic standing, including GPA review, is performed every term of enrollment.

PhD — Must maintain a minimum cumulative GPA of 3.0 on a 4.0 scale. In addition, must earn a grade of at least a B in any core course.

GPAs for students who have been away from UMSON for minimum of five years and return to the same degree program, without previously graduating, will be reset to zero. Previous courses taken do not count toward the degree but remain on the transcript.

Academic Probation

Academic probation is communicated by electronic written notice to students and their advisors. Academic probations are permanently noted on the official transcript. The notification includes the length of the probationary period imposed, the requirements for attaining satisfactory academic achievement, and the requirements for returning the student to regular status. A student's failure to remediate could result in academic dismissal. Students are allowed two academic probations. After the second academic probation failure to maintain good academic standing will result in academic dismissal.

Conditions warranting academic probation may include:

- Not meeting terms of provisional admission
- A failing grade is earned
- BSN Students: failure to maintain a cumulative GPA of 2.5 after the completion of 12 credits
- Master's, DNP, or PhD students: failure to maintain a minimum cumulative GPA of 3.0
- An academic record reflecting unsatisfactory progress in meeting degree requirements
- Academic misconduct resulting in academic probation imposed because of a judicial board prehearing or hearing
- DNP students who do not meet the following progression benchmarks will be placed in academic probation:
    - Successful completion of 16 credits at the end of third semester for DNP with a specialty
    - Successful completion of 13 credits at the end of the third semester for DNP without a specialty
    - DNP students with a specialty must successfully complete NDNP 819 by end of the seventh semester.

Students in academic probation must complete the UMSON Success Plan and confer with their advisors to create a remedial plan of study in Degree Works for improving their academic performance. The Success Plan and remedial plan of study must be approved by the associate dean for the student's program prior to the start of the next semester. For PhD students, the plan will be forwarded to the School of Graduate Studies. Failure to complete both the Success Plan and remedial plan of study in a timely fashion may result in cancelation of registration or academic dismissal.

Academic Probation for BSN

BSN students on academic probation must complete the UMSON Success Plan and confer with their advisors to create a remedial plan of study in Degree Works for improving their academic performance. The Success Plan and remedial plan of study must be approved by the associate dean for the student's program prior to the start of the next semester. Failure to complete both the Success Plan and remedial plan of study in a timely fashion may result in cancelation of registration or academic dismissal.

BSN students must maintain a minimum cumulative GPA of 2.5 on a 4.0 scale. Students must have a minimum of 2.5 cumulative GPA to graduate.

BSN students who elect to continue in the program on a part-time basis after being placed on academic probation for a GPA less than 2.5 must earn at least a B in succeeding courses until they achieve a cumulative GPA of 2.5. If the student earns less than a B in a course, and drops below a 2.5 GPA, the student is placed on an additional academic probation. If this constitutes a third instance of probation, the student will be dismissed.

The School is not obligated to offer a course that the student needs to repeat, and the student should expect a course replacement or replacements to progress in a new curriculum or program of study.

Students progressing satisfactorily (earning at least Bs in successive courses) in a part-time status will have their academic standing re-evaluated at the completion of 15 credits, 30 credits, and 47 credits.

If the cumulative GPA is less than 2.5 at any of these intervals, the student will be placed on an additional academic probation. As described above, grades of D, F, or WF also result in academic probation. At any time after a second academic probation, failure to meet the above conditions or good academic standing will result in dismissal.

Academic Dismissal

Notification of academic dismissal is communicated to the student by email and permanently noted on the official transcript. Specific conditions warranting academic dismissal include:

- Receiving two failing grades
- Three instances of academic probation
- Failure to meet the requirements of a remedial plan
- Failure to meet the terms of a provisional admission
- Failure to achieve the minimum required grade in a course on the second attempt
- Failure to complete all degree requirements within the specified degree time limit
- Academic misconduct resulting in academic dismissal imposed as the result of a judicial board prehearing or hearing

Additional information on grounds for dismissal is contained in the program sections of this handbook, and for PhD students, in the School of Graduate Studies Catalog. A student who has been academically dismissed may neither enroll in nor attend classes, even if the grades that are the basis for the dismissal are under reconsideration.

Students academically dismissed may petition for reinstatement (see Appeal of Academic Dismissal). The UMSON Academic Standing Committee reviews and renders decisions. The following guidelines, among other considerations that may be warranted on a case-by-case basis, are used to determine whether reinstatement is appropriate:

- The general admissions policies of UMB and UMSON prevail, for example, UMB rules and regulations and space availability
- Ability of student to successfully complete the program
- Students can only be reinstated once
- A current physical examination may be required to indicate that the student is fit for duty
- Students absent from UMSON for one or more years following academic dismissal may not be reinstated but may apply for admission
- Students who would be unable to complete the program within the relevant time frame will not be reinstated
- Students must follow their Success Plan and remedial plan of study. Failure to follow the plan could result in final dismissal

Appeal and Reinstatement of Academic Dismissal

PhD Students

PhD students can appeal their academic dismissal, but they are not eligible for reinstatement once the dismissal is final. If reinstated, terms of a reinstatement cannot be altered, and non-adherence may result in a final dismissal. All reinstated students must have an approved remedial plan of study in Degree Works.

PhD students can appeal an academic dismissal solely on the following grounds:

- Incorrect calculation of GPA
- Misapplication of standard for academic performance and satisfactory progress by the School of Graduate Studies
- Differential application of standards for academic performance and satisfactory progress for the student appealing compared to other similar students
- Circumstances that were not known and might be relevant to the dismissal

For PhD students, an appeal of academic dismissal must be made in writing to the dean of the School of Graduate Studies within 10 business days of the student receiving a notice of dismissal. The appeal letter must include the basis for the appeal; a summary of the discussion, if any, between the student and representatives of the student's program; and the outcome or remedy proposed by the student. The dean of the School of Graduate Studies will inform the associate dean of the relevant graduate program within five business days that an appeal has been lodged. The School of Graduate Studies dean may invoke a variety of procedures for deciding on an appeal. These can be found in the "School of Graduate Studies Policies" section of the School of Graduate Studies Catalog.

PhD students who request reinstatement following academic dismissal must consider that even if the request is approved, the length of the reinstatement and consideration process will likely prevent them from resuming classes in the same or following term. Enrollment in courses is allowed if space is available. A term that is missed due to the time constraints of the reinstatement review process will, however, count toward the time frame for degree completion. Students who cannot complete their degree within the established time frame because of a semester lost during the reinstatement review process will not be readmitted.

BSN, MSN, Certificate, and DNP Students

Students may apply for reinstatement following academic dismissal. If reinstated, terms of a reinstatement cannot be altered, and non-adherence may result in a final dismissal. Students who withdraw or drop classes required by reinstatement terms must submit a request to the Academic Standing Committee to change their reinstatement requirements with a plan of study. The Academic Standing Committee determines if the student may continue in the program. Enrollment in courses based on available space and reinstatement does not guarantee registration in any particular course.

Students may request reinstatement after an academic dismissal solely on the following grounds:

- Incorrect calculation of GPA
- Misapplication of standards for academic performance and satisfactory progress
- Differential application of standards for academic performance and satisfactory progress
- Circumstances that were not known and might be relevant to the dismissal

To petition for reinstatement, students must complete the Petition for Reinstatement Form by the deadlines stated in the dismissal letter. Students have one semester to apply for reinstatement. A student who fails to meet the deadline for a reinstatement petition following academic dismissal will not be eligible for reinstatement at a later date. The petition is reviewed by the UMSON Academic Standing Committee. The student will be notified of the decision by the UMSON Office of the Registrar and Student Placements.

Students may only be reinstated once. Students who are reinstated are automatically placed on probation for the term in which they are readmitted. **If this would constitute a third instance of probation, or the student was dismissed after a second academic probation, any additional probation will result in a final dismissal.**

Students who request reinstatement following academic dismissal must consider that even if the request is approved, the length of the reinstatement and consideration process will likely prevent them from resuming classes in the same or following term. A term that is missed due to the time constraints of the reinstatement review process will, however, count toward the time frame for degree completion. Students who cannot complete their degree within the established time frame because of a semester lost during the reinstatement review process will not be reinstated.

Graduate and DNP students who do not maintain satisfactory academic performance after reinstatement receive **final academic dismissal**. Satisfactory performance means not receiving a failing grade in a course, maintaining a cumulative GPA of 3.0, and not earning additional academic probations.

BSN students who do not maintain satisfactory academic performance after reinstatement receive a **final academic dismissal**. Satisfactory performance means not receiving a failing grade in a course, maintaining a cumulative GPA of 2.5, and not meeting conditions for additional academic probations.

E. ACADEMIC CONDUCT AND PROFESSIONAL INTEGRITY

USM Policy on Academic Integrity

UMSON students and faculty members are bound to comply with the USM Policy on Faculty, Student, and Institutional Rights and Responsibilities for Academic Integrity, as UMSON is a constituent institution of USM.

Purpose
USM is an academic community whose fundamental purpose is the pursuit of knowledge. Essential to the success of this educational mission is a commitment to adhere to clearly established principles of academic integrity. This policy is the basis for practices designed to instill and to promote across USM a culture of teaching and learning with integrity and to hold ourselves to the highest standards of academic conduct. USM is committed to due process in circumstances where students are suspected of academic misconduct.

This policy applies to academic conduct of persons fulfilling requirements of courses or programs including in examinations, not misconduct in scholarly work covered in the USM Policy on Misconduct in Scholarly Work (III-1.10), which applies primarily to faculty, staff, and student research, scholarly writing, and the creation of works of art.

Policy
All members of our academic communities–students, faculty, staff, administrators, post-doctoral trainees, and other academic professionals–share responsibility to promote and maintain the highest level of integrity across the academic experience. Accordingly:

A. Constituent institutions of USM shall take measures to foster a culture of teaching and learning integrity on campus.
B. All members of the community shall make all reasonable efforts to promote academic integrity and, by their own example, refrain from acts of academic misconduct themselves.
C. Each institution shall conduct periodic evaluations of procedures and practices that instill and promote academic integrity.
D. Following the "Guidelines for Policies and Procedures Relating to the Promotion of Academic Integrity," each institution in the System shall prepare, implement, and publicize policies and procedures that define acts of academic misconduct, ensure due process for students accused of academic misconduct, and impose sanctions on students found to be responsible for acts of academic misconduct.
E. All members of the community of each USM institution should report suspected academic misconduct, ensure student due process, and see that action is taken in accordance with institutional regulations.
F. A student suspended under this policy shall not be admitted to any other institution in the system during the term of the suspension. A student expelled under this policy shall not be admitted to any other institution in the System for at least one year from the effective date of expulsion.

Accountability
Each institution will be held accountable to their academic communities, the Chancellor, and the Board of Regents for the development, implementation, administration, and enforcement of policies, procedures, and practices aimed at fostering, sustaining, and upholding principles of academic integrity on their individual campuses. A template for collecting, evaluating, reporting, and sharing data on the institution's progress consistent with the purpose of this policy will be developed by administrators and shared governance bodies collaborating with the USM office.

UMB Policies

UMB policies related to smoking, substance abuse, use of alcoholic beverages, sexual harassment, and allegations of discrimination in areas such as race, disability, and other campus rules and regulations, are available on the campus website's policy page. Students are responsible for knowing these policies and rules and will be held accountable for following them.

UMSON Boundaries Policy

Mentoring and collegial relationships developed between students, faculty, staff, and administrators are a valuable, constructive part of the academic process at UMSON. People in positions of influence over students, for example, faculty and staff, have a professional responsibility to maintain appropriate boundaries and not to abuse, or appear to abuse, the power with which they are entrusted. Dating between faculty and students is strongly discouraged. People in positions of influence over a student must disclose to the dean of UMSON, or to the dean's designee, relationships which could suggest, or appear to suggest, questionable standards of professional conduct so that measures may be put in place to avoid the appearance of a conflict of interest.

UMSON Professionalism

UMSON students and faculty members should aspire to professionalism characterized by mastery of an extensive body of technical knowledge and the skills and abilities necessary to apply the knowledge productively to different circumstances. The nursing profession is service oriented and exists to meet the particular needs of individuals and communities.

1. Student Involvement

The close cooperation of faculty members and students promotes and enhances the learning process. To foster this cooperation, students are members of the Faculty Council and serve on various standing and ad hoc committees. See the bylaws of the Faculty Council, available from UMSON, for more information.

2. Freedom of Expression

Faculty members, while in the classroom and in conference, have an obligation to encourage free discussion, inquiry, and expression. Student academic performance may be evaluated solely on course objectives.

- **Freedom of Expression:** Students are 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:** Federal law limits the use and disclosure of student educational record information by UMSON personnel, agents, and affiliates. Student information may only be used as necessary for educational purposes or as specifically authorized by law. Sharing student information for purposes of general curiosity is generally not appropriate. Information about students' views, beliefs, and political associations that faculty members acquire in the course of their work as instructors, advisors, and counselors is considered confidential. Protection of this information against improper disclosure is a serious professional obligation. To minimize the risk of improper disclosure of student records, information given to any non-UMSON personnel must be accompanied by the written consent of the student involved (see UMB Policy on Confidentiality and Disclosure of Student Records and the confidentiality provisions of the Family Educational Rights and Privacy Act [FERPA]).
- **Freedom of Inquiry:** Students and student organizations have the right to examine and discuss all questions of interest to them freely and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operations of the institution. At the same time, it must be made clear to the academic and the wider community that, in their public expressions or demonstrations, students and student organizations speak only for themselves and do not represent the views of UMSON or UMB.

3. Evaluations

Evaluation is a continuous, rather than a conclusive process. Every evaluation is the joint responsibility of both the student and the faculty member.
Clinical evaluation should begin as close to the start of the clinical experience as possible to maximize opportunities for learning and the clinical application of knowledge and skills. It is the faculty member's responsibility to establish clearly defined objectives, explaining exactly what competencies the student is expected to demonstrate. These objectives should be known to all involved faculty members and students at the onset of the clinical experience. Ongoing evaluations are to be based on documented evidence of the student's level of fulfillment of the objectives.

Students are responsible for evaluating faculty members, as well. Such an evaluation should address aspects of teaching, the faculty member's methodology, meaningful interactions, means of relaying information, and availability for consultation. It should indicate the faculty member's strengths and weaknesses and consist primarily of constructive criticism, with suggestions on how improvement can be made.

Student Code of Conduct

Learning, teaching, and scholarship form the core of the academic community. In universities, these academic and professional pursuits rely on reasoned discussion among students and faculty, respect for the learning and teaching processes, and intellectual honesty in the quest for knowledge. UMSON students are called upon to commit themselves to furthering the academic and professional achievement of the community by demonstrating conduct based on principles of academic integrity: responsibility, honesty, and respect for themselves, their fellow students, their clients, and UMSON, consistent with the

American Nurses Association's (ANA) Code of Ethics. The Student Code of Conduct assumes adherence to the rules and regulations of UMSON. Each student is held accountable for maintaining personal integrity and, to the best of their ability, the integrity of the UMSON community. To accomplish these goals, students acknowledge and affirm the following Code of Conduct:

- Respect for the high ideals and rigorous standards of academic life and professional responsibility
- Honesty in all academic and personal endeavors
- Respect for the generally accepted standards of the nursing profession, including its principles of confidentiality
- Adherence to the rules and regulations of UMSON
- Conduct befitting an exemplary member of the UMSON community

For the purpose of providing examples, misconduct can generally be categorized as academic misconduct or code of conduct violations. Academic misconduct is behavior demonstrated during the completion of course/program assignments and requirements while code of conduct violations are behaviors failing to meet standards or policies of UMSON and UMB communities, and the nursing profession. Violations of the Student Code of Conduct, whether academic misconduct or code of conduct violations, are actionable under the UMSON Judicial Review System.

Examples of Academic Misconduct

The following behaviors, while not all inclusive, constitute examples of academic misconduct:

- Cheating related to an examination, including acquisition of prior knowledge of the examination content by any unauthorized process, receiving relevant information during an examination by any means inconsistent with the type of examination, and unauthorized copying of an examination or any portion of an examination
- Cheating related to an academic or clinical assignment
- Falsification or invention of data or citations in academic papers, reports, or care plans
- Facilitating academic dishonesty, consisting of enabling another student to commit an act of academic dishonesty
- Inducing or threatening other students, faculty, or staff to assist in cheating on an examination or an academic or clinical assignment and the unauthorized uploading or sale of course materials to third-party study-aid websites (e.g. CourseHero, Chegg).
- 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
- Removal of an examination from the place in which it was administered, without the express permission of the instructor
- Plagiarism, consisting of representing the words or ideas of another or through use of artificial intelligence (AI)-generated tools unauthorized by the instructor, as one's own in any academic report, paper, care plan, or similar document,
- Self plagiarism consists of reusing previously submitted works or assignments as original without permission of the instructor.
- Falsification of or claiming credentials one does not possess as well as claims to activities not actually performed in the manner claimed
- Use or abuse of alcohol or drugs while performing duties related to classroom and/or clinical work
- Any other academic-related behaviors that violate the policies of UMSON and UMB or of professional standards of conduct

Examples of Code of Conduct Violations

The following behaviors, while not all inclusive, are examples of conduct that may be a Student Code of Conduct violation or otherwise actionable in UMSON proceedings:

- Conduct that fails to meet the standards of the nursing profession as found in the ANA's Code of Ethics
- Violation of patient confidentiality, privacy, or security provisions of the Health Insurance Portability and Accountability Act (HIPAA)
- Behavior that jeopardizes the safety or rights of fellow members of the UMSON community — collectively or individually, including personnel and patients at training sites—or impedes the orderly functioning of UMSON's academic, extracurricular, or business activities, or impedes the efficient operation of emergency equipment
- Unauthorized taking or using of an item of tangible or intangible property or services, or possession of property belonging to UMSON or any member of the UMSON community, including clinical agencies
- Malicious or otherwise unwarranted destruction or damage of property belonging to UMSON or any members of the UMSON community, including clinical agencies
- Bullying or the threat of, or commission of, physical, psychological, or financial harm against a person or property, including any member of the UMSON and UMB communities
- Hazing related to initiation into an UMSON- or UMB-affiliated student organization
- Unauthorized or improper use of UMSON space and facilities, including violation of existing regulations governing the use of space and facilities, and unauthorized access to buildings or unauthorized possession of UMSON keys
- Inappropriate use of email, social media, cell phones, tablets, or other forms of electronic media in a manner that is disruptive to classroom learning on or in UMSON property or at UMSON-sponsored activities including clinical agencies that violates USM, UMB, or UMSON policies; HIPAA, or the ANA Code of Ethics
- Violation of fire and safety regulations prescribed by the UMSON safety officer, fire marshal, fire inspector, radiation safety officer, or similar authority
- Abusive, obscene, violent, willfully disturbing, threatening, or irresponsible behavior towards fellow students, faculty, staff, or visitors on or in UMSON property or at UMSON-sponsored activities, including such behavior occurring at clinical sites that are used for UMSON courses or other locations involved in official UMSON activities
- Allegations of misconduct reported in bad faith
- Violation of the confidentiality requirements of the judicial review system
- Illegal or unauthorized use, possession, or distribution of drugs on or in UMSON property or at UMSON-sponsored activities, including at clinical agencies
- Use, possession, or distribution of alcoholic beverages on or in UMSON property in nondesignated areas or otherwise in violation of UMB's substance abuse policy
- Violation of the UMB policy prohibiting weapons
- Falsification, forgery, modification, or unauthorized use of any official UMSON record, written communication, or identification
- Failure to notify the School of changes to licensure, including expiration, restrictions, violations, or revocations
- Falsification or misrepresentation of information by act or omission that is intended to deceive for academic advantage about any aspect health- or performance-related to self, student, patient/client, instructor, or UMSON status, either within or outside of the UMSON community
- Knowingly passing a worthless check or money order for payment of any financial obligation to UMSON or to a member of the UMSON community acting in an official capacity
- Failure to comply with the reasonable direction of UMSON officials, including campus security officers acting in performance of their duties, including failure to present valid required identification (official ID card) while attempting to enter the UMSON building
- Violation of other published UMB or UMSON regulations or policies

Code of Conduct Pledge

Enrollment in UMSON is contingent upon a student's adherence to the Code of Conduct. The Code of Conduct Pledge is as 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.

Evaluation of Unacceptable Personal or Professional Conduct and Summary Suspension

UMSON, through its appropriate academic administrators, reserves the right to order a fitness for duty evaluation; suspend; and/or dismiss any student for illegal conduct, dismissal from a clinical agency, clinically unsafe nursing practice, unsatisfactory standards of health, or a threat to the health or safety of themselves, others, or to the good order of the UMB community.

Summary suspension refers to a temporary suspension of a student's privileges to participate in some or all School activities. It is a temporary interim remedial measure taken when there are credible allegations of conduct that, if true, could disrupt health, safety, or good order and function of School operations or activities, and some responsive action, such as a Judicial Board hearing, is necessary to resolve the matter. Summary suspension is a decision made by the dean (or designee) pending formal due process. Summary suspension is not a substitute for School Judicial Board due process proceedings or other School or campus procedures but rather serves as an initial responsive action.

Faculty, including an associate dean, may submit a recommendation to the dean for summary suspension of a student. The recommendation should include a brief narrative explaining why temporary summary suspension is deemed necessary and appropriate. Supporting documentation may be included. Due to the time-sensitive need to notify the student and faculty and take interim measures to address the issue(s) leading to the recommendation for summary suspension, the request need not be as comprehensive as the subsequent materials prepared for the Judicial Board proceedings. The person submitting the recommendation should sign, date, and mark the communication "Confidential." If there is a good-faith belief that circumstances may necessitate outreach to campus public safety or other campus authorities or administrative offices, the dean should be informed.

Upon receipt by the dean of a recommendation for summary suspension of a student, the dean will review the matter and consult with appropriate advisors, such as the program director, and in the case of a PhD program student, with the dean of the School of Graduate Studies or designee. Advisors to the dean will generally be asked to provide the dean with confidential, brief written input of their position on the summary suspension recommendation.

After consultation, if the dean concludes circumstances support a temporary summary suspension of the student, the dean will prepare a brief notice to the student. The notice will include the relevant circumstances that could disrupt the health, safety, or the good order and function of School operations or activities and that interim responsive action is necessary. The dean will also provide a copy of the student's notice to the student's associate dean and, in the case of a PhD program student, the dean of the School of Graduate Studies. If the dean determines that the summary suspension is warranted, the faculty member or associate dean who requested the summary suspension will refer the matter to the Judicial Board for consideration of allegations. The student may submit an appeal to the summary suspension in writing to the dean within five school days. A student's request for reconsideration of summary suspension need not be as comprehensive or formal as materials prepared for the Judicial Board. The student's request will become part of the record reviewed by the Judicial Board.

If Judicial Board proceedings following the implementation of a summary suspension have not concluded by the date in which grades are due for that term, final grades of Incomplete or WD, WP, or WF will be issued for all courses in which the student was suspended according to whether the student was passing or failing the course on the date of summary suspension notice. Probation and academic dismissal decisions, if applicable, will not be issued until resolution of the Judicial Board proceedings.

Judicial Board due process will be conducted in a timely manner; however, depending on circumstances, unresolved matters leading to summary suspension may not be fully resolved prior to the registration deadlines for a subsequent semester, and this may delay student progression.

Judicial Board Process

The School of Nursing Judicial Board process applies to students in the BSN, master's, certificate, and DNP programs. Students in the PhD program are subject to the policies of the School of Graduate Studies, which can be found in the School of Graduate Studies Catalog.

Judicial Board due process is applicable to allegations of student misconduct, which includes Code of Conduct violations, academic misconduct, unprofessional behavior, and failure to comply with program technical standards or essential requirements. Allegations of discrimination should be submitted to the Office of Accountability and Compliance (OAC) for initial review for consideration or will be referred to the OAC by the School. Matters under review by an UMSON Judicial Board are treated as confidential. Disclosure of information relevant to the proceeding, outside the judicial review process, may be prejudicial or disruptive to the participants or the process, and such disclosure may be considered a violation of the Code of Conduct.

UMSON Judicial Board (BSN, Master's, Certificate and DNP Only)

A Judicial Board committee serves as the official UMSON body before which allegations of student misconduct are considered and where a student accused of alleged student misconduct is provided an opportunity to present evidence and to be heard. Judicial Board committees are responsible for conducting hearings, making findings of fact, and, based on findings, providing recommendations to the dean for remedial and disciplinary actions when appropriate.

Composition

The full BSN Judicial Board will be composed of 12 students and 10 full-time faculty members. The full MSN and DNP Judicial Boards will be composed of eight students and eight full-time faculty members.

Judicial Board Membership

BSN and DNP Judicial Boards will include as members students enrolled at the Baltimore and USG locations and faculty with primary responsibilities at both locations. Student members will be elected by their representative student organization (NSGA, UMANS, GNA, or DNSO) or may be appointed by the student organizations' presidents. In the absence of sufficient student members, students may self-nominate directly to a Judicial Board committee chair and may be approved for committee membership based on a majority vote of a quorum of the remaining committee members. Student members must remain in good academic standing and have not previously been found responsible of misconduct by an UMSON Judicial Board. Faculty members' primary teaching responsibilities must be in the program for their respective board. Faculty members will be elected through faculty assembly procedures.

The term of office for faculty members, other than the committee co-chairs, shall be two years, with no limit to the number of terms. The term of office for students shall be "until separation or graduation from the UMSON community." For calculating the duration of a term, "year" shall be defined as beginning July 1.

Attendance at Judicial Board hearings will be in person, unless there are extenuating circumstances. Judicial Boards will be held at the location where the accused student is enrolled. If the Judicial Board hearing is held virtually, then cameras for all attendees must be turned on. Additionally, identification of the attendees may be confirmed.

Committee Chairs

The associate dean for student and academic services, the associate dean for strategic engagement and impact, or a faculty member designated by the dean will preside over each Judicial Board committee for a hearing as the committee chair. Each Judicial Board committee member has one vote, and the chair will only vote if necessary to break a tie. Board members will be listed under Committees on the Faculty Council webpage.

Preliminary Procedures

Complaint/Allegations

Before submitting an allegation of misconduct to the Judicial Board co-chairs, a faculty or staff member with knowledge of the allegation will offer to meet with the student to clarify the concerns and explain the nature of the allegations, evidence, and the purpose of the Judicial Board process. If a student is bringing forth an allegation, they should first discuss their concern with their program director.

Student misconduct allegations should be referred to the Judicial Board chairs with the request for Judicial Board committee hearing consideration. The report should be in writing and be submitted in a timely manner, typically within two calendar weeks of identifying the alleged student misconduct, unless circumstances prevent reporting within this timeframe. Allegations should include a first-hand description of what the reporter knows, including date, time, and place, and a description of the alleged student misconduct. Copies of supporting evidence should be included. Names and titles of others involved or who may have knowledge of the matter should also be included. If there has been a meeting or other exchange with the student accused of misconduct regarding the alleged misconduct, it should be summarized in the report.

The complaint should be signed and dated and marked “Confidential.”

Preliminary Review

Upon receipt of a written request for a Judicial Board committee hearing of allegations of student misconduct, the School Judicial Board co-chairs will conduct a preliminary review of the report within five school days of receiving the complaint, when feasible. The purpose of the preliminary review is to determine if the matter comes under the jurisdiction of the Judicial Board and to assess if there is sufficient evidence or need to proceed. If the co-chairs wish to seek input regarding the matter of sufficient evidence or need to proceed to a hearing, the co-chairs may convene a quorum of four Judicial Board members (quorum for preliminary review), remote or in person, for a review of the allegations and initial evidence. The Judicial Board chair and quorum for preliminary review will not attempt to reach conclusions about a student’s responsibility for alleged violations, make findings of fact, or negotiate early resolution of the matter during a preliminary review.

After a preliminary review, the Judicial Board co-chairs may recommend to the dean that the matter be dismissed for insufficient evidence or lack of jurisdiction. Evidence is insufficient when all evidence considered together is clearly inadequate to support a conclusion of student misconduct, even when interpreted in a manner most likely to support the reporter’s allegation.

If all allegations against a student are dismissed, the Judicial Board co-chairs will summarize the reasons for dismissal in writing and provide a confidential summary to the reporter and student. The co-chairs may also provide confidential copies of the summary or confidential notices with limited but sufficient information to other persons with a need to know the disposition of the matter.

If the complaint is not dismissed, acting promptly (generally within one calendar week when feasible), the Judicial Board co-chairs will transmit notice to the student accused of misconduct.

The Judicial Board co-chairs will contact the student to determine availability and should offer to meet with the accused student before the hearing to clarify processes and policy and to determine availability. The co-chairs shall not attempt to encourage a confession or gain additional information on the matter.

Hearing

Schedule. Depending upon the academic calendar, the Judicial Board committee for the matter shall meet within 15 school days following notice to the student of the allegations, when feasible. The board will not meet during semester breaks, unless agreeable to all parties. Hearings will be conducted in person whenever feasible.

Notice. The accused student shall receive a minimum of one week’s notice of the hearing date. The notice will include:

- all allegations to be considered

- a copy of this Judicial Board policy
- the names of the Judicial Board committee members that will hear the matter,
- the name of the chair that will preside
- the right to object to any committee member or the chair based on conflict of interest
- a summary of the student's rights, including:
    - to know the identity of all Judicial Board committee members
    - to object to any member based on conflict of interest
    - to see all evidence that will be considered by the Judicial Board Hearing Committee
    - to submit the student's own evidence
    - to have the names of all witnesses to be called by the Hearing Committee
    - to call witnesses
    - and to address the Judicial Board Committee verbally or in writing
- the time, place, and date of the dearing
- and the names of the board members.

Quorum

Not all students and faculty Judicial Board members participate in every hearing. A Judicial Board committee for a hearing is a subset of at least four voting Judicial Board members and a chair that will serve as the hearing committee for each individual Judicial Board case. Committee members will be selected by the chair, generally based on availability. A committee quorum consists of two students and two faculty members as the minimum number of Board members necessary for a hearing.

Recusal. Any Judicial Board member who is involved in the case being heard shall recuse themselves from being a committee member for the case, or may be recused by the committee, or may be recused by the committee upon reasonable request of the student whose conduct is at issue. When necessary, the dean or their designee shall appoint appropriate substitutes members to the committee.

Objections. If the accused student objects to any member of the board because the member has a conflict of interest that is likely to interfere with fair and impartial consideration of the matter, the student will make such objections in writing to the chair within three full school days of receiving the hearing notice. Objections will be considered by the chair, whose decision in the matter of objection will be communicated in writing to the accused student. The decision of the chair in the matter of objection will be final unless it is the chair who is the subject of the objection, in which case the dean or dean's designee will decide on the objection.

Confidential Evidence. If privacy or security considerations regarding the evidence are present, it may be redacted only to the extent necessary to preserve privacy or security. If redaction is not feasible, the parties will be allowed to inspect the evidence. The parties and other hearing participants are expected to keep evidence confidential.

Written Response. The student will be advised they may submit a written response to the allegations in addition to, or instead of, appearing at the hearing. This written response must be received by the chair at least three full school days prior to the hearing.

Witnesses. Any witnesses to be called by the student must be made known to the chair no less than three full school days in advance of the hearing. Similarly, the chair will notify the student in writing of any witnesses the board intends to call at the hearing no less than three full school days in advance of the hearing. The chair may limit or refuse to consider irrelevant or repetitive witness testimony.

Right to Be Present. While the student has the right to be present at the hearing, they may elect not to appear, and the hearing will be held in their absence. The student may not be compelled to give a statement or otherwise speak at the hearing. The student shall be permitted to be present during the presentation of all testimony and evidence and to speak and present questions to the complainant and witnesses during the hearing, either directly or through the chair, as determined at the chair's discretion.

Closed Hearing. The hearing will be closed. Only the chair, members of the Judicial Board Hearing Committee, the allegation reporter, the student, the student's advisor, and an advisor to the committee

may be present for all proceedings. Witnesses should be present only for the time they are appearing as witnesses. All proceedings will be considered confidential.

Student Advisor. The student may be advised by an advisor of their choice. The advisor may be an attorney, but the advisor may only act in an advisory capacity to the student and may not address the board or examine or cross-examine witnesses. The board may, at its option, have an attorney or advisor present or available to provide guidance.

Discrimination or Sexual Harassment. If the alleged infraction involves allegations of discrimination or sexual harassment, those allegations are outside the jurisdiction of the board and should be referred to the campus OAC.

Procedural Sequence. The chair will determine a procedural sequence appropriate to each case and will inform the parties in advance of the procedures. The chair will conduct the hearing informally, generally allowing each of the parties an opportunity to present evidence and arguments, followed by questions from the board to parties and witnesses. Questioning may be either direct or asked and presented through the chair, as determined at the chair's discretion. Deviations from the prescribed procedures will not invalidate a decision or proceeding unless significant prejudice to the student or School might result.

Summons. The board may request the participation of any witnesses it deems necessary or relevant to the case. Participation cannot be compelled, but current UMSON students, faculty, and staff members are expected to attend if called to the hearing.

Opening and Closing Statements. The student will be permitted to provide the board with supporting oral and/or written information and to make opening and closing statements, with time limits as determined at the chair's discretion, provided the student is notified in advance.

Recording. The hearing, exclusive of deliberations, shall be recorded and made available to the student upon request, within a reasonable period of time, at the student's expense. Accidental erasures or poor quality of the recording or failure of recording equipment will not invalidate board determinations.

Evidence

Evidence may be in any form, including oral or written, but must be relevant to issues raised in the written allegation. The chair may refuse to hear evidence on grounds of immateriality or insufficient relevance or undue repetition and may exclude written statements offered solely in lieu of testimony of persons who are reasonably available to testify.

The chair can set reasonable time limits for the presentation of testimony.

Continuance and Extension of Time

The Judicial Board committee co-chairs may extend any deadline related to the Judicial Board committee process if a good cause is shown and 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.

If the Judicial Board committee co-chairs determine during the hearing, upon request of a party or based on its own discretion, that additional investigation is needed, a continuation of the proceedings will be scheduled. The board will note in the record who requested the postponement, the reason for the request, the length of postponement, any objections raised and considered, and a statement that the panel decided the benefit of the additional evidence likely outweighs any foreseeable harm caused by the delay.

Deliberations

After the hearing, the Judicial Board committee will deliberate in private. Deliberations are not recorded. The chair does not vote unless the vote is tied, in which case the chair will cast the tie-breaking vote.

Penalties, Disciplinary Action, and Remedial Action for Student Misconduct

If the board determines there was no misconduct, no action will be taken against the student and no record of the proceedings will be retained in the student's file.

If the board determines that there was misconduct, it may recommend a penalty or disciplinary response, or the board may determine misconduct occurred but no penalty or disciplinary response is recommended, or it may determine that remediation and penalty/discipline is appropriate. In some cases, such as an inability to meet mandatory technical standards, there may be no finding of misconduct, but a finding of failure to meet requirements necessitates academic or administrative action.

The possible penalty(ies), disciplinary action, and/or remedial or other responsive action to the dean may include:

- Reprimand — written warning that remains in a student's file, generally, until graduation, provided there are no further findings of misconduct. Reprimand is not noted on the transcript.
- Probation — status for one or more semesters and is noted on the transcript.
- Suspension — removal of student from all classes for one or more semesters and is noted on the transcript. The student shall not be admitted to any other USM institution during the term of the suspension.
- Dismissal — expulsion; removal of student from their program for academic or disciplinary reasons, and is noted on the transcript. The student shall not be admitted to any other USM institution for at least one year from the effective date of dismissal.
- Recommendation for treatment and/or education, for example: psychological or substance use counseling; meeting with an advisor, administrator, or campus resource; or community service. Occasionally, the board may determine that misconduct occurred but that no penalty is recommended.
- Repeat or aggravated violations may result in a more severe penalty or response. Attempts to engage in student misconduct may be subject to a response that is the same as the response to completed student misconduct.

Written Report

The Judicial Board Committee will issue a written report after deliberations are final. The report will summarize the due process; identify the persons who participated as chair, committee members, witnesses, parties, advisors; list the allegation, evidence, and testimony presented; identify disputed and undisputed information; and include a discussion that will mention what was persuasive and was not persuasive. A finding in response to each allegation will be given with a brief summary of the reasons for the finding; responsive actions(s) (punitive, remedial, academic, administrative) will be given in the recommendations section.

If the board finds the student committed one or more acts of misconduct, based on the standard of preponderance of the evidence, (more likely than not) the report must recommend a responsive action, penalty, disciplinary remedial, academic or administrative action, or state why no action is appropriate. If there are mitigating circumstances, these should be discussed.

If the Judicial Board committee makes no findings of misconduct, the report will state this, and no record of the allegations will be retained in the student's file.

If the board determined there was misconduct, within 15 calendar days after deliberations are concluded, the chair, in consultation with the Judicial Board committee, will prepare and send its report to the dean for review.

Dean's Review and Decision

The written report of the Judicial Board committee, as described above, will be sent to the dean. The dean will consider the Judicial Board committee's findings. The dean may consult with advisors of the dean's choice and consider the context of the student's history of enrollment at the School. The dean may not reverse a finding of misconduct by the board; however, the dean is not bound by the Judicial Board committee's recommendations for penalty and may impose greater, lesser, different, or no responsive actions.

The dean's decision regarding responsive action will be communicated to the student in writing by the dean as soon as practicable. The chair, complainant, and student's academic associate dean will also receive a confidential copy of the written decision.

Appeal

A student found responsible for misconduct shall have the right to appeal to the dean for reconsideration or modification of the responsive actions, or, for a new hearing. An appeal for a new hearing may only be made on the basis of: (1) failure of the accused to receive due process and/or (2) newly available evidence that was not reasonably available for presentation during the hearing.

The student must provide in writing a brief notice of intent to submit appeal, and the notice must be received by the dean's office no later than two calendar weeks after the student has received the dean's decision letter. The student's full written appeal shall be submitted no later than three calendar weeks after the student received the dean's decision letter. The basis for appeal should be stated, and all facts, new evidence, and other information to be considered should be included.

The dean will not enforce a decision on final responsive actions while a student's appeal is pending. However, the dean may take temporary responsive action, such as temporary suspension from the School or some School activities, pending the results of the appeal.

The dean will issue a written decision to the student regarding the appeal. In making the determination as to whether to modify the dean's decisions or to order a new hearing, the dean may consult with advisors of the dean's choice and consider the context of the student's history of enrollment at the School advice from any individuals of his/her choosing and shall provide a copy of the student's appeal to the Judicial Board committee, whose members shall be given an opportunity to comment.

If the dean determines that there was significant failure of due process or that the newly available evidence could, in principle, lead to a different finding or different penalties, the dean may order reconsideration by the Judicial Board committee or may order a new hearing.

If the dean orders a new hearing, they shall determine whether the same board that originally heard the matter or a different group of board members shall preside. If the dean stipulates that the same board shall preside, the composition of the group may be varied if unavailability of particular members would compromise an early resolution of the case.

If the dean stipulates that a different group of board members shall preside at the new hearing, one board member (selected by the board) who served at the original hearing shall participate in the new hearing, including deliberations, but shall not vote. The chair of the relevant Judicial Board shall also chair the new hearing.

Final Action

If an appeal is not requested or granted, the dean's decision becomes final, and the responsive action, penalty, disciplinary and/or remedial action, if any, will be implemented.

UMSON, through its appropriate committees, reserves the right to suspend or dismiss any student for failure to maintain a satisfactory academic record, unacceptable personal behavior, unacceptable standards of academic conduct, failure to meet accepted standards of practice in a clinical agency, or unsatisfactory standards of health.

Library Materials: Professional Conduct

UMB policy governs the use of library resources and materials. Students should consult the student policy page on UMB's website.

Use of Electronic Media

Students are prohibited from inappropriate use of email, social media, cell phones, tablets, or other forms of electronic media in a manner that is disruptive to classroom learning on or in UMSON property or at

UMSON-sponsored activities including at clinical agencies or violates USM, UMB, or UMSON policies, HIPAA, or the ANA Code of Ethics. A student who demonstrates such conduct may face disciplinary action. (See Recording and Photography for policy on recording class lectures)

Students are personally responsible and potentially liable for the material they publish on user-generated electronic media such as Facebook, Twitter, Instagram, YouTube, and all other social networks; photography repositories such as Flickr; blogs, wikis, and other content-creation websites; forum boards, listservs, and email; etc. They should, therefore, be cognizant of privacy and confidentiality concerns and relevant state and federal laws, such as HIPAA and FERPA.

For example, while a student may be eager to demonstrate mastery of clinical skills to friends and family, it is not appropriate to share information that includes images or identifying information of classrooms, labs, clinical sites, patients, families, patient records, fellow students, faculty members, health care workers, and more.

Sharing information includes, but is not limited, to posting pictures of faculty, fellow students, classrooms, labs, patients, families, patient records, health care workers, interiors of clinical sites, etc. Approaching a patient or other individual for permission to photograph or disclose information may violate HIPAA and clinical site procedure, resulting in a student violation of UMSON policy, even if an individual's permission has been obtained. UMSON's Code of Conduct and policies on academic misconduct apply to postings and other publications related to or arising from UMSON's educational programs. Students are not allowed to share *any* information regarding patients or clinical sites on electronic media.

It is important to remember that nurses and nursing students have a duty to patients, colleagues, and the profession. Awareness of this duty should be reflected in all communications that are shared with the public or that may become public, whether or not the communication was originally intended for widespread distribution. Students are encouraged to review the American Nurses Association Social Networking Principles Toolkit for practical guidelines on how to maintain professional standards in new media environments.

F. CLINICAL AND PRACTICUM EXPERIENCES

Criminal Background Checks

Most UMSON affiliates require students to obtain criminal background checks prior to attending an off-site facility rotation; therefore, all students complete a background check when starting a degree or certificate program at UMSON. Students are responsible for all fees associated with the process. Students must use the vendor designated for their background check, though some sites may require an additional check with increased criteria.

If a background check is positive, the legal coordinator and the associate dean of the student's program will meet to discuss viability of continuing in the program.

If a student is rejected for placement by a facility based on the results of the background check, the student will be reassigned to a second facility requiring a background check. If a student is rejected for placement a second time due to the results of the background check, the dean of UMSON will determine whether the student is able to continue with the program.

UMSON has no obligation to refund tuition and fees or otherwise make accommodations if the student's criminal record renders them ineligible to complete the required courses or obtain a license to practice nursing.

Drug and Alcohol Test Policy

UMSON has clinical and other educational affiliations that may require students to submit to drug and/or alcohol testing prior to attending a rotation. Specifically, students may be required to complete a drug and/or alcohol screen upon admission and at any time during enrollment to meet site requirements. Students required to complete testing will be notified of the process and are responsible for any associated fees. Students must use the designated vendor for testing.

Students in programs requiring clinical components must abide by site-specific policies related to drug and alcohol testing and prescription drug use, including the use of marijuana. The curriculum of all clinical programs requires students to rotate through multiple clinical sites based on specialty, population, and size of practice. Students who choose to use marijuana, illicit drugs, or controlled substances may not be able to complete the required rotations because of site-specific requirements. Inability to rotate through the required clinical experiences will result in failure to meet course objectives and will prevent progression in the program.

If a student receives a positive drug or alcohol test, they will be counseled on their rights, which may include additional medical review based on the test vendor's policies. UMSON does not participate in the medical review process.

During the review process, the student will not be allowed to attend any rotation. If the review does not change the outcome of the test or if the student forgoes the medical review, **UMSON, through its appropriate academic administrators, reserves the right to order a fitness for duty evaluation, suspend, and/or dismiss the student from the School.**

If the student is permitted to continue in the program, they will be subject to conditions including but not limited to mandatory randomized drug or alcohol testing at determined intervals that will be based on the drug(s) that initially tested positive. As a condition for remaining in the program, the dean or their designee may require the student to seek rehabilitation, counseling, medical treatment, or other services designed to ensure that the student remains in compliance with this policy. The dean or designee may be required to report licensed RNs who have positive drug or alcohol tests to the Maryland Board of Nursing.

UMSON has no obligation to refund tuition and fees or make any other accommodations if a student's drug test renders them ineligible to complete required courses or to obtain a license to practice nursing.

UMB Policy on Service to People with Infectious Diseases

It is UMB's policy to educate and train students for providing care or service to all persons. UMB employs appropriate precautions to protect providers in a manner that meets clients' requirements while protecting the interests of students and faculty members participating in the provision of such care or service.

No student will be permitted to refuse care or service to any assigned person, unless special circumstances place the student at increased risk for an infectious disease. Any student who refuses to treat or serve an assigned person without prior consent of UMSON will be subject to penalties under appropriate academic procedures, including suspension or dismissal. See the UMB policy for additional details.

Payment for Clinical Experiences

Students cannot receive wages for planned clinical experiences where requisite learning objectives are being met. Students can, however, accept travel and living expense stipends.

Students may not offer or accept payment for clinical assignments. Students offering bribes or attempting to extort an advantage for clinical placements will be reported to the judicial board.

Students do not pay the preceptor for clinical experiences. Additional costs may be required to meet site requirements.

Facilities Used for Clinical Experiences

A wide range of health care facilities are used for clinical experiences to provide students with opportunities to observe and function in a variety of settings. Clinical sites are selected to best meet the objectives of a particular course. A student may suggest a possible site for clinical experience, but the faculty member responsible for the course makes final arrangements. Only with direction from faculty,

student placements team or if the site process is based on student direct requests can a student make direct arrangements with a health care facility or individual provider for their clinical experiences.

Clinical facilities are in greater Baltimore as well as other locations in Maryland, the Washington, D.C., metropolitan area, and surrounding states. Students can expect to have clinical experiences at several sites over the course of their program. They must accept their clinical assignments.

Except for students in the DNP program or BSN/MSN-E P3 placement, students cannot conduct their clinical experience in units where they are currently employed. They can, however, conduct their clinical experience in another unit or division within the same facility. Students are responsible for providing their own transportation to and from clinical sites.

Clinical agencies may require students to complete additional immunizations, background checks, paperwork, trainings, or other requirements to complete coursework on site, including for students who are registered nurses to hold a registered nursing license in the jurisdiction in which the clinical agency is located, even if the student is licensed in another jurisdiction. All agency requirements must be completed by any UMSON deadlines and prior to attending clinical. UMSON cannot provide an alternate assignment or guarantee students' ability to complete a clinical due to late or outstanding site requirements.

Conflict of Interest

According to the American Psychological Association[1], a conflict of interest exists when competing interests are present, such as contradictory responsibilities in employment and academic roles. A conflict of interest has the potential to develop when an UMSON student conducts a clinical, practicum, or project experience on the unit of the student's employment.

If a student finds or anticipates there is a potential or actual conflict of interest, the student should advise and consult with the course director and UMSON Office of the Registrar and Student Placements upon receipt of a clinical/practicum/project experience assignment. In this instance, the UMSON Office of the Registrar and Student Placements and faculty will work with the site to relocate the student's experience to a unit without conflict or try to arrange alternate means of managing the conflict. If the experience is not relocated, the student is required to declare a conflict in writing to the course director and on dissemination materials.

The student is advised that conflicts in the workplace may have present or future consequences that may affect the student's academic progression or employment status. Likewise, a change in employment after placement may create a conflict of interest that may also have academic implications.
Students are prohibited from:

- conducting a clinical/practicum/project experience with participants whom they have supervisory or administrative authority over
- completing a clinical/practicum/project experience that involves activities that are the same as the student's employment responsibilities
- conducting a clinical/practicum/project experience that results in financial gain for the student or financial gain for their parents, siblings, spouse or partner, children, dependent relatives, or other personal associates. Routine practices associated with the ethical business of healthcare may be excepted.

[1] https://www.apa.org/about/policy/member-conflict-interests

Transportation and Lodging

Students are responsible for their lodging and transportation to and from all clinical facilities and field trips. Practice sites are chosen for their ability to provide experiences consistent with the program requirements, the mission of the school, and individual student objectives. Students enrolled in DNP practicum and clinical courses should be prepared to travel up to 200 miles from their designated location (Baltimore or USG). Students enrolled in the BSN or MSN-E programs should be prepared to travel up to 90 miles from their designated location (Baltimore or USG).

Responsibilities of the Student to and Within the Clinical Facility

Each student must:

- Be informed about and comply with the facility's policies and contractual obligations related to clinical placements, including its policy on bloodborne pathogens
- In the case of a precepted experience, provide the preceptor at the outset with a copy of the student's objectives for the experience, as approved by the appropriate faculty member
- Establish, with the agreement of the faculty member (and preceptor, if any), a calendar for commitment of time to be spent in the facility
- Provide at least 24-hours' notice to the faculty member (and preceptor, if any) if the student is unable to meet the pre-established commitment
- Provide the clinical facility with information needed to clarify how, when, and where the student can be contacted
- Dress appropriately, in accordance with the UMSON dress code, which requires UMSON identification with no additional identifiers, unless the facility mandates its own nametag and identification
- Bring all necessary equipment to the placement, as required
- Notify the faculty member, preceptor (if any), and the clinical facility immediately if the student will not be able to attend a clinical session because of illness or another emergency
- Notify the faculty member (and preceptor, if any) in writing if the student does not complete the experience, indicating the reason for withdrawal
- Meet with the faculty member (and preceptor, if any) as necessitated by need, desire, and/or faculty or clinical facility policy, to review objectives and learning experiences
- Provide the facility with feedback on relevant studies, reports, or projects completed in conjunction with the experience, after first obtaining approval to share information from the faculty member
- Refrain from being present at a clinical site unless the faculty member or preceptor is present/available
- Keep cell phones and other mobile devices on "silent" or "vibrate," and avoid using these devices at inappropriate times, such as during lectures, labs, meetings, etc.
- Avoid engaging in personal phone calls, text messages or social media during clinical time; if the student must engage in such personal communications, it should be during their break and away from the patient care areas

Responsibilities of Students to Faculty Members Involved with Clinical Experiences

- ***Students in the BSN, master's, certificate, post-BSN-to-DNP, and postmaster's-to-DNP with specialties programs are expected to accept clinical assignments as arranged***. Negotiations for clinical placements are conducted by relevant faculty and staff and do not include the student. Students who are postmaster's DNP candidates without a specialty may suggest their own clinical practice sites. RN-BSN and RN-MSN students may suggest sites for their community placement. UMSON will make the ultimate selection of the appropriate site and contract with the facility as necessary.
- Students must prepare and submit a copy of their objectives for the experience and other materials to the faculty member for approval, prior to sharing them with the facility preceptor.

- Students 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) to discuss details of clinical experience, assess progress toward objectives, receive feedback regarding assignments and learning experiences, and identify and communicate the need, if any, for additional faculty involvement and assistance.
- Students must communicate both the strengths and weaknesses of the clinical experience and setting to the faculty member.
- Students must evaluate the entire clinical experience, including the facility and the preceptor.
- DNP and MSN students must upload their preceptor's CV and phone number, if not already provided, into Exxat by their second rotation

Responsibilities of Students to Clients of Facilities Used for Clinical Experiences

Students are obligated to follow the policies of the health care facility in which they are placed. If situations arise that make this impossible, students must notify the client(s) or the facility, as appropriate, so that the relationship is maintained and the care of clients remains paramount. Students are also responsible for notifying the appropriate faculty member of their inability to complete the clinical assignment, if necessary. Additionally, students are obligated to communicate all observations and information pertinent to the clients' care to the facility. The fulfillment of clinical responsibilities by the student is reflected in the course grade.

Academic Performance in Clinical Courses

A student who fails a clinical course—that is, receives a grade below C—must repeat the course before they will be allowed to take another clinical course. The student must repeat the failed clinical course during the next enrolled term. See the general section of this handbook for more information on academic performance requirements to remain enrolled at UMSON.

If clinical logs or timesheets are required, students must complete logs of cases they have managed and timesheets of completed hours at a minimum within one week. Incomplete or delayed documentation may prevent students from accumulating hours or seeing patients.

Hygiene

Basic personal hygiene (cleanliness of breath and body) is crucial in a clinical environment and must be maintained. Respect others' sensitivity to odors by always avoiding the use of perfumes, colognes, aftershaves, body sprays, and strong-smelling lotions. Fingernails must be no longer than 1/4 inch and kept clean. Only clear nail polish is acceptable. Artificial nails and false eyelashes are prohibited. Makeup should be applied conservatively. Beards and moustaches must be neatly trimmed and allow for fitting of a respirator. Hair that falls below the collar, or interferes with care in any way, must be pulled back in a ponytail or similar hairstyle.

Note: Failure to comply with these dress code guidelines will result in a student being dismissed from the clinical setting and may include a warning of clinical deficiency.

Dress Code and Uniform

Head coverings should not be worn in the clinical setting, except for the purpose of religious observance. In such cases, for reasons of infection control, a freshly laundered head covering must be worn each clinical day, with the ends of the covering securely fastened so that they do not dangle over the patient.

Visible tattoos or henna may not be accepted at clinical sites and therefore can affect a student's ability to complete the clinical requirements of the program.

Students are expected to have a natural hair color for clinical and practicum experiences.

DNP students should follow instructions provided by their course faculty and/or specialty related to dress code. If instructions are not specified, students should at a minimum wear professional dress attire and a lab coat during all clinical and practicum experiences.

Entry-level BSN and MSN-E students must wear their uniform for clinical, labs, and simulated experiences. Uniforms should be cleaned and pressed. Uniform information:

- Well-fitted UMSON scrubs and black (for students enrolled Spring 2025 or later) or white (for students enrolled prior to Spring 2025) scrub jacket; two pairs recommended (pants/skirt and top).
- Students wear a clean and pressed pewter gray scrub top with the School name embroidered on it and matching pants purchased through the UMB Bookstore.
- Students who are prohibited from wearing pants for religious reasons may wear skirts of the same color as the uniform pants. Purchase skirts from the UMB Bookstore. These skirts may not extend below mid-calf. Heavy, excessively long, or excessively full skirts are not safe because they could get caught in equipment. Students should consult their instructors if they have questions regarding skirt length.
- Jackets must be removed before going into a patient's room.
- Be discreet when choosing undergarments that will not show when bending or lifting
- Socks or hosiery
- Uniforms must be laundered and pressed after each clinical day.
- A white shirt under uniform tops is optional; however, only a white shirt is allowed.
- White, black, or grey shoes that can be wiped off (synthetic or leather — no fabric, canvas, or mesh) with closed heel and toes (no Croc type) are required.
- Students must wear a water-resistant, analog watch with a sweep second hand.
- A short, black (students enrolled Spring 2025 or later) or white (students enrolled prior to Spring 2025) scrub jacket must be removed before going into a patient room.

The following attire is unacceptable in any clinical, lab, or simulated setting, which includes clinical orientation meetings and preparation:

- Jeans
- Flip-flops
- Sweatpants
- Shorts
- Bare midriffs or low-cut shirts
- Inappropriately sized clothing, for example, too loose or too tight
- Sexually suggestive clothing, for example, camisoles as outerwear

Jewelry

Students should not wear jewelry, including permanent jewelry, to ensure safety and sanitary conditions. Earrings must be small studs. Hoops or dangles are not allowed. Eyebrow, lip, nose, or tongue rings and studs are prohibited in clinical settings. Do not wear bracelets or necklaces. Rings (except for plain wedding bands with no stones) are discouraged because they may inadvertently cause discomfort to the client and can harbor microorganisms.

Required Supplies for Clinical

Students must have a high-quality stethoscope with a bell and separate diaphragm, and it must be clearly labeled in waterproof ink with the student's name.

An UMSON student name badge is required in all classroom, clinical, simulation, and lab settings and may be purchased through the UMB Bookstore.

Preparation for Clinical Days

Some clinical experiences will require students to go to the agency one day in advance to obtain information about their clients. Professional business attire, including closed-toe shoes, should be worn. Lab coats with a visible student ID should always be worn.

Psychiatric and Public Health Settings (Including On-Campus Simulated Clinical Experience)

Students should follow the facility's dress code, if one exists. If uniforms are worn, students must wear the UMSON uniform described above. If uniforms are not worn and no dress code exists, students should follow the dress code for simulation labs and preparation for clinical days (see above). In any event, clothing should be clean, modest, and professional. Tight or revealing clothing, excessive jewelry, or strong perfumes are not acceptable.

BSN and MSN-E Medication Administration Requirements

Entry-into-Nursing Programs (BSN, and MSN-E) and Requirements for Dosage Calculation Competency in Courses

Medication administration is a requirement to satisfactorily complete clinical courses and demonstrate competency. Each semester, students registered in one or more clinical courses must achieve a passing score on a dosage calculation competency assessment before being allowed to administer medications to patients in clinical experiences. The table below outlines these requirements and defines the parameters for a passing score based on specific courses. Three attempts will be scheduled and sent to students in advance. Students are expected to test on the scheduled dates and demonstrate by the last scheduled date in the first week of school. With the exception of students in NURS 347/349 and NURS 515, students who do not pass the dosage calculation competency assessment and do not drop the course within the designated timeframe will receive a failing grade. Refunds for dropping a course follow the standard refund schedule policies.

If student is registered in...				
BSN Course	**or MSN-E Course**	**Passing Score**	**# of attempts allowed**	**Comments**
NURS 347/ 349	NURS 515 [MSN-E]	100% OR One item missed plus remediation	3	Failure to achieve a passing score on the first attempt will impact successful course completion, as described in the syllabi for NURS 347 and NURS 515. When a passing score is not achieved, remediation activities must be completed before retesting. If a passing score is not achieved by the last scheduled date, the student will need to complete remediation activities as designated by faculty.
All other BSN Clinical Courses	NURS 527/525 MSN-ENURS 531/533 MSN-E	100% OR One item missed plus remediation	3	When a passing score is not achieved, remediation activities must be completed before retesting. If a passing score is not achieved by the last scheduled date, the student will receive a failing grade unless they drop the course within the designated timeframe.

	All other MSN-E Clinical Courses	100%	3	When a passing score is not achieved, remediation activities must be completed before retesting. If a passing score is not achieved by the last scheduled date, the student will receive a failing grade unless they drop the course within the designated timeframe.

BSN and MSN-E Senior Practicum (Including On-Campus Simulated Clinical Experience)

Practicum hours may occur during any shift and any day of the week. Students should follow the above dress code. Students working in the operating room, post-anesthesia care unit, intensive care unit, labor and delivery, or emergency department must always wear scrubs with visible identification. Students in all other in-patient settings must wear the UMSON uniform.

Guidelines for Students Visiting Clients in Community-Based Settings

Community-based clinical settings may pose particular challenges because of the absence of an institutional infrastructure or the characteristics of the neighborhood in which the clinical site is located. Therefore, students must take special precautions when assigned to community-based settings.

Students are expected to become familiar with and observe the policies of the relevant institution and its professional codes of conduct.

- Students must make home visits in pairs. Any exception to this practice must be discussed with the faculty member prior to the visit to determine whether it is appropriate to make the home visit alone.
- Student visit 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 geographic area via maps and observation so that travel to and from the client's home is by the safest direct route.
- Student safety is of the highest priority. If a student feels unsafe for whatever reason, they must withdraw from the situation.
- Students are discouraged from conducting a home visit when only one or more persons of the opposite sex are present.
- Students must abandon a home visit when an altercation develops or is 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, for example, uniform or street clothes, with faculty prior to participation.
- Students should practice car safety precautions, including:
    - Looking into the car before entering to ensure no one is inside the vehicle.
    - Keeping doors locked when traveling
    - Parking as close to the home/facility setting as possible, and using protected parking if available
    - Keeping enough gas in the fuel tank so that stops at gas stations can be planned at safe locations
    - Not stopping for stranded motorists but instead calling for help from appropriate parties, such as police
    - Having car keys ready when reaching their vehicle
    - Hiding valuable possession out of view

- Not sitting in the car to complete paperwork
- Not opening car door or window for strangers, particularly if feeling threatened

Deficiency in Clinical or Practicum

The physical and emotional welfare of clients and their families has a higher priority than student learning. A student who demonstrates clinically unsafe nursing practices that jeopardize the client's or family's physical or emotional welfare can be dismissed at any time from the clinical area or prevented from attending clinical. Unsafe clinical practice means any behavior determined by faculty to be actually or potentially detrimental to the client or to the health care agency. Examples of unsafe clinical practice includes behaviors related to physical or mental health problems; using alcohol, drugs, or chemicals; lack of preparation for clinical including not completing site requirements; deficits in problem-solving skills; and more.

The faculty member or preceptor who determines a student demonstrates unsafe clinical practice may dismiss a student from a clinical assignment or prevent a student from attending clinical. The faculty member or preceptor must notify the course director/coordinator and the associate dean for the student's program immediately.

The faculty member or preceptor will:

1) identify and document, in writing, the student's unsafe clinical practice
2) advise the student regarding their performance and strategies for addressing the deficiencies
3) if appropriate, refer the student for evaluation and assistance

Copies of the faculty member's documentation of the student's unsafe clinical practice and the clinical assistance program proposed will be provided to the course director/coordinator, to the associate dean of the relevant program, and, if deemed appropriate, the dean of UMSON. A student will be reinstated to the clinical area only if the clinical assistance program has been completed successfully and has been appropriately documented.
Under ordinary circumstances, the course director or clinical coordinator and associate dean will decide if the student can continue in the clinical/practicum area and any contingent conditions. Under extraordinary circumstances, the associate dean for the student's program may refer the matter to the dean of UMSON. The dean may suspend the student from a course or the program, pending the outcome of due process proceedings.

The dean will notify the student promptly in writing, and the student can appeal the suspension in writing to the dean within 10 business days of the student receiving a notice of suspension. The dean will appoint a faculty review panel to review the circumstances surrounding the suspension and make a recommendation to the dean concerning the student's future status in a course or the program. The student will have the opportunity to appear before the review panel to explain the circumstances and answer questions about the event(s) leading to their suspension. Following deliberation, the review panel will make a recommendation to the dean about the student's future status in a course or program.

The recommendation may include dismissal from a course or program or continuation in a course or program with or without conditions. The dean will consider the review panel's recommendation and consult with the dean of the School of Graduate Studies if the student is in the PhD program. The dean will inform the student, in writing, whether they are dismissed from a course or program or will be allowed to continue in a course or program and, if so, under what conditions.

G. ADMINISTRATIVE

Personal Attributes and Capabilities Essential for Admission, Progression, and Graduation of Students at UMSON

The curriculum leading to baccalaureate, master's, and doctoral degrees from UMSON requires students to engage in diverse and complex experiences directed at the acquisition and practice of essential nursing knowledge, skills, and functions. Unique combinations of cognitive, affective, psychomotor,

physical, and social abilities are required to perform these functions satisfactorily in a timely manner that is consistent with didactic learning, patient safety, and effective outcomes. These attributes, skills, and functions are not only essential to successfully finishing a nursing degree, but also to ensure the health and safety of patients, fellow students, faculty members, and other health care providers in classroom, laboratory, clinical and community settings.

Applicants and students should assume that any plan of study will be completed with faculty, staff, student, and patient interaction or work in classroom, laboratory, and clinical environments.

Applicants should always inquire about the nature of classroom, laboratory, clinical, and community work required before enrollment.

Admission to UMSON is open to all qualified individuals and in accordance with the 1973 Vocational Rehabilitation Act (29 U.S.C. §701 *et seq.*) and the Americans with Disabilities Act (42 U.S.C. §12101 *et seq.*).

Technical Standards for Admission, Progression and Graduation

UMSON is committed to preparing leaders in nursing through innovation, research, and practice while fostering an inclusive and accessible environment. Students with disabilities are encouraged to seek accommodations through the UMB Office of Educational Support and Disability Services (ESDS), ensuring a supportive academic experience. Disclosure of a disability is voluntary and does not impact admission decisions.

Matriculating students are assessed not only on their scholastic achievement and abilities, but also on their intellectual, physical, emotional, and ethical capacities to meet the essential requirements of the School's curriculum. The following technical standards describe the nonacademic qualifications required that UMSON considers essential for entrance to, continuation in, and graduation from its baccalaureate, master's, and doctoral degree nursing program. These are in addition to academic qualifications.

Candidates for nursing degrees must be able to meet these minimum standards with or without reasonable accommodation. The use of a trained intermediary is not acceptable if a student's judgment and skill are mediated by reliance upon someone else's power of selection, observation, scholarly, or clinical ability.

In accordance with applicable federal law, UMSON provides reasonable accommodations to qualified students on a nondiscriminatory basis, consistent with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973.

Visual, Auditory, and Tactile Abilities

- Ability to gather data from written (paper and digital) reference materials and health records; oral presentations; demonstrations; and observations in classroom, laboratory, or clinical settings
- Ability to use a computer or other digital device to enter data in a digital format, including but not limited to an electronic health record, for example
- Ability to perform health assessments and interventions; collect diagnostic specimens; and obtain information from digital, analog, and waveform representations of physiologic phenomena to determine a patient's condition.

Examples of relevant activities:

- Visible acuity in the ability to see well enough to draw up the correct quantity of medication in a syringe or detect changes in skin color or condition
- Auditory abilities to hear well enough to:
    - hear and interpret information a patient is communicating verbally
    - detect sounds related to bodily functions using a stethoscope
    - detect audible alarms generated by mechanical systems used to monitor patient physiological status
    - communicate via telephone
    - hear cries for help from patients and staff
- Tactile abilities to feel well enough to detect unsafe temperature levels in heat-producing devices used in patient care or detect anatomical abnormalities, such as edema or small nodules
- Ability to detect environmental odors

Communication Abilities

Use of a trained intermediary or other communication aides may be appropriate if this intermediary functions only as an information conduit and does not serve integrative or interpretive functions.

- Ability to communicate in English accurately, clearly, and efficiently with faculty, staff, students, patients, their families, and other members of the health care team (including spoken and nonverbal communications, such as interpretation of facial expressions, affect, and body language)
- Abilities to communicate, including via speech, hearing, reading, writing, language skills, and computer literacy, in real time with a primarily English-speaking population
- Abilities to demonstrate written and oral competency in the English language as required for nursing licensure in Maryland

Examples of relevant activities:

- Ability to give verbal directions to or follow verbal directions and participate in discussions as part of classroom learning and patient care
- Ability to elicit and record information about health history, current health state, or responses to treatment from patients or family members
- Ability to convey information to patients and others, as necessary, to teach, direct, and counsel individuals
- Ability to complete written assignments and tests within a reasonable timeframe

Motor Abilities

- Sufficient motor and psychomotor function to execute movements required to attend classroom, laboratory, and clinical experiences, complete assignments, and to provide general care and treatment to patients in all health care settings
- Required motor functions include gross and fine motor skills, physical endurance, physical strength, and mobility to carry out nursing procedures, perform basic laboratory tests, and provide routine and emergency care and treatment to patients within a safe timeframe and over an extended period of time, that is a six- to 12-hour clinical/practicum day.

Examples of relevant activities:

- Ability to obtain assessment information by palpation, auscultation, percussion, and other diagnostic maneuvers
- Ability to complete assigned periods of classroom, laboratory attendance, and clinical practice
- Ability to attend class, laboratory, and clinical experiences and to carry out patient care procedures, such as tracheostomy care or emergency airway suctioning, and maneuvering in small areas such as patient rooms and nursing workstations
- Ability to carry out patient care procedures, such as assisting in the turning, lifting, transferring, and ambulation of patients
- Ability to coordinate fine and gross muscular movements to treat patients in emergency situations; emergency situations include any circumstance requiring immediate remedy

Behavioral, Interpersonal, and Emotional Abilities

- Ability to engage colleagues, staff, faculty, and patients with honesty, integrity, maturity, empathy, professionalism, and nondiscrimination
- Ability to develop and maintain mature, sensitive, and effective therapeutic relationships with faculty, staff, students, and patients
- Ability to work effectively and constructively in stressful and changing clinical and academic environments, both independently and under supervision, and as part of a team or group, with the ability to modify behavior in response to feedback and constructive criticism
- Ability to demonstrate ethical behavior, including adherence to the professional nursing and student code of conduct

Examples of relevant activities:

- Ability to remain calm in an emergency situation
- Ability to communicate effectively with faculty, staff, students, patients, and families of diverse religious, cultural, or social backgrounds
- Ability to exercise good judgment and promptly complete all responsibilities related to the diagnosis and care of patients as well as independent and group class assignments

Cognitive, Conceptual, and Quantitative Abilities

- Ability to read and understand written documents in English and solve problems involving measurement, calculation, reasoning, analysis, and synthesis
- Ability to gather data, develop a plan of action, establish priorities among competing demands, and monitor treatment plans and modalities
- Ability to comprehend three-dimensional and spatial relationships

Examples of relevant activities:

- Ability to calculate appropriate medication dosage given specific patient parameters
- Ability to analyze and synthesize data and to complete a classroom, laboratory, or clinical assignment
- Ability to collect data, prioritize needs, and anticipate reactions
- Ability to properly administer various types of injections or assess wounds of varying depths[1]

Other Requirements

Immunizations

A student must comply with UMB immunization requirements, as outlined on the UMB website's student policy page. Students are advised that UMSON affiliates may have additional and/or more stringent immunization requirements than does UMB. UMSON has no obligation to refund tuition and fees or otherwise make accommodations if a student's immunization status renders them ineligible to complete the required courses. A student who is chronically infected with the Hepatitis B virus will be considered on a case-by-case basis after consultation with the school health officer.

Enrolled Students with Disabilities

Requests for accommodation should be initiated with ESDS. Requests should ideally be made before the start of each semester for courses in which accommodations may be needed.

UMSON may require additional medical or other verification of disabilities and proof of information presented concerning accommodations. Such proof may include demonstration of assisted physical abilities. UMSON may require independent medical examinations or testing to verify claimed disabilities, determine the extent and effects of disabilities, and assess the utility of accommodations. Technical and medical consultations from resources within the University and external to the University may be obtained. Costs of independent medical examinations, testing, technical, and medical consultations required by UMSON will be borne by the School.

The UMSON faculty, in conjunction with the School's disability support liaisons and ESDS, will determine whether the student can perform the essential functions of the educational program, considering the accommodations that the student has requested or alternative reasonable accommodation that UMSON would offer, consistent with curriculum objectives and legal requirements. Costs of reasonable accommodation will be borne by UMSON from its resources or other available funds.

Reasonable accommodations determined by UMSON may not be determined to be reasonable at clinical site locations.

UMSON will provide reasonable accommodations. In keeping with the provisions of the ADA, an accommodation will not be approved if it:

- Is incompatible with the technical standards for admission to and completion of the program
- Alters the fundamental nature of the academic program
- Would result in a risk to the health or safety of the student or another individual
- Would result in undue hardship to the University[2]

Religious Observance

UMSON academic programs are available to all qualified students who have been admitted, regardless of their religious beliefs. Students are not penalized because they observe their religious holidays. If a religious observances conflicts with class attendance and assignment schedules, students can, wherever feasible, make up any missed academic assignment or clinical experience within a reasonable time frame. This policy is consistent with the UMB Policy Concerning the Scheduling of Academic Assignments on Dates of Religious Observance: Campus Space for Faith-Based or Religious Practices.

All students who anticipate missing classes, clinical sessions, or other didactic activities because of a religious observance must complete the Absences for Religious Observance for Excused Absence Form for didactic courses. The web-enabled form is in each course in the Course Overview section of Blackboard. You can submit a request when Blackboard opens for the term (for example, one week before the start of the term). The course faculty will then determine if the requirements of the course allow for making up missed academic assignments or clinical experiences through alternative deadlines or alternative tests or clinical dates. Forms are reviewed and approved by the associate dean of the

[2] Adapted from the *University of North Carolina School of Nursing Essential Standards for Admission, Progression and Graduation* © 2011 School of Nursing, University of North Carolina

program. Failure to submit the form at the beginning of the semester may result in the inability to accommodate the student's request for make-up.

BSN and MSN-E students who need consideration for clinical placement due to religious observation must complete the Clinical Religious Observance/Military Obligation Form by the deadline.

Submitting the form after the deadline may result in the inability to accommodate the student's request. Please note: This form is for clinical requests only; students requesting absences from class must complete an Excused Absence for Religious Observation Request in Blackboard.

In fairness to other students, makeup work will conform as closely as possible to the original scheduled dates of the test, clinical, or other assignment.

Access to Campus

Only registered students and official guests are permitted in UMSON classrooms and laboratories. A UMB ID is required for access to any campus building and should be presented to the security officer upon entry. Students may not bring independently contracted vendors into the building; all services must be contracted by an agent or employee of UMSON or UMB. Minors accompanied by registered students and official guests are permitted entry into designated common areas but cannot enter classrooms or laboratories at any time. Official guests must be accompanied by a UMSON student, faculty, or staff member and must show identification. Minors are not permitted at UMSON outreach sites. Only students registered for an online course are permitted to enter postings for that course. Pets are not permitted on UMSON grounds, except for service animals.

The School of Nursing building in Baltimore is open from 7:30 a.m. - 9 p.m. Monday through Friday. Security officers' duties start when the building opens. Student ID badges will not allow access to the building before 7:30 a.m.

Security of UMSON staff, faculty, students, and facilities is a priority. Anyone entering UMSON must show a photo ID. Students must have a University ID. Anyone without a University ID must show a photo ID and sign in and out at the guard's desk. These measures are strictly applied as a safeguard for all students, staff, and faculty. Please comply with the security procedure by having your student ID visible each time when entering the building and scanning it at the kiosk at the front entrance or at the wall scanners at the SMC Campus Center and Penn Street side entrances.

Emergency Notification

Emergency notification must be updated through Experience Portal and maintained throughout a student's enrollment at the institution. UMB requires students to provide an emergency contact to register for classes.

Change of Address or Name

To update an address, please submit the information via Experience Portal. To change your name, please submit proof of the change (court order, marriage, etc.) to the UMB Office of the Registrar.

Residency Requirement

USM Board of Regents policy recognizes the categories of in-state and out-of-state students for the purpose of admission, tuition, and fee differentials at those institutions where such differentiation has been established. Residency is established by the UMB Office of the Registrar. Specific policies governing residency are available from that office and may be viewed at www.umaryland.edu/registrar/residency.

Payment of Tuition and Fees

UMB requires full payment of tuition and fees each semester by the Friday before the first week of classes. Students maybe prohibited from attending class if tuition and fees are not paid by the deadline. The only exceptions to this policy are students awaiting receipt of financial aid, students who have

entered into an official third-party payment arrangement that is on file with the UMB Office of Student Accounts, or students who have signed an installment agreement that is on file with the UMB Office of Student Accounts.

Licensure as a Registered Nurse for Students

Students in the master's (except MSN-E), DNP, Certificate, RN-to-MSN, or RN-to-BSN programs/options must maintain active unrestricted RN licensure in a U.S. jurisdiction. Students admitted in a dual program with a community college must have an active unrestricted RN license by the end of their first semester of enrollment in the RN-to-BSN option. Clinical agencies may require students who are registered nurses to hold an RN license in the jurisdiction in which the clinical agency is located, even if the student is licensed in another jurisdiction.

Students must notify the School immediately if there is a change to their licensure, including expiration, restrictions, violations, or revocation.

Student Health

All students must receive clearance from UMB Student Health to begin their program of study and to remain in clinical courses. Incoming students must provide proof of immunizations. Information regarding the UMB policy on immunizations and waivers is available on the UMB Student Policies webpage.

UMSON reserves the right to require evidence of physical and emotional health at any time during the program and to request that a student undergo a physical or psychological evaluation by UMB Student Health, or Student Counseling Center. If a student's health problems appear to affect academic performance, specific information relevant to the problem may be requested. Some clinical facilities require proof of immunizations before allowing a student to take part in a clinical, practicum, or practica experience. UMSON is not obligated to provide makeup opportunities for missed clinical/practicum experience due to a student's lapse in maintaining compliance documentation. Failure to comply with this policy may result in dropping of clinical courses, failing a course and possible dismissal from program.

A student who cannot meet course objectives due to health problems will be asked to take an "Incomplete" in the course if they have completed 75% of the term, to drop the course, or to withdraw for the semester. The conditions necessary for a student's re-entry or repetition of the course will be determined by the relevant faculty member(s), department chair, and the appropriate associate dean.

Health Insurance

All full-time students must carry either the health insurance plan offered by UMB or demonstrate that they are covered by an equivalent plan. A student with equivalent insurance coverage must fill out a waiver and provide proof of coverage. All waivers must be received and approved by the finance department at UMB Student and Employee Health, 29 S. Paca St., Baltimore, Maryland. The waiver form is available online. The waiver request must include:

- The original or photocopy (both sides) of the student's insurance card
- A detailed description of the plan or a list of benefits

An insurance waiver must be completed upon admission (including summer) and then filed before the beginning of the fall semester of each academic year. For information regarding deadlines, visit the UMB website's Student Health page. All full-time students are automatically billed for the UMB student health insurance policy unless proof of equivalent insurance is provided.

Malpractice Insurance

Malpractice insurance is mandatory for all full- and part-time students in clinical or nonclinical courses. Students must join the USM group policy that covers the student in clinical nursing activities that are part of the education program, regardless of the setting. The policy currently provides $1 million maximum coverage for any single claim per year and $3 million per year aggregate coverage. This insurance covers students only during school-related experiences and does not prevent the need for individual professional insurance to cover circumstances unrelated to the educational program. All students are charged for

malpractice insurance at the time of registration billing. The certificate of insurance is maintained in the UMB Office of Legal and Contractual Services and can be reviewed upon request.

Bloodborne Pathogen Exposure Control Plan

Clinical instructors, course directors, or faculty supervisors learning of a student's exposure must document it by completing a form as soon as they are notified.

UMSON developed its bloodborne pathogen exposure (BBPR) control plan in accordance with the UMB 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 and Prevention (CDC) Public Health Service Guidelines for the Management of Health Care Worker Exposure to HIV and Recommendations for Post-exposure Prophylaxis (5/98).

- Students who are possibly exposed to bloodborne pathogens by way of needle sticks or exposure to human body fluids must report the exposure to their clinical instructor **immediately**. Exposure during a precepted experience must be reported immediately to the preceptor and as soon as possible to the course faculty member.
- Students who have been possibly exposed to bloodborne pathogens by way of needle sticks or exposure to human body fluids on campus or in the University of Maryland Medical Center should call the BBPR hotline at 667-214-1886. The hotline is available 24 hours a day and should be used in the event of a BBPR or needle stick.
- For students who have been possibly exposed to bloodborne pathogens by way of needle sticks or exposure to human body fluids at off-campus sites, such as hospitals or community health settings, the following policy will apply:
    - In a hospital or another agency with a policy covering possible exposure to bloodborne pathogens, follow that facility's policy.
    - For exposures in a setting where there is no policy on possible exposure to bloodborne pathogens, the student should either report immediately to UMB Student Health, their personal health care provider, or the nearest emergency room. The student should identify themselves as an UMSON student and request the following baseline laboratory tests, as applicable according to CDC guidelines. Students are responsible for the cost of testing (health insurance may cover):
        - HIV antibody
        - Hepatitis B surface antibody
        - Hepatitis C antibody
        - Testing for viral hemorrhagic fevers (for example, Ebola and Marburg virus disease)
        - Pregnancy test
- Clinical instructors and course faculty members will keep a record of the circumstances of the needle stick or body fluids exposure and the counseling the student received about visiting an emergency department or other health care facility. A copy of this record will be sent to the relevant associate dean, who will maintain it on file. Copies of such records may also be provided to the UMSON coordinator for legal affairs.

Computer Literacy Requirements

Each student must have, at a minimum, basic computer literacy upon enrollment. Each student is required to have a computer that meets the UMSON minimum requirements. UMSON has a computer lab available for student use during the posted hours of operation.

Computer literacy is defined as the essential knowledge needed to function independently with a computer. This includes having basic knowledge about and being able to operate the computer and

software, including word processing, email, presentation packages (for example, Microsoft Power Point, plus the ability to manage files) and the internet.

Students who do not feel they have minimum basic computer literacy are to seek out appropriate computer workshops or courses before starting their nursing program.

Nursing Student Computing Requirements

All nursing students must have a personal computer and meet computer literacy requirements listed below. UMSON recommends a Windows/Intel laptop computer to meet this requirement. All students, except for those in fully online programs, must have a laptop that meets UMSON's minimum technology requirements and use it for specific purposes during their program including bring to class for use in classroom assignments. Learn more about these requirements online.

Required Laptop Computer Specifications

- Intel Core i5 processor 2GHz or better
- 16 GB RAM or better
- 250 GB hard drive or better
- A wireless network adapter that supports 802.11n or higher
- Screen resolution of 1280x768 or higher

Required Software

UMSON uses several software programs to help students successfully complete their programs:

- Before arriving on campus, students must update their virus protection software and operating system to its latest service pack using Windows Update.
- The virus protection software must be reputable (e.g., Windows Defender)
- PCs must have 64-bit Microsoft Windows 11 (Update 23H2 or later) Home or better. Windows 11 Professional is recommended.
    - Genuine, U.S.-English versions of Windows Operating Systems
    - **Important: Do not use Windows S edition.**
    - CPU Processor: Non-ARM processor supported by your operating system
- Microsoft Edge, Mozilla Firefox, and Google Chrome web browsers are acceptable.
- The current version of Microsoft Office 365 is necessary. Microsoft Office can be downloaded as part of your Office 365 license.
- As a part of your education, you must install or access various applications to participate in certain required and elective courses. Examples are Java for Blackboard, Abobe Reader to access PDFs, and Examplify for examinations. Web Camera and Microphone
- A compatible web camera and microphone are required. If the laptop has a built-in webcam, a separate one is not required.
- A headset or headphones with a microphone is recommended.

Recommended Warranty Coverage

It is highly recommended you obtain a warranty that will cover your laptop while in your program at the School of Nursing. If an accidental damage warranty is available, it is recommended to add that as well.

What if I Want to Use a Mac?

The minimum Mac laptop requirements are:

- Intel Core i5 or better or Apple M series processor
- 16GB RAM or better.
- 250 GB SSD hard drive or better.
- A wireless network adapter that supports 802.11n or higher.
- Screen resolution of 1280x768 or higher.

Required Mac software:

- macOS 13 (Ventura) or Later – Intelor later - earlier versions are NOT compatible.
- Current version of Microsoft Office 365 for Mac. Microsoft Office can be downloaded as part of your Office 365 license.

Software used in certain classes may require you to be able to run Windows. Please keep this in mind when purchasing a laptop.

What if I want to use a tablet?

The only compatible tablet is the Microsoft Surface Pro (or similar Windows tablet) currently ships with Windows 11. The tablet must meet all specifications listed above under Minimum Windows Laptop Specifications.

- **Any tablets running Windows RT or S edition, Android tablets, and iPads (all models) with iOS are NOT compatible.**
- **Chromebooks are NOT compatible.**

H. UMB UNIVERSITY-WIDE POLICIES

Several UMB policies pertain to all students, regardless of enrollment in a particular school. These policies appear on the UMB website's student policy page. UMSON policies on these subjects either replicate or are consistent with the policies promulgated by UMB and include:

- 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
- Campus ID cards
- Library materials
- Information technology
- Smoking, alcohol, and drugs
- Campus substance abuse
- Illicit drugs
- Students who are called to active military duty during a national or international crisis or conflict
- Statement regarding organized activities at the University
- Use of University System facilities for public meetings
- Immunization
- HIPAA
- Service to those with infectious diseases
- Student sex-based discrimination and sexual harassment • Sexual assault
- Acts of violence and extremism that are racially, ethnically, religiously, or politically motivated
- Student sexual orientation non-discrimination
- Inclement weather and emergencies

IV. GRADUATION

All degree candidates must be registered for a minimum of one credit and be in good academic standing at the end of the term of their certification for diploma.

A. Application for Diploma

Students must file an application for a diploma by September to graduate in December, by February for May graduation, and by mid-June for summer graduation. Only students who complete the diploma application are listed as degree candidates. Exact dates are noted on the academic calendar. The same deadlines apply for BSN, master's, DNP, PhD, and certificate programs.

Applications can be found on Experience Student Portal. Log in using your UMID and password, click Student Services and Financial Aid, go to Student Records, and click on Application for Diploma. A student who does not graduate as anticipated must file another application for the appropriate semester but does not have to pay the graduation fee again.

Students must be registered for at least one credit for the semester in which they are graduating. Accommodations for extended time to complete coursework do not count as registration for the term of graduation. Extensions to complete coursework due to accommodations, incompletes, etc. may affect the term of graduation. No exceptions are granted for missed deadlines. A diploma cannot be backdated, even if all degree requirements have been met. UMSON will not confirm to APRN certifying bodies that all graduation requirements have been met prior to UMB's release of the official transcript showing conferral of the DNP degree or post-doctoral certificate. Learn more about graduation on the UMB website's Office of Registrar webpage.

B. Survey of Graduates and Program Assessment Questionnaires

All students must complete a Survey of Graduates Form and Program Assessment Questionnaire before graduation. The Program Assessment Questionnaire gauges student satisfaction with various aspects of the program in which they were enrolled, such as the curriculum, responsiveness to individual needs, faculty-student relationships, and learning resources.

C. Convocation and Commencement

UMSON celebrates the graduation of all students who complete degree requirements in July and December at a convocation ceremony in December. Spring Convocation recognizes May graduates. Information about dates and planning for those events is sent to all eligible candidates in a timely manner. Students may attend only the UMSON ceremony for the semester in which they apply and are qualified as a degree candidate. Summer graduates are invited to the December UMSON graduation ceremony.

Alumni may petition the associate dean for their program to request participation in a graduation ceremony other than the semester they are certified. If granted permission, alumni are responsible for all information and requirements for participation.

D. Program-Specific Requirements

Each program — BSN, master's (including MSN-E and certificate), DNP, and PhD — has additional requirements and forms that must be completed to graduate. Check the UMSON website under Graduation for forms.

E. PhD Graduation Requirements

Comprehensive Examination

Each student takes a comprehensive examination upon completion of all required nursing courses and a minimum of 42 credits of coursework. The comprehensive examination evaluates the student's mastery of knowledge essential for conducting scholarly, scientific inquiry in nursing and knowledge of their selected specialty area within the PhD program. The examination has written and oral components, however, a grade is assigned to the examination as a whole.

Admission to Candidacy

The student must apply for admission to candidacy for the doctoral degree following successful completion (with a GPA of 3.0 or above) of at least 42 credits of coursework, including all required

courses, and successful completion of comprehensive examinations. **The student must be admitted to candidacy at least one academic year before the date of graduation**.

Dissertation

Each student is required to conduct an independent research project that adds to nursing's body of knowledge and to communicate the research in a written dissertation. Documentation required prior to the doctoral examination can be found in the PhD program guide.

Research Proposal

A written proposal will be presented to the student's doctoral examination committee at least two weeks before the formal proposal approval meeting. Prior to final approval, the committee will meet to discuss the proposal and make a formal recommendation. Elements of the research proposal, protection of human subjects, and conduct of the examination are listed in the PhD program guide.

Final Oral Examination

Each student is required to defend the dissertation successfully before a committee of faculty members appointed by the dean of the School of Graduate Studies. The final oral examination is scheduled following completion of the dissertation and approval by the student's doctoral examination committee. The examination is typically comprised of an open presentation by the doctoral candidate and a formal examination by members of the committee.

Manuscript Option Dissertation

The manuscript option dissertation must conform to the School of Graduate Studies dissertation requirements; for example, it must include an abstract, table of contents, and list of tables and figures. By the time of dissertation defense, at least three manuscripts should be deemed as "publication quality" by the presentation committee with at least one manuscript submitted for publication. The publications should represent research or scholarship comparable in scope and contribution to the portion of the standard dissertation that it replaces. The manuscripts cannot reflect analyses done prior to beginning of the PhD program. Roles and responsibilities of the student and committee can be found in the PhD program guide.

F. Master's Graduation Requirements, Including MSN-E Option

A written comprehensive examination—known as a scholarly paper—is required to complete each master's specialty and the MSN-E option. All master's students must produce a single-authored grant proposal, business plan, or manuscript acceptable for publication in a print or online journal. Publication is not required. The scholarly paper evaluates the student's overall synthesis of the master's degree content and knowledge, including:

1) interrelationships of concepts within nursing practice
2) knowledge and use of theoretical/conceptual bases for master's level practice (advanced specialty practice or MSN-E practice)
3) knowledge of the research process and its application to nursing or health problems
4) the ability to synthesize materials, organize thoughts, and present them in an orderly manner

The scholarly paper must be pre-approved by the relevant specialty or MSN-E faculty member and must be completed within the required timeframe for the master's student to graduate. Master's students have one semester after completion of all coursework to finish the scholarly paper. Student must be registered in at least 1 credit of coursework.

Maryland Higher Education Commission Certificates Requirements

Upon completion of the Maryland Higher Education Commission–approved certificate program, a diploma application for the degree is required. If students complete the certificate and degree program in the same term, two diploma applications are necessary. The University Office of the Registrar will produce a certificate that will indicate the area of study. An official transcript from the Office of the Registrar will also indicate completion of the certificate.

G. BSN and MSN-E Requirements

Senior Practicum

Enrollment in senior practicum is required of all degree candidates in the MSN-E and traditional BSN program. Senior practicum is the final course for both programs. Students should contact their advisor and the associate dean of their program if they are having difficulty completing all classes during their final semester.

Interprofessional Education

Traditional BSN and MSN-E students admitted between fall 2018 and spring 2021 must complete the interprofessional education (IPE) course to certify for graduation. Students admitted in fall 2021 and thereafter must complete the modules to certify for graduation.

State Board of Nursing and the NCLEX-RN Exams

To practice as a registered nurse, graduates of the entry BSN and MSN-E programs must pass the National Council Licensure Examination for Registered Nurses (NCLEX-RN) exam and be licensed by a state board of nursing. In accordance with the Maryland Nursing Practice Act, UMSON verifies eligible graduates to the Maryland Board of Nursing (MBON), regardless of whether the graduate intends to seek initial licensure in Maryland or another jurisdiction.

To be eligible for verification, students must successfully:

- complete the required UMSON curriculum, including elective coursework, graded and pass/fail learning activities, final examinations, clinical hours, and scholarly poster or comprehensive examination requirements
- complete all required NCLEX-RN preparation activities scheduled throughout the program, which may include NCLEX-RN live review, practice and predictor testing, workshops, study hall, mock NCLEX-RN activities, and other assigned preparation requirements
- file for a UMB diploma by the stated deadlines
- be certified for graduation
- complete the required licensure-by-examination application steps and submit all required materials and fees in accordance with the instructions of the applicable Board of Nursing and Pearson VUE.

Graduates are responsible for filing their own state board and NCLEX-RN requirements. Graduates applying for licensure in a state other than Maryland are responsible for obtaining the appropriate application materials from that state and for filing the required documents. Information on how to contact state boards of nursing is on the National Council of State Boards of Nursing website.

Graduates should plan for approximately eight - 10 weeks from graduation to first test date. This estimate reflects the full process and includes steps outside of UMSON's control, including criminal history record check processing, Board of Nursing review, Pearson VUE registration, Authorization to Test issuance, and testing-site availability. Actual timing may vary depending on the state of application and the graduate's timely completion of required steps.

Note: UMSON will not verify a student to the MBON or any other applicable board of nursing until all program requirements, graduation requirements, and required NCLEX-RN preparation activities have been satisfactorily completed. Verification occurs in January and June of each year.

Nursing Pins

BSN and MSN-E students receive a complimentary pin during graduation ceremonies in December or May. Students can also purchase nursing pins at the time of graduation. All orders are processed through the UMB Bookstore. Students do not have to buy pins to participate in convocation.

H. Honors and Awards

Latin Honors

BSN students who have taken at least 60 credit hours at UMSON and have achieved outstanding cumulative GPAs are selected for Latin honors. The designations, which appear on the diploma and official transcript, are:

Honor	GPA
Summa cum laude	3.9-4.0
Magna cum laude	3.7-3.89
Cum laude	3.5-3.69

Sigma International Honor Society of Nursing, Pi at-Large Chapter

Sigma Theta Tau International, founded in 1922, is the international honor society of nursing. The Pi Chapter of Sigma Theta Tau was established at UMSON in 1959. Now known as Sigma, the organization recognizes superior scholarship achievement, encourages and supports research activities, and strengthens commitment to the ideals and purposes of the nursing profession. Student scholarships are offered by the Pi at-Large Chapter each year. Applications can be obtained from the undergraduate counselor of the Pi at-Large Chapter.

Candidates for membership are selected by Sigma from the undergraduate senior class and 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 Sigma. Semiannual inductions are held in November and April, and there is an induction fee. Annual dues are required for active, continuing membership. Students who are not eligible for induction during the baccalaureate program may be selected for induction as graduate students or as community members. Students selected for membership in Sigma are recognized at UMSON's graduation ceremonies.

Bachelor of Science in Nursing Awards

The following UMSON awards are presented to qualified BSN graduates at the two annual graduation ceremonies:

- **University of Maryland School of Nursing Alumni Association Award for Leadership —** presented to a BSN graduate who exhibited outstanding leadership in a student organization
- **Edwin and L.M. Zimmerman Award —** presented to BSN graduates who consistently demonstrated an outstanding level of professional nursing practice in caring for patients
- **DAISY Award for Extraordinary Nursing Students —** presented by The DAISY Foundation to the baccalaureate graduates who demonstrate compassionate, respective, and empathetic care for patients and their families

Master's Program Awards

The following UMSON awards are presented to qualified master's graduates at the two annual graduation ceremonies:

- **Excellence in Nursing Informatics —** presented to an outstanding nursing informatics graduate
- **Excellence in Health Services Leadership and Management —** presented to an outstanding graduate of the Health Services Leadership and Management specialty

- **Excellence — Master of Science in Nursing Entry-into-Nursing —** presented to an outstanding master's entry graduate
- **Excellence in Community/Public Health Nursing Award —** presented to an outstanding graduate who exemplifies excellence, integrity, and leadership in community/public health nursing
- **Edwin and L.M. Zimmerman Award — Master of Science in Nursing Entry-into-Nursing —** presented to a master's entry graduate who consistently demonstrated an outstanding level of professional nursing practice in caring for patients

Doctor of Nursing Practice Awards

The following UMSON awards are presented to qualified DNP graduates at the two annual graduation ceremonies:

- **University of Maryland School of Nursing Alumni Association Award for Outstanding Doctor of Nursing Practice Graduate —** presented to a DNP graduate who demonstrates mastery of a specialty within nursing and whose capstone project has significant practice implications and lays the groundwork for future scholarship
- **Excellence in Post-Master's Specialty Practice and Development —** presented to an outstanding DNP Post-Master's Option student who demonstrates superior leadership in both classroom and practicum settings and exhibits self-motivated engagement in driving their own professional development
- **Excellence in Adult-Gerontology Primary Nursing —** presented to an outstanding DNP graduate of the Adult- Gerontology Primary Care Nurse Practitioner specialty
- **Excellence in Adult-Gerontology Acute Nursing —** presented to an outstanding DNP graduate of the Adult-Gerontology Acute Care Nurse Practitioner/Clinical Nurse Specialist specialty
- **Excellence in Psychiatric Mental Health Nursing —** presented to an outstanding DNP graduate of the Psychiatric Mental Health Nurse Practitioner specialty
- **Excellence in Nurse Anesthesia —** presented to an outstanding DNP Nurse Anesthesia specialty student who maintained an outstanding GPA in the program and who possesses exceptional clinical skills and leadership
- **Excellence in Family Nurse Practitioner —** presented to an outstanding DNP graduate of the Family Nurse Practitioner specialty who consistently demonstrates compassion and empathy in the delivery of care to patients across the lifespan
- **Excellence in Pediatric Acute Care Nursing —** presented to an outstanding DNP graduate of the Pediatric Acute Care Nurse Practitioner specialty
- **Excellence in Pediatric Primary Care Nursing —** presented to an outstanding DNP graduate of the Pediatric Primary Care Nurse Practitioner specialty
- **Excellence in Neonatal Nursing —** presented to an outstanding DNP graduate of the Neonatal Nurse Practitioner specialty who demonstrates exemplary collaboration, compassion, and clinical excellence in the care of critically ill newborns and their families and who serves as a role model for the translation of evidence into practice in neonatal nursing

Doctor of Philosophy Awards

The following UMSON awards are presented to qualified PhD graduates at the two annual convocation ceremonies:

- **University of Maryland School of Nursing Alumni Association Award for Outstanding Doctor of Philosophy Graduate —** presented to the Doctor of Philosophy graduate who best exemplifies the integration of achievement in research, teaching, and service

- **Karen Soeken Excellence in Dissertation Award —** presented to a Doctor of Philosophy graduate who demonstrated application of exceptional quantitative skills in the doctoral dissertation

V. BACHELOR OF SCIENCE IN NURSING PROGRAM

The BSN program promotes the development of students who seek personally enriching careers in nursing and who will work to advance the nursing profession. BSN graduates provide nursing care to promote health, care for the sick and disabled, and support for a peaceful death. The program combines classroom learning, web-based instruction, and laboratory and clinical experiences to ensure the ability of students to put knowledge into practice.

A. PURPOSE AND OUTCOMES

BSN program curriculum outcomes *as of fall 2022*:

- Integrate knowledge from the liberal arts and sciences to enrich nursing knowledge and practice.
- Implement the nursing process to provide person-centered, holistic nursing care.
- Advance equity in all health care settings using principles of social justice, advocacy, and collaboration, both intra- and interprofessionally.
- Engage in scholarly inquiry to identify best evidence to deliver effective, innovative, and ethical nursing care.
- Incorporate quality improvement principles to promote a culture of safety.
- Coordinate care that anticipates and meets the needs of diverse populations, informed by an understanding of nursing practice, health policy, and social determinants of health.
- Integrate information management and patient care technologies to provide equitable and safe care for individuals and communities.
- Use self-reflection and feedback from others to promote personal well-being, leadership capacity, and lifelong professional development.
- Develop a nursing identity guided by principles of ethics, legal responsibility, emotional intelligence, and social justice to ensure excellence in nursing practice.
- Recognize and appreciate the unique aspects of being human within person-centered nursing practice with an emphasis on equity, cultural humility, and compassion.

B. ACADEMIC POLICIES AND PROCEDURES

Progression

Sample plans of study for the traditional BSN and RN-to-BSN/MSN programs are available online. The plan of study serves as the basis for course selections and ensures the timely completion of prerequisite and corequisite courses and the successful completion of degree requirements. The traditional BSN program is normally completed in two years of full-time study, and the RN-to-BSN program is normally completed in one year of full-time study. The BSN program must be completed within five years.

As of spring 2027, BSN students are not permitted to enroll in NURS 484 and NURS 488 within the same session; these didactic courses can be taken consecutively within one semester (session 1 and session 2) but not concurrently within the same session.

The RN-to-MSN curriculum description is available online. Students in the RN-to-MSN option cannot change the plan of study or substitute undergraduate courses for graduate requirements to qualify for the BSN degree without approval from the associate dean of the baccalaureate program. Students should contact their advisor for guidance.

RN-to-MSN students are under the rules of the BSN Program until graduation from the BSN program. A minimum 3.0 GPA is required to start the graduate plan of study.

Course Descriptions

Descriptions of all courses—both undergraduate and graduate—are listed in the UMSON Course Catalog (log in to SURFS).

Independent Study (NURS 419)

Independent study (see the previous description in section C. Enrollment under III. Policies and Procedures) provides an opportunity for students to take increased responsibility for planning and directing their own learning. Independent study credits may be used to satisfy the elective requirements of the traditional BSN or RN-to-BSN/MS courses of study. NURS 419 may be taken for one to three credits. It may or may not include a clinical component. For didactic content, 15 hours of student time are required for each credit of independent study. For a clinical component, students must complete 45 hours of clinical time for each credit of independent study.

The student and faculty member who guides the independent study must establish mutually agreed upon objectives and evaluation criteria. An independent study contract is signed by the student and the faculty member and must be approved by the student's advisor and the associate dean for the baccalaureate program and forwarded to the Office of Student and Academic Services (OSAS) before the student can register for NURS 419. Copies are retained in the student's permanent file in OSAS.
Students undertaking independent study must submit written reports to the faculty member of record for the independent study. The report may take the form of a log, periodic assessment of the experience, written summary, review of literature, or description of the project. At the completion of the independent study, students meet with their faculty advisors for a final evaluation. The faculty advisor submits a grade when the student is deemed to have satisfactorily completed the independent study objectives. Independent studies may not extend beyond the semester of enrollment.

Option to Audit Graduate Courses

UMSON undergraduate students who have a cumulative GPA of at least 3.0 may audit graduate-level courses with written approval from the course instructor, advisor, and associate deans for the master's and DNP programs. If the course is offered at another institution or UMB school, their approval is also required. Enrollment in a graduate-level course does not in any way imply subsequent School of Graduate Studies or UMSON approval for credit toward a graduate degree at UMB. Graduate-level tuition and fees apply. Students are responsible for additional costs.

Required Progression Testing and Evaluation for BSN Students

UMSON conducts regular reviews to evaluate student performance in selected courses and on standardized testing to promote student success on the NCLEX-RN. The standardized testing occurs during selected courses and includes a comprehensive assessment in the final semester of the program to determine overall readiness for the NCLEX-RN. Students who earn a course grade below 80% in selected courses or who earn an inadequate rating on the standardized testing may be required to take specific courses to satisfy their elective credits. They may also be assigned additional resources that must be completed before UMSON will verify that they are eligible to take the NCLEX-RN.

UMSON conducts standardized progression testing to evaluate student performance and program effectiveness that allows benchmarking with similar programs and national standards. Test results are used to assess student performance and promote student success on the NCLEX-RN. The standardized tests program requirement includes testing after finishing selected courses and a comprehensive assessment testing in the final semester of the program to determine overall readiness for the NCLEX-RN. Students who do not perform satisfactorily on this test may be assigned additional work to improve their academic success.

Special Students

UMSON maintains dual admission programs with select community colleges for the RN-to-BSN program. Students dually admitted, who take courses at UMSON while completing their associate degree in nursing at a partnership community college, are coded as “special students.” Special students are subject to all policies including the Code of Conduct, technical standards, UMB policies, and professional conduct. In addition, the following policies apply:

- If a special student is unsuccessful after the second attempt in a course, they must meet with the associate director of the baccalaureate program to determine if they can remain as a special student and continue in the dual admission.
- Achieve a minimum 2.5 GPA after six credits. Special students must meet with the associate dean of the baccalaureate program to determine their ability to continue if they do not meet the 2.5 GPA after six credits.
- In the event of a failing grade, the student must meet with the associate dean of the baccalaureate program to determine their ability to continue. Two failing grades result in a discontinuation as a special student and recension of admission in the RN-to-BSN program.

To matriculate as a RN-to-BSN special student, the student must meet all the admission criteria as outlined on the UMSON website and possess an unrestricted RN license by the end of the first semester in the RN-to-BSN program.

Advisement and Registration

General information concerning advisement and registration is provided in the preceding sections of this handbook. Advisors may post hours they are available—in their offices or by phone—for student appointments. All BSN students are encouraged to meet with their advisors in person, by phone, via email, or group sessions during the published pre-registration advisement period before each term.

Working with an Advisor

The general guidelines listed below should be followed throughout the year to make the advising experience a successful part of the UMSON program.

A student should see an advisor to:

- Create plan of study in Degree Works and modify if necessary.
- Discuss any problems that affect academic performance.
- Select courses for the upcoming semester.
- Seek advice about adding or dropping courses, completing plan of study, withdrawing, etc.
- Discuss academic progress and how services in the Student Success Center can support the student.
- Review progress toward completion of BSN degree requirements.
- Discuss unsatisfactory academic status, such as probation or dismissal, and develop an appropriate improvement plan.
- Seek advice regarding career plans.

How to contact and meet with an advisor:

- Become familiar with your assigned advisor’s office location.
- Sign up for a mutually convenient appointment.
- Schedule career planning meetings throughout the semester.
- Call or email your advisor if you must change or cancel an appointment.

Preparing for the advising session:

- Arrive with specific questions in mind.
- Keep a file of academic records, including grade reports, transcripts from other colleges, correspondence, and petitions. Bring this file to appointments with the advisor.
- Refer to the relevant sections of this handbook for information about degree requirements and academic policies.

- Be open to suggestions for improvement concerning coursework, study habits, academic progress, work schedules, time management, etc.

Changing Advisors

Students wishing to change advisors must discuss the request with the Director, Office of Academic and Career Success.

VI. MASTER'S PROGRAMS

The master's program offers the opportunity for advanced preparation as a clinical nurse leader or as a nurse with advanced practice competency in a specialty. Master's education is intended to promote the responsibility, creativity, and self-direction that characterizes professional commitment and serves a continuing desire to learn and grow intellectually and professionally.

Students are viewed as partners in the teacher-learner dynamic and receive stimulation and support for scholarly pursuits. They are given the freedom to try new ideas, learn to apply knowledge, and develop new skills. The opportunity to articulate beliefs and ideas is gained through interaction with faculty members and other members of the academic community.

A. PURPOSE AND OUTCOMES

The MS and MSN program objectives are formulated on the 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 opportunities for students to think conceptually, apply theory and research to practice, and develop in-depth knowledge as a clinical nurse leader or in a specialized area of advanced nursing practice. The master's program prepares graduates for:

- The role of clinical nurse leader, clinical nurse specialist, advanced practice community/public health nurse, administrator, or informatician
- Expertise in generalist and specialized nursing practice
- Leadership in nursing practice, professional organizations, health care agencies, and policymaking bodies

The outcomes of the master's program provide graduates with the ability to:

- Incorporate a range of theories into nursing practice
- Adhere to ethical, legal, and regulatory mandates and professional standards for nursing practice
- Use 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 to use in practice
- Evaluate nursing care within the framework of outcomes, using findings to improve 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 and 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 is expected to reflect an internally consistent value system. Graduates are expected to

value scientific inquiry as a basis for professional practice and to seek to increase their contribution to the nursing profession.

B. ACADEMIC POLICIES AND PROCEDURES

Credit Requirements

Most specialties can be completed in three to four semesters of full-time study. The MSN-E generalist option requires full-time, continuous study over 24 months.

Advisement

Each master's student is assigned an advisor. If a student wants to change their advisor, they need to reach out to their specialty director. MSN-E students, contact the director of the Office of Academic and Career Success. If a student applies to and is accepted by a different specialty, the student is reassigned an advisor in the newly chosen specialty.

Specialty Areas

Each master's specialty requires designated core and support courses for degree completion. Detailed descriptions of the master's and postmaster's specialty areas are available online.

These specialty areas do not apply to MSN-E students.

MSN-E

The MSN-E option is for students who have a baccalaureate degree in a non-nursing field. Unlike advanced practice master's specialties, the MSN-E course of study prepares clinical generalists rather than specialists or advanced practice nurses. It provides graduate-level education and experiences that prepare new nurses to practice at the bedside and in the community.

Required Progression Testing and Evaluation for MSN-E Students

UMSON conducts standardized progression testing to evaluate student performance and program effectiveness that allows benchmarking with similar programs and national standards. Test results are used to assess student performance and promote student success on the NCLEX-RN. The standardized tests program requirement includes testing at the conclusion of selected courses and comprehensive assessment testing in the final semester of the program to determine overall readiness for the NCLEX-RN. Students who do not perform satisfactorily on this test may be assigned additional work to improve their academic success.

Progression

Sample plans of study for all MSN programs are available online. The Degree Works plan of study serves as the basis for course selections and ensures the timely completion of prerequisite and corequisite courses and the successful completion of degree requirements.

VII. DOCTOR OF NURSING PRACTICE PROGRAM

The DNP is the terminal practice degree for advanced nursing practice. It integrates advanced theoretical and clinical skills for providing leadership in evidence-based practice. This degree requires competence in translating research into practice by evaluating evidence, applying research in decision-making, and implementing viable innovations based on research findings that improve delivery of care, patient outcomes, and effective health care systems.

A. PURPOSE AND OUTCOMES

After graduating from the DNP program, students will be prepared to:

- Initiate, facilitate, and participate in collaborative efforts that influence health care outcomes with scholars, practitioners, clinicians, and policy makers from other disciplines
- Lead at the highest educational, clinical, and executive ranks
- Evaluate and apply ethically sound, culturally sensitive, evidence-based practice for the improvement of education, clinical practice, systems management, and nursing leadership
- Analyze and apply scientific knowledge and related skills for the highest level of nursing practice
- Design, implement, manage, and evaluate patient care and organizational systems

B. GENERAL REQUIREMENTS

Minimum Credits

The minimum number of credits required to receive a DNP degree is 36 credits for students who started before 2016 and 37 for students who started fall 2016 and later (DNP without specialty post-master's only). A specialty in the DNP program may require up to 92 credits. All DNP students must complete a minimum of 1,000 hours of practicum experience to complete the degree. (See section below on practicum.)

A coursework audit is completed for all newly admitted post-master's students into the DNP program. The audit identifies any courses potentially eligible for transfer or waiver into the DNP program. Students must still follow the procedure for transfer/waiver for official approval of credits. Results of an audit are final. (See the Transfer of Credit section of this handbook.) A gap analysis is completed for all post-master's students to calculate practice requirements (see below).

Gap Analysis

The gap analysis is performed by the specialty director of the DNP specialty in which the student is enrolled to determine practicum hours necessary to complete the degree or certification requirements. The gap analysis is part of the student's permanent record.

Length of Time to Complete Degree

A student must complete all program requirements:

- Within seven years following matriculation in the program for post-BSN-to-DNP and DNP with specialties post-master's
- Within five years for DNP without specialties post-master's

Grade Requirements

Students must maintain a cumulative GPA of at least 3.0 on a 4.0 scale throughout the program.

Students taking NPHY 612 must earn a minimum grade of B to pass the course; any grade below B is a failing grade. Students in the DNP Nurse Anesthesia specialty must earn a minimum grade of B in the following courses to maintain good standing: NRSG 603, 617, 670, and 675 and NURS 604, 613, 614, 615, 654, 672.

Academic Progression

Student progression is evaluated by the UMSON Office of the Registrar and Student Placements at the end of each semester. The office will notify the student, the student's advisor, the associate dean for the DNP program, and the specialty director if a student's academic status is in jeopardy. See the Academic Dismissal section of this handbook.

Continuous Registration

All DNP students must be continuously registered for the entire program based on the program plan of study from admission through graduation. Students who cannot pursue the program for a given term must apply for an academic pause before the start of the term and get approval from their advisor and the

associate dean for the DNP program. Students must be registered for credit during the term in which their DNP project is presented for final approval and their degree requirements are completed.

Plan of Study

Each student establishes a plan of study collaboratively with their faculty advisor. A current plan of study must be entered into Degree Works. Core and specialty courses must be taken sequentially as prescribed in the official plans of study. UMSON reserves the right to alter plans of study to meet credentialing requirements.

Elective Credits

Elective credits consisting of courses and practica experience are included in the plan of study to develop expertise and support the American Association of Colleges of Nursing (AACN) doctoral essentials in the student's specialty area. The electives must be at the graduate level with UMB course numbers of 600 or higher. Students are expected to take courses offered at UMSON unless a comparable course is not available. The electives must provide new content. Elective and practica experiences must be approved by the advisor.

C. DNP PROJECT

According to AACN's *Essentials of Doctoral Education of Advanced Nursing Practice*:

> "Doctoral education, whether practice or research, is distinguished by the completion of a specific project that demonstrates synthesis of the student's work and lays the groundwork for future scholarship. The final DNP project produces a tangible and deliverable academic product that is derived from the practice immersion experience and is reviewed and evaluated by an academic committee. The final DNP product documents outcomes of the student's educational experiences, provides a measurable medium for evaluating the immersion experience, and summarizes the student's growth in knowledge and expertise."

The DNP project is completed during a series of courses with the guidance of the course faculty. It provides an opportunity for the student to investigate a health care issue or problem in a practice setting. The intention of the project is for the student to explore an issue or problem that will influence outcomes for a specific population. The issue or problem is practice focused and related to direct clinical care, administration, information systems, population health, or policy. Per the AACN's *Essentials of Doctoral Education of Advanced Nursing Practice,* academic nursing education cannot be the focus of the final DNP project.

The project should focus on the completion of a scholarly effort that will facilitate the use of evidence in practice and result in an appreciable change in practice or an outcome analysis. Examples of DNP projects include a quality improvement project, translation of evidence into practice, a health care delivery innovation, a program development and evaluation, and a health care policy project. The student will work with a designated DNP project team throughout the project.

DNP project courses (NDNP 810, 811, 812, and 813) are taken consecutively and each course successfully completed in sequence. Each course will be offered just once per year. If a student has an interruption in completing the project course sequence, the student is required to take a minimum of 1 credit of NDNP 818 prior to re-enrolling in the project sequence. Students are responsible for following the independent study requirements in the student handbook. NDNP 818 is used for purposes of sustaining the current project or establishing a new project; the student is required to work with the course directors of the project courses to identify an appropriate NDNP 818 faculty member for the independent study. NDNP 818 does not replace any project course and is limited to use for project establishment/maintenance. If enrolled in NDNP 818 for project maintenance or establishment, students must successfully complete NDNP 818 before rejoining the project course sequence. Any student who fails or drops a project course must enroll and successfully complete the course at the next offering.

D. PRACTICUM/CLINICAL HOURS

Definition

Practicum infuses theory into practice through participation in DNP-level practice experiences. For students completing practicum hours at their place of employment, hours/experiences must occur outside the student's normal employment duties in the organization.

Purpose

Practicum hours are designed to provide:

- Systematic opportunities for feedback and reflection
- In-depth work/mentorship with experts from nursing as well as other disciplines
- Opportunities for meaningful student engagement within practice environments
- An opportunity to build and assimilate knowledge for advanced specialty practice at a high level of complexity
- An opportunity for further synthesis and expansion of learning
- Experience in the context within which the final DNP project is completed
- An opportunity to integrate and synthesize the essentials and specialty requirements necessary to demonstrate competency in an area of specialized nursing practice

Procedure

- DNP students must complete a minimum of 1,000 hours of post-baccalaureate nursing practice as part of a supervised academic program.
- Post-master's without specialty students will need to provide documentation from their master's program substantiating the number of practicum hours earned prior to admission by completing the Verification of Nursing Master's/Postmaster's Practicum Hours Form.
- Regardless of the number of master's and postmaster's hours completed, at least 500 hours must be completed in the DNP program to demonstrate doctoral competency.
- Students in a specialty area will need to complete all required clinical/practicum hours required to successfully meet the degree requirements and qualify for national certification.
- DNP students work with their advisors to devise a timeline for completing practice hours within individual plans of study.
- Students must get approval for practicum experiences through the practicum course faculty.
- All clinical and practicum hours must be documented in the STEPS timesheet log following directions in the individual course syllabus.

Calculating Hours Post-Master's Without Specialty

All practicum hours must be supervised by faculty and obtained through a DNP project course, NDNP 890 practicum course, or an APRN specialty or earned as part of a core or elective course. One credit of NDNP 890 is equal to 45 practicum hours. Elective courses that have clinical/practicum hours may be used to satisfy some of the practicum requirements with prior approval from the director of program. ***No credit will be given for practicum hours obtained outside of an approved course.***

Two hundred and fifty (250) practicum hours will be granted to nurses who hold or obtain a current national certification in advanced nursing practice that requires a graduate degree even if academically supervised practicum hours were not required in the graduate program. The student must provide evidence/documentation of the national certification.

Regardless, all students must complete a minimum of 500 hours during the academic program. Awarding of 250 additional hours for national certification does not apply to advanced practice nurses (e.g. CNM, CRNA, CNP, CNS), as they are awarded the maximum number of 500 hours that are required of national certification. They may not be used toward the required clinical hours that are part of an APRN specialty clinical course.

A student who follows the prescribed DNP plan of study will accrue 495 practicum hours by graduation. Five practicum hours are credited during the dissemination phase of the DNP project. Therefore, students entering the program with 500 hours will meet the mandated 1,000 hours at the conclusion of the DNP program.

Students entering the program with less than 500 clinical hours at the master's level will need to supplement hours by taking additional practicum courses (NDNP 890 or approved practicum containing elective).

E. ADVISEMENT

Each student entering the DNP program is assigned to an advisor (UMSON faculty member), who provides the student with academic counseling and an appropriate plan of study. Students are encouraged to meet with their advisor every semester before registration and as needed.

Student Responsibilities with Respect to Advisement

The student must:

- Create with their advisor a plan of study in Degree Works
- Communicate regularly with their advisor regarding academic progress, goals, and plans
- Communicate to the advisor and the associate dean of the DNP program a desire to change advisor, if indicated
- Become familiar and comply with all relevant policies and procedures for the DNP program as set forth by UMSON
- Promptly report problems that delay progress in completing the degree requirements to the director of the DNP program

F. COURSEWORK ONLY (CWO)/NON-DEGREE STUDENTS

Coursework Only (CWO) students are eligible for a maximum of two non-clinical graduate courses (500level nursing courses excluded), that are regularly open to degree-seeking graduate students and may take two additional courses after acceptance of an admission offer to a UMSON program. CWO students may not participate in the pre-registration process and cannot register until matriculating students have registered.

CWO students must follow all prerequisites rules and are enrolled only:

- If space is available in the desired course (matriculated students get priority)
- If it's a non-clinical course that accepts CWO students

Web-based courses are generally not open to CWO students until all degree-seeking students have registered. CWO students must earn an A or B in a course to receive credit toward a degree from UMSON. No more than two courses of graduate coursework, taken as a non-degree student at UMSON without an admission offer, may apply to a degree. No more than two courses taken at another regionally accredited institution may apply to a degree.

A CWO student who wishes to earn full-degree status later must submit a second application to UMSON and follow all admission policies for full-degree status applicants. CWO status does not prequalify students for full-degree status in a graduate program or guarantee admission to future graduate degree programs. If a student is accepted as a degree student, no more than four classes taken in CWO status can be counted toward a future graduate degree program.

Once a student has accepted an offer of admission to a degree program the student may take two additional courses (a total of four courses) prior to the date of program matriculation. The four courses taken as CWO may be used toward degree if part of degree course requirements.

VIII. DOCTOR OF PHILOSOPHY PROGRAM

The PhD program is designed to meet the educational needs of students who are committed to playing a significant role in the continuing discovery, amplification, and refinement of nursing knowledge.

A. PURPOSE AND OUTCOMES

The purpose of the PhD program is to prepare scholars and researchers who will advance nursing science and provide innovative leadership to the profession.

Upon graduation from the PhD program, the student will be prepared to:

- Design, conduct, analyze, and disseminate research findings to expand knowledge in nursing and related disciplines
- Initiate, facilitate, and participate in interdisciplinary research with nurses and scholars from related disciplines
- Assume leadership roles in academic and health care settings

Students are matched with faculty members from UMSON's Centers of Excellence based on their individual research interests and goals. They develop a depth of knowledge in their emphasis area through required coursework and mentored research experience, selection of supporting electives, independent study, and dissertation research.

B. GENERAL REQUIREMENTS

PhD students receive a comprehensive program guide at the beginning of the program. This guide includes specific information regarding the comprehensive examination, appointment of dissertation committee, and more.

Minimum Credits

Students must complete a minimum of 60 credits beyond the master's degree. Graduate credits earned at other institutions may be offered in partial fulfillment of the requirements for the PhD program in nursing. PhD program faculty evaluates such courses on an individual basis relative to School of Graduate Studies requirements, program requirements, and the student's plan of study.

Length of Time to Complete Requirements

A student must be admitted to candidacy **within four years** after admission to the PhD program and **at least one academic year** before the date on which the degree is to be conferred. The student must complete all program requirements **within three years following admission to candidacy**. Total time in the PhD program cannot exceed seven years. If a student requires more than the usual allotted time, the student must petition the Admission and Progression Committee and the associate dean for the PhD program for an extension.

Grade Requirements

Cumulative GPA

Students must maintain a cumulative GPA of at least 3.0 on a 4.0 scale throughout the program.

Core Course Grades

Students must earn a minimum grade of B in all core courses (NURS 802, 811, 814, 815, 816, 840, 841, 850, 851) to maintain good standing. If a student receives a grade lower than a B in a core course, they must retake the course. A course (other than independent study and dissertation research) can be attempted only twice. The second grade is the final grade, regardless of whether it is higher or lower than the first grade.
Independent study and dissertation research courses can be taken multiple times.

Student progress is evaluated at the end of each semester by the student's advisor. The advisor is responsible for notifying the associate dean for the PhD program if a student's academic status is in jeopardy.

Continuous Registration

Continuous registration of at least one credit per semester (fall and spring) must be maintained by all PhD students from admission through graduation. If the student is unable to engage in doctoral study for a given semester for health or personal reasons, a Leave of Absence Form must be completed, and approval must be obtained from their advisor, the associate dean for the PhD program, and the School of Graduate Studies. The student must be registered for credit during the term in which the dissertation defense is scheduled and degree requirements completed.

Residency

The equivalent of three years of full-time graduate study and research is the minimum (residency) required. Part-time study is available, although **full-time enrollment at UMSON during two consecutive semesters is required.**

C. PLAN OF STUDY

Each student establishes a plan of study in collaboration with their advisor and enters it into Degree Works. The plan of study constitutes a unified program within the framework of the PhD program requirements and the student's research interests and career goals. The core components of the PhD program are detailed below.:

Theory — 6 Credits

This component addresses the theoretical and conceptual basis for nursing practice and the analysis, development, and testing of theory in NURS 840 and 841. The study of key concepts in nursing and health care are included as well as the selection and integration of knowledge from nursing and other disciplines. Additional content on theory development and testing is integrated into research design courses (NURS 814 and 850) and then extended in a manner consistent with the specific focus of the student's chosen research area within the context of mentored research experiences. This approach allows for precise focusing of theoretical knowledge specific to the student's chosen research focus, which builds on the foundation of essential theory content presented in the courses required for all PhD students.

Research and Statistics — 19 Credits

This component addresses the techniques of measurement, design, and advanced data analysis essential for conducting nursing research. Students apply these techniques in developing and using measures and conducting research projects specific to their own interest. Experimental and nonexperimental research methods are addressed to provide students with a full repertoire of research skills.

NURS 850, 851, 814, and 815 provide foundational content in these areas within the first year of study and concurrently provide the knowledge base needed for research rotations and practica. Course assignments afford students learning opportunities encompassing all aspects of the research process and are driven by research that complements the practical research experiences.

NURS 811 – Measurement of Nursing Phenomena and NURS 816 – Multivariate Analysis in Social and Health Care Research, in the second year, comprise the remainder of credits in this area. Emphasis on and incorporation of theoretical links to the design courses further allows for the integration of content and learning experiences in writing and submitting grants, giving students the knowledge and skills needed to submit a National Research Service Award application or other applications for funding, as appropriate, by the end of their first year of study.

Research Experiences — 11-16 Credits

This component includes rotations and practica designed to foster a connection between students and active faculty researchers to facilitate early identification of a research area. This immersion experience is individually tailored according to learning objectives negotiated between the faculty member and student.

Four credits of research rotation are required in NURS 819. During research rotation, students can work directly with faculty mentors in mutually agreed upon research activities. NURS 819 is taken as variable credits of research experience, per week required for each credit.

Research practica (six credits of NURS 818) provides an opportunity for students to work closely with faculty members with the focus shifting to the student's research area. Mutually agreed upon objectives for learning experiences determine the content for these credits. A minimum of three credits must be taken with the student's research advisor to allow for further development of a strong research relationship between student and mentor.

The chart below summarizes the core components of the PhD program.

Course Number	Course Title	Credits
NURS 802	Research and Scholarship Seminar	1
NURS 840	Philosophy of Science and Development of Theory	3
NURS 850	Experimental Nursing Research Designs	3
NURS 851	Analysis for Experimental Nursing Research Designs	3
NURS 841	Theory and Conceptualization in Nursing Science	3
NURS 814	Design and Analysis for Non-Experimental Nursing Research	3
NURS 815	Qualitative Methods in Nursing Research	3
NURS 811	Measurement of Nursing Phenomena	3
NURS 816	Multivariate Analysis in Social and Health Care Research	4
NURS 819	Research Rotations	4
NURS 818	Research Practicum	6

In addition to the core components, all PhD students must take 12 credits of specialty electives and 12 credits of dissertation research (NURS 899).

PhD Specialty Electives—12 Credits Minimum

This component allows students to pursue an individualized plan of study that builds a specialized area of competence and supports their research interests and career goals. A portion of the elective courses is chosen from other disciplines (minimum of 3 credits) that contribute to the development of nursing

knowledge through theoretical and methodological approaches. The student can draw upon the rich resources of USM in selecting courses and learning experiences from nursing and related disciplines. Course selection is approved by the student's research advisor. Additional elective credits may be required to support the student's research area. Electives are not taken until the student has selected a research advisor and their plan of study is approved.

Dissertation Research — 12 Credits

Each student must complete an independent original research project that culminates in a written dissertation. The research must address questions of significance to the discipline of nursing. The student must complete a minimum of 12 dissertation credits (NURS 899).

D. ADVISEMENT

Qualifications of Faculty Advisors

Qualifications of faculty members who may serve as advisors are established by the School of Graduate Studies and PhD program policy. Advisors must be UMSON faculty members who are either regular or associate members of the School of Graduate Studies faculty and have expertise in the general area of the student's anticipated research interests.

Each entering student is assigned an advisor who functions as an academic advisor until the student has selected a dissertation research topic and then an appropriate research advisor to direct the research. Once selected, the research advisor assumes all advisement responsibilities, including academic advisement and direction of the dissertation research project. A five-member doctoral examination committee is designated to help monitor the dissertation research.

Research advisors must be UMSON faculty members who hold regular membership on the School of Graduate Studies faculty. The research advisor must have enough expertise to guide the student's proposed area of research. In some instances, associate members of the School of Graduate Studies faculty may co-advise PhD students.

Doctoral Examination Committee members must be members of the School of Graduate Studies faculty or be similarly qualified if they are from outside of the School of Graduate Studies. One member must hold an appointment in a department other than nursing. Members are chosen based on expertise related to the student's research and must be approved by the associate dean for the PhD program and the dean of the School of Graduate Studies at least six months prior to the dissertation defense.

Role of the Academic Advisor

The academic advisor is a vital link between the entering student and the PhD program. The advisor plays an important role in orienting the student to UMSON and the program, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience, and monitoring the student's progress in and adjustment to doctoral study. The specific responsibilities of the advisor are to:

- Ensure an active current plan of study submitted in Degree Works
- Interpret PhD program design requirements and policies for the student
- Help the student plan objectives for doctoral study and clarifying career goals
- Help the student plan their program of study in accordance with program requirements, individual research interests, and career goals
- Help the student with registration procedures
- Approve and sign all registration materials, drop-add forms, and other records
- Monitor the student's academic progress through communication and discussion with faculty who teach doctoral courses, checking grades, and meeting with the student
- Communicate the evaluation of the student's academic progress *in writing* to the student and the associate dean for the PhD program *at the end of each year*
- Maintain student records to include:

    - Annual statement of student progress (PhD program file) o Notation of special advisement consultations, phone calls, etc.
- Help the student select a dissertation research topic (general area for the research) and research advisor
- Forward the student's file to the research advisor

Role of the Research Advisor

Upon selection, the research advisor assumes the responsibilities of the academic advisor along with specific responsibilities with respect to the student's research pursuits, as follows:

- Help the student select specialty and elective courses for pursuing a unified program of study supportive of the student's interests and career goals
- In conjunction with the student, determine their readiness to take the comprehensive examination and, subject to approval by the associate dean for the PhD program, appoint a committee to administer the comprehensive examination
- Serve as a member of the committee that administers the comprehensive examination to the student
- Evaluate the student's progress toward completing candidacy requirements, complete and sign the Admission to Candidacy Form, and forward the form to the associate dean for the PhD program and the School of Graduate Studies
- Serve as chairperson of the student's doctoral examination committee
- Help the student select a doctoral examination committee
- Assume primary responsibility for guiding the student throughout the dissertation research process and completion of the dissertation, to include assistance with:
    - Selecting and defining a research topic
    - Developing a written proposal for the research project
    - Obtaining permission from the Institutional Review Board for the Protection of Human Subjects to conduct the study
    - Carrying out the research as proposed and approved
    - Developing the dissertation
- Notify the associate dean for the PhD program, in writing, when the student has successfully defended the dissertation research proposal
- Recommend to the dean of the School of Graduate Studies, via the associate dean for the PhD program, the membership for the student's Dissertation Advisory Committee and Final Oral Examination Committee six months before the dissertation defense
- Once the dissertation has been approved for defense by the student's Doctoral Examination Committee, send the certification form to the associate dean for the PhD program for signature and forwarding to the School of Graduate Studies
- Serve as the chairperson of the student's Final Oral Examination Committee
- Complete and forward the report of the Examining Committee Form to the School of Graduate Studies via the associate dean for the PhD program
- Approve and sign the final version of the dissertation

Role of the Doctoral Examination Committee

The Doctoral Examination Committee, selected on the basis of expertise relevant to the dissertation research, advises the student and ensures that the dissertation research and written dissertation are of sufficient quality to demonstrate to the general scientific community the student's competence as an independent researcher.

Responsibilities of the Committee

- Advise, and ultimately approve (when appropriate), the dissertation research plans and the written dissertation proposal; approval is based on a majority rule
- Be available to the student for consultation regarding the research and dissertation

- Read the dissertation and, when appropriate, designate that the dissertation is ready for defense. The committee's designation of the dissertation as complete and acceptable is based on a majority rule (as reflected by the signatures of at least three members on the certification form).
- Serve as members of the student's Final Oral Examination Committee
- Committee chair: Communicate all committee decisions in writing to the student and the associate dean for the PhD program.
- Serve as members of the student's Final Oral Examination Committee

Changing Advisors

Requests for a change of advisor must be addressed to the associate dean for the PhD program, who coordinates advisor reassignment. A change in research advisor (and if appropriate, Advisory Committee membership) is recommended if the substantive area of the student's research changes significantly. A change of advisor may be initiated by the advisor or the student without prejudice to either party.
A change of membership on the doctoral examination committee must be recommended by the student's research advisor and is subject to approval by the student, the associate dean for the PhD program, and (following approval of the original committee) the dean of the School of Graduate Studies. See the School of Graduate Studies policy for detailed procedures.

Student Responsibilities with Respect to Advisement

The student is responsible for:

- Creating a plan of study in Degree Works in consultation with their advisor
- Communicating regularly with their advisor regarding progress, goals, and plans
- Initiating contact with faculty members who are being considered as the research advisor
- Selecting a research advisor, in consultation with the academic advisor
- Initiating contact with faculty members who are being considered for the doctoral examination committee and Comprehensive Examination Committee
- Selecting members of the doctoral examination committee, in collaboration with the research advisor and subject to approval by the associate dean for the PhD program, prior to registering for elective and specialty courses
- Communicating with doctoral examination committee members on a regular basis (at least every six to eight weeks) regarding progress, scheduling meetings (including the defense), etc.
- Communicating a desire to change advisors to the advisor and the associate dean for the PhD program
- Understanding and following all relevant policies and procedures as set forth by the UMB School of Graduate Studies and UMSON PhD program
- Reporting problems that delay progress in completing degree requirements to the associate dean for the PhD program and, when appropriate, the dean of the School of Graduate Studies
- Requesting appropriate approval by the associate dean for the PhD program, and ultimately the School of Graduate Studies, when unusual problems have been encountered in meeting specific deadlines

IX. MARYLAND HIGHER EDUCATION COMMISSION CERTIFICATES

A. OVERVIEW

UMSON offers Maryland Higher Education Commission (MHEC)–approved certificate programs. MHEC is the State of Maryland's higher education coordinating board responsible for establishing statewide policies for Maryland public and private colleges and universities and for-profit career schools.

Certificate programs require a minimum of 12 credits that may be taken alone, which is referred to as the *stand-alone* option, or concurrently with the master's, DNP, or PhD degree programs, which is referred to as a *dual-program* option. MHEC-approved certificates are only available to students admitted since or after fall 2010.

B. APPLICATION REQUIREMENTS

Students applying to a certificate program must follow the requirements detailed below.

Dual Program Application

Students who choose to complete one of the certificate programs while simultaneously completing the master's, DNP, or PhD program must apply to the dual program. (Students in the Health Services Leadership and Management Education program cannot apply for the Teaching in Nursing and Health Professions Certificate and do not receive a Teaching Certificate as part of the master's program.) If the dual program is selected, the student must apply to both the graduate program and the certificate program. This means that the student completes two applications and pays two fees.

Application and acceptance into the certificate program must be completed at least one semester before graduation from the degree program. The applications do not have to be submitted concurrently. The application to a certificate program is a competitive process; there is no automatic admission.

International students interested in a certificate can apply only to the dual program. The application to a certificate program is a competitive process; there is no automatic admission.

Stand-Alone Option Application

Students who choose to complete a certificate program without simultaneous enrollment in the master's, DNP, or PhD program may apply to the *stand-alone* program. Applicants meet the specific requirements the certificate. International applicants cannot take a stand-alone certificate program.

C. RULES FOR CERTIFICATE PROGRAMS

All students pursuing a certificate are subject to the following:

Transfer Credit or Course Waiver

Students enrolled in a certificate program cannot transfer credits from another institution to meet the certificate requirements. A student may request a waiver of a course already completed at another institution that is required for a certificate. If the waiver of that particular course is approved by the faculty member, the student will have to take additional credits to complete the certificate. This is the same waiver policy that currently exists for degree programs.

Program Completion

A student has three years from admission to the certificate program to complete the certificate and must maintain a 3.0 GPA. Students can only take one certificate program at a time but will have three years to complete each certificate.

Students complete the coursework of the certificate plan of study and have an active current plan of study in Degree Works. For post-doctorate certificates, faculty perform a gap analysis to determine which courses are needed to meet certification. Students must complete a minimum of 12 credits; however, to meet certification requirements, some students may need to complete more than the required 12 credits. Only courses identified by faculty count toward the post-doctorate certificate. Certificate students are subject to the academic standing policies of graduate programs.

Fees

Students in a stand-alone certificate program will pay graduate-level fees for certificate programs. Students pay the fees associated with their degree program. Students should contact the Financial Aid Office regarding part- or full-time status requirements for funding.

Rules for Stand-Alone Certificate Program

- Students cannot transfer credits from another institution to meet the certificate requirements.
- Students enrolled in a stand-alone certificate program must take all courses and credits required of the certificate. No course used toward a certificate program conferred before MHEC approval (fall 2010 semester) will count toward fulfilling the certificate requirement.
- No course can be used for two different certificates.
- Students in a stand-alone certificate program will pay graduate-level fees for certificate programs.

Rules for Dual Degree Certificate Program (UMSON Students Only)

- Up to 12 credits can be shared between a certificate program and a degree program (master's, DNP, or PhD) if courses meet the degree requirements. This can only happen when:
- A certificate course is taken concurrently with a degree program
- Student accepted into a certificate program and enrolled in at least one course for that certificate program before graduation from a master's, DNP, or PhD program to apply credits from that course toward a certificate. If a student has already graduated from a degree program before enrolling in a certificate program or graduated from a certificate before enrolling in a degree program, course sharing cannot occur between the certificate and the degree.
- No course taken before MHEC approval (fall 2010 semester) will count toward fulfilling the certificate requirement.
- No transferred or waived courses can be shared between the degree and certificate programs.
- If a student is concurrently enrolled in a dual program and completes requirements for the graduate degree program, they can graduate and continue to complete the certificate (except international students). Students in a post-doctorate certificate must complete the degree prior or simultaneously with their doctorate degree. A post-doctorate certificate will not be awarded until student has finished their doctorate degree at UMSON.
- A student who begins a stand-alone certificate program and is later admitted into a graduate degree (master's, DNP, PhD) program can withdraw from the certificate program and request transfer of up to 12 credits into the degree program. If the student wishes to remain in the certificate program and receives a certificate, only up to 12 credits can be shared with the graduate program (master's, DNP, PhD). Courses must meet the plan of study for both the degree and certificate.
- Students pursuing a dual program will pay fees associated with their master's, DNP, or PhD program.
- Students enrolled in a dual program will register under the graduate program (master's, DNP, or PhD) in which they are enrolled.
- A minimum GPA of 3.0 is required to receive a certificate.
- If a student is dismissed from the degree program for any reason, then the student is also dismissed from the certificate program. Students can appeal their first dismissal for either the degree or certificate per the appeal process. See Appeal of Academic Dismissal.
- Financial aid only covers courses shared between the certificate and degree.