

JOANN MCGRATH SCHOOL OF NURSING & HEALTH SCIENCES

Locations:

Milwaukee: 3400 S. 43rd St., Milwaukee, WI 53234-343922; Phone 414-382-6000; JMSNHP Fax: 414-382-6279; Website: alverno.edu

Mesa: 1201 Alma School Road Ste. 5450, Mesa, AZ 85210; Phone 414-382-6259; JMSNHP Fax: 414-382-6279; Website: alverno.edu

The JoAnn McGrath School of Nursing Programs

undergraduate nursing programs:

BACCALAUREATE of science in Nursing (BSN) Majors Information

- Nursing BSN Degree (N.D.BSN)
- 2+2 Nursing BSN Degree (NRS.S.BSN)

GRADUATE NURSING PROGRAMS:

Direct entry master of Science in Nursing (DEMSN) Majors

Information: (<https://catalog.alverno.edu/SON/BSNMSN/#text>)

- DEMSN-MKE, Dual BSN/MSN Degrees (ND.E.B/MSN)
- DEMSN-Mesa, Dual (<https://catalog.alverno.edu/SON/SON/BSNMSN/#milwreqtext>) BSN/MSN (<https://catalog.alverno.edu/SON/SON/BSNMSN/#milwreqtext>) Degrees (<https://catalog.alverno.edu/SON/SON/BSNMSN/#milwreqtext>) (NDAZ.E.B/MSN)

advanced-practice Master of Science in Nursing (APRN-MSN)

Majors Information (<https://catalog.alverno.edu/SON/BSNMSN/>):

- Family Nurse Practitioner - MSN Degree (<https://catalog.alverno.edu/SON/BSNMSN/>) (FNPE.MSN)
- Psychiatric Mental Health Nurse Practitioner - (<https://catalog.alverno.edu/SON/SON/BSNMSN/#mhnpreqtext>) MSN Degree (MHNPE.MSN)

Advanced-Practice Post-MSN Certificates Information (<https://catalog.alverno.edu/SON/BSNMSN/>):

- Family Nurse Practitioner Post-MSN Certificate (FNPE.SEQ)
- Psychiatric Mental Health Nurse Practitioner Post-MSN Certificate (<https://catalog.alverno.edu/SON/BSNMSN/>) (MHNPE.SEQ)

DOCTOR OF NURSING PRACTICE (DNP) Majors Information (<https://catalog.alverno.edu/SON/DNP/>):

- Doctor of Nursing Practice Degree-Direct Care (<https://catalog.alverno.edu/SON/DNP/>) (DNP.D.C.DNP)
- Doctor of Nursing Practice Degree-Executive Leadership (DNPEXL.C.DNP)
- Doctor of Nursing Practice Degree-Educational Leadership (DNPEDL.C.DNP)

I. Mission & Vision of the JMSNHP

The mission the JoAnn McGrath School of Nursing & Health Professions (JMSNHP) at Alverno College is to prepare proficient, devoted professionals who are grounded in science to promote the well-being of diverse populations in global communities. Our essential focus is to design student learning opportunities to guide the education of unique

individuals, highlighting personal and professional development of practitioners who are prepared for leadership and life-long learning.

The vision of the JMSNHP is to develop professionals with global influence through innovative education.

II. Purposes of the JMSNHP

The purposes of the undergraduate nursing programs at Alverno College are to provide direction for the JMSNHP as well as a means of evaluating the level of attainment of its goals at any given time. The purposes are consistent with those of Alverno College, namely, creating a community of learning, creating a curriculum, creating ties to the community, and creating relationships with higher education.

The purposes of the graduate nursing programs at Alverno College are to provide and evaluate advanced programs of study in nursing and opportunities for personal development that enable graduates to maximize their scope of practice to positively impact the health of individuals, families, and communities; improve health care quality and accessibility, especially to vulnerable populations; and advance the nursing profession. In doing so, the graduate nursing programs provide direction for the JMSNHP consistent with the purposes of Alverno College: namely, creating a community of learning, creating a curriculum, creating ties to the community, and creating relationships with higher education.

III. Philosophy of Education

The JMSNHP believes the focus of our work is the learner's personal and professional development. We prepare a nursing professional who is compassionate, ethical, proactive, proficient, and dedicated to lifelong learning in our diverse and ever-changing global communities.

An ability-based curriculum underlies the art and science of nursing education. Founded on the liberal arts, the curriculum integrates human connection, science, and technology to promote health and intervene holistically to human responses. Through innovative learning experiences, we assist the learner to cultivate, apply, and transfer comprehensive knowledge, skills, and abilities that lead to reflective nursing practice.

Alverno faculty and staff believe education goes beyond knowing to being able to *do* what one *knows*. Sensitive to unique learning needs, nursing faculty commit to performance-based, multidisciplinary educational practice including public criteria, feedback, and self-assessment. Developmental and varied experiences contribute to learning and increasing professional competence.

The teaching/learning process is a collaborative partnership among learners, educators, health care systems, and the broader community. Educators and learners are mutually responsible to take ownership of and actively engage in learning experiences. Curricula continually evolve to incorporate current theory, research, science, standards, and evidence-based practices. As accomplished educators, learners, researchers, practitioners, and socialized professionals, Alverno faculty serve as role models of lifelong learning. Our goal is to promote a process of teaching and learning that provides guidance to students in the development of career goals and advancement of nursing practice.

IV. Accreditation:

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program at Alverno College are accredited by the Commission

on Collegiate Nursing Education (CCNE), 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

IX. JMSNHP Leadership and Committee Structures

JMSNHP Leadership:

- Dean
- Chair, Undergraduate Nursing Programs
- Chair, Graduate Nursing Programs
- Director, DEMSN-MKE Program
- Director, DEMSN-Mesa Program
- Director, Family Nurse Practitioner MSN Degree and Post-MSN Certificate Programs
- Director, Psychiatric Mental Health Nurse Practitioner MSN Degree and Post-MSN Certificate Programs
- Director, Doctor of Nursing Practice Degree Programs

The organizational structure of the JMSNHP provides a framework for the work of the programs in the accomplishment of the goals and objectives of the College and the School. The Dean of the JMSNHP is responsible for the administration of the school and reports directly to the Vice President for Academic Affairs of the College. The Chair of Undergraduate Nursing Programs is responsible for the administration and execution of all undergraduate programs and reports to the Dean. The Chair of Graduate Nursing Programs is responsible for the administration of all graduate nursing programs and reports to the Dean. The Directors of the DEMSN-MKE, FNP, MHNP, and DNP programs are responsible for the oversight and execution of their respective programs and work closely with the Chair of Graduate Nursing Programs. The Director of the DEMSN-Mesa Program is responsible for the administration and execution their program, in part, in accordance with the State of Arizona regulations; they report directly to the Dean. Adjunct faculty work closely with their program Chair, Director, and/or Clinical Coordinator, as appropriate. Faculty members assume multiple roles and responsibilities to support and assure the effectiveness of the JMSNHP. All JMSNHP faculty report to the Dean.

JMSNHP Committees:

The following committees have been established to support programmatic decision-making within the JMSNHP and to encourage shared governance between faculty and administration.

Systematic Evaluation Plan Committee (SEP)

Evaluation of educational programs is essential approached systematically. Planning for quality improvement requires ongoing self-assessment and analysis of performance data, both quantitative and qualitative. SEP has the overall responsibility for program evaluation design, the synthesis and analysis of data, and the interpretation of results for all programs in the JMSNHP. All faculty assist with development, revision and implementation of data collection tools and the process of data collection.

Program evaluation processes are designed to meet the following outcomes:

- Develop an integrated approach to evaluation to inform program planning, development, implementation, and revision.
- Provide data essential to monitoring of ongoing program operations.
- Provide formative and summative information concerning student progress and outcome achievement.

- Provide data needed by administration, faculty, and accrediting bodies related to achievement of program outcomes and mission.

Undergraduate Nursing Admission and Advancement Committee (UGNAA)

UGNAA reviews applicants for the undergraduate nursing programs and may determine individual admissibility. It creates and monitors policies related to the admission and advancement of students into and through undergraduate nursing programs. The Committee provides a forum for students requesting permission to deviate from a course of studies and petitioning review of their academic status.

Undergraduate Nursing Curriculum Committee (UGNCC)

UGNCC is responsible for the development, implementation, and evaluation of undergraduate nursing course syllabi, learning experiences, and key assessments of student performance that are appropriate to the undergraduate student's developmental level and congruent with undergraduate course and program outcomes. UGNCC is also responsible for assuring the quality of the undergraduate program through implementation of the undergraduate curriculum evaluation plan.

Graduate Nursing Admission and Advancement Committee (GNAA)

GNAA reviews applicants for the graduate nursing programs and may determine individual admissibility. It creates and monitors policies related to the admission and advancement of students into and through the graduate nursing programs. The Committee provides a forum for students requesting permission to deviate from a course of studies and petitioning review of their academic status. GNAA collaborates with Alverno's Graduate Council to develop and implement processes to support the determination of graduate students' status.

Graduate Nursing Curriculum Committee (GNCC)

GNCC is responsible for the development, implementation, and evaluation of graduate nursing course syllabi, learning experiences, and key assessments of student performance that are appropriate to the graduate student's developmental level and congruent with graduate course and program outcomes. GNCC is also responsible to assure the quality of the graduate program through implementation of the JMSNHP systematic evaluation plan.

JMSNHP Community Advisory Board

The JMSNHP Community Advisory Board (CAB) may be comprised of persons from Southeastern Wisconsin area health care systems, nursing education communities, other employers, and representatives from the other communities of interest. The CAB is responsible to provide advice to the JMSNHP, the nursing leadership team, and nursing faculty about curriculum, course projects and assessments, practice hours/preceptorships, and other issues as brought to the Board.

Faculty

1. **Tracy Chesney, PhD, RN;** Assistant Professor of Nursing (Mesa), Manager, Center for Clinical Education & Simulation, tracy.chesney@alverno.edu
2. **Shelly Debo, MSN, RN, APNP, PMHNP-BC;** Assistant Professor of Nursing (MKE), Director, Psychiatric Mental Health Nurse Practitioner Program, shelly.debo@alverno.edu

3. **Anne Eliason, MSN, RNC-OB, CNE, CBC;** Assistant Professor of Nursing (Mesa), anne.eliason@alverno.edu
 4. **Shari Fehrenbach, MSN, RN, APNP, FNP-BC;** Associate Professor of Nursing (MKE), Chair, Graduate Nursing Programs, Director, Family Nurse Practitioner Program, shari.fehrenbach@alverno.edu
 5. **Sheila Heinert, DNP, RN, CBC;** Assistant Professor of Nursing (Mesa), Director, Direct Entry MSN-Mesa Program, sheila.heinert@alverno.edu
 6. **Laurie A. Kunkel-Jordan, PhD, RN;** Associate Professor of Nursing, Dean, Joann McGrath School of Nursing & Health Professions, laurie.kunkel-jordan@alverno.edu
 7. **Stefani Magnowski, DNP, RN, NEA-BC, CPHQ;** Adjunct Faculty (MKE), Chair, Doctor of Nursing Practice Program, stefani.magnowski@alverno.edu
 8. **Stephanie Potter, MSN-Ed, ONC;** Assistant Professor of Nursing (Mesa), stephanie.potter@alverno.edu, Judeen Schulte, PhD, RN, Professor of Nursing (MKE), judeen.schulte@alverno.edu
 9. **Lorilee Stutte, PhD, RN;** Associate Professor of Nursing (MKE), Director, Direct Entry MSN-MKE Program, lorilee.stutte@alverno.edu
 10. **Cindy Verette MSN-Ed, RN, CCRN;** Assistant Professor of Nursing (MKE), Chair, Undergraduate Nursing Programs, cindy.verette@alverno.edu
 11. **Veronica Vital, PhD, RN, MLS;** Assistant Professor of Nursing (Mesa), veronica.vital@alverno.edu
 12. **Catherine Zyniecki, MSN, RN, APNP, AGCNS-BC, CCRN;** Assistant Professor of Nursing (MKE), cat.zyniecki@alverno.edu
- submit to a caregiver background check in that state(s) conducted by CastleBranch.
3. All information regarding a student's caregiver background check(s) is kept strictly confidential. In the event of a criminal record(s) posing concern, the student is contacted by the Dean of the JMSNHP and advised accordingly.
 4. In the event of a criminal record and upon request, the student is responsible to prepare a letter of explanation to accompany copies of the charge(s) sent by the JMSNHP to request health care agencies. The letter must explain the circumstances of the charge(s) and whether there were/are extenuating conditions that could mediate understanding of the situation and suggest that the student's criminal history is no longer a liability. The student must deliver the letter to the Dean of the School within two weeks of receipt of the request.
 5. In collaboration with and as deemed appropriate by the Dean, the student provides additional information as requested by health care agencies.
 6. On a yearly basis following completion of the initial caregiver background check(s), all students are responsible to sign and submit a disclaimer to their CastleBranch account indicating that no new criminal charges have been leveled in the prior 12 months.
 7. The student cannot participate in any clinical practicum experience in the clinical setting (including orientation to the clinical setting) unless the required caregiver background check forms have been completed by the student and uploaded to and approved by CastleBranch and the student has been cleared for clinical placement.
 8. Student participation in a clinical practicum experience in the clinical setting when they are out of compliance with the initial or annual background check requirement will trigger an investigation of academic misconduct and sanction(s) as described in JMSNHP Academic Misconduct policy.
 9. The JMSNHP Clinical Liaison is not responsible for notifying students when they are out of compliance with clinical requirements; rather it is the student's responsibility to ensure they meet the initial and annual Caregiver Background Check requirements (See the CastleBranch [MKE] policy).

BSN P&P

Caregiver Background Checks (MKE)

POLICY:

Congruent with current Wisconsin state law and statutes, the JMSNHP requires that students complete a disclosure statement and submit to a Wisconsin Caregiver Background check(s), which is conducted by CastleBranch. WI Caregiver background checks are completed for all students every four years. On an annual basis, all students are required to sign and submit a disclaimer indicating that no new criminal charge(s) have been leveled in the prior 12 months.

The existence of a criminal record does not automatically preclude a student's clinical placement; rather, each criminal record is considered in view of its relationship to crimes that constitute restrictions or "bars" to clinical placement. Under the law, health care agencies prohibit the clinical placement of a student, whose caregiver background check reveals criminal records cited as restrictions or bars to employment or educational experiences in health care environments. In addition, the clinical placement of students can also be prohibited based on a health care agency's criteria/policy regarding criminal background information.

PROCEDURE:

1. Upon admission and orientation to their program of study, and every four years after, students must submit to a WI Caregiver Background check conducted by CastleBranch.
2. Students who live or have lived in another state(s) or moved to WI within the three years prior to admission to their program, must also

CastleBranch (MKE)

POLICY:

CastleBranch is an external company contracted by the JMSNHP to facilitate, track, and validate student compliance with clinical requirements (e.g., care giver background check, drug screening, AHA CPR certification, and health requirements, etc.). Upon entry to a JMSNHP program, all students establish an account with CastleBranch, following the instructions provided during their program orientation. All students must submit documentation of compliance with clinical requirements through their CastleBranch account. Under no circumstance will documentation sent via email to JMSNHP faculty or staff be accepted as evidence of compliance.

Documentation submitted via CastleBranch may be reviewed to determine student compliance by CastleBranch employee reviewers and/or by JMSNHP staff and faculty with responsibility for determining student compliance with clinical requirements, as designated by the Dean of the JMSNHP. Student compliance, or lack thereof, may be communicated to program chairs and directors and clinical faculty as necessary to ensure that no student who is out of compliance with clinical requirements participates in a clinical practicum experience.

Each semester, student clinical placements in the JMSNHP are dependent upon the opportunities opened to us by our health care system partners. Students and faculty must always keep in mind that we are guests in the clinical setting, and it is incumbent upon us to abide by the policies, procedures, and traditions therein. The requirements for student clinical placement set forth by our health care system partners include, but are not limited to, pre-clinical requirements such as the submission of individual student placement information on a deadline, many weeks in advance of any given semester start; attestation of student compliance with all CastleBranch requirements; and confirmation that students have completed site-specific orientation requirements. Accordingly,

- the last day to register for fall semester clinical courses is **July 1**.
- the last day to register for spring semester clinical courses is **December 1**.
- the last day to register for summer semester clinical courses (DEMSN only) is **April 1**.

Students are advised here that late registration for clinical courses will not be permitted. Consequently, students with CastleBranch, financial, or other registration "HOLDS" must work to clear them prior to registration deadlines. Students are encouraged to reach out to the Offices of the Registrar, Student Accounts, Student Development and Success, and/or the Office of Financial Aid for assistance, if necessary. *Note:* DEMSN students do not self-register; however, all registration deadlines still apply.

CastleBranch Deadlines and Clinical Course Registration HOLDS:

- A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
- A CastleBranch "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
- A CastleBranch registration "HOLD" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
- CastleBranch "HOLDS" that are cleared after the clinical course registration deadline will not result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.

CastleBranch Requirements and Participation in Clinical Courses

- Last day to demonstrate compliance with all CastleBranch requirements for the fall semester is **August 5**.
- Last day to demonstrate compliance with all CastleBranch requirements for the spring semester is **January 5**.
- Last day to demonstrate compliance with CastleBranch requirements for the summer semester is **May 5**.

All students are responsible for ensuring that they have met all CastleBranch requirements for the entirety of any given upcoming semester by the respective August 5, January 5, and May 5 semester deadlines. In part, that means that neither annual nor biannual CastleBranch requirements can be set to expire on a date that falls during the semester of a student's clinical course.

- As an example, if a student's AHA CPR certification will expire at any time during the spring semester, they must recertify and submit documentation of current certification sufficient to support

CastleBranch approval of that evidence no later than the January 5 deadline.

- As a second example, if a student's one-step TB test annual renewal is due anytime during the fall semester, they must complete the test and submit the related documentation sufficient to support CastleBranch approval of that evidence no later than the August 5 deadline.

Students should keep in mind that:

- it may take up to three days for CastleBranch to review and respond to the documentation they submit.
- "Rejected" submissions must be addressed by the student in a timely manner, because it may take up to three days for CastleBranch to review and respond to their re-submissions.
- the August 5, January 5, and May 5 deadlines are firm, meaning, in part, that they will not be adjusted in the case of "rejected" documentation. Submission of the required documentation less than 10 days prior to the deadline, puts the student risk of losing the opportunity for enrollment and participation in a clinical course in the respective semester.
- the single exception to the August 5 due date is the annual influenza vaccination requirement. Evidence of meeting that requirement must be submitted *and approved* in CastleBranch by October 15 each year. The influenza vaccine for any given year is typically available to the public beginning in early September.

PROCEDURE:

1. The student establishes a CastleBranch account as directed in their program orientation.
2. The student establishes and ensures continuous compliance with all CastleBranch requirements for fall, spring, and summer semesters no later than August 5, January 5, and May 5, respectively.
3. Students found to be out of compliance with CastleBranch requirements after the August 5, January 5, and May 5 deadlines will be *administratively removed* from their respective fall, spring, or summer clinical course. The next possible opportunity to register for the course will be the following semester.
4. Documentation of compliance with clinical requirements is to be submitted via the student's CastleBranch account. Students are directed not to email evidence of their compliance with clinical requirements to the Dean, Program Chairs or Directors, Clinical Liaison, faculty, or nursing Academic Administrative Assistant as it will not be considered or accepted.
5. Students may not participate in their clinical course at the clinical site (including clinical site orientation) if they are not fully compliant with all clinical requirements in CastleBranch. Formal approval of the documentation uploaded to CastleBranch constitutes "compliance" with any given clinical requirement.
6. Because full participation in clinical courses in the clinical setting is necessary to meet course outcomes, students who miss clinical(s) due to non-compliance with CastleBranch requirements are at very high risk for the administration of an unsatisfactory (U) progress code for the course. In the event of a missed clinical due to non-compliance, faculty may require a student to complete additional course assignments, but such assignments are not to be considered an alternative to actual participation in clinical.
7. The JMSNHP Clinical Liaison routinely checks student CastleBranch accounts for compliance on the 15th and last day of the month *only*. There are not multiple checks per week or "off-schedule" review of

CastleBranch accounts by the clinical liaison in response to individual student requests. If a student is found to be out of compliance with any clinical requirement at any point in any given semester, they should anticipate that their resubmission of documentation to be in compliance will not be reviewed in CastleBranch by the clinical liaison until the 15th or last day of the month, whichever comes first.

8. If the student fails to establish and maintain compliance with clinical requirements through their CastleBranch account, a CastleBranch HOLD will be placed on the student's Alverno account, preventing registration for future courses. Once the required evidence has been submitted and is approved by CastleBranch, the registration HOLD is removed, and the student can be registered if the due date for registration has not passed. The student is to be aware that without exception:
 - a. Last day to register for fall semester clinical courses is **July 1**
 - b. Last day to register for spring semester clinical courses is **December 1**
 - c. Last day to register for summer semester clinical courses (DEMSN only) is **April 1**
9. A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
10. A CastleBranch registration "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
11. CastleBranch registration "HOLDs" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
12. CastleBranch "HOLDs" that are cleared after the clinical course registration deadline will NOT result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.

Clinical Learning Center (BSN-MKE)

POLICY:

The Clinical Learning Center (CLC) located on the first floor of Alexia Hall includes the main clinical skills laboratory (AX-108) and simulation center (AX-107 and AX-115) and extends to CH-116, CH-116 and AX-210 (BSN students only). The CLC houses the equipment and resources needed to teach, practice, and learn clinical nursing therapeutic interventions. High-fidelity simulation and psychomotor skills teaching, practice, and validations are just some of the student activities supported by the CLC. Open hours are posted at the CLC main entrance (AX-108). Practice room availability is based on a first come, first served basis, meaning the students cannot reserve practice space. Safe practice is of utmost importance in the CLC. The student has full accountability for knowing and following the CLC policy and procedures. **Accessibility of the CLC:** The CLC is available to Alverno College nursing students, staff, and faculty ONLY, but for one exception: students enrolled in N-225 and N-524 may bring an adult into the CLC to serve as a model for head-to-toe physical assessment practice in preparation for EXPO. No Alverno students of non-nursing disciplines or other adults, adolescents, or children are allowed in the CLC, unless brought in, accompanied, and directly supervised by a JMSNHP faculty for a specific course-related purpose. JMSNHP students may not leave their adolescent or young children unattended/without direct adult supervision anywhere at the College while they are engaged in the CLC. Student parents must make childcare arrangements prior to working, practicing, and/or validating skills in the CLC. **Food and Beverages** are not allowed in the CLC without expressed permission of the CLC Manager. **Sign-up for Skills Validation and Cancellation:** Appointments for skill validations in the CLC are

scheduled through the online scheduling system. Students are expected to be and well-practiced in advance of all skills validation appointments. "Walk in" are not allowed. Students should be aware that a faculty may consider a cancelled or missed skills validation appointment as an absence in their course. In that case, the JMSNHP Absence from Theory or Clinical policy applies.

PROCEDURE:

Behavior Incident Form:

1. Unprofessional behavior exhibited by any student, as determined by CLC staff or faculty, will be reported to the relevant course faculty and the CLC Manager by way of the *Behavior Incident Form*.
2. A copy of the completed form will be maintained in the student's academic file in the JMSNHP. Students are advised to refer to the JMSNHP Professional Behavior policy and procedures to ensure that they fully understand the serious consequences that may result from violations of professional behavior in the CLC.

Sign-up for Skills Validation and Cancellation:

1. The student schedules appointments for skill validations in the CLC through the online scheduling system.
2. A student may cancel and reschedule an appointment in the case of an emergency or illness; however, if the student cancels on the day of an appointment, the student must call the CLC directly.
3. Student "no show/no cancellations" or "less than 12-hour notification of cancellations" will be reported to the relevant course faculty who will determine the appropriate action.
4. The faculty determines whether a skills validation appointment that is missed/cancelled without the required notice constitutes an absence in the course. In the case of absence, the JMSNHP Absence from Theory or Clinical policy is applied.

Skills Validations and Assigned Simulations in the CLC:

1. In accordance with syllabi, students are required to demonstrate the expected level of skills competence by way of a formal validation process that is conducted in the CLC.
2. The student schedules skills validations appointments as described above. "Walk In" skills validations are not allowed.
3. The student is expected to present for their skills validation appointment fully prepared to demonstrate the required skills successfully. A CLC RN lab monitor evaluates the student's skills performance in accordance with the criteria indicated on the respective JMSNHP Skill(s) Validation Form.
4. The student is allowed a maximum of 3 attempts to successfully complete any given skills validation in the CLC- ONE attempt per appointment.
5. If unsuccessful after 2 attempts, a remediation outline will be established and followed (template document located on Brightspace). After three unsuccessful attempts to validate competence on any skill, the student is no longer eligible to participate in the respective clinical or skills course. If the last day to withdraw from classes for the semester as published by the Registrar has not passed (Registrar Calendars (alverno.edu), the student may electively withdraw from the course without a negative impact on their academic status in the JSMNHP. If the last day to withdraw from classes has passed and/or the student elects to remain in the course, knowing they may not participate in the clinical practicum or skills

course, they do so, knowing that an unsatisfactory progress code will be administered for the course.

Use of equipment outside of the CLC: Nursing equipment available in the lab is only to be used by students in the lab/laboratory classroom. Under no circumstances may CLC equipment be removed or checked out by students for use outside of the CLC.

Clinical Practicum Experience (BSN-MKE)

POLICY:

All BSN students are required to complete clinical practicum hours, which are incorporated into designated courses. Clinical hours in the BSN program are designed so that students build upon and assimilate knowledge, skills, and attitudes essential for and inherent to professional nursing practice. Clinical faculty are assigned to each section of a clinical course. Depending on availability, the student may have an opportunity to complete a 1:1 internship rather than a group clinical experience in the final semester of their program. Clinical practicum sites and schedules may be assigned by the Chair of Undergraduate Nursing Programs or their designee, and are always to be considered tentative, in part, because health care system partner agencies may open or close clinical practicum sites/days/shifts at any time (prior to or during any given semester).

Students are reminded here that registration deadlines for clinical courses are firm (see CASTLEBRANCH [MKE] policy).

PROCEDURE:

1. The registers for clinical courses prior to the deadline.
2. The student may not begin the clinical hours prior to the course start date.
3. The student is expected to review clinical course outcomes and required clinical hours associated with each course in their program.
4. Clinical assignments are always to be considered tentative- before and during any given semester. The student should anticipate and plan for the possibility of a change in their clinical site/day/shift at any point in the semester.
5. No student may change a clinical section after the semester has begun unless the change was initiated by the Chair of Undergraduate Nursing Programs or their designee, or health care system partner.
6. During the clinical experience, students must follow policies and procedures of the JMSNHP and the clinical practicum site. Should a conflict become evident between policies and procedures, the student must seek direction from their clinical faculty.
7. Safety, personal integrity, accountability, and professionalism are absolute requirements for all clinical experiences. Unsafe practice, failure to demonstrate integrity and unprofessionalism at the clinical site are subject to review by the UGNAA and may result in disciplinary action, including dismissal from the JMSNHP. (See the JMSNHP Professional Behavior policy).
8. Students who repeatedly present to clinical unprepared, in violation of the uniform policy, or tardy are at risk for administrative removal from the course and/or an unsatisfactory (U) progress code in the course.

Clinical Uniform & Equipment Requirements (BSN-MKE)

POLICY:

The official Alverno nursing uniform with the Alverno patch is required for clinical practice courses. BSN students are discouraged from purchasing items other than the approved and designated uniform pieces because they will not be allowed to be worn in the clinical setting and thus will

result in unnecessary and added expense. For the safety of students and others, clinical uniforms, including shoes must be clean and in good repair. Students may not wear leggings in lieu of the required uniform pants.

All uniforms, scrub jackets, and shirts must be purchased at Galls.

An Alverno photo ID is to be worn with the uniform at all times in clinical settings.

It is expected that students consistently maintain a professional appearance in the clinical setting that demonstrates respect for and facilitates the safety of clients, others, and self. This includes:

- A clean, pressed uniform or attire appropriate to the setting that is free of tobacco-smoke, pet-hair, and cologne scents. Uniform pants should be hemmed so they do not touch the floor. *Students may not wear leggings in lieu of the required uniform pants to clinical.*
- Clean socks must be worn at all times; socks color should match either shoes or pants.
- Clinical shoes are to be used exclusively for clinical practice. Clinical shoes are to be all white, black, or red and without decoration. "Croc type" shoes (without holes) may be worn. If the shoe requires shoelaces, they must match the shoes.
- Simple jewelry, including a maximum of one small post earring per ear, may be worn. Other facial or body jewelry may pose a danger in the clinical environment and therefore, is not acceptable.
- Light makeup is acceptable; fragrances are not.
- Meticulous personal hygiene and grooming
- Clean hair of a **naturally occurring color** (i.e., no red, blue, green, purple, or other unnatural tint color is allowed).
- Hair coiffed in a hairstyle that is neat and off the shoulders
- Clean shaven face: if present, beards must be clean and neatly trimmed
- Clean and trimmed fingernails **without nail polish**; artificial nail tips, acrylic nails, etc. are not allowed.
- No or limited visible body art.
- Refraining from gum chewing during clinical practice.
- Refraining from smoking while traveling to clinical settings and during clinical practice breaks. Third-hand smoke poses a danger to patients.

Students may be dismissed from the clinical environment for violations of the uniform policy. Absence from the clinical environment jeopardizes students' ability to successfully meet course outcomes and successfully complete the course. Recurrent violations of the uniform policy WILL result in the student being dismissed from the clinical environment and incurring a clinical absence(s).

Equipment required for clinical courses is identified in course syllabi. Students are required to furnish the basic medical equipment necessary for client care (e.g., stethoscope, adult blood pressure cuff, pen light, reflex hammer, etc.), which can be purchased through local medical supply stores. Students are advised to clearly mark their personal medical equipment with their name.

PROCEDURE:

1. Student purchases the required Alverno College clinical nursing uniform from Galls, which is located at 500 East Oak St., Oak Creek, WI 53154. Galls' phone number is 414-762-7300. **Students may not wear leggings in lieu of the required uniform pants to clinical.**

2. An optional long sleeve black tee shirt may be worn under the red Alverno clinical uniform top.
3. The Alverno patch must be worn with the clinical uniform during client care.
4. Pregnant students should consult with their clinical faculty regarding uniform requirements.
5. The students' Alverno photo ID is to be worn with the uniform at all times in clinical settings.
6. Plunging necklines, spaghetti strap tops, short skirts or dresses, and exposure of the breasts, abdomen, back, and buttocks are not acceptable in professional contexts and must be avoided.
7. A single pair of earrings, not larger than a dime may be worn in the clinical setting; no other visible jewelry in the eyebrow, nose, lip, tongue, etc. is acceptable and must be avoided.
8. Tattoos must be covered when possible.
9. A student who presents to the clinical setting out of compliance with the clinical uniform policy may be dismissed from the clinical practicum experience by the clinical faculty and subsequently incur an absence for that day. Recurrent violations of the uniform policy WILL result in the student being dismissed from the clinical environment and incurring a clinical absence(s).

Critical News Board, Undergraduate Nursing (BSN-MKE)

POLICY:

The Undergraduate Nursing Critical News Board, located in Brightspace, has been created to communicate critical JMSNHP information and updates throughout the academic year. JMSNHP administrative assistants enroll BSN students in the Undergraduate Nursing Critical News Board Brightspace course. Critical updates and information, in are posted to the critical news boards by the JMSNHP Dean, Chair of the Undergraduate Nursing Programs, JMSNHP Clinical Liaison, Academic Success Coach, and JMSNHP Committee Chairs. Students are expected to review news board frequently to ensure that they are aware of critical JMSNHP program updates. If a student does not have access to the critical news board via Brightspace, they are to notify a Nursing academic administrative assistant (Office: CH2181) and request that they be enrolled in the course.

I dentification Cards (MKE)

POLICY

The Office of Student Development and Success issues all new students of Alverno College an initial identification card (ID) at no charge. When the ID cards are created, the student's government issued identification is checked to ensure the identity of the individual. For purpose of identification, students are encouraged to carry their Alverno College student ID card at all times. The Alverno ID card is intended to be used the entire time students are associated with the College. It is not necessary to obtain a new card each semester. In order to prevent unauthorized use, it is each student's responsibility to report a lost or stolen ID card to Student Development Division.

Student Development Division issues a new card at the expense of the student. Alverno College is not responsible for any loss or expense resulting from the loss, theft or misuse of this card. Once reported lost or stolen, the lost card will be deactivated.

Failure to produce a valid ID card when requested by a college official, fraudulent use of the card, and/or transfer of an ID card to another

person, may result in confiscation, loss of privileges and/or disciplinary action.

PROCEDURE

1. Name changes must be entered and processed through Self-Service via the Registrar's Office before a new ID card will be issued to students. For students, there is no charge for a replacement card due to a name change *provided the old card is returned at the time of replacement*. There is a charge for replacement of a lost or damaged card. There is no charge for a stolen card if the student has a copy of a police report.

N-290: Clinical Re-Entry (BSN-MKE)

POLICY:

Key purposes of N-290 are to protect patient safety and ensure that students are sufficiently prepared for the next clinical course in their BSN program sequence. After N-225 has been successfully completed, all students who plan to enter a clinical course, after one or more semesters without a clinical practicum for any reason, must register for and successfully complete N-290. The course is tailored to individual student learning needs, focusing on previously learned clinical nursing skills, including head-to-toe health assessment techniques, and clinical judgment. In a simulated clinical environment, students must demonstrate the levels nursing knowledge, clinical nursing skills competence, and clinical judgment commensurate with their last successfully completed clinical practicum. A student who does not successfully meet the expected outcomes of N-290 earns an unsatisfactory progress code (U). The two-U rule component of the Progression in BSN Programs policy applies to N-290, meaning that a course progress code of U in the course may impact on the student's ability to progress in their program. If the U is the only unsatisfactory course progress code earned by the student as reflected by their academic record, they may continue in the program but must repeat the course and complete it successfully before they will be allowed to take another clinical practicum course.

PROCEDURE:

1. The student who has not participated in a clinical course for one or more semesters registers for N-290.
2. The student meets with the faculty who facilitates the course. The course content, required clinical skills validations and simulations are identified, expected outcomes are established, and a schedule including skills review/practice and validation and simulation due dates and times is shared with the student.
3. The student must successfully complete all skills validations and simulations by the assigned due dates to earn a satisfactory course progress code (S). Exceptions are only made in very extraordinary circumstances as determined by the course faculty. Faculty are not obligated to grant requests for extended due dates.
4. The student who successfully completes N-290 earns a satisfactory (S) course progress code, and advances in the program, assuming that they meet all the usual requirements for progression in the BSN program.
5. The student who does not successfully complete N-290 earns an unsatisfactory (U) course progress code, and must repeat the course, assuming that they have not earned any other course progress codes of U leading to their dismissal.

6. A progress code of U is reviewed by the Undergraduate Admissions and Advancement Committee (UGNAA). A U progress code in N-290 is applied to the two-U rule.

Progression in Courses & Programs: Assessment, Progress Codes, Dismissal, Appeals (BSN-MKE)

POLICY and PROCEDURES

Prior learning experiences form the foundation upon which all nursing courses are built; therefore, it is expected that all BSN students apply the knowledge, skills, and abilities mastered in prerequisite courses. BSN students' written and verbal communication are expected to meet the Alverno criteria commensurate with graduate-level education. In addition, all BSN students are expected to consistently apply the Alverno criteria for social interaction in all interpersonal experiences in all courses, commensurate with graduate-level education. The College criteria for effective writing, speaking, and social interaction are located on the Graduate Nursing Critical Care News Board in Brightspace. Meaningful self-assessment is valued as an important element of students' learning in all courses and requires *observation, interpretation/analysis, judgment, and planning for the future* on the part of the student.

Successful progression in the BSN program requires the successful completion of all courses, which is dependent upon the student's achievement of course outcomes. Student achievement of course outcomes is *supported* through the successful completion of required course assignments and *measured* in one or more of the following ways: NCLEX-style objective assessments, medication calculation competency assessments, psychomotor skills competency validations, ATI Content Mastery assessments, criterion-referenced assessments of student performance. Student achievement of clinical practicum course outcomes is demonstrated in the practicum setting and through related measures (e.g., medication calculation competency assessments, psychomotor skills competency validations, ATI Content Mastery assessments, criterion-referenced assessment of student performance in the care of patients, families, communities, and populations in the clinical setting, etc.).

Students must successfully complete all course assignments and assessments, including any Major Criterion identified in a course syllabus. All Major Criteria identified in a course syllabus must be met to successfully complete a course, regardless of the student's performance on any other assignment or assessment in that course. Student success may be supported through opportunities for remediation and subsequent attempt(s) to (a) successfully complete any assignment, at the discretion of the course faculty and (b) successfully meet any Major Criterion in a course other than achievement of the NCLEX-style objective assessment benchmark, as described below.

A. Assessment of Student Learning

NCLEX-style Objective Assessments

NCLEX-style objective assessments are administered in the JMSNHP via computerized platforms; whenever possible, assessments are administered on campus rather than remotely. Objective assessments in online asynchronous courses are administered remotely with a remote proctoring service engaged. All objective assessments are to be completed *independently* by the student without the use of notes, books, or other resources, unless explicitly directed otherwise by the course faculty.

Students must achieve 80% of the total assessment points possible to successfully complete any given nursing course that includes objective NCLEX-style objective assessments. The 80% benchmark is a determinant of successful completion (i.e., Major Criterion) of all courses wherein NCLEX-style assessments are administered. Under no circumstances are assessment scores rounded up to assist a student in achieving the 80% benchmark (e.g., 79.9% is not rounded up to 80%). Missed assessment questions cannot be remediated for points. Likewise, at no time is extra credit offered as an opportunity for students to earn back points for missed assessment questions to assist them in meeting or exceeding the 80% benchmark.

Except in extraordinary circumstances, all NCLEX-style objective assessments must be completed in accordance with scheduled course due dates. Requests for extensions will be considered on a case-by-case basis and only granted in the event of extraordinary and unavoidable circumstances, as determined by the course faculty. This means that no late objective assessment will be allowed or accepted without (a) student communication with the course faculty prior to a scheduled assessment and (b) documented faculty approval obtained by the student prior to a scheduled assessment. In the case of a missed objective assessment without prior faculty approval, the student will earn an assessment score of zero, which will be averaged with all other assessment scores when the student's overall progress toward achievement of the 80% benchmark is determined by the course faculty.

In the event that the student is granted the opportunity to make up a missed objective assessment, that make-up assessment may contain different questions than the original assessment but will assess the same learning outcomes. Make-up assessments in all JMSNHP courses are administered during the last week of classes, as described in the *Objective Assessment Environment Agreement Form* located on the Graduate Nursing Critical News Board in Brightspace. When granted the opportunity to make-up one or more assessments in one or more courses, the student is required to complete all of those make-up assessments during the last week of classes.

ATI Content Mastery Assessments

Any course (theory or clinical practica) may include that students demonstrate a pre-determined level of achievement on one or more ATI Content Mastery assessments to successfully complete that course, independent of any other Major Criteria in the course. In all cases where ATI Content Mastery assessments serve as a Major Criteria for successful completion of the course:

- the required level of achievement is published in course syllabi.
- the student is allowed two attempts to successfully meet the required level of achievement
- the student is expected to complete remediation in ATI, as instructed by their course faculty, prior to their second attempt.
- if the student does not meet the required level of achievement after the second attempt, the student does not successfully complete the course, and an unsatisfactory (U) progress code is administered for the course, regardless of their performance on any other course assignments or assessments.

Medication Calculation Competency Assessments

Nurse competence in medication calculation is a critical element of safe nursing practice; therefore, medication calculation competency assessments are integrated throughout the BSN program curriculum and serve Major Criteria for successful course completion. Students'

medication calculation competence is assessed at a level commensurate with their level of progression in their program.

Medication calculation competency assessments may be included in didactic or clinical courses. In didactic courses, medication calculation questions may be included as elements of a broader NCLEX-style assessment. In clinical practicum courses, medication calculation competency assessments serve as a key determinant (Major Criterion) of successful course completion, meaning that a student cannot successfully complete a clinical course without successfully completing the medication calculation competency assessment, regardless of their achievement of any other course assignments or assessments.

Medication calculation competency assessments administered in clinical courses are timed and involve multiple questions aimed at assessing the students' ability to complete medication calculations accurately and demonstrate nursing and pharmacological knowledge essential to the safe administration of medication to patients. To successfully demonstrate the required level of medication calculation competence in a clinical course, students must successfully complete an assigned medication calculation competency assessment by the course deadline. Medication calculation competency assessment due dates typically occur prior to the first day of scheduled direct patient care in any given clinical course; however, the student is referred to the due dates published in the course calendar specific to any given course.

- *Medical Terminology/Abbreviations Assessments:*

- A written assessment addressing the student's mastery of medical terminology and abbreviations critical to the safe administration may be administered in any given course, requiring a score of 100% for successful completion of the course. If applicable, details are provided in the course syllabus.

- *Medication Calculation Competency Assessments:*

- Students are allowed a maximum of three attempts to successfully complete an assigned medication calculation competency assessment in any given clinical course.
- A minimum of 24 hours delay between attempts is required.
- If unsuccessful on the first attempt, a remediation plan to support the student's successful completion of the medication calculation competency assessment is determined collaboratively by the faculty and the student. A JMSNHP Academic Success Coach may be called upon to assist in the development and implementation of the remediation plan. The student has responsibility for contacting the faculty, and Academic Success Coach as directed, to develop the remediation plan and schedule a second attempt of the assessment.
- The student should be aware that:
 - they may not provide direct patient care (i.e., participate in the clinical practicum) until they have successfully completed the medication calculation assessment required in any given clinical practicum course.
 - lack of participation constitutes absence from a clinical practicum course.
 - absence from scheduled clinicals jeopardizes their ability to successfully complete the course.
- If the student is unsuccessful on the second attempt, the existing remediation plan is collaboratively reviewed by the student and faculty (and Academic Success Coach if appropriate) and adjusted as needed to support the student's

successful completion of the medication calculation competency assessment. The student has responsibility for contacting the faculty, and the Academic Success Coach as directed, to discuss the remediation plan and schedule a third attempt of the assessment.

- If after 3 attempts, the student has not successfully completed the medication calculation competency assessment, they are no longer eligible to continue in the respective clinical course. If the last day to withdraw from classes for the semester as published by the Registrar has not passed (Registrar Calendars ([alverno.edu](https://www.alverno.edu)) (<https://www.alverno.edu/Registrar-Calendars/>), the student may electively withdraw from the course without a negative impact on their academic status in the JSMNHP. If the last day to withdraw from classes has passed and/or the student elects to remain in the course, knowing they may not participate in the clinical practicum or skills course, they do so, knowing that an unsatisfactory progress code will be administered for the course.

Criterion-Referenced Assessment of Student Performance

Criterion-referenced assessment of student performance (sometimes referred to as key assessments of student performance) are designed by nursing faculty to engage BSN students in disciplinary and professional contexts; the assessment criteria reflect professional standards for achievement in graduate-level nursing. Criterion-referenced assessments of student performance are rigorous and help the student and course faculty to determine not only what a BSN student knows but how well they can apply what they know. A student that does not meet or exceed the criteria established for a criterion-referenced assessment of student performance (Major Criterion) in any given course does not successfully complete that course, regardless of their level of achievement on other course assessments or benchmarks. Any opportunity for remediation and extended attempt(s) to complete a criterion-referenced assessment are provided at the discretion of the course faculty. Faculty are not obligated in any way to offer remediation and/or multiple attempts for a student to successfully complete a criterion-referenced assessment of student performance.

Clinical Skills Validations

Clinical skills validations may be required in any BSN course and constitute Major Criteria for successful completion of that course. All skills competence validations are conducted in the clinical skills laboratory or simulation center on campus. A list of required skills validations is provided in applicable course syllabi along with details about the validation processes that must be followed by the student and the opportunities and limitations imposed by the course faculty regarding skills validation remediation and number of attempts available to the student to demonstrate competence in each skill.

B. Progress Codes

POLICY

Successful student progression in graduate nursing programs is based on students' achievement of course outcomes outlined in each course syllabus. Expected course outcomes may be demonstrated through various measures of student learning described in **Section A above**.

PROCEDURE

1. All requirements for success in any given course are outlined in the course syllabus. **A satisfactory (S) course progress is administered** and

entered in the student's academic record if all course outcomes have been successfully met by the student.

2. If a student is experiencing difficulty meeting course outcomes, the faculty may file a BLAZE report (anytime) and/or a *Mid-Semester Progress Report*. The student may be asked to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course.
3. **As unsatisfactory (U) course progress code is administered** and entered in the student's academic record if all course outcomes have not been successfully met by the student. A student earning a progress code of "U" in one course is placed on *Probation with Warning* status and automatically receives a Mid-Semester Assessment Report in remaining semesters. The student may be asked by a faculty to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course on the second attempt to progress the program.
4. **An incomplete (I) progress code is assigned** at the discretion of faculty when, due to *extraordinary circumstances*, a student is prevented from completing all required coursework by the end of the semester. A student anticipating the need for an "I," is responsible for initiating the conversation with their course faculty. Typically, an "I" is assigned only if a minimal amount of coursework (assignments and/or assessments) remains to be completed. The administration of an "Incomplete" progress code is administered in accordance with College policy.

C. Progression

POLICY

Students who successfully complete all courses in the BSN curriculum successfully progress in their program of study. Students who do not successfully complete all course in the BSN curriculum do not successfully progress in their program of study.

PROCEDURE

1. A student who earns an unsatisfactory (U) course progress code is reviewed by UGNAA and placed on **Probation with Warning**. The student continues to have Probation with Warning Status for the remainder of their enrollment in the BSN Program.
2. A student who earns a second unsatisfactory (U) progress code is also reviewed by UGNAA and except in the event of *very extraordinary circumstances*, the student is dismissed from the JMSNHP, in accordance with the Two-U Rule.
3. An undergraduate student who is dismissed from the JMSNHP is not automatically dismissed from Alverno College.
4. Letters of dismissal are generated by the Chair of UGNAA.

Two-U Rule: A student who earns an unsatisfactory (U) progress code in the same course twice or in any two undergraduate nursing courses is dismissed from the JMSNHP.

Exceptions:

1. The Two-U Rule is not applied when a student earns their second unsatisfactory (U) progress code in a course in the final semester sequence of courses in their program; they are allowed to repeat the

course the following semester. If the student is unsuccessful on the second attempt, they are dismissed from the JMSNHP.

2. Unsatisfactory (U) courses progress codes earned prior to a student's readmission to the BSN program after dismissal for unsuccessful progression are not considered in application of the Two-U Rule.
3. *In the event of very extraordinary circumstances*, the Chair of Undergraduate Nursing Program may recommend to UGNAA that the Two-U Rule be set aside for one semester.
 - a. If UGNAA accepts the Chair's recommendation and justification for doing so, the Two-U Rule is not applied for one semester and the student is allowed to continue in the program under explicit Conditions for Continuation.
 - b. The Conditions for Continuation in the student's program are identified by UGNAA and at a minimum, always contain a limitation in the number of credits and specification of courses that the student is allowed to enroll in the following semester.
 - c. Conditions for Continuation in the program are not negotiable by the student under any circumstance.
 - d. UGNAA's decision to allow a student to continue in their program with conditions, despite their unsuccessful course progress and justified by the event of *very extraordinary circumstances*, is communicated to the student in writing, by the Chair of UGNAA or their designee, within 5 working days of the Committee's decision. The Chair's notification to the student includes the specific, non-negotiable Conditions for Continuation in the BSN Program that are applied.
 - e. The student is responsible to notify their Chair of Undergraduate Nursing Program, in writing within 5 working days of receipt of notification made by the Chair of UGNAA, of their intention to accept or deny the opportunity to continue in the program under the conditions specified by the Committee.
 - f. **If the student chooses to accept the Conditions for Continuation:**
 - i. The Chair of Undergraduate Nursing Program notifies the Dean of Students and Office of Student Development and Success.
 - ii. A copy of the student's acceptance of the specific Conditions for Continuation is filed in BLAZE by the Chair of Undergraduate Nursing Programs.
 - iii. The Chair of Undergraduate Nursing Programs informs the student's faculty advisor of the student's intention to continue in their program under the stipulated Conditions for Continuation.
 - iv. The Chair of Undergraduate Nursing Programs has responsibility for monitoring and reporting the student's progress to UGNAA at the end of the following semester and throughout their subsequent enrollment in the BSN program.
 - v. The progress of all students is tracked and documented in UGNAA records.
 - g. **If the student chooses not to accept the Condition of Continuation:**
 - i. They are dismissed in accordance with the Two-U Rule.
 - ii. All the usual processes related to dismissal of a student for unsuccessful progression ensue.

Conditional Admissions:

POLICY

A student may be conditionally admitted to the BSN Program (see BSN Program Admission Requirements).

PROCEDURE

1. The Chair of Undergraduate Nursing Programs reviews the student's Conditions of Admission at the start of their first semester of enrollment in the BSN program.
2. The Chair of Undergraduate Nursing Program informs the student's faculty advisor of the student's *Conditions of Admission* at the start of their first semester of enrollment in the BSN program
3. Conditions of Admission are strictly followed.
4. If, in accordance with a student's conditions of admission, the Chair of Undergraduate Nursing Programs determines that the student will be allowed to continue, despite an unsatisfactory (U) progress code or the student dropping or withdrawing from a course specified in the Conditions of Admission, that decision along with justification for the decision is communicated to UGNAA.
5. UGNAA collaborates with the Chair of Undergraduate Nursing Programs to determine under what conditions the student will be allowed to continue. Typically, conditions for continuing in the program include a limitation in the number of credits and specification of courses that the student is allowed to enroll in the following semester.
6. Imposed Conditions for Continuation in the program are not negotiable by the student under any circumstance.
7. Within 5 working days of collaborative identification of the Conditions for Continuation by the Chair of Undergraduate Nursing Programs and UGNAA, the student is notified in writing by the Chair of Undergraduate Nursing Programs of the opportunity to continue in their program if they accept the imposed non-negotiable Conditions for Continuation.
8. The student is responsible to notify their Chair of Undergraduate Nursing Programs of their intention to accept or deny the opportunity to continue under the stipulated conditions, within 5 working days of receipt of the Chair's letter of notification.
9. **If the student chooses to accept the Conditions for Continuation**, the Chair of Undergraduate Nursing Program notifies the Dean of Students and Office of Student Development and Success. A copy of the student's acceptance of the specific Conditions for Continuation is filed in BLAZE by the Chair.
10. The Chair also provides a copy of the student's intention to continue in the program and acceptance of the specific Conditions for Continuation to the Chair of UGNAA and the student's faculty advisor.
11. The Chair has responsibility for monitoring and reporting the student's progress to UGNAA at the end of the following semester and throughout their subsequent enrollment in the BSN program. The progress of all students who continue in their program under stipulated conditions is tracked and documented in UGNAA records.
12. **If the student chooses not to accept the Condition of Continuation**, they are dismissed in accordance with the *Conditions of Admission* communicated in their BSN Program Acceptance Letter and applied at the time of their enrollment in the program, and all the usual processes related to dismissal of a student for unsuccessful progression ensue.

A Note about Conditional Re-Admissions: Students may be re-admitted to the BSN program after dismissal for unsuccessful progression in the program or an interrupted program of study. In either case, UGNAA may apply Conditions of Re-Admission. In that case, applicable procedures mirror the procedures

described above in the Conditional Admissions section of the Catalog (i.e., "re-admission is substituted for "admission:").

D. Appeal of an Unsatisfactory Progress Code

POLICY

The student has a right to appeal and unsatisfactory (U) progress code.

PROCEDURE

Appeal of Unsuccessful Unsatisfactory Progress Code:

1. The student follows the JMSNHP Conflict Resolution policy in Catalog if they disagree with a course progress code. If unable to come to satisfactory resolution through collaboration with the course faculty, the student has the right to appeal an unsuccessful progress code by sending a letter of appeal with supporting documentation to the Chair of UGNAA. The email address of the UGNAA Chair is located on the Undergraduate Nursing Critical News Board in Brightspace.
2. If an unsuccessful progress code (U) is imminent and known prior to the end of the semester, and the student intends to appeal the U, they may send a letter of appeal and supporting documents to the Chair of UGNAA on or after December 1 (fall semester), May 1 (spring semester) or August 1 (summer session), but not later than 10 working days after the progress code of U was made available to the student by the Registrar's office.
3. The Chair of UGNAA has responsibility for inviting the course faculty to a UGNAA meeting to discuss the student's progression in their course and justification for the administration of the unsatisfactory progress code.
4. The Chair of UGNAA has the responsibility for scheduling and inviting the student, in writing, to a UGNAA meeting to present their perspective and supporting evidence within ten (10) working days of receipt of the student's notice of appeal. The Chair also informs the student that they have the option of presenting their case to UGNAA in writing.
5. The Chair of UGNAA has the responsibility of informing the student (in writing) who chooses to present their case in person that (a) they will be allowed a **maximum** of 30 uninterrupted minutes to present their perspective and evidence to UGNAA (b) UGNAA members will have up to 15 minutes to subsequently ask questions of the student and (c) the course faculty who administered the unsatisfactory unsuccessful progress code will not be present during the meeting.
6. The Chair of UGNAA has the responsibility of informing the student (in writing) who chooses to present their case in writing of the specific date and time by which their letter and supporting evidence must be received.
7. To allow sufficient time for consideration, the Chair of UGNAA aims to distribute any and all written information pertaining to the unsatisfactory progress code provided by the student and course faculty to UGNAA no less than 72 hours prior to the scheduled committee meeting wherein the case will be reviewed. Nevertheless, UGNAA recognizes that at times, upholding the "72-hour rule" is not in the best interest of the student (e.g., if a UGNAA decision in the student's favor would be delayed such that their enrollment in courses would be delayed, leading to missed registration deadlines and delayed program completion and graduation). The Chair of UGNAA or their designee may set aside the "72-hour rule" when thought to be in the best interest of the student.

8. UGNAA considers the evidence presented and after careful consideration, determines whether the progress code will be upheld or overturned.
9. The Chair of UGNAA or their designee is responsible for notifying the student, in writing, of UGNAA's determination within 10 working days of that decision.
10. The Chair of UGNAA is also responsible for notifying the course faculty, Chair of Undergraduate Nursing Program, Dean of the JMSNHP, Dean of Students, and the Office of the Registrar.

Second Level of Appeal: If the student does not accept UGNAA's decision or is not satisfied that due process was fully or properly applied, they have a right to appeal. In that case, the student submits a letter of appeal to the Dean of the JMSNHP within 10 working days of receiving UGNAA's decision.

Upon receipt of the student's letter of appeal, the Dean launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Dean also meets with the course faculty, and UGNAA as appropriate. The Dean carefully considers the findings of their investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision. The Dean is also responsible for notifying the course faculty, Chair of Undergraduate Nursing Program, Dean of Students, VPAA, and the Office of the Registrar.

Third Level of Appeal: If the student does not accept the Dean's determination or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, Chair of Undergraduate Nursing Programs, Chair of UGNAA, or Dean of the JMSNHP, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, Chair of Undergraduate Nursing Program, Dean of the JMSNHP, Dean of Students, and the Registrar of their determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of Undergraduate Nursing Programs, Chair of UGNAA, and if needed, UGNAA to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

F. Appeal of Dismissal Resulting from Unsuccessful Progression

POLICY

The student has a right to appeal their dismissal from a BSN program.

PROCEDURE

First Level of Appeal: If the student does not accept UGNAA's decision or is not satisfied that due process was fully or properly applied, they have a right to appeal. In that case, the student submits a letter of appeal to the Dean of the JMSNHP within 10 working days of receiving UGNAA's decision.

Upon receipt of the student's letter of appeal, the Dean launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Dean also meets with the course faculty, and UGNAA as appropriate. The Dean carefully considers the findings of their investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision. The Dean is also responsible for notifying the course faculty, Chair of Undergraduate Nursing Program, Dean of Students, VPAA, Dean of Students, and the Office of the Registrar.

Second Level of Appeal: If the student does not accept the Dean's determination or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, Chair of Undergraduate Nursing Programs, Chair of UGNAA, or Dean of the JMSNHP, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, Chair of Undergraduate Nursing Program, Dean of the JMSNHP, Dean of Students, and the Registrar of their determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of Undergraduate Nursing Programs, Chair of UGNAA, and if needed, UGNAA to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

Requesting Readmission after Dismissal from the JMSNHP (BSN-MKE)

POLICY:

The Undergraduate Admissions and Advancement Committee (UGNAA) will consider requests for readmission from students who have been dismissed from a BSN program. A student who has been dismissed from an undergraduate JMSNHP nursing program will be out for at least one semester. Students who have been dismissed but are seeking readmission must send a letter requesting readmission to the Chair of UGNAA. The name and contact information for the Chair of UGNAA can be found on the Undergraduate Nursing Critical News Board located in Brightspace. UGNAA reviews the request and determines whether the student will be readmitted and if appropriate, under what conditions. There is no guarantee that a student's request for readmission will be granted. The student must provide the official transcript from any

institution of higher learning they intended subsequent to their dismissal from the JSMNHP.

PROCEDURE:

1. The student seeking readmission after dismissal from a BSN nursing program submits a letter to UGNAA requesting readmission no later than June 1 for reentry in the fall semester and November 1 for reentry in the spring semester. The letter is sent to the Chair of UGNAA via email. The UGNAA Chair's contact information is located on the Undergraduate Nursing Critical News Board.
2. The student begins the body of their letter with, "The purpose of this letter is to request readmission to the BSN program in the fall/spring (select one) of (insert year)...," identifying the semester and year they were last enrolled in JSMNHP courses. For example, "The purpose of this letter is to request readmission to the BSN program in fall 2026. I was last enrolled in classes in the JSMNHP in fall 2024."
3. Within the letter requesting readmission, the student:
 - a. Thoughtfully reflects upon and acknowledges ownership in the circumstances that lead to their dismissal.
 - b. Provides a detailed plan for success to be implemented if readmission is granted.
4. If the student was enrolled at any institution(s) of higher learning since their dismissal from Alverno, a copy of the respective transcript(s) must be submitted to the Chair of UGNAA along with their letter requesting readmission. An unofficial transcript will be accepted initially for the purposes of UGNAA's review, but the student must also arrange for an official transcript(s) to be sent to the Office of the Registrar.
5. UGNAA carefully considers all requests for readmission and review's the student's academic history and relevant circumstances of dismissal, prior to rendering one of the following decisions:
 - a. Readmission denied.
 - b. Readmission granted.
 - c. Readmission granted with the stipulation that the student register for and successful complete N-290 prior to re-entry as outlined by faculty in the N-290 syllabus. *Note:* An N-290 stipulation always applies after the dismissal of a BSN student, because they have been without participation in a clinical course for at least one semester.
 - d. Readmission granted with the stipulation that the BSN student register for and successful complete N-290 prior to re-entry. Specifically, successful demonstration of (insert knowledge, skills, and abilities) must be achieved in N-290.
 - e. Readmission granted with the following stipulations: (specifics listed; examples include but are not limited to successful completion of N-290 as described in either case above, requirement to work with the Academic Success Coach weekly for a set number of hours, completion of specific ATI learning activities, enrollment limited in number of credits and to specific courses only during the semester of re-entry, etc.).
6. The Chair of UGNAA communicates the committee's decision, in writing, to the student, within 5 working days of that decision.
7. All tuition and fees associated with imposed readmission requirements are the responsibility of the student.

The Undergraduate Admissions and Advancement Committee (UGNAA) will consider requests for readmission from students who have had a leave of absence (LOA) from an undergraduate nursing program. A student who is seeking readmission after an LOA must send a letter requesting readmission to the Chair of UGNAA. The name and contact information for the Chair of UGNAA can be found on the Undergraduate Nursing Critical News Board located in Brightspace. UGNAA reviews the request and determines whether the student will be readmitted and if appropriate, under what conditions. There is no guarantee that a student's request for readmission will be granted. The student must provide the official transcript from any institution of higher learning they intended subsequent to their dismissal from the JSMNHP.

PROCEDURE

1. The student seeking readmission after an LOA from a graduate nursing program submits a letter to UGNAA requesting readmission no later than June 1 for reentry in the fall semester and November 1 for reentry in the spring semester. The letter is sent to the Chair of UGNAA via email. The UGNAA Chair's contact information is located on the Undergraduate Nursing Critical News Board.
2. The student begins the body of their letter with, "The purpose of this letter is to request readmission to the (insert program name) in the fall/spring (select one) of (insert year)...," identifying the semester and year they were last enrolled in JSMNHP courses. For example, "The purpose of this letter is to request readmission to the BSN program in fall 2026. I was last enrolled in classes in the JSMNHP in fall 2024."
3. If the student was enrolled at any institution(s) of higher learning since their dismissal from Alverno, a copy of the respective transcript(s) must be submitted to the Chair of UGNAA along with their letter requesting readmission. An unofficial transcript will be accepted initially for the purposes of UGNAA's review, but the student must also arrange for an official transcript(s) to be sent to the Office of the Registrar.
4. UGNAA carefully considers all requests for readmission and review's the student's academic history and relevant circumstances of the LOA, prior to rendering one of the following decisions:
 - a. Readmission denied.
 - b. Readmission granted.
 - c. Readmission granted with the stipulation that the student register for and successful complete N-290 prior to re-entry as outlined by faculty in the N-290 syllabus. *Note:* An N-290 stipulation always applies after the dismissal of a BSN student, because they have been without participation in a clinical course for at least one semester.
 - d. Readmission granted with the stipulation that the BSN student register for and successful complete N-290 prior to re-entry. Specifically, successful demonstration of (insert knowledge, skills, and abilities) must be achieved in N-290.
 - e. Readmission granted with the following stipulations: (specifics listed; examples include but are not limited to successful completion of N-290 as described in either case above, requirement to work with the Academic Success Coach weekly for a set number of hours, completion of specific ATI learning activities, enrollment limited in number of credits and to in specific courses only, etc.).
5. The Chair of UGNAA communicates the committee's decision, in writing, to the student, within 5 working days of that decision.
6. All tuition and fees associated with imposed readmission requirements are the responsibility of the student.

Requesting Readmission after an Interrupted Program of Study (BSN-MKE)

POLICY

Skills Practice Requirements (BSN-MKE)**POLICY**

In the nursing profession, the demonstration of mastery of a particular skills competency is not a “one and done.” Rather, practicing nurses are expected to demonstrate competence in selected skills, at least annually, even after 20+ years of practice, including in the fundamentals (i.e., point-of-care blood sugar testing). All undergraduate nursing students enrolled in a clinical course are expected to practice health assessment and clinical skills in the CLC for a minimum of 2 hours per week, outside of their scheduled class/lab/clinical time. Students must complete the required 2 hours of skills practice each and every week; they may not combine and complete multiple hours in a single week to meet the requirement. *A student who fails to meet the 2-hour/week skills practice requirement is at risk for earning an unsatisfactory (“U”) progress code in the course.*

Students are encouraged to identify a peer group for practice and schedule a regular day and time each week for practice. Students should treat their scheduled practice time as they treat their scheduled clinicals (i.e., as non-negotiable), meaning that they always “attend and participate.” Additionally, students are encouraged to practice in groups of two or three, with one student demonstrating the skill and verbalizing what they are doing as they progress and with at least one other student who acts as a timekeeper and prompts and evaluates their peer's progress, using the appropriate skills validation criteria. Sufficient practice and demonstration of skills competence are the best way to ensure nursing students' *skills-readiness* for professional practice.

PROCEDURE

1. The student downloads and prints the electronic version of the skills practice log from their clinical course Brightspace page.
2. The student signs in and out of the CLC using the Sign-In/Out log located in the CLC entryway (AX 108), each time they engage in a skills practice session in the CLC outside of scheduled class/lab/clinical time.
3. The student records each skills practice session completed outside of scheduled class/lab/clinical time in the CLC in their skills practice log, obtaining the signature of a CLC monitor as validation of their time spent practicing skills in the lab.
4. Each student submits their practice log to their clinical faculty weekly, as evidence of their meeting the 2-hour/week clinical skills practice requirement of their clinical course.
5. The clinical faculty view each student's practice log weekly, to ensure compliance with the practice requirement.
6. The student uploads a copy of their skills practice log to Brightspace at mid-term and at the end of the semester along with their mid-term and final self assessments.

Student Employment (BSN-MKE)**POLICY:**

To ensure patient safety, nursing students, like all nurses, must be well rested and prepared to fulfill the responsibilities of their role. Accordingly, students may not work just prior to any scheduled clinical practicum. Specifically, the student may not participate in:

- a day shift clinical practicum immediately after working a night shift for their employer or in any volunteer setting.

- a PM shift clinical practicum immediately after working a day shift for their employer or in any volunteer setting.
- a night shift clinical practicum immediately after working a PM shift for their employer or in any volunteer setting.

At a minimum, there must be 10 hours between the end of any shift worked as an employee (or volunteer) and the start of a clinical practicum.

Any student who presents to or has participated in a scheduled clinical practicum within 10 hours of after working a shift for their employer or in any volunteer setting is in violation of the standards of professional behavior and engaged in unsafe clinical practice (See JMSNHP Professional Behavior policy). At a minimum, the student will be dismissed from clinical that day and incur a clinical absence. The duration of a “shift”= more than 4 hours.

PROCEDURE:

1. A student who presents to participate in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer is in violation of the standards of professional behavior; the student is dismissed from clinical that day and incurs an absence. The faculty refers the student to the JMSNHP Professional Behavior policy.
2. A faculty who suspects that a student has presented to or has participated in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer has responsibility to conduct an investigation that begins with meeting with and querying the student. The faculty refers the student to the JMSNHP Professional Behavior policy. If the student is found to be in violation of the standards of professional behavior, they are sanctioned in accordance with the JMSNHP Professional Behavior policy.
3. A student who repeatedly presented to and/or participated in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer has demonstrated an egregious violation of the standards of professional conduct and is sanctioned by the faculty in accordance with the Professional Behavior policy.

Student Responsibilities (BSN-MKE)**POLICY:****Course Participation**

Alverno faculty believe that knowledge is co-constructed; therefore, regular course attendance and active participation in class, online discussions, and practice are required of all undergraduate students and essential for successful progression in the program. In addition to scheduled coursework, the student is expected to complete independently scheduled and assigned practicum experiences. Successful progression in the program is dependent, in part, on the student's consistent demonstration of highly effective communication, social interaction, critical thinking, and problem-solving skills.

Undergraduate courses are delivered through multiple modalities: traditional, hybrid, and synchronous and asynchronous online. Traditional courses are highly interactive and delivered face-to-face in the classroom on campus. In hybrid courses (mixed traditional & online), students are expected to meet face-to-face on campus in the classroom most weeks and to log into Alverno College online learning systems multiple times during the week, as directed, to fully engage with peers and faculty peers.

Synchronous online courses meet regularly at scheduled days at times; on weeks when students do not meet as a class together, online and video discussions as well as other learning activities are assigned to ensure that all course content is fully covered and understood. In courses delivered asynchronously, students have the freedom and flexibility to engage in assigned coursework on their own schedule but must ensure that all scheduled due dates are met.

Course Syllabi and BSN-MKE and JMSNHP Policy and Procedures

All BSN students assume full responsibility accessing, reading, and understanding all contents of their program course syllabi and the 2025-2026 Alverno College Catalog online, specifically the BSN Curriculum, JMSNHP Shared Policy and Procedures, and BSN Program Policy and Procedures. The BSN student understands that BSN Program and JMSNHP policy and procedures are reviewed and updated annually, at the start of the fall semester, and they will always be held to the most current version. Students will be notified via the Undergraduate Critical News Board if policy and procedural updates are made during the academic year, after the annual Catalog has been published.

Self-Monitoring

Undergraduate students have primary responsibility for knowing and completing all requirements of their undergraduate program and therefore, it is important for students to continually self-monitor their progression through their program. Likewise, students have full responsibility for completing all coursework by the assigned deadlines. Undergraduate students are highly encouraged to work with the JMSNHP Academic Coach, who is available to support student learning and program completion using numerous teaching-learning strategies.

Engagement in Alverno Undergraduate Nursing Learning Community

The personal and professional development of undergraduate students is central to the mission of Alverno College. Toward the achievement of this mission, undergraduate faculty have identified purposes, which include, but are not limited to, creating a dynamic undergraduate curriculum, and fostering a community of learners. Student engagement is critical to the accomplishment of these purposes; thus, students are encouraged to communicate their personal perspectives on learning and meaningful participation in activities related to undergraduate courses, program policies, and governance. Students are expected to engage in the undergraduate learning community by

- accessing the Undergraduate Nursing Critical News Board frequently
- attending undergraduate Brown Bag sessions, Town Hall meetings, and other Nursing events, as appropriate.
- providing thoughtful feedback to course faculty, the Undergraduate Program Chair, and the JMSNHP Dean when appropriate.
- volunteering to represent peers when representation is solicited.
- completing course, faculty, and program evaluations.
- participating in presentations about the curriculum.
- participating in recruitment activities.

to a Wisconsin Caregiver Background check(s), which is conducted by CastleBranch. WI Caregiver background checks are completed for all students every four years. On an annual basis, all students are required to sign and submit a disclaimer indicating that no new criminal charge(s) have been leveled in the prior 12 months.

The existence of a criminal record does not automatically preclude a student's clinical placement; rather, each criminal record is considered in view of its relationship to crimes that constitute restrictions or "bars" to clinical placement. Under the law, health care agencies prohibit the clinical placement of a student, whose caregiver background check reveals criminal records cited as restrictions or bars to employment or educational experiences in health care environments. In addition, the clinical placement of students can also be prohibited based on a health care agency's criteria/policy regarding criminal background information.

PROCEDURE:

1. Upon admission and orientation to their program of study, and every four years after, students must submit to a WI Caregiver Background check conducted by CastleBranch.
2. Students who live or have lived in another state(s) or moved to WI within the three years prior to admission to their program, must also submit to a caregiver background check in that state(s) conducted by CastleBranch.
3. All information regarding a student's caregiver background check(s) is kept strictly confidential. In the event of a criminal record(s) posing concern, the student is contacted by the Dean of the JMSNHP and advised accordingly.
4. In the event of a criminal record and upon request, the student is responsible to prepare a letter of explanation to accompany copies of the charge(s) sent by the JMSNHP to request health care agencies. The letter must explain the circumstances of the charge(s) and whether there were/are extenuating conditions that could mediate understanding of the situation and suggest that the student's criminal history is no longer a liability. The student must deliver the letter to the Dean of the School within two weeks of receipt of the request.
5. In collaboration with and as deemed appropriate by the Dean, the student provides additional information as requested by health care agencies.
6. On a yearly basis following completion of the initial caregiver background check(s), all students are responsible to sign and submit a disclaimer to their CastleBranch account indicating that no new criminal charges have been leveled in the prior 12 months.
7. The student cannot participate in any clinical practicum experience in the clinical setting (including orientation to the clinical setting) unless the required caregiver background check forms have been completed by the student and uploaded to and approved by CastleBranch and the student has been cleared for clinical placement.
8. Student participation in a clinical practicum experience in the clinical setting when they are out of compliance with the initial or annual background check requirement will trigger an investigation of academic misconduct and sanction(s) as described in JMSNHP Academic Misconduct policy.
9. The JMSNHP Clinical Liaison is not responsible for notifying students when they are out of compliance with clinical requirements; rather it is the student's responsibility to ensure they meet the initial and annual Caregiver Background Check requirements (See the CastleBranch [MKE] policy).

DEMSN-MKE P&P

Caregiver Background Checks (MKE)

POLICY:

Congruent with current Wisconsin state law and statutes, the JMSNHP requires that students complete a disclosure statement and submit

CastleBranch (MKE)

POLICY:

CastleBranch is an external company contracted by the JMSNHP to facilitate, track, and validate student compliance with clinical requirements (e.g., care giver background check, drug screening, AHA CPR certification, and health requirements, etc.). Upon entry to a JMSNHP program, all students establish an account with CastleBranch, following the instructions provided during their program orientation. All students must submit documentation of compliance with clinical requirements through their CastleBranch account. Under no circumstance will documentation sent via email to JMSNHP faculty or staff be accepted as evidence of compliance.

Documentation submitted via CastleBranch may be reviewed to determine student compliance by CastleBranch employee reviewers and/or by JMSNHP staff and faculty with responsibility for determining student compliance with clinical requirements, as designated by the Dean of the JMSNHP. Student compliance, or lack thereof, may be communicated to program chairs and directors and clinical faculty as necessary to ensure that no student who is out of compliance with clinical requirements participates in a clinical practicum experience.

Each semester, student clinical placements in the JMSNHP are dependent upon the opportunities opened to us by our health care system partners. Students and faculty must always keep in mind that we are guests in the clinical setting, and it is incumbent upon us to abide by the policies, procedures, and traditions therein. The requirements for student clinical placement set forth by our health care system partners include, but are not limited to, pre-clinical requirements such as the submission of individual student placement information on a deadline, many weeks in advance of any given semester start; attestation of student compliance with all CastleBranch requirements; and confirmation that students have completed site-specific orientation requirements. Accordingly,

- the last day to register for fall semester clinical courses is **July 1**.
- the last day to register for spring semester clinical courses is **December 1**.
- the last day to register for summer semester clinical courses (DEMSN only) is **April 1**.

Students are advised here that late registration for clinical courses will not be permitted. Consequently, students with CastleBranch, financial, or other registration "HOLDS" must work to clear them prior to registration deadlines. Students are encouraged to reach out to the Offices of the Registrar, Student Accounts, Student Development and Success, and/or the Office of Financial Aid for assistance, if necessary. *Note:* DEMSN students do not self-register; however, all registration deadlines still apply.

CastleBranch Deadlines and Clinical Course Registration HOLDS:

- A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
- A CastleBranch "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
- A CastleBranch registration "HOLD" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.

- CastleBranch "HOLDS" that are cleared after the clinical course registration deadline will not result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are **FIRM**.

CastleBranch Requirements and Participation in Clinical Courses

- Last day to demonstrate compliance with all CastleBranch requirements for the fall semester is **August 5**.
- Last day to demonstrate compliance with all CastleBranch requirements for the spring semester is **January 5**.
- Last day to demonstrate compliance with CastleBranch requirements for the summer semester is **May 5**.

All students are responsible for ensuring that they have met all CastleBranch requirements for the entirety of any given upcoming semester by the respective August 5, January 5, and May 5 semester deadlines. In part, that means that neither annual nor biannual CastleBranch requirements can be set to expire on a date that falls during the semester of a student's clinical course.

- As an example, if a student's AHA CPR certification will expire at any time during the spring semester, they must recertify and submit documentation of current certification sufficient to support CastleBranch approval of that evidence no later than the January 5 deadline.
- As a second example, if a student's one-step TB test annual renewal is due anytime during the fall semester, they must complete the test and submit the related documentation sufficient to support CastleBranch approval of that evidence no later than the August 5 deadline.

Students should keep in mind that:

- it may take up to three days for CastleBranch to review and respond to the documentation they submit.
- "Rejected" submissions must be addressed by the student in a timely manner, because it may take up to three days for CastleBranch to review and respond to their re-submissions.
- the August 5, January 5, and May 5 deadlines are firm, meaning, in part, that they will not be adjusted in the case of "rejected" documentation. Submission of the required documentation less than 10 days prior to the deadline, puts the student risk of losing the opportunity for enrollment and participation in a clinical course in the respective semester.
- the single exception to the August 5 due date is the annual influenza vaccination requirement. Evidence of meeting that requirement must be submitted *and approved* in CastleBranch by October 15 each year. The influenza vaccine for any given year is typically available to the public beginning in early September.

PROCEDURE:

1. The student establishes a CastleBranch account as directed in their program orientation.
2. The student establishes and ensures continuous compliance with all CastleBranch requirements for fall, spring, and summer semesters no later than August 5, January 5, and May 5, respectively.
3. Students found to be out of compliance with CastleBranch requirements after the August 5, January 5, and May 5 deadlines will be *administratively removed* from their respective fall, spring, or

summer clinical course. The next possible opportunity to register for the course will be the following semester.

4. Documentation of compliance with clinical requirements is to be submitted via the student's CastleBranch account. Students are directed not to email evidence of their compliance with clinical requirements to the Dean, Program Chairs or Directors, Clinical Liaison, faculty, or nursing Academic Administrative Assistant as it will not be considered or accepted.
5. Students may not participate in their clinical course at the clinical site (including clinical site orientation) if they are not fully compliant with all clinical requirements in CastleBranch. Formal approval of the documentation uploaded to CastleBranch constitutes "compliance" with any given clinical requirement.
6. Because full participation in clinical courses in the clinical setting is necessary to meet course outcomes, students who miss clinical(s) due to non-compliance with CastleBranch requirements are at very high risk for the administration of an unsatisfactory (U) progress code for the course. In the event of a missed clinical due to non-compliance, faculty may require a student to complete additional course assignments, but such assignments are not to be considered an alternative to actual participation in clinical.
7. The JMSNHP Clinical Liaison routinely checks student CastleBranch accounts for compliance on the 15th and last day of the month *only*. There are not multiple checks per week or "off-schedule" review of CastleBranch accounts by the clinical liaison in response to individual student requests. If a student is found to be out of compliance with any clinical requirement at any point in any given semester, they should anticipate that their resubmission of documentation to be in compliance will not be reviewed in CastleBranch by the clinical liaison until the 15th or last day of the month, whichever comes first.
8. If the student fails to establish and maintain compliance with clinical requirements through their CastleBranch account, a CastleBranch HOLD will be placed on the student's Alverno account, preventing registration for future courses. Once the required evidence has been submitted and is approved by CastleBranch, the registration HOLD is removed, and the student can be registered if the due date for registration has not passed. The student is to be aware that without exception:
 - a. Last day to register for fall semester clinical courses is **July 1**
 - b. Last day to register for spring semester clinical courses is **December 1**
 - c. Last day to register for summer semester clinical courses (DEMSN only) is **April 1**
9. A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
10. A CastleBranch registration "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
11. CastleBranch registration "HOLDs" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
12. CastleBranch "HOLDs" that are cleared after the clinical course registration deadline will NOT result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.

Clinical Learning Center & DEMSN-MKE Clinical Skills Practice Room (DEMSN-MKE)

POLICY:

The Clinical Learning Center (CLC) located on the first floor of Alexia Hall includes the main clinical skills laboratory (AX-108) and simulation center (AX-107 and AX-115) and extends to CH-116, CH-116 and AX-210 (DEMSN students only). **The DEMSN Practice Room (AX-210) is the designated clinical skills practice space for DEMSN students**; availability is based on a first come, first served basis, meaning the students cannot reserve practice space. Open hours are posted at the practice room entrance. The practice room is staffed with a nurse ready to provide guided-skills practice. Validations are not completed the practice room. The CLC houses the equipment and resources needed to teach, practice, and learn clinical nursing therapeutic interventions. High-fidelity simulation and psychomotor skills teaching, practice, and validations are just some of the student activities supported by the CLC. Open hours are posted at the CLC main entrance (AX-108). Practice room availability is based on a first come, first served basis, meaning the students cannot reserve practice space. Safe practice is of utmost importance in the CLC. The student has full accountability for knowing and following the CLC policy and procedures. **Accessibility of the CLC:** The CLC is available to Alverno College nursing students, staff, and faculty **ONLY**, but for one exception: students enrolled in N-225 and N-524 may bring an adult into the CLC to serve as a model for head-to-toe physical assessment practice in preparation for EXPO. No Alverno students of non-nursing disciplines or other adults, adolescents, or children are allowed in the CLC, unless brought in, accompanied, and directly supervised by a JMSNHP faculty for a specific course-related purpose. JMSNHP students may not leave their adolescent or young children unattended/without direct adult supervision anywhere at the College while they are engaged in the CLC. Student parents must make childcare arrangements prior to working, practicing, and/or validating skills in the CLC. **Food and Beverages** are not allowed in the CLC without expressed permission of the CLC Manager. **Sign-up for Skills Validation and Cancellation:** Appointments for skill validations in the CLC are scheduled through the online scheduling system. Students are expected to be and well-practiced in advance of all skills validation appointments. "Walk in" are not allowed. Students should be aware that a faculty may consider a cancelled or missed skills validation appointment as an absence in their course. In that case, the JMSNHP Absence from Theory or Clinical policy applies.

PROCEDURE:

Behavior Incident Form:

1. Unprofessional behavior exhibited by any student, as determined by CLC staff or faculty, will be reported to the relevant course faculty and the CLC Manager by way of the *Behavior Incident Form*.
2. A copy of the completed form will be maintained in the student's academic file in the JMSNHP. Students are advised to refer to the JMSNHP Professional Behavior policy and procedures to ensure that they fully understand the serious consequences that may result from violations of professional behavior in the CLC.

Sign-up for Skills Validation and Cancellation:

1. The student schedules appointments for skill validations in the CLC through the online scheduling system.
2. A student may cancel and reschedule an appointment in the case of an emergency or illness; however, if the student cancels on the day of an appointment, the student must call the CLC directly.
3. Student "no show/no cancellations" or "less than 12-hour notification of cancellations" will be reported to the relevant course faculty who will determine the appropriate action.

4. The faculty determines whether a skills validation appointment that is missed/cancelled without the required notice constitutes an absence in the course. In the case of absence, the JMSNHP Absence from Theory or Clinical policy is applied.

Skills Validations and Assigned Simulations in the CLC:

1. In accordance with syllabi, students are required to demonstrate the expected level of skills competence by way of a formal validation process that is conducted in the CLC.
2. The student schedules skills validations appointments as described above. "Walk In" skills validations are not allowed.
3. The student is expected to present for their skills validation appointment fully prepared to demonstrate the required skills successfully. A CLC RN lab monitor evaluates the student's skills performance in accordance with the criteria indicated on the respective JMSNHP Skill(s) Validation Form.
4. The student is allowed a maximum of 3 attempts to successfully complete any given skills validation in the CLC- ONE attempt per appointment.
5. If unsuccessful after 2 attempts, a remediation outline will be established and followed (template document located on Brightspace). After three unsuccessful attempts to validate competence on any skill, the student is no longer eligible to participate in the respective clinical or skills course. If the last day to withdraw from classes for the semester as published by the Registrar has not passed (Registrar Calendars (alverno.edu), the student may electively withdraw from the course without a negative impact on their academic status in the JSMNHP. If the last day to withdraw from classes has passed and/or the student elects to remain in the course, knowing they may not participate in the clinical practicum or skills course, they do so, knowing that an unsatisfactory progress code will be administered for the course.

Use of equipment outside of the CLC: Nursing equipment available in the lab is only to be used by students in the lab/laboratory classroom. Under no circumstances may CLC equipment be removed or checked out by students for use outside of the CLC.

Clinical Practicum Experience (DEMSN-MKE)

POLICY:

All DEMSN students are required to complete clinical practicum hours, which are incorporated into designated courses. Clinical hours in the Alverno College DEMSN program are designed so that students build upon and assimilate knowledge, skills, and attitudes essential for and inherent to professional nursing practice. Clinical faculty are assigned to each section of a clinical course. Depending on availability, the student may have an opportunity to complete a 1:1 internship rather than a group clinical experience in the final semester of their program. Clinical practicum sites and schedules may be assigned by the Director of the DEMSN-MKE program or their designee, and are always to be considered tentative, in part, because health care system partner agencies may open or close clinical practicum sites/days/shifts at any time (prior to or during any given semester).

Students are reminded here that registration deadlines for clinical courses are firm (see CASTLEBRANCH [MKE] policy).

PROCEDURE:

1. The student registers for clinical courses prior to the deadline.
2. The student may not begin the clinical hours prior to the course start date.
3. The student is expected to review clinical course outcomes and required clinical hours associated with each course in their program.
4. Clinical assignments are always to be considered tentative- before and during any given semester. The student should anticipate and plan for the possibility of a change in their clinical site/day/shift at any point in the semester.
5. No student may change a clinical section after the semester has begun unless the change was initiated by the Director of the DEMSN-MKE program or their designee, or health care system partner.
6. During the clinical experience, students must follow policies and procedures of the JMSNHP and the clinical practicum site. Should a conflict become evident between policies and procedures, the student must seek direction from their clinical faculty.
7. Safety, personal integrity, accountability, and professionalism are absolute requirements for all clinical experiences. Unsafe practice, failure to demonstrate integrity and unprofessionalism at the clinical site are subject to review by the GNAA and may result in disciplinary action, including dismissal from the JMSNHP. (See the JMSNHP Professional Behavior policy).
8. Students who repeatedly present to clinical unprepared, in violation of the uniform policy, or tardy are at risk for administrative removal from the course and/or an unsatisfactory (U) progress code in the course.

Clinical Uniform & Equipment Requirements (DEMSN-MKE)

POLICY:

The official Alverno nursing uniform with the Alverno patch is required for clinical practice courses. DEMSN students are discouraged from purchasing items other than the approved and designated uniform pieces because they will not be allowed to be worn in the clinical setting and thus will result in unnecessary and added expense. For the safety of students and others, clinical uniforms, including shoes must be clean and in good repair. Students may not wear leggings in lieu of the required uniform pants.

All uniforms, scrub jackets, and shirts must be purchased at Galls.

An Alverno photo ID is to be worn with the uniform at all times in clinical settings.

It is expected that students consistently maintain a professional appearance in the clinical setting that demonstrates respect for and facilitates the safety of clients, others, and self. This includes:

- A clean, pressed uniform or attire appropriate to the setting that is free of tobacco-smoke, pet-hair, and cologne scents. Uniform pants should be hemmed so they do not touch the floor. *Students may not wear leggings in lieu of the required uniform pants to clinical.*
- Clean socks must be worn at all times; socks color should match either shoes or pants.
- Clinical shoes are to be used exclusively for clinical practice. Clinical shoes are to be all white, black, or red and without decoration. "Croc type" shoes (without holes) may be worn. If the shoe requires shoelaces, they must match the shoes.
- Simple jewelry, including a maximum of one small post earring per ear, may be worn. Other facial or body jewelry may pose a danger in the clinical environment and therefore, is not acceptable.

- Light makeup is acceptable; fragrances are not.
- Meticulous personal hygiene and grooming
- Clean hair of a **naturally occurring color** (i.e., no red, blue, green, purple, or other unnatural tint color is allowed).
- Hair coiffed in a hairstyle that is neat and off the shoulders
- Clean shaven face: if present, beards must be clean and neatly trimmed
- Clean and trimmed fingernails **without nail polish**; artificial nail tips, acrylic nails, etc. are not allowed.
- No or limited visible body art.
- Refraining from gum chewing during clinical practice.
- Refraining from smoking while traveling to clinical settings and during clinical practice breaks. Third-hand smoke poses a danger to patients.

DEMSN students may be dismissed from the clinical environment for violations of the uniform policy. Absence from the clinical environment jeopardizes students' ability to successfully meet course outcomes and successfully complete the course. Recurrent violations of the uniform policy will result in the student being dismissed from the clinical environment and incurring a clinical absence(s).

Equipment required for clinical courses is identified in course syllabi. Students are required to furnish the basic medical equipment necessary for client care (e.g., stethoscope, adult blood pressure cuff, pen light, reflex hammer, etc.), which can be purchased through local medical supply stores. Students are advised to clearly mark their personal medical equipment with their name.

PROCEDURE:

1. Student purchases the required Alverno College clinical nursing uniform from Galls, which is located at 500 East Oak St., Oak Creek, WI 53154. Galls' phone number is 414-762-7300. **Students may not wear leggings in lieu of the required uniform pants to clinical.**
2. An optional long sleeve black tee shirt may be worn under the red Alverno clinical uniform top.
3. The Alverno patch must be worn with the clinical uniform during client care.
4. Pregnant students should consult with their clinical faculty regarding uniform requirements.
5. The students' Alverno photo ID is to be worn with the uniform at all times in clinical settings.
6. Plunging necklines, spaghetti strap tops, short skirts or dresses, and exposure of the breasts, abdomen, back, and buttocks are not acceptable in professional contexts and must be avoided.
7. A single pair of earrings, not larger than a dime may be worn in the clinical setting; no other visible jewelry in the eyebrow, nose, lip, tongue, etc. is acceptable and must be avoided.
8. Tattoos must be covered when possible.
9. A student who presents to the clinical setting out of compliance with the clinical uniform policy may be dismissed from the clinical practicum experience by the clinical faculty and incur an absence for that day. Recurrent violations of the uniform policy will result in the student being dismissed from the clinical environment and incurring a clinical absence(s).

Critical News Board: JMSNHP Graduate Nursing (Graduate Nursing)

POLICY:

The Graduate Nursing Critical News Board, located in Brightspace, has been created to communicate critical JSMSNHP information and updates throughout the academic year. JMSNHP administrative assistants enroll students in the Graduate Nursing Critical News Board Brightspace course. Critical updates and information, in are posted to the critical news boards by the JMSNHP Dean, Chair of the Graduate Nursing Programs, JMSNHP Clinical Liaison, Academic Success Coach, and JMSNHP Committee Chairs. Students are expected to review news board frequently to ensure that they are aware of critical JMSNHP program updates. If a student does not have access to the critical news board via Brightspace, they are to notify a Nursing academic administrative assistant (Office: CH2181) and request that they be enrolled in the course.

I identification Cards (MKE)

POLICY

The Office of Student Development and Success issues all new students of Alverno College an initial identification card (ID) at no charge. When the ID cards are created, the student's government issued identification is checked to ensure the identity of the individual. For purpose of identification, students are encouraged to carry their Alverno College student ID card at all times. The Alverno ID card is intended to be used the entire time students are associated with the College. It is not necessary to obtain a new card each semester. In order to prevent unauthorized use, it is each student's responsibility to report a lost or stolen ID card to the Mesa Location Director or Office Manager

The Student Development Division issues a new card at the expense of the student. Alverno College is not responsible for any loss or expense resulting from the loss, theft or misuse of this card. Once reported lost or stolen, the lost card will be deactivated.

Failure to produce a valid ID card when requested by a college official, fraudulent use of the card, and/or transfer of an ID card to another person, may result in confiscation, loss of privileges and/or disciplinary action.

PROCEDURE

1. Name changes must be entered and processed through Self-Service via the Registrar's Office before a new ID card will be issued to students. For students, there is no charge for a replacement card due to a name change *provided the old card is returned at the time of replacement*. There is a charge for replacement of a lost or damaged card. There is no charge for a stolen card if the student has a copy of a police report.

N 290: Clinical Re-Entry (DEMSN)

POLICY:

Key purposes of N-290 are to protect patient safety and ensure that students are sufficiently prepared for the next clinical course in their DEMSN program sequence. After N-524 has been successfully completed, all students who plan to enter a clinical course, after one or more semesters without a clinical practicum for any reason, must register for and successfully complete N-290. The course is tailored to individual student learning needs, focusing on previously learned clinical nursing skills, including head-to-toe health assessment

techniques, and clinical judgment. In a simulated clinical environment, students must demonstrate the levels nursing knowledge, clinical nursing skills competence, and clinical judgment commensurate with their last successfully completed clinical practicum. A student who does not successfully meet the expected outcomes of N-290 earns an unsatisfactory progress code (U). The two-U rule component of the Progression in DEMSN Programs policy applies to N-290, meaning that a course progress code of U in the course may impact on the student's ability to progress in their program. If the U is the only unsatisfactory course progress code earned by the student as reflected by their academic record, they may continue in the program but must repeat the course and complete it successfully before they will be allowed to take another clinical practicum course.

PROCEDURE:

1. The student who has not participated in a clinical course for one or more semesters registers for N-290.
2. The student meets with the faculty who facilitates the course. The course content, required clinical skills validations and simulations are identified, expected outcomes are established, and a schedule including skills review/practice and validation and simulation due dates and times is shared with the student.
3. The student must successfully complete all skills validations and simulations by the assigned due dates to earn a satisfactory course progress code (S). Exceptions are only made in very extraordinary circumstances as determined by the course faculty. Faculty are not obligated to grant requests for extended due dates.
4. The student who successfully completes N-290 earns a satisfactory (S) course progress code, and advances in the program, assuming that they meet all the usual requirements for progression in the BSN program.
5. The student who does not successfully complete N-290 earns an unsatisfactory (U) course progress code, and must repeat the course, assuming that they have not earned any other course progress codes of U leading to their dismissal.
6. A progress code of U is reviewed by the Graduate Admissions and Advancement Committee (GNAA). A U progress code in N-290 is applied to the two-U rule.

Progression in Courses & Programs: Assessment, Progress Codes, Dismissal, & Appeals (DEMSN) POLICY and PROCEDURES

Prior learning experiences form the foundation upon which all nursing courses are built; therefore, it is expected that all DEMSN students apply the knowledge, skills, and abilities mastered in prerequisite courses. DEMSN students' written and verbal communication are expected to meet the Alverno criteria commensurate with graduate-level education. In addition, all DEMSN students are expected to consistently apply the Alverno criteria for social interaction in all interpersonal experiences in all courses, commensurate with graduate-level education. The College criteria for effective writing, speaking, and social interaction are located on the Graduate Nursing Critical Care News Board in Brightspace. Meaningful self-assessment is valued as an important element of students' learning in all courses and requires *observation, interpretation/analysis, judgment, and planning for the future* on the part of the student.

Successful progression in the DEMSN program requires the successful completion of all courses, which is dependent upon the student's achievement of course outcomes. Student achievement of course outcomes is *supported* through the successful completion of required

course assignments and *measured* in one or more of the following ways: NCLEX-style objective assessments, medication calculation competency assessments, psychomotor skills competency validations, ATI Content Mastery assessments, criterion-referenced assessments of student performance. Student achievement of clinical practicum course outcomes is demonstrated in the practicum setting and through related measures (e.g., medication calculation competency assessments, psychomotor skills competency validations, ATI Content Mastery assessments, criterion-referenced assessment of student performance in the care of patients, families, communities, and populations in the clinical setting, etc.).

Students must successfully complete all course assignments and assessments, including any Major Criterion identified in a course syllabus. All Major Criteria identified in a course syllabus must be met to successfully complete a course, regardless of the student's performance on any other assignment or assessment in that course. Student success may be supported through opportunities for remediation and subsequent attempt(s) to (a) successfully complete any assignment, at the discretion of the course faculty and (b) successfully meet any Major Criterion in a course other than achievement of the NCLEX-style objective assessment benchmark, as described below.

A. Assessment of Student Learning

NCLEX-style Objective Assessments

NCLEX-style objective assessments are administered in the JMSNHP via computerized platforms; whenever possible, assessments are administered on campus rather than remotely. Objective assessments in online asynchronous courses are administered remotely with a remote proctoring service engaged. All objective assessments are to be completed *independently* by the student without the use of notes, books, or other resources, unless explicitly directed otherwise by the course faculty.

Students must achieve 80% of the total assessment points possible to successfully complete any given nursing course that includes objective NCLEX-style objective assessments. The 80% benchmark is a determinant of successful completion (i.e., Major Criterion) of all courses wherein NCLEX-style assessments are administered. Under no circumstances are assessment scores rounded up to assist a student in achieving the 80% benchmark (e.g., 79.9% is not rounded up to 80%). Missed assessment questions cannot be remediated for points. Likewise, at no time is extra credit offered as an opportunity for students to earn back points for missed assessment questions to assist them in meeting or exceeding the 80% benchmark.

Except in extraordinary circumstances, all NCLEX-style objective assessments must be completed in accordance with scheduled course due dates. Requests for extensions will be considered on a case-by-case basis and only granted in the event of extraordinary and unavoidable circumstances, as determined by the course faculty. This means that no late objective assessment will be allowed or accepted without (a) student communication with the course faculty prior to a scheduled assessment and (b) documented faculty approval obtained by the student prior to a scheduled assessment. In the case of a missed objective assessment without prior faculty approval, the student will earn an assessment score of zero, which will be averaged with all other assessment scores when the student's overall progress toward achievement of the 80% benchmark is determined by the course faculty.

In the event that the student is granted the opportunity to make up a missed objective assessment, that make-up assessment may contain

different questions than the original assessment but will assess the same learning outcomes. Make-up assessments in all JMSNHP courses are administered during the last week of classes, as described in the *Objective Assessment Environment Agreement Form* located on the Graduate Nursing Critical News Board in Brightspace. When granted the opportunity to make-up one or more assessments in one or more courses, the student is required to complete all of those make-up assessments during the last week of classes.

ATI Content Mastery Assessments

Any course (theory or clinical practica) may include that students demonstrate a pre-determined level of achievement on one or more ATI Content Mastery assessments to successfully complete that course, independent of any other Major Criteria in the course. In all cases where ATI Content Mastery assessments serve as a Major Criteria for successful completion of the course:

- the required level of achievement is published in course syllabi.
- the student is allowed two attempts to successfully meet the required level of achievement
- the student is expected to complete remediation in ATI, as instructed by their course faculty, prior to their second attempt.
- if the student does not meet the required level of achievement after the second attempt, the student does not successfully complete the course, and an unsatisfactory (U) progress code is administered for the course, regardless of their performance on any other course assignments or assessments.

Medication Calculation Competency Assessments

Nurse competence in medication calculation is a critical element of safe nursing practice; therefore, medication calculation competency assessments are integrated throughout the DEMSN program curriculum and serve Major Criteria for successful course completion. Students' medication calculation competence is assessed at a level commensurate with their level of progression in their program.

Medication calculation competency assessments may be included in didactic or clinical courses. In didactic courses, medication calculation questions may be included as elements of a broader NCLEX-style assessment. In clinical practicum courses, medication calculation competency assessments serve as a key determinant (Major Criterion) of successful course completion, meaning that a student cannot successfully complete a clinical course without successfully completing the medication calculation competency assessment, regardless of their achievement of any other course assignments or assessments.

Medication calculation competency assessments administered in clinical courses are timed and involve multiple questions aimed at assessing the students' ability to complete medication calculations accurately and demonstrate nursing and pharmacological knowledge essential to the safe administration of medication to patients. To successfully demonstrate the required level of medication calculation competence in a clinical course, students must successfully complete an assigned medication calculation competency assessment by the course deadline. Medication calculation competency assessment due dates typically occur prior to the first day of scheduled direct patient care in any given clinical course; however, the student is referred to the due dates published in the course calendar specific to any given course.

- *Medical Terminology/Abbreviations Assessments:*

- A written assessment addressing the student's mastery of medical terminology and abbreviations critical to the safe administration may be administered in any given course, requiring a score of 100% for successful completion of the course. If applicable, details are provided in the course syllabus.
- *Medication Calculation Competency Assessments:*
 - Students are allowed a maximum of three attempts to successfully complete an assigned medication calculation competency assessment in any given clinical course.
 - A minimum of 24 hours delay between attempts is required.
 - If unsuccessful on the first attempt, a remediation plan to support the student's successful completion of the medication calculation competency assessment is determined collaboratively by the faculty and the student. A JMSNHP Academic Success Coach may be called upon to assist in the development and implementation of the remediation plan. The student has responsibility for contacting the faculty, and Academic Success Coach as directed, to develop the remediation plan and schedule a second attempt of the assessment.
 - The student should be aware that:
 - they may not provide direct patient care (i.e., participate in the clinical practicum) until they have successfully completed the medication calculation assessment required in any given clinical practicum course.
 - lack of participation constitutes absence from a clinical practicum course.
 - absence from scheduled clinicals jeopardizes their ability to successfully complete the course.
 - If the student is unsuccessful on the second attempt, the existing remediation plan is collaboratively reviewed by the student and faculty (and Academic Success Coach if appropriate) and adjusted as needed to support the student's successful completion of the medication calculation competency assessment. The student has responsibility for contacting the faculty, and the Academic Success Coach as directed, to discuss the remediation plan and schedule a third attempt of the assessment.
 - If after 3 attempts, the student has not successfully completed the medication calculation competency assessment, they are no longer eligible to continue in the respective clinical course. If the last day to withdraw from classes for the semester as published by the Registrar has not passed (Registrar Calendars ([alverno.edu](https://www.alverno.edu)) (<https://www.alverno.edu/Registrar-Calendars/>)), the student may electively withdraw from the course without a negative impact on their academic status in the JSMNHP. If the last day to withdraw from classes has passed and/or the student elects to remain in the course, knowing they may not participate in the clinical practicum or skills course, they do so, knowing that an unsatisfactory progress code will be administered for the course.

Criterion-Referenced Assessment of Student Performance

Criterion-referenced assessment of student performance (sometimes referred to as key assessments of student performance) are designed by nursing faculty to engage DEMSN students in disciplinary and professional contexts; the assessment criteria reflect professional standards for achievement in graduate-level nursing. Criterion-referenced assessments of student performance are rigorous and help the student and course faculty to determine not only what a DEMSN student knows

but how well they can apply what they know. A student that does not meet or exceed the criteria established for a criterion-referenced assessment of student performance (Major Criterion) in any given course does not successfully complete that course, regardless of their level of achievement on other course assessments or benchmarks. Any opportunity for remediation and extended attempt(s) to complete a criterion-referenced assessment are provided at the discretion of the course faculty. Faculty are not obligated in any way to offer remediation and/or multiple attempts for a student to successfully complete a criterion-referenced assessment of student performance.

Clinical Skills Validations

Clinical skills validations may be required in any DEMSN course and constitute Major Criteria for successful completion of that course. All skills competence validations are conducted in the clinical skills laboratory or simulation center on campus. A list of required skills validations is provided in applicable course syllabi along with details about the validation processes that must be followed by the student and the opportunities and limitations imposed by the course faculty regarding skills validation remediation and number of attempts available to the student to demonstrate competence in each skill.

B. Progress Codes

POLICY

Successful student progression in graduate nursing programs is based on students' achievement of course outcomes outlined in each course syllabus. Expected course outcomes may be demonstrated through various measures of student learning described in **Section A above**.

PROCEDURE

1. All requirements for success in any given course are outlined in the course syllabus. **A satisfactory (S) course progress is administered** and entered in the student's academic record if all course outcomes have been successfully met by the student.
2. If a student is experiencing difficulty meeting course outcomes, the faculty may file a BLAZE report (anytime) and/or a *Mid-Semester Progress Report*. The student may be asked to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course.
3. **As unsatisfactory (U) course progress code is administered** and entered in the student's academic record if all course outcomes have not been successfully met by the student. A student earning a progress code of "U" in one course is placed on *Probation with Warning* status and automatically receives a Mid-Semester Assessment Report in remaining semesters. The student may be asked by a faculty or their Program Director to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty or Program Director may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course on the second attempt to progress the program.
4. **An incomplete (I) progress code is assigned** at the discretion of faculty when, due to *extraordinary circumstances*, a student is prevented from completing all required coursework by the end of the semester. A student anticipating the need for an "I," is responsible for initiating the conversation with their course faculty. Typically, an "I" is assigned only if a minimal amount of coursework (assignments and/or

assessments) remains to be completed. The administration of an "Incomplete" progress code is administered in accordance with College policy.

C. Progression

POLICY

Students who successfully complete all courses in the DEMSN curriculum successfully progress in their program of study. Students who do not successfully complete all course in the DEMSN curriculum do not successfully progress in their program of study.

PROCEDURE

1. A student who earns an unsatisfactory (U) course progress code is reviewed by GNAA and the Alverno College Graduate Council and placed on *Probation with Warning*. The student continues to have Probation with Warning Status for the remainder of their enrollment in the DEMSN Program.
2. A student who earns a second unsatisfactory (U) progress code is also reviewed by GNAA and except in the event of *very extraordinary* circumstances, the Committee recommends dismissal of the student from JMSNHP, in accordance with the Two-U Rule, to the Alverno College Graduate Council.
3. A graduate student who is dismissed from the JMSNHP is automatically dismissed from Alverno College.
4. Letters of dismissal are generated by the Chair of the Graduate Council.

Two-U Rule: A student who earns an unsatisfactory (U) progress code in the same course twice or in any two graduate nursing courses is dismissed from the JMSNHP.

Exceptions:

1. The Two-U Rule is not applied when a student earns their second unsatisfactory (U) progress code in a course in the final semester sequence of courses in their program; they are allowed to repeat the course the following semester. If the student is unsuccessful on the second attempt, they are dismissed from the DEMSN program and the College.
2. Unsatisfactory (U) courses progress codes earned prior to a student's readmission to the DEMSN program after dismissal for unsuccessful progression are not considered in application of the Two-U Rule.
3. *In the event of very extraordinary circumstances*, a DEMSN Program Director may recommend to GNAA that the Two-U Rule be set aside for one semester.
 - a. If GNAA accepts the Director's recommendation and justification for doing so, the Two-U Rule is not applied for one semester and the student is allowed to continue in the program under explicit Conditions for Continuation.
 - b. The Conditions for Continuation in the student's program are identified by GNAA and at a minimum, always contain a limitation in the number of credits and specification of courses that the student is allowed to enroll in the following semester.
 - c. Conditions for Continuation in the program are not negotiable by the student under any circumstance.
 - d. GNAA's decision to allow a student to continue in their program with conditions, despite their unsuccessful course progress and justified by the event of *very extraordinary* circumstances, is

communicated to the student in writing, by the Chair of GNAA or their designee, within 5 days of the Committee's decision. The Chair's notification to the student includes the specific, non-negotiable Conditions for Continuation in the DEMSN Program that are applied.

- e. The student is responsible to notify their Program Director, in writing within 5 days of receipt of notification made by the Chair of GNAA, of their intention to accept or deny the opportunity to continue in the program under the conditions specified by the Committee.
 - f. **If the student chooses to accept the Conditions for Continuation:**
 - i. The Program Director notifies the Dean of Students and Office of Student Development and Success.
 - ii. A copy of the student's acceptance of the specific Conditions for Continuation is filed in BLAZE by the Program Director.
 - iii. The Program Director informs the student's faculty advisor of the student's intention to continue in their program under the stipulated Conditions for Continuation.
 - iv. The Program Director has responsibility for monitoring and reporting the student's progress to GNAA at the end of the following semester and throughout their subsequent enrollment in the DEMSN program.
 - v. The progress of all students is tracked and documented in GNAA records.
 - g. **If the student chooses not to accept the Condition of Continuation:**
 - i. They are dismissed in accordance with the Two-U Rule
 - ii. All the usual processes related to dismissal of a student for unsuccessful progression ensue.
7. Imposed Conditions for Continuation in the program are not negotiable by the student under any circumstance.
 8. Within 5 days of collaborative identification of the Conditions for Continuation by the Program Director and GNAA, the student is notified in writing by the Program Director of the opportunity to continue in their program if they accept the imposed non-negotiable Conditions for Continuation.
 9. The student is responsible to notify their Program Director of their intention to accept or deny the opportunity to continue under the stipulated conditions, within 5 days of receipt of the Program Director's letter of notification.
 10. **If the student chooses to accept the Conditions for Continuation**, the Program Director notifies the Dean of Students and Office of Student Development and Success. A copy of the student's acceptance of the specific Conditions for Continuation is filed in BLAZE by the Program Director.
 11. The Program Director also provides a copy of the student's intention to continue in the program and acceptance of the specific Conditions for Continuation to the Chair of GNAA and the student's faculty advisor.
 12. The Program Director has responsibility for monitoring and reporting the student's progress to GNAA at the end of the following semester and throughout their subsequent enrollment in the DEMSN. The progress of all students who continue in their program under stipulated conditions is tracked and documented in GNAA records.
 13. **If the student chooses not to accept the Condition of Continuation**, they are dismissed in accordance with the *Conditions of Admission* communicated in their DEMSN Program Acceptance Letter and applied at the time of their enrollment in the program, and all the usual processes related to dismissal of a student for unsuccessful progression ensue.

Conditional Admissions:

POLICY

A student may be conditionally admitted to the DEMSN Program (see DEMSN Program Admission Requirements).

PROCEDURE

1. The respective Director of the DEMSN-MKE or Director of the DEMSN-Mesa reviews the student's Conditions of Admission at the start of their first semester of enrollment.
2. The Program Director informs the student's faculty advisor of the student's *Conditions of Admission* at the start of their first semester of enrollment.
3. Conditions of Admission are strictly followed.
4. In the event that a student does not meet the conditions of their admission relative to course requirements, the respective Director reviews the Conditions of Admission with GNAA.
5. If, in accordance with a student's conditions of admission the Program Director determines that they will be allowed to continue, despite an unsatisfactory (U) progress code or the student dropping or withdrawing from a course specified in the Conditions of Admission, that decision along with justification for the decision is communicated to GNAA.
6. GNAA collaborates with the Program Director to determine under what conditions the student will be allowed to continue. Typically, conditions for continuing in the program include a limitation in the number of credits and specification of courses that the student is allowed to enroll in the following semester.

A Note about Conditional Re-Admissions: Students may be re-admitted to the DEMSN program after dismissal for unsuccessful progression in the program or an interrupted program of study. In either case, GNAA may apply Conditions of Re-Admission. In that case, applicable procedures mirror the procedures described above in the Conditional Admissions section of the Catalog (i.e., "re-admission is substituted for "admission:").

D. Appeal of an Unsatisfactory Progress Code

POLICY

The student has a right to appeal and unsatisfactory (U) progress code.

PROCEDURE

Appeal of Unsuccessful Unsatisfactory Progress Code:

1. The student follows the JMSNHP Conflict Resolution policy in Catalog if they disagree with a course progress code. If unable to come to satisfactory resolution through collaboration with the course faculty, the student has the right to appeal an unsuccessful progress code by sending a letter of appeal with supporting documentation to the Chair of GNAA. The email address of the GNAA Chair is located on the Graduate Nursing Critical News Board in Brightspace.
2. If an unsuccessful progress code (U) is imminent and known prior to the end of the semester, and the student intends to appeal the U, they may send a letter of appeal and supporting documents to the Chair of GNAA on or after December 1 (fall semester), May 1 (spring semester) or August 1 (summer session), but not later than 10 working days

after the progress code of U was made available to the student by the Registrar's office.

3. The Chair of GNAA has responsibility for inviting the course faculty to a GNAA meeting to discuss the student's progression in their course and justification for the administration of the unsatisfactory unsuccessful progress code.
4. The Chair of GNAA has the responsibility for scheduling and inviting the student, in writing, to a GNAA meeting to present their perspective and supporting evidence within ten (10) working days of receipt of the student's notice of appeal. The Chair also informs the student that they have the option of presenting their case to GNAA in writing.
5. The Chair of GNAA has the responsibility of informing the student (in writing) who chooses to present their case in person that (a) they will be allowed a **maximum** of 30 uninterrupted minutes to present their perspective and evidence to GNAA (b) GNAA members will have up to 15 minutes to subsequently ask questions of the student and (c) the course faculty who administered the unsatisfactory unsuccessful progress code will not be present during the meeting.
6. The Chair of GNAA has the responsibility of informing the student (in writing) who chooses to present their case in writing of the specific date and time by which their letter and supporting evidence must be received.
7. To allow sufficient time for consideration, the Chair of GNAA aims to distribute any and all written information pertaining to the unsatisfactory unsuccessful progress code provided by the student and course faculty no less than 72 hours prior to the scheduled committee meeting wherein the case will be reviewed. Nevertheless, GNAA recognizes that at times, upholding the "72-hour rule" is not in the best interest of the student (e.g., if a GNAA decision in the student's favor would be delayed such that their enrollment in courses would be delayed, leading to missed registration deadlines and delayed program completion and graduation). The Chair of GNAA or their designee may set aside the "72-hour rule" when thought to be in the best interest of the student.
8. GNAA considers the evidence presented and after careful consideration, determines whether the progress code will be upheld or overturned.
9. The Chair of GNAA or their designee is responsible for notifying the student, in writing, of GNAA's determination within 10 working days of that decision.
10. The Chair of GNAA is also responsible for notifying the course faculty, DEMSN Program Director, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Office of the Registrar.

Second Level of Appeal: If the student does not accept GNAA's decision or is not satisfied that due process was fully or properly applied, they have a right to appeal. In that case, the student submits a letter of appeal to the Dean of the JMSNHP within 10 working days of receiving GNAA's decision.

Upon receipt of the student's letter of appeal, the Dean launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Dean also meets with the course faculty, and GNAA as appropriate. The Dean carefully considers the findings of their investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision. The Dean is also responsible for notifying the course faculty, DEMSN Program Director, Chair of the Graduate Council, Dean of Students, and the Office of the Registrar.

Third Level of Appeal: If the student does not accept the Dean's determination or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, Program Director, Chair of GNAA, or Dean of the JMSNHP, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, program Director, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Registrar of their determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of GNAA, and if needed, GNAA to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

F. Appeal of Dismissal Resulting from Unsuccessful Progression

POLICY

The student has a right to appeal their dismissal from the DEMSN Program.

PROCEDURE

First Level of Appeal: If the student does not accept their dismissal from the College, or is not satisfied that due process was fully or properly applied, they have the right to appeal. If the student wishes to appeal, they must send a letter of appeal to the Chair of the Graduate Council within 10 working days their receipt of the notice of dismissal. Upon receipt of the student's letter of appeal, the Chair of the Graduate Council launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Chair of the Graduate Council consults with the Dean of the JMSNHP, and with the Chair of GNAA, DEMSN Program Director and/or other relevant course faculty, as appropriate. The Chair of the Graduate Council carefully considers the findings of their investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision.

Second Level of Appeal: If the student does not accept the determination of the Chair of the Graduate Council, or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due

process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, Program Director, Chair of GNAA, or Dean of the JMSNHP, or the Chair of the Graduate Council, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, program Director, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Registrar of their determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of GNAA, and if needed, GNAA to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

Requesting Readmission after Dismissal Resulting from Unsuccessful Progression (Graduate Nursing)

POLICY:

The Graduate Admissions and Advancement Committee (GNAA) will consider requests for readmission from students who have been dismissed from a graduate nursing program. A student who has been dismissed from a graduate nursing program will be out for at least one semester. Students who have been dismissed but are seeking readmission must send a letter requesting readmission to the Chair of GNAA. The name and contact information for the Chair of GNAA can be found on the Graduate Nursing Critical News Board located in Brightspace. GNAA reviews the request and determines whether the student will be readmitted and if appropriate, under what conditions. There is no guarantee that a student's request for readmission will be granted. The student must provide the official transcript from any institution of higher learning they intended subsequent to their dismissal from the JMSNHP.

PROCEDURE:

1. The student seeking readmission after dismissal from a graduate nursing program submits a letter to GNAA requesting readmission no later than June 1 for re-entry in the fall semester, November 1 for re-entry in the spring semester, and March 1 for re-entry in the summer semester (DEMSN only). The letter is sent to the Chair of GNAA via email. Contact information for Chair is located on the Graduate Nursing Critical News Board.
2. The student begins the body of their letter with, "The purpose of this letter is to request readmission to the (insert program name) in the fall/spring (select one) of (insert year)...," identifying the semester and year they were last enrolled in JSMNHP courses. For example, "The purpose of this letter is to request readmission to the DEMSN-MKE program in fall 2026. I was last enrolled in classes in the JSMNHP in fall 2024."
3. Within the letter requesting readmission, the student:
 - a. Thoughtfully reflects upon and acknowledges ownership in the circumstances that lead to their dismissal.
 - b. Provides a detailed plan for success to be implemented if readmission is granted.
4. If the student was enrolled at any institution(s) of higher learning since their dismissal from Alverno, a copy of the respective

transcript(s) must be submitted to the Chair of GNAA along with their letter requesting readmission. An unofficial transcript will be accepted initially for the purposes of GNAA's review, but the student must also arrange for an official transcript(s) to be sent to the Office of the Registrar.

5. GNAA carefully considers all requests for readmission and review's the student's academic history and relevant circumstances of dismissal, prior to rendering one of the following decisions:
 - a. Readmission denied.
 - b. Readmission granted.
 - c. Readmission granted with the stipulation that the student register for and successfully complete N-290 prior to re-entry as outlined by faculty in the N-290 syllabus. *Note:* An N-290 stipulation always applies after the dismissal of a graduate student, because they have been without participation in a clinical course for at least one semester.
 - d. Readmission granted with the stipulation that the graduate student register for and successfully complete N-290 prior to re-entry. Specifically, successful demonstration of (insert knowledge, skills, and abilities) must be achieved in N-290.
 - e. Readmission granted with the following stipulations: (specifics listed; examples include but are not limited to successful completion of N-290 as described in either case above, requirement to work with the Academic Success Coach weekly for a set number of hours throughout the semester of re-entry, completion of specific ATI learning activities in the semester of re-entry, enrollment limited in maximum number of credits and to specific courses only in the semester of re-entry, etc.).
6. The Chair of GNAA communicates the committee's decision to the student, in writing, within 5 working days of that decision.
7. All tuition and fees associated with imposed readmission requirements are the responsibility of the student.

Requesting Readmission after an Interrupted Program of Study (Graduate Nursing)

The Graduate Admissions and Advancement Committee (GNAA) will consider requests for readmission from students who have had a leave of absence (LOA) from a graduate nursing program. A student who is seeking readmission after an LOA must send a letter requesting readmission to the Chair of GNAA. The name and contact information for the Chair of GNAA can be found on the Graduate Nursing Critical News Board located in Brightspace. GNAA reviews the request and determines whether the student will be readmitted and if appropriate, under what conditions. There is no guarantee that a student's request for readmission will be granted. The student must provide the official transcript from any institution of higher learning they intended subsequent to their dismissal from the JMSNHP.

PROCEDURE:

1. The student seeking readmission after an LOA from a graduate nursing program submits a letter to GNAA requesting readmission no later than June 1 for reentry in the fall semester, November 1 for reentry in the spring semester, and March 1 for reentry in the summer semester (DEMSN only). The letter is sent to the Chair of GNAA via email. Contact information for Chair is located on the Graduate Nursing Critical News Board.
2. The student begins the body of their letter with, "The purpose of this letter is to request readmission to the (insert program name) in the fall/spring/summer (select one) of (insert year)...," identifying the semester and year they were last enrolled in JSMNHP courses. For

example, “The purpose of this letter is to request readmission to the DEMSN-MKE program in fall 2026. I was last enrolled in classes in the JSMNHP in fall 2024.”

3. If the student was enrolled at any institution(s) of higher learning since their dismissal from Alverno, a copy of the respective transcript(s) must be submitted to the Chair of GNAA along with their letter requesting readmission. An unofficial transcript will be accepted initially for the purposes of GNAA’s review, but the student must also arrange for an official transcript(s) to be sent to the Office of the Registrar.
4. GNAA carefully considers all requests for readmission and review’s the student’s academic history and relevant circumstances of the LOA, prior to rendering one of the following decisions:
 - a. Readmission denied.
 - b. Readmission granted.
 - c. Readmission granted with the stipulation that the student register for and successful complete N-290 prior to re-entry as outlined by faculty in the N-290 syllabus. *Note:* An N-290 stipulation always applies after the dismissal of a DEMSN student, because they have been without participation in a clinical course for at least one semester.
 - d. Readmission granted with the stipulation that the DEMSN student register for and successful complete N-290 prior to re-entry. Specifically, successful demonstration of (insert knowledge, skills, and abilities) must be achieved in N-290.
 - e. Readmission granted with the following stipulations: (specifics listed; examples include but are not limited to successful completion of N-290 as described in either case above, requirement to work with the Academic Success Coach weekly for a set number of hours, completion of specific ATI learning activities, enrollment limited in maximum number of credits and to specific courses only in the semester of re-entry, etc.).
5. The Chair of GNAA communicates the committee’s decision, in writing, to the student, within 5 working days of that decision.
6. All tuition and fees associated with imposed readmission requirements are the responsibility of the student.

Skills Practice Requirements (DEMSN-MKE)

POLICY

In the nursing profession, the demonstration of mastery of a particular skills competency is not a “one and done.” Rather, practicing nurses are expected to demonstrate competence in selected skills, at least annually, even after 20+ years of practice, including in the fundamentals (i.e., point-of-care blood sugar testing). All DEMSN students enrolled in a clinical course (with the exception of MSN-776) are expected to practice health assessment and clinical skills in the DEMSN Skills Practice Room (AX 210) for a minimum of 2 hours per week, outside of their scheduled class/lab/clinical time. Students must complete the required 2 hours of skills practice each and every week; they may not combine and complete multiple hours in a single week to meet the requirement. **ONLY** when the DEMSN Skills Practice Room is not open, the DEMSN student may practice in the CLC. *A student who fails to meet the 2-hour/week skills practice requirement is at risk for earning an unsatisfactory (“U”) progress code in the course.*

Students are encouraged to identify a peer group for practice and schedule a regular day and time each week for practice. Students should treat their scheduled practice time as they treat their scheduled clinicals (i.e., as non-negotiable), meaning that they always “attend and participate.” Additionally, students are encouraged to practice in

groups of two or three, with one student demonstrating the skill and verbalizing what they are doing as they progress and with at least one other student who acts as a timekeeper and prompts and evaluates their peer’s progress, using the appropriate skills validation criteria. Sufficient practice and demonstration of skills competence are the best way to ensure nursing students’ *skills-readiness* for professional practice.

PROCEDURE

- The student downloads and prints the electronic version of their skills practice log from their clinical course Brightspace page.
- The student signs in and out of the DEMSN Skills Practice Room, using the Sign-In/Out log located in the AX-210 entryway, each time they engage in a skills practice session outside of scheduled class/lab/clinical time.
- If AX-210 is closed, the student may practice in the CLC, accordingly signing in and out of the log in the entryway there.
- The student records each skills practice session completed outside of scheduled class/lab/clinical time in the in their skills practice log, obtaining the signature of a CLC monitor or a Clinical Skills Teaching Assistant as validation of their time spent practicing skills in the DEMSN Practice Room or the CLC.
- Each student submits their practice log to their clinical faculty weekly, as evidence of their meeting the 2-hour/week clinical skills practice requirement of their clinical course.
- The clinical faculty view each student’s practice log weekly, to ensure compliance with the practice requirement.
- The student uploads a copy of their skills practice log to Brightspace at mid-term and at the end of the semester along with their mid-term and final self assessments.

Student Employment (DEMSN)

POLICY:

It is expected that students enrolled in the DEMSN 5-semester program sequence are not employed during their program of study; rather, they should consider the coursework as their “job,” given the demands and the rigor of the program. The DEMSN 9-semester program sequence (offered in Milwaukee only) a rigorous, full-time program of study albeit at a somewhat slower pace that may be helpful to students with personal responsibilities and obligations that would likely not support their successful completion of the program at an accelerated pace. Like their counterparts in the 5-semester sequence, students in the 9-Semester Sequence are encouraged not to work while enrolled in the program and should consider their coursework as their “job.” DEMSN students may be granted permission to temporarily change their status from full-time to part-time, if necessary. Students in both DEMSN program sequences are to be aware that their course schedules will not be adjusted to accommodate their work (employment) schedules.

To ensure patient safety, nursing students, like all nurses, must be well rested and prepared to fulfill the responsibilities of their role. Accordingly, students may not work just prior to any scheduled clinical practicum. Specifically, the student may not participate in:

- a day shift clinical practicum immediately after working a night shift for their employer or in any volunteer setting.
- a PM shift clinical practicum immediately after working a day shift for their employer or in any volunteer setting.
- a night shift clinical practicum immediately after working a PM shift for their employer or in any volunteer setting.

At a minimum, there must be 10 hours between the end of any shift worked as an employee (or volunteer) and the start of a clinical practicum.

Any student who presents to or has participated in a scheduled clinical practicum within 10 hours of after working a shift for their employer or in any volunteer setting is in violation of the standards of professional behavior and engaged in unsafe clinical practice (See JMSNHP Professional Behavior policy). At a minimum, the student will be dismissed from clinical that day and incur a clinical absence. The duration of a "shift" = more than 4 hours.

PROCEDURE:

1. A student who presents to participate in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer is in violation of the standards of professional behavior; the student is dismissed from clinical that day and incurs an absence. The faculty refers the student to the JMSNHP Professional Behavior policy.
2. A faculty who suspects that a student has presented to or has participated in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer has responsibility to conduct an investigation that begins with meeting with and querying the student. The faculty refers the student to the JMSNHP Professional Behavior policy. If the student is found to be in violation of the standards of professional behavior, they are sanctioned in accordance with the Professional Behavior policy.
3. A student who repeatedly presented to and/or participated in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer has demonstrated an egregious violation of the standards of professional conduct and is sanctioned by the faculty accordance with the Professional Behavior policy.

Student Responsibilities (DEMSN)

Course Participation

Alverno faculty believe that knowledge is co-constructed; therefore, regular course attendance and active participation in class, online discussions, and practice are required of all DEMSN students and essential for successful progression in the program. In addition to scheduled coursework, the student is expected to complete independently scheduled and assigned practicum experiences. Successful progression in the program is dependent, in part, on the student's consistent demonstration of highly effective communication, social interaction, critical thinking, and problem-solving skills.

DEMSN courses are delivered through multiple modalities: traditional, hybrid, and synchronous and asynchronous online. Traditional courses are highly interactive and delivered face-to-face in the classroom on campus. In hybrid courses (mixed traditional & online), students are expected to meet face-to-face on campus in the classroom most weeks and to log into Alverno College online learning systems multiple times during the week, as directed, to fully engage with peers and faculty peers. Synchronous online courses meet regularly at scheduled days at times; on weeks when students do not meet as a class together, online and video discussions as well as other learning activities are assigned to ensure that all course content is fully covered and understood. In courses delivered asynchronously, students have the freedom and flexibility to engage in assigned coursework on their own schedule but must ensure that all scheduled due dates are met.

Course Syllabi and DEMSN Program and JMSNHP Policy and Procedures

All DEMSN students assume full responsibility accessing, reading, and understanding all contents of their program course syllabi and the 2025-2026 Alverno College Catalog online, specifically the DEMSN Curriculum, JSMNHP Shared Policy and Procedures, and DEMSN Program Policy and Procedures. The DEMSN student understands that DEMSN Program and JMSNHP policy and procedures are reviewed and updated annually, at the start of the fall semester, and they will always be held to the most current version. Students will be notified via the Graduate Critical News Board if policy and procedural updates are made during the academic year, after the annual Catalog has been published.

Self-Monitoring

DEMSN students have primary responsibility for knowing and completing all requirements of their program; therefore, it is important for students to continually self-monitor their progression through the program. Likewise, students have full responsibility for completing all coursework by the assigned deadlines. DEMSN students are highly encouraged to work with the JMSNHP Academic Coach, who is available to support student learning and program completion using numerous teaching-learning strategies.

Engagement in Alverno Undergraduate Nursing Learning Community

The personal and professional development of undergraduate students is central to the mission of Alverno College. Toward the achievement of this mission, faculty have identified purposes, which include, but are not limited to, creating a dynamic undergraduate curriculum, and fostering a community of learners. Student engagement is critical to the accomplishment of these purposes; thus, students are encouraged to communicate their personal perspectives on learning and meaningful participation in activities related to DEMSN courses, program policies, and governance. Students are expected to engage in the graduate nursing learning community by

- accessing the Graduate Nursing Critical News Board frequently
- attending Graduate Brown Bag sessions, Town Hall meetings, and other Nursing events, as appropriate.
- providing thoughtful feedback to course faculty, their DEMSN Program Director, and the Graduate Nursing Program Chair and JMSNHP Dean, when appropriate.
- volunteering to represent peers when representation is solicited.
- completing course, faculty, and program evaluations.
- participating in presentations about the curriculum.
- participating in recruitment activities.

DEMSN-MESA P&P

Caregiver Background Checks & Level I Fingerprint ID Cards (DEMSN-Mesa)

POLICY:

Students enrolled in a program delivered through our Mesa, Arizona location must complete a caregiver background check in accordance with the State of Arizona regulations. In addition to submitting to a background check, Mesa students must submit to fingerprinting for Arizona Level 1 Fingerprint clearance issued by Arizona Department of Public Safety. On an annual basis, all students are required to sign and submit a disclaimer indicating that no new criminal charge(s) have been leveled in the prior 12 months.

The existence of a criminal record does not automatically preclude a student's clinical placement; rather, each criminal record is considered in view of its relationship to crimes that constitute restrictions or "bars" to clinical placement. Under the law, health care agencies must prohibit the clinical placement of a student, whose caregiver background check reveals criminal records cited as restrictions or bars to employment or educational experiences in health care environments. In addition, the clinical placement of students can also be prohibited based on a health care agency's criteria/policy regarding criminal background information.

PROCEDURE:

1. Prior to the DEMSN Success Residency and every four years after, students enrolled in the program submit to the Caregiver Background check through CastleBranch in accordance with the State of Arizona regulations. In addition to submitting to a background check, Mesa students must submit to fingerprinting. Explicit requirements for Mesa students are communicated in writing during their Orientation course and must be followed accordingly.
2. All information regarding the student's caregiver background check(s) is kept strictly confidential. In the event of a criminal record(s) posing concern, the student is contacted by the Dean of the JMSNHP and advised accordingly.
3. In the event of a criminal record and upon request, the student is responsible to prepare a letter of explanation to accompany copies of the charge(s) sent by the JMSNHP to request health care agencies. The letter must explain the circumstances of the charge(s) and whether there were/are extenuating conditions that could mediate understanding of the situation and suggest that the student's criminal history is no longer a liability. The student must deliver the letter to the Dean of the School within two weeks of receipt of the request.
4. In collaboration with and as deemed appropriate by the Dean, the student provides additional information as requested by health care agencies.
5. On a yearly basis following completion of the initial caregiver background check(s), all students are responsible to sign and submit a disclaimer to their CastleBranch account indicating that no new criminal charges have been leveled in the prior 12 months.
6. The student cannot participate in any clinical practicum experience in the clinical setting (including orientation to the clinical setting) unless the required caregiver background check forms have been completed by the student and uploaded to and approved by CastleBranch. Additional background checks may be required by clinical facilities as a part of ongoing compliance in MyClinicalExchange. Student participation in the clinical practicum experience in the clinical setting when they are out of compliance with the initial or annual background check requirement will result trigger an investigation of academic misconduct (see Academic Misconduct Policy (Misrepresentation)).
7. The JMSNHP Clinical Liaison at any location is not responsible for notifying students when they are out of compliance with clinical requirements; rather it is the student's responsibility to ensure they meet the initial and annual Caregiver Background Check requirements.

CastleBranch/My Clinical Exchange (DEMSN-Mesa)

CastleBranch

POLICY:

CastleBranch is an external company contracted by the JMSNHP to facilitate, track, and validate student compliance with clinical requirements (e.g., care giver background check, drug screening, AHA CPR certification, and health requirements, etc.). Upon entry to a JMSNHP program, all students establish an account with CastleBranch, following the instructions provided during their program orientation. All students must submit documentation of compliance with clinical requirements through their CastleBranch account. Under no circumstance will documentation sent via email to JMSNHP faculty or staff be accepted as evidence of compliance.

Documentation submitted via CastleBranch may be reviewed to determine student compliance by CastleBranch employee reviewers and/or by JMSNHP staff and faculty with responsibility for determining student compliance with clinical requirements, as designated by the Dean of the JMSNHP. Student compliance, or lack thereof, may be communicated to program chairs and directors and clinical faculty as necessary to ensure that no student who is out of compliance with clinical requirements participates in a clinical practicum experience.

Each semester, student clinical placements in the JMSNHP are dependent upon the opportunities opened to us by our health care system partners. Students and faculty must always keep in mind that we are guests in the clinical setting, and it is incumbent upon us to abide by the policies, procedures, and traditions therein. The requirements for student clinical placement set forth by our health care system partners include, but are not limited to, pre-clinical requirements such as the submission of individual student placement information on a deadline, many weeks in advance of any given semester start; attestation of student compliance with all CastleBranch requirements; and confirmation that students have completed site-specific orientation requirements. Accordingly,

- The last day to register for fall semester clinical courses is July 1.
- The last day to register for spring semester clinical courses is December 1.
- The last day to register for summer semester clinical courses (DEMSN only) is April 1.

Students should be aware that late registration for clinical courses will not be permitted. Consequently, students with CastleBranch, financial, or other registration "HOLDS" must work to clear them prior to registration deadlines. Students are encouraged to reach out to the Offices of the Registrar, Student Accounts, Student Development and Success, and/or the Office of Financial Aid for assistance, if necessary. *Note:* DEMSN students do not self-register; however, they are to be aware that registration deadlines still apply.

CastleBranch Deadlines and Clinical Course Registration HOLDS:

- A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
- A CastleBranch "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
- A CastleBranch registration "HOLD" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
- CastleBranch "HOLDS" that are cleared after the clinical course registration deadline will NOT result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.

CastleBranch Requirements and Participation in Clinical Courses

- Last day to demonstrate compliance with all CastleBranch requirements for the fall semester is August 5.
- Last day to demonstrate compliance with all CastleBranch requirements for the spring semester is January 5.
- Last day to demonstrate compliance with CastleBranch requirements for the summer semester is May 5

All students are responsible for ensuring that they have met all CastleBranch requirements for the **entirety** of any given upcoming semester by the respective August 5, January 5, and May 5 semester deadlines. In part, that means that neither annual nor biannual CastleBranch requirements can be set to expire on a date that falls during the semester of a student's clinical course.

- As an example, if a student's AHA CPR certification will expire at any time during the spring semester, they must recertify and submit documentation of current certification sufficient to support CastleBranch approval of that evidence **no later than** the January 5 deadline.
- As a second example, if a student's one-step TB test annual renewal is due anytime during the fall semester, they must complete the test and submit the related documentation sufficient to support CastleBranch approval of that evidence no later than the August 5 deadline.

Students should keep in mind that:

- It may take up to three days for CastleBranch to review and respond to the documentation they submit.
- "Rejected" submissions must be addressed by the student in a timely manner, because it may take up to three days for CastleBranch to review and respond to their re-submissions.
- The August 5, January 5, and May 5 deadlines are firm, meaning, in part, that they will not be adjusted in the case of "rejected" documentation. Submission of the required documentation less than 10 days prior to the deadline, puts the student risk of losing the opportunity for enrollment and participation in a clinical course in the respective semester.
- The single exception to the August 5 due date is the annual influenza vaccination requirement. Evidence of meeting that requirement must be submitted *and approved* in CastleBranch by October 15 each year. The influenza vaccine for any given year is typically available to the public beginning in early September.

PROCEDURE:

1. The student establishes a CastleBranch account as directed in their program orientation.
2. The student establishes and ensures continuous compliance with all CastleBranch requirements for fall, spring, and summer semesters no later than August 5, January 5, and May 5, respectively.
3. Students found to be out of compliance with CastleBranch requirements after the August 5, January 5, and May 5 deadlines will be *administratively removed* from their respective fall, spring, or summer clinical course. The next possible opportunity to register for the course will be the following semester.
4. Documentation of compliance with clinical requirements is to be submitted via the student's CastleBranch account. Students

are directed NOT to email evidence of their compliance with clinical requirements to the Dean, program chairs or directors, clinical liaison, faculty, or nursing administrative assistant as it will not be considered or accepted.

5. Students may not participate in their clinical course at the clinical site (including clinical site orientation) if they are not fully compliant with all clinical requirements in CastleBranch. Formal approval of the documentation uploaded to CastleBranch constitutes "compliance" with any given clinical requirement.
6. Because full participation in clinical courses in the clinical setting is necessary to meet course outcomes, students who miss clinical(s) due to non-compliance with CastleBranch requirements are at very high risk for the administration of a progress code of "U" for the course. In the event of a missed clinical due to non-compliance, faculty may require a student to complete additional course assignments, but such assignments are not to be considered an alternative to actual participation in clinical.
7. The JMSNHP Clinical Liaison routinely checks student CastleBranch accounts for compliance on the 15th and last day of the month *only*. There are not multiple checks per week or "off-schedule" review of CastleBranch accounts by the clinical liaison in response to individual student requests. If a student is found to be out of compliance with any clinical requirement at any point in any given semester, they should anticipate that their resubmission of documentation to be in compliance will not be reviewed in CastleBranch by the clinical liaison until the 15th or last day of the month, whichever comes first.
8. If the student fails to establish and maintain compliance with clinical requirements through their CastleBranch account, a CastleBranch HOLD will be placed on the student's Alverno account, preventing registration for future courses. Once the required evidence has been submitted and is approved by CastleBranch, the registration HOLD is removed, and the student can be registered if the due date for registration has not passed. The student is to be aware that without exception:
 - a. Last day to register for fall semester clinical courses is July 1
 - b. Last day to register for spring semester clinical courses is December 1
 - c. Last day to register for summer semester clinical courses (DEMSN only) is April 1
9. A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
10. A CastleBranch registration "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
11. CastleBranch registration "HOLDS" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
12. CastleBranch "HOLDS" that are cleared after the clinical course registration deadline will NOT result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.

MyClinical Exchange

POLICY

MyClinicalExchange is an external company that the clinical facilities affiliated with DEMSN Mesa location use for maintaining clinical compliance and records of all students participating in clinical rotations in the respective facilities. Students at the Mesa location must establish and maintain a MyClinical Exchange account in addition to the CastleBranch account throughout their enrollment in the program.

PROCEDURE:

1. The student establishes a MyClinicalExchange account as directed in their program orientation course.
2. The student establishes and ensures continuous compliance with all CastleBranch requirements for fall, spring, and summer semesters no later than August 5, January 5, and May 5, respectively.
3. Students must maintain compliance with MyClinicalExchange items as required by each clinical facility. Students not compliant with MyClinicalExchange by the due date will be removed from the clinical rotation.
4. Documentation of compliance with clinical requirements is submitted by the student to their MyClinicalExchange account as directed. *Students are directed NOT to email evidence of their compliance with clinical requirements to the Dean, Program Directors, Clinical Liaison, faculty, or nursing administrative assistant as it will not be considered or accepted.*
5. Students may not participate in their clinical course at the clinical site if they are not fully compliant with all clinical requirements in MyClinical Exchange. Students must have a Green Thumbs up in MyClinical Exchange to attend clinical experiences at the clinical facility.
6. Because full participation in clinical courses in the clinical setting is necessary to meet course outcomes, students who miss clinical(s) due to non-compliance MyClinicalExchange requirements are at very high risk for the administration of a progress code of "U" for the course. In the event of a missed clinical, faculty may require a student to complete additional course assignments, but such assignments are not to be considered an alternative to actual participation in clinical.
7. Students must have all documents in compliance for the entire semester in MyClinicalExchange. Students will not be allowed to attend any part of the clinical rotation if any item is set to expire during the rotation.

Center for Clinical Education and Simulation Center (DEMSN-Mesa)

POLICY

DEMSN students at the Mesa location are referred to the *Student Center for Clinical Education and Simulations Handbook for Labs and Simulations* for Mesa-specific policy and procedures. The handbook is provided during the Student Success Residency orientation to the lab.

Clinical Practicum Experience (DEMSN-Mesa)

POLICY:

All DEMSN students are required to complete clinical practicum hours, which are incorporated into designated courses. Clinical hours in the Alverno College DEMSN program are designed so that students build upon and assimilate knowledge, skills, and attitudes essential for and inherent to professional nursing practice. Clinical faculty are assigned to each section of a clinical course. Depending on availability, the student may have an opportunity to complete a 1:1 internship rather than a

group clinical experience in the final semester of their program. Clinical practicum sites and schedules may be assigned by the Director of the DEMSN-MKE program or their designee, and are always to be considered tentative, in part, because health care system partner agencies may open or close clinical practicum sites/days/shifts at any time (prior to or during any given semester).

Students are reminded here that registration deadlines for clinical courses are firm (see CASTLEBRANCH [DEMSN-Mesa] policy).

PROCEDURE:

1. The student registers for clinical courses prior to the deadline.
2. The student may not begin the clinical hours prior to the course start date.
3. The student is expected to review clinical course outcomes and required clinical hours associated with each course in their program.
4. Clinical assignments are always to be considered tentative- before and during any given semester. The student should anticipate and plan for the possibility of a change in their clinical site/day/shift at any point in the semester.
5. No student may change a clinical section after the semester has begun unless the change was initiated by the Director of the DEMSN-Mesa program or their designee, or health care system partner.
6. During the clinical experience, students must follow policies and procedures of the JMSNHP and the clinical practicum site. Should a conflict become evident between policies and procedures, the student must seek direction from their clinical faculty.
7. Safety, personal integrity, accountability, and professionalism are absolute requirements for all clinical experiences. Unsafe practice, failure to demonstrate integrity and unprofessionalism at the clinical site are subject to review by the GNAA and may result in disciplinary action, including dismissal from the JMSNHP. (See the JMSNHP Professional Behavior policy).
8. Students who repeatedly present to clinical unprepared, in violation of the uniform policy, or tardy are at risk for administrative removal from the course and/or an unsatisfactory (U) progress code in the course.

Clinical Uniform & Equipment Requirements (DEMSN-Mesa)

POLICY

The official Alverno nursing uniform with the Alverno patch is required for clinical practice courses. DEMSN students are discouraged from purchasing items other than the approved and designated uniform pieces because they will not be allowed to be worn in the clinical setting and thus will result in unnecessary and added expense. For the safety of students and others, clinical uniforms, including shoes must be clean and in good repair. **Students may not wear leggings in lieu of the required uniform pants.**

All uniforms, scrub jackets, and shirts must be purchased per guidelines designated by the DEMSN Program Director at the Mesa location.

An Alverno photo ID is to be worn with the uniform at all times in clinical settings.

It is expected that students consistently maintain a professional appearance in the clinical setting that demonstrates respect for and facilitates the safety of clients, others, and self. This includes:

- A clean, pressed uniform or attire appropriate to the setting that is free of tobacco-smoke, pet-hair, and cologne scents. Pants should be hemmed so they do not touch the floor.
- Socks must be worn at all times; color should match either shoes or pants.
- Clinical shoes are used **exclusively** for clinical practice. Clinical shoes are to be all white, black, or red and without decoration. "Croc type" shoes (without holes) may be worn. If the shoe requires shoelaces, they must match the shoes.
- Simple jewelry, including a maximum of one small post earring per ear, may be worn. No other facial or body jewelry is acceptable and may pose a danger in some environments.
- Light makeup is acceptable; fragrances are not.
- Meticulous personal hygiene and grooming
- Clean hair of a naturally occurring color, coiffed in a hairstyle that is neat and off the shoulders.
- Clean shaven face: if present, beards must be clean and neatly trimmed.
- Clean and trimmed fingernails without nail polish; artificial nail tips, acrylic nails, etc. are not allowed.
- Limiting visible body art.
- Refraining from gum chewing during clinical practice.
- Refraining from smoking while traveling to clinical settings and during clinical practice breaks. Third hand smoke poses a danger to our patients.

Students may be dismissed from the clinical environment for violations of the uniform policy. Absence from the clinical environment jeopardizes students' ability to successfully meet course outcomes and successfully complete the course.

Equipment required for clinical courses is identified in course syllabi. Students are required to furnish the basic medical equipment necessary for client care (e.g., stethoscope), which can be purchased through local medical supply stores. Students are advised to clearly mark their personal medical equipment with their name.

PROCEDURE

1. Student the required Alverno College clinical nursing. The Director of the DEMSN Program-Mesa location will designate a source for student purchase of their Alverno uniform in the Mesa area. No substitutions are permitted without prior permission from the DEMSN Program Director. **Students may not wear leggings in lieu of the required uniform pants to clinical.**
2. You will receive your Alverno College patch during Student Success Week. You must have it professionally attached to the left arm of your scrub top BEFORE lab or clinicals begin. Additional patches can be obtained for a minimal fee.
3. An optional long sleeve black tee shirt may be worn under the red Alverno clinical uniform top.
4. Students may purchase an approved black clinical jacket that has the patch sewn on the left shoulder of the jacket.
5. The Alverno patch must be worn with the clinical uniform during client care.
6. Pregnant students should consult with their clinical faculty regarding uniform requirements.

7. The students' Alverno photo ID is to be worn at all times in clinical settings; the cost of the initial ID is covered in course fees.
8. Plunging necklines, spaghetti strap tops, short skirts or dresses, and exposure of the breasts, abdomen, and buttocks are not acceptable in professional contexts and must be avoided.
9. A single pair of earrings, not larger than a dime may be worn in the clinical setting; no other visible jewelry in the eyebrow, nose, lip, tongue, etc. is acceptable and must be avoided.
10. Tattoos must be covered when possible.

Critical News Board: JMSNHP Graduate Nursing (Graduate Nursing)

POLICY:

The Graduate Nursing Critical News Board, located in Brightspace, has been created to communicate critical JMSNHP information and updates throughout the academic year. JMSNHP administrative assistants enroll students in the Graduate Nursing Critical News Board Brightspace course. Critical updates and information, in are posted to the critical news boards by the JMSNHP Dean, Chair of the Graduate Nursing Programs, JMSNHP Clinical Liaison, Academic Success Coach, and JMSNHP Committee Chairs. Students are expected to review news board frequently to ensure that they are aware of critical JMSNHP program updates. If a student does not have access to the critical news board via Brightspace, they are to notify a Nursing academic administrative assistant (Office: CH2181) and request that they be enrolled in the course.

Identification Cards (DEMSN-Mesa)

POLICY

The Office of Student Development and Success issues all new students of Alverno College an initial identification card (ID) at no charge. The staff at the Mesa Location for the ID cards. When the ID cards are created, the student's government issued identification is checked to ensure the identity of the individual. For purpose of identification, students are encouraged to carry their Alverno College student ID card at all times. The Alverno ID card is intended to be used the entire time students are associated with the College. It is not necessary to obtain a new card each semester. In order to prevent unauthorized use, it is each student's responsibility to report a lost or stolen ID card to the Mesa Location Director or Office Manager

Development and Success and obtain a new card at the expense of the student. Alverno College is not responsible for any loss or expense resulting from the loss, theft or misuse of this card. Once reported lost or stolen, the lost card will be deactivated.

Failure to produce a valid ID card when requested by a college official, fraudulent use of the card, and/or transfer of an ID card to another person, may result in confiscation, loss of privileges and/or disciplinary action.

PROCEDURE

1. Students at the Mesa location will be directed to follow the process for obtaining an ID explained in their DEMSN orientation course.
2. Name changes must be entered and processed through Self-Service via the Registrar's Office before a new ID card will be issued to students. For students, there is no charge for a replacement card due to a name change *provided the old card is returned at the time of*

replacement. There is a charge for replacement of a lost or damaged card. There is no charge for a stolen card if the student has a copy of a police report.

N 290: Clinical Re-Entry (DEMSN)

POLICY:

Key purposes of N-290 are to protect patient safety and ensure that students are sufficiently prepared for the next clinical course in their DEMSN program sequence. After N-524 has been successfully completed, all students who plan to enter a clinical course, after one or more semesters without a clinical practicum for any reason, must register for and successfully complete N-290. The course is tailored to individual student learning needs, focusing on previously learned clinical nursing skills, including head-to-toe health assessment techniques, and clinical judgment. In a simulated clinical environment, students must demonstrate the levels nursing knowledge, clinical nursing skills competence, and clinical judgment commensurate with their last successfully completed clinical practicum. A student who does not successfully meet the expected outcomes of N-290 earns an unsatisfactory progress code (U). The two-U rule component of the Progression in DEMSN Programs policy applies to N-290, meaning that a course progress code of U in the course may impact on the student's ability to progress in their program. If the U is the only unsatisfactory course progress code earned by the student as reflected by their academic record, they may continue in the program but must repeat the course and complete it successfully before they will be allowed to take another clinical practicum course.

PROCEDURE:

1. The student who has not participated in a clinical course for one or more semesters registers for N-290.
2. The student meets with the faculty who facilitates the course. The course content, required clinical skills validations and simulations are identified, expected outcomes are established, and a schedule including skills review/practice and validation and simulation due dates and times is shared with the student.
3. The student must successfully complete all skills validations and simulations by the assigned due dates to earn a satisfactory course progress code (S). Exceptions are only made in very extraordinary circumstances as determined by the course faculty. Faculty are not obligated to grant requests for extended due dates.
4. The student who successfully completes N-290 earns a satisfactory (S) course progress code, and advances in the program, assuming that they meet all the usual requirements for progression in the BSN program.
5. The student who does not successfully complete N-290 earns an unsatisfactory (U) course progress code, and must repeat the course, assuming that they have not earned any other course progress codes of U leading to their dismissal.
6. A progress code of U is reviewed by the Graduate Admissions and Advancement Committee (GNAA). A U progress code in N-290 is applied to the two-U rule.

Progression in Courses & Programs: Assessment, Progress Codes, Dismissal, & Appeals (DEMSN)

POLICY and PROCEDURES

Prior learning experiences form the foundation upon which all nursing courses are built; therefore, it is expected that all DEMSN students apply

the knowledge, skills, and abilities mastered in prerequisite courses. DEMSN students' written and verbal communication are expected to meet the Alverno criteria commensurate with graduate-level education. In addition, all DEMSN students are expected to consistently apply the Alverno criteria for social interaction in all interpersonal experiences in all courses, commensurate with graduate-level education. The College criteria for effective writing, speaking, and social interaction are located on the Graduate Nursing Critical Care News Board in Brightspace. Meaningful self-assessment is valued as an important element of students' learning in all courses and requires *observation, interpretation/analysis, judgment, and planning for the future* on the part of the student.

Successful progression in the DEMSN program requires the successful completion of all courses, which is dependent upon the student's achievement of course outcomes. Student achievement of course outcomes is *supported* through the successful completion of required course assignments and *measured* in one or more of the following ways: NCLEX-style objective assessments, medication calculation competency assessments, psychomotor skills competency validations, ATI Content Mastery assessments, criterion-referenced assessments of student performance. Student achievement of clinical practicum course outcomes is demonstrated in the practicum setting and through related measures (e.g., medication calculation competency assessments, psychomotor skills competency validations, ATI Content Mastery assessments, criterion-referenced assessment of student performance in the care of patients, families, communities, and populations in the clinical setting, etc.).

Students must successfully complete all course assignments and assessments, including any Major Criterion identified in a course syllabus. All Major Criteria identified in a course syllabus must be met to successfully complete a course, regardless of the student's performance on any other assignment or assessment in that course. Student success may be supported through opportunities for remediation and subsequent attempt(s) to (a) successfully complete any assignment, at the discretion of the course faculty and (b) successfully meet any Major Criterion in a course other than achievement of the NCLEX-style objective assessment benchmark, as described below.

A. Assessment of Student Learning

NCLEX-style Objective Assessments

NCLEX-style objective assessments are administered in the JMSNHP via computerized platforms; whenever possible, assessments are administered on campus rather than remotely. Objective assessments in online asynchronous courses are administered remotely with a remote proctoring service engaged. All objective assessments are to be completed *independently* by the student without the use of notes, books, or other resources, unless explicitly directed otherwise by the course faculty.

Students must achieve 80% of the total assessment points possible to successfully complete any given nursing course that includes objective NCLEX-style objective assessments. The 80% benchmark is a determinant of successful completion (i.e., Major Criterion) of all courses wherein NCLEX-style assessments are administered. Under no circumstances are assessment scores rounded up to assist a student in achieving the 80% benchmark (e.g., 79.9% is not rounded up to 80%). Missed assessment questions cannot be remediated for points. Likewise, at no time is extra credit offered as an opportunity for students to earn back points for missed assessment questions to assist them in meeting or exceeding the 80% benchmark.

Except in extraordinary circumstances, all NCLEX-style objective assessments must be completed in accordance with scheduled course due dates. Requests for extensions will be considered on a case-by-case basis and only granted in the event of extraordinary and unavoidable circumstances, as determined by the course faculty. This means that no late objective assessment will be allowed or accepted without (a) student communication with the course faculty prior to a scheduled assessment and (b) documented faculty approval obtained by the student prior to a scheduled assessment. In the case of a missed objective assessment without prior faculty approval, the student will earn an assessment score of zero, which will be averaged with all other assessment scores when the student's overall progress toward achievement of the 80% benchmark is determined by the course faculty.

In the event that the student is granted the opportunity to make up a missed objective assessment, that make-up assessment may contain different questions than the original assessment but will assess the same learning outcomes. Make-up assessments in all JMSNHP courses are administered during the last week of classes, as described in the *Objective Assessment Environment Agreement Form* located on the Graduate Nursing Critical News Board in Brightspace. When granted the opportunity to make-up one or more assessments in one or more courses, the student is required to complete all of those make-up assessments during the last week of classes.

ATI Content Mastery Assessments

Any course (theory or clinical practica) may include that students demonstrate a pre-determined level of achievement on one or more ATI Content Mastery assessments to successfully complete that course, independent of any other Major Criteria in the course. In all cases where ATI Content Mastery assessments serve as a Major Criteria for successful completion of the course:

- the required level of achievement is published in course syllabi.
- the student is allowed two attempts to successfully meet the required level of achievement
- the student is expected to complete remediation in ATI, as instructed by their course faculty, prior to their second attempt.
- if the student does not meet the required level of achievement after the second attempt, the student does not successfully complete the course, and an unsatisfactory (U) progress code is administered for the course, regardless of their performance on any other course assignments or assessments.

Medication Calculation Competency Assessments

Nurse competence in medication calculation is a critical element of safe nursing practice; therefore, medication calculation competency assessments are integrated throughout the DEMSN program curriculum and serve Major Criteria for successful course completion. Students' medication calculation competence is assessed at a level commensurate with their level of progression in their program.

Medication calculation competency assessments may be included in didactic or clinical courses. In didactic courses, medication calculation questions may be included as elements of a broader NCLEX-style assessment. In clinical practicum courses, medication calculation competency assessments serve as a key determinant (Major Criterion) of successful course completion, meaning that a student cannot successfully complete a clinical course without successfully completing

the medication calculation competency assessment, regardless of their achievement of any other course assignments or assessments.

Medication calculation competency assessments administered in clinical courses are timed and involve multiple questions aimed at assessing the students' ability to complete medication calculations accurately and demonstrate nursing and pharmacological knowledge essential to the safe administration of medication to patients. To successfully demonstrate the required level of medication calculation competence in a clinical course, students must successfully complete an assigned medication calculation competency assessment by the course deadline. Medication calculation competency assessment due dates typically occur prior to the first day of scheduled direct patient care in any given clinical course; however, the student is referred to the due dates published in the course calendar specific to any given course.

• Medical Terminology/Abbreviations Assessments:

- A written assessment addressing the student's mastery of medical terminology and abbreviations critical to the safe administration may be administered in any given course, requiring a score of 100% for successful completion of the course. If applicable, details are provided in the course syllabus.

• Medication Calculation Competency Assessments:

- Students are allowed a maximum of three attempts to successfully complete an assigned medication calculation competency assessment in any given clinical course.
- A minimum of 24 hours delay between attempts is required.
- If unsuccessful on the first attempt, a remediation plan to support the student's successful completion of the medication calculation competency assessment is determined collaboratively by the faculty and the student. A JMSNHP Academic Success Coach may be called upon to assist in the development and implementation of the remediation plan. The student has responsibility for contacting the faculty, and Academic Success Coach as directed, to develop the remediation plan and schedule a second attempt of the assessment.
- The student should be aware that:
 - they may not provide direct patient care (i.e., participate in the clinical practicum) until they have successfully completed the medication calculation assessment required in any given clinical practicum course.
 - lack of participation constitutes absence from a clinical practicum course.
 - absence from scheduled clinicals jeopardizes their ability to successfully complete the course.
- If the student is unsuccessful on the second attempt, the existing remediation plan is collaboratively reviewed by the student and faculty (and Academic Success Coach if appropriate) and adjusted as needed to support the student's successful completion of the medication calculation competency assessment. The student has responsibility for contacting the faculty, and the Academic Success Coach as directed, to discuss the remediation plan and schedule a third attempt of the assessment.
- If after 3 attempts, the student has not successfully completed the medication calculation competency assessment, they are no longer eligible to continue in the respective clinical course. If the last day to withdraw from classes for the semester as published by the Registrar has not passed (Registrar Calendars

(alverno.edu) (<https://www.alverno.edu/Registrar-Calendars/>), the student may electively withdraw from the course without a negative impact on their academic status in the JSMNHP. If the last day to withdraw from classes has passed and/or the student elects to remain in the course, knowing they may not participate in the clinical practicum or skills course, they do so, knowing that an unsatisfactory progress code will be administered for the course.

Criterion-Referenced Assessment of Student Performance

Criterion-referenced assessment of student performance (sometimes referred to as key assessments of student performance) are designed by nursing faculty to engage DEMSN students in disciplinary and professional contexts; the assessment criteria reflect professional standards for achievement in graduate-level nursing. Criterion-referenced assessments of student performance are rigorous and help the student and course faculty to determine not only what a DEMSN student knows but how well they can apply what they know. A student that does not meet or exceed the criteria established for a criterion-referenced assessment of student performance (Major Criterion) in any given course does not successfully complete that course, regardless of their level of achievement on other course assessments or benchmarks. Any opportunity for remediation and extended attempt(s) to complete a criterion-referenced assessment are provided at the discretion of the course faculty. Faculty are not obligated in any way to offer remediation and/or multiple attempts for a student to successfully complete a criterion-referenced assessment of student performance.

Clinical Skills Validations

Clinical skills validations may be required in any DEMSN course and constitute Major Criteria for successful completion of that course. All skills competence validations are conducted in the clinical skills laboratory or simulation center on campus. A list of required skills validations is provided in applicable course syllabi along with details about the validation processes that must be followed by the student and the opportunities and limitations imposed by the course faculty regarding skills validation remediation and number of attempts available to the student to demonstrate competence in each skill.

B. Progress Codes

POLICY

Successful student progression in graduate nursing programs is based on students' achievement of course outcomes outlined in each course syllabus. Expected course outcomes may be demonstrated through various measures of student learning described in **Section A above**.

PROCEDURE

1. All requirements for success in any given course are outlined in the course syllabus. **A satisfactory (S) course progress is administered** and entered in the student's academic record if all course outcomes have been successfully met by the student.
2. If a student is experiencing difficulty meeting course outcomes, the faculty may file a BLAZE report (anytime) and/or a *Mid-Semester Progress Report*. The student may be asked to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course.

3. **As unsatisfactory (U) course progress code is administered** and entered in the student's academic record if all course outcomes have not been successfully met by the student. A student earning a progress code of "U" in one course is placed on *Probation with Warning* status and automatically receives a Mid-Semester Assessment Report in remaining semesters. The student may be asked by a faculty or their Program Director to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty or Program Director may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course on the second attempt to progress the program.
4. **An incomplete (I) progress code is assigned** at the discretion of faculty when, due to *extraordinary circumstances*, a student is prevented from completing all required coursework by the end of the semester. A student anticipating the need for an "I," is responsible for initiating the conversation with their course faculty. Typically, an "I" is assigned only if a minimal amount of coursework (assignments and/or assessments) remains to be completed. The administration of an "Incomplete" progress code is administered in accordance with College policy.

C. Progression

POLICY

Students who successfully complete all courses in the DEMSN curriculum successfully progress in their program of study. Students who do not successfully complete all course in the DEMSN curriculum do not successfully progress in their program of study.

PROCEDURE

1. A student who earns an unsatisfactory (U) course progress code is reviewed by GNAA and the Alverno College Graduate Council and placed on *Probation with Warning*. The student continues to have Probation with Warning Status for the remainder of their enrollment in the DEMSN Program.
2. A student who earns a second unsatisfactory (U) progress code is also reviewed by GNAA and except in the event of very *extraordinary circumstances*, the Committee recommends dismissal of the student from JSMNHP, in accordance with the Two-U Rule, to the Alverno College Graduate Council.
3. A graduate student who is dismissed from the JSMNHP is automatically dismissed from Alverno College.
4. Letters of dismissal are generated by the Chair of the Graduate Council.

Two-U Rule: A student who earns an unsatisfactory (U) progress code in the same course twice or in any two graduate nursing courses is dismissed from the JSMNHP.

Exceptions:

1. The Two-U Rule is not applied when a student earns their second unsatisfactory (U) progress code in a course in the final semester sequence of courses in their program; they are allowed to repeat the course the following semester. If the student is unsuccessful on the second attempt, they are dismissed from the DEMSN program and the College.
2. Unsatisfactory (U) courses progress codes earned prior to a student's readmission to the DEMSN program after dismissal for unsuccessful progression are not considered in application of the Two-U Rule.

3. *In the event of very extraordinary circumstances*, a DEMSN Program Director may recommend to GNAA that the Two-U Rule be set aside for one semester.
 - a. If GNAA accepts the Director's recommendation and justification for doing so, the Two-U Rule is not applied for one semester and the student is allowed to continue in the program under explicit Conditions for Continuation.
 - b. The Conditions for Continuation in the student's program are identified by GNAA and at a minimum, always contain a limitation in the number of credits and specification of courses that the student is allowed to enroll in the following semester.
 - c. Conditions for Continuation in the program are not negotiable by the student under any circumstance.
 - d. GNAA's decision to allow a student to continue in their program with conditions, despite their unsuccessful course progress and justified by the event of *very extraordinary* circumstances, is communicated to the student in writing, by the Chair of GNAA or their designee, within 5 days of the Committee's decision. The Chair's notification to the student includes the specific, non-negotiable Conditions for Continuation in the DEMSN Program that are applied.
 - e. The student is responsible to notify their Program Director, in writing within 5 days of receipt of notification made by the Chair of GNAA, of their intention to accept or deny the opportunity to continue in the program under the conditions specified by the Committee.
 - f. ***If the student chooses to accept the Conditions for Continuation:***
 - i. The Program Director notifies the Dean of Students and Office of Student Development and Success.
 - ii. A copy of the student's acceptance of the specific Conditions for Continuation is filed in BLAZE by the Program Director.
 - iii. The Program Director informs the student's faculty advisor of the student's intention to continue in their program under the stipulated Conditions for Continuation.
 - iv. The Program Director has responsibility for monitoring and reporting the student's progress to GNAA at the end of the following semester and throughout their subsequent enrollment in the DEMSN program.
 - v. The progress of all students is tracked and documented in GNAA records.
 - g. ***If the student chooses not to accept the Condition of Continuation:***
 - i. They are dismissed in accordance with the Two-U Rule
 - ii. All the usual processes related to dismissal of a student for unsuccessful progression ensue.
3. Conditions of Admission are strictly followed.
4. In the event that a student does not meet the conditions of their admission relative to course requirements, the respective Director reviews the Conditions of Admission with GNAA.
5. If, in accordance with a student's conditions of admission the Program Director determines that they will be allowed to continue, despite an unsatisfactory (U) progress code or the student dropping or withdrawing from a course specified in the Conditions of Admission, that decision along with justification for the decision is communicated to GNAA.
6. GNAA collaborates with the Program Director to determine under what conditions the student will be allowed to continue. Typically, conditions for continuing in the program include a limitation in the number of credits and specification of courses that the student is allowed to enroll in the following semester.
7. Imposed Conditions for Continuation in the program are not negotiable by the student under any circumstance.
8. Within 5 days of collaborative identification of the Conditions for Continuation by the Program Director and GNAA, the student is notified in writing by the Program Director of the opportunity to continue in their program if they accept the imposed non-negotiable Conditions for Continuation.
9. The student is responsible to notify their Program Director of their intention to accept or deny the opportunity to continue under the stipulated conditions, within 5 days of receipt of the Program Director's letter of notification.
10. ***If the student chooses to accept the Conditions for Continuation***, the Program Director notifies the Dean of Students and Office of Student Development and Success. A copy of the student's acceptance of the specific Conditions for Continuation is filed in BLAZE by the Program Director.
11. The Program Director also provides a copy of the student's intention to continue in the program and acceptance of the specific Conditions for Continuation to the Chair of GNAA and the student's faculty advisor.
12. The Program Director has responsibility for monitoring and reporting the student's progress to GNAA at the end of the following semester and throughout their subsequent enrollment in the DEMSN. The progress of all students who continue in their program under stipulated conditions is tracked and documented in GNAA records.
13. ***If the student chooses not to accept the Condition of Continuation***, they are dismissed in accordance with the *Conditions of Admission* communicated in their DEMSN Program Acceptance Letter and applied at the time of their enrollment in the program, and all the usual processes related to dismissal of a student for unsuccessful progression ensue.

Conditional Admissions:

POLICY

A student may be conditionally admitted to the DEMSN Program (see DEMSN Program Admission Requirements).

PROCEDURE

1. The respective Director of the DEMSN-MKE or Director of the DEMSN-Mesa reviews the student's Conditions of Admission at the start of their first semester of enrollment.
2. The Program Director informs the student's faculty advisor of the student's *Conditions of Admission* at the start of their first semester of enrollment.

A Note about Conditional Re-Admissions: Students may be re-admitted to the DEMSN program after dismissal for unsuccessful progression in the program or an interrupted program of study. In either case, GNAA may apply *Conditions of Re-Admission*. In that case, applicable procedures mirror the procedures described above in the Conditional Admissions section of the Catalog (i.e., "re-admission is substituted for "admission:").

D. Appeal of an Unsatisfactory Progress Code

POLICY

The student has a right to appeal and unsatisfactory (U) progress code.

PROCEDURE

Appeal of Unsuccessful Unsatisfactory Progress Code:

1. The student follows the JMSNHP Conflict Resolution policy in Catalog if they disagree with a course progress code. If unable to come to satisfactory resolution through collaboration with the course faculty, the student has the right to appeal an unsuccessful progress code by sending a letter of appeal with supporting documentation to the Chair of GNAA. The email address of the GNAA Chair is located on the Graduate Nursing Critical News Board in Brightspace.
2. If an unsuccessful progress code (U) is imminent and known prior to the end of the semester, and the student intends to appeal the U, they may send a letter of appeal and supporting documents to the Chair of GNAA on or after December 1 (fall semester), May 1 (spring semester) or August 1 (summer session), but not later than 10 working days after the progress code of U was made available to the student by the Registrar's office.
3. The Chair of GNAA has responsibility for inviting the course faculty to a GNAA meeting to discuss the student's progression in their course and justification for the administration of the unsatisfactory unsuccessful progress code.
4. The Chair of GNAA has the responsibility for scheduling and inviting the student, in writing, to a GNAA meeting to present their perspective and supporting evidence within ten (10) working days of receipt of the student's notice of appeal. The Chair also informs the student that they have the option of presenting their case to GNAA in writing.
5. The Chair of GNAA has the responsibility of informing the student (in writing) who chooses to present their case in person that (a) they will be allowed a **maximum** of 30 uninterrupted minutes to present their perspective and evidence to GNAA (b) GNAA members will have up to 15 minutes to subsequently ask questions of the student and (c) the course faculty who administered the unsatisfactory unsuccessful progress code will not be present during the meeting.
6. The Chair of GNAA has the responsibility of informing the student (in writing) who chooses to present their case in writing of the specific date and time by which their letter and supporting evidence must be received.
7. To allow sufficient time for consideration, the Chair of GNAA aims to distribute any and all written information pertaining to the unsatisfactory unsuccessful progress code provided by the student and course faculty no less than 72 hours prior to the scheduled committee meeting wherein the case will be reviewed. Nevertheless, GNAA recognizes that at times, upholding the "72-hour rule" is not in the best interest of the student (e.g., if a GNAA decision in the student's favor would be delayed such that their enrollment in courses would be delayed, leading to missed registration deadlines and delayed program completion and graduation). The Chair of GNAA or their designee may set aside the "72-hour rule" when thought to be in the best interest of the student.
8. GNAA considers the evidence presented and after careful consideration, determines whether the progress code will be upheld or overturned.
9. The Chair of GNAA or their designee is responsible for notifying the student, in writing, of GNAA's determination within 10 working days of that decision.
10. The Chair of GNAA is also responsible for notifying the course faculty, DEMSN Program Director, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Office of the Registrar.

Second Level of Appeal: If the student does not accept GNAA's decision or is not satisfied that due process was fully or properly applied, they have a right to appeal. In that case, the student submits a letter of appeal

to the Dean of the JMSNHP within 10 working days of receiving GNAA's decision.

Upon receipt of the student's letter of appeal, the Dean launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Dean also meets with the course faculty, and GNAA as appropriate. The Dean carefully considers the findings of their investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision. The Dean is also responsible for notifying the course faculty, DEMSN Program Director, Chair of the Graduate Council, Dean of Students, and the Office of the Registrar.

Third Level of Appeal: If the student does not accept the Dean's determination or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, Program Director, Chair of GNAA, or Dean of the JMSNHP, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, program Director, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Registrar of their determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of GNAA, and if needed, GNAA to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

F. Appeal of Dismissal Resulting from Unsuccessful Progression**POLICY**

The student has a right to appeal their dismissal from the DEMSN Program.

PROCEDURE

First Level of Appeal: If the student does not accept their dismissal from the College, or is not satisfied that due process was fully or properly applied, they have the right to appeal. If the student wishes to appeal, they must send a letter of appeal to the Chair of the Graduate Council within 10 working days their receipt of the notice of dismissal. Upon receipt of the student's letter of appeal, the Chair of the Graduate Council launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Chair of the Graduate Council consults with the Dean of the JMSNHP, and with the Chair of GNAA, DEMSN Program Director and/or other relevant course faculty, as appropriate. The Chair of the Graduate Council carefully considers the findings of their investigation and renders a

decision, which is communicated to the student, in writing, within 10 working days of that decision.

Second Level of Appeal: If the student does not accept the determination of the Chair of the Graduate Council, or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, Program Director, Chair of GNAA, or Dean of the JMSNHP, or the Chair of the Graduate Council, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, program Director, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Registrar of their determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of GNAA, and if needed, GNAA to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

Requesting Readmission after Dismissal Resulting from Unsuccessful Progression (Graduate Nursing)

POLICY:

The Graduate Admissions and Advancement Committee (GNAA) will consider requests for readmission from students who have been dismissed from a graduate nursing program. A student who has been dismissed from a graduate nursing program will be out for at least one semester. Students who have been dismissed but are seeking readmission must send a letter requesting readmission to the Chair of GNAA. The name and contact information for the Chair of GNAA can be found on the Graduate Nursing Critical News Board located in Brightspace. GNAA reviews the request and determines whether the student will be readmitted and if appropriate, under what conditions. There is no guarantee that a student's request for readmission will be granted. The student must provide the official transcript from any institution of higher learning they intended subsequent to their dismissal from the JMSNHP.

PROCEDURE:

1. The student seeking readmission after dismissal from a graduate nursing program submits a letter to GNAA requesting readmission no later than June 1 for re-entry in the fall semester, November 1 for re-entry in the spring semester, and March 1 for re-entry in the summer semester (DEMSN only). The letter is sent to the Chair of GNAA via email. Contact information for Chair is located on the Graduate Nursing Critical News Board.
2. The student begins the body of their letter with, "The purpose of this letter is to request readmission to the (insert program name) in the

fall/spring (select one) of (insert year)..." identifying the semester and year they were last enrolled in JSMNHP courses. For example, "The purpose of this letter is to request readmission to the DEMSN-MKE program in fall 2026. I was last enrolled in classes in the JSMNHP in fall 2024."

3. Within the letter requesting readmission, the student:
 - a. Thoughtfully reflects upon and acknowledges ownership in the circumstances that lead to their dismissal.
 - b. Provides a detailed plan for success to be implemented if readmission is granted.
4. If the student was enrolled at any institution(s) of higher learning since their dismissal from Alverno, a copy of the respective transcript(s) must be submitted to the Chair of GNAA along with their letter requesting readmission. An unofficial transcript will be accepted initially for the purposes of GNAA's review, but the student must also arrange for an official transcript(s) to be sent to the Office of the Registrar.
5. GNAA carefully considers all requests for readmission and review's the student's academic history and relevant circumstances of dismissal, prior to rendering one of the following decisions:
 - a. Readmission denied.
 - b. Readmission granted.
 - c. Readmission granted with the stipulation that the student register for and successfully complete N-290 prior to re-entry as outlined by faculty in the N-290 syllabus. *Note:* An N-290 stipulation always applies after the dismissal of a graduate student, because they have been without participation in a clinical course for at least one semester.
 - d. Readmission granted with the stipulation that the graduate student register for and successfully complete N-290 prior to re-entry. Specifically, successful demonstration of (insert knowledge, skills, and abilities) must be achieved in N-290.
 - e. Readmission granted with the following stipulations: (specifics listed; examples include but are not limited to successful completion of N-290 as described in either case above, requirement to work with the Academic Success Coach weekly for a set number of hours throughout the semester of re-entry, completion of specific ATI learning activities in the semester of re-entry, enrollment limited in maximum number of credits and to specific courses only in the semester of re-entry, etc.).
6. The Chair of GNAA communicates the committee's decision to the student, in writing, within 5 working days of that decision.
7. All tuition and fees associated with imposed readmission requirements are the responsibility of the student.

Requesting Readmission after an Interrupted Program of Study (Graduate Nursing)

The Graduate Admissions and Advancement Committee (GNAA) will consider requests for readmission from students who have had a leave of absence (LOA) from a graduate nursing program. A student who is seeking readmission after an LOA must send a letter requesting readmission to the Chair of GNAA. The name and contact information for the Chair of GNAA can be found on the Graduate Nursing Critical News Board located in Brightspace. GNAA reviews the request and determines whether the student will be readmitted and if appropriate, under what conditions. There is no guarantee that a student's request for readmission will be granted. The student must provide the official transcript from any institution of higher learning they intended subsequent to their dismissal from the JMSNHP.

PROCEDURE:

1. The student seeking readmission after an LOA from a graduate nursing program submits a letter to GNAA requesting readmission no later than June 1 for reentry in the fall semester, November 1 for reentry in the spring semester, and March 1 for reentry in the summer semester (DEMSN only). The letter is sent to the Chair of GNAA via email. Contact information for Chair is located on the Graduate Nursing Critical News Board.
2. The student begins the body of their letter with, "The purpose of this letter is to request readmission to the (insert program name) in the fall/spring/summer (select one) of (insert year)...," identifying the semester and year they were last enrolled in JSMNHP courses. For example, "The purpose of this letter is to request readmission to the DEMSN-MKE program in fall 2026. I was last enrolled in classes in the JSMNHP in fall 2024."
3. If the student was enrolled at any institution(s) of higher learning since their dismissal from Alverno, a copy of the respective transcript(s) must be submitted to the Chair of GNAA along with their letter requesting readmission. An unofficial transcript will be accepted initially for the purposes of GNAA's review, but the student must also arrange for an official transcript(s) to be sent to the Office of the Registrar.
4. GNAA carefully considers all requests for readmission and review's the student's academic history and relevant circumstances of the LOA, prior to rendering one of the following decisions:
 - a. Readmission denied.
 - b. Readmission granted.
 - c. Readmission granted with the stipulation that the student register for and successful complete N-290 prior to re-entry as outlined by faculty in the N-290 syllabus. *Note:* An N-290 stipulation always applies after the dismissal of a DEMSN student, because they have been without participation in a clinical course for at least one semester.
 - d. Readmission granted with the stipulation that the DEMSN student register for and successful complete N-290 prior to re-entry. Specifically, successful demonstration of (insert knowledge, skills, and abilities) must be achieved in N-290.
 - e. Readmission granted with the following stipulations: (specifics listed; examples include but are not limited to successful completion of N-290 as described in either case above, requirement to work with the Academic Success Coach weekly for a set number of hours, completion of specific ATI learning activities, enrollment limited in maximum number of credits and to specific courses only in the semester of re-entry, etc.).
5. The Chair of GNAA communicates the committee's decision, in writing, to the student, within 5 working days of that decision.
6. All tuition and fees associated with imposed readmission requirements are the responsibility of the student.

Skills Practice Requirements (DEMSN-Mesa)**POLICY**

In the nursing profession, the demonstration of mastery of a particular skills competency is not a "one and done." Rather, practicing nurses are expected to demonstrate competence in selected skills, at least annually- even after 20+ years of practice and even in the fundamentals (i.e., point-of-care blood sugar testing). Students are encouraged to identify a peer group for practice and schedule a regular day and time each week for practice. Students should treat their practice time as they treat their scheduled clinicals- as non-negotiable, meaning that one

always "attends and participates." Sufficient practice and demonstration of skills competence are the best way to ensure nursing students' *skills-readiness* for professional practice. DEMSN-Mesa students are referred to the lab handbook and course syllabi for information about open lab time and specific skills practice requirements.

Student Employment (DEMSN)**POLICY:**

It is expected that students enrolled in the DEMSN 5-semester program sequence are not employed during their program of study; rather, they should consider the coursework as their "job," given the demands and the rigor of the program. The DEMSN 9-semester program sequence (offered in Milwaukee only) a rigorous, full-time program of study albeit at a somewhat slower pace that may be helpful to students with personal responsibilities and obligations that would likely not support their successful completion of the program at an accelerated pace. Like their counterparts in the 5-semester sequence, students in the 9-Semester Sequence are encouraged not to work while enrolled in the program and should consider their coursework as their "job." DEMSN students may be granted permission to temporarily change their status from full-time to part-time, if necessary. Students in both DEMSN program sequences are to be aware that their course schedules will not be adjusted to accommodate their work (employment) schedules.

To ensure patient safety, nursing students, like all nurses, must be well rested and prepared to fulfill the responsibilities of their role. Accordingly, students may not work just prior to any scheduled clinical practicum. Specifically, the student may not participate in:

- a day shift clinical practicum immediately after working a night shift for their employer or in any volunteer setting.
- a PM shift clinical practicum immediately after working a day shift for their employer or in any volunteer setting.
- a night shift clinical practicum immediately after working a PM shift for their employer or in any volunteer setting.

At a minimum, there must be 10 hours between the end of any shift worked as an employee (or volunteer) and the start of a clinical practicum.

Any student who presents to or has participated in a scheduled clinical practicum within 10 hours of after working a shift for their employer or in any volunteer setting is in violation of the standards of professional behavior and engaged in unsafe clinical practice (See JSMNHP Professional Behavior policy). At a minimum, the student will be dismissed from clinical that day and incur a clinical absence. The duration of a "shift"= more than 4 hours.

PROCEDURE:

1. A student who presents to participate in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer is in violation of the standards of professional behavior; the student is dismissed from clinical that day and incurs an absence. The faculty refers the student to the JSMNHP Professional Behavior policy.
2. A faculty who suspects that a student has presented to or has participated in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer has responsibility to conduct an investigation that begins with meeting with and querying the student. The faculty refers the student to the JSMNHP Professional Behavior policy. If the student is

found to be in violation of the standards of professional behavior, they are sanctioned in accordance with the Professional Behavior policy.

3. A student who repeatedly presented to and/or participated in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer has demonstrated an egregious violation of the standards of professional conduct and is sanctioned by the faculty accordance with the Professional Behavior policy.

Student Responsibilities (DEMSN)

Course Participation

Alverno faculty believe that knowledge is co-constructed; therefore, regular course attendance and active participation in class, online discussions, and practice are required of all DEMSN students and essential for successful progression in the program. In addition to scheduled coursework, the student is expected to complete independently scheduled and assigned practicum experiences. Successful progression in the program is dependent, in part, on the student's consistent demonstration of highly effective communication, social interaction, critical thinking, and problem-solving skills.

DEMSN courses are delivered through multiple modalities: traditional, hybrid, and synchronous and asynchronous online. Traditional courses are highly interactive and delivered face-to-face in the classroom on campus. In hybrid courses (mixed traditional & online), students are expected to meet face-to-face on campus in the classroom most weeks and to log into Alverno College online learning systems multiple times during the week, as directed, to fully engage with peers and faculty peers. Synchronous online courses meet regularly at scheduled days at times; on weeks when students do not meet as a class together, online and video discussions as well as other learning activities are assigned to ensure that all course content is fully covered and understood. In courses delivered asynchronously, students have the freedom and flexibility to engage in assigned coursework on their own schedule but must ensure that all scheduled due dates are met.

Course Syllabi and DEMSN Program and JMSNHP Policy and Procedures

All DEMSN students assume full responsibility accessing, reading, and understanding all contents of their program course syllabi and the 2025-2026 Alverno College Catalog online, specifically the DEMSN Curriculum, JMSNHP Shared Policy and Procedures, and DEMSN Program Policy and Procedures. The DEMSN student understands that DEMSN Program and JMSNHP policy and procedures are reviewed and updated annually, at the start of the fall semester, and they will always be held to the most current version. Students will be notified via the Graduate Critical News Board if policy and procedural updates are made during the academic year, after the annual Catalog has been published.

Self-Monitoring

DEMSN students have primary responsibility for knowing and completing all requirements of their program; therefore, it is important for students to continually self-monitor their progression through the program. Likewise, students have full responsibility for completing all coursework by the assigned deadlines. DEMSN students are highly encouraged to work with the JMSNHP Academic Coach, who is available to support student learning and program completion using numerous teaching-learning strategies.

Engagement in Alverno Undergraduate Nursing Learning Community

The personal and professional development of undergraduate students is central to the mission of Alverno College. Toward the achievement of this mission, faculty have identified purposes, which include, but are not limited to, creating a dynamic undergraduate curriculum, and fostering a community of learners. Student engagement is critical to the accomplishment of these purposes; thus, students are encouraged to communicate their personal perspectives on learning and meaningful participation in activities related to DEMSN courses, program policies, and governance. Students are expected to engage in the graduate nursing learning community by

- accessing the Graduate Nursing Critical News Board frequently
- attending Graduate Brown Bag sessions, Town Hall meetings, and other Nursing events, as appropriate.
- providing thoughtful feedback to course faculty, their DEMSN Program Director, and the Graduate Nursing Program Chair and JMSNHP Dean, when appropriate.
- volunteering to represent peers when representation is solicited.
- completing course, faculty, and program evaluations.
- participating in presentations about the curriculum.
- participating in recruitment activities.

APRN-MSN P&P

Caregiver Background Checks (MKE)

POLICY:

Congruent with current Wisconsin state law and statutes, the JMSNHP requires that students complete a disclosure statement and submit to a Wisconsin Caregiver Background check(s), which is conducted by CastleBranch. WI Caregiver background checks are completed for all students every four years. On an annual basis, all students are required to sign and submit a disclaimer indicating that no new criminal charge(s) have been leveled in the prior 12 months.

The existence of a criminal record does not automatically preclude a student's clinical placement; rather, each criminal record is considered in view of its relationship to crimes that constitute restrictions or "bars" to clinical placement. Under the law, health care agencies prohibit the clinical placement of a student, whose caregiver background check reveals criminal records cited as restrictions or bars to employment or educational experiences in health care environments. In addition, the clinical placement of students can also be prohibited based on a health care agency's criteria/policy regarding criminal background information.

PROCEDURE:

1. Upon admission and orientation to their program of study, and every four years after, students must submit to a WI Caregiver Background check conducted by CastleBranch.
2. Students who live or have lived in another state(s) or moved to WI within the three years prior to admission to their program, must also submit to a caregiver background check in that state(s) conducted by CastleBranch.
3. All information regarding a student's caregiver background check(s) is kept strictly confidential. In the event of a criminal record(s) posing concern, the student is contacted by the Dean of the JMSNHP and advised accordingly.
4. In the event of a criminal record and upon request, the student is responsible to prepare a letter of explanation to accompany copies of

the charge(s) sent by the JMSNHP to request health care agencies. The letter must explain the circumstances of the charge(s) and whether there were/are extenuating conditions that could mediate understanding of the situation and suggest that the student's criminal history is no longer a liability. The student must deliver the letter to the Dean of the School within two weeks of receipt of the request.

5. In collaboration with and as deemed appropriate by the Dean, the student provides additional information as requested by health care agencies.
6. On a yearly basis following completion of the initial caregiver background check(s), all students are responsible to sign and submit a disclaimer to their CastleBranch account indicating that no new criminal charges have been leveled in the prior 12 months.
7. The student cannot participate in any clinical practicum experience in the clinical setting (including orientation to the clinical setting) unless the required caregiver background check forms have been completed by the student and uploaded to and approved by CastleBranch *and* the student has been cleared for clinical placement.
8. Student participation in a clinical practicum experience in the clinical setting when they are out of compliance with the initial or annual background check requirement will trigger an investigation of academic misconduct and sanction(s) as described in JMSNHP Academic Misconduct policy.
9. The JMSNHP Clinical Liaison is not responsible for notifying students when they are out of compliance with clinical requirements; rather it is the student's responsibility to ensure they meet the initial and annual Caregiver Background Check requirements (See the CastleBranch [MKE] policy).

CastleBranch (MKE)

POLICY:

CastleBranch is an external company contracted by the JMSNHP to facilitate, track, and validate student compliance with clinical requirements (e.g., care giver background check, drug screening, AHA CPR certification, and health requirements, etc.). Upon entry to a JMSNHP program, all students establish an account with CastleBranch, following the instructions provided during their program orientation. All students must submit documentation of compliance with clinical requirements through their CastleBranch account. Under no circumstance will documentation sent via email to JMSNHP faculty or staff be accepted as evidence of compliance.

Documentation submitted via CastleBranch may be reviewed to determine student compliance by CastleBranch employee reviewers and/or by JMSNHP staff and faculty with responsibility for determining student compliance with clinical requirements, as designated by the Dean of the JMSNHP. Student compliance, or lack thereof, may be communicated to program chairs and directors and clinical faculty as necessary to ensure that no student who is out of compliance with clinical requirements participates in a clinical practicum experience.

Each semester, student clinical placements in the JMSNHP are dependent upon the opportunities opened to us by our health care system partners. Students and faculty must always keep in mind that we are guests in the clinical setting, and it is incumbent upon us to abide by the policies, procedures, and traditions therein. The requirements for student clinical placement set forth by our health care system partners include, but are not limited to, pre-clinical requirements such as the submission of individual student placement information on a deadline, many weeks in advance of any given semester start; attestation of

student compliance with all CastleBranch requirements; and confirmation that students have completed site-specific orientation requirements. Accordingly,

- the last day to register for fall semester clinical courses is **July 1**.
- the last day to register for spring semester clinical courses is **December 1**.
- the last day to register for summer semester clinical courses (DEMSN only) is **April 1**.

Students are advised here that late registration for clinical courses will not be permitted. Consequently, students with CastleBranch, financial, or other registration "HOLDS" must work to clear them prior to registration deadlines. Students are encouraged to reach out to the Offices of the Registrar, Student Accounts, Student Development and Success, and/or the Office of Financial Aid for assistance, if necessary. *Note:* DEMSN students do not self-register; however, all registration deadlines still apply.

CastleBranch Deadlines and Clinical Course Registration HOLDS:

- A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
- A CastleBranch "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
- A CastleBranch registration "HOLD" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
- CastleBranch "HOLDS" that are cleared after the clinical course registration deadline will not result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.

CastleBranch Requirements and Participation in Clinical Courses

- Last day to demonstrate compliance with all CastleBranch requirements for the fall semester is **August 5**.
- Last day to demonstrate compliance with all CastleBranch requirements for the spring semester is **January 5**.
- Last day to demonstrate compliance with CastleBranch requirements for the summer semester is **May 5**.

All students are responsible for ensuring that they have met all CastleBranch requirements for the entirety of any given upcoming semester by the respective August 5, January 5, and May 5 semester deadlines. In part, that means that neither annual nor biannual CastleBranch requirements can be set to expire on a date that falls during the semester of a student's clinical course.

- As an example, if a student's AHA CPR certification will expire at any time during the spring semester, they must recertify and submit documentation of current certification sufficient to support CastleBranch approval of that evidence no later than the January 5 deadline.
- As a second example, if a student's one-step TB test annual renewal is due anytime during the fall semester, they must complete the test and submit the related documentation sufficient to support CastleBranch approval of that evidence no later than the August 5 deadline.

Students should keep in mind that:

- it may take up to three days for CastleBranch to review and respond to the documentation they submit.
- “Rejected” submissions must be addressed by the student in a timely manner, because it may take up to three days for CastleBranch to review and respond to their re-submissions.
- the August 5, January 5, and May 5 deadlines are firm, meaning, in part, that they will not be adjusted in the case of “rejected” documentation. Submission of the required documentation less than 10 days prior to the deadline, puts the student risk of losing the opportunity for enrollment and participation in a clinical course in the respective semester.
- the single exception to the August 5 due date is the annual influenza vaccination requirement. Evidence of meeting that requirement must be submitted *and approved* in CastleBranch by October 15 each year. The influenza vaccine for any given year is typically available to the public beginning in early September.

PROCEDURE:

1. The student establishes a CastleBranch account as directed in their program orientation.
2. The student establishes and ensures continuous compliance with all CastleBranch requirements for fall, spring, and summer semesters no later than August 5, January 5, and May 5, respectively.
3. Students found to be out of compliance with CastleBranch requirements after the August 5, January 5, and May 5 deadlines will be *administratively removed* from their respective fall, spring, or summer clinical course. The next possible opportunity to register for the course will be the following semester.
4. Documentation of compliance with clinical requirements is to be submitted via the student’s CastleBranch account. Students are directed not to email evidence of their compliance with clinical requirements to the Dean, Program Chairs or Directors, Clinical Liaison, faculty, or nursing Academic Administrative Assistant as it will not be considered or accepted.
5. Students may not participate in their clinical course at the clinical site (including clinical site orientation) if they are not fully compliant with all clinical requirements in CastleBranch. Formal approval of the documentation uploaded to CastleBranch constitutes “compliance” with any given clinical requirement.
6. Because full participation in clinical courses in the clinical setting is necessary to meet course outcomes, students who miss clinical(s) due to non-compliance with CastleBranch requirements are at very high risk for the administration of an unsatisfactory (U) progress code for the course. In the event of a missed clinical due to non-compliance, faculty may require a student to complete additional course assignments, but such assignments are not to be considered an alternative to actual participation in clinical.
7. The JMSNHP Clinical Liaison routinely checks student CastleBranch accounts for compliance on the 15th and last day of the month *only*. There are not multiple checks per week or “off-schedule” review of CastleBranch accounts by the clinical liaison in response to individual student requests. If a student is found to be out of compliance with any clinical requirement at any point in any given semester, they should anticipate that their resubmission of documentation to be in compliance will not be reviewed in CastleBranch by the clinical liaison until the 15th or last day of the month, whichever comes first.
8. If the student fails to establish and maintain compliance with clinical requirements through their CastleBranch account, a CastleBranch HOLD will be placed on the student’s Alverno account, preventing

registration for future courses. Once the required evidence has been submitted and is approved by CastleBranch, the registration HOLD is removed, and the student can be registered if the due date for registration has not passed. The student is to be aware that without exception:

- a. Last day to register for fall semester clinical courses is **July 1**
 - b. Last day to register for spring semester clinical courses is **December 1**
 - c. Last day to register for summer semester clinical courses (DEMSN only) is **April 1**
9. A registration “HOLD” will be applied when a student is not in compliance with one or more CastleBranch requirements.
 10. A CastleBranch registration “HOLD” will disallow student registration for all nursing courses for the upcoming semester.
 11. CastleBranch registration “HOLDs” will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
 12. CastleBranch “HOLDs” that are cleared after the clinical course registration deadline will NOT result in a student’s ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.

Clinical Practicum Experience (APRN-MSN/post-MSN Certificate)

Practicum Hours Requirements

All advance practice MSN degree program students are required to complete at least 750 post-baccalaureate practicum hours in a nursing practice area of their choosing and that fills track-specific requirements. (**Note: Students in the dual AGPCNP/AGACNP program must complete 1200 hours.**) Practicum hours are conducted with preceptors in practice settings approved by the appropriate Program Director.

Clinical practica in the Alverno College advanced practice programs are designed so that students build and assimilate knowledge for advanced specialty practice. Practicum hours are distributed across three courses (in the dual track program, over 4 semesters). Practicum hours are defined and described according to professional practice standards for AG-CNS, AGACNP, AGPCNP, FNP, NNP and PMHNP definitions of direct and indirect advanced practice nursing interventions from the American Nurses Association (ANA).

Advanced practice program students who seek ANCC certification after graduation are responsible for ensuring that they meet all specialty standards and criteria as identified by the ANCC credentialing body (see ANCC website). Practicum hours may be accomplished through nursing care that is *direct* or *indirect*, but Alverno advance practice nursing students must engage in and log nearly all of their required hours as direct patient care.

A maximum of 24 hours of indirect care may be counted toward meeting the student’s total clinical hours requirement. “Direct care” refers to nursing care provided to individuals or families that is intended to achieve specific health goals or achieve selected health outcomes. Direct care may be provided in a wide range of settings including acute and critical care, long term care, home health, community-based settings, and educational settings (AACN, 2004, 2006; Suby, 2009; Upenieks, Akhavan, Kotlerman et al., 2007). “Indirect care” refers to nursing decisions, actions, or interventions that are provided through or on behalf of

individuals, families, or groups. These decisions or interventions create the conditions under which nursing care or self-care may occur. Nurses might use administrative decisions, population or aggregate health planning, or policy development to affect health outcomes in this way. Nurses who function in administrative capacities are responsible for direct care provided by other nurses. Their administrative decisions create the conditions under which direct care is provided. Public health nurses organize care for populations or aggregates to create the conditions under which care and improved health outcomes are more likely. Health policies create broad scale conditions for delivery of nursing and health care (AACN, 2004, 2006; Suby, 2009; Upenieks et al., 2007; *Essentials of Master's Education in Nursing*, [AACN, 2011, p. 33]).

In the event that extreme circumstances limit the student's access to clinical preceptors and settings, such as worldwide pandemic, faculty may determine that a reduction in the number of practicum hours required to successfully complete a clinical course and/or advance practice program is appropriate; however, such a reduction should not ever be taken by the student to mean they may "opt" out of clinical hours and choose to complete the lesser amount, despite the continued availability of their preceptor and clinical setting to students.

It is expected that all students maximize the clinical learning opportunities available to complete 250 hours per practicum course **(300 hours for dual AGPCNP/AGACNP students) and 600 total program hours (1200 hours for dual AGPCNP/AGACNP students)** as a patient-centered, professional responsibility. Lastly, students are reminded here that clinical practicum course outcomes cannot be achieved prior to the start of a course and that clinical hours cannot be "banked" for credit in a future course.

Choosing a Preceptor and Practicum Site

Advanced practice MSN degree and post-MSN program students are encouraged to identify potential practicum sites and qualified preceptors whenever possible and in accordance with health care system policy regarding APRN preceptorships. The preceptor(s) is knowledgeable in the area in which the student wishes to develop expertise and serves as a role model for the track specialty. The qualified preceptor must also be willing to precept and complete all necessary and required preceptor paperwork, including written student evaluations.

The JMSNHP clinical liaison is available to assist with finding appropriate preceptors, but it may be to the student's advantage to seek out qualified preceptors and settings as a means to ensuring a practicum schedule that best fits their personal schedule and limiting the need to travel long distances to clinical settings.

All preceptors for advanced practice nursing program students must have, at a minimum, an:

- MSN or medical degree
- Unencumbered RN in WI
- Unencumbered prescriptive authority in WI
- National Board Certification in their practice specialty (APRNs only)

Students must comply with all requirements of the practicum site(s).

Demonstration of the required practicum course outcomes must be achieved within the practicum setting. Students are encouraged to select a preceptor and practicum site outside of their current work/department/unit employment setting whenever possible. In the event that the student chooses a practicum site where employed, current employment and practicum hours must be clearly differentiated by the agency involved

and the Graduate Nursing Admission and Advancement Committee. It is expected that the student's learning experiences are related to course outcomes, go above and beyond usual job duties, involve synthesis and expansion of knowledge, and provide systematic opportunities for expert feedback and self-reflection. If a student has any question of learning activities that constitute appropriate advanced practice MSN program practicum hours, the student should consult the practicum course instructor and/or their Program Director.

Practicum and capstone project hours may not run concurrent with the student's work hours.

Alverno advanced practice MSN degree and post-MSN certificate students are responsible completing and submitting the Student Preceptor Request Form (found on the Graduate Critical News Board Brightspace site). The Alverno College Clinical Liaison formalize the contractual agreement through the institution's procedures for practicum placements. Review and approval of clinical placements and preceptors is the responsibility of the student's Program Director.

All preceptor requests must be filed with the Clinical Liaison by the Saturday of the 4th weekend of the current semester's Weekend College in order for Alverno to secure an appropriate preceptor and meet agency deadlines for the *next* semester (spring or fall). Exact due dates are posted to the Preceptor ONG Moodle site. If preceptor request deadlines are not adhered to, students will be in jeopardy of not being able to enroll and participate in a clinical practicum course in the subsequent semester.

The student may not begin practicum hours until:

- the practicum site(s) and preceptor have been formally approved by **the student's Program Director**,
- a contract(s) between the practicum site(s) and Alverno College has been secured by the JMSNHP Clinical Liaison, and
- all prerequisites have been successfully completed, required documentation is submitted, and the student is registered for the practicum track course.

For continuing students, if circumstances preclude the completion of practicum hours in the usual semester timeframe, practicum hours may only be extended in accordance with the current "Incomplete" progress code policy of the College and only with willingness of the clinical course faculty and approval of the Chair of Graduate Nursing Programs and the Dean of the JMSNHP.

Advanced practice MSN degree and post-MSN program students are reminded here that:

- The last day to register for fall semester clinical courses is JULY 1.
- The last day to register for spring semester clinical courses is DECEMBER 1.

PROCEDURE:

1. Prior to the start of the first semester of courses, the student should meet with their nursing faculty advisor to discuss the student's plan of study and ANCC certification after graduation.
2. The student is expected to review practicum course outcomes and required practicum hours associated with the requisite advanced practice nursing track course at least one semester prior to taking that course. The nature of the every-other weekend college (WEC) curriculum and practicum site rules requires that arrangements for practicum hours be solidified whenever possible prior to the

beginning of the semester in which the student plans to take the course.

3. The student completes the required *Student Preceptor Request Form* by the Saturday of the fourth weekend of the current semester's Weekend College (in order for Alverno to secure an appropriate preceptor for the *next* semester (spring or fall). The student submits the form to the JMSNHP Clinical Liaison, who formalizes the necessary contractual agreement(s) in accordance with agency procedures for practicum placement. **All preceptor requests must be submitted to the Preceptor ONG Moodle course by the due date. The maximum number of preceptors allowed each semester is two (2) preceptors.** The JMSNHP Clinical Liaison is available to assist students in securing a preceptor for any given semester if they need assistance. The JMSNHP makes no guarantees about the distance a student may have to travel/commute to work with an assigned preceptor. If a student refuses a preceptor assigned by the JMSNHP, the student assumes full responsibility for securing a preceptor that can be qualified by their Program Director.
4. Alverno's Nursing Clinical Liaison will secure the necessary contract and agency approvals.
5. The appropriate track Program Director is responsible to review and determine the appropriateness of all potential clinical settings and preceptors.
6. The student will be informed when all preceptorship arrangements have been approved.
7. Once the course begins, the student may start working toward practicum hours with their approved preceptor.
8. Course outcomes must be achieved between the formal course start and end dates, which are determined by the Registrar and posted in IOL.
9. **The student may not begin the practicum hours prior to the course start date.**
10. The student is responsible for distributing and reviewing the preceptor documents to each preceptor at the first practicum experience so both the student and the preceptor are aware of responsibilities throughout the semester.
11. Creation of individualized practicum outcomes is a collaborative process involving the student, the preceptor, and the instructor. After reading the course's practicum description and course outcomes, the student will draft proposed outcomes to be consistent with the course outcomes description. The student should discuss these proposed outcomes with the faculty and preceptor and revise, as indicated. Final approval of the outcomes rests with the clinical faculty. Once the faculty has approved the proposed outcomes, the student shares the final copy with his/her preceptor. The student finalizes the APRN Program Practicum Goals Form (found on the Graduate Nursing Critical News Board Brightspace site) to document the outcomes no later than the first week of clinicals. When the *APRN Program Practicum Goals Form* is completed, one copy should be given to the preceptor, one to the course faculty, and one kept by the student.
12. The student is responsible for accurately logging all practicum hours and the nature of clinical activities in Typhon, the designated web-based logging system. Typhon documentation is limited to seven days; therefore, the student must complete documentation of clinical activities within 7 days of any given clinical experience or they will not be able to record the experiences or take credit for the clinical hours of the related clinical day. The student may not log clinical hours in Typhon for any given clinical practicum day prior to the completion of those hours (doing so constitutes falsification and is a form of academic misconduct). The student may not take credit for time out for lunch breaks (or other time away from patient care) when accounting for the total number of hours logged in any given day.
13. Required practicum hours and documentation is to be completed in accordance with clinical course policy found in the course syllabus and as directed by their course faculty. Typhon documentation will be reviewed by course faculty and the respective clinical hours will be approved if and only if all requirements (documentation/patient notes, recording of procedures, coding, etc.) have been met.
14. Eligibility to extend practicum hours beyond the semester (i.e., during holidays and over summers) can only occur in accordance with College policy regarding "Incomplete (I)" progress codes and is also dependent upon sufficient progress in meeting requirements during the usual semester timeframe, clinical faculty willingness, and Program Director, Graduate Nursing Program Chair and Dean approval. Extended clinical hours can only be granted in accordance with the College policy for "Incomplete" progress codes. The student is responsible for securing all required permissions.
15. If the student exceeds the requisite hours requirements for a particular track practicum course, the excess hours may not be "banked" for use in a future clinical course.
16. Safety, personal integrity, accountability and professionalism are absolute requirements for all practicum experiences. Unsafe practice, failure to demonstrate integrity and unprofessionalism at the practicum site are subject to review by the Graduate Nursing Admissions and Advancement Committee and could result in disciplinary action including dismissal from the advanced practice MSN degree or post-MSN certificate program.
17. Once the semester begins, no student may change a preceptor after the preceptor has been approved for the semester. In the event of unusual circumstances that necessitate a change, the course faculty must make that determination in collaboration with the track Program Director. The student must contact the course faculty and obtain direction. The student has the responsibility to work with the Clinical Liaison to ensure that all required documentation has been submitted so that it can be considered by Program Director for approval. The student must take no independent action on this matter. **Hours completed under the supervision of a preceptor that was not pre-approved will not be counted in the student's total clinical hours completed to meet course requirements.**

Critical News Board: JMSNHP Graduate Nursing (Graduate Nursing)

POLICY:

The Graduate Nursing Critical News Board, located in Brightspace, has been created to communicate critical JSMSNHP information and updates throughout the academic year. JMSNHP administrative assistants enroll students in the Graduate Nursing Critical News Board Brightspace course. Critical updates and information, in are posted to the critical news boards by the JMSNHP Dean, Chair of the Graduate Nursing Programs, JMSNHP Clinical Liaison, Academic Success Coach, and JMSNHP Committee Chairs. Students are expected to review news board frequently to ensure that they are aware of critical JMSNHP program updates. If a student does not have access to the critical news board via Brightspace, they are to notify a Nursing academic administrative assistant (Office: CH2181) and request that they be enrolled in the course.

Identification Cards (MKE)

POLICY

The Office of Student Development and Success issues all new students of Alverno College an initial identification card (ID) at no charge. When the ID cards are created, the student's government issued identification is checked to ensure the identity of the individual. For purpose of identification, students are encouraged to carry their Alverno College student ID card at all times. The Alverno ID card is intended to be used the entire time students are associated with the College. It is not necessary to obtain a new card each semester. In order to prevent unauthorized use, it is each student's responsibility to report a lost or stolen ID card to Student Development Division.

Student Development release a new card at the expense of the student. Alverno College is not responsible for any loss or expense resulting from the loss, theft or misuse of this card. Once reported lost or stolen, the lost card will be deactivated.

Failure to produce a valid ID card when requested by a college official, fraudulent use of the card, and/or transfer of an ID card to another person, may result in confiscation, loss of privileges and/or disciplinary action.

PROCEDURE

1. Name changes must be entered and processed through Self-Service via the Registrar's Office before a new ID card will be issued to students. For students, there is no charge for a replacement card due to a name change *provided the old card is returned at the time of replacement*. There is a charge for replacement of a lost or damaged card. There is no charge for a stolen card if the student has a copy of a police report.

Progression in Courses & Programs: Assessment, Progress Codes, Dismissal, & Appeals (APRN-MSN/post-MSN Certificate)

POLICY and PROCEDURES

Prior learning experiences form the foundation upon which all nursing courses are built; therefore, it is expected that all APRN-MSN/post-MSN Certificate students apply the knowledge, skills, and abilities mastered in prerequisite courses. APRN-MSN/post-MSN Certificate students' written and verbal communication are expected to meet the Alverno criteria commensurate with graduate-level education. In addition, all APRN-MSN/post-MSN Certificate students are expected to consistently apply the Alverno criteria for social interaction in all interpersonal experiences in all courses, commensurate with graduate-level education. The College criteria for effective writing, speaking, and social interaction are located on the Graduate Nursing Critical Care News Board in Brightspace. Meaningful self-assessment is valued as an important element of students' learning in all courses and requires *observation, interpretation/analysis, judgment, and planning for the future* on the part of the student.

Successful progression in the APRN-MSN/post-MSN Certificate program requires the successful completion of all courses, which is dependent upon the student's achievement of course outcomes. Student achievement of course outcomes is *supported* through the successful completion of required course assignments and *measured* in one or more of the following ways: APRN board certification-style objective assessments and criterion-referenced assessments of student

performance. Student achievement of clinical practicum course outcomes must be demonstrated within the practicum setting.

Students must successfully complete all course assignments and assessments, including any Major Criterion identified in a course syllabus. All Major Criteria identified in a course syllabus must be met to successfully complete a course, regardless of the student's performance on any other assignment or assessment in that course. Student success may be supported through opportunities for remediation and subsequent attempt(s) to (a) successfully complete any assignment, at the discretion of the course faculty and (b) successfully meet any Major Criterion in a course other than achievement of APRN Board Certification-style objective assessment benchmark, as described below.

A. Assessment of Student Learning

APRN Board Certification-style Objective Assessments

APRN Board Certification-style objective assessments are administered in the JMSNHP via computerized platforms; whenever possible, assessments are administered on campus rather than remotely. Objective assessments in online asynchronous courses are administered remotely with a remote proctoring service engaged. All objective assessments are to be completed *independently* by the student without the use of notes, books, or other resources, unless explicitly directed otherwise by the course faculty.

Students must achieve 80% of the total assessment points possible to successfully complete any given nursing course that includes objective APRN Board Certification-style objective assessments. The 80% benchmark is a determinant of successful completion (i.e., Major Criterion) of all courses wherein APRN Board Certification-style assessments are administered. Under no circumstances are assessment scores rounded up to assist a student in achieving the 80% benchmark (e.g., 79.9% is not rounded up to 80%). Missed assessment questions cannot be remediated for points. Likewise, at no time is extra credit offered as an opportunity for students to earn back points for missed assessment questions to assist them in meeting or exceeding the 80% benchmark.

Except in extraordinary circumstances, all APRN Board Certification-style objective assessments must be completed in accordance with scheduled course due dates. Requests for extensions will be considered on a case-by-case basis and only granted in the event of extraordinary and unavoidable circumstances, as determined by the course faculty. This means that no late objective assessment will be allowed or accepted without (a) student communication with the course faculty prior to a scheduled assessment and (b) documented faculty approval obtained by the student prior to a scheduled assessment. In the case of a missed objective assessment without prior faculty approval, the student will earn an assessment score of zero, which will be averaged with all other assessment scores when the student's overall progress toward achievement of the 80% benchmark is determined by the course faculty.

In the event that the student is granted the opportunity to make up a missed objective assessment, that make-up assessment may contain different questions than the original assessment but will assess the same learning outcomes. Make-up assessments in all JMSNHP courses are administered during the last week of classes, as described in the *Objective Assessment Environment Agreement Form* located on the Graduate Nursing Critical News Board in Brightspace. When granted the opportunity to make-up one or more assessments in one or more courses,

the student is required to complete all of those make-up assessments during the last week of classes.

Criterion-Referenced Assessment of Student Performance

Criterion-referenced assessment of student performance (sometimes referred to as key assessments of student performance) are designed by nursing faculty to engage APRN-MSN/post-MSN Certificate students in disciplinary and professional contexts; the assessment criteria reflect professional standards for achievement in graduate-level nursing. Criterion-referenced assessments of student performance are rigorous and help the student and course faculty to determine not only what a APRN-MSN/post-MSN Certificate student knows but how well they can apply what they know. A student that does not meet or exceed the criteria established for a criterion-referenced assessment of student performance (Major Criterion) in any given course does not successfully complete that course, regardless of their level of achievement on other course assessments or benchmarks. Any opportunity for remediation and extended attempt(s) to complete a criterion-referenced assessment are provided at the discretion of the course faculty. Faculty are not obligated in any way to offer remediation and/or multiple attempts for a student to successfully complete a criterion-referenced assessment of student performance.

B. Progress Codes

POLICY

Successful student progression in graduate nursing programs is based on students' achievement of course outcomes outlined in each course syllabus. Expected course outcomes may be demonstrated through various measures of student learning described in Section A above.

PROCEDURE

1. All requirements for success in any given course are outlined in the course syllabus. **A satisfactory (S) course progress is administered** and entered in the student's academic record if all course outcomes have been successfully met by the student.
2. If a student is experiencing difficulty meeting course outcomes, the faculty may file a BLAZE report (anytime) and/or a *Mid-Semester Progress Report*. The student may be asked to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course.
3. **As unsatisfactory (U) course progress code is administered** and entered in the student's academic record if all course outcomes have not been successfully met by the student. A student earning a progress code of "U" in one course is placed on *Probation with Warning* status and automatically receives a Mid-Semester Assessment Report in remaining semesters. The student may be asked by a faculty or their Program Director to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty or Program Director may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course on the second attempt to progress the program.
4. **An incomplete (I) progress code is assigned** at the discretion of faculty when, due to *extraordinary circumstances*, a student is prevented from completing all required coursework by the end of the semester. A student anticipating the need for an "I," is responsible for initiating the conversation with their course faculty. Typically, an "I" is assigned

only if a minimal amount of coursework (assignments and/or assessments) remains to be completed. The administration of an "Incomplete" progress code is administered in accordance with College policy.

C. Progression

POLICY

Students who successfully complete all courses in the APRN-MSN/post-MSN Certificate curriculum successfully progress in their program of study. Students who do not successfully complete all course in the APRN-MSN/post-MSN Certificate curriculum do not successfully progress in their program of study.

PROCEDURE

1. A student who earns an unsatisfactory (U) course progress code is reviewed by GNAA and the Alverno College Graduate Council and placed on *Probation with Warning*. The student continues to have Probation with Warning Status for the remainder of their enrollment in the APRN-MSN/post-MSN Certificate Program.
2. A student who earns a second unsatisfactory (U) progress code is also reviewed by GNAA and except in the event of very *extraordinary* circumstances, the Committee recommends dismissal of the student from JMSNHP, in accordance with the Two-U Rule (see below), to the Alverno College Graduate Council.
3. A graduate student who is dismissed from the JMSNHP is automatically dismissed from Alverno College.
4. Letters of dismissal are generated by the Chair of the Graduate Council.

Two-U Rule: A student who earns an unsatisfactory (U) progress code in the same course twice or in any two graduate nursing courses is dismissed from the JMSNHP. Exception: MSN-755 and MSN-760 (MSN Capstone 1 and Capstone 2) are not considered in application of the Two-U rule.

Exceptions:

1. The Two-U Rule is not applied when a student earns their second unsatisfactory (U) progress code in a course in the final semester sequence of courses in their program; they are allowed to repeat the course the following semester. If the student is unsuccessful on the second attempt, they are dismissed from the APRN-MSN/post-MSN Certificate program and the College.
2. Unsatisfactory (U) courses progress codes earned prior to a student's readmission to the APRN-MSN/post-MSN Certificate program after dismissal for unsuccessful progression are not considered in application of the Two-U Rule.
3. *In the event of very extraordinary circumstances*, a APRN-MSN/post-MSN Certificate Program Director or Chair of Graduate Nursing Programs may recommend to GNAA that the Two-U Rule be set aside for one semester.
 - a. If GNAA accepts the Director's or Chair's recommendation and justification for doing so, the Two-U Rule is not applied for one semester and the student is allowed to continue in the program under explicit Conditions for Continuation.
 - b. The Conditions for Continuation in the student's program are identified by GNAA and at a minimum, always contain a limitation in the number of credits and specification of courses that the student is allowed to enroll in the following semester.

- c. Conditions for Continuation in the program are not negotiable by the student under any circumstance.
- d. GNAA's decision to allow a student to continue in their program with conditions, despite their unsuccessful course progress and justified by the event of *very extraordinary* circumstances, is communicated to the student in writing, by the Chair of GNAA or their designee, within 5 working days of the Committee's decision. The Chair's notification to the student includes the specific, non-negotiable Conditions for Continuation in the APRN-MSN/post-MSN Certificate Program that are applied.
- e. The student is responsible to notify the Chair of Graduate Nursing Programs, in writing within 5 working days of receipt of notification made by the Chair of GNAA, of their intention to accept or deny the opportunity to continue in the program under the conditions specified by the Committee.
- f. **If the student chooses to accept the Conditions for Continuation:**
 - i. The Chair of Graduate Nursing Programs notifies the Dean of Students and Office of Student Development and Success.
 - ii. A copy of the student's acceptance of the specific Conditions for Continuation is filed in BLAZE by the Chair.
 - iii. The Chair informs the student's faculty advisor of the student's intention to continue in their program under the stipulated Conditions for Continuation.
 - iv. The Chair has responsibility for monitoring and reporting the student's progress to GNAA at the end of the following semester and throughout their subsequent enrollment in the APRN-MSN/post-MSN Certificate program.
 - v. The progress of all students is tracked and documented in GNAA records.
- g. **If the student chooses not to accept the Condition of Continuation:**
 - i. They are dismissed in accordance with the Two-U Rule
 - ii. All the usual processes related to dismissal of a student for unsuccessful progression ensue.
- 6. GNAA collaborates with the Chair to determine under what conditions the student will be allowed to continue. Typically, conditions for continuing in the program include a limitation in the number of credits and specification of courses that the student is allowed to enroll in the following semester.
- 7. Imposed Conditions for Continuation in the program are not negotiable by the student under any circumstance.
- 8. Within 5 working days of collaborative identification of the Conditions for Continuation by the Chair and GNAA, the student is notified in writing by the Chair of the opportunity to continue in their program if they accept the imposed non-negotiable Conditions for Continuation.
- 9. The student is responsible to notify the Chair of Graduate Nursing Programs of their intention to accept or deny the opportunity to continue under the stipulated conditions, within 5 working days of receipt of the Chair's letter of notification.
- 10. **If the student chooses to accept the Conditions for Continuation**, the Chair of Graduate Nursing Programs notifies the Dean of Students and Office of Student Development and Success. A copy of the student's acceptance of the specific Conditions for Continuation is filed in BLAZE by the Chair.
- 11. The Chair also provides a copy of the student's intention to continue in the program and acceptance of the specific Conditions for Continuation to the Chair of GNAA and the student's faculty advisor.
- 12. The Chair has responsibility for monitoring and reporting the student's progress to GNAA at the end of the following semester and throughout their subsequent enrollment in the APRN-MSN/post-MSN Certificate program. The progress of all students who continue in their program under stipulated conditions is tracked and documented in GNAA records.
- 13. **If the student chooses not to accept the Condition of Continuation**, they are dismissed in accordance with the *Conditions of Admission* communicated in their APRN-MSN/post-MSN Certificate Program Acceptance Letter and applied at the time of their enrollment in the program, and all the usual processes related to dismissal of a student for unsuccessful progression ensue.

Conditional Admissions:

POLICY

A student may be conditionally admitted to the APRN-MSN/post-MSN Certificate Program (see APRN-MSN/post-MSN Certificate Program Admission Requirements).

PROCEDURE

1. The Chair of Graduate Nursing Programs reviews the student's Conditions of Admission at the start of their first semester of enrollment.
2. The Chair informs the student's faculty advisor of the student's *Conditions of Admission* at the start of their first semester of enrollment.
3. Conditions of Admission are strictly followed.
4. In the event that a student does not meet the conditions of their admission relative to course requirements, the Chair reviews the Conditions of Admission with GNAA.
5. If, in accordance with a student's conditions of admission the Chair determines that they will be allowed to continue, despite an unsatisfactory (U) progress code or the student dropping or withdrawing from a course specified in the Conditions of Admission, that decision along with justification for the decision is communicated to GNAA.

A Note about Conditional Re-Admissions: Students may be re-admitted to an APRN-MSN/post-MSN Certificate program after dismissal for unsuccessful progression in the program or an interrupted program of study. In either case, GNAA may apply Conditions of Re-Admission. In that case, applicable procedures mirror the procedures described above in the Conditional Admissions section of the Catalog (i.e., "re-admission is substituted for "admission:").

D. Appeal of an Unsatisfactory Progress Code

POLICY

The student has a right to appeal and unsatisfactory (U) progress code.

PROCEDURE

Appeal of Unsuccessful Unsatisfactory Progress Code:

1. The student follows the JMSNHP Conflict Resolution policy in Catalog if they disagree with a course progress code. If unable to come to satisfactory resolution through collaboration with the course faculty, the student has the right to appeal an unsuccessful progress code by sending a letter of appeal with supporting documentation to the Chair of GNAA. The email address of the GNAA Chair is located on the Graduate Nursing Critical News Board in Brightspace.

2. If an unsuccessful progress code (U) is imminent and known prior to the end of the semester, and the student intends to appeal the U, they may send a letter of appeal and supporting documents to the Chair of GNAA on or after December 1 (fall semester), May 1 (spring semester) or August 1 (summer session), but not later than 10 working days after the progress code of U was made available to the student by the Registrar's office.
3. The Chair of GNAA has responsibility for inviting the course faculty to a GNAA meeting to discuss the student's progression in their course and justification for the administration of the unsatisfactory unsuccessful progress code.
4. The Chair of GNAA has the responsibility for scheduling and inviting the student, in writing, to a GNAA meeting to present their perspective and supporting evidence within ten (10) working days of receipt of the student's notice of appeal. The Chair also informs the student that they have the option of presenting their case to GNAA in writing.
5. The Chair of GNAA has the responsibility of informing the student (in writing) who chooses to present their case in person that (a) they will be allowed a **maximum** of 30 uninterrupted minutes to present their perspective and evidence to GNAA (b) GNAA members will have up to 15 minutes to subsequently ask questions of the student and (c) the course faculty who administered the unsatisfactory unsuccessful progress code will not be present during the meeting.
6. The Chair of GNAA has the responsibility of informing the student (in writing) who chooses to present their case in writing of the specific date and time by which their letter and supporting evidence must be received.
7. To allow sufficient time for consideration, the Chair of GNAA aims to distribute any and all written information pertaining to the unsatisfactory unsuccessful progress code provided by the student and course faculty no less than 72 hours prior to the scheduled committee meeting wherein the case will be reviewed. Nevertheless, GNAA recognizes that at times, upholding the "72-hour rule" is not in the best interest of the student (e.g., if a GNAA decision in the student's favor would be delayed such that their enrollment in courses would be delayed, leading to missed registration deadlines and delayed program completion and graduation). The Chair of GNAA or their designee may set aside the "72-hour rule" when thought to be in the best interest of the student.
8. GNAA considers the evidence presented and after careful consideration, determines whether the progress code will be upheld or overturned.
9. The Chair of GNAA or their designee is responsible for notifying the student, in writing, of GNAA's determination within 10 working days of that decision.
10. The Chair of GNAA is also responsible for notifying the course faculty, APRN-MSN/post-MSN Certificate Program Director, Chair of Graduate Nursing Programs, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Office of the Registrar.

Second Level of Appeal: If the student does not accept GNAA's decision or is not satisfied that due process was fully or properly applied, they have a right to appeal. In that case, the student submits a letter of appeal to the Dean of the JMSNHP within 10 working days of receiving GNAA's decision.

Upon receipt of the student's letter of appeal, the Dean launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Dean also meets with the course faculty, and GNAA as appropriate. The Dean carefully considers the findings of their investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision. The Dean is also responsible for notifying the course faculty, APRN-MSN/post-MSN Certificate Program Director, Chair of Graduate Nursing Programs, Chair of the Graduate Council, Dean of Students, and the Office of the Registrar.

Third Level of Appeal: If the student does not accept the Dean's determination or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, Program Director, Chair of GNAA, Chair of Graduate Nursing Programs, or Dean of the JMSNHP, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, Chair of GNAA, Chair of Graduate Nursing Programs, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Registrar of their determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of Graduate Nursing Programs, Chair of GNAA, and if needed, GNAA to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

F. Appeal of Dismissal Resulting from Unsuccessful Progression

POLICY

The student has a right to appeal their dismissal from the APRN-MSN/post-MSN Certificate Program.

PROCEDURE

First Level of Appeal: If the student does not accept their dismissal from the College or is not satisfied that due process was fully or properly applied, they have the right to appeal. If the student wishes to appeal, they must send a letter of appeal to the Chair of the Graduate Council within 10 working days their receipt of the notice of dismissal. Upon receipt of the student's letter of appeal, the Chair of the Graduate Council launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Chair of the Graduate Council consults with the Dean of the JMSNHP, and with the Chair of GNAA, Chair of Graduate Nursing Programs, APRN-MSN/post-MSN Certificate Program Director and/or other relevant course faculty, as appropriate. The Chair of the Graduate Council carefully considers the findings of their investigation and renders a decision, which

is communicated to the student, in writing, within 10 working days of that decision.

Second Level of Appeal: If the student does not accept the determination of the Chair of the Graduate Council or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, Program Director, Chair of Graduate Nursing Programs, Chair of GNAA, or Dean of the JMSNHP, or the Chair of the Graduate Council, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, program Director, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Registrar of their determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of GNAA, and if needed, GNAA to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

Requesting Readmission after an Interrupted Program of Study (Graduate Nursing)

The Graduate Admissions and Advancement Committee (GNAA) will consider requests for readmission from students who have had a leave of absence (LOA) from a graduate nursing program. A student who is seeking readmission after an LOA must send a letter requesting readmission to the Chair of GNAA. The name and contact information for the Chair of GNAA can be found on the Graduate Nursing Critical News Board located in Brightspace. GNAA reviews the request and determines whether the student will be readmitted and if appropriate, under what conditions. There is no guarantee that a student's request for readmission will be granted. The student must provide the official transcript from any institution of higher learning they intended subsequent to their dismissal from the JMSNHP.

PROCEDURE:

1. The student seeking readmission after an LOA from a graduate nursing program submits a letter to GNAA requesting readmission no later than June 1 for reentry in the fall semester, November 1 for reentry in the spring semester, and March 1 for reentry in the summer semester (DEMSN only). The letter is sent to the Chair of GNAA via email. Contact information for Chair is located on the Graduate Nursing Critical News Board.
2. The student begins the body of their letter with, "The purpose of this letter is to request readmission to the (insert program name) in the fall/spring/summer (select one) of (insert year)...," identifying the semester and year they were last enrolled in JMSNHP courses. For example, "The purpose of this letter is to request readmission to the

DEMSN-MKE program in fall 2026. I was last enrolled in classes in the JMSNHP in fall 2024."

3. If the student was enrolled at any institution(s) of higher learning since their dismissal from Alverno, a copy of the respective transcript(s) must be submitted to the Chair of GNAA along with their letter requesting readmission. An unofficial transcript will be accepted initially for the purposes of GNAA's review, but the student must also arrange for an official transcript(s) to be sent to the Office of the Registrar.
4. GNAA carefully considers all requests for readmission and review's the student's academic history and relevant circumstances of the LOA, prior to rendering one of the following decisions:
 - a. Readmission denied.
 - b. Readmission granted.
 - c. Readmission granted with the stipulation that the student register for and successful complete N-290 prior to re-entry as outlined by faculty in the N-290 syllabus. *Note:* An N-290 stipulation always applies after the dismissal of a DEMSN student, because they have been without participation in a clinical course for at least one semester.
 - d. Readmission granted with the stipulation that the DEMSN student register for and successful complete N-290 prior to re-entry. Specifically, successful demonstration of (insert knowledge, skills, and abilities) must be achieved in N-290.
 - e. Readmission granted with the following stipulations: (specifics listed; examples include but are not limited to successful completion of N-290 as described in either case above, requirement to work with the Academic Success Coach weekly for a set number of hours, completion of specific ATI learning activities, enrollment limited in maximum number of credits and to specific courses only in the semester of re-entry, etc.).
5. The Chair of GNAA communicates the committee's decision, in writing, to the student, within 5 working days of that decision.
6. All tuition and fees associated with imposed readmission requirements are the responsibility of the student.

Requesting Readmission after Dismissal Resulting from Unsuccessful Progression (Graduate Nursing)

POLICY:

The Graduate Admissions and Advancement Committee (GNAA) will consider requests for readmission from students who have been dismissed from a graduate nursing program. A student who has been dismissed from a graduate nursing program will be out for at least one semester. Students who have been dismissed but are seeking readmission must send a letter requesting readmission to the Chair of GNAA. The name and contact information for the Chair of GNAA can be found on the Graduate Nursing Critical News Board located in Brightspace. GNAA reviews the request and determines whether the student will be readmitted and if appropriate, under what conditions. There is no guarantee that a student's request for readmission will be granted. The student must provide the official transcript from any institution of higher learning they intended subsequent to their dismissal from the JMSNHP.

PROCEDURE:

1. The student seeking readmission after dismissal from a graduate nursing program submits a letter to GNAA requesting readmission no later than June 1 for re-entry in the fall semester, November 1 for re-entry in the spring semester, and March 1 for re-entry in the summer

semester (DEMSN only). The letter is sent to the Chair of GNAA via email. Contact information for Chair is located on the Graduate Nursing Critical News Board.

2. The student begins the body of their letter with, "The purpose of this letter is to request readmission to the (insert program name) in the fall/spring (select one) of (insert year)..." identifying the semester and year they were last enrolled in JSMNHP courses. For example, "The purpose of this letter is to request readmission to the DEMSN-MKE program in fall 2026. I was last enrolled in classes in the JSMNHP in fall 2024."
3. Within the letter requesting readmission, the student:
 - a. Thoughtfully reflects upon and acknowledges ownership in the circumstances that lead to their dismissal.
 - b. Provides a detailed plan for success to be implemented if readmission is granted.
4. If the student was enrolled at any institution(s) of higher learning since their dismissal from Alverno, a copy of the respective transcript(s) must be submitted to the Chair of GNAA along with their letter requesting readmission. An unofficial transcript will be accepted initially for the purposes of GNAA's review, but the student must also arrange for an official transcript(s) to be sent to the Office of the Registrar.
5. GNAA carefully considers all requests for readmission and review's the student's academic history and relevant circumstances of dismissal, prior to rendering one of the following decisions:
 - a. Readmission denied.
 - b. Readmission granted.
 - c. Readmission granted with the stipulation that the student register for and successfully complete N-290 prior to re-entry as outlined by faculty in the N-290 syllabus. *Note:* An N-290 stipulation always applies after the dismissal of a graduate student, because they have been without participation in a clinical course for at least one semester.
 - d. Readmission granted with the stipulation that the graduate student register for and successfully complete N-290 prior to re-entry. Specifically, successful demonstration of (insert knowledge, skills, and abilities) must be achieved in N-290.
 - e. Readmission granted with the following stipulations: (specifics listed; examples include but are not limited to successful completion of N-290 as described in either case above, requirement to work with the Academic Success Coach weekly for a set number of hours throughout the semester of re-entry, completion of specific ATI learning activities in the semester of re-entry, enrollment limited in maximum number of credits and to specific courses only in the semester of re-entry, etc.).
6. The Chair of GNAA communicates the committee's decision to the student, in writing, within 5 working days of that decision.
7. All tuition and fees associated with imposed readmission requirements are the responsibility of the student.

Scholarship: The APRN-MSN Capstone Project

All advanced practice MSN degree program students are required to complete a capstone project; advanced practice post-master's certificate programs *do not* have this requirement. The Capstone is a summative scholarly project conceptualized and executed in MSN-755 and MSN-760. Typically, students enroll in these courses and conduct the project during the two final semesters of their program. Alternatively, some students conduct the project after completing their track courses.

The Capstone serves as the final graduation requirement for advanced practice MSN degree program students. Completed under the guidance of a faculty mentor, the capstone project reflects high standards of scholarly inquiry, technical mastery, and literary skill commensurate with graduate education. The overriding goal of the Capstone is for the student to demonstrate knowledge and proficiency in a specific area of interest. Through the project, students integrate and apply the knowledge and skills they acquired through the academic coursework of their program to a particular problem within the scope of their future advanced practice. The problem of interest and the importance of addressing it is established through literature, thereby justifying the need for the project. The Capstone is grounded in theoretical frameworks and research evidence located in peer-reviewed journals, culminating in scholarly paper and professional poster presentation.

The student assumes full responsibility for understanding and fulfilling the most current requirements of the project, which are described in the *Capstone Guidelines* located in the Capstone Brightspace.

Student Employment (APRN-MSN/post-MSN Certificate)

POLICY

All Advanced Practice MSN degree and post-master's certificate students are required to have and retain RN employment (full- or part-time) upon admission and throughout progression in their program. Post-master's advanced practice program students certified as APRNs can meet the employment requirement by practicing (full or part-time) in their APRN specialty or as an RN.

To ensure patient safety, nursing students, like all nurses, must be well rested and prepared to fulfill the responsibilities of their role. Accordingly, students may not work just prior to any scheduled clinical practicum. Specifically, the student may not participate in:

- a day shift clinical practicum immediately after working a night shift for their employer or in any volunteer setting.
- a PM shift clinical practicum immediately after working a day shift for their employer or in any volunteer setting.
- a night shift clinical practicum immediately after working a PM shift for their employer or in any volunteer setting.

At a minimum, there must be 10 hours between the end of any shift worked as an employee (or volunteer) and the start of a clinical practicum.

Any student who presents to or has participated in a scheduled clinical practicum within 10 hours of after working a shift for their employer or in any volunteer setting is in violation of the standards of professional behavior and engaged in unsafe clinical practice (See JSMNHP Professional Behavior policy). At a minimum, the student will be dismissed from clinical that day and incur a clinical absence. The duration of a "shift" = more than 4 hours.

PROCEDURE:

1. A student who presents to participate in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer is in violation of the standards of professional behavior; the student is dismissed from clinical that day and incurs an absence. The faculty refers the student to the JSMNHP Professional Behavior policy.

2. A faculty who suspects that a student has presented to or has participated in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer has responsibility to conduct an investigation that begins with meeting with and querying the student. The faculty refers the student to the JMSNHP Professional Behavior policy. If the student is found to be in violation of the standards of professional behavior, they are sanctioned in accordance with the Professional Behavior policy.
3. A student who repeatedly presented to and/or participated in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer has demonstrated an egregious violation of the standards of professional conduct and is sanctioned by the faculty accordance with the Professional Behavior policy.

Student Responsibilities (APRN-MSN/post-MSN Certificate)

Course Participation

Alverno faculty believe that knowledge is co-constructed; therefore, regular course attendance and active participation in class, online discussions, and practice are required of all advanced-practice nursing program students and essential for successful progression in the program. In addition to scheduled coursework, the student is expected to complete independently scheduled and assigned practicum experiences. Successful progression in the program is dependent, in part, on the student's consistent demonstration of highly effective communication, social interaction, critical thinking, and problem-solving skills.

Advanced-practice nursing program courses are delivered through multiple modalities: traditional, hybrid, and synchronous and asynchronous online. Traditional courses are highly interactive and delivered face-to-face in the classroom on campus. In hybrid courses (mixed traditional & online), students are expected to meet regularly face-to-face on campus in the classroom and to log into Alverno College online learning systems multiple times during the week, as directed, to fully engage with peers and faculty peers. Synchronous online courses meet regularly at scheduled days at times; on weeks when students do not meet as a class together, online and video discussions as well as other learning activities are assigned to ensure that all course content is fully covered and understood. In courses delivered asynchronously, students have the freedom and flexibility to engage in assigned coursework on their own schedule but must ensure that all scheduled due dates are met.

Course Syllabi and APRN Program and JMSNHP Policy and Procedures

All APRN program students assume full responsibility accessing, reading, and understanding all contents of their program course syllabi and the 2025-2026 Alverno College Catalog online, specifically their APRN program curriculum, JSMNHP Shared Policy and Procedures, and APRN-MSN Program Policy and Procedures. The APRN program student understands that APRN program and JNSHNP policy and procedures are reviewed and updated annually, at the start of the fall semester, and they will always be held to the most current version. Students will be notified via the Graduate Critical News Board if policy and procedural updates are made during the academic year, after the annual Catalog has been published.

Self-Monitoring

Advanced-practice nursing program students have primary responsibility for knowing and completing all requirements of their program; therefore, it is important for students to continually self-monitor their progression

through the program. Likewise, students have full responsibility for completing all coursework by the assigned deadlines. Advanced-practice nursing program students are highly encouraged to work with the JMSNHP Academic Coach, who available to support student learning and program completion using numerous teaching-learning strategies.

Engagement in Alverno Graduate Nursing Learning Community

The personal and professional development of undergraduate students is central to the mission of Alverno College. Toward the achievement of this mission, faculty have identified purposes, which include, but are not limited to, creating a dynamic undergraduate curriculum, and fostering a community of learners. Student engagement is critical to the accomplishment of these purposes; thus, students are encouraged to communicate their personal perspectives on learning and meaningful participation in activities related to advanced-practice nursing program courses, program policies, and governance. Students are expected to engage in the graduate nursing learning community by

- accessing the Graduate Nursing Critical News Board frequently
- attending Graduate Brown Bag sessions, Town Hall meetings, and other Nursing events, as appropriate.
- providing thoughtful feedback to course faculty, their FNP or PMHNP Program Director, and the Graduate Nursing Program Chair and JMSNHP Dean, when appropriate.
- volunteering to represent peers when representation is solicited.
- completing course, faculty, and program evaluations.
- participating in presentations about the curriculum.
- participating in recruitment activities.

DNP P&P

Caregiver Background Checks (MKE)

POLICY:

Congruent with current Wisconsin state law and statutes, the JMSNHP requires that students complete a disclosure statement and submit to a Wisconsin Caregiver Background check(s), which is conducted by CastleBranch. WI Caregiver background checks are completed for all students every four years. On an annual basis, all students are required to sign and submit a disclaimer indicating that no new criminal charge(s) have been leveled in the prior 12 months.

The existence of a criminal record does not automatically preclude a student's clinical placement; rather, each criminal record is considered in view of its relationship to crimes that constitute restrictions or "bars" to clinical placement. Under the law, health care agencies prohibit the clinical placement of a student, whose caregiver background check reveals criminal records cited as restrictions or bars to employment or educational experiences in health care environments. In addition, the clinical placement of students can also be prohibited based on a health care agency's criteria/policy regarding criminal background information.

PROCEDURE:

1. Upon admission and orientation to their program of study, and every four years after, students must submit to a WI Caregiver Background check conducted by CastleBranch.
2. Students who live or have lived in another state(s) or moved to WI within the three years prior to admission to their program, must also

submit to a caregiver background check in that state(s) conducted by CastleBranch.

3. All information regarding a student's caregiver background check(s) is kept strictly confidential. In the event of a criminal record(s) posing concern, the student is contacted by the Dean of the JMSNHP and advised accordingly.
4. In the event of a criminal record and upon request, the student is responsible to prepare a letter of explanation to accompany copies of the charge(s) sent by the JMSNHP to request health care agencies. The letter must explain the circumstances of the charge(s) and whether there were/are extenuating conditions that could mediate understanding of the situation and suggest that the student's criminal history is no longer a liability. The student must deliver the letter to the Dean of the School within two weeks of receipt of the request.
5. In collaboration with and as deemed appropriate by the Dean, the student provides additional information as requested by health care agencies.
6. On a yearly basis following completion of the initial caregiver background check(s), all students are responsible to sign and submit a disclaimer to their CastleBranch account indicating that no new criminal charges have been leveled in the prior 12 months.
7. The student cannot participate in any clinical practicum experience in the clinical setting (including orientation to the clinical setting) unless the required caregiver background check forms have been completed by the student and uploaded to and approved by CastleBranch and the student has been cleared for clinical placement.
8. Student participation in a clinical practicum experience in the clinical setting when they are out of compliance with the initial or annual background check requirement will trigger an investigation of academic misconduct and sanction(s) as described in JMSNHP Academic Misconduct policy.
9. The JMSNHP Clinical Liaison is not responsible for notifying students when they are out of compliance with clinical requirements; rather it is the student's responsibility to ensure they meet the initial and annual Caregiver Background Check requirements (See the CastleBranch [MKE] policy).

CastleBranch (MKE)

POLICY:

CastleBranch is an external company contracted by the JMSNHP to facilitate, track, and validate student compliance with clinical requirements (e.g., care giver background check, drug screening, AHA CPR certification, and health requirements, etc.). Upon entry to a JMSNHP program, all students establish an account with CastleBranch, following the instructions provided during their program orientation. All students must submit documentation of compliance with clinical requirements through their CastleBranch account. Under no circumstance will documentation sent via email to JMSNHP faculty or staff be accepted as evidence of compliance.

Documentation submitted via CastleBranch may be reviewed to determine student compliance by CastleBranch employee reviewers and/or by JMSNHP staff and faculty with responsibility for determining student compliance with clinical requirements, as designated by the Dean of the JMSNHP. Student compliance, or lack thereof, may be communicated to program chairs and directors and clinical faculty as necessary to ensure that no student who is out of compliance with clinical requirements participates in a clinical practicum experience.

Each semester, student clinical placements in the JMSNHP are dependent upon the opportunities opened to us by our health care system partners. Students and faculty must always keep in mind that we are guests in the clinical setting, and it is incumbent upon us to abide by the policies, procedures, and traditions therein. The requirements for student clinical placement set forth by our health care system partners include, but are not limited to, pre-clinical requirements such as the submission of individual student placement information on a deadline, many weeks in advance of any given semester start; attestation of student compliance with all CastleBranch requirements; and confirmation that students have completed site-specific orientation requirements. Accordingly,

- the last day to register for fall semester clinical courses is **July 1**.
- the last day to register for spring semester clinical courses is **December 1**.
- the last day to register for summer semester clinical courses (DEMSN only) is **April 1**.

Students are advised here that late registration for clinical courses will not be permitted. Consequently, students with CastleBranch, financial, or other registration "HOLDS" must work to clear them prior to registration deadlines. Students are encouraged to reach out to the Offices of the Registrar, Student Accounts, Student Development and Success, and/or the Office of Financial Aid for assistance, if necessary. *Note:* DEMSN students do not self-register; however, all registration deadlines still apply.

CastleBranch Deadlines and Clinical Course Registration HOLDS:

- A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
- A CastleBranch "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
- A CastleBranch registration "HOLD" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
- CastleBranch "HOLDS" that are cleared after the clinical course registration deadline will not result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.

CastleBranch Requirements and Participation in Clinical Courses

- Last day to demonstrate compliance with all CastleBranch requirements for the fall semester is **August 5**.
- Last day to demonstrate compliance with all CastleBranch requirements for the spring semester is **January 5**.
- Last day to demonstrate compliance with CastleBranch requirements for the summer semester is **May 5**.

All students are responsible for ensuring that they have met all CastleBranch requirements for the entirety of any given upcoming semester by the respective August 5, January 5, and May 5 semester deadlines. In part, that means that neither annual nor biannual CastleBranch requirements can be set to expire on a date that falls during the semester of a student's clinical course.

- As an example, if a student's AHA CPR certification will expire at any time during the spring semester, they must recertify and submit documentation of current certification sufficient to support

CastleBranch approval of that evidence no later than the January 5 deadline.

- As a second example, if a student's one-step TB test annual renewal is due anytime during the fall semester, they must complete the test and submit the related documentation sufficient to support CastleBranch approval of that evidence no later than the August 5 deadline.

Students should keep in mind that:

- it may take up to three days for CastleBranch to review and respond to the documentation they submit.
- "Rejected" submissions must be addressed by the student in a timely manner, because it may take up to three days for CastleBranch to review and respond to their re-submissions.
- the August 5, January 5, and May 5 deadlines are firm, meaning, in part, that they will not be adjusted in the case of "rejected" documentation. Submission of the required documentation less than 10 days prior to the deadline, puts the student risk of losing the opportunity for enrollment and participation in a clinical course in the respective semester.
- the single exception to the August 5 due date is the annual influenza vaccination requirement. Evidence of meeting that requirement must be submitted *and approved* in CastleBranch by October 15 each year. The influenza vaccine for any given year is typically available to the public beginning in early September.

PROCEDURE:

1. The student establishes a CastleBranch account as directed in their program orientation.
2. The student establishes and ensures continuous compliance with all CastleBranch requirements for fall, spring, and summer semesters no later than August 5, January 5, and May 5, respectively.
3. Students found to be out of compliance with CastleBranch requirements after the August 5, January 5, and May 5 deadlines will be *administratively removed* from their respective fall, spring, or summer clinical course. The next possible opportunity to register for the course will be the following semester.
4. Documentation of compliance with clinical requirements is to be submitted via the student's CastleBranch account. Students are directed not to email evidence of their compliance with clinical requirements to the Dean, Program Chairs or Directors, Clinical Liaison, faculty, or nursing Academic Administrative Assistant as it will not be considered or accepted.
5. Students may not participate in their clinical course at the clinical site (including clinical site orientation) if they are not fully compliant with all clinical requirements in CastleBranch. Formal approval of the documentation uploaded to CastleBranch constitutes "compliance" with any given clinical requirement.
6. Because full participation in clinical courses in the clinical setting is necessary to meet course outcomes, students who miss clinical(s) due to non-compliance with CastleBranch requirements are at very high risk for the administration of an unsatisfactory (U) progress code for the course. In the event of a missed clinical due to non-compliance, faculty may require a student to complete additional course assignments, but such assignments are not to be considered an alternative to actual participation in clinical.
7. The JMSNHP Clinical Liaison routinely checks student CastleBranch accounts for compliance on the 15th and last day of the month *only*. There are not multiple checks per week or "off-schedule" review of

CastleBranch accounts by the clinical liaison in response to individual student requests. If a student is found to be out of compliance with any clinical requirement at any point in any given semester, they should anticipate that their resubmission of documentation to be in compliance will not be reviewed in CastleBranch by the clinical liaison until the 15th or last day of the month, whichever comes first.

8. If the student fails to establish and maintain compliance with clinical requirements through their CastleBranch account, a CastleBranch HOLD will be placed on the student's Alverno account, preventing registration for future courses. Once the required evidence has been submitted and is approved by CastleBranch, the registration HOLD is removed, and the student can be registered if the due date for registration has not passed. The student is to be aware that without exception:
 - a. Last day to register for fall semester clinical courses is **July 1**
 - b. Last day to register for spring semester clinical courses is **December 1**
 - c. Last day to register for summer semester clinical courses (DEMSN only) is **April 1**
9. A registration "HOLD" will be applied when a student is not in compliance with one or more CastleBranch requirements.
10. A CastleBranch registration "HOLD" will disallow student registration for all nursing courses for the upcoming semester.
11. CastleBranch registration "HOLDs" will not be removed until all relevant requirements have been met, as evidenced by CastleBranch approval of the documentation a student submits to their CastleBranch account.
12. CastleBranch "HOLDs" that are cleared after the clinical course registration deadline will NOT result in a student's ability to be registered for a clinical course in the upcoming semester. The clinical course registration deadlines above are FIRM.

Clinical Practicum Experience (DNP)

POLICY

All DNP students are encouraged to identify a potential clinical practicum site and preceptor; however, the JSMNHP Clinical Liaison is available to assist students in this process if necessary. The selected practicum site must be an organization consistent with (a) the practice area for which the student wishes to develop expertise and (b) the focus of the student's DNPP. Appropriate practicum site examples include a hospital, clinic, health care system, public health agency, parish, long-term care facility, or nonprofit agency. Other site options may be discussed and negotiated with the DNP program chair.

Students must comply with all requirements of the clinical practicum site. All DNP students are encouraged to select a clinical practicum site outside of their current work/department/unit employment setting whenever possible. If the student chooses a practicum site where employed, current employment and practicum and DNPP hours must be clearly differentiated by the agency involved and the GNAA. DNP practicum and DNPP hours may not run concurrently with the student's work hours.

The qualified preceptor is knowledgeable in the practice area in which the student wishes to develop expertise. While a DNP is preferred for the preceptor role, examples of persons who may also fulfill this role include: a professional who has a doctoral degree in a discipline other than nursing and/or considerable experience and recognition as an expert in her or his field, an experienced physician, and a nurse holding a high-level administrative position (e.g., Director, Vice President, President, or CEO).

The preceptor must have worked in the practicum site for a minimum of one year. The preceptor may not be the immediate supervisor of or a familial relative of the student.

The Practicum Experience

In accordance with AACN (2006) and AACN (2021) requirements, clinical practica in the Alverno College DNP program are designed to “help students build and assimilate knowledge for advanced specialty practice at a high level of complexity” (AACN, 2006, p. 19). At the start of each semester, DNP students collaborate with their preceptor to develop outcomes for the clinical practicum experience, completing the *DNP Practicum Hours Overview and Goals Form*. While DNP students may complete practicum hours in their place of employment, it is expected that these learning experiences are related to course outcomes, go above and beyond usual job duties, involve synthesis and expansion of knowledge, and provide systematic opportunities for expert feedback and self-reflection. Some examples of learning activities that constitute DNP practicum hours can be found in the *DNP Program Clinical Practicum Guide* located in the Graduate Nursing Critical News Board in Brightspace.

PROCEDURE:

Detailed information regarding the role and responsibilities of DNP students, preceptors, and Alverno faculty in facilitating student practica, including but not limited to preceptor evaluation of student performance, student evaluation of the preceptor, and required documentation, and forms are located on the Graduate Nursing Critical News Board in Brightspace. Additional information can be found in DNP 830 Clinical Practicum I and DNP 930 Clinical Practicum II course syllabi.

Critical News Board: JMSNHP Graduate Nursing (Graduate Nursing)

POLICY:

The Graduate Nursing Critical News Board, located in Brightspace, has been created to communicate critical JMSNHP information and updates throughout the academic year. JMSNHP administrative assistants enroll students in the Graduate Nursing Critical News Board Brightspace course. Critical updates and information, in are posted to the critical news boards by the JMSNHP Dean, Chair of the Graduate Nursing Programs, JMSNHP Clinical Liaison, Academic Success Coach, and JMSNHP Committee Chairs. Students are expected to review news board frequently to ensure that they are aware of critical JMSNHP program updates. If a student does not have access to the critical news board via Brightspace, they are to notify a Nursing academic administrative assistant (Office: CH2181) and request that they be enrolled in the course.

Identification Cards (DEMSN-Mesa)

POLICY

The Office of Student Development and Success issues all new students of Alverno College an initial identification card (ID) at no charge. The staff at the Mesa Location for the ID cards. When the ID cards are created, the student's government issued identification is checked to ensure the identity of the individual. For purpose of identification, students are encouraged to carry their Alverno College student ID card at all times. The Alverno ID card is intended to be used the entire time students are associated with the College. It is not necessary to obtain a new card each semester. In order to prevent unauthorized use, it is each student's

responsibility to report a lost or stolen ID card to the Mesa Location Director or Office Manager

Development and Success and obtain a new card at the expense of the student. Alverno College is not responsible for any loss or expense resulting from the loss, theft or misuse of this card. Once reported lost or stolen, the lost card will be deactivated.

Failure to produce a valid ID card when requested by a college official, fraudulent use of the card, and/or transfer of an ID card to another person, may result in confiscation, loss of privileges and/or disciplinary action.

PROCEDURE

1. Students at the Mesa location will be directed to follow the process for obtaining an ID explained in their DEMSN orientation course.
2. Name changes must be entered and processed through Self-Service via the Registrar's Office before a new ID card will be issued to students. For students, there is no charge for a replacement card due to a name change *provided the old card is returned at the time of replacement*. There is a charge for replacement of a lost or damaged card. There is no charge for a stolen card if the student has a copy of a police report.

Progression in Courses & Program: Assessment, Progress Codes, Dismissal, & Appeals (DNP)

A. Assessment of Student Learning

Prior learning experiences form the foundation upon which all nursing courses are built; therefore, it is expected that graduate nursing students apply the knowledge, skills, and abilities mastered in prerequisite courses in all subsequent courses, as appropriate. Students' written and verbal communication are expected to meet the Alverno criteria for effective writing and speaking commensurate with graduate-level education. In addition, students are expected to consistently apply the Alverno criteria for social interaction in all interpersonal experiences in their courses. Written self-assessment is valued as important element of students' learning in graduate nursing courses and requires *self-reflection, judgement, evidence, and planning for the future* on the part of the student. Students' achievement of course outcomes is determined through criterion-referenced assessments of student performance.

Criterion-Referenced Assessment of Student Performance Assessments are conducted to evaluate student learning. Criterion-referenced assessment of student performance (sometimes referred to as key assessments of student performance) in JMSNHP graduate nursing courses are designed by nursing faculty to engage students in disciplinary and professional contexts; assessment criteria reflect professional standards for achievement in graduate-level nursing. Criterion-referenced assessments of student performance are rigorous and help the student and course faculty to determine not only what a student knows but how well they can apply what they know. A student that does not meet or exceed the criteria established for a criterion-referenced assessment of student performance (Major Criterion) in any given course does not successfully complete that course, regardless of their level of achievement on other course assessments or benchmarks.

B. Progress Codes

POLICY

Successful student progression in graduate nursing programs is based on students' achievement of course outcomes outlined in each course syllabus.

PROCEDURE

1. All requirements for success in any given course are outlined in the course syllabus. **A satisfactory (S) course progress is administered** and entered in the student's academic record if all course outcomes have been successfully met by the student.
2. If a student is experiencing difficulty meeting course outcomes, the faculty may file a BLAZE report (anytime) and/or a *Mid-Semester Progress Report*. The student may be asked to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course.
3. **As unsatisfactory (U) course progress code is administered** and entered in the student's academic record if all course outcomes have not been successfully met by the student. A student earning a progress code of "U" in one course is placed on *Probation with Warning* status and automatically receives a Mid-Semester Assessment Report in remaining semesters. The student may be asked by a faculty or their Program Director to self-assess personal learning practices. Drawing on the student's self-awareness, the student and faculty or Program Director may develop a Learning Agreement and timeline as needed. In that case, the student is responsible to fulfill all requirements of the Agreement to successfully complete the course on the second attempt to progress the program.
4. **An incomplete (I) progress code is assigned** at the discretion of faculty when, due to *extraordinary circumstances*, a student is prevented from completing all required coursework by the end of the semester. A student anticipating the need for an "I," is responsible for initiating the conversation with their course faculty. Typically, an "I" is assigned only if a minimal amount of coursework (assignments and/or assessments) remains to be completed. The administration of an "Incomplete" progress code is administered in accordance with College policy.

C. Progression

POLICY

Students who successfully complete all courses in the DNP curriculum successfully progress in their program of study. Students who do not successfully complete all course in the DNP curriculum do not successfully progress in their program of study.

PROCEDURE

1. A student who earns an unsatisfactory (U) course progress code is reviewed by GNAA and the Alverno College Graduate Council and placed on *Probation with Warning*. The student continues to have Probation with Warning Status for the remainder of their enrollment in the DNP Program.
2. A student who earns a second unsatisfactory (U) progress code is also reviewed by GNAA and except in the event of *very extraordinary circumstances*, the Committee recommends dismissal of the student from JMSNHP, in accordance with the Two-U Rule (see below), to the Alverno College Graduate Council.
3. A graduate student who is dismissed from the JMSNHP is automatically dismissed from Alverno College.

4. Letters of dismissal are generated by the Chair of the Graduate Council.

Two-U Rule: A student who earns an unsatisfactory (U) progress code in the same course twice or in any two graduate nursing courses is dismissed from the JMSNHP. **Exception: MSN-860 and MSN-960 (DNP Scholarly Project 1 and DNP Scholarly Project 2) are not considered in application of the Two-U rule.**

Exceptions:

1. The Two-U Rule is not applied when a student earns their second unsatisfactory (U) progress code in a course in the final semester sequence of courses in their program; they are allowed to repeat the course the following semester. If the student is unsuccessful on the second attempt, they are dismissed from the DNP program and the College.
2. Unsatisfactory (U) courses progress codes earned prior to a student's readmission to the DNP program after dismissal for unsuccessful progression are not considered in application of the Two-U Rule.
3. *In the event of very extraordinary circumstances*, a DNP Program Director or Chair of Graduate Nursing Programs may recommend to GNAA that the Two-U Rule be set aside for one semester.
 - a. If GNAA accepts the Director's or Chair's recommendation and justification for doing so, the Two-U Rule is not applied for one semester and the student is allowed to continue in the program under explicit Conditions for Continuation.
 - b. The Conditions for Continuation in the student's program are identified by GNAA and at a minimum, always contain a limitation in the number of credits and specification of courses that the student is allowed to enroll in the following semester.
 - c. Conditions for Continuation in the program are not negotiable by the student under any circumstance.
 - d. GNAA's decision to allow a student to continue in their program with conditions, despite their unsuccessful course progress and justified by the event of *very extraordinary circumstances*, is communicated to the student in writing, by the Chair of GNAA or their designee, within 5 working days of the Committee's decision. The Chair's notification to the student includes the specific, non-negotiable Conditions for Continuation in the DNP Program that are applied.
- e. The student is responsible to notify the Chair of Graduate Nursing Programs, in writing within 5 working days of receipt of notification made by the Chair of GNAA, of their intention to accept or deny the opportunity to continue in the program under the conditions specified by the Committee.
- f. **If the student chooses to accept the Conditions for Continuation:**
 - i. The Chair of Graduate Nursing Programs notifies the Dean of Students and Office of Student Development and Success.
 - ii. A copy of the student's acceptance of the specific Conditions for Continuation is filed in BLAZE by the Chair.
 - iii. The Chair informs the student's faculty advisor of the student's intention to continue in their program under the stipulated Conditions for Continuation.
 - iv. The Chair has responsibility for monitoring and reporting the student's progress to GNAA at the end of the following semester and throughout their subsequent enrollment in the DNP program.

- v. The progress of all students is tracked and documented in GNAA records.
- g. **If the student chooses not to accept the Condition of Continuation:**
 - i. They are dismissed in accordance with the Two-U Rule
 - ii. All the usual processes related to dismissal of a student for unsuccessful progression ensue.

Conditional Admissions:

POLICY

A student may be conditionally admitted to the DNP Program (see DNP Program Admission Requirements).

PROCEDURE

1. The Chair of Graduate Nursing Programs reviews the student's Conditions of Admission at the start of their first semester of enrollment.
2. The Chair informs the student's faculty advisor of the student's *Conditions of Admission* at the start of their first semester of enrollment.
3. Conditions of Admission are strictly followed.
4. In the event that a student does not meet the conditions of their admission relative to course requirements, the Chair reviews the Conditions of Admission with GNAA.
5. If, in accordance with a student's conditions of admission the Chair determines that they will be allowed to continue, despite an unsatisfactory (U) progress code or the student dropping or withdrawing from a course specified in the Conditions of Admission, that decision along with justification for the decision is communicated to GNAA.
6. GNAA collaborates with the Chair to determine under what conditions the student will be allowed to continue. Typically, conditions for continuing in the program include a limitation in the number of credits and specification of courses that the student is allowed to enroll in the following semester.
7. Imposed Conditions for Continuation in the program are not negotiable by the student under any circumstance.
8. Within 5 working days of collaborative identification of the Conditions for Continuation by the Chair and GNAA, the student is notified in writing by the Chair of the opportunity to continue in their program if they accept the imposed non-negotiable Conditions for Continuation.
9. The student is responsible to notify the Chair of Graduate Nursing Programs of their intention to accept or deny the opportunity to continue under the stipulated conditions, within 5 working days of receipt of the Chair's letter of notification.
10. **If the student chooses to accept the Conditions for Continuation**, the Chair of Graduate Nursing Programs notifies the Dean of Students and Office of Student Development and Success. A copy of the student's acceptance of the specific Conditions for Continuation is filed in BLAZE by the Chair.
11. The Chair also provides a copy of the student's intention to continue in the program and acceptance of the specific Conditions for Continuation to the Chair of GNAA and the student's faculty advisor.
12. The Chair has responsibility for monitoring and reporting the student's progress to GNAA at the end of the following semester and throughout their subsequent enrollment in the DNP program. The progress of all students who continue in their program under stipulated conditions is tracked and documented in GNAA records.

13. **If the student chooses not to accept the Condition of Continuation**, they are dismissed in accordance with the *Conditions of Admission* communicated in their DNP Program Acceptance Letter and applied at the time of their enrollment in the program, and all the usual processes related to dismissal of a student for unsuccessful progression ensue.

A Note about Conditional Re-Admissions: Students may be re-admitted to the DNP program after dismissal for unsuccessful progression in the program or an interrupted program of study. In either case, GNAA may apply Conditions of Re-Admission. In that case, applicable procedures mirror the procedures described above in the Conditional Admissions section of the Catalog (i.e., "re-admission is substituted for "admission:").

D. Appeal of an Unsatisfactory Progress Code

POLICY

The student has a right to appeal and unsatisfactory (U) progress code.

PROCEDURE

Appeal of Unsuccessful Unsatisfactory Progress Code:

1. The student follows the JMSNHP Conflict Resolution policy in Catalog if they disagree with a course progress code. If unable to come to satisfactory resolution through collaboration with the course faculty, the student has the right to appeal an unsuccessful progress code by sending a letter of appeal with supporting documentation to the Chair of GNAA. The email address of the GNAA Chair is located on the Graduate Nursing Critical News Board in Brightspace.
2. If an unsuccessful progress code (U) is imminent and known prior to the end of the semester, and the student intends to appeal the U, they may send a letter of appeal and supporting documents to the Chair of GNAA on or after December 1 (fall semester), May 1 (spring semester) or August 1 (summer session), but not later than 10 working days after the progress code of U was made available to the student by the Registrar's office.
3. The Chair of GNAA has responsibility for inviting the course faculty to a GNAA meeting to discuss the student's progression in their course and justification for the administration of the unsatisfactory unsuccessful progress code.
4. The Chair of GNAA has the responsibility for scheduling and inviting the student, in writing, to a GNAA meeting to present their perspective and supporting evidence within ten (10) working days of receipt of the student's notice of appeal. The Chair also informs the student that they have the option of presenting their case to GNAA in writing.
5. The Chair of GNAA has the responsibility of informing the student (in writing) who chooses to present their case in person that (a) they will be allowed a **maximum** of 30 uninterrupted minutes to present their perspective and evidence to GNAA (b) GNAA members will have up to 15 minutes to subsequently ask questions of the student and (c) the course faculty who administered the unsatisfactory unsuccessful progress code will not be present during the meeting.
6. The Chair of GNAA has the responsibility of informing the student (in writing) who chooses to present their case in writing of the specific date and time by which their letter and supporting evidence must be received.
7. To allow sufficient time for consideration, the Chair of GNAA aims to distribute any and all written information pertaining to the unsatisfactory unsuccessful progress code provided by the student and course faculty no less than 72 hours prior to the scheduled committee meeting wherein the case will be reviewed. Nevertheless,

GNAA recognizes that at times, upholding the “72-hour rule” is not in the best interest of the student (e.g., if a GNAA decision in the student’s favor would be delayed such that their enrollment in courses would be delayed, leading to missed registration deadlines and delayed program completion and graduation). The Chair of GNAA or their designee may set aside the “72-hour rule” when thought to be in the best interest of the student.

8. GNAA considers the evidence presented and after careful consideration, determines whether the progress code will be upheld or overturned.
9. The Chair of GNAA or their designee is responsible for notifying the student, in writing, of GNAA’s determination within 10 working days of that decision.
10. The Chair of GNAA is also responsible for notifying the course faculty, DNP Program Director, Chair of Graduate Nursing Programs, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Office of the Registrar.

Second Level of Appeal: If the student does not accept GNAAs decision or is not satisfied that that due process was fully or properly applied, they have a right to appeal. In that case, the student submits a letter of appeal to the Dean of the JMSNHP within 10 working days of receiving GNAAs decision.

Upon receipt of the student’s letter of appeal, the Dean launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Dean also meets with the course faculty, and GNAA as appropriate. The Dean carefully considers the findings of their investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision. The Dean is also responsible for notifying the course faculty, DNP Program Director, Chair of Graduate Nursing Programs, Chair of the Graduate Council, Dean of Students, and the Office of the Registrar

Third Level of Appeal: If the student does not accept the Dean’s determination or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, Program Director, Chair of GNAA, Chair of Graduate Nursing Programs, or Dean of the JMSNHP, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, Chair of GNAA, Chair of Graduate Nursing Programs, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Registrar of their determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of Graduate Nursing Programs, Chair of GNAA, and if needed, GNAA to

discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

F. Appeal of Dismissal Resulting from Unsuccessful Progression

POLICY

The student has a right to appeal their dismissal from the DNP Program.

PROCEDURE

First Level of Appeal: If the student does not accept their dismissal from the College or is not satisfied that due process was fully or properly applied, they have the right to appeal. If the student wishes to appeal, they must send a letter of appeal to the Chair of the Graduate Council within 10 working days their receipt of the notice of dismissal. Upon receipt of the student’s letter of appeal, the Chair of the Graduate Council launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Chair of the Graduate Council consults with the Dean of the JMSNHP, and with the Chair of GNAA, Chair of Graduate Nursing Programs, DNP Program Director and/or other relevant course faculty, as appropriate. The Chair of the Graduate Council carefully considers the findings of their investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision.

Second Level of Appeal: If the student does not accept the determination of the Chair of the Graduate Council or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The third and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, Program Director, Chair of Graduate Nursing Programs, Chair of GNAA, or Dean of the JMSNHP, or the Chair of the Graduate Council, as appropriate.

If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, program Director, Dean of the JMSNHP, Chair of the Graduate Council, Dean of Students, and the Registrar of their determination.

If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of GNAA, and if needed, GNAA to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

Requesting Readmission after an Interrupted Program of Study (Graduate Nursing)

The Graduate Admissions and Advancement Committee (GNAA) will consider requests for readmission from students who have had a leave of absence (LOA) from a graduate nursing program. A student who is seeking readmission after an LOA must send a letter requesting readmission to the Chair of GNAA. The name and contact information

for the Chair of GNAA can be found on the Graduate Nursing Critical News Board located in Brightspace. GNAA reviews the request and determines whether the student will be readmitted and if appropriate, under what conditions. There is no guarantee that a student's request for readmission will be granted. The student must provide the official transcript from any institution of higher learning they intended subsequent to their dismissal from the JMSHNP.

PROCEDURE:

1. The student seeking readmission after an LOA from a graduate nursing program submits a letter to GNAA requesting readmission no later than June 1 for reentry in the fall semester, November 1 for reentry in the spring semester, and March 1 for reentry in the summer semester (DEMSN only). The letter is sent to the Chair of GNAA via email. Contact information for Chair is located on the Graduate Nursing Critical News Board.
2. The student begins the body of their letter with, "The purpose of this letter is to request readmission to the (insert program name) in the fall/spring/summer (select one) of (insert year)...," identifying the semester and year they were last enrolled in JSMNHP courses. For example, "The purpose of this letter is to request readmission to the DEMSN-MKE program in fall 2026. I was last enrolled in classes in the JSMNHP in fall 2024."
3. If the student was enrolled at any institution(s) of higher learning since their dismissal from Alverno, a copy of the respective transcript(s) must be submitted to the Chair of GNAA along with their letter requesting readmission. An unofficial transcript will be accepted initially for the purposes of GNAA's review, but the student must also arrange for an official transcript(s) to be sent to the Office of the Registrar.
4. GNAA carefully considers all requests for readmission and review's the student's academic history and relevant circumstances of the LOA, prior to rendering one of the following decisions:
 - a. Readmission denied.
 - b. Readmission granted.
 - c. Readmission granted with the stipulation that the student register for and successful complete N-290 prior to re-entry as outlined by faculty in the N-290 syllabus. *Note:* An N-290 stipulation always applies after the dismissal of a DEMSN student, because they have been without participation in a clinical course for at least one semester.
 - d. Readmission granted with the stipulation that the DEMSN student register for and successful complete N-290 prior to re-entry. Specifically, successful demonstration of (insert knowledge, skills, and abilities) must be achieved in N-290.
 - e. Readmission granted with the following stipulations: (specifics listed; examples include but are not limited to successful completion of N-290 as described in either case above, requirement to work with the Academic Success Coach weekly for a set number of hours, completion of specific ATI learning activities, enrollment limited in maximum number of credits and to specific courses only in the semester of re-entry, etc.).
5. The Chair of GNAA communicates the committee's decision, in writing, to the student, within 5 working days of that decision.
6. All tuition and fees associated with imposed readmission requirements are the responsibility of the student.

Requesting Readmission after Dismissal Resulting from Unsuccessful Progression (Graduate Nursing)

POLICY:

The Graduate Admissions and Advancement Committee (GNAA) will consider requests for readmission from students who have been dismissed from a graduate nursing program. A student who has been dismissed from a graduate nursing program will be out for at least one semester. Students who have been dismissed but are seeking readmission must send a letter requesting readmission to the Chair of GNAA. The name and contact information for the Chair of GNAA can be found on the Graduate Nursing Critical News Board located in Brightspace. GNAA reviews the request and determines whether the student will be readmitted and if appropriate, under what conditions. There is no guarantee that a student's request for readmission will be granted. The student must provide the official transcript from any institution of higher learning they intended subsequent to their dismissal from the JMSHNP.

PROCEDURE:

1. The student seeking readmission after dismissal from a graduate nursing program submits a letter to GNAA requesting readmission no later than June 1 for re-entry in the fall semester, November 1 for re-entry in the spring semester, and March 1 for re-entry in the summer semester (DEMSN only). The letter is sent to the Chair of GNAA via email. Contact information for Chair is located on the Graduate Nursing Critical News Board.
2. The student begins the body of their letter with, "The purpose of this letter is to request readmission to the (insert program name) in the fall/spring (select one) of (insert year)...," identifying the semester and year they were last enrolled in JSMNHP courses. For example, "The purpose of this letter is to request readmission to the DEMSN-MKE program in fall 2026. I was last enrolled in classes in the JSMNHP in fall 2024."
3. Within the letter requesting readmission, the student:
 - a. Thoughtfully reflects upon and acknowledges ownership in the circumstances that lead to their dismissal.
 - b. Provides a detailed plan for success to be implemented if readmission is granted.
4. If the student was enrolled at any institution(s) of higher learning since their dismissal from Alverno, a copy of the respective transcript(s) must be submitted to the Chair of GNAA along with their letter requesting readmission. An unofficial transcript will be accepted initially for the purposes of GNAA's review, but the student must also arrange for an official transcript(s) to be sent to the Office of the Registrar.
5. GNAA carefully considers all requests for readmission and review's the student's academic history and relevant circumstances of dismissal, prior to rendering one of the following decisions:
 - a. Readmission denied.
 - b. Readmission granted.
 - c. Readmission granted with the stipulation that the student register for and successful complete N-290 prior to re-entry as outlined by faculty in the N-290 syllabus. *Note:* An N-290 stipulation always applies after the dismissal of a graduate student, because they have been without participation in a clinical course for at least one semester.
 - d. Readmission granted with the stipulation that the graduate student register for and successfully complete N-290 prior

to re-entry. Specifically, successful demonstration of (insert knowledge, skills, and abilities) must be achieved in N-290.

- e. Readmission granted with the following stipulations: (specifics listed; examples include but are not limited to successful completion of N-290 as described in either case above, requirement to work with the Academic Success Coach weekly for a set number of hours throughout the semester of re-entry, completion of specific ATI learning activities in the semester of re-entry, enrollment limited in maximum number of credits and to specific courses only in the semester of re-entry, etc.).
6. The Chair of GNAA communicates the committee's decision to the student, in writing, within 5 working days of that decision.
7. All tuition and fees associated with imposed readmission requirements are the responsibility of the student.

Scholarship: The Doctor of Nursing Practice Project (DNP)

Graduates of the Alverno College, JoAnn McGrath School of Nursing & Health Professions DNP program are prepared to improve the health and health care of individuals and populations through innovative organizational/systems leadership, quality improvement processes, and translation of credible research evidence into practice. Because Alverno College (2014) espouses "student-assessment-as-learning," the DNP project (DNPP) is conceived as a multidimensional process, integral to student learning, and involving criterion-referenced assessment of student performance and resultant feedback. The project is an essential element of the program and a critical measure of the student's DNP preparation. Accordingly, successful completion of the DNPP is a requisite for conferral of the Alverno College DNP degree.

The overriding purpose of the DNPP is to employ competencies of the AACN (2021) *The Essentials: Core Competencies for Professional Nursing Education* and the AACN (2006) *Essentials of Doctoral Education for Advanced Nursing Practice*. The DNPP is designed to address complex practice issues in a student's area of interest or expertise. Comprehensive description of the project is provided in the *JoAnn McGrath School of Nursing & Health Professions DNP Project Guidelines* located in Brightspace.

Student Employment (DNP)

POLICY

All DNP students are required to have and retain RN employment (full- or part-time) upon admission and throughout progression in their program.

To ensure patient safety, nursing students, like all nurses, must be well rested and prepared to fulfill the responsibilities of their role. Accordingly, DNP students may not work just prior to any scheduled clinical practicum. Specifically, the student may not participate in:

- a day shift clinical practicum immediately after working a night shift for their employer or in any volunteer setting.
- a PM shift clinical practicum immediately after working a day shift for their employer or in any volunteer setting.
- a night shift clinical practicum immediately after working a PM shift for their employer or in any volunteer setting.

At a minimum, there must be 10 hours between the end of any shift worked as an employee (or volunteer) and the start of a clinical practicum.

Any student who presents to or has participated in a scheduled clinical practicum within 10 hours of after working a shift for their employer or in any volunteer setting is in violation of the standards of professional behavior and engaged in unsafe clinical practice (See JMSNHP Professional Behavior policy). At a minimum, the student will be dismissed from clinical that day and incur a clinical absence. The duration of a "shift" = more than 4 hours.

PROCEDURE:

1. A student who presents to participate in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer is in violation of the standards of professional behavior; the student is dismissed from clinical that day and incurs an absence. The faculty refers the student to the JMSNHP Professional Behavior policy.
2. A faculty who suspects that a student has presented to or has participated in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer has responsibility to conduct an investigation that begins with meeting with and querying the student. The faculty refers the student to the JMSNHP Professional Behavior policy. If the student is found to be in violation of the standards of professional behavior, they are sanctioned in accordance with the Professional Behavior policy.
3. A student who repeatedly presented to and/or participated in a clinical practicum immediately following or less than 10 hours after completing a shift working as an employee or volunteer has demonstrated an egregious violation of the standards of professional conduct and is sanctioned by the faculty accordance with the Professional Behavior policy.

Student Responsibilities (DNP)

Course Syllabi and DNP Program and JMSNHP Policy and Procedures

All DNP program students assume full responsibility accessing, reading, and understanding all contents of their program course syllabi and the 2025-2026 Alverno College Catalog online, specifically their DNP program curriculum, JMSNHP Shared Policy and Procedures, and DNP Program Policy and Procedures. The DNP program student understands that DNP program and JNSNHP policy and procedures are reviewed and updated annually, at the start of the fall semester, and they will always be held to the most current version. Students will be notified via the Graduate Critical News Board if policy and procedural updates are made during the academic year, after the annual Catalog has been published.

Self-Monitoring

DNP program students have primary responsibility for knowing and completing all requirements of their program; therefore, it is important for students to continually self-monitor their progression through the program. Likewise, students have full responsibility for completing all coursework by the assigned deadlines. DNP program students are highly encouraged to work with the JMSNHP Academic Coach, who available to support student learning and program completion using numerous teaching-learning strategies.

Engagement in Alverno Graduate Nursing Learning Community

The personal and professional development of undergraduate students is central to the mission of Alverno College. Toward the achievement of this mission, faculty have identified purposes, which include, but are not limited to, creating a dynamic undergraduate curriculum, and fostering a community of learners. Student engagement is critical to the

accomplishment of these purposes; thus, students are encouraged to communicate their personal perspectives on learning and meaningful participation in activities related to advanced-practice nursing program courses, program policies, and governance. Students are expected to engage in the graduate nursing learning community by

- accessing the Graduate Nursing Critical News Board frequently
- attending Graduate Brown Bag sessions, Town Hall meetings, and other Nursing events, as appropriate.
- providing thoughtful feedback to course faculty, their DNP Program Director, and the Graduate Nursing Program Chair and JMSNHP Dean, when appropriate.
- volunteering to represent peers when representation is solicited.
- completing course, faculty, and program evaluations.
- participating in presentations about the curriculum.
- participating in recruitment activities.

JMSNHP Shared Program P&P

Shared JMSNHP Policies & Procedures:

The policies and procedures below govern student progression in all undergraduate and graduate nursing programs. Like program-specific policies and procedures, shared JMSNHP policies and procedures may differ from general policies and procedures of Alverno College.

Differences between JMSNHP and Alverno College policies and procedures may stem from any of the following:

- Accreditation requirements or standards of the nursing profession
- Policies imposed by JMSNHP health care system partners and/or health care providers that provide for students' clinical practicum placement
- Inherent responsibility of nursing faculty to socialize JMSNHP students to the nursing profession and/or their APRN or DNP specialty
- JMSNHP governance structure

JMSNHP students are accountable for knowing and acting in accordance with those differences when participating in learning experiences in the classroom, clinical environment, and their respective clinical skills laboratory and simulation facilities in Milwaukee or Mesa. Students are advised to seek clarification from their course faculty in the event of variances in course and College policy. The JMSNHP Dean, Chairs of the Undergraduate and Graduate Programs, and DEMSN-MKE and DEMSN-Mesa Program Directors can also provide clarification about variances among JMSNHP and College policies. Students enrolled in an undergraduate or graduate nursing program should be aware that their failure to comply with any JMSNHP or Alverno College policy may result in sanctions, including but not limited to, academic probation or dismissal from their program of study, the JMSNHP, or the College. Any student dismissed from any graduate nursing program of study is thereby dismissed from the JMSNHP and Alverno College.

Absence From Theory & Clinical Practica (JMSMHP) POLICY:

Because learning is socially constructed, attendance and active participation is expected in all scheduled classes, skills labs, and clinical practica, whether taught face-to-face on-campus, synchronously online, or in the clinical setting. Online classes delivered asynchronously may

require students to participate in interactive online learning activities including, but not limited to, asynchronous online discussions with peers, faculty, or community members. It is the student's responsibility to notify the course faculty, via email, of an impending absence from a scheduled class, skills lab, or clinical practicum *prior to* the scheduled start time. When extraordinary circumstances lead to an absence and prior notification is not possible, it is expected that the student will communicate with the course faculty and/or the clinical preceptor (as appropriate) about the absence as soon as possible.

Upon enrolling in a course, the student is accountable for all the requirements of that course. Consistent and active participation is essential to students' achievement of course outcomes; therefore, students are expected to attend all scheduled classes, skills labs, and clinical practica, arriving on time and actively participating for the duration those meetings. Recurrent tardiness, lack of participation, and leaving early may be equated to absence by a course faculty. Opportunities for make-up assignments and alternative clinical experiences may be limited and determined by individual course faculty on a case-by-case basis. Students should be aware that missing more than two scheduled classes, skills labs, or clinical practicum days puts them in jeopardy of not meeting course outcomes and thereby, unsuccessful course completion and the administration of an unsatisfactory (U) course progress code for the course. This is particularly true for absence from clinical practica, because a student cannot successfully complete a clinical course without participating in the clinical experience in the clinical setting sufficient to demonstrate course outcomes. Clinical practica provide "situated learning experiences" critical to the development of professional nurses, because they provide the opportunity for students to learn and "do" (i.e., "show") what they "know."

Faculty have the responsibility for reviewing and determining a student's progress in their courses based on course outcomes. Students have the responsibility to contact course faculty to learn whether additional requirements must be met as the result of their absence from a scheduled class, skills lab, or clinical practicum day. Faculty may deem the student ineligible to continue in a theory or clinical practicum course if the first scheduled class or practicum is missed, expectations regarding communication about absence(s) have not been met, participation has not been regular or timely, and/or multiple absences have negatively impacted the student's progress such that the course outcomes can no longer be met.

PROCEDURE:

1. The student communicates directly with the course faculty and/or preceptor (as appropriate) about, and prior to, their absence from a scheduled class, skills lab, or clinical practicum. The student must abide by course-specific attendance and absence-related policies published in course syllabi and/or on the course Brightspace.
2. The student is responsible for contacting the course faculty to learn whether additional requirements must be met as a result of their absence and to complete such requirements as directed by the course faculty.
3. The faculty reminds students, verbally or in writing by way of email, syllabi, the course Brightspace, etc., that any absence from theory or clinical puts them in jeopardy of not meeting course outcomes and consequently the administration of an unsatisfactory (U) progress code in the course,
4. In the event of a student's absence from a scheduled class, skills lab, or practicum, the course faculty reviews the student's progress

in the course based on the course outcomes. If the course faculty determines that a student is ineligible to continue in a course consequent to multiple absences, lack of participation, recurrent tardiness, or leaving early, such that it is no longer possible for the student to meet the course outcomes, the faculty notifies the student in writing. In addition, faculty may send recommendations regarding the student's progression and/or continuance in their program of study to the respective UGNAA or GNAA.

5. Any expenses incurred consequent to fulfilling this policy are the responsibility of the student.

Academic Misconduct (JMSNHP)

POLICY:

Alverno College nursing students are exposed to a variety of learning strategies. In some courses, faculty require students to complete assignments and/or assessments in collaborative small group work sessions; in others, students are required to complete assignments and/or assessments independently. Each approach offers unique opportunities for student learning and both can be stimulating and rewarding. All students are expected to assume personal responsibility for the completion and submission of coursework in accordance with faculty instruction and sound academic principles. This means that as a matter of personal and professional integrity, the student stands behind their coursework completed as a contributing member of a team when collaborative work is required; likewise, the student stands behind their coursework completed as the individual who thought it through and carried it out when independent work is required.

It is expected that JMSNHP students consistently demonstrate personal and professional integrity in all academic endeavors and nursing practice, including, but not limited to, the honest completion of course assignments, assessments, and required forms as well as the honest accounting of practicum experiences and hours, and the honest documentation of client health information in the medical health record. In contrast, *academic misconduct* is rooted in fraudulence. Some examples of academic misconduct include cheating, plagiarism, misrepresentation, fabrication, and falsification. In all its forms, the academic misconduct of a student constitutes a serious breach in personal and professional integrity. Any student engaged in academic misconduct of any type is in jeopardy of being dismissed from their program of study, the JMSNHP, and the College.

Cheating. Cheating is dishonest behavior. Examples of cheating include: taking credit for all or part of an assignment that was completed by someone else; copying the answers of another person in the completion of a quiz, assignment, or learning assessment; accessing or using unauthorized resources or concealed information in the completion of an assignment, quiz, or assessment; providing unauthorized information about an assignment, quiz, or assessment to a peer; submitting the same assignment (e.g., a written paper) in more than one course without obtaining explicit prior permission to do so from all course faculty involved; and completing an online assessment in a manner or environment other than that prescribed by the course faculty (e.g., accessing and completing an online assessment off campus when faculty have directed it is to be completed on campus). Students may not have notes, a cellular phone, or any other mechanism on their person during an assessment that *could* be used to access unauthorized information to cheat or assist other students in cheating on an assessment.

Plagiarism. It is expected that JMSNHP students consistently attribute knowledge to its primary source in accordance with the guidelines

set forth in the most current edition of the *Publication Manual of the American Psychological Association* (APA). Plagiarism is the use of intellectual material without acknowledging its source. Whether deliberate or not, direct word-for-word transcribed plagiarism and mosaic plagiarism (substituting synonyms for another author's words while maintaining the same general sentence structure and meaning) constitute academic misconduct. Self-plagiarism (submitting previously completed coursework [all or part] as *new* scholarship in a subsequent course) also constitutes academic misconduct. All forms of plagiarism enacted by a student warrant dismissal from their program of study, the JMSNHP, and the College.

Misrepresentation, Fabrication, and Falsification. Claiming ideas/work that is essentially someone else's constitutes misrepresentation. Failure to identify oneself honestly in any personal or professional situation also constitutes misrepresentation. Representing fabricated or altered information as legitimate constitutes falsification. Like cheating and plagiarism, misrepresentation, fabrication, and falsification are legitimate bases for dismissal from all nursing programs, the JMSNHP, and the College. Some examples of academic misconduct by misrepresentation, fabrication, and falsification include:

- Communicating misleading or dishonest information, whether verbal or written to JMSNHP administration, faculty or staff, or the College (misrepresentation).
- Creating, reporting, or documenting data in scholarly work that is untrue (fabrication/falsification)
- Generating coursework using Artificial Intelligence (AI) without explicit permission from course faculty (fabrication/falsification)
- False reporting to take credit for volunteer, community/agency/professional conference/continuing education experiences or hours that in fact did not occur (falsification)
- Documenting or reporting nursing actions as completed that were not done (falsification).

The academic misconduct process at Alverno is structured as an educational process, building in wherever possible, elements of restorative justice (focusing on a repair of harm) so as to align the disciplinary process with the Mission and Values of the institution. A faculty member who believes a student has committed academic misconduct should consider ways in which a student can be educated and informed about the harm committed, and ought to consider ways wherever appropriate in which the student can be involved in creating a restorative approach to harm done through the misconduct. This restorative, educational approach may also carry additional sanctions as determined appropriate. These sanctions may include a verbal and/or written reprimand, failure of an assignment and/or failure of a course. In particularly egregious or second acts of academic misconduct, sanctions may result in a student being removed from their program of study and/or dismissed from the College. A student's violation of a third act of academic misconduct during their academic career at Alverno College, results in automatic dismissal from the College.

All records of disciplinary actions resulting from academic misconduct are maintained as part of a student's academic record by the Dean of Students, or by an appropriately designated Officer of the Department of Student Development and Success.

PROCEDURE:

1. In all cases where academic misconduct is reported or suspected, an immediate investigation is initiated by the course faculty. The matter is first discussed with the student. The

faculty member should provide the student with a copy of the JMSNHP Academic Misconduct policy and appeals process as part of this discussion. If the faculty concludes that academic misconduct has occurred, the faculty may independently impose an appropriate sanction, which can include any of the following:

- a. A letter of reprimand that will be copied to the student's academic file
 - b. An assignment focused on academic integrity/misconduct in nursing scholarship
 - c. Administration of an unsatisfactory (U) progress code for, and removal from the course
2. The faculty informs the student in writing of the decision and sanction imposed within 5 working days of meeting with the student. The faculty reminds the student of their rights and the appeals process. Any or all sanctions applied can be appealed by the student. The faculty also has the responsibility to inform the Graduate Nursing Admission and Advancement Committee (GNAA) of their investigation, findings, and any sanction(s) imposed.
 3. If after investigating, the faculty considers the misconduct particularly egregious, or the offense constitutes a second or more time in which the student has engaged in academic misconduct, *additional sanctions(s)* may be sought that can include removal of the student from their program of study and/or dismissal from the College. In such cases, the faculty makes their recommendation in writing to the Dean of the JoAnn McGrath School of Nursing and Health Professions within 5 working days imposing their initial sanction(s).
 4. Within 5 days of notification from the faculty, the Dean appoints the Chair or a member of the Undergraduate Nursing Admissions and Advancement Committee (UGNAA) or the Chair or a member of the Graduate Nursing Admissions and Advancement Committee (GNAA) as the Investigative Officer (IO) to conduct an investigation and make recommendations to the respective UGNAA or GNAA, regarding the allegation academic misconduct by a student enrolled in their respective undergraduate or graduate nursing program.
 5. The IO subsequently investigates and is responsible for reviewing all relevant information pertaining to the alleged academic misconduct and meeting with the student to discuss the allegation(s) and their faculty's recommendation for further sanction. The IO also meets with the faculty who made the allegation of egregious academic misconduct to gain greater understanding and considers evidence from all other sources as well.
 6. Within 5 working days of completing their investigation, the IO reports their findings and determination (i.e., academic misconduct did not occur, academic misconduct occurred, egregious academic misconduct occurred as well as the nature of the conduct [e.g., falsification of a medical record]) along with their recommendation regarding further sanction(s), in writing and schedules a committee meeting to occur within the next five working days.
 7. The IO presents reminds the Committee of their findings and recommendation for further sanction, if applicable, and answers Committee member questions. The IO does not answer questions about or participate in the Committee deliberations and physically exits the meeting before the deliberations begin. One Committee member takes the lead in facilitating

the deliberations and subsequently notifies the student, in writing, on behalf of the Committee, of any further sanction(s) imposed and their right to appeal. The student is notified within 5 working days of the Committee's determination.

8. **First Level of Appeal:** If the student does not accept GNAA's decision or is not satisfied that due process was fully or properly applied, they have a right to appeal. In that case, the student submits a letter of appeal to the Dean of the JMSNHP within 10 working days of receiving GNAA's decision.
9. Upon receipt of the student's letter of appeal, the Dean launches an investigation, and within 5 working days, offers the student an opportunity to present their perspective in writing or via a 1:1 meeting. The Dean also meets with the course faculty, and GNAA as appropriate. The Dean carefully considers the findings of their investigation and renders a decision, which is communicated to the student, in writing, within 10 working days of that decision. The Dean is also responsible for notifying the course faculty, UGNAA or GNAA Chair (as appropriate), Chair of Undergraduate or Graduate Nursing (as appropriate), Chair of the Graduate Council (if appropriate), Dean of Students, and the Office of the Registrar.
10. **Second Level of Appeal:** If the student does not accept the Dean's determination or is not satisfied that due process was fully or properly applied, they have the right to appeal. In that case, the student submits a letter of appeal to the Vice President for Academic Affairs (VPAA). The second and final level of appeal is not intended to reconsider the substance of the case. Instead, third level of appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, course faculty, UGNAA or GNAA Chair (as appropriate), Chair of Undergraduate or Graduate Nursing (as appropriate), and/or the Dean.
11. If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of their decision within 10 working days of that decision. The VPAA is also responsible for notifying the course faculty, UGNAA or GNAA Chair (as appropriate), Chair of Undergraduate or Graduate Nursing (as appropriate), Chair of the Graduate Council (if appropriate), Dean of Students, and the Office of the Registrar.
12. If the VPAA determines that due process has not been properly afforded to a student for any reason, the unsatisfactory progress code may be overturned. Prior to overturning any decision made by the Dean of JMSNHP, the VPAA must consult with the Dean of the JMSNHP, Chair of UGNAA or GNAA as appropriate, or UGNAA or GNAA as appropriate to discuss where there is a perceived problem and the appropriate recourse to remedy the issue. All decisions made by the VPAA are final.

Access for Students with Disabilities (JMSNHP)

Current federal legislation (e.g., the Americans with Disabilities Act [ADA], Section 504 of the Rehabilitation Act) prohibits discrimination against qualified individuals with disabilities in higher education

programs. Academically qualified students with disabilities are reasonably accommodated in instruction. In order to maintain consistency in efforts to provide support for students with disabilities, the Student Accessibility Coordinator has been designated as the College contact to work with students to obtain documentation and identify reasonable and appropriate accommodations. The Student Accessibility Office is the Center for Learning and Assessment Support. (<https://catalog.alverno.edu/ros/lnrass/#studentswithdisabilitiestext>) JMSNHP students who wish to discuss temporary or ongoing accommodations are advised to contact the Student Accessibility Coordinator at 414-382-6026 or studentaccessibility@alverno.edu. To self-refer for services, the student may also use Blaze to submit a help request. Further detailed guidance is available on the CLAS and Student Accessibility websites.

If a student has previously made contact with the Coordinator and is eligible for accommodations, an accommodation request memo from the Student Accessibility Office is provided to the student and to the student's course faculty. This memo outlines the recommended accommodations; however, it does not identify the specific disability or how the disability impacts the student's functioning. It is the student's right to determine whether or not to reveal a specific disability to their faculty. The student has the responsibility to initiate a meeting with the with the faculty to discuss the recommended accommodations and follow up throughout the semester as needed. The student must communicate to the course faculty whether or not they want any/all recommended accommodations implemented in their course. Faculty in the JSMNHP respect the student's right to determine whether they want any/all recommended accommodations in any particular course; therefore, recommended accommodations are not automatically implemented in any JMSNHP course without a student's specific request to do so.

Advising, Student (JMSNHP) POLICY

A primary goal of advising at Alverno College is to assist the student to become a self-directed learner in professional studies. Faculty advisors provide students with academic information, assist with planning a program of study, and act as a counselor or referral agent for other concerns. When students are accepted into a JMSNHP program (nursing), a nursing faculty advisor is assigned to each. It is important for students to initiate and maintain ongoing contact with their faculty advisor throughout their program. Program Chairs and Directors assure that students receive pertinent advising information by way of the respective Undergraduate Nursing Critical News Board or Graduate Nursing Critical News Board located in Brightspace. Nursing faculty also serve as resources to students about their respective courses.

Students are encouraged to make an initial contact with the nursing faculty advisor via e-mail. Students may also seek their nursing faculty advisor during their weekly office hours. Nursing faculty advisors have weekly office hours posted near their offices. This information may also be obtained from the nursing office (CH 218).

If a student has not been able to reach their nursing faculty advisor, a message can be left:

1. with the Nursing Office Academic Administrative Assistant located in CH-218.
2. with the respective Program Chair or Director via email.
3. in the mailboxes in Christopher Hall (outside of CH-218).

In any message, students should identify themselves and the nature of the inquiry. Indicate a phone number for a return call or an e-mail address, and a schedule of times available. The advisor can then contact the student. Suggested times to meet with the nursing faculty advisor:

- When first assigned the faculty advisor
- When returning from an interrupted program of study or leave of absence
- When having questions about sequence of courses or special requests, e.g., prerequisites
- When there is a special academic status such as probation or probation-with-warning
- When seeking academic advice

All students in the JMSNHP are required to meet with their nursing faculty advisor each semester prior to registering for courses for the upcoming semester (BSN and DEMSN students must meet face-to-face in-person with their faculty advisor; APRN and DNP Program students can meet with their faculty advisors online. Nursing leadership and faculty advisors communicate the plan for advising sessions each semester to students by email and via the Undergraduate Nursing Critical News Board and Graduate Nursing Critical News Board.

PROCEDURE:

Each semester the Chair of Undergraduate Nursing Programs, Chair of Graduate Nursing Programs, and the DEMSN-MKE, DEMSN-Mesa, and APRN program directors coordinate with nursing faculty advisors to identify and facilitate a scheduled period of academic advising. Information about advising sessions is posted to the Undergraduate and Graduate Critical New Board, and nursing faculty advisors communicate with their student advisees via email about their advising appointment scheduling process.

All students BSN and DEMSN program students are *required* to meet with their nursing faculty advisor each semester, *after* the course offerings for the upcoming semester have been published by the Registrar and *before* registering for courses. BSN and DEMSN students are *required* to meet with their faculty advisor face-to-face, on campus, prior to registration each semester. FNP, PMHNP, and DNP program students are *required* to meet with their nursing faculty advisor in-person or online prior to mid-term. The student schedules their advising appointment each semester as directed.

Each semester the Chair of Undergraduate Nursing Programs, Chair of Graduate Nursing Programs, and the DEMSN-MKE, DEMSN-Mesa, and APRN program Directors will coordinate with nursing faculty advisors to identify and facilitate a scheduled period of academic advising. Information about advising sessions will be posted to the Undergraduate and Graduate Critical New Boards, and nursing faculty advisors will communicate with their student advisees via email about their advising appointment scheduling process. The student schedules their advising appointment each semester accordingly.

NOTE to DEMSN students: ALL DEMSN students are *pre-assigned*, by their program Director, to a scheduling track that contains the specific courses/sections they are to be registered for each semester. This approach assures that ALL DEMSN students are able to register for all courses in their program of study without undue delays in their time to graduation, regardless of the number of students enrolled in the program. Program Directors provide the assignments to nursing faculty advisors in advance of the designated advising period. ALL DEMSN program students must register for the courses/course sections they are

assigned by their program director, *in the presence of* their nursing faculty advisor or the advisor's designee. DEMSN students who self-register without the guidance and oversight of their nursing faculty advisor or the advisor's designee will be administratively removed from those courses and subsequently, required to meet their faculty advisor or the advisor's designee to complete their registration.

Bloodborne Pathogen Exposure (JMSNHP)

POLICY:

Students are expected to practice standard precautions to protect themselves against exposure to bloodborne pathogens throughout their program of study. Despite appropriate adherence to all appropriate transmission precautions, exposure to communicable illness, including bloodborne pathogens may occur during learning activities that occur on campus, at clinical sites, and in community settings.

An exposure incident is defined as an eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood; or the inhalation or ingestion of potentially infectious materials that results from the performance of clinical skills or patient care. If an incident occurs in the clinical setting, the student must immediately notify their clinical faculty. Students exposed to any blood or body fluids in a clinical practice setting, including those of an HIV positive client, must follow the respective health care agency's policy and procedure regarding exposure, as well as those of the School and the College. Students exposed to any blood or body fluids in the classroom or Clinical Learning Center (CLC) must immediately notify their faculty and/or the CLC Manager. Any financial expense incurred for medical evaluation and follow-up resulting from an exposure incident is the responsibility of the student.

PROCEDURE:

Upon determination of exposure:

1. The student immediately notifies their faculty and/or the CLC Manager, as appropriate.
2. The following incident reports are completed and become part of the student's record:
 - a. Incident report form required by the clinical site
 - b. *JMSNHP Incident Report Form*
3. In the event of an exposure incident that occurs in the clinical practicum setting, the clinical faculty assists the student in following the policies and procedure of the relative health care system and the JMSNHP.
4. In the event of an exposure incident that occurs in the classroom or CLC, the course faculty or CLC Manager, respectively, assists the student in following JMSNHP policy and procedure.
5. The student follows the clinical site's health care system and JMSNHP policy and procedures regarding post-exposure medical evaluation, at their own expense, which may include but are not necessarily limited to:
 - a. Laboratory tests as recommended.
 - b. Post-exposure prophylaxis as needed.
 - c. Counseling as needed.
6. The student follows up as prescribed by the attending health care professional.
7. The faculty and CLC Manager report the exposure incident to the student's program Chair (undergraduate or graduate) within 10 hours of the incident.

8. The student's program Chair reports the incident to the Dean of the JMSNHP, who logs the incident and follows up with the student as appropriate.

Bloodborne Pathogens Training (Clinical Requirement) (JMSMHP)

POLICY:

All students must successfully complete bloodborne pathogens training prior to participation in clinical practica.

PROCEDURE:

1. The student completes bloodborne pathogens training delivered via CastleBranch online learning modules as a requirement of successful completion of their program Orientation.
2. The student may not participate in clinical practica without prior successful completion of bloodborne pathogens training delivered via CastleBranch online learning modules.

Cardiopulmonary Resuscitation Certification (Clinical Requirement) (JMSMHP)

POLICY:

Current CPR (cardiopulmonary resuscitation)-Healthcare Provider certification obtained through of approved by the American Heart Association (AHA) is required of all students in the JMSNHP. **CPR certification obtained from vendors other than or not approved by the AHA or in other categories do not meet the program requirement.** AHA CPR recertification may be obtained through successful completion of a traditional, in-person, AHA CPR-Healthcare Provider course or through an alternative AHA CPR-Healthcare Provider course that includes online learning **plus** in-person practice/performance testing components. No other online method of CPR recertification is acceptable.

Like all clinical requirements, evidence of current AHA CPR certification must be submitted to and maintained in the student's CastleBranch account in accordance with the JMSNHP CastleBranch policy and procedure. Students' CPR certification must be current prior to the start of each semester and may not expire at any point therein.

PROCEDURE:

1. The student establishes an account with CastleBranch as directed by the JMSNHP Clinical Liaison or faculty.
2. The student submits evidence of compliance with the clinical requirement of current AHA CPR certification to their CastleBranch account.
3. The student does not participate in the clinical practicum experience in the clinical setting without evidence of current AHA CPR certification being uploaded to and *approved* in CastleBranch.
4. The student is responsible to maintain record of current AHA CPR-Healthcare Provider certification with CastleBranch throughout enrollment in their program of study. Failure to do so will result in a CastleBranch HOLD on the student's ability to be registered for courses as described in the JMSNHP CastleBranch policy.
5. The JMSNHP Clinical Liaison is not responsible for notifying students when they are out of compliance with clinical requirements; rather it is the student's responsibility to ensure they continuously meet the AHA CPR certification clinical requirement.
6. The student who is unable to meet the requirement for AHA CPR-Healthcare Provider certification due to a physical disability is

responsible for AHA CPR theory measured by a written test. A letter from the student's health care provider explaining why the student cannot obtain AHA CPR-Healthcare Provider certification must be submitted to the student's CastleBranch account during the student's program orientation course and/or upon request of the Director or Chair of the student's program of study or the JMSNHP Clinical Liaison.

7. All expenses incurred fulfilling the AHA CPR-Healthcare Provider requirement are the responsibility of the student.
8. The student is responsible for obtaining AHA CPR-Healthcare Provider certification and may contact the American Heart Association directly by phone or online to determine dates, times and locations for CPR Certification Courses. The JMSNHP does not have responsibility in facilitating students' original CPR certification or recertification.

Clinical Event/Error/Near Miss Reporting (JMSMHP)

POLICY:

The JMSNHP is committed to fostering the development of professional nursing students in providing safe, high quality health care. The student may be exposed to a variety of clinical practice areas, including but not limited to, hospital and community settings. In practicum courses, students provide direct care to clients. At any time in the client care process, potential and actual errors can occur. Reporting of these errors is fundamental to error prevention. In 2000, the Institute of Medicine (IOM) released a report, *To Err is Human: Building a Safer Health System*, suggesting that preventable adverse events in the hospital were the leading cause of death in the United States. Since then, health care systems and secondary education facilities have become committed to preventing errors. The IOM report emphasized the importance of error reporting by using systems to "provide information that leads to improved safety." Reporting of a potential error (i.e., "near-miss"), which is an error intercepted prior to reaching the client, is as important as reporting actual errors that have reached the client. Reporting of near-misses can provide valuable information for reducing errors. Analysis of near-miss and error reporting data can lead to an understanding of gaps in the system that may eventually cause client harm.

Students in the JMSNHP participate in near miss and error identification and reporting in an effort to ensure safe and quality care is being provided to clients. These data will be used in the quality improvement process to identify the root cause of a potential or actual incident. As patterns emerge from the data analysis, potential JMSNHP or clinical agency changes will be pursued in an effort to ensure that students are providing safe, quality client care. In the event that a clinical error was deemed to be intentional or negligent by the student, disciplinary action will occur (refer to the JSMNHP Academic Misconduct policy and JMSNHP Professional Behavior policy).

Reference: Institute of Medicine. (2000). *To error is human: Building a safer health system*. Washington, DC: National Academy of Sciences.

PROCEDURE:

Near-Miss Procedure:

1. The student notifies the clinical faculty of a *near miss* immediately; the clinical faculty gathers situational data.
2. The clinical faculty reports the *near miss* to the appropriate clinical agency staff, following organizational procedure based on the organizational policy.

3. Within 8 hours of the occurrence of a *near miss*, the clinical faculty notifies the Clinical Coordinator (BSN and DEMSN programs) or Chair of Graduate Programs (APRN and DNP programs), as appropriate.
4. Within 24 hours of the occurrence of a *near miss*, the clinical faculty completes and submits a hard-copy or electronic version of the *Near-Miss and Error Report*.
5. All *Near-Miss and Error Reports* are routed by the clinical faculty to (a) the Clinical Coordinator and/or (b) the appropriate Chair of Undergraduate Nursing Programs, DEMSN-MKE Program Director, DEMSN-Mesa Program Director, or Chair of Graduate Nursing Programs.
6. A data analysis on all *near-miss* events is conducted by the appropriate Chair of Undergraduate Programs, Director of the DEMSN-MKE Program, Director of DEMSN-Mesa Program, or Chair of Graduate Nursing Programs; findings are shared with the Undergraduate Curriculum Committee (UGNCC) or Graduate Nursing Curriculum Committee (GNCC), as appropriate.
7. A *Clinical Adverse Event/Error/Near Miss Summary Report* is generated at the end of each semester by UGNCC and GNCC; summary reports are provided to the Systematic Evaluation Plan Committee (SEP).
8. Recommendations for quality improvement initiatives may be generated and proposed by a faculty, program Chair or Director, UGNCC, GNCC, or Dean to the appropriate decision-making body

Clinical Adverse Event/Error Procedure:

1. Identification of a *clinical adverse event/error* can be made by the clinical faculty, JMSNHP student, or practicum agency staff.
2. The student notifies the clinical faculty of all *clinical adverse events/errors* immediately.
3. The clinical faculty intervenes in the clinical situation to minimize harm to the client.
4. The clinical faculty meets individually with the student involved in a *clinical adverse event/error* to gather situational data.
5. The clinical faculty notifies appropriate clinical agency staff and follows organizational procedure based on the organizational policy.
6. Within 8 hours of the occurrence of a *clinical adverse event/error*, the clinical faculty notifies the Clinical Coordinator (BSN and DEMSN programs) or Chair of Graduate Programs (APRN and DNP programs), as appropriate.
7. Within 24 hours of the occurrence of a *clinical adverse event/error*, the clinical faculty completes and submits a hard-copy or electronic version of the *Near-Miss and Error Report*.
8. All *Near-Miss and Error Reports* are routed by the clinical faculty to (a) the Clinical Coordinator and/or (b) the appropriate Chair of Undergraduate Nursing Programs, DEMSN-MKE Program Director, DEMSN-Mesa Program Director, or Chair of Graduate Nursing Programs.
9. A data analysis on all clinical adverse event/error events is conducted by the appropriate Chair of Undergraduate Programs, Director of the DEMSN-MKE Program, Director of DEMSN-Mesa Program, or Chair of Graduate Nursing Programs; findings are shared with UGNCC or GNCC, as appropriate.
10. A *Clinical Adverse Event/Error/Near Miss Summary Report* is generated at the end of each semester by UGNCC and GNCC; summary reports are provided to the Systematic Evaluation Plan Committee (SEP).

11. Recommendations for quality improvement initiatives may be generated and proposed by a faculty, program Chair or Director, UGNCC, GNCC, or Dean to the appropriate decision-making body

Conflict Resolution, Student (JMSNHP)

POLICY:

All members of the Alverno community are expected to communicate in positive ways to resolve issues and conflicts. Communication and constructive controversy promote increased learning in a collaborative culture, encouraging better problem solving, creativity and involvement, and influencing individuals to view problems and issues from different perspectives and rethink their response. Constructive controversy is most productive in an atmosphere where individuals:

- make every attempt to first resolve conflicts with the person(s) involved;
- value controversy and different viewpoints;
- focus the controversy on ideas and determine the best direction or decision;
- are open to be influenced by new ideas and information;
- reflect on one's actions, thoughts and the reaction of others;
- communicate information accurately and clarify miscommunication; and
- recognize and communicate feelings as they relate to the issues being discussed.

All members of the Alverno academic community are expected to act in ways that contribute to a supportive academic environment. Students, faculty, and staff are expected to use skills in communication, social interaction, and problem solving in positive ways to resolve conflicts. All students are accountable for adhering to this process. When academic performance is at issue, students must review their own progress using feedback and assessments of faculty and attempt to resolve conflicts with persons involved.

PROCEDURE:

Learning how to navigate an organizational structure to accomplish goals and resolve conflict is a necessary and critical step in the student's professional development in the JMSNHP. In health care settings, this structure is conceptualized and operationalized as "chain of command." In the JMSNHP students should initially seek to resolve conflict with the person most closely involved. If unable to come to satisfactory resolution, the student should then contact the person at the next level in the JMSNHP organizational structure; if subsequently, the conflict has still not been resolved, the student should seek assistance from the person at the next level, and so on.

At times students may wish to share opinions in a formal way with the JMSNHP, individual faculty, or staff member. Additionally, conflict may arise when a student disagrees with various policies or actions taken by individual faculty or staff members, JMSNHP Committees, or JMSNHP leadership. The following procedures have been established to assist students in sharing viewpoints and resolving conflicts:

1. Clarify and describe the concern or viewpoint and consult any appropriate source materials, such as syllabi or handbooks, to ensure that the issue is clearly identified.
2. Approach the person (course faculty, advisor, program directors, staff member, or peer) *most directly involved* with the concern and discuss it using any necessary documents (assignments, assessments,

memos, handbook references, syllabi, etc.). The faculty advisor assists the student in following the JMSNHP conflict resolution process. If the student cannot resolve the conflict after talking to the person most directly involved, the following steps are pursued by the student, providing supporting documentation whenever appropriate along the way:

- a. **If the conflict is course related:** The student contacts the course faculty and makes an appointment to discuss the concern. If in the opinion of the student, their concern has not been resolved or sufficiently addressed after meeting with the course faculty, they may write, as appropriate, to the Chair of Undergraduate Programs, Director of DEMSN-MKE, Director of DEMSN-Mesa, Director of the FNP or PMHNP Program, or Director of the DNP Program.
 - i. If in the opinion of the *undergraduate* student, their concern has not been resolved or sufficiently addressed after meeting with their program Chair, they may seek the assistance of the Undergraduate Nursing Curriculum Committee (UGNCC) by contacting the Chair of UGNCC (contact formation located on the Undergraduate Nursing Critical News Board in Brightspace). If in the opinion of the undergraduate student, their concern has not been resolved or sufficiently addressed after meeting with UGNCC, they may write to the Dean of the JMSNHP. If in the opinion of the student, their concern has not been resolved or sufficiently addressed, after meeting with the Dean, they may write to the Vice President of Academic Affairs (VPAA).
 - ii. If in the opinion of the *graduate* student, their concern has not been resolved or sufficiently addressed after meeting with their program Director, they may write to the Chair of Graduate Nursing Programs. If in the opinion of the student, their concern has not been resolved or sufficiently addressed after meeting with their program Chair, they may seek the assistance of the Graduate Nursing Curriculum Committee (GNCC) by contacting the Chair of GNCC (contact information is posted to the respective Critical News Board). If in the opinion of the student, their concern has not been resolved or sufficiently addressed after meeting with GNCC, they may write to the Dean of the JMSNHP. If in the opinion of the student, their concern has not been resolved or sufficiently addressed, after meeting with the Dean, they may write to the Vice President of Academic Affairs (VPAA).
- b. **If the issue is one of academic progression:** The student contacts the faculty advisor and makes an appointment to discuss the concern. The faculty advisor assists the student in processing the concern through the UGNAA or GNAA, as appropriate.
 - i. If in the opinion of the undergraduate nursing student, their concern has not been resolved or sufficiently addressed after meeting with the Chair of UGNAA or their designee or the full committee, they may write to the Dean of the JMSNHP. If in the opinion of the student, their concern has not been resolved or sufficiently addressed, they may write to the VPAA.
 - ii. If in the opinion of the graduate nursing student, their concern has not been resolved or sufficiently addressed after meeting with the Chair of UGNAA or their designee or the full committee, they may write to the Dean of the JMSNHP. If in the opinion of the student, their concern has not been resolved or sufficiently addressed, they may write to the VPAA.

- c. **If the issue is a viewpoint, opinion, or concern related to an undergraduate nursing program:** The student clarifies and describes the opinion, viewpoint, issue, concern, and/or request by communication with the Chair of Undergraduate Nursing. If in the opinion of the student, their concern has not been resolved or sufficiently addressed after meeting with their program Chair, they may write to the Dean of the JMSNHP. If in the opinion of the student, their concern has not been resolved or sufficiently addressed, after meeting with the Dean, they may write to the VPAA.
 - d. **If the issue is a viewpoint, opinion, or concern related to a graduate nursing program:** The student clarifies and describes the opinion, viewpoint, issue, concern, and/or request by communicating with the Director of the DEMSN-MKE program, Director of the DEMSN-Mesa program, Director of the FNP program, Director of the PMHNP program or Director of the DNP program, as appropriate. If in the opinion of the student, their concern has not been resolved or sufficiently addressed, after meeting with their program Director, they may write to the Chair of Graduate Nursing Programs. If in the opinion of the student, their concern has not been resolved or sufficiently addressed after meeting with their program Chair, they may write to the Dean of the JMSNHP. If in the opinion of the student, their concern has not been resolved or sufficiently addressed, after meeting with the Dean, they may write to the VPAA.
 - e. **If the conflict is related to a situation outside the classroom or School:** The student submits a written description of the circumstances to the Dean of JMSNHP and the Dean of Students in the College. After an interview with those involved, the Dean of Students may convene a committee to address the issue.
3. If the student has a justifiable basis for not going directly to the person involved, a formal complaint can be made without having made an informal complaint. For more information, the student may contact the Dean of Students.
 4. If unsure about how to deal with the situation or if assistance is needed in how to proceed, the student may contact a member of the Office of Student Development and Affairs for assistance. If, after following the above procedures, the student believes the concern has not been resolved, they may pursue the matter further by way of the Complaints and Grievances policy of Alverno College.

Copyright and Fair Use (JMSNHP)

POLICY:

JMSNHP students are expected to comply with copyright law, which in part, governs the rights and opportunities of persons and agencies to use and share copyrighted materials. It is illegal to reproduce copyrighted materials without prior permission of the copyright holder, and college students have been successfully prosecuted for copyright violations.

Violation of copyright law constitutes academic misconduct. Therefore, students must obtain permission from copyright holders prior to reproducing protected works (e.g., text, poetry, novels, journal articles, lyrics, sheet music, CD-ROMs, recorded performances, photos, cartoons, drawings, paintings, videos, movies, software codes, charts, diagrams, conceptual/theoretical models or frameworks, and survey instruments etc.) via the Internet or social media, on posters, and in manuscripts intended for dissemination or publication beyond the classroom.

In some cases, under Fair Use Guidelines, copying of copyrighted material for limited purposes such as commentary, review, critical analysis, or parody does not require that prior permission be obtained

from the copyright owner. Fair Use Guidelines allow for the use of approximately 10% of the written text or images of a book or information from a web page to be copied for educational coursework. Students can also play excerpts from movies and music in coursework under Fair Use Guidelines.

Much of the material in the Alverno College Library and on the Internet can be used for educational purposes without obtaining prior permission from the copyright holder in accordance with Fair Use Guidelines. Additionally, there may be Library resources available to students that have been paid for by the College. Students are encouraged to regularly visit the College library and webpage for resources and updates.

PROCEDURE:

1. The student consistently upholds copyright law, seeking advice from faculty and/or Alverno College librarians as needed.
2. The student obtains and retains written evidence of prior permission to use and reproduce protected materials from the copyright holder.
3. In the event there is concern that a student has violated copyright law, the course faculty is responsible to investigate the concern and meet with the student to ensure that all pertinent information and circumstances are explored prior to determining whether copyright infringement by the student has occurred.
4. If a violation of copyright law is jeopardizing a student's continuance in a course, the course faculty notifies the student in writing.
5. If the course faculty determines that a student is ineligible to continue in a course as the result of an infringement of copyright law, the course faculty notifies the student in writing. In addition, the faculty may send recommendations regarding the student's progression in their program to the Undergraduate Nursing Admission and Advancement Committee (UGNAA) or Graduate Nursing Admission and Advancement Committee (GNAA).
6. The JMSNHP Academic Misconduct and JMSNHP Professional Behavior policies and procedures are applicable in the case of copyright infringement.

Dropping or Withdrawing from a Course (JMSNHP)

POLICY:

JMSNHP students who choose to drop or withdraw from a course are responsible for officially dropping or withdrawing in accordance with College policy (<https://catalog.alverno.edu/acadpol/drop/>). It is expected that students enrolled in a JMSNHP program consult with their nursing faculty advisor, and the college Offices of Advising, Financial Aid, Student Accounts, and the Registrar prior to dropping a course to ensure that they understand the full academic and financial implications of dropping or withdrawing from a course.

PROCEDURE:

1. The student has responsibility for communicating with the course faculty when considering dropping a course.
2. The student has responsibility for communicating with their faculty advisor prior to dropping a course.
3. The student has responsibility for review the Alverno Academic Calendar published by the Registrar, which indicates the last day to drop and withdraw from a course in a given semester.
4. At a minimum, the student has responsibility for consulting with College Advising, and the offices of the Registrar, Financial Aid, and Student Accounts prior to dropping any course to ensure that they

fully understand the potential implications of dropping or withdrawing from a course

5. The student contacts the Registrar's office to officially drop or withdraw from a course.
6. All expenses incurred in association with dropping a course are the responsibility of the student.

Drug Screening (JMSNHP)

POLICY:

The purposes of the JMSNHP Drug Screen Policy are to comply with regulations of area health care agencies, provide optimal care to patients, and support the profession's zero tolerance position related to the illicit use of substances. Students must abide by the drug screening policies of the JMSNHP and each health care agency wherein clinical practicum experiences occur.

Drug screening for the JMSNHP is overseen by CastleBranch. Initial drug screening occurs after admission to the program, as a requirement of program orientation courses. The student must submit authorization allowing a laboratory designated by CastleBranch or the JMSNHP to collect and test a urine specimen for the presence of illicit drugs and verify the results through CastleBranch. Random drug screening may be required of a student at any time by course faculty. In addition, the student may be subject to testing per a health care agency affiliation agreement and/or for cause, such as, slurred speech, impaired physical coordination, inappropriate behavior, or pupillary changes. Test results are confidential; the Dean of the School is notified by the JMSNHP Clinical Liaison, when drug screen results are positive.

Failure to submit to a drug screen, or attempting to tamper with, contaminate, or switch a urine sample violates professional standards, precluding the student from continuing in a course and achieving practicum course outcomes; consequently, the student is dismissed from the program. The student who tests positive for one or more illicit drugs may not continue in practicum experiences and therefore, cannot meet practicum course outcomes; consequently, the student is dismissed from the program. Students who test positive due to medication prescribed by a health care provider must follow the directions provided by CastleBranch for documenting that the drug is legally prescribed. All screening test results are communicated to the Dean of the School and remain confidential.

PROCEDURE:

1. The student is notified that an order for a drug screen has been placed. Drug screens must be completed within 48 hours.
2. The student receives an email from CastleBranch directing how and where to set up an appointment for drug screening. The student can complete the urine drug screen and any of the numerous approved laboratory urine collection sites located throughout the United States. At the student's request, CastleBranch will provide a link for accessing information about laboratories outside of the immediate Milwaukee area.
3. The cost of drug screening is charged to the student by way of a CastleBranch fee.
4. The student must provide photo proof of identification upon arriving at the specimen collection site.
5. CastleBranch reports drug screen results to the Dean of the JMSNHP. Results are also available to the student.
6. If the drug screen results are negative, no further action is required.
7. If the drug screen results are positive, the student may not attend practicum experiences. The student is asked to meet with the Dean for information on next steps.
 - a. If the positive result is due to the use of illicit drugs, the student is not allowed to attend practicum experiences and consequently, cannot meet practicum course outcomes. Therefore, the student is dismissed from the program. The student may be eligible to retest and apply for readmission to the program if the positive result occurred with the initial screening.
 - b. If the results are positive and consequent to a prescribed medication, the student must follow the procedures outlined by CastleBranch for documenting health care provider prescribed use of the drug. The decision whether the student can attend practicum experiences is made by the health care agency and the Dean.

Ethical and Religious Directives for Catholic Health Care Services (JMSMHP)

The JMSNHP recognizes the Ethical and Religious Directives for Catholic Health Care Services (Committee on doctrine of the United States Conference of Catholic Bishops, 2018). Ethics concepts are threaded throughout the curricula of all the undergraduate and graduate nursing programs in our school. The Nursing Faculty aim to support our students in gaining sufficient knowledge about health care ethics to inform their personal and professional behaviors.

Health Requirements (Clinical Requirements) (JMSMHP)

POLICY:

The delivery of nursing care occurs in multiple environments that may carry high health risks. Therefore, a health status that contributes to a safe environment for the client and student is the minimal expectation of the JMSNHP. Health history, physical examination, immunization, and all other clinical requirements for student participation in clinical courses were determined in collaboration with JMSNHP clinical agency affiliates.

It is the student's responsibility to submit and maintain accurate and timely health information to their CastleBranch account as required for initial and continued enrollment in their program. Documentation must be submitted in accordance with semester due dates as described in the JMSNHP CastleBranch policy and procedures. Failure to comply with student health requirements policy results in the student's exclusion from practicum sites, being administratively dropped from courses, and the placement of a CastleBranch HOLD on future course registration (see JMSNHP CastleBranch policy and procedures).

The student and faculty have the professional responsibility to determine appropriate action(s) when health problems jeopardizing the safety of clients or students are present. When concerns are present, a statement of health status from a student's health care provider may be required to continue in a course (e.g., documentation that a student has been released from a lifting restriction). If a health issue that may jeopardize patients or staff arises in the clinical practicum setting of an APRN or DNP student, the student should follow the direction of their preceptor. The student's respective course faculty must be alerted to the problem immediately thereafter.

CLINICAL PARTICIPATION HEALTH REQUIREMENTS (*Details and forms provided on the Undergraduate Nursing Critical News Board and Graduate Nursing Critical News Board in Brightspace*):

Health History and Physical Examination Form

Health History and Physical Examination Annual Renewal Form

Immunizations: Influenza Vaccination (Annual), Hepatitis B, Tetanus, Diphtheria, & Pertussis (Tdap), Measles (Rubeola), Mumps, Rubella, Varicella

COVID Vaccination:

All BSN and DEMSN-MKE students must be fully vaccinated and boosted against COVID.

DEMSN-Mesa students are highly encouraged but not required to be vaccinated against COVID, because COVID immunization is not currently required by any JMSNHP clinical partner agency in Arizona. If at any time, an agency partner policy changes to require COVID vaccination, JMSNHP the Health Requirements policy will be updated, and all Mesa students will be required to be vaccinated accordingly.

All APRN program students must be fully vaccinated against COVID; boosters are recommended but not required unless required by the practicum site of their preceptorship.

All are expected to comply with the most current COVID-19 safety and vaccination protocols of Alverno College.

TB Baseline and Annual Renewal

Those students with a history of a positive TB test must annually complete the *Questionnaire for Evaluation of Signs and Symptoms of TB in Nursing Students* (see CastleBranch). Students with symptoms of TB are referred to their health care provider and documentation of treatment recommendations is required (see CastleBranch site in Brightspace). Clearance by a health care provider and a clear chest x-ray are required prior to any clinical practicum. The student submits the “clearance” documentation to the JMSNHP Clinical Liaison and the chest x-ray to CastleBranch.

Additional health requirements including immunizations may be required for clinical practice by selected health care agencies.

HIPAA Training (Clinical Requirement) (JMSMHP)

The 1996 Health Insurance Portability and Accountability Act (HIPAA) articulates that all patients have the right to control who sees their protected identifiable health information. Only the patient and those individuals authorized by the patient may access the patient’s protected identifiable health information. Penalties for violating HIPAA regulations can include civil and/or criminal penalties, with fines up to \$250,000 and 10 years imprisonment. JMSNHP students complete HIPAA training through CastleBranch, as a clinical requirement, and must comply with HIPAA regulations in course-related, employment-related, and all other health care settings. In addition, all students are expected to fulfill health care agency-specific HIPAA requirements.

PROCEDURE:

1. The student completes the HIPAA education module in their CastleBranch account as a requirement of orientation to their program.
2. The student consistently complies with HIPAA regulations in all health care settings.
3. The student complies with practicum, employer, and other health care agency-specific HIPAA requirements.

4. The student who violates HIPAA regulations is in jeopardy of dismissal from the JMSNHP.
5. The student may not create and/or share images or any other patient or clinical agency information via social media or any make any such data public in any way.
6. The student may not remove identifiable patient information from the clinical site under any circumstance.
7. APRN and DNP students may not take agency-owned laptops off-site of the practicum unless explicitly cleared by the practicum instructor and the agency that owns the laptop.
8. An actual or potential violation of HIPPA regulations is reported by students to their clinical faculty immediately, who in turn, reports it to the Chair of Undergraduate Nursing Programs or Chair of Graduate Nursing Programs, as appropriate; Chairs report the information to the Dean who determines the appropriate response.

Objective Assessment Environment (JMSNHP)

See the Undergraduate Nursing Critical News Board or Graduate Nursnig Critical News Board in Brightspace for information about the current JMSNHP Objective Assessment Policy and Procedures and related Agreement Form.

Professional Behavior (JMSNHP)

POLICY:

JMSNHP students are expected to adhere to the highest standards of professional behaviors and ethics. Honesty, integrity, ethical conduct, and respect are central to the practice of professional nursing. Students are required to demonstrate the behaviors expected of members of the professional nursing community to which they are being educated. As part of the nursing community, all students are subject to the ANA (American Nurses Association) Code of Ethics for Nurses (<https://www.nursingworld.org/coe-view-only>) as well as the JMSNHP Professional Behavior policy.

Professional Standards

Professional and Peer Relationships: Student behavior is a direct reflection of the College, JMSNHP, and the nursing profession itself. Students will communicate with and treat Alverno faculty and staff, peers, health care agency affiliates, preceptors and other professionals, patients and their significant others, and the public in a professional manner. This includes addressing them appropriately, respecting individual rights to hold opinions that differ from their own, and promoting a positive climate.

- Treating others with respect – Students will demonstrate respect Alverno faculty and staff, peers, health care agency affiliates, preceptors and other professionals, patients and their significant others, and the public. Students will refuse to engage in, or condone discrimination on the basis of race, creed, national origin, ethnicity, age, gender, sexual orientation, marital status, lifestyle, disability, or economic status or any other form of discrimination.
- Civility – Nurses are required to “create an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students and others with dignity and respect...All RN’s and employers in all settings, including practice, academia and research, must collaborate to create a culture of respect the is free of incivility, bullying and workplace violence.” (ANA, 2014)
- Values – All patients have a set of beliefs that inform their values. Students must provide care that respects a patient’s belief system

and work toward empowering patients to meet their personal health care goals.

Honesty and Integrity: Honesty and integrity are integral to safe, high-quality nursing care.

- Students will consistently demonstrate truthfulness and accountability for their actions.
- Communication with patients, families, faculty, and clinical preceptors must be thorough, accurate and timely.
- Students are responsible for upholding and maintaining an honest academic environment, including reporting when an instance of dishonesty is thought to have occurred.

Obligations and Responsibilities: Students are accountable to the College, JMSNHP, and health care agencies providing clinical experiences, and above all, patients and society as a whole.

- Students are expected to meet their educational and clinical responsibilities at all times. While personal issues can conflict or interfere with such obligations, every effort must be made by students to resolve the conflict in a professional manner by assuring that patient care is not compromised, and that appropriate members of the health care team and faculty are notified in a timely fashion.
- Students must continuously maintain full adherence to all clinical requirements (current American Heart Association Cardiopulmonary Resuscitation (CPR) certification, background, drug screen, education, health records, etc.) and CastleBranch timelines as well as clinical agency requirements and timelines. Compliance with all CastleBranch requirements must be kept up to date as an essential part of the student's professional responsibility for patient safety.
- Students are expected to participate in all scheduled classes, labs, and clinical learning experiences as scheduled to fulfill course requirements. Students are expected to adhere to the attendance policy in course syllabi. Students are expected to plan special events, travel, and outside activities during scheduled program and college breaks. The calendar for individual courses is provided by course faculty.

Use of Technology: The JMSNHP believes in protecting the students' rights of freedom of speech, including their right to use social media. The JMSNHP also believes in protecting the rights of patients with whom students interact, the rights of faculty members, the rights of other students and the public at large. Students are expected to monitor their own social media use and post only statements and images that represent themselves, the College, the JMSNHP, and the nursing profession in accordance with the College's technology ethical conduct guidelines. Students may not use their personal cell phone in the clinical setting unless otherwise directed by their clinical faculty or preceptor.

- Alverno College guidelines for the use of different types of technology can be accessed at <https://www.alverno.edu/Tech-Services-Ethical-Conduct> (<https://www.alverno.edu/Tech-Services-Ethical-Conduct/>).
- American Nurses Association principles for nurse's use of social media can be accessed at <https://www.nursingworld.org/social/>.

Safety: Students should refrain from any deliberate action or omission of care that creates unnecessary risk of injury to patients, self, or others.

- Students who demonstrate unsafe nursing practice that jeopardizes a patient or their significant other's physical or emotional welfare may be dismissed at any time from a clinical day or clinical course. Unsafe clinical practice is defined as any behavior determined by

faculty or a preceptor to be actually or potentially harmful to a patient or their significant other, peer, preceptor or other professional, or to the healthcare agency. Just one example of unsafe practice is the student presenting to a clinical practicum insufficiently rested (e.g., working a nightshift as an employee or volunteer immediately prior to starting a clinical shift as a nursing student [see student employment policy]).

- Students are required to report any and all clinical errors or near miss situations immediately to the course faculty and subsequently follow all JMSNHP and health care facility requirements for reporting and documentation.
- Students are expected to identify hazardous conditions while providing patient care. Students should receive instruction and training prior to performing skills and are expected to follow facilities policies and procedures. It is the student's responsibility to notify their preceptor or faculty member if they have not been adequately trained to perform a procedure. DEMSN program students may not perform any invasive clinical skill without prior demonstration and successful validation of that skill in the CCE.
- **HIPAA:** Nursing students are required to complete HIPAA training and follow all HIPAA guidelines.

Unacceptable Behavior/Violations of Professional Conduct in Nursing

Unacceptable student behaviors and violations of professional conduct most commonly occur within three categories: Academic, Personal, and Clinical.

Academic Misconduct: (See JMSNHP Academic Misconduct policy)

Personal Misconduct: Students will adhere to the standards of professional nursing by treating others with compassion, integrity, and respect. The personal character and conduct of graduate nursing students have an impact on perceptions of Alverno College, the JMSNHP, our health care system partners, and the nursing profession as a whole. The following examples represent unacceptable violations of professional standards:

- *Commission of a crime* – Engaging in illegal, criminal, or a violent activity that would impact the student's ability to care for vulnerable populations, obtain or maintain a professional license, or secure employment in the nursing profession. Students are required to report all arrests and pending criminal- and Human Services-related charges to the Dean of the JMSNHP within 48 hours of the incident.
- *Sexual misconduct or harassment* – The JMSNHP adheres to the College standards for sexual misconduct and harassment as outlined in Title IX. This includes repeatedly sending uninvited e-mails, making phone calls, or transmitting documents that are uninvited and unwanted, making threats, and any other inappropriate interpersonal behaviors that frighten, intimidate, or interfere with the work or study of any other person. Students who make threats to another person or entity by any means, including social media, are in violation the JMSNHP Professional Behavior policy.
- *Incivility or bullying* – ANA defines incivility as "one or more rude, discourteous, or disrespectful actions that may or may not have a negative intent behind them" (ANA <https://www.nursingworld.org/practice-policy/work-environment/violence-incivility-bullying/>). Incivility behavior may also include emails that are hostile, demanding, accusatory or threatening are examples of incivility. Bullying is described as "repeated, unwanted, harmful actions intended to humiliate, offend, and cause distress in the recipient" (ANA). Therefore, the intentional use of any words,

gestures, social actions, or activities to isolate, demean or demoralize another person is in violation of the Professional Behavior policy.

- *Disruptive behavior* – This includes obstructing or disrupting classes, team projects, talks or other presentations, or any other learning activities or programs sponsored by the JMSNHP.
- Failure to demonstrate accountability, responsible planning, or commitment to education – The College calendar is publicly available well before the start of each semester. Additionally, the course calendar is posted in the syllabus and/or in Moodle at the start of each semester. Students are expected to adhere to the attendance and assignment policy as outlined in course syllabi. Special events, travel, and outside activities are to be scheduled during program or College breaks.
- *Impaired / Drugs and Alcohol* – Students shall not participate in classroom and/or clinical activities while under the influence of alcohol or any other substances unless the use of such a substance is under the orders of a physician or other health care provider granted prescriptive authority by the State for pharmaceuticals and the student does not manifest cognitive, physical, or emotional impairment as a result, regardless of using the prescribed or over the counter substance in a manner that is inconsistent with directed use.
- *Inappropriate use of social media* – This includes posting negative, or untrue information about peers, faculty, other professionals, or clinical sites. Inappropriate social media use also involves communicating material that violates College policies, JMSNHP policies, HIPAA rules, or state or federal statutes. Internet postings that violate these principles include, but are not limited to, sharing of confidential information, content construed as "bullying", images or language that represent nudity, sexual activity or misconduct, underage alcohol consumption, illegal acts, use of illegal drugs or other controlled substances, or cheating, including posting completed coursework without the explicit permission of course faculty.
- Audio or Video Recording Nursing Faculty- Students shall not audio or video record nursing faculty communications under any circumstance without obtaining their explicit prior written permission (email documentation of faculty permission is acceptable). Rationale: Faculty often use actual real-world examples from their practice experience to promote student learning and patient confidentiality absolutely must be protected.

Clinical Misconduct: In the clinical setting, students are expected to demonstrate professionalism, competence, integrity, accountability, and safety. These expectations extend across all aspects of the clinical experience, including interactions with others, teamwork, communication, and practice. The following are examples of clinical misconduct. The list is not all-inclusive.

- *Failure to prepare for the clinical experience* – Students must complete all onboarding requirements of the clinical practicum site, as directed, prior to the start of their clinical. Students are also required to develop a foundational set of practice skills, competencies, attitudes, and knowledge for safe participation in the practicum. Failure to complete onboarding requirements or adequately prepare for participation in the practicum may result in removal from the course.
- *Participating in a clinical practicum experience when out of compliance with any CastleBranch clinical requirement.*
- *Communicating misleading or dishonest information*, whether verbal or written (e.g., forms required by health care agencies, a course, the JMSNHP, or the College), to a health care agency or its affiliates, or JMSNHP administration, faculty or staff, or the College.

- *Engaging in irresponsible, unsafe, or harmful practice* - This includes but is not limited to:
 - presenting to or participating in a clinical practicum insufficiently rested (e.g., working a nightshift as an employee or volunteer immediately prior to starting a clinical shift as a nursing student [see student's program Student Employment policy]).
 - negligence, carelessness, and failure to prepare
 - failure to complete nursing care or nursing tasks as assigned in a competent and thorough manner
 - intentionally carrying out a procedure without prior approval or adequate supervision
 - doing physical or mental harm to a client
 - abandonment of care responsibilities
 - refusing to assume the assigned and necessary care of a client
- *Failure to report* – This includes failure to report an error, incident, or omission in care to the appropriate people, including nursing staff on the unit and clinical instructor.
- *Failing to document care accurately and completely* – This includes falsifying patient records or fabricating information in healthcare records, written documents, and oral reports within the clinical or classroom setting.
- *Reporting and/or documenting client care or treatment as given when in fact it was not.*
- *Failure to communicate effectively or collaborate with colleagues, contribute to teamwork, or respect the work of others.*
- *Violating requirements of HIPAA or patients' rights to privacy* – This includes using identifiable information about a client in written assignments outside of the clinical area, accessing health records of patients not assigned to students, discussing confidential information in areas outside of the clinical site, sharing confidential information about a patient or organization with parties who do not have a clear and legitimate need to know; and referencing or discussing any details from the clinical setting on social networking sites and personal devices.
- *Excessive absences or multiple incidences of tardiness* – Students are expected to attend and actively participate in all scheduled classes, labs, and clinical practicum days to fulfill credit requirements for each clinical course.
- *Fabrication, alteration, or exaggeration* of the duties performed, number of hours completed, or preceptor feedback pertaining to student performance in the clinical practicum.
- *Violations of the ANA Code of Ethics* for Nurses are unacceptable.

At all times and in all settings, JMSNHP students are expected to conduct themselves in a professional manner when interacting with Alverno faculty and staff, peers, health care agency affiliates, preceptors or other professionals, patients and their significant others, and the public. Professionalism is identified as an expectation of students in every JMSNHP nursing course syllabus. All JMSNHP students are required to review, sign, and submit the *JMSNHP Student Professional Behavior Agreement* as assigned in selected courses. Any JMSNHP student who, through their personal or clinical misconduct places the safety of a patient or clinical agency staff member in danger or places Alverno's access to a practicum site in jeopardy, is at risk of being dropped from their clinical practicum course and/or dismissed from their program.

If the student is observed or reported to be in violation of expectations for behavior and professional conduct in nursing, in or outside any scheduled class or practice experience, the faculty reviews the student's

progress in the course based on the Professional Behavior Policy and the *JMSNHP Student Professional Behavior Agreement* and notifies the student if unacceptable behavior/violation of professional conduct in nursing is jeopardizing their ability to meet course outcomes.

In all cases where a student's unacceptable behavior/violation of professional conduct in nursing is reported or suspected, an immediate investigation is initiated by the course faculty. The matter is first discussed with the student. If the faculty concludes that unacceptable behavior/violation of professional conduct in nursing has occurred, the faculty may impose an appropriate sanction, which may include any of the following:

1. A letter of reprimand that will be copied to the student's academic file
2. An assignment focused on professionalism in nursing
3. Administration of an unsatisfactory (U) progress code and removal from the course

If the faculty determines that a student is not eligible to continue in a course as the result of unacceptable behavior or a violation(s) of conduct in professional nursing, the faculty has the responsibility to notify the student in writing. In addition, the faculty may send recommendations regarding the student's progression in their program to UGNAA or GNAA, as appropriate.

Unacceptable behaviors/violations of professional conduct in nursing may result in the student's ineligibility to continue in class, lab, or clinical practicum learning experiences; the administration of an unsatisfactory unsuccessful (U) course progress code despite the quality of the student's other coursework; and/or the student's dismissal from their program of study. Students may also face sanctions imposed by the College.

PROCEDURE:

1. In all cases where personal or professional misconduct is reported or suspected, an immediate investigation is initiated by the course faculty. The matter is first discussed with the student. The faculty member should provide the student with a copy of the Professional Behavior policy and appeals process as part of this discussion. If the faculty concludes that unacceptable behavior/violation of professional conduct in nursing has occurred, the faculty may impose an appropriate sanction, which can include any of the following:
 - a. A letter of reprimand that will be copied to the student's academic file
 - b. An assignment focused on professionalism in nursing
 - c. Administration of an unsatisfactory (U) progress code for, and removal from the course

The faculty must inform the student in writing of the decision and sanction, reminding the student of their rights and the appeals process. Any or all sanctions applied can be appealed by the student. The faculty also has the responsibility to inform UGNAA or GNAA, as appropriate, of their investigation, findings, and any sanction(s) imposed.

1. If after investigating, the faculty considers the unacceptable behavior/violation of professional conduct particularly egregious, or the offense constitutes a second or more time in which the student has engaged in misconduct in nursing, additional sanction(s) may be sought that can include removal of the student from their program of study and/or dismissal from the College. In such cases, the faculty makes their recommendation in writing to the Dean of the JoAnn McGrath School of Nursing and Health Professions.

2. The Dean appoints the Chair of GNAA, a member of GNAA, or another nursing faculty as an Investigative Officer (IO).
3. The IO subsequently investigates and is responsible for reviewing all relevant information pertaining to the alleged unacceptable behavior/violation of professional conduct and meeting with the student to discuss their findings and the faculty's recommended sanction(s). If after that meeting, the student accepts responsibility for the alleged unacceptable behavior/violation of professional conduct and the sanction(s) previously imposed by the faculty, the IO will determine whether additional sanction(s) is appropriate. If the IO imposes additional sanction(s) they and notify the student of the sanction(s) in writing within ten (10) working days. The written notification will also be sent to the faculty member who reported the unacceptable behavior/violation of professional conduct, the in which the student is enrolled, The Chair of UGNAA or GNAA as appropriate, the Dean of the JMSNHP, the Dean of Students, the Director of Academic Advising, and the Vice President for Academic Affairs. If it is determined that a student's unacceptable behavior/violation of professional conduct warrants dismissal, the determination of dismissal from the JMSNHP is a determination to dismiss the student from the college.
4. **FIRST APPEAL:** If the student does not accept responsibility for the alleged unacceptable behavior/violation of professional conduct, or does not accept the proposed sanction, the student may appeal to UGNAA or GNAA, as appropriate, in writing. The student's appeal letter must be received by the Chair of UGNAA or the Chair of GNAA, as appropriate, within ten (10) working days of the course faculty or IO's notice of sanction. Contact information of the Chair of UGNAA and the Chair of GNAA is posted to the respective undergraduate or graduate Critical News Board in Brightspace.
5. The Chairs of UGNAA and GNAA have responsibility for inviting the faculty reporting the unacceptable behavior/violation of professional conduct to the respective UGNAA or GNAA meeting to discuss the allegation, findings, and their recommended sanction(s).
6. The Chairs of UGNAA and GNAA have the responsibility for scheduling and inviting the student, in writing, to the respective UGNAA or GNAA meeting to present their perspective and supporting evidence within ten (10) working days of receipt of the student's notice of appeal. The Chairs also inform the student that they have the option of presenting their case in writing.
7. The Chairs of UGNAA and GNAA have the responsibility of informing the student (in writing) who chooses to present their case in person that (a) they will be allowed a maximum of 30 uninterrupted minutes to present their perspective and evidence to the committee (b) committee members will have up to 15 minutes to subsequently ask questions of the student and (c) the course faculty who alleged the misconduct will not be present during the meeting.
8. The Chairs of UGNAA and GNAA have the responsibility of informing the student (in writing) who chooses to present their case in writing of the specific date and time by which their letter and supporting evidence must be received.
9. To allow sufficient time for consideration, the Chairs of UGNAA and GNAA every effort is made to distribute all written information pertaining to the allegation of unacceptable behavior/violation of professional conduct provided by the student, faculty who alleged the misconduct, and IO no less than 72 hours prior to the scheduled committee meeting wherein the case will be reviewed. At times, the 72-hour window, is not in the best interest of the student (e.g., timely enrollment in courses would be impeded, causing the student's completion of the program to be delayed). The Chairs of UGNAA and

GNAA have the authority to act in the best interest of the student by not upholding the "72-hour" rule, and scheduling committee meetings accordingly.

10. The IO has responsibility to provide UGNAA or GNAA, as appropriate, with all relevant information pertaining to the allegation, their thoughtful consideration of the evidence presented by the faculty and student, and their careful deliberation in determining an appropriate sanction. The IO must abstain from participating in the deliberations of the committees.
11. The Chair of UGNAA or GNAA, as appropriate, will notify the student, in writing, of the committee's final determination and sanction(s), if imposed, within 10 working days of the committee's final determination. The written notification will also be sent to the faculty member who reported the unacceptable behavior/violation of professional conduct, the Chair and/or Director of the program of study in which the student is enrolled, the Dean of the JMSNHP, the Dean of Students, the Director of Academic Advising, and the Vice President for Academic Affairs.
12. **SECOND APPEAL:** If the student does not accept responsibility for the unacceptable behavior/violation of professional conduct, does not accept the sanction imposed by UGNAA/GNAA, or is not satisfied that due process has been fully or properly applied, they may submit an appeal letter to the Dean of the JMSNHP within ten (10) working days of receiving the decision from their first appeal. The Dean has responsibility to review all relevant information pertaining to the allegation, thoughtful consideration of the evidence presented by the faculty and student. The Dean's review should include a review of the decision, its fairness, and the process used to determine the decision. The appeal letter from the student to the Dean should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The Dean may follow-up with the student, faculty member who reported the unacceptable behavior/violation of professional conduct, Investigating Officer, or the Chair of UGNAA or GNAA as appropriate.
13. If the Dean determines that the appeal lacks sufficient warrant or justification based on the available evidence, the Dean will notify the student in writing of the decision. The Dean is also responsible for notifying the faculty member who reported the unacceptable behavior/violation of professional conduct, the Chair and/or Director of the program of study in which the student is enrolled, the Dean of Students, the Director of Academic Advising, and the Vice President for Academic Affairs.
14. **THIRD APPEAL:** If the student does not accept responsibility for the unacceptable behavior/violation of professional conduct, does not accept the sanction imposed by UGNAA/GNAA, or is not satisfied that due process was fully or properly applied, they may submit an appeal letter to the Vice President for Academic Affairs (VPAA) within ten (10) working days of receiving the Dean's decision regarding second appeal.
15. The third appeal is not intended to reconsider the substance of the case. Instead, this appeal is designed to ensure that fairness and due process has been properly applied, and that the established process has been properly followed. The appeal letter from the student to the VPAA should directly and explicitly address where the student believes there has been a violation of due process or where there has been an act of either an arbitrary or capricious nature that has resulted in a wrongful decision. The VPAA may follow-up with the student, faculty member who reported the unacceptable behavior/

violation of professional conduct, Investigating Officer, Chair of UGNAA or GNAA, or Dean of the JMSNHP, as appropriate.

16. If the VPAA determines that the appeal lacks sufficient warrant or justification based on the available evidence, the VPAA will notify the student in writing of the decision. The VPAA is also responsible for notifying the faculty member who reported the unacceptable behavior/violation of professional conduct, the Chair and/or Director of the program of study in which the student is enrolled, the Dean of Students, the Director of Academic Advising, and the Dean in which the student's program is housed of the determination.
17. If the VPAA determines that due process has not been properly afforded to a student for any reason, the applied sanction may be lessened or removed as appropriate to the decision. Prior to overturning any decision made by the appointed Committee, the VPAA must consult with the Dean/Chair of the Committee and, if needed, the Committee-as-a-whole to discuss where there is a perceived problem and the appropriate recourse to remedy the issue.
18. All decisions made by the VPAA are final.

Professional Liability Insurance (JMSNHP)

POLICY:

JMSNHP students are in a position of being held liable for personal actions and judgments that occur while working with clients. Commissions and omissions in judgments and actions that are the expected duties and responsibilities of a practicing nursing student can result in litigation.

Students are required to carry professional liability protection throughout enrollment in the program. As a requirement of clinical agencies, Alverno College has procured professional liability insurance coverage that protects each student in the School. This coverage protects the student and the College any time the student is involved with a client or group of clients within the defined student role. This policy does not cover students beyond their student role at Alverno College.

PROCEDURE:

The Office of Student Accounts adds the cost of professional liability insurance to the student's total tuition bill, each semester of enrollment.

Right to Modify Course Syllabi, Maps, and Nursing Policies & Procedures (JMSNHP)

Nursing faculty reserve the right to modify, amend, or change any course syllabus and map (schedule, course assignments and assessments, determinants of student performance, etc.) and course and JMSNHP policies and procedures in response to the assessment of student engagement, learning, and need, and/or upon considering published evidence and recommendations set forth by professional organizations, national credentialing agencies, and accrediting bodies. # Course modifications will be posted to course Brightspace pages; changes in JMSNHP policy and procedures will be posted to the Undergraduate Nursing Critical News Board and the Graduate Nursing Critical News Board.

Special Concerns (FERPA & HIPPA) (JMSNHP)

Special attention needs to be given by JMSNHP students to information and photos associated with clinical practice and practice sites. Information posted online is public information and inadvertent use of identifying information could be in violation of FERPA or HIPAA regulations. Students, faculty, and staff are encouraged to be prudent when posting information on social media sites. Neither Alverno College

nor the JMSNHP routinely monitor online communities; however, pictures and information brought to the attention of the College or the School describing, documenting, or evidencing behavior considered to be in violation of the JMSNHP Professional Behavior Policy or College policies, whether occurring at an on-campus or off-campus at a college-sponsored event, will be subject to further investigation and appropriate disciplinary action. The student is reminded that the JMSNHP Professional Behavior policy is in effect at *all* times and it is expected that they will conduct their personal and professional lives accordingly.

Technical Standards in Nursing (JMSNHP)

POLICY:

To protect patient safety, ensure the delivery of effective patient care, and promote the development of professional nurses, all students enrolled in all nursing programs in the JMSNHP must meet the essential requirements outlined in the Technical Standards for Nursing. Reasonable accommodations will be granted to qualified students with disabilities to the extent that the accommodation will enable them to perform the essential functions of a professional nurse and will not create an undue hardship on the program. A reasonable accommodation is one that does not require a fundamental alteration in the nature of a program requirement or the lowering of academic and/or clinical standards of performance. Health care provider documentation of a student's disability and consequent need for accommodations is required.

To demonstrate competency for any given clinical skill, all students must successfully perform that skill in accordance with criteria established by the JMSNHP. All students must demonstrate the nursing knowledge, clinical skills competencies, and professional attitudes required in any given nursing course to successfully meet the course outcomes and progress toward meeting the outcomes of their program of study. If a prospective or current student has or develops a physical, cognitive, or mental health condition that poses a significant risk to the health and/or safety of patients, self, or others that cannot be eliminated without a reasonable accommodation, the student may be denied admission, delayed in their program, or removed from their program.

Technical Standards for Nursing:

The following technical standards have been established to provide guidance to students regarding the physical and cognitive functions essential to the successful completion of Alverno nursing programs and ultimately, professional nursing practice in the clinical setting. Students must meet the following technical standards *with or without* a reasonable accommodation:

SENSORY/OBSERVATION

The student must have:

- functional use of the senses of touch, smell, vision, and hearing.
- functional ability to speak clearly and at a volume appropriate to clinical situations.
- functional ability to observe patients to assess their health status accurately, including verbal and nonverbal signals such as facial expressions, gestures, temperature, position, equilibrium, and movement.
- functional ability to assess patient needs and to hear and understand instructions, a patient calling out for assistance or help, and telephone conversation.

- functional ability to discern usual sounds and alarms generated by equipment commonly used in all care settings (e.g., continuous suction, IV pumps, mechanical ventilators, telemetry monitors, etc.).
- functional ability to elicit, transmit, and record patient data and other information from patients, faculty, classmates, clinicians and other personnel, and family members using the English language orally and in writing.

MOTOR SKILLS

The student must have:

- manual dexterity and other motor skills sufficient to safely and effectively execute movements reasonably required to engage in the assessment of patients and patient care procedures, including but not limited to palpation, auscultation, percussion, administration of medication, and emergency interventions such as cardiopulmonary resuscitation, application of pressure to stop bleeding, and suction of obstructed airways.
- functional ability to reach overhead, carry, push, and pull.
- functional ability to lift a 50-pound load from the ground to waist and shoulder heights and then return it to the ground demonstrating controlled movement and safe body mechanics
- functional ability to maintain equilibrium and the physical strength and stamina to perform patient care, including but not limited to physical assessment and clinical skills, safely and effectively in clinical settings.
- functional ability to navigate clinical environments safely and quickly, to execute appropriate care to a patient in typical and atypical situations.
- functional ability to safely assist a patient in moving (e.g., repositioning in bed, transferring from a chair to a bed or from a wheelchair to a commode, ambulating, etc.).

PROFESSIONAL CONDUCT

The student must have:

- functional ability to critically think, exhibit moral agency, and practice nursing in a manner consistent with the American Nursing Association's *Nursing Code of Ethics*.
- willingness to learn and abide by professional standards of practice.
- functional ability to engage in patient care delivery in all settings and populations, regardless of age, ethnicity, gender, disability or any other basis protected by law.

Transfer Courses (JMSNHP)

POLICY:

Evaluation of courses for transfer credit occurs as part of the College admission process. Nursing courses at the 200-level or above completed at other colleges or universities may not be transferred into the BSN program for transfer credit; in rare cases, a 100-level nursing course may be reviewed by the Chair of Undergraduate Programs and/or UGNCC and approved for transfer credit, but only prior to the student's admission to a BSN program. No courses may be transferred into the DEMSN program for credit under any circumstance. No APRN program track course may be transferred in for credit under any circumstance. APRN program core courses may be reviewed by the Chair of Graduate Programs or their designee, and/or GNCC and approved for transfer credit, but only prior to the student's admission to an APRN MSN degree program. DNP program core courses may be reviewed by the DNP Program Director, Chair of

Graduate Programs or their designee, and/or GNCC and approved for transfer credit, but only prior to the student's admission to the DNP Program. No courses completed at another college or university after a student has been enrolled in courses and begun their program in the JMSNHP will be transferred in for credit. In all cases, Alverno College policy delineating the required number of residency credits (credits that must be completed at Alverno) will be upheld by the JMSNHP.