



**WESTERN  
MICHIGAN**  
UNIVERSITY

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

**MSN Degree Program  
Graduate Student Handbook  
2023 - 2024**

**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/](http://www.wmich.edu/grad/)
- Graduate Catalog – <https://wmich.edu/registrar/catalogs>

## General Information

### Administration, Faculty and Staff – WMU Bronson School of Nursing

Director & Associate Professor	Lisa Singleterry, PhD, RN, CNE
Professor Emeritus	Kelly D. Ackerson, PhD, RN, WHNP-BC
Associate Professors	Kelley Pattison, PhD, RN Karen Schieman, PhD, RN Brenda Srof, PhD, RN Pamela Wadsworth, PhD, RN, WHNP-BC, AHN-BC, CNE
Assistant Professors	Elissa Allen, PhD, RN, CNE Angela Groves, PhD, RN-BC, CNE Maria Roche-Dean, PhD, RN
Master Faculty Specialists	Kristi Block, MSN, RN, PMH-BC Joanne DeWit, MSN, RN Wendy Kershner, MSN, RN, CPNP, AHN-BC Dawn Smith, MSN, RN, AHN-BC Sally Vliem, PhD, CPNP, RN
Faculty Specialist II	Samantha Collet, MSN, RN Natalie Kuhn, MSN, RN Katherine Gross, RN, FNP, DNP-AGACNP-BC Susan Houtrouw, MNSc, RN, CNS, AHN-BC Jaime Neary, MSN, RN-BC, CNEcl Elizabeth Phillips, PhD, RN Lori Van Zoeren, MSN, RN, HNB-BC Cheryl VanderPloeg, MSN, RN
Manager Recruitment & Outreach/Advisor	Tracy Corstange, BA
Lab Coordinator	Aimee Meints, BSN, RN
Clinical Compliance Coordinator	Kristen Catalano
Administrative Assistant Senior	Nannette Morningstar
Administrative Assistant II	Jennifer Pearson

## Western Michigan University – 2023-2024 Calendar

### Fall Semester 2023

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August 28-29.....	Advising Days
August 30, Wednesday .....	Classes Begin at 8 a.m.
September 4, Monday .....	Labor Day Recess
October 18-20 .....	Fall Break
November 22, Wednesday .....	Thanksgiving Recess (noon)
November 27, Monday .....	Classes Resume
December 11-14 .....	Final Examination Week
December 15, Friday .....	BSON Pinning/Hooding Ceremony
December 16, Saturday .....	Semester Ends – Commencement
December 19, Tuesday .....	Fall Grades Due at Noon

### Spring Semester 2024

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January 4-5 .....	Advising Days
January 8, Monday.....	Classes Begin at 8 a.m.
January 15, Monday.....	Dr. Martin Luther King, Jr. Day Recess, Convocation & Activities
March 1, Friday .....	Spirit Day – no classes
March 4-8 .....	Spring Break
March 11, Monday.....	Classes Resume
April 22-25.....	Final Examination Week
April 26, Friday .....	BSON Pinning/Hooding Ceremony
April 27, Saturday.....	Semester Ends – Commencement
April 30, Tuesday .....	Spring Grades Due at Noon

### Summer I Session 2024

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May 6, Monday.....	Classes Begin at 8 a.m.
May 27, Monday.....	Memorial Day Recess
June 26, Wednesday.....	Session Ends
June 29, Saturday .....	Commencement
July 2, Tuesday .....	Summer I Grades Due at Noon

### Summer II Session 2024

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June 29, Thursday.....	Classes Begin at 8 a.m.
July 4, Thursday .....	Independence Day (observed) recess
August 16, Friday .....	Session Ends
August 20, 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 Western Michigan University (WMU) Bronson School of Nursing (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. Accreditation review was completed in March 2023 and Board approval is pending. 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.

## **Disclaimer**

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 WMU Bronson School of Nursing**

WMU 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 BSON 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 a Graduate Certificate Nurse Educator for post BSN, MSN, and doctorate-prepared nurses

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.

### **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.

### **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.

### **Program and Faculty Goals**

The WMU BSON accepts its responsibility to make higher education in nursing accessible



to adverse 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 two concentrations: nurse educator or addiction.

### **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 21<sup>st</sup> century. It consists of 8 core courses and 4 specialty courses in one of two concentrations (nurse educator or addiction) 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) MPH 6110: Descriptive Epidemiology and Biostatistics (3) MPH 6310: Public Health Policy (3) NUR 6400: Professional Inquiry: Qualitative & Quantitative Methods (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 6630: Role Development of the Nurse Educator (3) NUR 6640: Field Practicum (3)

Course Categories	Course Numbers/Titles/Credits
Addiction Concentration(12 Credits)	<p>NUR 6640: Field Practicum (3)</p> <p><b>Select three ADA courses from the following:</b></p> <p>ADA 6200: Introduction of Substance Use and Addiction (3)</p> <p>ADA 6330: Cultural Humility and Social Justice in the Addiction Field (3)</p> <p>ADA 6350: Addiction Treatment Services (3)</p> <p>ADA 6400: Co-Occurring Disorders and Addictions (3)</p> <p>ADA 6410: Addiction in Family Systems and Primary Relationships (3)</p>
<b>SUSPENDED</b> Gerontology Concentration(12 Credits)	<p>GRN 6700: The Study of Human Aging (3)</p> <p>GRN 6800: Global issues and Cultural Perspectives on Aging (3)</p> <p>GRN 6810: Aging Health and Social Services (3)</p> <p>NUR 6640: Field Practicum (3)</p>
<b>36 Credits</b>	

## 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 Master of Science in Nursing program or instructor approval.

#### MPH 6110 Descriptive Epidemiology and Biostatistics (3)

This course introduces students to the history, principles and current uses of epidemiology and biostatistics. Content focuses on methods to describe and compare quantitatively the patterns of health, morbidity and mortality in populations. It also examines sources and limitations of health data, the concepts of sampling, power, hypothesis testing, surveillance and ethical consideration of surveillance programs.

MPH 6310 Public Health Policy (3)

Students will learn how to conduct a public health policy analysis and the type of health systems and organizations wherein these policies are carried out. Focus will include the steps in carrying out a policy analysis including working within the paradigm of systems analysis, leadership and stakeholders. Also included are coalition building, networking and cultural and political competency.

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 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 6630: Role Development of the Nurse Educator (3)

This course consists of classroom instruction and a mentored teaching experience. Students will understand the role and obligations of the nurse educator in an academic or clinical setting. The mentored teaching experience offers students an opportunity to develop, implement, and evaluate a teaching/course plan based on the principles of teaching and learning and curriculum development. Open to graduate students only. Restricted to Masters of Science in Nursing only.

**Prerequisites:** NUR 6600, NUR 6610

### NUR 6640 Field Practicum (3)

This practicum offers students an opportunity to apply newly developed skills and relate theoretical content as presented in core and concentration courses to real practice situations. Students will engage in focused sustained direct care activities designed to advance their knowledge, skills, attitudes and expertise in a selected clinical area of practice. Evidence based clinical activities will include, but are not limited to, assessment, problem identification, plan of care development, implementation, and evaluation.

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

### **Addiction**

#### NUR 6640 Field Practicum (3)

This practicum offers students an opportunity to apply newly developed skills and relate theoretical content as presented in core and concentration courses to real practice situations. Students will engage in focused sustained direct care activities designed to advance their knowledge, skills, attitudes and expertise in a selected clinical area of practice. Evidence based clinical activities will include, but are not limited to, assessment, problem identification, plan of care development, implementation, and evaluation.

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

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

#### ADA 6200: Introduction of Substance Use and Addiction (3)

This course introduces students to the field of substance use and addiction. Students will have exposure to addiction-related topics such as: the history of substances and addiction, the physiology and biology of addiction, the pharmacological effects of commonly used drugs, family and social systems, and co-occurring mental health and behavioral disorders. Students will also be introduced to the prevention and treatment of substance use disorders, and be given a broad understanding of drug policy and legislation. Throughout the course, students will evaluate these topics through a cultural lens, to build an understanding of racial, ethnic, and cultural differences in the field of addiction and substance use.

### ADA 6330: Cultural Humility and Social Justice in the Addiction Field (3)

This course examines the social, political, economic, and cultural context in which substance use and addiction exist, including risk and resiliency factors of individuals and groups. Racial, ethnic, and cultural aspects are addressed in regards to strategies for prevention, treatment, and recovery. Students are expected to participate in self-exploration of their beliefs, values, and behaviors in an effort to expand their cultural humility and become social justice advocates within the field of addictions.

### ADA 6350: Addiction Treatment Services (3)

This course will increase students' competency in a variety of helping strategies to employ with individuals that use substances. Students will learn how to identify and utilize screening and assessment tools, evidence-based approaches and services, and medical and pharmacological resources. The class will explore the needs of individuals, families, and communities through an equity and social justice lens that focus on the evaluation of social determinants of health to provide the appropriate supports and increase individual's ability to engage in a recovery continuum.

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

This 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 and Primary Relationships (3)

This course examines how substance use and addiction can affect family members, couples, and significant others. The impact of misuse and addiction on relationships and methods of intervention are identified and discussed. Strategies that others can utilize to assist their loved one in obtaining and maintaining recovery, as well as healthy relationships, are also outlined.

### **Gerontology (applications suspended)**

#### NUR 6640 Field Practicum (3)

This practicum offers students an opportunity to apply newly developed skills and relate theoretical content as presented in core and concentration courses to real practice situations. Students will engage in focused sustained direct care activities designed to advance their knowledge, skills, attitudes and expertise in a selected clinical area of practice. Evidence based clinical activities will include, but are not limited to, assessment, problem identification, plan of care development, implementation, and evaluation.

**Prerequisite:** Admission to the Master 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.



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

Term 1 (Fall 2022)		
	NUR 5010 Advanced Pathophysiology	3
	NUR 5300 Theoretical Foundations of Nursing Practice	3
Term 2 (Spring 2023)		
	NUR 5020 Advanced Physical Assessment ( <b>45 clinical hours-online program</b> )	3
	NUR 6400 Professional Inquiry: Qualitative & Quantitative Methods	3
Term 3 (Fall 2023)		
	NUR 5030 Advanced Pharmacology	3
	MPH 6110 Descriptive Epidemiology and Biostatistics	3
Term 4 (Spring 2023)		
	NUR 6420 Quality and Safety in Promoting Health ( <b>35-45 clinical hours</b> )	3
Term 5 (Summer I 2023)		
	MPH 6310 Public Health Policy	3
Term 6 (Fall 2024)		
	1 <sup>st</sup> Concentration Course (ADA or NUR)	3
	2 <sup>nd</sup> Concentration Course (ADA or NUR)	3
Term 7 (Spring 2024)		
	3 <sup>rd</sup> Concentration Course (ADA or NUR)	3
	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. Please see laptop requirements here: <https://wmich.edu/laptop>. Additional requirements include:

Component	Requirements
Laptop hardware	<ul style="list-style-type: none"><li>• Webcam: “HD” recommended (720p or higher)</li><li>• Microphone: internal or external</li></ul>
Software	<ul style="list-style-type: none"><li>• Microsoft Office Suite 2019 or higher (or compatible Office Suite)</li><li>• Office 365 is available to <a href="#">download for free for WMU students</a></li><li>• Adobe Acrobat Reader</li><li>• Chrome, Firefox, and Microsoft Edge are sufficient web browsers</li><li>• Antivirus Software (current release)</li></ul>

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](mailto: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 Compliance Coordinator, 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. The specific course assignments are connected to program evaluation. It is the students' responsibility to upload the *final* assignment 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.

## **Communication Responsibilities**

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.

Faculty communication responsibilities include:

- Respond to student emails promptly (within 3-4 days).

## 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 numbers, 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/](http://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 BSN 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 two concentration areas of study: nurse educator or addiction. 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 and 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 Graduate Committee.
- B. An individual course grade of "B" (3.0) or better is required for all nursing courses.
- C. Students not earning a "B" (3.0) or better in a graduate course may be required to retake the course prior to progressing in the graduate program.
- D. To progress through the Graduate College, the student must achieve a cumulative gradepoint average (GPA) of 3.0 or better in each semester.
- E. Graduate students whose cumulative GPA drops below 3.0 in a given semester will be placed on academic probation by the University. In addition, the Graduate Committee may dismiss a student from the nursing program.
- F. The student, if allowed to continue in the program by the Graduate Committee, must obtain grades in the following semester that result in a cumulative GPA of at least a 3.0 or better.
- G. 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 Clinical Compliance Coordinator 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 November 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
- Current negative TB testing (PPD or IGRA)
- Proof of current BLS for the Healthcare Provider (AHA)
- Approved facility HIPAA and OSHA documents
- Infection Prevention & Control (IPC) module for COVID-19
- Fit Mask Testing or PAPR documentation
- Criminal background check (see below information)
- Drug testing results (see below information)

### ***Statement of Good Health***

A Statement of Good Health document (general health physical) is located in the “myRecordTracker” website under documents. This document must be completed and signed by a physician, NP or PA.

### ***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 Clinical Compliance Coordinator 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:

#### **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. Annual TB testing will not be required unless specifically requested by the student's clinical site. If renewal is required, a one-step TB screening OR IGRA blood test 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.

#### COVID-19 Vaccination

Documentation of full COVID-19 vaccination (2 doses of Pfizer or Moderna, or 1 dose of Johnson & Johnson/Janssen) is required. Additional doses may be required in the future.

#### Influenza

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

#### MMR – Mumps, Rubeola (American Measles), Rubella (German Measles)

Please provide a record of two injections of MMR or positive titer results. 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.

#### TDAP

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

#### 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. Either provide documentation that you have received three doses of the Hepatitis B vaccine or a positive anti-HBs (HBsAb) titer result. If you undergo this immunization series now, please upload your doses as they come due and 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).

#### 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).

### **Infection Prevention & Control (IPC) Module for COVID-19**

Complete the Infection Prevention and Control (IPC) for Novel Coronavirus (COVID-19) module and upload your certificate in myRecordTracker. This module can be accessed through the BSON Annual Certificate on Elearning (ACE) site.

### **Fit Mask Testing or PAPR Documentation**

Some clinical sites may require fit mask testing or PAPR documentation. This can be obtained through your employer or completed on-campus at the WMU BSON, if needed.

### **Criminal Background Check Policy**

Pursuant to Section 20173 of the Michigan Public Health Code ([Michigan Legislature - Section 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 spring semester their first year in the MSN program, which is due by April 1. 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 must fulfill these requirements.

### **Drug Screening Policy**

*Note: The institution selected by the student to complete their direct care experience may not require drug screening. However, if the institution requires drug screening, the steps indicated below must be followed.*

Sites for student clinical placements are now requiring that a drug screen be completed as a prerequisite to placement. All drug screening will be performed by the approved WMU BSON contracted drug testing center. Exception to the drug testing center will be considered on a case-by-case basis. 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 student's practicum semester. The drug screen must be completed by August 1.

### ***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 in the clinical course the next time it is offered will need to contact the Graduate Coordinator requesting in writing to take the course; a negative drug screen will be required.

Reinstatement within the nursing course must include the following conditions:

- 1) Negative drug screening prior to return to the course and clinical placement.
- 2) 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.

### **Student 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) (<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>), 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 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 Graduate Program Coordinator 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 BSON. 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.

### **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

### **Student Complaints**

WMU's official definition of a complaint is "Any concern that WMU has violated a law, policy or incorrectly applied an established practice. Complaints may be academic or non-academic in nature. Complaints do not supersede or replace misconduct or grievance procedures already in place".

BSON faculty takes student complaints very seriously and hope that minor differences can be resolved without recourse to filing an official complaint (link provided below). BSON students, faculty and staff are encouraged to demonstrate appropriate, effective, and respectful interpersonal communication. If issues occur, the parties' involved should make a genuine effort to resolve them. It is recommended that the student initially meets with the individual directly involved, and if a resolution is not reached, the next step would be for the student to meet with the BSON Director. In cases in which the student complaint

is regarding courses outside of the BSON, the student should initially meet with the individual directly involved, and if a resolution is not reached, the next step would be for the student to meet with the director of the parent program. If no reasonable resolution is reached after meeting with the director, the student is advised to proceed to initiate a formal complaint (*Graduate faculty approval of process April 2022*)

### [Formal Student Complaint Form](#)

Specific complaint includes, but not limited to the following:

- Grade appeal
- Hardship withdrawal appeal
- Non-attendance appeal
- Program dismissal appeal

### **Grades and Transcripts**

The student's transcript is a copy of the complete academic record. The University makes gradereports 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.

### **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 based on course space and availability.

### **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 <https://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 usually scheduled a day or two before the WMU official graduation. A representative of the MSN graduates should be in contact with the BSON Administrative Assistant 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 an MSN program faculty member during the ceremony.

## **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. Details regarding this requirement may be found here: <https://wmich.edu/grad/current-students/responsible-research>. 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://elearning.wmich.edu/> 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

### **Liability Insurance**

Students are covered by WMU's group liability insurance policy. However, students may wish to carry an additional liability policy.

### **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 Scholarships**

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](http://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).