



College of Nursing

# **Master's Entry to the Profession of Nursing (MEPN)**

## **Program Handbook**

**2020-2021**

This handbook contains the most current information available at the date of publication.

# Contents

University Policies & College of Nursing Overview.....	4
Handbook Introduction .....	4
General Information.....	4
Relationship to Other Documents.....	4
Systems & Resources for College of Nursing Students.....	5
Systems.....	5
UA Student Email.....	5
Offices & Departments .....	5
Office of Student Support and Community Engagement (OSSCE) .....	5
Learning and HealthCare Technology Innovations (LHTI) .....	5
Financial Aid & Scholarship Information .....	5
Office of Scholarships & Financial Aid .....	6
Scholarship Universe .....	6
Disability Resource Center.....	6
Academic Programs & Policies.....	6
Program Overview .....	6
Faculty Mentor – Role & Assignment.....	6
Program Curriculum.....	7
Plan of Study (POS) .....	7
Course Format & Delivery.....	7
Class & Clinical Attendance .....	8
Examinations.....	8
Communication Policies .....	8
Line of Communication .....	8
Satisfactory Program Progression .....	9
Progression Benchmarks .....	9
Grading Scale .....	9
Grade Policy.....	10
Unsatisfactory Grade Notification.....	11
Unsatisfactory Student Performance & Progression.....	12
The Student Progression Report (SPR) .....	12
Guidelines Related to Remediation and Successful Progression .....	12
Dismissal from Program.....	13
Leave of Absence.....	13

Non-Enrollment & Readmission to the College of Nursing MEPN Program.....	14
Readmission to the MEPN Program .....	14
Petitions and Appeals .....	15
Grade Appeal.....	15
College of Nursing Clinical Policies .....	15
Unusual Occurrence .....	15
Agency/Clinical Placement Screening Procedures .....	15
Registered Nurse Licensure to Practice (NCLEX) .....	16
Appendices.....	17
Appendix A: Transfer of Courses from Other Institutions .....	17

# University Policies & College of Nursing Overview

## Handbook Introduction

The Master's Entry to the Profession of Nursing (MEPN) Program Handbook provides information to students and faculty to facilitate student advising.

### General Information

This document is for informational purposes and is neither a contract nor an offer to contract. The College of Nursing reserves the right to change any provision or requirement at any time without notice. This material supplements the University of Arizona Catalog, Graduate College Policies (where applicable) and the Schedule of Classes. Additional information may be found at the following web sites:

[The University of Arizona](#)

[The University of Arizona Catalog](#) [The Graduate College](#)

[The College of Nursing](#)

The MEPN Program Handbook is designed as a resource for students and faculty. Relevant policies and procedures of the University of Arizona, Graduate College and College of Nursing are included in this handbook. Much of the information is online; therefore, the actual web sites are listed for the official information on policies and procedures. Where information is not available online, a brief description is provided. Additional information can be obtained from the Office of Student Support and Community Engagement. **Students are responsible to know and adhere to all established policies and procedures.**

### Relationship to Other Documents

The MEPN Program Handbook is intended to be used in conjunction with other university documents including, but not limited to, those named and linked above. Students should first consult their Program Handbook, relevant Clinical Guidelines Handbooks and then consult the appropriate Graduate College or university policies when questions arise. Many policies in the MEPN Program Handbook are specific to students in the program and within the College of Nursing. All students, faculty and staff are expected to read the handbook and be familiar with college and university policies. The most current copy of the MEPN Program Handbook is available on the College of Nursing's [website](#) for public access.

In addition to this handbook, students must review the [Policies & Procedures](#) as posted to the College of Nursing's website. These policies include (but are not limited to):

- Obligation to self-report
- Code of Ethics for Nurses
- Use of Social Media
- Clinical Policies (technical/essential qualifications, immunizations, uniforms, etc.)
- Graduation

The College of Nursing upholds all [University Policies](#) related to but not limited to the following:

- Absence and Class Participation
- Threatening Behavior
- Accessibility and Accommodations
- Code of Academic Integrity
- Nondiscrimination and Anti-Harassment

# Systems & Resources for College of Nursing Students

## Systems

There are a number of university systems that students in College of Nursing programs will utilize. Students will need to use the following systems (links provided for tutorials):

- [UAccess Student](#)
- [Desire2Learn \(D2L\)](#)
- [Assessment Systems](#) (Examity, Examsoft, Kaplan, ATI, etc.)
- [GradPath](#) (all graduate students)

Students completing clinical work as part of their program will be oriented to other systems throughout their programs.

All students should review the [Student Technology Needs](#) as listed by the college's [Learning & Healthcare Technology Innovations](#) team.

## UA Student Email

Upon admission, all students are given an official [University of Arizona email address](#) (@email.arizona.edu). Email sent to this address can be checked remotely or forwarded to the student's phone. This address must be checked daily, as it is the official source of communication between faculty, staff and students. Students are responsible for all program updates and requests sent to this address. Students should review the college's [Student Communication Policy](#) for additional guidance on use of email during the program.

## Offices & Departments

### Office of Student Support and Community Engagement (OSSCE)

[OSSCE](#) works collaboratively to support the educational mission of the College of Nursing. OSSCE is responsible for student services including current student academic advising, recruitment, admissions, progression, academic support services, graduation, student-centered events and College of Nursing scholarships.

Students may contact OSSCE via email ([entry@nursing.arizona.edu](mailto:entry@nursing.arizona.edu) or [advanced@nursing.arizona.edu](mailto:advanced@nursing.arizona.edu)) or by calling 520-626-3808. When contacting the OSSCE, students should have the Student ID number, the year admitted to current program, and (if applicable) specialty. Students are encouraged to make an appointment in person or by phone ahead of time.

### Learning and HealthCare Technology Innovations (LHTI)

Learning and HealthCare Technology provides assistance to enhance the students' learning experience. The LHTI department is responsible for technology support and the development of enabling technologies for students, faculty and staff. A wide range of supportive services are available students via the [LHTI Help Page](#). LHTI also provides technology recommendations and requirements for students, available on the Help page.

## Financial Aid & Scholarship Information

Graduate students in the College of Nursing are eligible for financial aid and scholarships. The College of Nursing offers scholarships on a yearly basis and requires all interested students to submit an application. An email is sent to all newly admitted and current students during the spring term with relevant information. All students are encouraged to submit a Free Application for Federal Student Aid (FAFSA). Many college and university scholarships rely on information provided by the FAFSA to be awarded. Additionally, students may seek to use loans or grants to cover tuition and fees expenses. The following is a list of university resources for students with financial aid questions:

## Office of Scholarships & Financial Aid

<http://financialaid.arizona.edu/>

Students with questions or concerns should use the contact information on OSFA's website to reach out to the appropriate individual for questions related to financial aid.

## Scholarship Universe

<https://scholarshipuniverse.arizona.edu/suha>

The University of Arizona maintains a comprehensive database of scholarships available to students in all programs and majors. Students may log in with their NetID to search for opportunities and complete applications. All College of Nursing scholarship applications must be submitted through Scholarship Universe.

## Disability Resource Center

<https://drc.arizona.edu/>

For students with disabilities who anticipate issues related to the format or requirements of the program should meet with the appropriate course chair or Program Director as early as possible to determine if accommodations are necessary. If formal, disability-related accommodations are necessary, students will need to complete the accommodations request form online to register with the Disability Resource Center (520-621-3268). To arrange for reasonable accommodations, students are also responsible for immediately notifying the course chair(s) of each course regarding eligibility for reasonable accommodations. Early notification ensures the most effective accommodation and support. Students may also wish to take advantage of the [Strategic Alternative Learning Techniques \(SALT\) Center](#) for additional support services. Students may also contact OSSCE for assistance in navigating these resources, or for connection with the college's [Academic Success Coach](#).

# Academic Programs & Policies

## Program Overview

Welcome to the College of Nursing Master's Entry to the Profession of Nursing (MEPN) Program. The MEPN program is a hybrid program that uses many different teaching/learning methods. Content is provided through readings, face-to-face applied learning activities that include: Clinical experiences, lecture, simulations, online modules and discussion, etc. Some course content will be application and involve face-to-face interaction (such as in your clinical management courses); other instruction will be online (such as your informatics and research courses). Students need to become comfortable with accessing information and taking tests online, as these skills will be required in their future profession. Each course provides the student with the knowledge and skills needed to pass the Registered Nurse licensure exam and become a master's prepared registered nurse in 15 months. Please note during times of public health concerns, classes and clinical experiences may be held remotely. Students should follow all course policies related to remote learning directly from the course D2L sites.

Due to the accelerated pace of this program, students enrolled in the MEPN program are not eligible to be concurrently enrolled in other University of Arizona degree programs.

## Faculty Mentor – Role & Assignment

Upon admission to the MEPN program, the student is assigned a faculty mentor who will serve in this capacity throughout the student's program. The faculty mentor, who is an expert in the profession of nursing, will coach and guide the student with student progression, nursing profession and career mentoring.

## Program Curriculum



- **NURS 500A** – Pathophysiology Across the Lifespan (3 units)
- **NURS 507** – Health Assessment Across the Lifespan (2 units)
- **NURS 509A** – Concepts and Competencies Across the Lifespan I (4 units)
- **NURS 509B** – Provider of Care I: Practice Competencies (3 units)

- **NURS 572A** – Nursing Pharmacology (3 units)\* (see note)
- **NURS 519A** – Concepts and Competencies Across the Lifespan II (5 units)
- **NURS 519B** – Provider of Care II: Altered Health Conditions (7 units)

- **NURS 510** – Professional Nursing Seminar (1 unit)
- **NURS 511** – Nursing Informatics: From Concepts to Practice (2 units)
- **NURS 512** – Nursing Research for Evidence Based Practice (3 units)
- **NURS 610A** – Concepts and Competencies for Complex Health Problems (5 units)
- **NURS 610B** – Provider of Care III: Complex Health Problems (3 units)
- **NURS 610C** – Provider of Care IIIC: Providing Integrated Care (2 units)

- **NURS 513** – Leading and Managing in Organizational Systems (3 units)
- **NURS 611** – Population and Community Health Nursing (4 units)
- **NURS 614** – Provider of Care IV: Management and Leadership (6 units)

- Successful Completion of Program and Graduation

### Plan of Study (POS)

Master's Entry to the Profession of Nursing students need to submit a Plan of Study to the Graduate College. The Plan of Study form is available through [GradPath](#). Instructions are emailed to students at the beginning of the fall term and this form is due September 30th. Please Note: Master's students can only use up to 20% of the required number of units as transfer credit. Transfer units from outside of the university MUST be approved and included in the Plan of Study.

**\*Note:** 2020 Plan of Study COVID-19 modifications included shifting NURS 572A Nursing Pharmacology from Level 2 Fall semester to Level 1 Spring Semester.

### Course Format & Delivery

Students are responsible for course content regardless of the delivery method: face-to-face lecture, textbooks and readings, online presentations and content modules, audio-visual assignments, clinical activities and any other assignments. Additional details about course content delivery will be found in each syllabi and on each course D2L site.

## Class & Clinical Attendance

Regular punctual attendance in class, laboratory, and clinical experience is required. Students are expected to maintain a perfect attendance record. *Absence from class, laboratory, or clinical experience will result in an evaluation to determine if the student is able to meet the course student learning outcomes.* Tardiness and/or failure to report to class, laboratory, or clinical experience can result in a reduced final course grade or an administrative withdrawal from the course. In the event of absence, it is the student's responsibility to notify the faculty member or course chair as soon as possible. Students should refer to their specific course syllabi or D2L course for additional information or requirements. Due to community clinical partner site capacity, make-up days for clinical rotations may not be possible. Students are encouraged to proactively communicate with their clinical faculty if they are unable to attend a clinical day.

## Examinations

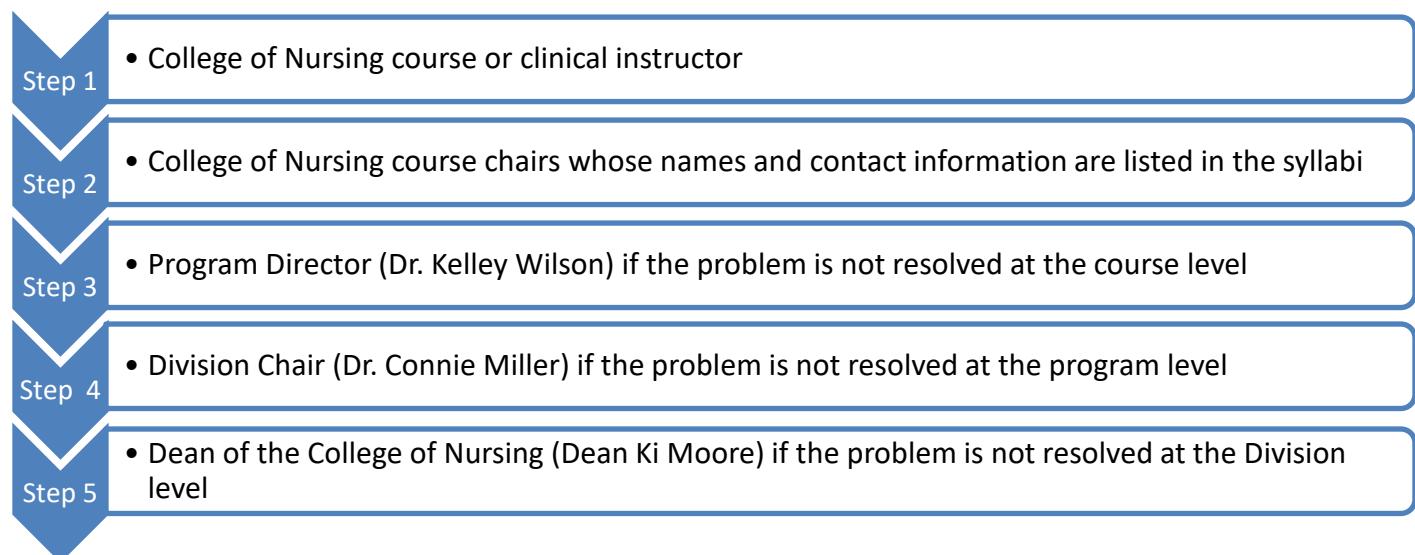
Students are required to take exams when scheduled. If an emergency arises, students must contact the course chairperson no later than the exam start time on the day of the examination. If unable to contact the course chairperson, the student should call the College of Nursing's OSSCE office and leave a message and telephone number. Examination make-ups must be scheduled with the course chairperson. The course chair determines whether make-up examinations will be available, as well as time & format. Students should always refer to specific course policies concerning exams.

## Communication Policies

Students enrolled in the College of Nursing's MEPN Program are expected to conduct all communication (electronic and otherwise) in a professional manner as outlined in the college's [Student Communication Policy](#).

### Line of Communication

The CON has outlined a line of communication to resolve concerns that may arise in the classroom and/or at the clinical site. Any student who has a concern regarding a grade, treatment in class, or other topic, should bring the concern to the appropriate faculty or administrator following the line of communication outlined below. Students should expect that their concerns will be addressed promptly. Communication with the next person in the line of communication is needed only after the prior contact does not lead to resolution.



A student may initiate the line of communication by sending an email to the initial person in the line of communication (Step 1) for an appointment. Emails should be directed to the person the student wishes to make an appointment with. To help resolve the issue as quickly as possible, the student should come to the meeting about the concern with: 1) the

problem clearly identified and 2) any supporting documentation/evidence. Should the issue not be resolved, the student will make an appointment with the next person in line. **Failure to follow the proper line of communication and university guidelines may result in a delay in resolution of or dismissal of the concern.**

The [Office of Student Support and Community Engagement \(OSSCE\)](#) is available for student consultations about processes and procedures. OSSCE cannot make decisions to resolve the issues. Students should contact their Academic Advisor in OSSCE at 520-626-3808 or via email at [entry@nursing.arizona.edu](mailto:entry@nursing.arizona.edu).

## Satisfactory Program Progression

MEPN students successfully progress in the plan of study by exhibiting professionalism consistent with the ethics and academic policies outlined in this handbook throughout the program. Successful students achieve learning outcomes, sequentially within each course or level in their plan of study according to the requirements in their syllabi & D2L course sites. Syllabi and D2L course sites will specify minimum standards of performance that are necessary or applicable in the course.

Syllabi or D2L sites may identify six (6) categories of competency required to pass non-clinical courses with a “C” or higher and required to pass clinical courses with a “B” or higher. The competencies identified as learning outcomes include achieving:

- an average of 70% on theory examinations for the course
- established benchmarks in the Kaplan standard diagnostic examinations administered in the course
- learning outcomes in skills laboratory
- learning outcomes in clinical performance
- defined behavioral and professionalism competencies
- learning outcomes in additional written or academic assignments.

Students must achieve minimum standards of competency *in each* of the applicable six (6) categories of student learning outcomes independent of achievements in the other categories in order to pass the course with a “C” or higher. Students will be provided opportunities for remediation to demonstrate competencies within the course. Additional applicable policies for each course will be listed in the syllabi and/or D2L course site.

## Progression Benchmarks

A high level of academic performance is expected of graduate students in the College of Nursing at the University of Arizona. Courses are sequenced in the program and courses in the previous levels (semesters) must be successfully passed to proceed to the next level. In Levels 1-3, courses with an “A” after the number are the knowledge and skill acquisition courses. Courses with a “B” or “C” are clinical management courses. Student must pass courses in the previous levels (or semester) to proceed to the next level.

## Grading Scale

The College of Nursing uses the standard grading rubric unless otherwise noted in the syllabus. Per College policy, grades cannot be rounded up (e.g., 69.99 = D).

A=90%-100%

B=80%-89%

C=70%-79%

D=60%-69%

E=<60%

A student must be making satisfactory progress toward completion of the degree to remain enrolled in the program. The College of Nursing enforces the university's policies on [Graduate Academic Standing, Progress and Probation](#) and the Graduate College's requirements for graduation.

## Grade Policy

- 1) A student must earn an overall grade point average of 3.0 or better to be awarded the Master in Science (MS) degree.
- 2) Students achieving less than a 3.0 GPA will be placed on Academic Probation. Per university policy, graduate students have one semester to raise the GPA above 3.0. Students who are unable to return to good academic standing after a semester of remediation are subject to dismissal from their program.
- 3) If a student is placed on probation:
  - a. The student must meet with their **faculty mentor** to devise a written action plan.
  - b. An Academic Advisor or Graduate Coordinator in the OSSCE will save a copy of the written action plan to the student's file and forward it to the Graduate College.
- 4) Graduate students in the College of Nursing are expected to earn grades of "A" (4.0) or "B" (3.0). Grades below a "B" (3.0) are viewed as unsatisfactory academic performance.
  - a. **Students enrolled in programs with clinical requirements may not receive a grade of "C" in any clinical management course.** Grades of "C" in clinical courses are considered less than proficient and below clinical performance competency standards. Students with a grade of "C" in clinical management courses will be unable to proceed to the next level without repeating the course.
  - b. Students may not include any course with a D on the plan of study for the degree. Students may not include any clinical course with a "C" on the plan of study for degree. A student shall be recommended for dismissal from the program if more than two grades of "C" or lower (i.e., 3 grades of "C") are earned as a final course grade (**Please note that this is an exception to the graduate college policy**). All instances of "C" or "D" grades are considered, including all attempts of repeated courses.
  - c. **Students who receive a "D" in a theory course that is prerequisite to the clinical practice course will not be allowed to progress to the clinical course until the course is repeated successfully.**
- 5) Graduate students may repeat courses to demonstrate competency, providing there are seats (or applicable clinical spots) available per [university policy](#). Any graduate student seeking to repeat a course must contact the appropriate Program Director, in writing, to request enrollment. A course may not be repeated more than twice. Note that given the accelerated nature of the MEPN program, the course will not be available to repeat until one year later.
- 6) The College of Nursing may recommend that the Graduate College dismiss a student from the program if:
  - a. A grade of "C" or "D" or "E" is earned in a graduate clinical course and if the student is ineligible to re-take the course.
  - b. Any student recommended for dismissal will receive notification from the Graduate College regarding their status.
- 7) The College of Nursing may recommend that the Graduate College dismiss a student for unsafe clinical practice and/or unethical conduct at any time, and without the student having been previously warned.

## The College of Nursing has the following significant modifications to the university's policies:

- 1) A student who has been awarded a failing grade in a course or has been withdrawn from a course based on failing to provide safe patient care may not attend either the theory or clinical portions of the course while appealing the grade.
- 2) College of Nursing clinical programs (MEPN) require completion of a sequence of courses, requiring demonstrated competencies that build from level to level. Courses in the sequence serve as prerequisites to the subsequent courses in the curriculum. Therefore, students must pass each level to proceed to the next level. Students with a grade of "C" in clinical management courses will be unable to proceed to the next level without repeating the course in which the student received a C, D or E grade. Having to repeat a clinical management

course will delay graduation by one year.

3) Following completion of the appeal process:

- a. A student who successfully appeals the grade will be allowed to continue in subsequent courses.
- b. A student who is unsuccessful in their appeal will be withdrawn from courses requiring the failed course as a pre-requisite.

### **Unsatisfactory Grade Notification**

Students will be notified of unsatisfactory grades (according to the policies above) in a timely manner.

### ***Midterm Notification***

Midterm notification is a two-step process:

- 1) OSSCE will send an email at midterm (fall, spring & summer) to all **students** as a reminder to check their course progression. Students will be directed to check the D2L gradebooks for each course with special attention to any missing grades/assignments. The reminder email will encourage students to connect directly with the course chair for support or clarification of any items. Additionally, students will be provided with a link to the program handbook to review the progression policies.
- 2) OSSCE will send an email at midterm (fall, spring & summer) to all **faculty** as a reminder to ensure that all completed assignments and grades are posted to the D2L gradebook. The gradebook should allow the student to see their current grade, and what changes (if any) should be made to improve before the end of the term. Faculty are encouraged to complete a Student Progression Report (SPR) for any student achieving less than an 80% at midterm so they may have the opportunity to improve and pass the course. Course chairs may also choose to refer students prior to midterm to OSSCE, the Writing Coach and/or the Academic Success course via an SPR for support.

### ***End of Term Notification***

At the end of term, the course chair shall report to the MEPN Program Director and Division Chair each student who earned a grade of "C" or less in a course. The MEPN Program Director and Division Chair will provide the report to the CISC-APS committee for notification with a copy to OSSCE for student follow-up.

### ***Withdrawal Grades***

Withdrawal (dropping a course or from the university) processes are controlled by the university. Complete policies are available in the current [university catalog](#). Requests for complete withdrawal from the University are initiated through the [Registrar's Office](#). Students leaving the University without a statement of formal withdrawal will be awarded a failing grade in each course. Students in good standing who withdraw from a course may choose to repeat the course in a future term, if a seat is available. They will be unable to continue in the program until the required course is completed.

### ***Grades of Incomplete***

The grade of "I" for "Incomplete" may be awarded only at the end of the semester when all but a minor portion of the course work has been satisfactorily completed and when the student and professor have completed a formal agreement outlining the conditions that must be met to complete the course. MEPN students should discuss with the instructor whether their circumstances allow them to receive an Incomplete grade. This should be done at least two weeks before the end of the semester. Instructors will document what course work must be completed by the student for the "I" grade to be removed and replaced with a grade.

Documentation should include:

- Which assignments or examinations should be completed and when
- How this work will be graded?
- How the student's course grade will be calculated?

- Date all incomplete requirements must be met
- How the work should be submitted

The instructor will use the University's [Report of Incomplete Grade](#) form to document the agreement. Both the instructor and student sign this agreement and forward the agreement to the OSSCE. If the course in which the student received an "I" is pre-requisite to other courses, all work, the minimum grade for that course must be completed, and the grade awarded prior to progressing in the program. Incompletes will not be given for required clinical days, as it is not possible to make up clinical days.

Per University policy, students have a maximum of one calendar year to remove an Incomplete; however, given the accelerated nature of the program, the College of Nursing has made significant modifications to this policy. Incompletes should be resolved before the beginning of the next semester or the start of the next course in the program's sequence for satisfactory progress. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's grade-point average. If the coursework cannot be completed within one year, the student may petition to extend the Incomplete. This petition must be submitted **before** the grade converts to an "E." A Leave of Absence does not extend the one calendar year period for Incomplete replacement. The student cannot be awarded a degree while an incomplete is on the transcript.

## **Unsatisfactory Student Performance & Progression**

Students will be evaluated regularly for satisfactory progress. The following performance benchmarks have been developed to determine satisfactory progression and provide early warning of unsatisfactory performance and/or required remediation. Examples of assessment strategies to determine student achieving learning outcomes include but are not limited to statistical analysis of knowledge demonstrated in examinations and the evaluation of successful demonstration of clinical skills.

### **The Student Progression Report (SPR)**

The Student Progression Report (SPR) is a collaborative effort between faculty and student to address any area(s) of academic or clinical concern that may impede a student's progress in the nursing program. The form may be used for a variety of situations including but not limited to early detection of a problem in a course and potential risk of failing; documenting failed tests, assignments, clinical and professional conduct concerns; and discussing possible interventions and referrals that support a student's success.

Examples include (but are not limited to):

- Academic Integrity/Code of Conduct Concerns
- Unsafe Practice Incidents
- Unsatisfactory Academic Performance [sub-par performance on tests, papers, etc.]
- Professional Development Concerns [repeated tardiness, lack of preparation for SILC/clinical work, inappropriate communication, etc.]

The SPR & filing guidelines are located on the college's website for easy access. Faculty will initiate the SPR and contact the student for an initial conversation with 1-2 days of the incident/concern. Students are responsible for completing follow-up items as outlined on the SPR (i.e. meeting with the Academic Success Coach, additional SILC time, etc.)

### **Guidelines Related to Remediation and Successful Progression**

The course chair(s) and the student will create a written remediation plan to address issues that are contributing to the student's unsatisfactory academic performance. Either faculty or student may identify deficiencies in performance. The remediation plan will be included as a component of the written SPR form and must include specific remediation

activities and dates for completion. This progress report will be discussed with the student during a student-faculty conference. Students must engage in remediation activities to correct deficiencies and completion of these remediation activities as documented by the faculty issuing the report.

Examples of remediation activities include, but are not limited to:

- test taking workshops offered through the College or University,
- extra study sessions conducted by College faculty,
- open labs or additional time for reviewing and practicing skills and simulations,
- workshops to prepare for diagnostic examinations (Kaplan or ATI standardized exams) and other types of knowledge exams,
- referral to an educational specialist or activity in the College or University, recommendation to obtain a personal subject matter tutors, and
- participating in professional development activity about: working in teams, communication, resilience, etc.

## Dismissal from Program

The College of Nursing may request the dismissal of a student from the MERN program for the following reasons:

- Failure to maintain satisfactory academic progression
- Engaging in unsafe practice (patient safety concerns or violations)
- Engaging in illegal or unethical conduct as outlined by the university's Code of Conduct, the ANA's Code of Ethics and all relevant clinical site-specific policies (including HIPAA)

Any student at risk for dismissal from the program will have received an SPR form outlining the concerns. If applicable, a Code of Conduct violation from the Dean of Students Office will also be included in the student's file. The Program Director and Division Chair will meet with the student to review the concerns and documentation prior to requesting dismissal.

If dismissal is not recommended, the Program Director & Division Chair will provide the student with a written warning via email that will be included in the student's file. The student may also be required to complete mandatory remediation prior to returning to the classroom or clinical site which could include (but is not limited to) additional skills assessment in the SILC, writing a paper, giving a presentation on an assigned topic, etc.

## Leave of Absence

Students may request a Leave of Absence (LOAs) from the College of Nursing and the Graduate College. Requests may be considered for the following types of leaves:

- **Academic Leaves:** Academic LOAs (i.e., leaves to take course work at another university, for research, field work, internships, professional development, etc.) are handled on a case-by-case basis by the College of Nursing and the Graduate College.
- **Medical Leaves:** With appropriate documentation from their medical provider, graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. Students will be readmitted without reapplying to the College of Nursing and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.
- **Personal Leaves:** Graduate students in degree programs may be granted a LOA for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. LOAs may be granted retroactively for up to one year. LOAs are granted on a case-by-case basis for compelling reasons including birth or adoption of a child, personal or family reasons, medical reasons, military duty, or financial hardship. Students

will be readmitted without reapplying to the College of Nursing and the Graduate College at the expiration of the LOA. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

LOAs may affect the status of a MEPN student's financial aid. Students are responsible for determining the requirements of their funding agency and / or academic unit prior to applying for a LOA.

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the Graduate College's [Continuous Enrollment](#) policy requirements.

MEPN students are required to notify the OSSCE of any LOA and how long the LOA will last. Because clinical placements are arranged 9-12 months in advance, students must continue to check their official UA email weekly throughout the LOA. Failure to check email weekly, submit clinical forms by the posted deadlines and communicate any clinical placement needs to OSSCE may delay clinical placement and progression in the MEPN program.

The process for requesting an LOA from the College of Nursing is as follows:

- The student should first discuss their intent with their faculty mentor & OSSCE advisor.
- If the faculty advisor supports the request, the student should submit the request to the Graduate College. The online submission form is located in [GradPath](#) under Petitions.
- Denial or Approval of the request will be sent to the student's UA email.

## Non-Enrollment & Readmission to the College of Nursing MEPN Program

Students who have been granted an approved Leave of Absence, and who return within the approved time, do not have to apply for readmission. See additional details related to students who are granted a medical LOA/medical withdrawal from the university.

Students who were previously enrolled in the MEPN program and who have not been officially enrolled for one regular semester/level will be automatically discontinued and must then re-apply for admission. Readmission requires that student submit a new application to the Graduate College. Only students considered in good academic standing according to [university policy](#) will be recommended for readmission. Students who do not enroll before the 5<sup>th</sup> week of courses may be withdrawn from the University's systems because of non-enrollment. The Graduate College will attempt to contact any student not on an approved Leave of Absence who does not enroll for the next term via email during the first five (5) weeks of the term via email. If no response is received, the student may be automatically dismissed from the program. Given the accelerated nature of the MEPN program, students who have not enrolled by the 2<sup>nd</sup> week of classes will be administratively dropped.

### Readmission to the MEPN Program

Students who are on an approved LOA will be readmitted to the program in the appropriate level (2 through 4) if clinical space is available. Students who obtain an approved LOA during Level 1 will be guaranteed a seat with the next cohort.

Returning to the student's original site cannot be guaranteed – students returning from LOA may need to complete the program at the opposite campus (Tucson or Phoenix) location as clinical space needs dictate.

A student who does not return from LOA within one calendar year will be required to re-apply to both the university & program with all other applicants. This is also true of students who leave the program for any non-LOA reason.

Students who return from LOA should contact their academic advisor in the OSSCE no later than the 1<sup>st</sup> day of class in the semester prior to their return. As an example, for a student who plans to return to Level 3 (spring term), the notification should arrive no later than the first day of classes for the fall term (mid-August). Returning students must also meet with the Program Director prior to the first day of classes for the fall term. Returning students may need to enroll in a 1 unit independent study to refresh clinical skills before proceeding to the next level. Returning students may also request access to the D2L course sites for the preceding level for review.

## Petitions and Appeals

All students have the ability to grieve or petition decisions made by the college that impact their progression. This includes grade appeal (of the final course grade) or appeal of dismissal decisions.

### Grade Appeal

The College of Nursing follows the established timeframe and line of communication outlined in the [University's policy](#):

1. The student first discusses the concerns with the course chair or clinical instructor. After this discussion, the student will determine whether to file a formal grade appeal.
2. If the student determines that they would like to move forward with a formal grade appeal, the student should meet with an Academic Advisor in OSAA to review the Grade Appeal Policy, Process Packet, and grade appeal chain of command.
3. After meeting with the advisor, the student must fill out the Grade Appeal Packet and submit the entire packet to their course instructor. The student, instructor, and relevant parties shall then follow the steps and timeline provided in the Grade Appeal Packet.

## College of Nursing Clinical Policies

College of Nursing students engaged in clinical rotations are required to abide by the policies & procedures set forth by the college and the participating clinical agencies. All students must review all items on the college's [Policies & Procedures website](#) including (but not limited to):

- Safe & Professional Performance in Clinical Laboratory Settings
- Unsafe Patient Care
- Proper Use of Electronic Devices in Academic & Clinical Settings
- Clinical Rotation Compliance (Immunizations, Substance Screening, Fingerprint Clearance Card, etc.)
- Technical & Essential Qualifications for Nursing Students
- Uniform Requirements

### Unusual Occurrence

Each student will be issued a student exposure procedure card at orientation. Except for exposure to blood and body fluids, the following procedure is to be followed when a student is injured in the College of Nursing building or at a clinical agency.

### Agency/Clinical Placement Screening Procedures

In addition to the Department of Public Safety Fingerprint Clearance Card required by the College of Nursing, separate agencies and clinical sites may require screening procedures such as background checks, resumes, references, influenza (flu), drug screens, and/or fingerprinting prior to permitting student clinical placements in the agency or clinical site.

Students are expected to bear the expense of these requirements. Students who fail to comply with these requirements may be unable to fulfill their academic requirements and may be dismissed from the program.

## **Registered Nurse Licensure to Practice (NCLEX)**

Successfully completing the National Council Licensure Examination for Nursing (NCLEX-RN) is essential for the MEPN graduate to begin a professional nursing career. Students graduating from the MEPN programs are required to complete and pass diagnostic tests each level in preparation for taking the NCLEX upon graduation. Each student must establish and implement a comprehensive study plan in the review of specific nursing content areas to prepare for taking the NCLEX.

During the final semester, students apply for licensure to practice as a registered nurse. The College of Nursing Office of Student Support and Community Engagement provides information regarding the NCLEX-RN and assistance in preparing the application. The examination may be taken at any designed testing site and will be administered via computerized adaptive testing (CAT).

## Appendices

### Appendix A: Transfer of Courses from Other Institutions

Students who wish to transfer coursework must abide by both Graduate College and College of Nursing requirements. Per university policy, master's degree students may transfer no more than 20% (6 units) from an outside institution toward completion of the program. Students who wish to transfer units must submit an evaluation of transfer credit form to the Graduate College before the end of their First level of study. Transfer units must be at the graduate level (500 level or higher), with a grade of "A" or "B". Undergraduate coursework, including 400 level coursework will not be accepted. Master's students can only use up to 20% of the required number of units as transfer credit. Transfer requests must be completed prior to the submission of the Plan of Study.

The process for transfer coursework is:

- 1) The **student** must obtain the following documentation for each course: syllabi & course description. This information should include a list of textbooks, assignments and learning outcomes. The Office of Student Support and Community Engagement will assist the student in gathering this information as needed.
- 2) Once the **student** has obtained the proper documentation, the Office of Student Support and Community Engagement sends the materials to the appropriate Course Chair and Program Director for evaluation. The **faculty course chair** reviews the materials to assess if they meet UA requirements (refer to the Graduate College website: <http://grad.arizona.edu/>)
- 3) The **faculty course chair** informs the Office of Student Support and Community Engagement if the course has been approved or denied for transfer.
- 4) The **Office of Student Support and Community Engagement** informs the student if the course has been approved or denied for transfer.
- 5) If the transfer request is approved, the **Office of Student Support and Community Engagement** assists the student in filling out the appropriate Graduate College form.