



**WESTERN
MICHIGAN**
UNIVERSITY

**College of Health and Human Services
Bronson School of Nursing**

MSN Degree Program

Graduate Student Handbook

2021 - 2022

**WMU Bronson School of Nursing
1903 W. Michigan Avenue
Kalamazoo, MI 49008-5345
269-387-8150**

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For easy reference to other graduate information:

The Graduate College – www.wmich.edu/grad/

Graduate Catalog – <https://wmich.edu/registrar/catalogs>

GENERAL INFORMATION

Administration, Faculty and Staff – WMU Bronson School of Nursing

Interim Director and Assoc. Professor	Lisa Singleterry, PhD, RN, CNE
Professors	Kelly D. Ackerson, PhD, RN, WHNP-BC
Associate Professors	Karen Schieman, PhD, RN Brenda Srof, PhD, RN
Assistant Professors	Elissa Allen, PhD, RN Angela Groves, PhD, RN-BC, CNE Kelley Pattison, PhD, RN Maria Roche-Dean, PhD, RN Pamela Wadsworth, PhD, RN
Master Faculty Specialists	Kristi Block, MSN, RN Wendy Kershner, MSN, RN, CPNP, AHN-BC Sally Vliem, PhD, CPNP, RN
Faculty Specialist II	Samantha Collet, MSN, RN Joanne DeWit, MSN, RN Julie Eilenberg, MSN, RN, ACNP-BC Susan Houtrouw, MNsc, RN, CNS, AHN-BC Jaime Rohr, MSN, RN-BC Dawn Smith, MSN, RN, AHN-BC Lori Van Zoeren, MSN, RN, HNB-BC
Manager Recruitment & Outreach/Advisor	Tracy Corstange, BA
Assistant Manager Recruitment & Outreach	John-Michael Duggan, BS, MA
Coordinator Nursing Clinical Operations	Samantha Collet, MSN, RN
Clinical Placement Assistant	Kristen Catalano
Administrative Assistant Senior	Nannette Morningstar
Administrative Assistant I	Catherine Kimmel

Western Michigan University – 2021-2022 Calendar
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Fall Semester 2021

August 30-31	Advising Days
September 1, Wednesday.....	Classes Begin at 8 a.m.
September 6, Monday	Labor Day Recess
October 20-22	Fall Break
November 24, Wednesday	Thanksgiving Recess (noon)
November 29, Monday	Classes Resume
December 13-16	Final Examination Week
December 16, Friday.....	BSON Pinning/Hooding Ceremony
December 18, Saturday	Semester Ends – Commencement
December 21, Tuesday	Fall Grades Due at Noon

Spring Semester 2022

January 6-7	Advising Days
January 10, Monday.....	Classes Begin at 8 a.m.
January 17, Monday.....	Dr. Martin Luther King, Jr. Day Recess, Convocation & Activities
March 4, Friday	Spirit Day – no classes
March 7-11.....	Spring Break
March 14, Monday.....	Classes Resume
April 25-28.....	Final Examination Week
April 28, Friday	BSON Pinning/Hooding Ceremony
April 30, Saturday.....	Semester Ends – Commencement
May 3, Tuesday	Spring Grades Due at Noon

Summer I Session 2022

May 9, Monday	Classes Begin at 8 a.m.
May 30, Monday	Memorial Day Recess
June 29, Wednesday	Session Ends
June 25, Saturday.....	Commencement
July 5, Tuesday	Summer I Grades Due at Noon

Summer II Session 2022

June 30, Thursday	Classes Begin at 8 a.m.
July 4, Monday	Independence Day (observed) recess
August 19, Friday	Session Ends
August 23, Tuesday.....	Summer II Grades Due at Noon

STATE BOARD APPROVAL AND ACCREDITATION

The Michigan Board of Nursing is the regulatory body that grants provisional and full approval of nursing education programs in the State of Michigan. Full approval of the WMU BSON was granted in July 2002, following provisional status prior to that time.

The WMU BSON undergraduate program is accredited through 2027 by the Commission on Collegiate Nursing Education (CCNE), 655 K Street, NW, Suite 750, Washington, DC, 20001. The CCNE is an autonomous accrediting agency. As a “specialized professional accrediting agency”, CCNE ensures the quality and integrity of baccalaureate and graduate nursing programs” (CCNE document).

The BSON MSN program is accredited by CCNE. Initial accreditation was granted in October 2008. We received re-accreditation in fall 2013 that continues until 2023. Graduates who complete the nurse educator area of study are eligible to sit for the National League for Nursing certification examination for nurse educators (CNE).

WESTERN MICHIGAN UNIVERSITY

It is the policy and commitment of Western Michigan University not to discriminate on the basis of race, gender, age, color, national origin, height, weight, marital status, sexual orientation, religion, handicap or Veteran status in its educational programs, activities, admissions, or employment practices in accordance with Title VII of the Civil Rights Act of 1964, Title IX of the 1972 Education Amendments, Executive Order 11246 as amended, Section 504 of the Rehabilitation Act of 1973, and all other pertinent State and Federal regulations.

***In order to maintain the quality and integrity of the nursing program,
the WMU BSON reserves the right to update and/or revise school policies***

The Western Michigan University (WMU) Bronson School of Nursing (BSON)

Western Michigan University opened its Bachelors of Science in Nursing (BSN) program in 1994. This was the result of several years of planning and collaboration by University and community leaders. The school was founded based on the need for baccalaureate prepared nursing professionals as articulated by local and national nursing leaders. Similarly, based on community and regional needs for nurse leaders/managers and nurse educators, the first cohort in the Master of Science in Nursing (MSN) program began their studies in fall 2006 and graduated in December 2008.

The WMU BSON, located within the College of Health and Human Services at Western Michigan University, offers the Bachelor of Science in Nursing (BSN) and Master of Science in Nursing (MSN) degrees. The WMU BSON also offers the Interdisciplinary Teacher Education Program (ITEP).

The WMU BSON seeks to prepare thoughtful, professional nurses who possess the skills, knowledge, and values necessary to deliver quality health care in this century. The faculty believe that the long-standing social contract between nursing and society conveys an understanding that community needs direct nursing services, that nurses develop partnerships with clients and other health care providers to promote holistic health care, and that caring is intrinsic to nursing. The undergraduate and graduate programs emphasize the development of critical thinking, knowledge, skills and behaviors essential for the scope of clinical judgment and leadership that distinguishes the practice of a professional nurse. Concepts of patterning, holism, caring, service to vulnerable groups, and partnership are emphasized throughout the undergraduate and graduate programs.

The Mission

In harmony with WMU's and the College of Health and Human Services' mission statements, the BSON is dedicated to meeting the holistic care needs of diverse individuals, groups, and communities at local, state, national, and global levels, through teaching, scholarly inquiry, and service with the community. It is also committed to educating professional nurses who provide competent, relationship-based care, actively participate in the development and application of research, and assume leadership roles in evolving health care contexts.

The Vision

To be the pre-eminent Michigan school of nursing that provides leadership in health care and is a first choice for a diverse pool of state, national and international students.

The Philosophy of the Bronson School of Nursing

Beliefs about Teaching and Learning

We believe that nursing students are adult learners, responsible for assessing their own learning needs, for seeking and using educational opportunities, and for preparing themselves to engage in a lifelong pursuit of learning and self-development.

We believe that faculty members are responsible for facilitating learning through creation of an environment that fosters thoughtful exchange of ideas, critical thinking, guided experience with new concepts and skills, and opportunities for self-development.

We believe that the development of the professional nurse requires general education in the sciences, arts and humanities as well as content specific to the discipline of nursing.

Beliefs about the Practice of Nursing

We believe that the practice of nursing includes a broad range of activities, including direct patient care, research, administration, interdisciplinary collaboration, education, and setting the health policy agenda.

We believe that nursing practice is evidenced based (standards of practice) in order to provide the highest quality of care possible.

We believe nursing care is holistic, respecting the spiritual, cultural, physiological, and psychosocial dimensions of each client.

We believe that nursing services should add value to the lives of clients without unnecessary cost.

We believe nursing care is relationship-based and values diversity.

Beliefs about the Profession of Nursing

We believe that nursing is grounded in the ethical codes of the profession.

We value the autonomy of nursing as a discipline, including setting standards of practice, codes of moral behavior, and guidelines for educational programs.

We believe that nursing has a social contract with the community that is responsive to the needs of the community and based on partnerships that work together to make the community healthier.

Beliefs about Graduate Education in Nursing

Faculty members in the WMU BSON believe that graduate education builds upon the foundation provided at the undergraduate level. Graduate education is characterized by increased depth and breadth of knowledge necessary for the practice of advanced professional nursing.

Faculty members believe that advanced professional nursing involves the integration of knowledge of systems, roles, culture, ethics, health care policy, health care finance, research methods, and leadership to promote health and well-being of populations of interest. Faculty members conceptualize advanced professional nursing as a role in which the nurse either designs/manages health care services or the educational processes that prepare future nurses within varying contexts and cultures.

Faculty members further believe that advanced professional nurses analyze and synthesize knowledge for expert decision-making, leadership, and the advancement of the profession of nursing. Additionally, the advanced professional nurse comprehends the historical, ethical, and

theoretical foundations of the profession and the discipline of nursing.

Faculty members believe that the graduate student must be exposed to faculty who will stimulate professional development and leadership qualities using a variety of teaching and learning strategies. We further believe that an emphasis on interdisciplinary collaboration and relationship-based interactions facilitates the development of the advanced professional nurse.

The WMU nursing faculty believe that the master's level of education for advanced professional nursing should result in the degree, Master of Science in Nursing (MSN). The MSN reflects nursing as a discipline with substantive content and knowledge.

Program and Faculty Goals

The WMU BSON accepts its responsibility to make higher education in nursing accessible to a diverse student body of both prospective and practicing nurses.

The faculty of the WMU BSON accepts its responsibility to expand and disseminate nursing's body of knowledge through ongoing research, clinical practice and educational programs.

The faculty of the WMU BSON accepts its responsibility to contribute to the development of nursing nationally and internationally.

The WMU BSON MSN Program

Purpose of the MSN Program

The purpose of the MSN program is to prepare nurses with advanced education in the discipline of nursing. The program is designed to provide a sequential plan of study that leads to nursing practice in a specialized role. WMU's Bronson School of Nursing MSN program is an accredited degree program that will provide the path to a graduate degree in one of three concentrations: nurse educator, addiction, or gerontology.

MSN Program Outcomes

MSN Graduate Program Outcomes (adapted from AACN Essentials of Master's Education in Nursing, March 21, 2011)

- Integrate scientific findings from nursing biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing practice across diverse settings.
- Demonstrate leadership skills that emphasize ethical and critical decision-making, effective working relationships, and a systems perspective.
- Use the methods, tools, performance measures and standards related to quality, as well as apply quality principles within an organization.
- Demonstrate the ability to apply research outcomes within the practice setting, resolve practice problems, work as a change agent, and disseminate results.
- Use patient-care technologies to deliver and enhance care and use communication technologies to integrate and coordinate care.
- Demonstrate the ability to intervene at the system level through the policy development process and employ advocacy strategies to influence health and health care.

- Engage as a member and leader of interprofessional teams, communicate, collaborate, and consult with other health professionals to manage and coordinate care.
- Applies patient-centered and culturally responsive evidence-based strategies in the delivery of clinical prevention and health promotion interventions and/or services to individuals, families, communities, and aggregates/clinical populations.

Overview of the Curriculum

The MSN program is designed to address advanced professional nursing for the 21st century. It consists of 8 core courses and 4 specialty courses in one of three concentrations (nurse educator, addiction or gerontology) in the student's chosen area of study, for a total of 12 courses or 36 graduate semester credits (see program of study chart). The program of study is offered over 7 semesters.

MSN Program of Study

Course Categories	Course Numbers/Titles/Credits
MSN Core Courses (24 credits)	NUR 5010: Advanced Pathophysiology (3) NUR 5020: Advanced Physical Assessment (3) NUR 5030: Advanced Pharmacology (3) NUR 5300: Theoretical Foundations of Nursing Practice (3) NUR 6320: Health Policy and Advocacy (3) NUR 6400: Professional Inquiry: Qualitative & Quantitative Methods (3) NUR 6410: Methods for Measuring Quality in Health & Education Systems (3) NUR 6420: Quality and Safety in Promoting Health (3)
Nurse Educator Concentration (12 credits)	NUR 6600: Curriculum & Teaching of Theory in Health Disciplines (3) NUR 6610: Clinical Teaching & Evaluation in Health Disciplines (3) NUR 6620: The Scholarship of Teaching in a Clinical Discipline (3) NUR 6630: Practicum in Teaching (3)
Addiction Concentration (12 Credits)	Select three ADA courses from the following: ADA 6060: Causes of Substance Abuse (3) ADA 6110: Physical Aspects of Addictive Drugs (3) ADA 6115: Applied Neuropsychopharmacology of Addictive Drugs (3) ADA 6330: Diversity and Ethical Issues in Addictions (3) ADA 6340: Recovery of Oriented Systems of Care (3) ADA 6400: Co-Occurring Disorders and Addictions (3) ADA 6410: Addiction in Family Systems (3) NUR 6640: Field Practicum (3)
Gerontology Concentration (12 Credits)	GRN 6700: The Study of Human Aging (3) GRN 6800: Global issues and Cultural Perspectives on Aging (3) GRN 6810: Aging Health and Social Services (3) NUR 6640: Field Practicum (3)
36 Credits	

Graduate Nursing Course Descriptions

Core Courses

NUR 5010: Advanced Pathophysiology (3)

This course focuses on pathophysiological processes across the lifespan and the development of clinical reasoning skills that distinguish the relationships between normal physiology and specific system alterations produced by injury and disease. Particular attention will be given to etiology, pathogenesis, and clinical manifestations of major health problems, taking into consideration developmental and environmental influences. Open to upperclassman and graduate students.

Prerequisite: Students outside of nursing must secure permission of Instructor.

NUR 5020: Advanced Physical Assessment (3)

This course focuses on the study of advanced clinical assessment and reasoning skills through the lifespan with emphasis on differentiating normal from abnormal findings in the domains of physical, psychosocial, behavioral, and genetic assessments. Students will practice age-appropriate developmental screening and deliver anticipatory guidance for health promotion and management in illness and disease prevention. Students refine and strengthen increasingly complex skills in listening, history taking, screening, documentation, and clinical reasoning. It is expected that students will provide fair, inclusive, and respectful treatment of all people, while self-monitoring for personal biases and stereotypes. Open to upperclassman and graduate students.

NUR 5030: Advanced Pharmacology (3)

This course focuses on clinical uses and application of advanced pharmacology and pharmacotherapeutics for common disease conditions encountered across the lifespan and different care settings. Pharmacological mechanisms, drug interactions, side effects and contraindications are presented as a basis for clinical judgment and management of patients. Principles of altered pharmacodynamics relative to age, race, and ethnic groups are covered. Cost/benefit and legal aspects of pharmacological interventions are addressed. Open to upperclassman and graduate students.

Prerequisite: Students outside of nursing must secure permission of Instructor.

NUR 5300: Theoretical Foundations of Nursing Practice (3)

This course focuses on the theoretical foundations of nursing practice. The relationship of nursing practice and relevant theories is considered within historical and social context. Students will develop the foundation of a personal philosophy of nursing and health care.

Prerequisites: Admission to the Masters of Science in Nursing program or instructor approval.

NUR 6320 Health Policy and Advocacy (3)

This course is designed to provide students with an understanding of the health policy process and analysis relevant to the three main thrusts of policy cost, quality and access. Students will consider the political, social, economic, and population factors that influence this process in addition to strategies for client advocacy. Open to graduate students only.

Prerequisite: Graduate standing in a program of healthcare or instructor approval.

NUR 6400: Professional Inquiry: Qualitative & Quantitative Methods (3)

This course focuses on qualitative and quantitative methods of nursing inquiry and builds upon the foundations of research critique and evidence for informed practice studied at the baccalaureate level. Students will engage in critical analysis of research methods useful for evidence-based practice to improve quality and safety in nursing and health care. Open to Graduate students only. Restricted to Masters of

Science in Nursing.

Prerequisite: NUR 5300 or instructor approval.

NUR 6410: Methods for Measuring Quality in Health & Education Systems (3)

This course analyzes measurement theory and its implications for research, quality improvement, program evaluation and evidence-based practice in health care systems and educational institutions. The course will include an introduction to data analysis that can be implemented in measuring quality and safety in nursing care, education, and health care systems. Open to Graduate students only. Restricted to Masters of Science in Nursing.

Prerequisites: NUR 5300 and NUR 6400; or instructor approval.

NUR 6420: Quality and Safety in Promoting Health (3)

This course examines principles and practice of quality and safety in the delivery of health care. Focus is on the models and strategies used to support a culture of safety and improved quality of care to promote optimal health.

Prerequisites: Admission into the Masters of Science in Nursing program, or instructor approval.

Concentration Courses:

Nurse Educator

NUR 6600: Curriculum & Teaching of Theory in Health Disciplines (3)

This course is designed to provide experienced health professionals with the theoretical and practical aspects of teaching and evaluation of adult learner performance in practice settings. The theories and principles of teaching and learning related to adults explored in NUR 6600 provide the theoretical foundations, with application to the practice setting. This course provides practical experience in clinical teaching under the guidance of a mentor teacher.

Prerequisites: Admission to the Masters of Science in Nursing program, or instructor approval

NUR 6610: Clinical Teaching & Evaluation in Health Disciplines (3)

This course is designed to provide experienced health professionals with the theoretical and practical aspects of teaching and evaluation of adult learner performance in practice settings. The theories and principles of teaching and learning related to adults explored in NUR 6600 provide the theoretical foundations, with application to the practice setting. This course provides practical experience in clinical teaching under the guidance of a mentor teacher.

Prerequisites: NUR 6600 or consent of instructor.

NUR 6620: The Scholarship of Teaching in a Clinical Discipline (3)

The Scholarship of Teaching in a Clinical Discipline This course is designed to provide health professionals with exposure to the scholarship of teaching and what it means to function in academic or clinical settings. Restricted to Masters of Science in Nursing or instructor approval.

Prerequisite: NUR 6600.

NUR 6630: Practicum in Teaching (3)

This course is a mentored teaching practicum in the content area and site agreed by the graduate student and the course faculty, and includes 90 hours of practice. The practicum offers the learner an opportunity to develop, implement, and evaluate a teaching/course plan and assist with clinical supervision of students based on the principles of teaching and learning and curriculum

development acquired in the prerequisite courses. Open to graduate students only. Restricted to Masters of Science in Nursing only.

Prerequisites: NUR 6600, NUR 6610, NUR 6620.

Addiction

NUR 6640 Field Practicum (3)

This course includes 135 practicum hours (90 practice and 45 project development), and offers students an opportunity to apply newly developed skills and relate theoretical content, as presented in core and specialty courses, to real practice situations. Students will create or expand on current research or planning with a clinical or community organization. This might include needs assessment, evaluation, and comparison of interventions. Open to graduate students only. Restricted to Master's in Nursing.

Prerequisite: Admission to the Masters of Science in Nursing program, or instructor approval.

Select 3 Substance Abuse (ADA) courses from the following:

ADA 6060: Causes of Substance Abuse (3)

This course will examine the three major theories that explain the causes of psychoactive substance use: the biological, psychological, and sociological. The historical responses of society to substance use such as strategies including control, prevention, intervention, and treatment will be outlined and the research of various epidemiologic patterns and social correlates of substance use will also be studied.

ADA 6110: Physical Aspects of Addictive Drugs (3)

This course will have students examine the neurobiology of the addiction process, treatment of cognitive deficiencies, and mental and medical health conditions that may mimic or co-exist with substance abuse disorders. Current literature will be utilized in order to address medical and pharmacological interventions and treatment.

ADA 6115: Applied Neuropsychopharmacology of Addictive Drugs (3)

The intent of this course is to provide students with an advanced understanding of the physiological and behavioral processes involved in psychoactive substance use, misuse, and addiction. An emphasis will be placed on the major and minor classifications, biology, and pharmacology of commonly abused legal and illegal psychoactive substances. The course will include a history of drug use, drug metabolism, dependence, withdrawal, and practice and policy application for recovery, prevention and treatment.

ADA 6330: Diversity and Ethical Issues in Addictions (3)

This course will examine the social, political, economic, and cultural context in which substance abuse exists, including risk and resiliency factors of individuals and groups. Multicultural and ethical issues will be addressed in regard to strategies for prevention, treatment, and recovery and students will be expected to participate in self-exploration of their beliefs, values and behaviors.

ADA 6340: Recovery of Oriented Systems of Care (3)

This course will examine the understanding that recovery from substance abuse and dependency is a process of change which occurs within a systemic model of care that includes prevention, intervention, treatment, and management of substance use disorders. Students will have exposure to various substance abuse screening and assessment

instruments, counseling strategies, and treatment modalities in order to assess, treat, and refer to the appropriate service providers along the continuum of care. This course will also provide students with an understanding of the ethical codes related to substance abuse counseling.

ADA 6400: Co-Occurring Disorders and Addictions (3)

The course will instruct students on how to screen for co-occurring disorders with various assessment tools, address each diagnosis in a comprehensive treatment approach, and assist them in developing skills to deliver supportive, appropriate treatment services for clients with more than one disorder.

ADA 6410: Addiction in Family Systems (3)

This course will examine how substance use disorders affect family members, couples, and significant others as well as how they impact and influence the user. In addition, the models of diagnosis, assessment tools, and methods of intervention for these groups will be identified and discussed. Strategies and behaviors that family members, couples, and significant others must adopt in order to assist in sustaining recovery and healthy relationships will be outlined.

Gerontology

NUR 6640 Field Practicum (3)

This course includes 135 practicum hours (90 practice and 45 project development), and offers students an opportunity to apply newly developed skills and relate theoretical content, as presented in core and specialty courses, to real practice situations. Students will create or expand on current research or planning with a clinical or community organization. This might include needs assessment, evaluation, and comparison of interventions. Open to graduate students only. Restricted to Master's in Nursing.

Prerequisite: Admission to the Masters of Science in Nursing program, or instructor approval.

GRN 6700: The Study of Human Aging (3)

This course addresses research methods and results related to the biology, psychology and sociology of human aging. The course includes research methods, health changes, positive aging, disease, and diversity in later life.

GRN 6800: Global Issues and Cultural Perspectives on Aging (3)

This course focuses on the emerging ideas and new paradigms for the aging process worldwide. The central idea will be focused on different perceptions of aging in different regions and within regions. This course will address health, wellness, illness, and images of aging. Students will compare and contrast disease and health opportunities worldwide and explore the questions related to adult development and creating a more positive later life. This course will include development of skills to communicate effectively with all older adults.

GRN 6810: Aging Health and Social Services (3)

This course describes the U.S. Aging Network and other services available to support elders in the community. This course also describes the health care environment in the U.S. and other countries. Students will examine current research on evidence-based interventions and effective skills for interacting with older adults and their families. It will include emphasis on diversity while addressing access to health care and evaluating public policy.

**Western Michigan University
Bronson School of Nursing
Master of Science in Nursing Program**

MSN Sample Plan of Study (course sequence subject to change)

Term 1 (Fall 2019)		
	NUR 5010 Advanced Pathophysiology	3
	NUR 5300 Theoretical Foundations of Nursing Practice	3
Term 2 (Spring 2020)		
	NUR 5020 Advanced Physical Assessment (45 clinical hours-online program)	3
	NUR 6400 Professional Inquiry: Qualitative & Quantitative Methods	3
Term 3 (Summer I 2020)		
	NUR 6410 Methods for Measuring Quality in Health & Education Systems	3
Term 4 (Fall 2020)		
	NUR 5030 Advanced Pharmacology	3
	1 st Concentration Course	3
Term 5 (Spring 2021)		
	NUR 6420 Quality and Safety in Promoting Health (35-45 clinical hours)	3
	2 nd Concentration Course	3
Term 6 (Summer I 2021)		
	NUR 6320 Health Policy and Advocacy	3
Term 7 (Fall 2021)		
	3 rd Concentration Course	3
	NUR 6630: Practicum in Teaching	3
	** or **	
	NUR 6640 Field Practicum	3

Note: This plan of study is based on full-time study as defined by Western Michigan University of six (6) graduate credits fall and spring semesters. Therefore, all students would be considered full-time. Master's Nursing students are not required to complete a capstone project or thesis for graduation.

Computer Requirements

WMU online courses require access to broadband Internet access.

COMPONENT	REQUIREMENTS
Operating Systems	<ul style="list-style-type: none">• Windows (current release)• Mac OS (current release)
Laptop Hardware	<ul style="list-style-type: none">• Processor: Intel Core i3-3xxx or equivalent (Intel Core i5-6xxx or equivalent recommended)• RAM: 4GB (8GB or more recommended)• HD: 250GB (Solid State optional)• Monitor/Screen: 1280x800 or higher resolution• Built-in WIFI (802.11 ac/g/n)• Webcam
Software	<ul style="list-style-type: none">• Microsoft Office Suite 2016 (or compatible Office Suite) – Office 2016 365 is available to download for free for WMU students at https://helphub.wmich.edu/hc/en-us/articles/360046604991• Adobe Acrobat Reader• Chrome or Firefox Web Browser• Antivirus Software (current release)

Note: Students should be able to perform basic computing tasks, such as performing internet searches, uploading and downloading documents and using email. Students should also have a basic level of proficiency using Microsoft Word, PowerPoint, and Excel.

State Authorization

The MSN program includes clinical experiences. Students, who want to do their clinical experience outside the State of Michigan, should email the Graduate Program Coordinator and stateauthorization@wmich.edu and indicate the state in which they would like to do their clinical experience. The WMU BSON will need to verify WMU's ability to participate in such activities before students make their out-of-state clinical experience arrangements.

Clinical Placement Sites and Preceptor/Mentors

Students will arrange their own clinical placement sites and preceptor/mentors. Site and preceptor/mentor information must be submitted to the BSON for approval before a student's clinical work can begin. If the student is experiencing difficulty with finding an appropriate site and/or preceptor/mentor, faculty will assist. Before students can begin their clinical experience, an affiliation agreement **must** be in place between the site and WMU BSON. Although WMU Bronson School of Nursing has affiliation agreements with several institutions throughout Michigan, there are many institutions where no affiliation agreement exists. Affiliation agreements are required between clinical sites and WMU for any student's clinical experience and must be signed by both parties before a student can start their clinical experience. Faculty must

also approve clinical mentors.

Faculty members are responsible for assessing the appropriateness of the clinical practice experience, including, but not limited to, mentor qualifications. Students should begin clinical site arrangements one (1) year in advance of their clinical courses. If an affiliation agreement is not already in place, obtaining an affiliation agreement is time consuming and can take several months to obtain. If a student delays finding a clinical site and obtaining approval, then the student will be required to use a site BSON has an established affiliation agreement with, possibly necessitating travel.

Some agencies use clinical rotation matching and placement platform support services such as ACEMAPP or Clinician Nexus. Once a student selects the institution where they plan on conducting their clinical requirements, the Clinical Placement Assistant will determine if the institution uses an agency for clinical placements. Once determined, the student will be notified through WMU email. Students will then be required to complete the necessary information in the platform in order for clinical placement to occur. There is a user cost to ACEMAPP which will be paid by WMU BSON.

Once the student selects the institution where they will be conducting their NUR 6420 Quality and Safety project, outside of extenuating circumstances, no changes can be made unless the BSON already has an affiliation agreement with the new institution.

Clinical questions should be directed to Kristen Catalano, Clinical Placement Assistant, 269-387-8155.

Student Portfolio

Each cohort of students will have a dedicated Elearning Portfolio site where identified projects and papers are to be uploaded. If the student receives a B or better on their project/paper, they will receive an Award. The Award will also need to be uploaded along with the project/paper. The specific course assignments are connected to program evaluation. It is the students' responsibility to upload the *final* assignment and Award (if received) to the Elearning Portfolio Dropbox in the designated folder in order to receive their final grade for the course. If the required content is not uploaded in the designated area by the end of the semester of that identified course, the student will receive an Incomplete. The Elearning Portfolio assignments will be addressed in the syllabi of the courses identified for program evaluation.

Student Communication Responsibility

Student communication responsibilities include:

- Attend to University email at least twice weekly.
- Respond to program and faculty emails promptly (within 3-4 days).
- Students with repeated non-response to program/faculty emails may jeopardize their opportunity for clinical placements in the desired semester, which may mean they are not able to take a course.
- Students with repeated non-response to program/faculty emails may be placed on Academic Warning or an Academic Performance Contract.

Student Guidelines for All Written Work

APA Writing Style Expectations

All MSN students must have adequate writing skills to communicate content in a professional and concise manner. MSN students must be proficient in their written presentations including strategies for developing ideas, citing scholarly references, writing style, wording, phrasing, and using language conventions. The Publication Manual of the American Psychological Association (APA) is a required book for every BSN graduate student. Students must follow APA guidelines, including sufficient references to support their ideas in assignments. Students who fail to follow the APA writing style may receive a failing grade for the assignment and/or class.

Students should refer to each course syllabus for specific assignment detail, but there are overall writing and APA style expectations. Writing assignments will be structurally intact with appropriate grammar, sentence and paragraph composition, spelling, punctuation, and logical, clear writing development. In master level courses, students are expected to meet minimal APA style expectations and improve their APA style with faculty assistance. However, meeting the APA style requirements are the students' responsibility and if students continue to make the same mistakes after faculty guidance, grades may be affected.

Minimal APA Paper Expectations Graduate Level Courses

- a. **Page Format: Title page:** Correct placement of page header, title of paper, name of student, department and university name, course name and number, instructor, and date.
Subsequent pages: Pagination, page headers, and margins correct on subsequent pages.
- b. **References within Body of Paper:** correct use of author(s) name and date. Correct ampersand use (ampersand within parentheses; 'and' outside). Secondary sources cited correctly (as cited in...). Refer to authors, not titles, in review of literature; 'et al' rule based on current edition of APA;
 1. **Quoted Material should be limited:** Accurate referencing of direct quotes within the paper (include page number and quotations, along with author(s) and date).
 2. **Paraphrased material is preferred:** Using your own words, not just substitution of synonyms, to summarize and synthesize ideas from one or more sources. Include citations of the original work. <https://apastyle.apa.org/style-grammar-guidelines/citations/paraphrasing>
- d. **Reference Page:** 100% accuracy on reference page of books, journal, and electronic sources. Alphabetized, ampersand as appropriate, year in correct place; title and volume italicized; capitalization of first word title/subtitle; correct capitalization. Correct URL address and retrieval date that leads reader to correct site.
- e. **Reference inclusion and non-inclusion:** Authors in text of paper and reference list exactly matched; non-inclusion of sources such as personal communication, references cited in text of paper.

Graduate Student Policies

Please note: All policies and procedures set forth by the WMU Graduate College (College: www.wmich.edu/grad/) and the most current Graduate Catalog (Catalog: <https://wmich.edu/registrar/catalogs>) must be known and followed by students enrolled in the BSON Master's Program. Following are an expansion of these policies, including specific details relating to graduate nursing students.

Advising

Academic advising is a partnership shared by the student and the Graduate Program Coordinator. It is wise for students to keep a portfolio that contains their individual program of study, clinical area of choice, and selected area of study requirements.

The Graduate Program Coordinator will work with the student to coordinate the graduate course requirements and faculty support throughout the program.

Selection of area of study

Graduate students can choose from three concentration areas of study: nurse educator, addiction, or gerontology. While students are completing their core courses, students can opt to change from one concentration to another by notifying, in writing, the Graduate Program Coordinator. In addition to the required courses, students may choose elective courses to enrich their graduate study.

Transfer credits

Transfer courses from another university accredited for graduate study may not exceed 12 graduate credits of the 36 credits required for graduation and will be determined by the Graduate Program Coordinator or the Director. Courses transferred must have earned a grade of "B" (3.0) or better.

Registration status

The graduate student is expected to remain continuously enrolled in the MSN program as courses are offered until the 12 courses or 36 graduate credits are successfully completed. Most courses will be taken during fall and spring semesters. The total time allowed for completion of the master's program in nursing is 6 years in keeping with WMU Graduate Advising Handbook policy. Leave of absences and withdrawal from the program are possible options that may be discussed as needed. A fulltime graduate course load is 6 credits in the fall and 6 in the spring semesters.

Academic Progression & Probationary Status

- A. Graduate students are advised to follow the prescribed sequence of courses where specified. Any exceptions must be approved by the Graduate Program Coordinator and/or MSN Committee.
- B. An individual course grade of "B" (3.0) or better is required for all nursing courses.
- C. To progress through the Graduate College, the student must achieve a cumulative grade point average (GPA) of 3.0 or better in each semester.
- D. Students who fail to achieve a "B" (3.0) or better in a graduate course may be required to retake the course prior to progressing in the graduate program. Graduate students

whose cumulative GPA drops below 3.0 in a given semester will be placed on academic probation. In addition, the MSN Committee may dismiss a student from the program.

- E. The student, if allowed to continue in the program by the MSN Committee, must obtain grades in the following semester that result in a cumulative GPA of at least a 3.0 or better.
- F. Students who fail to regain a cumulative GPA of 3.0 or better in the following semester will be dismissed from the program.

Required Documents

myRecordTracker

The BSON Coordinator of Nursing Clinical Operations will set up a “myRecordTracker” account with Certiphi for each MSN student during their first fall semester in the program. Once this account is established, students will receive an invitation from “myRecordTracker” to complete their identifying information and then can immediately start uploading all required documents. All required documents must be uploaded on or before December 1 in their first semester/year of the program. If all required documents are not uploaded, the student risks dismissal from the program. *It is the student’s responsibility for keeping all documents updated.* The following are the required documents:

- Statement of Good Health
- Student Information Release Authorization
- Valid Nursing license
- Proof of immunizations or titers
- Proof of BLS for the Healthcare Provider (AHA)
- Approved facility HIPAA and OSHA documents
- Criminal background check (see below information)
- Drug testing results (see below information)
- Annual TB testing (PPD or IGRA)
- Infection Prevention & Control (IPC) module for COVID-19

Student Information Release Authorization

A Student Information Release Authorization document (similar to a medical release of information) is located in the “myRecordTracker” website under documents. Students will print, sign and upload the required document in order for the WMU BSON Coordinator of Nursing Clinical Operations to submit or release minimum work requirements to the clinical site.

Valid Nursing License

Graduate students in the nursing program must maintain an active nursing license. International students will be required to show evidence of current nursing licensure in their home country in addition to having a current unencumbered license to practice in one of the 50 U.S. states or territories. Verification of credentials is required before admission to the MSN program.

Immunizations

Graduate nursing students entering a health facility for their clinical experience must adhere to the requirements of that facility. **It is expected that all students will receive the immunizations required by our practice partners to attend clinical.** The following documentation must be uploaded into myRecordTracker, which is required of all students who will be enrolling in courses with a clinical component:

1. Tuberculosis Screen

Student must provide documentation that they are free of tuberculosis. A negative two-step PPD or one negative TB IGRA blood test, OR a positive screen with a negative chest x-ray, OR a history of a positive TB screen with a negative chest x-ray and treatment with appropriate anti-tubercular drugs is required. Chest x-rays are good for 5 years and must be accompanied by the WMU TB Questionnaire available on myRecordTracker in the documents section. Upon renewal, a one-step TB screening is required. If a student should convert to positive, then appropriate evaluation and treatment must be sought before the student can return to the program.

2. Influenza

Students are required to receive the influenza vaccine on a yearly basis. Students must receive a flu shot that is available after August 1st of each year. The Influenza requirement is due by October 15th of each calendar year. Note: Clinical sites may have an earlier deadline.

3. MMR – Mumps, Rubeola (American Measles), Rubella (German Measles)

Please provide a record of two injections of MMR or a positive titer result. If only negative titer is provided, then documentation of initial 2 MMR injections must be provided. Proof of 2 MMR injections is sufficient for approval regardless of negative titer.

4. TDAP

Tetanus, Diphtheria and Pertussis vaccine within the last 10 years.

5. Hepatitis B Vaccine

Students must have received three doses of Hepatitis B vaccine OR been tested for the presence of surface antibodies OR be in the process of completing the series. Provide documentation that you have received three doses of the Hepatitis B vaccine. If you undergo this immunization series now, you must also provide serologic testing that is done 1-2 months after the third dose (negative serologic results will require the Hepatitis B series to be repeated).

6. Varicella

Students must have had 2 injections of Varicella vaccine, or titer of positive Varicella serologic testing. Physician, NP, or PA confirmation of confirmed case is acceptable. If only negative titer is provided, then documentation of initial 2 varicella injections must be provided. Proof of 2 injections of Varicella vaccine is sufficient for approval regardless of negative titer.

BLS for Healthcare Providers

All students enrolled in nursing practice courses must have a valid BLS for Healthcare Provider from the American Heart Association.

Standard Precautions and Health Insurance Portability and Accountability Act

Students are required to provide written verification of understanding of Standard Precautions

and Health Insurance Portability and Accountability Act annually. Approved facility HIPAA and OSHA documents can be uploaded to myRecordTracker for approval. HIPAA and OSHA training is available on the BSON Annual Certificate on Elearning (ACE).

Criminal Background Check Policy

Pursuant to Section 20173 of the Michigan Public Health Code (<http://www.legislature.mi.gov/%28S%28zncyql1rb0m2nvhyhnp1y0iv%29%29/mileg.aspx?page=GetObject&objectname=mcl-333-20173a>) and the requirements of clinical/field placement partners, a criminal background check is required for all students to the College of Health and Human Services programs as a part of the process for placement in clinical practice sites. The criminal background check is conducted in order to verify that the individual has had no criminal convictions. These would include:

- any felony, or an attempt or conspiracy to commit a felony within 15 years immediately preceding the date of clinical privileges;
- a misdemeanor that involved abuse, neglect, assault, battery or criminal sexual conduct against anyone or fraud against a vulnerable adult or a state or federal crime that is substantially similar to such a misdemeanor, within the 10 years immediately preceding the date of clinical privileges.

Graduate students must complete a criminal background check at the beginning of the fall semester year two, and for those students who are completing their practicum at a clinical facility, will require a background check year three (beginning of fall semester). The graduate student will be required to follow the BSON process for completion of said check. Students will receive instructions to complete the criminal background check from BSON through WMU email. The background check is paid for by the BSON.

Students who have been admitted to the graduate nursing program are required to immediately inform the Director of the WMU Bronson School of Nursing if they are subsequently arrested for or convicted of any of the criminal offenses covered by the Michigan Public Health Code -- Section 20173.

Any student who has been convicted of a crime as indicated above or who is subsequently convicted of criminal offenses covered by Michigan Public Health Code 20173 will not be placed into the clinical/field placement of any course which requires such clinical/field placement, and will be removed from any such clinical/field placement if already placed. A degree will not be granted to any student who does not successfully complete all required clinical/field placements.

Criminal Background/Fingerprinting

Dependent upon where a student chooses to complete their clinical requirements, the institution may require a criminal background check and/or fingerprinting. The student would be notified through WMU email by the BSON if they have to fulfill these requirements.

Drug Screening Policy

Sites for student clinical placements are now requiring that a drug screen be completed annually as a prerequisite to placement. All drug screening will be performed by the approved WMU BSON contracted drug testing center. The urine drug screen is paid for by the Bronson School of Nursing and results will be kept in an electronic file at the designated testing center.

The instructions and forms for drug screening will be distributed through WMU email prior to the beginning of the fall semester year two and fall semester year three of the program. The drug screen must be completed before the student's first day of clinical/field placement or the student must withdraw from the course. If a student's drug screening is unacceptable to the placement site, they will not be placed into the clinical/field placement of any course which requires such placement. Further action may need to be taken regarding continuation in the WMU BSON as well.

Policy in the event of a positive drug screen

Any nursing student whose drug screening is reported to the Director of the WMU BSON as positive for amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepines, methadone, propoxyphene or methaqualones will not be able to continue in a clinical placement and must immediately withdraw from the clinical site and the corresponding course or courses for that semester.

Students wishing to reenroll should refer to the Change in Program of Study policy included in this handbook.

Reinstatement within the nursing course must include the following conditions:

- 1) Referral to and enrollment in a drug rehabilitation program approved by the BSON.
- 2) Disclosure from student's drug treatment program documenting successful progress and prognosis for long-term recovery with the health care professional's recommendation that the student may re-enter the nursing course.
- 3) Negative drug screening prior to return to the course and clinical placement.
- 4) Random negative drug screening as determined by the BSON director in consultation with the director of the approved drug treatment program.

A subsequent positive drug screen for any substance either with the same drug or any other listed drug (amphetamines, cocaine, marijuana, opiates, PCP, barbiturates, benzodiazepines, methadone, propoxyphene, methaqualones) will result in expulsion from the nursing program.

Grading System

The following grading schema will be used in the WMU Bronson School of Nursing:

<u>Percentage</u>	<u>Grade</u>	<u>Honor Points</u>
95-100	A	4.0
90-94	BA	3.5
85-89	B	3.0
80-84	CB Failing grade for graduate study	2.5
75-79	C	2.0
Below 75		0.0

Change in Program of Study

The following students must submit a Change of Program Request.

1. A student who withdraws from a nursing course in good standing, must provide in writing a request to course faculty. The university policies for withdrawal or incomplete grades will be followed.
2. If a student has been inactive in the graduate nursing program in excess of two years, the Graduate Program Coordinator will evaluate the student's request to re-enter the program.
3. Students will be granted re-entry to the MSN Program on a space and course available basis.

Applying for Graduation

An application for graduation must be filed according to the guidelines and deadlines printed in the current Western Michigan University Schedule of Classes. To be eligible for graduation with a Master of Science in Nursing degree, the student must have completed the required 36 credit hours of coursework with a minimum cumulative grade point average of 3.0. Graduation is not automatic. Approximately one year from anticipated graduation date, the application should be completed and submitted to the Registrar's office. The Registrar's office sends out email notices several times as a reminder. Please make sure to follow the directions. An application for graduation must be completed regardless of whether the student plans to attend commencement. The [Graduate Degree Application](#) can be found on the Registrar's Office website at <http://www.wmich.edu/registrar/graduation-masters>. It is the student's sole responsibility to apply for graduation.

Hooding Ceremony

Hooding of the MSN graduates is a tradition in schools of nursing. A hooding ceremony for MSN graduates is held at the same time as the BSN graduates pinning ceremony, which is scheduled the Friday evening before the WMU official graduation. A representative of the MSN graduates should be in contact with the BSON Administrative Assistant I to ensure that all aspects of the ceremony are completed. MSN graduates wear their academic robes and are hooded by the Director of the BSON and a MSN program faculty member during the ceremony.

Misconduct

- A. Graduate student conduct must meet the standards set forth by the WMU Office of Student Conduct (<http://www.wmich.edu/conduct/>), the WMU Graduate Catalog (<https://wmich.edu/registrar/catalogs>), the *ANA Code of Ethics* (2015) (<http://www.nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>), and the most recent WMU Bronson School of Nursing MSN Handbook.
- B. Proscribed conduct rules and regulations regarding the following behaviors are delineated in the student code: alcohol use, credit card misuse, dishonesty, disruptive behavior, drug possession, failure to comply, failure to provide identification, fire equipment misuse, hazing, identification misuse, obscene communication, physical or verbal abuse, sexual misconduct, telecommunication misuse, theft, unauthorized entry, key possession, unauthorized posting, violation of the law, violation of university policies and weapon possession or use. Initiation of charges against any nursing student regarding misconduct in these behaviors will follow the Office of Student Conduct protocol.

- C. Proscribed policies and procedures regarding academic honesty and conduct are delineated in the WMU Graduate Catalog (<https://wmich.edu/registrar/catalogs>) under “Students Rights and Responsibilities.” Violations of academic honesty include but are not limited to: cheating, fabrication, falsification and forgery, multiple submission, plagiarism, complicity and computer misuse. In addition, the process of charging a student with a violation as well as the steps of due process are delineated in the catalog. Graduate nursing students are subject to these policies and procedures.
- D. Graduate nursing students who violate professional standards may be charged by a faculty member. These behaviors may include breach of patient confidentiality, chronic tardiness to nursing practice sites, unprofessional behavior, unsafe behavior, or other violations of the *American Nurses Association’ Code of Ethics (2015)*. The process includes:
- 1) Any faculty member may file written charges against a graduate nursing student for unprofessional conduct. Charges will be presented in writing and directed to the Graduate Program Graduate Program Coordinator. Any charge should be submitted as soon as possible after the event takes place, preferably within five University business days. Within five working days, the faculty member will meet with the graduate student, the course coordinator, and the Coordinator of the Graduate Program to attempt negotiation and resolution.
 - 2) If resolution is not reached, the Graduate Program Coordinator will refer the matter to the MSN Program Committee for decision/resolution. A written recommendation will be made regarding the matter to the graduate student and the faculty member.
 - 3) If the recommendation/resolution is still not satisfactory to the graduate student and faculty member, a copy of the written recommendation and the initial charges will be presented to the Director of the BSN. Within ten working days of receipt of the report, the Director will meet with the graduate student and the faculty member who filed charges. A recommendation will be made regarding the matter to the faculty.
 - 4) Faculty will make the final recommendation and the Director will notify the student.

Appeals

- A. A graduate student who wants to appeal a final course grade that has been recorded by the Registrar on the student’s academic record or wants to appeal a decision to dismiss the student from the academic program must follow the process delineated in the WMU Graduate Catalog.
- B. A student who would like to appeal a sanction given through the Office of Student Conduct must follow the process delineated in the WMU Student Code.
- C. A student who believes that a WMU Bronson School of Nursing incident, policy, or decision has not been administered fairly may appeal the decision in the following manner.
- 1) Within five working days of the date of the incident/policy/decision in question, the student must submit a written report to the faculty member involved in the incident.
 - 2) Within five additional working days, the faculty member and Graduate Program

Coordinator will meet with the student to attempt to negotiate a resolution.

- 3) If the problem is not resolved, the Graduate Program Coordinator will be notified by the student in writing of the incident/policy in question. The Coordinator will meet with the faculty member and the student involved in the incident and present the data/information to the MSN Program Committee.
- 4) The Graduate Program Coordinator will make a recommendation in writing to the Director and notify the student of the recommendation.
- 5) If the problem is still not resolved satisfactorily, the student must notify the Director in writing within five days of receiving the Graduate Program Coordinator decision.
- 6) The Director collects information from the parties involved. The Director informs the student of the final decision.

Graduate College Course Requirement – Responsible Conduct for Research

The Graduate College requires that all new graduate students complete the Responsible Conduct for Research (RCR)–Basic course that is online. Completing this course aligns WMU graduate students with national expectations for higher education and post-graduate careers. It is not an alternative to the Collaborative Institutional Training Initiative (CITI) training required by the WMU Office of the Vice President for Research.

Instructions:

Elearning Course Access - Using a computer, login with your Bronco NetID and password via <https://webauth.wmich.edu/cas-web/login?service> and click on the Elearning icon at the top right corner of the screen. Type “Responsible Conduct of Research–Basic” in the search dialogue box. Click on the course identified with the “Graduate College”

Modules & Quizzes - There are 4 modules with corresponding quizzes consisting of 5-7 items each. You can take the module quizzes multiple times. After you complete ALL 4 modules there will be a closing module containing the cumulative exam. We estimate completing the course, quizzes, and cumulative exam will take you approximately 6 hours. Times will vary with user.

Completing the Course - You have 3 attempts to score 70% or higher on the cumulative exam, the standard set by the Graduate College for successful completion of the course. Students who earn 70-79% will earn a digital badge and those who pass at 80% or higher will receive a digital certificate signed by the Graduate Dean. Students who do NOT pass the course after 3 attempts will be contacted by the course facilitator.

Students who do NOT complete the RCR-Basic course by the December deadline will be unable to register for classes. The hold will be lifted only when the course is completed.

Graduate Nursing Students' Rights and Responsibilities

Student Policies

Students' rights are published in the WMU Graduate Catalog. This information can be found at: <http://www.wmich.edu/grad>. Students are responsible for knowing and adhering to the policies and recommendations set forth in the current edition of the Western Michigan University Graduate Catalog regarding the following matters:

- 1) Academic honesty
- 2) Conduct in research
- 3) Academic conduct violation: consequences and appeal
- 4) The Family Educational Rights and Privacy Act
- 5) Sexual harassment and sexism
- 6) Discrimination: complaints and grievance
- 7) Academic grade appeals
- 8) President's statement on racial and ethnic harmony

In addition, the Student Code of Western Michigan University further elaborates and sets boundaries on behaviors related to the health, safety or property of others. The Student Code also describes due process and judicial hearing procedures governing other illicit student behaviors such as illegal drug use, unauthorized entry, assault, disorderly conduct, etc.

Approved policy changes will be made available to currently enrolled students through:

- 1) student representation on WMU Bronson School of Nursing committees; and/or
- 2) communication with course faculty; and/or
- 3) the student handbook; and/or
- 4) direct communication from the WMU Bronson School of Nursing.

Grades and Transcripts

The student's transcript is a copy of the complete academic record. The University makes grade reports available directly to the students. Transcripts may be obtained, by written request, from the registrar. The Family Educational Rights and Privacy Act (1974) bill gave parents and students over 18 years of age access to the student's school records. Enrolled students have the right to access their academic files with advance notice to their programs. The system of grades and honor points, policies on incomplete grades, and grade changes are described in the WMU catalog and this Graduate Student Handbook.

The Americans with Disabilities Act (ADA), 1990

The Americans with Disabilities Act (ADA), 1990, was promulgated by the United States Congress to prohibit discrimination against qualified individuals with disabilities. Disability is defined in the Act as a person with a) physical or mental impairment that substantially limits one or more of the major life activities of such individuals; b) a record of such impairment; or c) being regarded as having such an impairment. A "qualified individual with a disability" is one, with or without reasonable accommodation or modification, meets the essential eligibility requirements for participation in the program

Amendments to the Americans with Disabilities Act (ADA) signed into law on September 25, 2008, clarify and reiterate who is covered by the law's civil rights protections. The "ADA

Amendments Act of 2008” revises the definition of “disability” to more broadly encompass impairments that substantially limit a major life activity. The amended language also states that mitigating measures, including assistive devices, auxiliary aids, accommodations, medical therapies and supplies (other than eyeglasses and contact lenses) have no bearing in determining whether a disability qualifies under the law. Changes also clarify coverage of impairments that are episodic or in remission that substantially limit a major life activity when active, such as epilepsy or post-traumatic stress disorder. The amendments took effect January 1, 2009.

Students with a documented disability (e.g., physical, learning, psychiatric, vision, hearing, etc.) must submit an accessibility request through GOWMU DSS-Accommodate located in your student GoWMU portal. Students must provide valid documentation of a disability to be registered with the DSS office. For information on valid documentation, visit the future student tab of our website (<http://wmich.edu/disabilityservices>). Digital documentation can be uploaded through the accommodate public form listed above. Following form submission, further instructions on appointments and the registration process will be sent to each student via email. For questions or concerns about the registration process, call (269) 386-2116.

Religious Observances Policy

The University is a diverse, multicultural enterprise and, as a community, we jointly embrace both individual responsibility and dignified respect for our differences. It is our general policy to permit students to fulfill obligations set aside by their faith.

It is our intent that students who must be absent from scheduled classes to fulfill religious obligations or observe practices associated with their faith not be disadvantaged. However, it is the student’s responsibility to make arrangements with his/her instructors in advance. It is in the student’s best interests to approach each instructor expeditiously and with sufficient notice that the rights and responsibilities of the instructor are not disrupted. Instructors should make it known to classes early in the term what they consider reasonable notice for anticipated absences. Without specifying a fixed notification time, we acknowledge in this policy joint responsibility: instructors will inform students of their requirements and students will make every effort to cause no disruption in the instructors’ plans and duties.

Instructors should assume that a claim of religious observance has veracity, especially when advance notice is provided by the student. Students likewise must recognize that it is their responsibility to meet all their course obligations. Instructors are not obligated to provide materials to students unless these materials would have normally been distributed to the entire class. For example, if an instructor does not normally post notes, a student cannot expect notes to be provided for lectures missed.

If instructors choose to incorporate adjustments into the syllabus intended to cover student absences, it should be explicit that these apply to absences for religious observances, as well as all other contingencies.

Financial Assistance and Scholarship

All scholarship applications are due February 1 for the following academic year. Application forms are available on the Bronson School of Nursing website (www.wmich.edu/nursing/scholarships).

The Alumni of Bronson School of Nursing Endowed Scholarship

The Alumni of Bronson School of Nursing Endowed Scholarship shall be awarded to an alumnus who has been admitted to the undergraduate or graduate nursing program at WMU. The student must maintain a minimum grade point average of 3.0 and can be either full or part time. The scholarship is renewable for up to four academic years with demonstrated satisfactory academic progress. Disbursement shall be determined by available funds with a minimum of one award provided annually.

Loren E. and Nellie M. Clark Scholarship

The Loren E. and Nellie M. Clark Nursing Scholarship shall be awarded to an admitted undergraduate or graduate nursing student representing a non-dominant underrepresented culture. The student may be full or part time and must maintain a 3.0 grade point average. The scholarship shall be renewable with demonstrated satisfactory academic progress. Disbursement shall be determined by available funds with a minimum of one award provided annually.

Theodore and Hazel Perg Scholarship

The Theodore and Hazel Perg Scholarship is awarded to eligible WMU BSON undergraduate and graduate students who have graduated from Southwest Michigan high schools in Allegan, Barry, Berrien, Branch, Calhoun, Cass, Kalamazoo, St. Joseph, or Van Buren counties. The scholarship, initiated by Theodore Perg in memory of his wife Hazel, is intended to benefit the nursing profession and ultimately humanity by providing financial assistance to students who would not otherwise be able to pursue their education in nursing. The scholarship is designed to support the cost of tuition, books, and other educational expenses. The scholarship is renewable each year as long as the recipient is enrolled in the WMU BSON. While the scholarship is based in part upon need, recipients are not required to meet the same guidelines established by the federal government.

Other Scholarships

Other opportunities for scholarship assistance may occur during the year. When these opportunities arise, graduate students will be informed so they may take advantage of such opportunities.

Sigma Theta Tau International, Upsilon Epsilon Chapter

The mission of the Upsilon Epsilon Chapter of the Honor Society of Nursing, Sigma Theta Tau International (STTI) is to provide leadership and scholarship in practice, education and research to enhance the health of all people. STTI supports the learning and professional development of our members who strive to improve nursing care worldwide. This chapter was chartered in March 2007.

The Upsilon Epsilon Chapter of STTI is comprised of WMU Bronson School of Nursing graduates, senior level undergraduate and graduate students, members of STTI at other institutions, and community nurse leaders who have met set criteria for membership. Society membership is a rewarding connection with nurses at the local, regional, national and international levels who share the need to make a difference.

Typically, as an Honor Society, one can become a member in one of two ways:

A. Academic

- 1) Current graduate student meeting the following criteria: GPA 3.5 or above and completion of at least one-quarter of required graduate curriculum.
- 2) Alum meeting the same criteria as current students

B. Professional

- 1) Community members who have demonstrated achievement in the areas of nursing education, practice, research, administration or publication. Requirements also include current RN licensure and completion of a baccalaureate degree or higher in nursing or another field.
- 2) Current STTI member: Can be a member of multiple chapters or honor societies.

The tradition of honor societies is that individuals who qualify and who demonstrate leadership potential are recommended by current society members for an invitation to join.

Career Services

Assistance with career questions and job search preparation is offered free of charge by the Office of **Career & Student Employment Services** <http://www.wmich.edu/career/students>. Register as early as possible for Bronco Handshake (<https://wmich.joinhandshake.com/login>) to take full advantage of opportunities for work and skill-building experiences. This web-based service offers access to part-time jobs, summer jobs, internships, co-op positions and full-time employment openings (including on-campus interviewing, job vacancy postings, and resume referral). Other services include career fairs, resume critiquing, individual advising sessions, and workshops on resume writing, job search strategies, and interviewing. A career resource library, workshops, employer visits, and advising by appointment take place in the main office on the first floor of Ellsworth Hall (269 387-2745).