

MASTER OF SCIENCE IN NURSING PROGRAM

STUDENT HANDBOOK 2018 - 2020



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**NOTRE DAME OF MARYLAND UNIVERSITY
SCHOOL OF NURSING
MSN PROGRAM
STUDENT HANDBOOK
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I. INTRODUCTION

The Nursing Faculty developed this student guide for the Master of Science in Nursing (MSN) student. The purpose of this guide is to provide guidelines, policy and procedural information about the School of Nursing. Information contained in this Student Handbook (*Handbook*) is supplemental to the:

1. Notre Dame of Maryland University Handbook
2. Current *Graduate Catalog*
<http://catalog.ndm.edu/ccg/graduate-catalog/academic-policies>
3. School of Nursing Course Syllabi

Students are responsible for reviewing the University catalog and Handbook in addition to this MSN *Handbook* for a comprehensive listing of all Graduate Studies and general Notre Dame Policies. The *Graduate Catalog* remains the primary reference for students on University procedures and academic policies.

The contents of this *Handbook* are provided for the information of the student. Contents are accurate at the time of printing and reflect current guidelines, policies, and procedures, but is subject to change from time to time as deemed appropriate by the university and/or School of Nursing in order to fulfill its role and mission or to accommodate circumstances beyond its control. Changes may be implemented without prior notice and without obligation, unless specified otherwise. Changes are effective when made. The *Handbook* is updated with each incoming cohort and is posted for MSN students via their cohort's Joule site under the "Information" tab. The *Handbook* is reviewed with all incoming students during Orientation and/or the first day of class. The School of Nursing may notify students of any changes through announcements distributed in class, NDMU email, Joule, and/or U.S. Mail. Students are responsible to keep themselves up-to-date with the current information and are accountable to the policies herein.

II. ORGANIZATION

History of the School of Nursing

Overview — The SON is one of four Schools in the University. The SON offers three programs: an Entry-level BSN program through the Women’s College, an accelerated RN to BSN program through the College of Adult Undergraduate Studies (CAUS) and a MSN program through the College of Graduate Studies.

1974 — The Faculty and Administration of the College of Notre Dame of Maryland (now Notre Dame of Maryland University) identified that many adult workers needed more innovative schedules and teaching methods to enable them to pursue baccalaureate education. In response to this need, the Weekend College was initiated. This format, which was the first of its kind in Maryland, combined traditional on-campus classroom experience with guided independent study.

In 1979—RN to BSN nursing program began at the College of Notre Dame, now Notre Dame of Maryland University. This program received approval from the Maryland Board of Nursing in 1985 and in the fall of 1986 the program was accredited by NLNAC. The program has been offered through the College of Undergraduate Studies and is taught in a variety of locations; hospitals and educational centers across the state of Maryland.

1979-1981 — The first Registered Nurses enrolled in the program in September 1979 with nursing courses first offered in Summer 1980. By August 1981, 30 of the 47 students who finished the nursing courses had completed all the requirements for the Bachelor of Science Degree and received their degrees. During the first 10 years of the program, approximately 1,000 RNs earned their BSN degrees through the Weekend College.

2003 — Faculty submitted changes to the National League for Nursing Accrediting Commission (NLNAC) and the Maryland Board of Nursing (MBON) for a redesigned curriculum. Both agencies approved the new curriculum and subsequently, the SON admitted its first students.

Master of Science in Nursing Program Development

In summer 2006, planning began for a Master of Science in Nursing (MSN) with two concentrations: Leadership in Nursing Administration and Leadership in Nursing Education. During fall 2006 planning continued with the nursing department (now School of Nursing) Curriculum/Evaluation committee and the program was approved by that body. Also in fall 2006, the MSN program was presented to the Graduate Council for approval and to the Board of Trustees. In February 2007, the new MSN program was submitted to the Maryland Higher Education Commission (MHEC) for initial approval. The inaugural cohort of masters’ students began the MSN program in August 2007 and graduated in May 2009.

Candidacy status from the National League for Nursing Accrediting Commission (NLNAC)* was obtained in early spring 2008. The MSN program received full initial NLNAC accreditation for five years in July 2009. The MSN program was re-accredited by the Accreditation Commission for Education in Nursing (ACEN) in July 2014 for a full eight years. In 2015, School of Nursing faculty and staff agreed to switch accreditation bodies to the Commission on Collegiate Nursing Education (CCNE)*. It was faculty and staff consensus that CCNE was a better match with the vision and direction of AACN and CCNE. of CCNE granted accreditation to the master's degree program in nursing for five years, extending to December 31, 2022.

*Commission of Collegiate Nursing Education

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University Mission Statement

Notre Dame of Maryland University educates leaders to transform the world. Embracing the vision of the founders, the School Sisters of Notre Dame, the University provides a liberal arts education in the Catholic tradition. Distinctive undergraduate and graduate programs challenge women and men to strive for intellectual and professional excellence, to build inclusive communities, to engage in service to others, and to promote social responsibility.

School of Nursing Mission Statement

The mission of the School of Nursing is to educate students to transform nursing and healthcare through authentic presence, caring connections with patients, students, colleagues, and the discipline of nursing, and by preserving care and compassion as the ethical foundation of nursing practice and scholarship.

School of Nursing Philosophy Statement

Nursing and the teaching of nursing is a journey through deep caring connections with patients, students, colleagues, and the discipline of nursing. Nursing is imagined and known through caring authentic presence with others and multiple ways of knowing. Nursing is a presence to life lived with those entrusted to our care, a beacon, attentive to the extraordinary in the mundane and boldly entering questions of meaning. All stories of individuals and of the discipline are valued as necessary to the growth and advancement of the profession. Healing practice is possible in partnership relationships; nursing creates safe welcoming places, encouraging growth, seeking to understand, and knowing each other's hearts.

Nurses are called to care through advocacy, action, 'power-with' and trusting relationships with persons and groups in diverse settings. Nursing embraces diversity and commitment to social justice. With perseverance and fortitude, caring and compassion are preserved as the ethical foundation of nursing practice and scholarship.

A nursing way of being requires reflective practice, a listening, that allows for meaning-making in all dimensions of academic and practice endeavors. Nursing practice is characterized by thoughtfulness and necessarily lived out with intention. This way of being a School of Nursing in all aspects allows for possibilities for our mission to be realized—educating nurses to transform the world. (Updated: January 2011)

Professional Standards and Guidelines

The MSN program is based on national standards as outlined in the following documents: *The Essentials of Master's Education for Professional Practice* (AACN, 2011); *The Scope of Practice for Academic Nurse Educator* (NLN, 2005); *Institutes of Medicine Health Professions Education: A Bridge to Quality* (IOM, 2003); and, *American Nurses Association Code of Ethics* (ANA, 2015).

Code of Ethics and Professional Conduct Standards

The MSN Program adopts the American Nurses Association (ANA, 2015) Code of Ethics and the State of Maryland Code of Ethics for Nurses, which is contained within the Nurse Practice Act, specifically Code of Maryland Regulations (COMAR) 10.27.09.02 as a guide for professional nurse behavior. These standards are based on an understanding that to practice nursing as a RN, the student agrees to uphold the trust with which society has placed in the profession. The statements of the Code and Standards provide guidance for the RN student in the personal development of an ethical foundation. They are not limited strictly to the academic or clinical environment, but can assist in the holistic development of the person.

Nursing Program Valued Ends/Outcomes

Presence

Cultivate a caring environment that reveals authentic nursing presence for the provision of meaning making, cultural understanding and reflective practice in diverse settings.

Praxis

Engage in reflective practice through multiple ways of knowing to assure optimal quality of life for those entrusted to our care.

Advocacy

Respond to the call to be an active voice and collaborate with others in the spirit of the welfare of those persons and entities in our care.

Scholarship

Value critical inquiry to promote and advance evidenced based practice.

Self-care

Create a place for healing, personal and professional growth, and a culture of caring for self and others.

Leadership

Inspire excellence in nursing practice and advancement of the profession through shared leadership practices.

(Updated: May 2016)

MSN Program Student Learning Outcomes

Presence

Create a space for leaders in advanced roles for ‘being-with’ students, staff, and other health care colleagues that reveal authentic nursing presence.

Praxis

Demonstrate and cultivate excellence in leadership praxis through the synthesis of research, theory, and reflective practice.

Advocacy

Lead change by serving as an active voice for nurses and nursing with patients, families, communities, and organizations regarding health policy and social justice within an ethical framework.

Scholarship

Create an environment that promotes critical inquiry through multiple ways of knowing

Self-care

Nurture a place for healing, personal and professional growth, and a culture of caring for self and others.

Leadership

Foster an environment of excellence and courage for staff and student colleagues to interpret the evidence through the lens of multiple ways of knowing.

Faculty and Staff

The MSN Nursing program operates through the university's division of the College of Undergraduate Studies (CAUS) and Graduate Studies. Nursing faculty and staff report to the Dean of the School of Nursing; the Dean reports directly to the Vice President for Academic Affairs. SON faculty and staff collaborate with the staff of CAUS and Graduate Studies for recruitment and enrollment management.

The School of Nursing is located in the University Academic Building (UAB). The administrative office is located on the 2nd floor of UAB.

Dean

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Sigma Theta Tau International Honor Society of Nursing, Mu Eta Chapter

Sigma Theta Tau, International Honor Society of Nursing, Mu Eta Chapter, is open to baccalaureate and master nursing students who have demonstrated superior academic achievement and leadership potential. Membership encourages, fosters, and actively supports further professional development, thus promoting nursing scholarship, leadership, creativity and commitment to nursing.

The School of Nursing Honor Society had its first induction ceremony in May 1987. Through the diligent work of two faculty members, Dr. Katharine Cook and Eileen Fox, the honor society was formed; the goal was to evolve into a chapter of Sigma Theta Tau, International Honor Society of Nursing by 1990. In 1989, Sigma Theta Tau conducted a site visit to the College of Notre Dame of Maryland and recommended chapter status. In April 1990, the chartering ceremony was held at the College of Notre Dame of Maryland, and all honor society members were inducted into the newly formed Mu Eta Chapter of Sigma Theta Tau. The Mu Eta Chapter remains in good standing with Sigma Theta Tau International.

MSN Students with a 3.5 GPA or higher are invited to join during the final half of the program. The annual induction ceremony is held in the fall.

III. CURRICULUM

Program Structure Leadership in Nursing Education Concentration Leadership in Nursing Administration Concentration

Overview of Program

The MSN in Nursing Leadership has two concentrations, Administration and Education. Grounded in caring science, the Master of Science in Nursing, Leadership in Nursing Education concentration examines the field of curriculum and pedagogy from a variety of research and curriculum perspectives—technical, interpretive/practical, and critical/emancipatory—through directed readings, critical reflective narrative, and a classroom context for scholarly discourse.

The Leadership in Nursing Administration concentration, also grounded in caring science, encompasses analyzing research, policy, legal, and ethical problems, understanding the dynamics of finance, strategic planning, and marketing while implementing innovations to address quality and safe patient care, change management, decision making, and creating a healthy work environment.

Students are admitted to the program as members of a cohort, progressing together in a supportive environment. The accelerated format is designed to meet the needs of busy working nurses who choose part-time study but want to finish in the same amount of time as a full-time student. Classes are taken sequentially, one class at a time, on the same day of the week and the same four-hour period throughout the program.

Curriculum (36 Credits)

Concentration in Leadership in Nursing Education

- NUR-500 Introduction to Scholarly Caring Inquiry (3)
- NUR-501 Theoretical Foundations of Nursing (3)
- NUR-502 Technology in Nursing Education: A Caring Presence (3)
- NUR-503 Assessment of Student Learning in Nursing Education (3)
- NUR-504 Holistic Approaches to Direct Care (2)
- NUR-510 Contemporary Leadership in Nursing (2)
- NUR-512 Issues and Trends in Nursing Education (3)
- NUR-513 Curriculum Development and Evaluation in Nursing (4)
- NUR-535 Advanced Health Assessment for Nurse Educators (3)
- NUR-537 Advanced Pathophysiology and Pharmacology for Nurse Educators (3)
- NUR-542 Advancing Caring Science through Scholarly Inquiry (3)
- NUR-605 Teaching in Nursing Education Seminar and Practicum (4)

Concentration in Leadership in Nursing Administration

NUR-500 Introduction to Scholarly Caring Inquiry (3)
NUR-501 Theoretical Foundations of Nursing (3)
NUR-510 Contemporary Leadership in Nursing (2)
NUR-515 Issues and Trends in Nursing Administration (3)
NUR-516 Nursing Administrative Theory and Practice (4)
NUR-518 Health Policy (3)
BUS-521 Healthcare Economics (3)
BUS-522 Essentials of Healthcare Finance (3)
BUS-523 The Business of Healthcare (3)
NUR-520 Nursing Informatics (2)
NUR-542 Advancing Caring Science through Scholarly Inquiry (3)
NUR-620 Leadership and Administration in Nursing Seminar and Practicum (4)

*Leadership and Administration in Nursing Seminar and Practicum (4) runs concurrently with Nursing Administrative Theory and Practice the entire last semester of study. These final two courses alternate weeks, so students continue attending class one night a week.

* Teaching in Nursing Education Practicum (4) runs concurrently with Curriculum Development and Evaluation in Nursing the entire last semester of study. These final two courses alternate weeks, so students continue attending class one night week.

Center for Caring with Technology

The Center for Caring with Technology (CCT) is a space for learning and practicing the art and science of nursing using simulation technology that is grounded in caring. The CCT is in some part an answer to the call for change in nursing education (Institute of Medicine, 2003). It is a place where learning experiences are created that lead students to uncover and respond to that which matters in patient situations, uncovering patterns of meaning for each person or family member, and what Benner (2010) calls the sense of salience. Spaces within the CCT are intentionally designed to support caring, reflection, learning, multiple ways of knowing, and transformation. Learning opportunities using human patient simulators and/or standardized patients will involve simulation scenarios using best practices of simulation learning.

Simulation, whether low or high fidelity (the level of realism), can have a transformative effect on student learning. The creation of simulation learning experiences for all clinical courses will support the achievement of the School of Nursing program outcomes of Presence, Praxis, Advocacy, Leadership, Scholarship, and Self-care. The philosophy of the caring science curriculum is infused into each simulation experience with an emphasis on authentic human caring and presence.

Every attempt will be made to include all experiential factors to make the students' learning experience realistic and authentic. For enhanced learning, all students are expected to come to the CCT prepared. The faculty will provide students with constructive feedback and debriefing of their performance, while students will self-analyze their performance and use critical thinking during the reflection process.

Located on the third floor of the University Academic Building, The Center for Caring with Technology is an 8300 square foot space that includes two health assessment labs, two adult medical-surgical labs, an obstetrical/newborn/pediatric lab with a home health component, and two standardized patient examination rooms.

High fidelity human patient simulators include:

- Two SimMan 3G manikins,
- NOELLE with Newborn HAL,
- SimBaby, and
- 5 year-old HAL.

Other simulators include:

- SimPad capable Nursing Kelly and Nursing Anne,
- Super Chloe,
- Advanced Geri manikin, and
- Mike/Michelle One-year Pediatric Care Simulator.

In addition, the CCT has a variety of task trainers and other equipment for clinical skills training and practice. The center is equipped with a state of the art audio/visual capture system that facilitates design, storage, and management of simulation case scenarios, real-time and archived documentation of participant performance, live streaming capabilities, and other functions such as scheduling, inventory management, and utilization reports.

*Refer to Center of Caring with Technology Handbook located on the SON Homeroom site for more information regarding policies and procedures.

IV. PROGRAM EVALUATION AND ASSESSMENT OF OUTCOMES

The MSN program evaluation processes are folded into current University-wide School of Nursing evaluation practices. The purposes of the School of Nursing’s program evaluation are to systematically assess curriculum, instruction, student outcomes, identify areas of challenge and opportunities for improvement, and facilitate program improvement. The processes of collecting, analyzing, and providing data for reports to State agencies, accrediting agencies, and governing bodies are essential to program evaluation.

Multiple data sources from students, faculty, and employers are used to assess student learning and evaluate the MSN program. The following table provides a snapshot of these data sources:

Source	Why	Who	When
<i>Assessment of Student Learning Outcomes</i>	Assess student learning	Course faculty	At end of course
<i>SmartEvals</i>	Evaluate faculty’s teaching effectiveness.	Students	At end of course
<i>Course Reviews</i>	Evaluate course and offer suggestions for improvement	Course faculty	At end of course and a full review as designated in the <i>Systematic Plan for Evaluation</i>
<i>Clinical Practice Site and Preceptor Evaluations</i>	Evaluate experience and preparation of student	Associate Dean, Undergraduate and Graduate Nursing Programs	At end of course
<i>Exit Survey</i>	Evaluate student satisfaction with university and department -related services, for example, student support services, physical facilities, and financial aid.	Associate Dean, Undergraduate and Graduate Nursing Programs	Annually
<i>Employment Rates</i>	Determine if MSN graduates are employed as nurse educators or in leadership/administrative positions	Associate Dean, Undergraduate and Graduate Nursing Programs	At time of graduation
<i>Completion Rates</i>	Determine if MSN graduates complete within the specified timeframe and if not, reason(s) for not completing program	Associate Dean, Undergraduate and Graduate Nursing Programs Dean	Annually

Data from the above evaluation methods are summarized annually during a nursing faculty meeting and/or SON Annual Progress Report using the *Systematic Evaluation Plan* as a guide. The plan is comprehensive and designed to evaluate all aspects of the program based on CCNE Standards; starting with the mission and philosophy and continuing through with goals and program learning objectives. The Associate Dean, Undergraduate and Graduate Nursing Programs will be responsible for gathering, interpreting and presenting the data to the nursing faculty and the Graduate and Outcomes Circles. Through these mechanisms, the faculty will evaluate the overall curriculum and make appropriate changes.

Students and faculty will be engaged in the on-going process of reflection and self-evaluation to assess their personal and professional development as they develop competencies and apply knowledge. These opportunities for self-evaluation will foster professional independence and critical thinking. Student success will be judged by each student's mastery of the knowledge and competencies, combined with their understanding of the attitudes and values that link their master's education to responsible professional practice as they continue to develop their professional expertise in an increasingly complex health care environment.

V. ADVISEMENT: FACULTY AND PROFESSIONAL ADVISORS

Academic Advisement

Faculty Advisor

Students are assigned a faculty advisor upon admission to the MSN program. Their primary responsibilities include following students' progression in the program, guiding students toward academic success, and facilitating career and professional networking.

Academic advising for the MSN students is distributed among faculty members according to concentration and cohort numbers. In general, faculty advisors are Drs. Mary O'Connor, PhD, RN, Mary Packard, PhD, RN, and Sabita Persaud PhD, RN, Associate Dean Undergraduate and Graduate Programs. To schedule an appointment, please email the assigned faculty advisor directly. Note any full-time faculty member who teaches in the MSN program is available by appointment to discuss curriculum, career, and/or academic or practicum concerns.

Administrative Advisement

Professional Advisor

Students in the MSN program are introduced to the Academic Advisor beginning with the admissions process, and will continue to contact their professional advisor as needed throughout the course of their program. Primary responsibilities of the Advisor are: facilitating the registration process, when applicable, overseeing the graduation application process, advising students who want a leave of absence and/or withdraw, communicating about the MHEC Scholars program, and problem-solving, as applicable. To schedule an appointment, please contact Natalie Scimonelli at 410-532-5183 or email nscimonelli@ndm.edu

For assistance with scholarly writing and related academic activities, students are encouraged to contact the Writing Center for composing and editing papers. It is located in Gibbons Hall, Room 504. They can be reached by phone at 410-532-5113. Link to *Tutoring and Academic Assistance* is: <https://ndm.edu/office-academic-affairs/tutoring-services>. In addition, multiple online tutoring resources are available through the links posted in the Joule course sites. Students may also contact Dr. Sabita Persaud for more information on writing support services for graduate students.

VI. PROGRAM PROGRESSION TO GRADUATION

Progression in MSN program

1. Students may transfer up to six (6) credits of equivalent coursework from another master's program. Courses will be evaluated for equivalency during the admission process by two designated members of the Graduate Circle.
2. As an RN to MSN bridge, students graduating with a BSN from NDMU are given credit for course content for the following courses:
 - NUR-440 *Caring Nursing Leadership for Professional Nurses* (formerly NUR-432 *Caring Nursing Leadership*)
 - NUR-400 *Information Systems for Caring Practice* (formerly NUR-303 *Informatics*)The two comparable courses, NUR-510 *Contemporary Leadership* and NUR-520 *Nursing Informatics*, are waived for these students.
 - Students graduating from NDMU before 2005 having taken the leadership course NUR 410 are not eligible for the waiver.
 - In cases where a certificate of completion from a Nurse Residency program was submitted and accepted for NUR-440 *Caring Nursing Leadership for Professional Nurses*, contact the Associate Dean of Undergraduate and Graduate Programs.
3. Students must maintain a GPA of 3.0 or higher to remain in good academic standing. Students must also receive at least a "B" in the practicum course. Students whose cumulative grade point average falls below 3.0 will be placed on academic probation status per the Graduate Catalog. A student with a GPA below 3.0 will have two (2) courses or one semester to improve the GPA to 3.0 or better.

*This policy differs than what is published in the *Graduate Catalog*. Related to the accelerated program structure of the MSN program, a student may not have three semesters in which to raise a cumulative grade point average to 3.0, as currently stated in the *Graduate Catalog*.
4. A student may not enter the practicum course with a GPA below 3.0 without permission from the Associate Dean and course faculty.
5. If a student achieves a grade of less than C in any course, the course must be repeated in order to continue in the program.
6. For a grade of less than a C, no course may be repeated more than once. If a student withdraws from a course that she/he is repeating or if a student earns less than a "C" when repeating a course, the student will be dismissed from the MSN program.
7. A student may not repeat more than one required course due to failure. Any student who fails a second course, after having successfully repeated another course, will not be given the opportunity to repeat the course and will be dismissed from the MSN program.

Part-Time Versus Full-Time Status

Part-time graduate students may take up to six (6) credits in the fall, summer and spring semesters. Full-time graduate students may take up to nine (9) credits in the fall, spring, and summer semesters. Exceptions to this policy must be approved by the Dean, School of Nursing. (*Graduate Catalog: Academic Policies section*)

It is noteworthy that the MSN program curriculum is designed for student to take eight (8) credits in the final semester.

Academic Appeals Procedure

Students should make every effort to settle academic appeals with the involved faculty member. In the event that a satisfactory solution is not reached with this informal process, the student may initiate the *Appeals Procedure* outlined in the *Graduate Catalog*. *

Procedure

Only final course grades may be appealed. Students and faculty are expected to communicate and to confer during the course concerning student progress, particularly the evaluation of student work assignments, tests, quizzes, papers, exams, and other projects. Every effort should be made to resolve questions regarding grading while the course is still in progress.

A final grade may be appealed if there is evidence that the grade was not given in accordance with the provision set forth in the course syllabus or in the announced course modifications or descriptions for particular projects and assignments.

The principle of seeking a reasonable, fair, and speedy resolution prevails throughout the process described below. All information related to the appeal and the appeals process is expected to remain confidential.

1. When a student wishes to appeal a final grade, the student must write to the faculty member setting forth the basis for the appeal, evidence relevant to the case, and the remedy sought. This appeal must be made within two weeks of the official end of the semester.
2. The faculty member will respond in writing to the student's appeal within two weeks of receiving the written appeal.
3. If not satisfied with the faculty member's response, the student may, within two weeks of the response, appeal to the Dean in the School of Education, Graduate Program Director or Department Chair in the School of Arts, Sciences, and Business, and Associate Dean in the School of Nursing.
4. The student makes the appeal in writing, again setting forth the appeal, the evidence, and the remedy sought in Step One. The Associate Dean in the School of Nursing informs the faculty member of the student's appeal and obtains a copy of the faculty member's written response to the student. The Associate Dean then reviews the written record and may select an alternate mediator agreeable to both parties.
5. The Associate Dean then writes a response including a report on the steps taken in the mediation process. The written response will be sent to the student, the faculty member, and

the School's dean within two weeks of the conclusion of the mediation process. If the Appeal originated School of Nursing, there is an additional step in the appeal process.

6. If students are not satisfied with the outcome of the mediation process, the student may appeal in writing within two weeks to the School's Dean. The Dean will then ask for a written statement and a copy of relevant materials from the faculty member. The Dean may seek further information as needed. The Dean forwards a decision in writing to the student and Associate Dean within six weeks of having received the appeal. The decision of the Dean is final.
7. Situations regarding academic dishonesty are reviewed consistent with the Honor Code procedures and are not handled as regular grade appeals.

Incomplete Grade

A semester officially ends on the date specified in the academic calendar. An Incomplete grade (I) can be granted only for reasons clearly beyond the student's control and under the following circumstances:

- The request must be made by the student to the course faculty. It is the course faculty's decision to accept/deny the request.
- The student request must be based on a serious illness or emergency preventing the student from completing the work for the course.
- The student must have satisfactorily completed at least half the course work at the time the Incomplete is requested.

The final determination of the Incomplete grade is the responsibility of the course faculty. It is the student's responsibility to submit all the required work to the course faculty so that a grade may be substituted by the mid-point of the following semester. Work not submitted to the course faculty on time will result in the grade being converted to an "F" at the mid-point of the following semester.

The course faculty will submit the final grade to the registrar. An extension may be granted only by the registrar at the request of the course faculty.

(Graduate Catalog: Academic Policies section)

Leave of Absence

Students who are matriculated may request a leave of absence for up to one full academic year. A student must be in good academic standing at the time the leave of absence is requested. A student who is on a leave of absence maintains status as a matriculated student and therefore is not eligible to earn credit at another institution during the absence from Notre Dame.

Withdrawal from the University*

The University reserves the right to request at any time the withdrawal of a student for reasons of poor scholarship, attendance policy violations or unsatisfactory conduct. Students who voluntarily withdraw from the University for any reason must file an official withdrawal request form with the Dean of the School of Nursing. The date when the form is submitted will be the one used to determine whether a refund of tuition is applicable. Failure to notify the University of withdrawal will prompt termination of matriculancy. A withdrawal is not permitted on the last day of the course.

A student who withdraws from the University or who requests a leave of absence on or before the official withdrawal date forfeits credit for the work done in that semester. A grade of "W" will be recorded in all courses for the semester. A student who withdraws from the University or requests a leave of absence after the official withdrawal will be responsible for all course work and graded accordingly.

Students who officially withdraw receive the grade of "W" which will appear on the student's transcript. Deadlines are published in the University's academic calendar and on the Web site. Students who fail to officially withdraw from a course and stop attending will receive a grade of "F" and be liable for full payment of tuition and fees.

*Please note the SON procedure may differ than published in the *Graduate Catalog* to accurately reflect the SON's organizational structure.

Graduation

The University holds its commencement ceremony annually in May. Students who complete their degree requirements the previous August, December and May are invited to participate in this annual event.

All students must file a graduation application to initiate the graduation process. Filing the application will prompt a formal review of credits and requirements by the Registrar's staff. The deadlines for submitting this application are as follows:

- May graduation..... October 15
- August graduation..... April 15
- December graduation..... June 15

Failure to submit this application on time may result in postponement of the conferring of the degree until the next graduation period. Participation in commencement exercises requires the fulfillment of all degree requirements. Students with outstanding financial obligations to the University will not receive their diploma until all obligations have been met.

Please note: Graduate students are not eligible to receive Latin honors at graduation.

VII. COMMUNICATION GUIDELINES

Nursing Student-Faculty and Staff Communication

All messages for students in the MSN program are provided through NDMU email including announcements posted on the cohort's Joule Homeroom and course sites. Some communications may also be handled by the U.S. Postal Service.

The primary communication method of Notre Dame and the School of Nursing is through NDMU student email accounts. Students are responsible to check their student email accounts. The IT Help Desk can assist students in linking their NDMU and personal email accounts to facilitate this process. Not attending to NDMU email may result in missed deadlines that may delay program advancement,

Students may send messages to nursing faculty through the University voice mail or email systems. Written messages for nursing faculty may also be left in the nursing administrative office located on the 2nd floor of the UAB.

Cancellation/Rescheduling of Classes

MSN class cancellations and delays will be determined by NDMU. Any MSN class canceled due to inclement weather will be made up by arrangement of the faculty.

Text-alert message notifications for University closings or delays are available. NDMU offers a mass notification system. The system sends messages instantly and simultaneously to registered text-message-capable cell phones, and email addresses. For information, and to sign up for this service at: <http://www.ndm.edu/about-us/find-people-offices/public-safety/emergency-notification-procedures> or in the search box type in 'e2campus.'

Whenever the main campus is closed for inclement weather, generally all locations are canceled, including off-site cohorts. However, check with the assigned faculty member to ascertain if a class is cancelled. Cancellation of classes for reasons other than weather will be communicated to students via an announcement on the cohort Joule site and NDMU email.

There are times when NDMU may be open, but Arundel Mills location may be closed. If you are questioning if Arundel Mills is open, call their main number at 410-777-2222, select option 2, then option 1. A link to campus alerts at Arundel Mills is: <https://www.aacc.edu/campusalerts/>

Inclement Weather Information

For information about the University closing, call the **NDMU Weather Line at 410-532-5151** or listen to WBAL-AM 1090, WPOC-FM 93.1, WIYY-FM 98, WCAO-AM 600, WQSR-FM 105.7, WLIF-FM Lite 102, WCBM-AM 680, or watch WJZ-TV Channel 13, WBAL-TV Channel 11 or WMAR-TV Channel 2 for announcements regarding the closing of the University. In the Washington D.C. area, listen to WTOP-AM 1500.

Under adverse weather conditions, students are expected to make a reasonable attempt to be on time for class. However, students must exercise their own judgment for safe driving under these conditions.

Formal Complaint Procedure

The SON defines a formal complaint as a written expression of serious dissatisfaction related to any aspect of NDMU nursing programs. A formal complaint is distinguished from a dispute about a grade in a course or other course evaluation matter, which is handled under the NDMU academic appeal procedures and harassment complaints, which are handled in accord with guidelines and policies set forth in the University Student Handbook.

When NDMU faculty member or administrator receives a formal complaint, the Associate Dean, Undergraduate and Graduate Programs is notified within a reasonable timeframe. The Associate Dean initially screens the formal complaint, unless the complaint directly involves the Associate Dean, in which case it is screened by the Dean, School of Nursing. After initial screening, the complaint is channeled to the individual or group judged to be most directly relevant and appropriate.

Our guiding principle is to settle disputes in a prompt and fair manner. If appropriate, the Dean or Vice President of Academic Affairs may appoint an ad hoc panel to seek resolution of the complaint. The Dean or Associate Dean conveys a written response to the initiator of the complaint within 60 days. Anonymous complaints are not accepted.

VIII. CLASSROOM GUIDELINES

Attendance

As per the *Graduate Catalog*, “Class size is limited in order to promote intellectual interchange among students. Because of the importance of student-faculty contact time, attendance is expected at all class meetings. Students should be aware that attendance and participation in class are essential elements of the graduate programs; therefore, absence (whatever the cause) may lead to a lowered grade, including the grade of "F”.”

Students are expected to notify faculty of an absence(s) from class as soon as possible and to turn in all assignments on time or at a time agreed by the faculty. If the course is six to eight weeks long, a student with three (3) absences may be requested to withdraw from the course. Tardiness and early departure disrupts the educational process. Students are expected to arrive for class on time and to remain until the class has ended. Course faculty may have additional attendance requirements, which will be noted in course syllabus. Refer to Class Attendance and Participation policy in the section “MSN Program Policies.”

Caring Science

Human caring science is the study of caring as the grounding and inspiration of the discipline of nursing. Within a caring model, the way of being together in authentic, relationships enact respect for person, loving kindness, and empathic presence, with the intention to care that honors and values each person. Caring science requires full attention to what matters most to persons about their health, caring science calls for courage, humility, technological competence and multiple ways of knowing in order to create a more humane just and compassionate world. All graduate courses are guided through the lens of caring science.

Circle Practice

As a School of Nursing, we believe that having important conversations in circle about issues that matter creates an environmental container that at once is inclusive and protective. A meeting is transformed into a circle, among other ways, through invitation, preparation for the conversation, intention, setting agreements, and reflection. Circle provides a structure by which shared leadership may occur. The components of circle differentiate the structure from the traditional business meeting. These are listed and translated as needed:

- Personal Preparation – each member is prepared to contribute to the discussion/decision
- Invitation – is sent and accepted
- Setting the intention – purpose of the gathering
- Start-point – intention is verbalized and agreed upon. Often a reflection is offered to guide initial deliberations
- Circle Agreements – each circle has a set of norms that members agree and adhere

- Check-in – this important step signifies that everyone present is open to the discussion and brings her/his own perspective. This may open with “what’s new,” or a more intentional question about the work to be done
- Rotating leadership – while there may be a formal leader all participate as leaders
- Sharing responsibility – members speak up to say or do what needs to be said or done – volunteering service
- Reliance on wholeness – we are part of a bigger picture
- Three practices are active listening, intentional speaking, and attending to the well-being of the group
- Recognizing there are members of the group needed for the decision and including these members
- Decisions are made by consensus
- Closing check-out is an affirmation or statement that dialogue must continue.

Cell Phones

Students are asked to keep all cell phones, pagers, and other electronic devices in the silent mode and are expected to return phone calls during the break or after class, unless the call is an emergency. Texting, emailing, or checking email during class is not permitted. Students engaging in these activities may be asked to leave the classroom until they are prepared to fully participate in the class.

It is mandatory that students attend and participate in every class; however, faculty understand that extreme circumstances may occur. In these cases, exceptions may be granted and faculty may assign additional assignments/activities to ensure that learning objectives are met. The responsibility for coursework missed due to any type of absence rests with the student. Students are expected to schedule vacations and other discretionary events outside of the class schedule. Students are also expected to arrive on time and remain in class for the entire period scheduled.

Children in Class

No children are allowed to accompany students inside the classroom or in the hallways. Children are not to be left unattended at any time when visiting the campus.

Course Schedule

The cohort course schedule is developed as a guide only. Course sequence and meetings dates are subject to change. Students will be notified of changes in advance.

Grade Appeal for Assignment(s)

A student has a seven (7) day period of time, beginning with the date a graded assignment, exam, etc. is returned, to question the assigned faculty member about a grade received. After this time period, grades are final.

Grade Reports

Final course grades are posted on WebAdvisor.

Grading Scale

The grading scale in the MSN program is equivalent for all courses. Grades represent the course faculty's evaluation of a student's achievement in the course. Each letter grade in a graduate course is interpreted as follows:

A	Excellent	4.0
B+	Very good	3.5
B	Average	3.0
C+	Slightly below average	2.5
C	Below average	2.0
F	Failure or withdrawal without official permission	0.0
AU	Audit	N/A
W	Withdrawal with official permission	N/A
I	Work incomplete due to emergency/other extenuating circumstances	N/A

Grade points are multiplied by the credit value of the course in calculating the grade point average. Transfer credit is not calculated in the grade point average. A grade point average of 3.0 is required for graduation from any of the graduate degree programs.

Pre-Course Information

Students are responsible for accessing all pre-course information and complete pre-course assignments outlined on the cohort Joule site. Pre-course information will be posted at least one week prior to the start of a course. Students must be registered for the course in order to gain access to the course joule site. The web address for Notre Dame Joule is <http://joule.ndm.edu>.

Student Access to Academic Records

1. Any student who wants to review her/his academic record for purposes other than advisement must submit a request in writing to the Associate Dean or Dean of the School of Nursing. The Associate Dean or Dean will respond to the student within three working days of receiving the written request.
2. During the review of the record by the student, the Associate Dean or the Dean of the School of Nursing must be present. This review must be done within the offices of the School of Nursing; records may not be removed from this area.
3. If the student wants a copy of any material reviewed in the record, a request must be made in writing. Copies will be made at the cost of \$1.00 per page. Upon receipt of the written request and the payment for copying, the copies will be mailed to the student's home.

4. Student records will be available for 10 years following the student's graduation or withdrawal from the Master's Program.

Studying in the MSN Program

The weekly class hours are supplemented by guided, independent study in which student are responsible for assuming good study and writing skills needed to facilitate learning. Faculty and students work collaboratively in class as students complete a variety of in-class facilitative learning activities and out-of-class online or group activities designed to enhance critical thinking and communication abilities, build a community of peers, and broaden and elucidate the caring paradigm. MSN courses are held to the same standards as full semester courses and are not abbreviated.

All courses employ collaborative learning methods, requiring students to be active participants in the classroom. A goal of collaborative learning is equalizing the relationship between professor and learner through community interaction within the context of the caring classroom environment. An outcome of this learning process and the cohort delivery model is the creation of a sense of community within the cohort.

Students are expected to spend a significant amount of time outside of the classroom preparing for class and completing assignments. According to the University credit hour policy and federal and state regulations, students should expect to prepare for classes at a rate of 2-3 hours per every one hour of class time. Course syllabi guide students in studying and classroom activities. The syllabus is available to registered students on the course Joule site.

WebAdvisor

WebAdvisor is real-time information for students that provides grades, class schedules, advisor information and email contact, request forms for transcripts and enrollment verifications, and financial aid award information.

Written Requirements in Nursing Courses

In all nursing courses, APA (American Psychological Association) format is required for major papers and reference citations. The NDMU/Loyola library website provides tutorials and other supportive materials to enhance student skill development in this area. Graduate students are expected to be familiar with APA format through their undergraduate programs. While some class time is dedicated to an overview of this format in the first course, students are expected to progress independently in their competency of APA throughout the program.

Turnitin

Turnitin is a 'text-matching' software which is designed to assist students regarding appropriate citation and referencing techniques. Turnitin does this by comparing a student submission against an archive of Internet documents, Internet data, a repository of previously submitted

papers, and subscription repository of periodicals, journals, and publications. Turnitin then creates an 'Originality Report' which can be viewed by both faculty and students, which identifies where the text within a student submission has matched another source.

NDMU uses Turnitin both as a tool to educate students regarding appropriate citation and referencing techniques as well as to provide us with confidence in the academic integrity of students work. Turnitin also provides faculty with online grading capabilities and enhances the way in which students receive their grades and feedback on assessment items.

It is important to understand that Turnitin is not a punitive tool. The primary purpose of using Turnitin is to provide students with an interactive means of understanding and applying citation and referencing techniques in their work.

After close review of the originality report, faculty may request that a student resubmit an assignment. A similarity index of > 15% will likely need to be revised and resubmitted and will be subject to a 10% deduction in final grade on the assignment. Should course faculty request this, it must be completed within 72 hours of notification. Failure to do so may result in a grade of "0" on the assignment. A similarity index of greater than 50% is subject to an automatic grade of zero and referral to the Honor Board.

IX. PRACTICUM GUIDELINES

Clinical Agency Requirements

Students must also abide by policies set by clinical agencies regarding documentation of specific competencies and health data. Students are required to provide health information, licensure documentation and, in some cases, proof of required background check before the start of their practicum. Students are encouraged to provide this information in advance of the practicum semester. Failure to comply may delay the start of the practicum including requiring the student to delay the practicum until the next semester.

Confidentiality

The School of Nursing Faculty of Notre Dame of Maryland University believes that information concerning patients is privileged and must remain confidential. Appropriate information regarding patients, students, and organizations' employees, which needs to be shared among classmates or for educational purposes, will only be discussed in a private setting away from patient care areas. Nursing students must abide by state and federal laws and agency regulations to safeguard patient and student information. This means that a student may be held legally responsible for disclosure of information. Faculty believes that confidentiality has ethical dimensions demanding respect for patients as persons and is an important issue in providing patient care.

Faculty will maintain strict confidentiality with regard to both personal and academic information about students. (*See Policy: Confidentiality in Clinical Settings in this Handbook.*)

Professional Conduct in Practicum Settings

Any student participating in a practicum is expected to demonstrate behaviors that lead faculty to believe that the student is physically and mentally competent to work with their preceptor and/or others. Examples of behaviors that might be indicative of potential impairment include: slurred speech, uncoordinated movements, ineffective attention, inability to follow simple commands, and/or an odor of alcohol. In addition, aggressive behaviors such as the raising of voice, arguing, and/or infringing on the personal space of others will not be tolerated. Such actions may be considered a violation of the Notre Dame Honor Code. Nursing faculty and preceptors will exercise their right and responsibility to require a student to leave the practicum setting immediately, if the student's behavior is deemed unsafe or disturbing.

A decision to re-enter the practicum setting will be based upon the student's overall performance and the criteria for satisfactory clinical performance. Recommendations from the student's health care provider may be requested and considered in the final decision. See Classroom and Clinical Policies, Honor Code, and both the University's and School's Substance Abuse Policy for additional information.

Dress Code for Practicum

Students are expected to maintain a professional appearance when attending practicum experiences. Professional attire is required. Students are to adhere to the dress code followed by the agency.

The SON considers the following clothes options as non-professional attire and unacceptable when representing the SON and/or the nursing profession in public forums, such as Blessing of the Hands, MSN Symposium:

- miniskirts, jeans, shorts, pajama bottoms, sweatpants, jeggings;
- slacks, skirts or pants that expose skin below the waist;
- sweatshirts, tee shirts, tank tops, tube tops, halter tops, spaghetti string or off the shoulder tops; and
- clothes that are torn, shear, low cut, revealing or tops that do not cover to the waist.

No tongue studs or lip studs are allowed. A Notre Dame student ID must be displayed at all times. Lanyards can be purchased through the NDMU Triangle Bookstore.

Non-Academic Requirements for Practicum Courses

All students *must* comply with the following requirements prior to the start of the program. Students are responsible for any and all fees/payments associated with these requirements.

Background Check

Some clinical and education organizations may require a background check. Students need to meet the agency requirements related to background checks. If the agency approves, background checks may be arranged by the student through Castle Branch. The Administrative Assistant, Deans Office/Clinical Placement Coordinator will send students an email with the applicable information. For more information go to www.castlebranch.com

Confidentially Form

All students must sign a Confidentially Agreement prior to beginning their clinical experience.

Current CPR Certification

Certification must be by the American Heart Association or an approved CPR provider. The course must be *Basic Life Support (BLS) for Healthcare Provider* its equivalent. This course includes the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device, and oxygen); use of an automated external defibrillator (AED); and relief of foreign body airway obstruction (FBAO). Students must submit a copy of both the front and back of the card verifying this certification; all signatures, including the student's, must be present.

Drug Screening

Some clinical agencies may require a drug screening test be completed prior to clinical. If this requirement is mandated by the clinical agency, students will be notified prior to the start of the experience.

Immunity to Hepatitis B

May either submit evidence of vaccine series with follow-up positive titer, or sign a School of Nursing declination form.

Immunity to Measles, Mumps, Rubella (MMR)

If born after 1957, students must submit proof of both initial MMR vaccine *and* second measles vaccine following second birthday. If born prior to 1957, must provide titer results which show immunity to the three diseases. Any student may provide titer results. If titers do not demonstrate immunity, vaccine is required.

Immunity to Varicella

Students may provide positive titer results or documentation of the dates Varicella vaccine was received. If titer does not demonstrate immunity, vaccine is required.

Influenza Vaccine

Students in practicum experiences during the months of October-March must have verification of receiving the flu vaccine. Students entering practicum in the fall must have verification of vaccine by October 30 that includes name, date of vaccination, and location administered (actual vaccination slip must be submitted). Students will not be allowed to enter the practicum site without adhering to the requirements of the institution. This may mean wearing a mask while on the premises or not continuing with the experience.

Indemnity Agreement

All students must sign a *Nursing Clinical Rotation Release, Waiver and Indemnity Agreement* prior to beginning their clinical experience.

Maryland RN License

Initial licensure information is verified by Enrollment Management staff. Prior to the start of the practicum course, licensure is verified by School of Nursing staff using the Maryland Board of Nursing

on-line license verification process. If the RN license is due for renewal during practicum courses, the license will be verified again.

TB Status Report

Students must provide documentation of one of the following:

1. Two-step TB skin test (1-3 weeks apart within the past year)
Or
2. If a positive result for TB has been obtained in the past, then provide a clear chest x-ray taken within the past five years (Report or Employee Health Department documentation is required; and
3. Symptom check sheet within the past year

Tetanus Vaccine

Students must provide documentation that vaccine was received within the last 10 years.

Universal Precautions

All students must sign a form indicating they have received instruction and will use Universal Precautions.

Other

Some clinical agencies may require documentation of additional health-related requirements. Health-related requirements could include, but are not limited to: flu vaccines and mandatory events training (provide written evidence from hospital). Students will be notified of these requirements as soon as possible and will be expected to pay any expenses associated with these requirements.

All documentation of compliance with these requirements must be uploaded to Castle Branch (formerly known as Certified Background) and approved before the start of the practicum. Sign on information and details of required documentation will be sent out the semester before practicum requirements are due.

Students who do not present updated documentation in a timely manner will be unable to attend their practicum until the proper documentation is received by the School of Nursing. Practicum grades will be adversely affected by noncompliance with the policy.

Documentation for the items that are marked with a double asterisks (**) must be updated when/if the time limit expires while still in the Nursing Program.

Date Effective: April 30, 2007 **Date Revised:** August 31, 2009, July 25, 2013

X. BEHAVIOR STANDARDS

Professionalism

Professionalism is defined as the active demonstration of the attributes of a professional. These attributes include: knowledge and skills of the profession, commitment to self-improvement of skills and knowledge, service orientation, pride in the profession, covenantal relationship with patient, creativity and innovation, conscience and trustworthiness, accountability for one's work, ethical sound decision making and leadership.

Professional socialization is the process by which an individual develops the attitudes, values and beliefs of a professional. The goal of professional socialization is to develop professionalism as described below and this process must begin at the beginning of an individual's professional education. Therefore, as consistent with expectations of the practice environment, professional behavior and attitudes are expected for all students enrolled in the School.

Communication and interpersonal interactions encompass the student:

- Using appropriate verbal and non-verbal communication;
- Communicating assertively – actively and appropriately engages in dialogue or discussion;
- Demonstrating an attitude of open-mindedness towards others and situations; does not “stereotype” others or prejudge situations;
- Demonstrating regard for self, standardized patients, peers, faculty, staff and University property;
- Appreciating others' positions; attempts to identify with others' perspectives; demonstrates consideration towards others;
- Using diplomacy by showing fairness and tactfulness in all dealings with patients, peers, faculty and staff;
- Acts and communicates in a self-assured manner, yet with modesty and humility;
- Acts cooperatively in a non-argumentative manner; and
- Expresses truthfulness in all interactions by being straightforward.

Work Ethic

- Is punctual, reliable, dependable, accountable for one's actions
- Behaves in an ethical manner
- Produces quality work
- Accepts constructive criticism and modifies behavior if necessary
- Is self-directed in undertaking tasks, self-motivated
- Handles stress – remains calm, levelheaded and composed in critical, stressful or difficult situations
- Is an active learner – seeks knowledge; asks questions, searches for information, takes responsibility for own learning
- Follows through with responsibilities – if task is left incomplete or problem is not resolved, student seeks aid

Adapted with permission from the School of Pharmacy, NDM

Honor Code

Introduction

The Honor Code of Notre Dame of Maryland University has been a tradition since 1936. It is founded on a pledge each student takes to act with integrity in academic and personal life. Based on the personal integrity of the individual and an active concern for others, the Honor Code is motivated by personal values, religious conviction, good taste, and the common good. Its purpose is to establish a University community founded on personal honor and mutual trust. This combination of personal commitment and community responsibility helps to strengthen each student as an individual and helps to develop mature powers of judgment and reason, and intellectual and social honesty. The Honor Code signifies the ideal of academic and personal integrity that each student is expected to model. Living the Honor Code strengthens the entire community and cultivates an atmosphere of unity founded on trust.

Belonging to the Notre Dame community is both a privilege and a responsibility. It is a privilege to those who qualify and carry the responsibility to abide by the Honor Code. Adhering to the Honor Code is a responsibility shared by the entire campus community. Its effectiveness depends upon individual acceptance of responsibility and the reciprocal cooperation of students, faculty, staff and administration. Ultimately, each member of the community is expected to assume responsibility for her/his own conduct and to assume reasonable responsibility for the conduct of others. This results in mutual respect and a commitment of each member of the community toward civility. Within the spirit of the Honor Code, this may mean kind and courteous admonition when one observes another's inappropriate conduct. At other times, it means cooperation when authorities are investigating allegations of violations of academic or behavioral standards or encouraging the violators to report themselves.

Notre Dame of Maryland University School of Nursing students are expected to achieve and display high standards of character. Honesty and ethical behavior are hallmarks of the nursing profession and are essential qualities for any person who aspires to be a professional nurse. The nursing profession requires Registered Nurses and nursing students to be of impeccable character living professional and private lives that exemplify high standards of ethical conduct

Honor Pledge

With a keen sense of responsibility, I accept this symbol of my entrance into the world of scholarship. And I give this pledge of my purpose to wear it worthily. I shall try to follow all truth, I shall try to see all beauty, I shall try to be all goodness, and thus to come to that Eternal Wisdom which is the Word of God.

Honor Commitment

I agree to adhere to academic and social integrity in furthering my education, as well as the welfare of University of Notre Dame, my classmates, and myself. In fulfilling my obligations under the Honor Code, I agree to abide by all academic and social policies and standards at Notre Dame of Maryland University and School of Nursing. *Refer to Notre Dame University Honor Code policy for full information.*

Substance Abuse Policy

The SON adheres to the University's Substance Abuse Policy contained in the *NDMU Student Handbook*. Please see notation at the beginning of the *Honor Code* section.

The SON also functions under the parameters of the Maryland Nurse Practice Act, Annotated Code of Maryland Health Occupations Article, Title 8, and Code of Maryland Regulations, Title 10, Subtitle 27.

In accordance with the Maryland Nurse Practice Act (§8-316, [7]), a nurse is prohibited from providing “professional services while (i) under the influence of alcohol; or (ii) Using any narcotic or controlled dangerous substance, as defined in §5-101 of the Criminal Law Article, or other drug that is in excess of therapeutic amounts or without valid medical indication.”

Students in the Notre Dame of Maryland University's Nursing Program are considered to be providing professional services during all clinical labs and while participating in all aspects of designated clinical experiences.

For health and safety concerns, students, faculty, and staff must conduct health care and educational activities fully in control of their manual dexterity and skills, mental facilities, and judgment. The presence or use of drugs or alcohol, lawful or otherwise, which interferes with the judgment or motor coordination of nursing students, faculty, and staff in a health care setting, poses an unacceptable risk for patients, colleagues, the University, and affiliating clinical agencies.

The SON recognizes its responsibility to provide a safe, efficient academic environment for students, faculty, and staff and to cooperate with clinical agencies in providing for the safe and effective care of their patients during nursing students' clinical experiences in their facilities.

Therefore, the following policy has been adopted to:

1. Prevent substance abuse and/or activities or behaviors a) that are prohibited by the University's Drug-Free Workplace Policy, state or federal laws or b) which may subject the involved student, other individuals, and the University to legal penalties or consequences, or c) which may cause a deterioration of the atmosphere and circumstances under which the care of patients and the nursing educational programs are conducted;
2. Cooperate with affiliating clinical agencies by requiring nursing students, faculty, and staff reporting to such agencies to consent voluntarily a) to allow those agencies to drug test the student in accordance with their policies, and b) to disclose any drug testing results to appropriate SON officials; and
3. Require all students enrolled in clinical and practicum courses in the SON to submit to mandatory drug testing based upon reasonable suspicion of substance abuse. Reasonable suspicion testing means that evidence exists which forms a reasonable basis for concluding that it is more likely than not that a student, faculty, or staff has engaged in substance abuse. Facts which could give rise to reasonable suspicion include, but are not limited to: the odor of alcohol or drugs, impaired behavior such as slurred speech, decreased motor coordination,

difficulty in maintaining balance, marked changes in personality or job performance, and unexplained accidents. Such evidence may come from a professional or expert opinion, layperson opinion, scientific tests, or other sources or methods.

Procedure for Reasonable Suspicion Drug Testing

1. Any student who demonstrates behavioral changes reasonably suspected to be related to substance abuse as defined herein will be subjected to testing. A decision to drug test based on reasonable suspicion of substance abuse may be made by a faculty/staff member and/or the clinical agency. The nursing student request to drug test will be documented and may be based on a variety of factors, including but not limited to:
 - a. observable phenomena such as direct observation of drug use and or physical symptoms or manifestations of being under the influence of a drug;
 - b. erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, or deterioration of work or academic performance;
 - c. information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional; and
 - d. substance abuse-related conviction by a court, or being found guilty of a substance abuse-related offense in another administrative or quasi-legal proceeding.
2. Drug testing for reasonable suspicion will be arranged by the SON, unless done in cooperation with the affiliating clinical agency. The cost of this drug testing will be assumed by the student.
3. Drug testing will be conducted by a certified collector in accordance with established methods and procedures. Confidentiality of the student as well as the validity of the sample will be protected by the testing facility. The procedure for collection as determined by the collection site, will involve a witness to the voiding of the urine sample, securable urine containers, and chain of custody procedures. This procedure ensures that the samples identified to a student, faculty, or staff actually contain materials from that individual, that the samples are protected from tampering, and that the analysis of them is done in accordance with federal guidelines.
4. The test shall screen for the use of drugs whose use is either illegal, or which are prone to abuse (including alcohol), as determined at the discretion of the Medical Review Officer of the testing facility, clinical facility, SON, or for the use of any drugs which are reasonably suspected of being abused or used by the student.
5. Non-negative test results will be confirmed by additional testing. If the test is positive, the entirety of the relevant available evidence, including health history, will be used to determine the presence or absence of substance abuse. Positive test results shall be documented in the student's record in the SON.
6. The Dean of the SON will notify a student who has a positive drug test. If the results of a student tests confirm the presence of a prescribed drug (verified negative) the person may be required to obtain a written statement from the prescribing physician or a Substance Abuse Professional (at the discretion of the Dean) stating that the drug level is within prescribed limits and that the level does

not indicate abuse. The prescribing physician or a Substance Abuse Professional must indicate that the drug will not interfere with safe practice in the clinical area.

7. If the initial screening test is negative, that fact will be noted in the student's record. Unless there is compelling evidence to do otherwise, the preliminary investigation will cease and the student will be released from further action.
8. Failure to submit to drug testing for reasonable suspicion shall result in dismissal from the program or termination from the SON.
9. A positive substance abuse test shall result in dismissal from the program or termination from the SON.

Confidentiality of Drug Testing Results

All drug testing results will be treated by SON as information that is received in confidence and shall not be disclosed to third parties unless disclosure is required by law, the information is needed by appropriate school officials to perform their job functions, disclosure is needed to override public health and safety concerns, or the student, faculty, or staff has consented in writing to the release of the information. The SON and the University shall have the right to use and disclose the results of drug testing required by this policy in connection with internal academic purposes and in connection with the defense of any student grievance and any claims filed by a student or by his/her personal representative, in any court of law or with any state or federal administrative agency.

Consequences of Suspected Substance Abuse

Students who are suspected of substance abuse or appears impaired* while providing professional services as a nursing student will be subjected to actions that include, but are not limited to:

- Immediate dismissal from the lab/clinical setting;
- Reporting the incident to the Dean of the SON;
- Informing Student Life;
- Initiating drug testing if reasonable suspicion is present; and
- Development and implementation of a course of action in compliance with the NDMU Substance Abuse Policy.

The student will not be permitted to return to the lab/clinical setting and the corresponding classes until a thorough assessment has been completed and an intervention plan has been developed and implemented.

*Impaired means that a person's mental or physical capabilities are reduced below their normal levels (with or without any reasonable accommodation for a disability). An impaired student manifests deterioration in the level of function as compared to that previously observed, or the student does not function at a level normally expected under the prevailing circumstances. Impairment may exist in one or more multiple domains, including psychomotor activity and skills, conceptual or factual recall, integrative or synthetic thought processes, judgment, attentiveness, demeanor and attitudes as manifested in speech or actions. Impairment will include addiction to and/or physical dependence upon chemical substances.

Appeal Process

A student may appeal the SON's decision to dismiss or not re-admit a student through the established Formal Complaint procedure.

Substance Abuse policy adapted with permission:
Christie Shelton, PhD, RN, CNE, NEA-BC
Dean, School of Health Professions & Wellness
Jacksonville State University

XI. REGISTRATION, BILLING, AND PAYMENT INFORMATION

Registration

MSN students must plan their courses and register by consulting with their official plan of study and cohort schedules prior to the beginning of each semester. Currently enrolled cohort students have a registration period toward the close of each semester for the following term. MSN students should adhere to the University's published registration schedules for each semester. It is the responsibility of each MSN student to register for courses directly through the Registrar's Office prior to the start of the semester. Failure to do so may result in substantial late registration fees or having registration denied for that course. No student should sit in a course for which they are not officially registered.

Confirmations of registration are mailed from the Registrar's Office before the start of each semester. A complete bill is sent to each student on the 15th of every month. Payment of fees and tuition or the first FACTS Payment Plan payment is due approximately four weeks before classes begin each term.

Change of Registration (Dropping/Adding/Withdrawing)

Students requesting a change in registration must immediately complete the necessary paperwork to officially have the change recorded by the Registrar's Office. Changes in MSN registration (dropping or adding a course) **MUST** be made prior to the first class meeting. MSN students may withdraw from a course prior to the fourth class meeting. **Note: (The withdraw date is based on the date the form is received in Registrar's Office.)** Students who stop attending class, and do not officially withdraw, will be assigned a grade of F and are financially responsible for the full tuition charged for the course. Students should consult the tuition refund policy in this handbook to identify semester deadlines for tuition refund eligibility due to a change in registration. Graduate students receiving Federal Financial Aid must maintain six credits per semester to remain eligible for funding. The student must consult with the Financial Aid Office prior to dropping a course to determine if the student will maintain financial aid eligibility after dropping or withdrawing from a course. If you have any questions regarding your final grade report, registration, drop/add, or withdrawal forms please contact Jill Eigenbrode at 410-532-5152 or jeigenbrode@ndm.edu.

Tuition Refund Schedule

Drop course- before the first class meeting.	100%
Course withdrawal- before the second class meeting.....	90%
Course withdrawal- second class meeting and after.....	0

Billing Information

Tuition is due one month before the start of the term. Statements are mailed to the billing address indicated in WebAdvisor. Failure to pay by the date indicated will result in a monthly late payment fee. Follow-up billings reflecting additional charges or adjustments are emailed to WebAdvisor for students' review.

If students have a balance of greater than \$1500, the Business Office will place a 'hold' on the account. A business hold prevents students from registering for a course(s) for the upcoming semester. Business holds will be placed on a student's account on the Tuition Due Date if the amount exceeds \$1500.

Financial obligations incurred or billed during a semester must be settled before a student may register or receive final grades. Transcripts and diplomas cannot be released until all financial obligations have been met. Students should confer with the Business Office regarding additional payment options.

The University reserves the right to require cash or cashier's check at its discretion. If you have any questions regarding your tuition bill, the Official Payment Plan, the Employer Tuition Reimbursement plan, or need a receipt please contact the Business office:

1. Mary Alice Adams at 410-532-5745, madams@ndm.edu; or
2. Charmaine Hood at 410-532-5365, chood@ndm.edu; or
3. Megan Rivera at 410-532-5363, mrivera@ndm.edu

Payment and Tuition Remission Plans

Official Payment Plans

The Official Payment Plan enables students to register and make monthly payments during the year against their outstanding balance. Payments can be made using a credit card or with a direct debit from checking or savings. Please note that students will be charged a 2.5% processing fee if paying by credit card. Online applications and information about the plan are available on the University's website: www.ndm.edu/PAYMENTPLAN

Employer Tuition Remission Payment Plan

The Employer Tuition Remission Payment Plan enables students to register and partially defer tuition. At the time of registration all fees and 15% of the total tuition is due. The balance of your tuition is payable 60 days after the last class of each semester. See the form for full details and requirements. A "Employer Tuition Remission Repayment Plan" form must be completed and attached to the registration form each semester that the plan is used. The form is available at the University's website: www.ndm.edu. Click "academics" then "Records and Registration." The form can be found under "forms." This form is also available in your cohort's Joule site under "Information/ Forms."

Employer Bill Authorization

Either an employer authorization form or a letter signed by the appropriate official on company letterhead must accompany the registration. Employers must provide detailed information related to their tuition assistance; e.g., total dollars supported, total credits supported, specific courses, etc. Tuition assistance plans that are contingent upon grades will not be administered by the University. Submittal of an employer authorization form is required.

Federal Financial Aid

Eligibility Requirements

1. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Notre Dame's federal school code is 002065. Students complete a FAFSA for each academic year, which runs from the beginning of the fall semester through the end of the summer semester.
2. Be accepted as a degree seeking student in Graduate Studies.
3. Be enrolled for at least six credits each fall and spring semester to receive Federal loans.

Types of Federal Financial Aid

1. Federal Pell Grant – Need based grant from the Federal Government. It is prorated based on the number of credits for which the student is enrolled and her/his need level determined by the FAFSA. Only extremely high need students receive this grant.
2. Subsidized Federal Stafford Loan – This is a need-based, low-interest loan guaranteed by the federal government with deferred repayment (up to 10 years after graduation) and subsidized interest payments by the government, while the student is enrolled in six credits in college.
3. Unsubsidized Federal Stafford Loan – This is a non-need-based loan with the same terms as the Subsidized Federal Stafford Loan, except the federal government does not pay the student's interest.
4. The Federal Stafford Loan may be used to purchase textbooks, to purchase a computer and/or software, daycare, transportation, and living expenses. The NDMU Financial Aid office awards enough aid to cover tuition and books automatically. If a student desires funds for other expenses, the students should contact the NDMU Financial Aid office at 410-532-5369.

Payment

Checks for all expenses are made payable to Notre Dame of Maryland University. There is a penalty for returned checks and for overdue payments. If the tuition payment is not made by the due date, the student's registration could be cancelled. The University reserves the right to drop from classes, without prior notice, any student who does not pay billed tuition by the due date period.

Non-payment is not a valid means of withdrawing from classes. If the University exercises its right to drop a student for nonpayment, the student may re-register, with full payment, for a class on a first-come, first-served basis until the first day of class. Space in class will not be reserved. Only those courses still open will be available to students who are re-registering. A new registration form and full tuition are required for re-registration.

Tuition Adjustment Policy

Tuition adjustments are based upon the tuition due for all courses in any given semester. They are made on a percentage basis dependent on the date that the written withdrawal request is received in the Registrar's Office. The tuition adjustment schedule, with the appropriate dates and percentages, is published in this handbook.

Telephone messages or emails with faculty members and cohort advisors and/or non-attendance at class are not valid methods of withdrawing from classes and do not obligate the University to refund all or part of the tuition. The fact that a student has not attended a class has no impact on tuition adjustment. Requests for a tuition refund must be made in writing to the Business Office or indicated on the withdrawal form. Forms are available in Registrar's Office or on the web. Registration, admission application fee, and late fees are non-refundable. A student who is receiving financial aid will be subject to the refund policy established by federal guidelines.

Return of Title IV Funds for Federal Financial Aid Recipients

Refer to University catalog for information.

Veterans Assistance

Refer to University catalog for information.

XII. SERVICES AND FACILITIES

Bookstore

The Triangle Bookstore, located in the lower level of Gibbons Hall, sells textbooks, school supplies, snacks and a variety of personal items for students. Purchases in the bookstore may be charged to MasterCard, Visa or Discover. Textbooks may be purchased at the bookstore or ordered on-line. Contact the Bookstore at 410-532-5395 for hours of operation, etc. For questions pertaining to books for specific MSN courses please call 410-532-5838. To determine the required books and their cost for a MSN course visit <http://www.ndm.edu/student-services/bookstore/> and follow the directions for ordering books.

Campus Computer Technologies

The networked computer labs feature a total of 70 workstations in the IBM and Mac labs. All PC and Mac workstations support current computer applications including word processing, databases, graphics, multimedia and many specialty applications. Both networks include laser printers, scanners, CD-ROM and ZIP drives. Using the latest web tools, students may browse the Internet and also access the Loyola/Notre Dame electronic library system, as well as send email to and receive email from other users around the world.

From various locations on campus, students have the ability to access the Internet and their personal email accounts. These locations include the campus computer labs located in Technology Hub in UAB, Rice Hall, Doyle and Meletia Lounges, and appropriately configured classrooms.

Campus Ministry

The primary mission of the Office of Campus Ministry at Notre Dame of Maryland University is to strengthen the faith tradition upon which the University is built and to foster the spiritual development of the entire campus community. Campus Ministry provides such opportunities as Eucharistic liturgies, ecumenical and sacramental prayer services, discussion and prayer groups, retreats, counseling and spiritual direction. Community Service is also a vital part of Campus Ministry, providing students with opportunities to volunteer in Baltimore and throughout the mid-Atlantic region. Several student organizations are integral to the office of Campus Ministry: the student Campus Ministry Team, the Community Service Organization, Peer Ministry, and the Liturgical Music Group. Catholic in its truest sense, Campus Ministry welcomes people of all faiths.

Academic Assistance and Success

Career Success Services

These services include individual and small group career advising sessions; career advising for undeclared majors; administration and interpretation of career interest inventories. The Career Center also provides career advising and support for students and alumnae seeking internships/experiential

learning sites through resume preparation/review; mock interviews; coaching regarding professional appearance and attire. These internships provide opportunities for students to apply theories learned in class in practical settings. Students also develop strategies to support informed career decision making and major selection through information interviews with professionals in areas of career interest, career site visits, internships and participation in the Career Center's various Job Fairs, Employer Meet & Greet Sessions and Workshops.

Counseling Center

The Counseling Center offers confidential services to all full-time students at no cost, and to part-time students for a modest fee. Primary services provided are individual counseling (both brief and long-term) and group counseling (with topics varying depending on client needs). Consultations, referrals, and programs/workshops are offered as well. The Counseling Center is committed to promoting the psychological and emotional wellness of students and, as such, is well utilized throughout the academic year.

Food Service

The campus dining hall is located in Doyle Hall and is open to all students, faculty, staff and guests. Part-time students may purchase individual meals at a flat rate. Faculty, staff and non-resident students may also purchase the declining balance plan for use in the dining hall. Meal plans can be found on the website at <http://www.sagedining.com/sites/notredame/?page=home>.

A mini-Starbucks (Gator Grind) is located on the bottom level of Doyle Hall.

Help Desk

The Information Technology Help Desk is available to answer campus technology questions regarding campus software, email, Joule, etc. from students, faculty or staff. Other services provided by the Help Desk include production and distribution of the official Notre Dame ID card, distribution of email account information, and assistance with phone mail. For information and hours, call 410-532-5200 or send email to HelpDesk@ndm.edu.

ID/One Card

Each student is entitled to receive a free NDMU picture ID card / One Card. The ID / One-Card is non-transferable and is the property of Notre Dame of Maryland University. ID cards of students who do not register for classes during a specific semester will be disabled for that semester. The ID card will be reactivated once the student registers for classes. The student is responsible for immediately reporting a lost or stolen card to the NDMU Information Technology Help Desk at (410)532-5200 or HELPDESK@ndm.edu and paying a \$15.00 fee for a replacement card.

The ID card / One card provides Notre Dame students door access to some classroom buildings after hours and the resources of the Loyola/Notre Dame Library as well as 200 free print pages per semester

in the Rice Hall Computer Labs. The ID card /One card may also be set up to be used as a debit card in the Doyle Hall Dining Room (see *Food Service*).

Students using federal financial aid can also use their ID card /One card as a debit card to pay for NDMU Bookstore purchases if sufficient funds are available. Students should visit Rice Hall room 105 to have the picture ID made as soon as possible. IDs are available approximately one week after a new student has registered for their first semester of courses at Notre Dame. The IT Helpdesk is open during the day, evenings and Saturday; please call for specific hours of operation.

Loyola/Notre Dame Library

The Loyola Notre Dame Library (LNDL) is a partner in the missions of Notre Dame of Maryland University and Loyola University Maryland. Through the library's website (<http://www.lndl.org>), faculty, students and staff may use over 100 databases, 269,291 online and print periodical titles, and 23,804 media, including DVDs, videos, and CDs. These resources include periodical/newspaper article databases, such as the Cumulative Index to Nursing and Allied Health Literature, Ovid Nursing Journals, ProQuest Nursing Journals, PsycArticles, Health Source: Nursing/Academic, and ScienceDirect, and informational databases such as the Cochrane Database of Systematic Reviews, Gale Virtual Reference Library, and multiple drug resources supporting Notre Dame's Pharm.D program.

In addition to over 750,000 physical items at the library, resources are available to LNDL patrons through two consortiums. LNDL joined the University System of Maryland and Affiliated Institutions consortium. The consortium provides access to 9 million items at 17 member libraries. LNDL patrons may use e-resources at most of the institutions and may request print materials via the online catalog. LNDL is also a member of the Eastern Academic Libraries Trust, a print retention archive that guarantees access to six million volumes via interlibrary loan.

Students, faculty and staff may request assistance via email, instant messaging, and telephone or in person. Online chat reference is available 24 hours a day, seven days a week, through the "Ask a Librarian" service. The LNDL is open seven days, 107 hours a week during the semester, and seven days a week during the summer. For assistance for off campus access: <https://www.lndl.org/help/off-campus-access>

LNDL Login

Notre Dame students log in to LNDL resources using their Network\Campus credentials using their email address and Network\Campus password (the same log in used for PCs in campus Labs and WebAdvisor). <http://guides.lndlibrary.org/ezproxy>

If unable to login with Network\Campus credentials, please contact the Notre Dame IT Help Desk at 410-532-5200 to have password reset.

Parking

Students must register their vehicle with the security office located in the front hallway of Gibbons. Students may park in any area designated for student parking, except those posted as reserved. No parking is allowed in areas designated with white painted curbs or painted in non-traditional parking lanes. Illegally parked or unregistered cars may be ticketed or towed at the owner's risk and expense. A student's grades may be withheld until outstanding parking tickets are paid.

Disability Support Services

Learning support services and accommodations are available to students covered under the Americans with Disabilities Act. If a student requires accommodations in a course, she must immediately contact the Director of Accessibility and Health Promotion at 410-532-5401. The Director will schedule a time to meet and review the disability documentation and discuss the services offered and identify any accommodations required for specific courses. It is extremely important that a student begins this process at the beginning of the semester.