



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

**Nurse Educator Graduate**

**Certificate Handbook**

**2023 - 2024**

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

## Table of Contents

General Information.....	4
Administration, Faculty and Staff - Bronson School of Nursing.....	4
Western Michigan University – 2022-2023 Calendar .....	5
State Board Approval and Accreditation.....	6
WMU Discrimination Policy.....	6
Disclaimer .....	6
The WMU Bronson School of Nursing .....	7
Mission.....	7
Vision .....	7
Nurse Educator Graduate Certificate Program.....	8
Program Requirements .....	8
Course Descriptions.....	8
Computer Requirements .....	9
Classroom or Clinical Site and Mentor .....	10
Affiliation Agreements .....	10
Mentors.....	11
Student Communication Responsibility .....	11
Student Guidelines for All Written Work.....	11
Graduate Student Policies.....	12
Transfer Credits.....	12
Registration Status .....	13
Academic Progression and Probationary Status .....	13
Required Documents for Clinical Teaching .....	13
Statement of Good Health .....	Error! Bookmark not defined.
Student Information Release Authorization.....	Error! Bookmark not defined.
Valid Nursing License.....	Error! Bookmark not defined.
Immunizations.....	Error! Bookmark not defined.
BLS for Healthcare Providers .....	Error! Bookmark not defined.
Standard Precautions and Health Insurance Portability and Accountability Act.....	Error! Bookmark not defined.
Infection <i>Prevention &amp; Control (IPC) Module for COVID-19</i> ....	Error! Bookmark not defined.
Fit Mask Testing or PAPR Documentation.....	Error! Bookmark not defined.
Criminal Background Check Policy.....	Error! Bookmark not defined.
Criminal Background/Fingerprinting .....	Error! Bookmark not defined.
Drug Screening Policy .....	Error! Bookmark not defined.

<b><i>Policy in the event of a positive drug screen</i></b> .....	<b>Error! Bookmark not defined.</b>
<b>Grading System</b> .....	18
<b>Grades and Transcripts</b> .....	18
<b>Student Complaints</b> .....	18
<b>Misconduct</b> .....	19
<b>Liability Insurance</b> .....	20
<b>The Americans with Disabilities Act (ADA), 1990</b> .....	20
<b>Religious Observances Policy</b> .....	21

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 - 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).

## **WMU Discrimination Policy**

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 Nurse Educator Graduate Certificate 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.

## Nurse Educator Graduate Certificate Program

The Nurse Educator Graduate Certificate Program provides postgraduate students (BSN, MSN, Doctorate) with the functional knowledge, understanding and skills needed for classroom and/or clinical teaching.

At the end of the Nurse Educator Graduate Certificate Program, students will be able to:

- Develop pedagogical activities/assignments to promote student learning
- Use assessment and evaluation strategies effectively
- Participate in curriculum design and evaluation of program outcomes
- Pursue continuous quality improvement in the nurse educator role
- Engage in scholarship, service and leadership

## Program Requirements

The Nurse Educator certificate consists of 9 credit hours using the following courses:

- NUR 6600 - Curriculum and Teaching of Theory in Health Disciplines Credits: 3
- NUR 6610 - Clinical Teaching and Evaluation in Health Disciplines Credits: 3
- NUR 6630 –Role Development of the Nurse Educator Credits: 3

NUR 6630 includes up to 45 hours of classroom instruction. Students will be required to develop, deliver and evaluate a teaching project with a designated mentor.

## Course Descriptions

### 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 Master 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

### **Computer Requirements**

WMU online courses require access to broadband Internet access. Please see laptop requirements here: <https://wmich.edu/laptop>. Additional requirements include:

<b>Component</b>	<b>Requirements</b>
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.

## Classroom or Clinical Site and Mentor

Students are encouraged to arrange their own classroom or clinical placement site and mentor. If the student is experiencing difficulty with finding an appropriate site and/or teacher mentor, BSON faculty will assist. Site and mentor information must be submitted to the BSON for approval before a student's classroom/clinical teaching (NUR 6630) can begin.

Faculty members are responsible for assessing the appropriateness of the classroom and/or clinical teaching project experience, including, but not limited to, mentor qualifications. Students should begin classroom/clinical site arrangements during NUR 6600 in advance of NUR 6630. This will allow time to obtain an affiliation agreement if one is not in place if the student chooses to conduct their teaching project at a clinical site (see Affiliation Agreements below).

## Affiliation Agreements

### Not Required – Classroom Teaching

Classroom Teaching: For those students who will be completing their teaching project in a classroom at a University or College, no affiliation agreement is needed.

### Required – Clinical Teaching

If a student chooses to complete their teaching project at a clinical site, for example, but not limited to, hospital or a clinic, an affiliation agreement must be in place between WMU BSON and the institution. Although WMU BSON has affiliation agreements with several institutions throughout Michigan and other states, there are many institutions where no affiliation agreement exists. Affiliation agreements are required between clinical sites and WMU for any student's clinical teaching experience and must be signed by both parties before a student can start their clinical teaching project experience. Course faculty must also approve teacher mentors.

Affiliation agreements are very time consuming and can take a few months to obtain. If a student delays in finding a clinical site to conduct their teaching project and obtaining approval, then the student will be required to use a site BSON has an established affiliation agreement with, possibly necessitating student 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 teaching project, 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.

## Mentors

Mentors are required to have at least a Master's of Science in Nursing degree and be approved by the course Faculty prior to classroom/clinical teaching experience.

## 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 during NUR 6600 and/or NUR 6610 may jeopardize their opportunity for classroom/ clinical placements in NUR 6630, which may mean they are not able to enroll in NUR 6630.

The Graduate Committee reserves the right to dismiss a student in the Nurse Educator Graduate Certificate program with repeated non-response to program/faculty emails.

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 Nurse Educator Graduate Certificate Program. Following are an expansion of these policies, including specific details relating to graduate nursing students.

## Transfer Credits

Transfer credits from other institutions are not accepted for the Nurse Educator Graduate Certificate. All three required courses must be taken at WMU BSN in order for the student to receive a Graduate Certificate.

If a student enrolled in the Nurse Educator Graduate Certificate Program decides to enroll in the MSN program, all nurse educator courses completed with a B or better will be accepted for transfer into the MSN degree.

## Registration Status

The graduate student is expected to remain continuously enrolled in the Nurse Educator Graduate Certificate Program as courses are offered until the 3 courses or 9 graduate credits are successfully completed. The three courses will be taken during fall and spring semesters. The total time allowed for completion of the Graduate Certificate 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.

## 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 grade point 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 for Clinical Teaching

For those students who select to complete their teaching project for NUR 6630 at a clinical site (hospital, clinic, etc.), the following information is required to be uploaded in myRecordTracker *before* the start of NUR 6630.

### ***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 as they expire.* 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. One negative PPD skin test 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 considered valid 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 a full Hepatitis B vaccine series 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 all 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 final dose (negative serologic results will require the Hepatitis B series to be repeated).

#### Varicella

Students must have had 2 injections of Varicella vaccine, or positive Varicella titer.

Physician, NP, or PA confirmation of confirmed case is also 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 E-Learning (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 E-Learning (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 upon acceptance into the



program. 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.

## 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

## 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 Handbook.

## 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. After meeting with the Director and no reasonable resolution reached, then 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

### **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 BSON Nurse Educator Graduate Certificate 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's 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 Graduate 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 10 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.

## **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.