

**GRADUATE EDUCATION AND
ADVANCED PRACTICE PROGRAMS**

STUDENT HANDBOOK

Revised July 2009

I. GRADUATE EDUCATION AND ADVANCED PRACTICE PROGRAMS CONTACTS

Evelyn L. Cesarotti, PhD, FNP, GNP, Director

Telephone: 602-496-0735

E-mail: Evelyn.Cesarotti@asu.edu

Office: NHI2 201K

Susan Draughn, Coordinator

Telephone: 602- 496-0907 Fax: 602-496-0545E-mail: Susan.Cox.1@asu.edu

Office: NHI2 201G

Hannah Lee, Office Specialist

Telephone: 602- 496-0859 Fax: 602-496-0545

E-mail: Hannah.Lee@asu.edu

Office: NHI2 210EC

Tricia Webb Moreno, Administrative Assistant

Telephone: 602- 496-0854 Fax: 602-496-0545

E-mail: Tricia.S.Webb@asu.edu

Office: NHI2 210FC

Pamela Kulikowski, Graduate Admissions Advisor

Telephone: 602- 496-0857 Fax 602-496-0545

E-mail: Pamela.Kulikowski@asu.edu

Office: NHI2 201F

Eula Bradley, Graduate Admissions Advisor

Telephone: 602- 496-0703 Fax 602-496-0545

E-mail: Eula.Bradley@asu.edu

Office: NHI2 201E

Patricia Bently, Clinical Placement Coordinator

Telephone: (602) 496-0543

Fax: (602) 496-0545

E-mail: Patricia.Bently@asu.edu

Office: NHI1 4th floor Office 50

David Hrabe, Associate Dean for Academic Affairs

Telephone: (602) 496-0874

E-mail: david.hrabe@asu.edu

To make an appointment with the Associate Dean for Academic Affairs, contact:

Maria Pedregon, Administrative Associate

Telephone: (602) 496-0874

E-mail: Maria.Pedregon@asu.edu

Office: NHI1 480

The staff is here to assist you. Please see below for whom to call.

If you need assistance with student issues, immersion schedules, course information, instructor information, program questions, petitions or grievances and general information, call Susan Draughn @ 602-496-0907.

If you need assistance with registration, credit overrides, course overrides, Graduate College forms and verifications to the AZ Board of Nursing, call Hannah Lee @ 602-496-0859.

If you need assistance with fingerprinting, immunizations, drug testing, convocation and poster session, verifications for future positions, call Tricia Webb Moreno @ 602-496-0854.

If you have questions regarding admissions, changing programs, switching to/from part-time and full-time, referrals to the program, call Pam Kulikowski @ 602-496-0857 or Eula Bradley @ 602-496-0703.

If you have questions regarding clinical placement, clinical contracts or preceptor referrals, call Patricia Bently @ 602-496-0543.

Feel free to contact Dr. Cesarotti @ 602-496-0735 at any time to have any concerns answered regarding programs. Contact individual faculty for questions about course assignments and requirements.

II. COLLEGE OF NURSING AND HEALTH INNOVATION OVERVIEW

Mission

The College of Nursing and Health Innovation (CONHI) is an inclusive world class enterprise of discovery that prepares innovative, evidence-based healthcare providers, educators, leaders, and researchers to optimize health in a culturally diverse global community.

Our goals are to:

- Foster innovation and transdisciplinary collaboration through all educational, research, entrepreneurial and clinical practice, community and worksite programs and initiatives
- Provide state, national and global leadership in education, evidence-based practice, research, health and wellness policy, innovation and entrepreneurship for healthcare, community, worksite and academic institutions
- Provide outstanding learner centered, evidence based and innovative academic and continuing education programs that achieve national recognition
- Ensure that all students are provided with a rigorous and comprehensive core of knowledge and professional skills that provide future success
- Establish and sustain the CONHI's Centers of Excellence as national and global leaders in advancing science and promoting the highest quality of culturally responsive evidence-based healthcare and health promotion services
- Sustain a healthy work environment that embraces an interprofessional culture of dreaming, discovering and delivering in which each person's contributions are evident

Vision

A world renowned college known for its excellence, innovation and visionary leadership in transdisciplinary research and evidence-based:

- interprofessional health education and clinical practice
- Baccalaureate, Masters and Doctoral education
- culturally responsive clinical, community, and worksite practice, and
- healthcare and health promotion policy

Philosophy

The faculty of the College of Nursing and Health Innovation embraces the philosophy and purpose of Arizona State University. Through a student-centered environment, we seek to foster excellence in scholarship, research, service and practice. Thus, the faculty of the College of Nursing and Health Innovation are dedicated to providing students with the opportunity to acquire the requisite knowledge, skills, attitudes and values necessary for nursing practice.

As a discipline, nursing is concerned with the health and well being of all people. Health promotion, disease prevention, health maintenance, and illness care are the cornerstones. In light of this, faculty recognize the need to educate students to be aware of a variety of influences including cultural differences, environmental interactions, population demographics, complex physical, psychosocial, and spiritual health care needs, and the varying patterns of health care delivery. To facilitate this, faculty are committed to creating linkages with community leaders and recipients of health care, to providing community-based experiences for students, and providing a level of advanced practice that serves as a model for high quality and cost effective health care.

Organizing Framework

The faculty recognizes the four central concepts that comprise the metaparadigm of nursing as the foundation for our work. These concepts of Client, Environment, Health and Nursing, in concert with the American Association of Colleges of Nursing's Essentials for Baccalaureate and Masters Education (AACN, 1998; AACN, 1996), provide the theoretical underpinnings for the academic programs of the College of Nursing and Health Innovation.

Client

The client is considered to be an individual, family, population group, or community with identifiable health and illness behaviors. The client is conceptualized from a holistic and developmental perspective. Clients are engaged in continuous, dynamic interaction with their environments as both increases in complexity and diversity. Clients have a right to determine and to participate actively in the pursuit of their own health goals. Clients should have the opportunity to achieve and maintain the highest possible level of health.

Environment

The environment includes the internal and external context of individuals, families, population groups, and communities. The internal environment may include physiological and psychological variables as well as the client's unique interpretation of interpersonal, spiritual, social, and cultural factors. The external environment consists of all the physical, biological, sociopsychological, and cultural factors that may impinge upon clients and their health. In addition, the external environment can include the collective socioeconomic, political, cultural, and technological values and conditions that influence clients, their health behaviors and goals.

Health

Health is a dynamic process that reflects the interaction between clients and their internal and external environments. Optimal wellness is the highest state of health and is the ideal toward which the client moves at varying rates and in various ways. Such wellness results from successful, positive interaction between client and environment. Illness is a state of health in which negative or unsuccessful interaction between the client and environment has occurred. Wellness potential exists in illness, however, and it is the goal of nursing to promote and restore wellness.

Nursing

Nursing is a humanistic discipline that is both art and science. The purpose of nursing is to promote wellness and to care for those who are ill. The discipline of nursing encompasses science, humanities, ethics, values, and the heritage of nursing, and is defined by the relationships and interactions among the concepts of client, environment and health. The aim of professional nursing practice is to enhance the quality of life for clients. Nursing practice is based on an understanding of the interactions of client and environment in relation to health. Improving and expanding the theoretical base of nursing practice is achieved through research and creative activity.

The unifying concept is interaction. Linked together in interaction, client, environment, health and nursing are viewed as synergistically acting and reacting together in a dynamic, mutually influencing relationship.

Professional Nursing Education

Faculty believe that the educational content of professional nursing incorporates the theory, practice and research components of the discipline in the promotion, maintenance and restoration of wellness and the care of the sick and dying. Professional nurses critically analyze and use knowledge from nursing, the sciences and the humanities as the basis for establishing and meeting goals of the profession and for determining standards for education and practice. Nurses are responsible and accountable for the quality of practice. Professional nurses implement therapeutic nursing interventions through activities related to the assessment, planning, implementation and evaluation of health care services and policies. In the process of practicing professional nursing, effective communication is viewed as the key to the development of collaborative and cooperative relationships with others concerned with health, health care issues, and quality of life.

Academic Accreditation

The College of Nursing and Health Innovation was granted 10-year accreditation through June, 2014 by the Commission on Collegiate Nursing Education (CCNE) for its baccalaureate and master's degree programs and is approved by the Arizona State Board of Nursing. In addition, the PNP program is accredited by Pediatric National Certification Board. The NNP and WHNP programs are accredited by the National Credentialing Corporation.

The continuing education programs are accredited by the Western Regional Accrediting Committee of the American Nurses' Association as a provider of Continuing Education for Nursing.

The college is a member of the Council of Member Agencies for the Baccalaureate and Higher Degree Programs of the National League for Nursing, the Western Institute of Nursing, and the American Association of Colleges of Nursing.

III. GRADUATE EDUCATION AND ADVANCED PRACTICE PROGRAM OFFICE OVERVIEW

Preamble

Preparing students for practice as responsible and accountable healthcare professionals is a primary goal of the College of Nursing and Health Innovation at Arizona State University. Toward this end, for our nursing students, the faculty and students of the college endorse the values identified in the Code of Ethics for Nurses with Interpretive Statements (American Nurses' Association, 2001) and those of the American Association of Colleges of Nursing (AACN), as essential to professional nursing. These values provide the foundation for guiding professional behavior and fostering academic and professional integrity.

Purpose

The purpose of the Graduate Education Advanced Practice Program in the College of Nursing and Health Innovation is to provide an academic environment that fosters scholarship, critical thinking, creativity, and prepares healthcare professionals for leadership as advanced practice nurse practitioners, nurse educators, clinical research managers, and innovative healthcare leaders.

Objectives

Arizona State University College of Nursing and Health Innovation has adopted the ANA definition of advanced practice, and the Graduate Education and Advanced Practice Programs are designed to prepare advanced practice nurses and nurse educators.

Upon completion of the **Master of Science in Nursing**, the graduate will be able to:

- A. Integrate, synthesize and disseminate theory based nursing and interdisciplinary knowledge to develop advanced practice nursing.
- B. Promote culturally sensitive, holistic approaches for provision of advanced practice nursing care and services.

- C. Conduct, apply, and evaluate research in nursing to expand knowledge, theory and practice, which incorporates a collaborative perspective.
- D. Use nursing knowledge and practice innovations for the purposes of promoting health and healing.
- E. Demonstrate effective and economically conscientious advanced nursing practice.
- F. Provide advanced practice nursing knowledge, skills, and leadership in the community.
- G. Implement the advanced practice nursing role in accordance with the Code of Ethics for Nurses, ANA Scope of Practice, and national standards of advanced nursing practice.

Upon completion of the **Doctor of Nursing Practice** program, the graduate will be able to:

- A. Integrate, synthesize, design, and translate theory-based nursing and interdisciplinary knowledge to develop and evolve advanced practice nursing.
- B. Promote culturally sensitive, holistic approaches for provision of advanced practice nursing care and services in a global community.
- C. Evaluate and apply the best evidence in nursing to translate research into practice.
- D. Use nursing knowledge and innovations in technology and practice for the purpose of transforming the way healthcare is delivered to maximize healthcare outcomes.
- E. Demonstrate effective and economically conscientious advanced nursing practice.
- F. Provide advanced practice nursing knowledge, skills, and leadership locally, regionally, nationally, and internationally.
- G. Implement the advanced practice nursing role according to national standards of advanced nursing practice.
- H. Mentor other nurses and healthcare professionals in evidence-based practice.

Upon completion the **Master of Healthcare Innovation** program, the graduate will be able to:

- A. Formulate an innovative healthcare proposal, critically appraise existing processes of the diffusion of innovations in complex systems, search for the best evidence specific to an innovation, and make recommendations to facilitate effective diffusion and adoption of innovations and evaluate the feasibility of the idea.
- B. Address healthcare issues of complexity and rapid change by generating and evaluating the application of principles of effective innovation management.
- C. Utilize effective strategies to mentor other healthcare providers in innovation using adult learning and system change principles.
- D. Design a plan for dissemination of information specific to innovation and: a) policy making, b) financing, c) outcomes measurement, or the media.
- E. Utilize skills in designing, implementing, and evaluating innovative projects / processes.
- F. Promote and emulate behaviors supportive of innovation from an evidence and value-based perspective.
- G. Demonstrate mastery of the ability to lead the transformation of traditional organizational cultures into a culture of innovation.

Upon completion of the **Master of Clinical Research Management** program, students will be expected to demonstrate knowledge of clinical research project management principles, tools, practices, study design, regulatory and responsible conduct of research ethical principles, and industry trends by completing two capstone projects, as listed below:

- A. Design a clinical trial project management plan including components for development, implementation, and evaluation of the plan.
- B. Formulate evidence-based quality improvement process plan through a critical assessment of the clinical trials process.
- C. Synthesize and apply clinical research project management principles, regulations and best practices in solving common operational and implementation issues.

- D. Develop a detailed marketing plan for site and subject recruitment, enrollment and retention.
- E. Compile a detailed operational clinical trial budget that includes billing, expenditure tracking and cash flow analysis.
- F. Devise a detailed operational implementation timeline including procedures for study initiation, monitoring, FDA reporting and auditing and study closure.
- G. Plan an innovative clinical research development project that includes technology as a tool in advancing healthcare, and project's potential impact on healthcare policy.
- H. Design a clinical trial, including a detailed research protocol, IRB application, study operations manual, and a clinical research data management and analysis plan.
- I. Develop a clinical research data management and analysis plan to include a budget, management information system, data entry system, statistical analysis plan, and data storage.

Student Integrity Pledge and Academic & Professional Integrity Policy: Refer to Appendix H and I

CONHI is committed to the ongoing development of personal and professional integrity and fostering an atmosphere conducive to learning while striving to maintain fairness in the educational process. We will uphold standards of academic and professional integrity as defined by the CONHI.

Refer to Appendix H for the complete Academic and Professional Integrity Policy for the College of Nursing and Health Innovation. Refer to Appendix I for the Student Integrity Pledge.

All students are also responsible for following the ASU Student Code of Conduct:
<http://www.asu.edu/studentaffairs/studentlife/judicial/>.

IV. POLICIES AND PROCEDURES

This Graduate Student Handbook applies to all students admitted to the following degree and certificate programs:

- Master of Science, Nursing**
- Master of Healthcare Innovation**
- Master of Clinical Research Management**
- Doctor of Nursing Practice**
- Graduate Certificates in:**

- Evidence-Based Practice
- Community and Public Health
- Nurse Educator in Academic and Practice Settings
- Child and Adolescent Mental Health Intervention Specialist
- International Health for Health Professionals
- Clinical Research Management

The Graduate Education and Advanced Practice Program Office of the College of Nursing and Health Innovation is responsible for upholding the policies and procedures set forth by the Arizona State University Graduate College. **Graduate students are held to the minimum requirements of the Graduate College as well as any additional requirements set forth by the College of Nursing and Health Innovation.**

Students are to address all questions, concerns, grievances first to the appropriate staff and faculty within the College of Nursing and Health Innovation. All such requests are moved forward as needed to the Graduate College for review or completion.

The following is list of the current policies and procedures for the College of Nursing and Health Innovation and the Graduate College. Please note that policies and procedures are subject to modification at any time. Students are advised to contact the Graduate Program Office if there are any questions about current policies and procedures.

Please refer to the Graduate Catalog for Arizona State University for the most current information on Graduate College Policies and Procedures: http://graduate.asu.edu/academic_policies.html

Notice of Admission Decisions

Point of Contact: grad-g@asu.edu

Only the dean of the Graduate College can make formal offers of admission. The Graduate College notifies all applicants in writing of the admission decision.

All academic credentials and supporting materials received by the university in connection with an application for admission become the property of ASU. If the applicant does not enroll in the university within one year, the admission documents may be destroyed.

Applicants are admitted into the university for the semester and year indicated on their admission letter. Students initiate their program by registering for courses. Courses taken before the semester of admission are considered credit completed before admission to the degree program. Refer to: http://graduate.asu.edu/academic_policies.html for more information regarding credits completed before admission.

Licensing and Immunization: Refer to Appendix J

Upon admission, clinical program students will provide copies of the documents required in the *Licensing and Immunization Checklist* (Appendix J). Additionally, **students will submit updated documents as licenses or tests are renewed prior to expiration.**

- Prior to entering a semester with clinical courses, and prior to entering a clinical setting, students must verify an up-to-date and complete file by contacting the Graduate Education and Advanced Practice Program Office.
- Students are responsible for learning and completing the documentation requirements of their clinical sites prior to initiating any clinical activities. Students must provide copies of any additional requirements to the Graduate Program Office (GPO) for their student files. The requirements for each clinical site are available from the Clinical Placement Coordinator, Patricia Bently.
- **The University requires separate documentation of your MMR vaccine prior to your first semester of your enrollment. The Graduate Program Office does not provide this information to the University.**

University Policy regarding Transfer Credit:

Transfer credits are those accepted from another institution for inclusion on an ASU Plan of Study. Official transcripts of any potential transfer credit for a POS must be sent directly to the Graduate Admissions Office from the Office of the Registrar at the institution where the credit was earned.

Transfer hours may not exceed 20 percent of the total credit hours for a master's degree, and 12 credit hours for doctoral degrees. Only graduate level courses with grades of "A" (4.00) or "B" (3.00) may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.

Certain types of graduate credits cannot be transferred to ASU, including credits awarded (as follows):

- By post-secondary institutions that lack candidate status or accreditation by a regional accrediting association.
- For life experience.
- For courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms).
- For courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs.
- For extension courses.
- Prior to the posting of a bachelor's degree.

Academic credits earned at other institutions that base their credit calculation on a different scale from ASU's are subject to conversion before inclusion on a Plan of Study. **In all cases, the inclusion of transfer courses on a Plan of Study is subject to approval by the degree program and the Graduate College dean.**

Students who wish to apply for transfer credit or credit taken prior to admission must submit a *Petition to Standards Committee*: <http://nursing.asu.edu/students/forms/index.htm>.

Interactive Program of Study

The Plan of Study specifies the requirements that students must complete for their degree and is submitted and revised electronically via the interactive POS system (iPOS). In order to facilitate degree completion and shorten time to degree, graduate students with regular status must submit their POS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program.

The POS must be approved by a student's committee, the head of the academic unit, and the Graduate College dean. The POS becomes a contract between the University and the student that guides the student in completing degree requirements.

Courses numbered 500 or higher are graduate level courses. Core courses required by a graduate degree program must be 500-level or above. A **maximum** of six credit hours of 400 level coursework may be used on an approved POS (400 level courses taken for a grade of Pass/Fail cannot be included on a POS). Courses with grades of "D" (1.00) and "E" (0.00) cannot be included on a POS.

Students may not include on their Plan of Study any credit hours that have been applied towards a previously awarded degree.

As early as completing one semester as a degree-seeking student, graduate students are encouraged to complete their interactive Program of Study (iPOS) and submit it for approval to the CONHI Graduate Program office.

- The Graduate Program Office will provide students with a Program Schedule with course numbers and titles to use as a guide for completion.
- Students can complete the iPOS by visiting their "My ASU" page and selecting the link for "Program of Study".

- This process will provide the opportunity to select transfer courses and previous degrees to include towards a degree. Please note that all transfer courses require approval by the College of Nursing and Health Innovation through petition. Please refer to the section on Transfer Credit.
- Students must submit their iPOS for approval by the Graduate Program Office.
- Approved iPOS will be forwarded to the University Graduation Office. Upon approval by the University Graduation Office, iPOS are forwarded to the ASU Graduate College for final approval.
- **All degree-seeking students must have an approved iPOS on file at least one semester before graduation with the ASU Graduate College to be eligible to apply for graduation.**

Registration, Drop/Add, Withdrawal

Calendar:

- Please refer to the current Registrar's Academic Calendar for all Registration and Withdrawal deadlines at <http://students.asu.edu/academic-calendar> .

Schedule of Classes and Course Catalog:

- Please refer to the Schedule of Classes to learn about class schedules and availability, and the Course Catalog to learn about co and pre-requisite courses: <http://catalog.asu.edu/> .

Policies:

- Please refer to the Registrar's website for the most up to date policies on course registration and withdrawal: <http://students.asu.edu/contact/office-university-registrar> .

Medical or Compassionate Withdrawal:

CONHI Point of Contact: Cheryl.herrera@asu.edu

- Cheryl Herrera is the Dean's representative for the College of Nursing and Health Innovation who will advise students on processing medical or compassionate withdrawals.

University Continuous Enrollment and Leave of Absence Policies

GPO Point of Contact Hannah.Lee@asu.edu

Once admitted to a graduate degree program, masters and doctoral students must be registered for a minimum of one credit hour (not audit) during all phases of their graduate education. This includes periods when they are engaged in research, working on or defending theses or dissertations, taking comprehensive exams, taking Graduate Foreign Language exams or in any other way using university facilities or faculty time including the term in which they graduate. This credit must appear on the Plan of Study or must be an appropriate graduate-level course (e.g. 595, 695, or 795, Continuing Registration). Courses with grades of "W" and "X" are not considered valid registration for continuous enrollment purposes.

Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Student may petition the Graduate College for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the Graduate College dean. This request must be filed and approved before the anticipated absence.

An approved leave of absence will enable students to re-enter their program without re-applying to the university. Students who do not enroll for a fall or spring semester without an approved leave of absence by the Graduate College are considered withdrawn from the university under the assumption that they have decided to

discontinue their program. Student removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty or use any university resources.

Incomplete Grades

The grade of “I” (Incomplete) can only be given when a student, who is doing otherwise acceptable work, is unable to complete a course because of illness or other conditions beyond the student’s control. An incomplete grade (“I”) may be assigned to a student who is absent from the final examination or who has not completed work in the course for a justifiable reason.

A mark of "I" (incomplete) is given by the instructor when you are otherwise doing acceptable work but are unable to complete the course because of illness or other conditions beyond your control. You are required to arrange with the instructor for the completion of the course requirements. The arrangement is recorded on the [Request for Grade of Incomplete form](#). Do not reregister or pay fees to complete the course. You have one calendar year from the date the mark of "I" is recorded to complete the course. When you complete the course, the instructor must submit a grade change request to the University Registrar's Office. If you receive an "I" in a graduate course (500-level or above) your "I" grade will become a permanent part of your transcript if you do not complete the course within one year, and you will have to reregister and pay fees to repeat the course for credit. Marks of "I" are changed to a grade of "E" (0.00) for purposes of evaluating graduation requirements for undergraduate students.

A student who would like to request a grade of incomplete “I” must complete the following steps.

- Submit an *Incomplete Grade Request* to the instructor of the course: <http://www.asu.edu/registrar/forms/regforms.html>.
- Submit the instructor approved (signed) form to the Graduate Program Office by faxing, scanning/emailing, or mailing. ***This contract must be received by the Graduate Program Office no later than 10 business days prior to the last day of classes.***
- Keep a copy of the final contract (signed by student, instructor and program director).
- Notify the Graduate Program Office upon fulfillment of the contract.
- **Many courses are pre-requisites for progression in the program. If a student’s incomplete grade postpones his/her scheduled progression in the program, the student must contact the Graduate Program Office immediately to determine how to proceed.**
- Unfinished work must be completed with the same instructor except under extenuating circumstances.
- **The student has until the stated date on the contract to complete the course to remove the incomplete grade.** If no date is specified on the contract, the student has a maximum of one calendar year from the date the grade of “I” is recorded before the system converts it to a permanent “I.”
- After one calendar year the grade "I" will become a permanent part of the transcript. To repeat the course for credit, a student must re-register and pay the required fees. The grade for the repeated course will appear on the transcript but will not replace the permanent “I.” Students with incomplete contracts filed in the Graduate Education and Advanced Practice Program office may not file for an incomplete in another course until the previous contract is fulfilled, course requirements are met, and change of grade submitted.
- Note: an incomplete grade does not maintain a student’s registration. In order to have continuous enrollment in the degree program, a student must enroll in at least one course each Fall and Spring semester.

Clinical Placement Policy

GPO Point of Contact: patricia.bently@asu.edu

Students enrolled in graduate and advanced practice programs or graduate certificates will be placed in appropriate clinical settings as required to complete their clinical hours. Every attempt will be made to provide clinical placements so that students may complete the required number of clinical hours within the semester the course is taken. Faculty for each specialty, with the assistance of the clinical placement coordinator, will assign students to an appropriate clinical site. Once assignment is received, students should then check with the Clinical Placement Coordinator for requirements needed for that site prior to initiating clinical activities. Requirements could include special forms and on-line module training.

Responsibility of Graduate Students Regarding Clinical Placement

1. Complete the *Preceptor and Clinical Placement Interest Sheet* (**Appendix N**) during the application process.
2. Notify the Specialty or Certificate coordinator immediately of any change of student address or contact information. Clinical affiliation agreements can take up to 8 months to secure. A change of address (especially a move to another state by the student) may cause the inability to progress in your program of study. The inability to progress in the program of study may cause the loss of space in the graduating class cohort. The graduate program office is not responsible for guaranteeing a clinical placement when a student moves after the start of a semester, or after a move the semester before clinical starts in the case of out-of-state or out-of-country placements.
3. Provide all clinical sites with required information requested by the site (i.e. Immunizations, fingerprints, criminal background checks, Health information, OSHA training, Copy of nursing license, Basic Life Support Certification, drug screening, patient confidentiality statement, or any other agency requirements). (Contact Clinical Placement Coordinator for the specific requirements once your site has been assigned to you.)
4. Meet with the appropriate person at the clinical site (preceptor, office manager, etc.) to negotiate the dates and times to be in clinical using the *Verification of Clinical Hours* form (**Appendix O**) or eLogs electronic documentation. (Your clinical instructors will designate which format to use for clinical log verification.) . **Keep a copy of your clinical logs for your records.**
5. Notify your clinical instructor anytime you miss clinical, or have any issues related to your preceptor, patient interactions, or site (conflict with preceptor, sexual harassment, safety issues, etc.). as soon as possible. This applies to missing clinical because the preceptor is sick, or the clinic is closed, etc.

Verification of Completed Clinical Hours: Refer to Appendix O

Clinical program students are responsible for keeping records of their clinical work by logging their clinical practice hours using the *Verification of Clinical Hours* form (Appendix O) or Elogs. The student must verify with their clinical instructor which method of verification is required and what verification from the preceptor is needed.

Students are advised to keep copies of all clinical hours and educational verifications for their own files as this information will not be retained longer than one year after graduation.

Safe Practice in Clinical/Laboratory Settings

GPO Point of Contact: susan.cox.1@asu.edu

I. Policy

The student in the College of Nursing and Health Innovation is expected to demonstrate safe professional behavior which includes promoting the actual or potential well being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms and demonstrating accountability in preparation for, provision and documentation of nursing care.

The purpose of setting safe performance clinical standards is to: 1) identify expectations of the College of Nursing and Health Innovation; 2) to comply with licensure regulations and agency agreements; and 3) to identify and help students who need assistance and support to succeed in the nursing program.

Indicators to be used as guidelines for determining safe performance are:

- A. Regulatory: Students practice within the boundaries of the State Board in the state within which they are licensed to practice and where their clinical courses will be conducted. An Arizona resident is subject to the Arizona State Nurse Practice Act. All nursing students are subject to the ANA Code of Ethics for Nurses; the guidelines, objectives and policies of the College of Nursing and Health Innovation; and the rules and regulations of the health care agency where they are assigned for clinical learning experience. Students are also required to obey all applicable laws.

Examples: of unsafe practice include but are not limited to the following:

1. fails to notify the agency and/or instructor of clinical absence.
2. fails to follow College of Nursing and Health Innovation and/or agency policies and procedures.
3. reports for clinical practicum under the influence of drugs and/or alcohol.

- B. Ethical: The student performs according to the guidelines of the American Nurse's Association Code of Ethics for Nurses, Standards of Practice, and the Arizona State Nurse Practice Act. Students must be able and willing to accept professional supervision from faculty and other supervisors and effectively integrate feedback they perceive.

Examples of unsafe practice include but are not limited to the following:

1. refuses assignments based on client's race, culture, religious preference, sex, sexual orientation, national origin, age, handicapping condition or any other protected status category.
2. fails to consult with instructor prior to refusing assignment based on medical diagnosis of the client.
3. denies, covers-up or does not report own errors in clinical practice.
4. ignores and fails to report unethical behavior of other health care persons in the clinical setting which affects client welfare.

- C. Biological, Psychological, Social, and Cultural Realms: The student's performance meets the needs of the human system from a biological, psychological, sociological, and cultural standpoint at the level of the nursing course objectives.

Examples: of unsafe practice include but are not limited to the following:

1. displays mental, physical, or emotional behavior(s) which may adversely affect others' well being.
2. fails to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others.
3. commits acts of omission or commission in the care of clients in hazardous positions, conditions, or circumstances; mental or emotional abuse; and medication errors.
4. interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, faculty resulting in miscommunication, disruption of client care and/or unit functioning.
5. lacks physical coordination essential for carrying out nursing procedures.
6. lacks information processing ability necessary for making appropriate clinical judgments or decisions.

- D. **Accountability:** The student's performance demonstrates consistency in the responsible preparation, documentation, and promotion for the health care of clients, according to course objectives.

Examples: of unsafe practice include but are not limited to the following:

1. fails to provide inclusive written communication on appropriate documents or verbal communication to faculty and/or appropriate agency personnel.
2. fails to accurately record essential client behaviors.
3. fails to report incompetent, unethical or illegal practice of any person.
4. attempts activities without adequate orientation, theoretical preparation or appropriate assistance.
5. fails to maintain honesty in clinical practice and/or written work.
6. is habitually tardy to clinical practicum.

- E. **Human Rights:** The student's performance demonstrates respect for the individual, client, health team member, faculty, and self including but not limited to the legal, ethical, and cultural realms.

Examples: of unsafe practice include but are not limited to the following:

1. fails to maintain confidentiality of interactions.
2. fails to maintain confidentiality of records.
3. exhibits dishonesty in relationships with peers, faculty, clients/patients and/or agency personnel.
4. fails to recognize and promote every patient's rights.

II. Implementation

Unsafe behaviors(s) related to a student's performance must be clearly described and documented. Confirmation, or with supporting observation of clinical staff, should be included in the documentation of the performance problems, if possible. The student has a right to provide input and/or data regarding his/her clinical performance and to consult with the clinical instructor, the course coordinator, site coordinator, program director, and/or associate dean.

The clinical instructor will document unsafe behaviors and take appropriate action which may include one or more of the following:

1. A conference between the student and clinical instructor;
2. Discussion of appropriate action by student;
3. Written agreement between faculty and student for behavioral remediation;
4. Consultation by faculty member and student with the course chairperson and/or associate dean;
5. Referral to the campus Health Services for physical health assessment to determine if there are any factors impacting on students performance, and any recommendations for health care;
6. Referral to Counseling and Psychological Services for psychological or drug/alcohol assessment to determine if there are any factors impacting on student performance and any recommendation for health care;
7. Request consent from student for release of information to and from referring service;
8. Consultation by student with own health care provider and evidence of such action to the associate dean;
9. Removal from the clinical practicum with appropriate action, e.g., with a failure to meet clinical course objectives, leading to possible suspension or dismissal from the nursing program.

The Dean or designee may, with sole discretion, adopt alternate procedures as appropriate to the circumstance as long as those procedures are communicated in writing to the student. The student may initiate the appeal process according to the procedures outlined in the College of Nursing and Health Innovation Student Handbook.

In such case that the behavior violates the Arizona Board of Regents' Code of Conduct, charges will be brought under this Code.

**Cross referenced with Professional Practice Guidelines published in practice course syllabi. Adapted from Arizona State University College of Nursing and Health Innovation*

**Approved by Faculty Assembly 5-7-01*

Research Involving Human and Animal Subjects

Point of Contact: <http://researchadmin.asu.edu/compliance/irb/>

Students implementing capstone projects will be required to get University IRB approval. Research involving human subjects conducted under the auspices of Arizona State University is reviewed by the University Human Subjects Institutional Review Board (IRB) in compliance with federal regulations. Research involving human subjects concerns the collection of data on subjects whose performance of any activity is required for the purpose of compiling data. This includes data obtained by observation, interview, questionnaire, experiment, or a secondary source. Documents containing any data collection from human subjects require that applications be submitted to the University Human Subjects IRB for approval before data collection or recruitment of subjects is initiated.

***University's Maximum Time Limit**

- **Master's Degrees:** Unless stated otherwise for a specific degree program, all work offered toward a master's degree must be completed within six consecutive years. The six years begin with the first course included on a student's approved program of study. For example, if the first course listed was taken fall semester 2002, the student must have completed all requirements by August 2008. The six-year maximum time limit applies to all semester credit hours appearing on a program of study, including non-degree, transfer, and law credits.
- **Doctoral Degrees:** Doctoral students must complete all program requirements within a ten-year period. The ten-year period starts with the initial enrollment into the doctoral program.

***The CONHI policies expect a timely progression within the program. The rules above are the maximum time students have to complete their program when a leave of absence is included or other extenuating circumstances prolong your progression.**

Culminating Documents

Culminating Experience forms will be given to the student during their culminating course. The student is responsible for having the instructor and their chair designee sign the approval that the culminating experience is complete and to indicate pass or fail. This form will be turned in to the Graduate Program Office for completion and delivery to the Graduate College. Students need to be aware of deadlines for this form to allow the Graduate College to post degrees in a timely manner after commencement.

Application for Graduation Update

Point of Contact: Enrollment Services Office (602) 496-4372

Application for Graduation filing fees:

- Undergraduate \$50 (\$25 for each additional concurrent degree)
- Graduate \$50 (\$25 for each additional concurrent degree)
- Late fee, if applicable \$35

If you're graduating in...	Your deadline is...
Fall or Winter	October 15
Spring	March 31
Summer	July 1

NOTE: If application deadline falls on a weekend or holiday, the deadline will be extended to the next business day.

To ensure that your name appears in the ASU commencement book and to avoid paying a late fee, the application must be received by the appropriate deadline.

Summer and winter graduate names appear in the Fall commencement book. Contact your college for details.

How to Apply for Graduation Online:

For your convenience, you may [apply to graduate online](#). Please note that a credit card is required (see fees above).

Requirements to apply online:

1. Have an approved Plan of Study (graduate students) on file.
2. Register for your final semester classes (graduate students may apply to graduate before registering for their final semester - please see [Graduate Students Graduation Deadlines and Procedures](#) for further information).

In Person:

Tempe campus students, please complete the following steps:

1. Register for your final semester of classes. NOTE: Graduate students may apply for graduation before registering for their final semester, but they must have an approved Plan of Study on file with the

Graduation Office. Please see Graduate Students Graduation Deadlines and Procedures for further information.

2. Pay the graduation fee at the University Cashier's Office, located in the Student Services Building on the 2nd floor. Please note their hours are 8:15 AM - 4:30 PM.
3. Complete the Graduation Survey distributed by the Cashier's Office. Present your graduation fee receipt and completed survey to the Graduation Section of the Registrar's Office.

West campus students call (602) 543-8203 or visit the registration site in the University Center Building, Suite 120, Enrollment Services. West students must file for graduation on West campus.

Polytechnic campus students, please call (480) 727-3278 or visit the registration site in building 350 of the Student Affairs Complex. Polytechnic students may file for graduation on either Tempe or Polytechnic campus.

Downtown Phoenix campus students, please call (602) 496-4372 or visit the registration site in the University Center Building, Suite 166, Enrollment Services Office. Downtown students may file for graduation on either Tempe or Downtown campus.

By Mail:

Print the [Application for Graduation](#), complete the form and mail with payment to the address listed on the form. NOTE: If you are re-filing for graduation, you do not have to pay the fee again, but you do need to send an updated application.

To ensure that your name appears in the ASU commencement book and to avoid paying a late fee, the application must be received by the appropriate deadline.

Application for Posting of Graduate Certificate to Transcripts

The student will be eligible for the official posting of the graduate certificate to their transcripts when all applicable coursework has been successfully completed and Graduate College scholarship requirements have been met. **Students must complete, sign and submit to their specific graduate certificate program the [Application for Awarding of a Graduate Certificate](#) form to be verified first by the certificate program and then by the Graduate College, thus ensuring that all requirements have been met before the graduate certificate will be officially posted.**

- Submit the *Application of Awarding of a Graduate Certificate* to the Graduate Program Office by the graduation filing deadline below. Meeting this deadline insures that your name will be included in the program for convocation at the College of Nursing and Health Innovation. You do NOT need to submit a copy of your unofficial transcripts with this form, as the GPO will provide this information on your behalf. You do not file an iPOS.
- Your completed certificate will be mailed to your mailing address after final grades have posted for the semester.
- Certificate students are not candidates for graduation and, therefore, **do not apply to the Graduation Office for graduation**. They are eligible, however, to walk with their class for Convocation held by the

College of Nursing and Health Innovation upon completion of the application process listed above. This event is organized by Maria.Pedregon@asu.edu.

Convocation

GPO Point of Contact: Maria.Pedregon@asu.edu

The College of Nursing and Health Innovation holds its own convocation program in conjunction with Fall and Spring Commencement. The office of the Associate Dean for Academic Affairs will send required information to graduates early in the semester concerning information needed and rehearsal dates. Students who have met all university and college degree requirements are encouraged to participate. It is the student's responsibility to adhere to the Convocation timelines.

Exit and Alumni Surveys

Every year, the College of Nursing and Health Innovation evaluates data obtained from two surveys. In their last semester, students are requested to evaluate the curriculum of the Master of Science Program in the Exit Survey. They are also asked where they will be employed, clinical area of practice, professional activities and career goals upon graduation. Much of the same information is requested in the Alumni survey, which is sent to students who have already graduated from the program. Tracking information is also requested. Both surveys provide information to help the College plan for future students and strengthen the program. All responses remain confidential and are reported only in aggregate form.

Changes in Specialty Concentration

A student who wishes to transfer from one specialty area to another within the same degree program (i.e. Neonatal Nurse Practitioner to Pediatric Nurse Practitioner) is required to submit a petition to the College of Nursing and Health Innovation Standards Committee for consideration. The student's petition will be reviewed and may be approved based on merit and space available. All degree programs require that a student progress with his/her cohort; a change in specialty concentration may require the student to change cohorts.

- If a student's transfer to a different specialty concentration is approved by the Standards Committee, s/he must submit a *Plan Change Request Form* (<http://graduate.asu.edu/forms/index.html>) to the GPO for submission to the Graduate College. The Graduate College charges a fee for any change to your academic program status.
- Specialty concentration changes require the completion and **approval** of a new interactive program of study (iPos): <https://www.asu.edu/go/studentcenter/>.

Changes in enrollment – Full time (FT)/Part time (PT)

A student who wishes to change from full time to part time study or vice versa, must receive permission from the Specialty Coordinator and notify the GPO once permission is received. Documentation from the coordinator (written or email) must be sent to the GPO to update your status. Approved changes in enrollment require the completion and approval of a new interactive program of study (iPOS).

Changes in Degree

GPO Point of Contact: Pamela.kulikowski@asu.edu

A student who wishes to switch degree programs (i.e. Doctor of Nursing Practice to Master of Healthcare Innovation) must submit a new application to the Graduate College AND a new supplemental application to the College of Nursing and Health Innovation for consideration in the next admissions cycle. The student's application will be treated with the same consideration as all other applications, and the student may be selected for admission based on merit and space available.

- If a student is selected for admission to a new degree program, s/he must submit a *Voluntary Complete Withdrawal from a Graduate Degree Program* form found at the Graduate College website forms page: <http://graduate.asu.edu/forms/index.html>. Please note that this form does not withdraw the student from

his/her courses. If the student wishes to do so, s/he must review the current complete withdrawal policies through the Registrar's Office.

- Degree changes require the completion and approval of a new interactive program of study (iPos).

Progression Policy

GPO Point of Contact: susan.cox.1@asu.edu

The highest standards of academic integrity are expected of all students. This academic progression policy applies to the following programs in the College of Nursing and Health Innovation:

Master of Science in Nursing (MS in Nursing)

Master of Clinical Research Management

Master of Healthcare Innovation (MHI)

Doctor of Nursing Practice (DNP)

Graduate Certificate Programs:

- Nurse Educator in Academic and Practice Settings
- Evidence Based Practice
- Child and Adolescent Mental Health Intervention Specialist
- Community and Public Health
- International Health for Health Professionals
- Clinical Research Management

University's Grade Point Averages (GPA) and Restricted Grades

There are two GPA requirements that govern academic progress in and graduation from a graduate degree program. The POS GPA is based on all courses that appear on the student's final POS. The Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript, with the exception of:

- Courses counted toward an undergraduate degree at ASU (unless shared with a master's degree in an approved bachelor's/master's degree program).
- Courses noted as deficiencies in the original letter of admission.

Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the POS but will be used to compute the Graduate GPA.

To be eligible for graduation, students must achieve a POS GPA and a Graduate GPA of 3.00 or higher.

Satisfactory Progress towards the Degree and Time Limits on Degree Completion

All graduate students are expected to make systematic progress towards completion of their degree. This progress includes meeting the conditions listed below and achieving the benchmarks and requirements set by the individual degree programs. Each degree program should have in place policies for satisfactory academic progress. If students fail to meet the requirements of their degree program and/or the benchmarks outlined below, the degree program may recommend withdrawal of the student to the Graduate College dean. The Graduate College dean makes the final determination.

- Maintain a minimum of 3.0 GPA both on POS and Graduate GPA. If either GPA falls below 3.0, the student must develop, with their advisor, an academic performance improvement plan that includes the conditions and timeframes for making satisfactory academic progress in her/his degree program.

The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPA's are raised above 3.0.

- Meet all requirements of the graduate degree program.
- Meet the maximum time limit for graduation from the student's graduate degree program (six years for master's, ten years for doctoral).
- Doctoral students must meet the five year time limit for graduation after passing the comprehensive examinations.
- Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
- Successful completion of the oral defense required in the culminating experience.

Students should verify any additional satisfactory progress policies as required by their degree program.

CONHI Program Progression Requirements:

- A. A student who has been admitted to any of the stated programs in the College of Nursing and Health Innovation with either regular or provisional admission status:
1. Must maintain a 3.0 or higher grade point average (GPA) in all work taken for graduate credit (courses numbered 400 or higher).
 2. Must earn a grade of B- (80 or above) (2.7) or better in all required courses (including required electives) in the student's approved program of study (iPOS).
- B. A student will be placed on academic probation, if one or more of the following apply:
1. The student's GPA's listed above falls below 3.0
 2. The student receives a grade below B- or 80 (2.7) in any course on the approved program of study.
 3. A student who is asked to leave a clinical site for unprofessional conduct (per the ANA and AZ BON code of conduct) will leave their clinical site immediately and will not return or be allowed to move to another clinical site that semester and will receive a grade of "E" in that course.
 4. In addition, if a student receives a grade of E or below B- in a practicum, the clinical instructor and specialty coordinator will determine whether the student should:
 - Return to the same practicum.
 - Be placed in a comparable site.
 - Repeat course content before repeating the practicum.
 - Be considered for program recommendation for removal from the clinical degree.Faculty will notify the GPO of any student needing to be placed on academic probation per conditions above. The student will be notified in writing of the academic probation and the conditions required to remove the academic probation by the Director of Graduate Education and Advance Practice Programs.
- C. Progression restrictions for students placed on academic probation:
1. Bringing all of the GPA's listed above to 3.0 or better by the time the next semester's hours are completed in the student's approved program of study. If the student is on probation for reason (A.1) above, only courses that are for letter grade (no pass-fail or Z graded courses) can be used to raise the overall GPA.
 2. Receiving a grade of less than a B- (2.7) or 80 in any graduate course in a student's program of study prevents the student from progressing in their program of study with their class cohort. Graduate courses in which a grade of less than a B- (2.7), or 80 is earned must be repeated in the next regular academic semester during which the course is offered. Graduate courses may be repeated only once. A petition must be filed with the Graduate Education and Advanced Practice

Program Office requesting permission to retake the course during the next academic semester during which the course is offered. Permission will be granted based on the space available in the next cohort, and for clinical courses, the ability to place the student in an appropriate clinical site.

3. The student must revise and re-file his/her program of study to reflect changes related to unsatisfactory progression and the retake of the courses.
4. Students who receive a failing grade (B- or E) in a clinical course for unprofessional conduct will be sent a letter outlining the process for getting off probation and progressing with their program of study that includes any recommendations from the Standard's committee, if the student petitions for a grade change.

D. A student may be recommended for withdrawal from his/her program of study if one or more of the following apply:

1. The student fails to increase all of the GPA's listed above to 3.0 or better by the time he/she completes the next semester in the student's program of study per section B.1 above;
2. The student fails to receive a B- (2.7) or better after repeating a Graduate course in which he/she has received a grade below B- (2.7) per section B.2 above.
3. A student who is asked to leave a clinical site for documented unsafe clinical practice (including drug and alcohol use) will leave their clinical site immediately and will not return. A grade of E will be assigned, and the student may be recommended for withdrawal. This course may not be retaken (see 5 b below).
4. If a student has his/her State license to practice encumbered or suspended while a student in the program, he/she must notify the Director of Graduate Education & Advanced Practice Programs within 2 weeks and must immediately stop attending all courses. All graduate nursing students must have an active unencumbered RN license at all times during their program of study. Loss of this license is grounds for immediate recommendation to the Graduate College for withdrawal from the program.
5. If a student is unable to meet conditions specified per section C above to get out of academic probation within the given time frame, upon recommendation from the specialty coordinator and relevant Program Director, the Standards Committee may recommend to the Graduate College the withdrawal of a student from the program for academic or clinical reasons. The Standards Committee will recommend withdrawal of a student for professional reasons under the following conditions (a student may be recommended for withdrawal upon the occurrence of a single violation under this section):
 - a. Conduct prohibited by the Arizona Board of Regents Student Code of Conduct. <http://www.asu.edu/studentaffairs/studentlife/judicial/>.
 - b. Periods of absence during a semester without the endorsement of the student's graduate committee or advisor. If a POS must be interrupted for one semester, the student must apply for a leave of absence. This leave status, endorsed by the members of the student's graduate committee and the program director, must be approved by the Dean of the Graduate College following the proper procedure for making this request. This request must be filed and approved no later than the last day of registration in the semester of anticipated leave.
 - c. Seriously compromising the relations of the Program with the public.
 - d. Breaches of ethical judgment or professional responsibility.
 - e. Serious instances of personality or character traits inappropriate for the professional roles for which the student is attempting to prepare
6. Any student who violates the academic integrity policy of the university may be recommended for withdrawal from their program of study. Violations of academic integrity include, but are not limited to cheating, fabrication, tampering, plagiarism, or facilitating such activities.

E. Appeals:

Students receiving a grade of less than B- (2.7) 80 in a required graduate course can appeal the grade through the College of Nursing and Health Innovation Grievance Procedure outlined in the Grievance policy (Appendix B). Students who have been recommended to the Graduate College for withdrawal from their program can appeal this decision to the College of Nursing and Health Innovation, Graduate Education and Advanced Practice Program Office. If the recommendation to withdraw is upheld by the appeals' body of this office, the student can appeal the decision to the dean's office in the College of Nursing and Health Innovation.

F. Incomplete Grades:

A student who does not fulfill the requirements of an incomplete contract by the date approved on the contract, and who is still within the 1 year limit required to complete the contract, must petition to draw up a new contract. If the one calendar year limit set by the Graduate College has been passed, the "I" will become a permanent part of the transcript and the student is not allowed to complete the course work as specified on the "Incomplete Form".

G. Funding:

Students making unsatisfactory progress and are thus placed on probation are not eligible for traineeship funding or assistantship positions.

Petitions:

Some requests apply only to policies of the College of Nursing and Health Innovation while others also require the approval of the Graduate College. Students should contact the Graduate Program Office to determine what petitions must be submitted for their particular requests.

Petitions to the Graduate College:

The Graduate College accepts petitions via the interactive Program of Study (iPOS). Please use the following steps to submit a petition to the Graduate College.

1. Gain approval for the request from the College of Nursing and Health Innovation.
2. Submit the petition through an interactive Program of Study online. This petition will be routed through the Graduate Program Office for approval before being sent to the Graduate College.
3. Follow up with the Graduate College to learn the decision.

Petitions to the College of Nursing and Health Innovation:

CONHI point of contact: Mark.Green@asu.edu

Please follow these instructions for submitting a petition to the College of Nursing and Health Innovation Standards Committee.

1. Use one form for each request: <http://nursing.asu.edu/students/forms/index.htm>
2. Make sure the form is legible. Typed is preferred.
3. Complete all required information on the front of the form. Be sure to include a current contact address and telephone number.
4. Select a "Petition Request" that best fits your submission. The most common reasons for a petition are listed. If your reason does not appear, check with your advisor before entering a reason under "Other".
5. Instructor/Faculty signature is required.
6. PROVIDE RATIONALE FOR REQUEST: This is very important if you have failed a course, are requesting re-enrollment, or requesting part-time status. On a separate page, you should include the following:
 - Why you think your petition should be approved
 - What documentation you have attached in support of your petition
 - What you plan to do to support a positive outcome of the petition

7. Attach all supporting documentation with the petition. Incomplete documentation will result in delay or denial of your petition. Documentation may include:
 - Transcripts
 - Syllabi
 - Course descriptions from catalogs
 - Documentation of return to health or work
 - Letters of support
8. Submit your completed form with attached documentation to the Academic Affairs Office at the College of Nursing and Health Innovation (Kathleen York: (602) 496-0881, NHI480).
9. Petition requests are routed to an advisor for review and signature prior to submission to the Standards Committee. If the petition is incomplete or unclear it will be returned to the student.
10. DECISION NOTIFICATION: Students will be notified in writing within one week of the action taken on their petition. If the petition requires action that cannot wait until receipt of a copy, the Chair of the Standards committee will designate someone to contact the student. Results will NOT be provided over the phone.

Grievances: (Appendix B)

GPO Point of Contact: maria.pedregon@asu.edu

Please refer to Appendix B for the Student Academic Grievance Process Policy and Procedure.

V. UNIVERSITY, COLLEGE AND PROFESSIONAL ORGANIZATIONS

Graduate Professional Student Association (GPSA)

GPSA is the official representative group of the graduate student body. The purpose of GPSA is to promote self-government and leadership at Arizona State University and to enhance the educational, social, and cultural experiences of the students. Every college in the University is represented in GPSA by a College Council; each council elects two members to represent the respective college and serve as voting members in the Associated Student Senate.

Graduate Nurse Organization

The Graduate Nurse Organization was established in 1975 and is a recognized student organization of Arizona State University. All students admitted to the master's or DNP program in the College of Nursing and Health Innovation are eligible for membership.

Purpose

- To provide for communication, cooperation, and understanding between College of Nursing and Health Innovation Master of Science students and faculty.
- To provide direct lines of responsibility to effectively handle all College of Nursing and Health Innovation Master of Science student affairs.
- To promote quality Master of Science education.

The Graduate Nurse Organization designates student representation on select College of Nursing and Health Innovation committees. Throughout the academic year this organization sponsors activities which foster career development and socialization among students.

American Indian Students United for Nursing (ASUN)

The American Indian Students United for Nursing project was established in the Fall of 1990 through a grant from the Indian Health Service. The purpose of ASUN is to increase the number of American Indians studying

nursing at Arizona State University and the number of nurses providing care to American Indians. You can contact the ASUN office at (602)-496-0710. The ASUN office is located in the NHI building room 128. ASUN provides some tutoring assistance.

Sigma Theta Tau International

Sigma Theta Tau is the International Honor Society of Nursing. Constituent chapters are established in accredited collegiate schools of nursing. The organization recognizes superior achievement, and the development of leadership qualities, fosters high professional standards, encourages creative work, and strengthens commitment to ideals of the profession. Membership is by invitation only. Invitations will be sent to candidates selected by the faculty who have leadership and research abilities, who have completed one-half of the nursing program, and who have a cumulative grade point average of 3.50 or higher. Master of Science students who are currently members of Sigma Theta Tau through other chapters are invited to transfer membership to the Beta Upsilon Chapter <http://www.stt-betaupsilon.org/> and to participate in meetings with the College of Nursing and Health Innovation membership. www.nursingsociety.org

The Western Institute of Nursing (WIN)

At the April 1993 WIN Governing Assembly approved amendments to the WIN Bylaws, which add students as a new category of membership.

All nurses or nursing students matriculated in degree granting programs are eligible to become members of WIN. Dues for students are about one-half of the dues for Constituent Individual Members

Student members will:

- receive all WIN mailings
- have membership in the Governing Assembly
- receive a subscription to Nursing Research, WIN's official journal
- have voting privileges
- be entitled to a special reduced student registration fee at all WIN conferences.

VI. REPRESENTATION ON COLLEGE OF NURSING AND HEALTH INNOVATION COMMITTEES

Graduate Curriculum Committee (GCC)

The purpose of the Graduate Curriculum Committee is to provide leadership for long-range planning, overall development, implementation, and evaluation of the curriculum and serve in an advisory capacity to the faculty.

One full-time student from the Master of Science or Doctor of Nursing Practice Program will serve as voting representative on the Graduate Curriculum Committee.

College of Nursing and Health Innovation Standards Committee

The purpose of the Standards Committee is to maintain optimum academic standards for the College. Three full-time students, two undergraduates and one Master of Science or Doctor of Nursing Practice student, serve as voting representatives.

College Grievance Ad Hoc Committee

The primary purpose of the Grievance Ad Hoc Committee is to ensure that all parties to a formal grievance in the College of Nursing and Health Innovation are accorded due process. The appropriate student organization shall be notified when student representation is needed to hear a grievance.

VII. FINANCIAL ASSISTANCE

Financial assistance for Master of Science and Doctor of Nursing Practice study is available in the form of scholarships, traineeships, assistantships, and loans. Scholarships, traineeships, and assistantships are awarded to students with regular admission status and satisfactory academic standing. In addition to information on financial assistance presented in this section, students are advised to consult the Division of Graduate Studies Bulletin at <http://graduate.asu.edu/financialsupport.html>, and the Arizona State University Financial Aid Office at <http://www.asu.edu/fa>.

Scholarships

Point of Contact: Pam Kulikowski, (602) 496-0857 or Eula Bradley, (602) 496-0703

Several scholarships are awarded during the academic year. To be considered for an award, students must complete a generic scholarship application at <http://nursing.asu.edu/scholarships/index.htm>. A list of scholarships can also be found at <http://nursing.asu.edu/scholarships/listings.htm>.

Advanced Education Nursing Traineeship

GPO Point of Contact: Pamela.kulikowski@asu.edu

- Advanced Education Nursing Traineeship Program Eligibility Requirements, for full-time Master of Science students. (Applicant must be a United States Citizen, a non-citizen national, or foreign national who possesses a visa permitting residence in the United States.
- Applicant must be graduated from an NLN accredited baccalaureate nursing program.
- Applicant must be currently licensed as a professional nurse.
- Applicant must be enrolled in one of the following: the Master of Science nursing program, the Master of Science component of the RN-MS program, or the post-master's nursing program.
- Applicant is eligible for appointment only while enrolled for nine (9) or more credit hours, or while enrolled part-time if completing the program within twelve (12) months.
- Applicant must maintain the minimum academic standards of the program and maintain a cumulative grade point average of 3.0 (B) each semester that she/he accepts the traineeship award. A grade of incomplete (I) jeopardizes applicant's eligibility for continued traineeship support.
- Applicant must agree to work in a medically underserved community as defined by the Federal Government post graduation for the same length of time of this award.
- Applicant is expected to devote her/his entire professional effort to the training program and agrees to limit employment to a maximum of 24 hours per week, to include research/teaching assistantships, during the award period.
- The maximum of traineeship support is thirty-six months; this maximum includes previous baccalaureate support and/or support while in other programs or institutions. The traineeship is awarded on an academic year basis.
- Applicant must keep the awarding institution informed of any change in name or address for a period of three years after completion of the traineeship.
- Applicant must inform the Graduate Education and Advanced Practice Program of any change in his/her enrollment or academic status which might affect his/her eligibility to receive traineeship support.
- Applicant must respond to communications from the Graduate Education and Advanced Practice Program in regard to professional activity following the traineeship, and provide the institution with the information required for completing a Statement of Appointment form.
- The award will be terminated if any of the following apply:
 - Applicant is unable to complete the program of study for which the traineeship was awarded
 - Applicant withdraws from the program prior to the traineeship termination date
 - Applicant fails to meet the predetermined academic standards of the program

Teaching Assistants/Research Assistants (TA/RA)

Graduate teaching/research assistants are full-time graduate students employed on a part-time basis by Arizona State University (ASU). The award of teaching/research assistantship carries with it a compensatory stipend for services rendered. A graduate teaching/research assistantship is a form of apprenticeship and contributes to professional development. Its primary purpose is to assist students in strengthening and successfully completing their academic program. It should include activities that are relevant to each student's program of study and contribute to the University's teaching, research/creative activity, or service efforts. TA/RA applications are available from the College of Nursing and Health Innovation Business Services Office, Room 440. For further information on TA/RA's please refer to the Graduate College:

<http://graduate.asu.edu/tara/index.html>

VIII. MISCELLANEOUS INFORMATION

Official College of Nursing and Health Innovation Student Files

Official student files are maintained in the College of Nursing and Health Innovation Graduate Education and Advanced Practice Program Office. The contents of the files are limited to information which is relevant and essential for academic purposes. This material will be reviewed by the academic advisor and Associate Dean for Academic Affairs to determine appropriateness. Letters of reference and transcripts submitted for admission are the property of Arizona State University and may not be forwarded outside the University. Items that may be included in the file are:

- Application for admission with supporting materials (letters of reference and transcripts)
- Changes in enrollment status
- Official correspondence between the student, the college, college committees and the university
- Grade slips
- Approved interactive Program of Study
- Human Subjects Approval Form
- Advisement notes
- Petitions
- HIPAA form
- Copies of immunization and licensing records and other "medical" records are kept in a separate area of the student record folder. Students should maintain their own permanent records of licensure, immunization, fingerprinting clearance, etc. Copies from student records will not be provided.

Students may review their files any time by coming to the Graduate Program Office. The file cannot be removed from the office.. If another party is to review the file with the student, the other party's name must be stated on a written request. The student will review the file in the presence of a member of the Graduate Program Office in order to answer questions about information contained in the file and to safeguard the contents.

Student files are saved for the required one year from the end date of a student's last completed semester, in accordance with University policy. **Students are advised to keep copies of all clinical hours and educational verifications for their own files as this information will be destroyed after one year of program completion.**

Appointments with Faculty

Students may make appointments with their faculty advisor or course professor by electronic or telephone contact. Response time from faculty may vary.

ASU Email Accounts

UTO Help Desk: helpdesk@asu.edu

Every ASU student is issued a free email account through Gmail. All email communication from the Graduate Program Office will be sent to the student's ASU Email address. Students are responsible for the program information sent to these addresses.

CONGRAD Electronic Communication

As of Fall 2001, the Graduate Education and Advanced Practice Program maintains a Graduate student listserv. Correspondence and documents are sent to the student's ASU email address. This listserv is used to notify both past and present students of job opportunities, scholarships and other general information. It is not used to convey program information to students currently enrolled.

Faculty Mailboxes

Students wishing to have materials distributed to faculty may place the materials in the drop-bin located in the College of Nursing and Health Innovation Reception Office in the front lobby of the NHI1 building but need to leave a phone message or email notification of delivery.

Student Information

Students are requested to advise both the University Registrar Office and the College of Nursing and Health Innovation Graduate Education and Advanced Practice Program regarding address, telephone number or name changes. Failure to do so will interfere with timely receipt of financial reimbursements such as the Advanced Education Nurse Traineeship or other equally important information.

Those students who have completed degree requirements are also requested to submit forwarding addresses and information regarding employment to the College of Nursing and Health Innovation Graduate Education and Advanced Practice Program for certification and accreditation purposes.

IX. LEARNING RESOURCES

Learning Resource Center (LRC)

Point of Contact: (602) 496-1405

The Learning Resource Center is located at the Downtown Phoenix Campus at the Mercado (Buildings A and F). Its purpose is to assist faculty and students in the education process by providing clinical lab space and computing and library resources. To learn more about the LRC, visit the website at <http://nursing.asu.edu/lrc/>.

West campus

Nursing Lab – Available until December 2009.

West campus Clinical Simulation Lab is located in the Computer Classroom Building (CLCC), Room L1-46. Our Lab Manager and a part time Clinical Lab Nurse are in the lab to assist students with specific simulated clinical activities. Regularly scheduled lab activities and pre-arranged appointments for skill practice with the Lab Manager have priority. Open lab hours will be posted outside the lab at the beginning of each semester. Students may check out equipment, such as stethoscopes, sphygmomanometers, gait belts, patient education materials, and other items for specified periods. Students are financially accountable for lost or damaged equipment they have checked out.

Computer Lab

The Computer Lab is located on the third floor of the Faculty Administration Building (FAB) in rooms FAB S331-D and FAB S329A-1, adjacent to the Undergraduate Program Office. The Computer Lab is available Monday thru Friday from 7:00 am to 5:00 pm. There are 16 computers combined for student use that have various programs required for course support. A monitor and VCR/DVD with headsets are available to accommodate up to eight students. Some video software is available for checkout overnight or

from late Friday evening thru early Monday morning. Students are financially accountable for lost or damaged software they check out. Any changes will be posted by Patricia Hardy.

This room contains ten computers that have various programs required for course support. A monitor and VCR with headsets is available that accommodates up to eight students. Some video software is available for checkout overnight or from late Friday evening through early Monday morning.

Polytechnic campus – Available until May 2010.

Polytechnic campus program current space includes a computer lab, multiple media areas, a large student lounge/study area and clinical simulation labs. TV/VCR/DVDs and headsets are available in the media study areas, as well as in the student lounge/study area. Students may check out selected items such as health assessment equipment, books and teaching materials for specified periods. The 11 station pay for print computer lab in Room 142 includes Microsoft products, as well as specialized nursing software. Hours open are 8:00 am – 7:00 pm during nursing school sessions.

The Clinical Simulation Labs include a psychomotor skills lab, a health assessment lab and a simulation lab; and are stocked with manikins and supplies to create a realistic, simulated healthcare environment. Regularly scheduled lab classes occur here with open lab hours available according to semester schedule. Students can also make an appointment with the lab coordinator for specific skill practice.

Related Policies

Safe Practice in Clinical Laboratory Settings

Appendix F

Student's Practicing Specific Skills on Other Students & Consent

Appendix G

X. UNIVERSITY LIBRARIES

<http://www.asu.edu/lib/>

Downtown Phoenix Campus Library

Point of Contact: Assistant Librarian, Kathleen.carlson@asu.edu

The Downtown Phoenix Campus Library is located in the basement level of the University Center Building. This library provides access to research resources focusing on materials of particular interest to majors in the anchor fields taught at the Downtown campus: health innovation, nursing, public administration, social work, tourism management, etc.

Hayden Library on the Tempe campus

The main library houses the largest multi-disciplinary collection. In addition to the open stack areas, separate collections and service areas include Curriculum, Government Documents, Interlibrary Loan, Microforms, Reference, Reserve, Rare Books and the Arizona Collection, including the papers of several major Arizona political figures. It is located on Cady Mall, (480) 965-6164.

Noble Science and Engineering Library on the Tempe campus

Opened in 1983, this major branch library houses books, journals, and microforms in the sciences and geography, the Solar Energy Collection and the Map Collection. Nursing books and periodicals are located in the lower level of the UCENT building.

The ASU Fletcher Library on West campus

Fletcher Library opened in 1985 and offers all library services to students enrolled at ASU West. It is located at 4701 W. Thunderbird Rd. in Glendale, (623) 543-8501.

Other ASU Resources

Bookstore

The ASU bookstore downtown is located in the University Center Bldg on the first floor. Textbooks are available and listed by course number. The bookstore also provides sun cards, general books, clothing, school supplies and gift items.

APPENDIX A

Standards Committee

Information about the College of Nursing and Health Innovation Standards Committee is offered here because students may need to petition this Committee in relation to their progression through the professional program. The intent of this information is to provide the students with an idea of how this Committee functions.

Purpose

The Standards Committee is charged with the responsibility of maintaining standards of admission, progression, retention, and graduation and/or course completion in accordance with established College and University standards. The Standards Committee is comprised of faculty, staff and student representatives from both undergraduate and graduate programs.

Functions

- Propose and implement policies and standards for admission, retention, graduation and course completion in the graduate and undergraduate programs in accordance with standards established by the University and the College of Nursing and Health Innovation.
- Coordinate the College policies and standards with the appropriate University policies and standards.
- Make recommendations to the faculty assembly regarding proposed changes in policies and standards.
- Communicate change in College of Nursing and Health Innovation and University policies and standards to the faculty and academic advisors.

Membership

The Committee is composed of members with representation from faculty who teach in the undergraduate and graduate programs, student representatives from undergraduate and graduate programs; and Ex-Officio members representing Student Services office and Academic Affairs office (Baccalaureate program, RN Baccalaureate program, Masters and DNP program).

Petitioning Procedure

A petition is a formal request initiated by a student and submitted to the College of Nursing and Health Innovation Standards Committee when approval is needed for curricular adjustment, a change from part-time to full-time status, or vice-versa, a clinical rotation change, an overload of semester hours, readmission to nursing courses and/or professional program, or similar circumstances. A petition is required because these requests reflect a deviation from the University and/or College of Nursing and Health Innovation standards. The Standards Committee acts on all petitions.

Petition forms are available in the Student Services Office, Program Offices and in the Academic Affairs Office at the Downtown campus and in the respective Nursing Program Offices at the West campus and Polytechnic campus.

Petitions are initiated by students with the assistance of their advisor. It is the student's responsibility to see that the petition is a representation of self and the special situation. If the request is not accurate and/or complete, the petition will not be reviewed by the Standards Committee. The petition will be returned to the student for further preparation. Assistance is available from academic advisors.

- Sign completed petition form.
- Attach supporting documentation as directed by advisor; e.g., a copy of a course description from another catalog or another college, and/or course syllabus or a letter from the course instructor.
- Submit completed petition with attachments and appropriate signatures to the Student Services Office on the Downtown campus.

Action on Petitions

- Students petitioning for a change in University requirements will have their petitions reviewed by the College of Nursing and Health Innovation Standards Committee. The College of Nursing and Health Innovation Standards Committee will make a recommendation to the University Standards Committee. The University Standards Committee makes the final decision.
- Students petitioning a non-university Request will be acted on by the College of Nursing and Health Innovation Standard Committee.

Petition results will be mailed; results will not be given over the telephone. If the petition results are needed quickly, see the advisor the day after the Standards Committee meeting; bring your picture identification with you.

Students have the right to appeal all College of Nursing and Health Innovation Standards Committee decisions. Appeals must be made in writing and include additional information to warrant Committee reconsideration. If the student wishes to be present during the Committee discussion, this request should be included in the written appeal. Submit the appeal within two weeks of the decision to either the College of Nursing and Health Innovation Student Services Office on the Downtown campus, or to the Nursing Program Office on any ASU campus.

APPENDIX B

Student Academic Grievance Process Policy and Procedure

ARIZONA STATE UNIVERSITY
COLLEGE OF NURSING AND HEALTH INNOVATION

SUBJECT: Student Academic Grievance Process Policy and Procedure

POLICY:

It is the policy of the College of Nursing and Health Innovation (CONHI) to provide informal and formal mechanisms to facilitate the systematic review and resolution of student academic grievances.

Allegations of academic dishonesty are subject to review under the ASU Academic Integrity Policy
http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm

Allegations of scientific misconduct are subject to review under ASU Policy RSP210: Misconduct in Research in the Research and Sponsored Projects Policies and Procedures Manual.
<http://www.asu.edu/aad/manuals/rsp/rsp210.html>

Allegations of discrimination are directed to the ASU Office of Equal Opportunity/Affirmative Action.
<http://www.eoaa.asu.edu/>

GLOSSARY:

1. Advocate: An individual chosen by either the Aggrieved Student and/or the Faculty Member(s) involved in the Academic Grievance who assists in the preparation of materials.
2. Academic Grievance: A concern or claim based upon an event or condition allegedly resulting from unfair application of CONHI policies and procedures.
3. Academic Grievance Committee: A CONHI committee elected for the purpose of facilitating the resolution of formal grievances.
4. Aggrieved Student: A student enrolled in a CONHI academic program who perceives an event or condition allegedly resulting from unfair application of CONHI policies and procedures.
5. Day: University business day excluding Saturday, Sunday, or any officially recognized university holiday.
6. Faculty Member(s): The Faculty Member(s) against whom the alleged Academic Grievance has been filed.
7. Faculty Representatives: Faculty members elected by a vote of the CONHI Faculty Assembly to serve on the Academic Grievance Committee for one academic year.
8. Material Facts: Evidence that serves to support and/or refute the alleged Academic Grievance.

9. Ombudsperson: A faculty member appointed by the Dean for an academic year or more who serves as an impartial fact-finder and problem-solver for the Aggrieved Student. There is one ombudsperson appointed for each campus (3) as a resource for students on that campus and a faculty member appointed by the Dean to serve as resource for the involved Faculty Member(s) on any of the campuses. The ombudspersons have no power to reverse or change decisions but, with conciliation skills, help to expedite the Student Academic Grievance Process.
10. Right to Discovery: Permits the Aggrieved Student or the Faculty Member(s) full disclosure and access to all material facts needed to prepare for the formal grievance procedures.
11. Semester: An academic time period beginning with the first day of classes and ending with the last day of examinations on the campus where the Aggrieved Student is enrolled at the time when the Academic Grievance is filed.
12. Student Representatives: Students selected by the Board of Directions of a recognized CONHI student organization to serve on the Academic Grievance Committee for a period of one academic year.
13. Supporting Individual(s): Person(s) selected by the Aggrieved Student and/or the Faculty Member(s) to provide material facts on behalf of the Aggrieved Student and/or the Faculty Member(s).

PROCEDURE:

I. Introduction

- A. The Academic Grievance Process of the CONHI consists of both an Informal and Formal Procedure. The Aggrieved Student who has a concern or claim based upon an event or condition allegedly resulting from unfair application of CONHI policies and/or procedures has the right to question the application through the process established for this purpose.
- B. The Aggrieved Student may chose to file either an Informal or Formal Grievance. While there is no required order, the Aggrieved Student and Faculty Member(s) are encouraged to try to resolve the concern in the least adversarial way possible.
- C. The Aggrieved Student may terminate an Academic Grievance at any time by submitting a written request to the Associate Dean for Academic Affairs. If such a decision is reached by the Aggrieved Student, the Faculty Member(s), Chair of the Academic Grievance Committee and appropriate Academic Program Director will be immediately notified in writing of the termination of the Academic Grievance.

II. Student Academic Grievance: Informal Procedure

- A. Step 1: Aggrieved Student prepares and submits the Academic Communication Form (Appendix A) to the Faculty Member(s) requesting a meeting to be held within 5 days from the occurrence of the Academic Grievance.
- B. Step 2: Faculty Member(s) and Aggrieved Student meet in an attempt to resolve the Academic Grievance. In the context of the meeting:
 1. The Aggrieved Student is responsible for providing evidence, if any, and reasons in support of the Academic Grievance.
 2. The Faculty Member(s) is obliged to review the material(s) presented and respond to the evidence and reasons presented.

3. If the Academic Grievance is resolved, the Academic Communication Form (Appendix: A) is signed by both parties and forwarded to the Associate Dean for Academic Affairs, concluding the Informal Grievance process.
- C. Step 3: If the Academic Grievance is not resolved, the Aggrieved Student may appeal to the appropriate Academic Program Director by forwarding the Academic Communication Form (Appendix A) and requesting a meeting to be held within 10 days of the completion of Step 2.
1. The appropriate Academic Program Director may elect to confer with the Faculty Member(s) in advance of the scheduled meeting with the Aggrieved Student.
- D. Step 4: The Aggrieved Student and the appropriate Academic Program Director meet. In the context of the meeting with the Aggrieved Student:
1. The Aggrieved Student is responsible for providing evidence, if any, and reasons in support of the Academic Grievance.
 2. The appropriate Academic Program Director is obliged to review the material(s) presented and respond to the evidence and reasons presented. No change in action taken by Faculty Member occurs at this point. Academic Program Director confers with faculty member(s) if unable to resolve the informal grievance with the Aggrieved Student.
 3. If the Academic Grievance is resolved, the Academic Communication Form (Appendix: A) is signed by both parties and forwarded to the Associate Dean for Academic Affairs concluding the informal process.
- E. Step 5: If the Academic Grievance is not resolved, the Aggrieved Student may appeal to the Associate Dean for Academic Affairs with submission of the Statement of Academic Grievance Form (Appendix B) within ten (10) days of the completion of Step 4.
1. Associate Dean for Academic Affairs will advise the Aggrieved Student of the protocol for the Formal Grievance Procedure.
 2. Aggrieved Student may initiate the Formal Grievance Procedure but must do so within thirty (30) days of the occurrence of the Academic Grievance.
 - a. Either the Formal Grievance Procedure is initiated or the Informal Grievance Procedure is concluded.

Student Academic Grievance: Informal Procedure

Step 1: Aggrieved Student prepares and submits the Academic Communications Form to the Faculty Member(s) requesting a meeting be held within five (5) days from the occurrence of the Academic Grievance.

Step 2: Aggrieved Student and Faculty Member(s) meet.

Resolved

NOT Resolved

Academic Communication Form is signed by the Aggrieved Student and Faculty Member(s) and forwarded to the Associate Dean for Academic Affairs concluding the Informal Procedure.

Step 3: Aggrieved Student may appeal to the appropriate Academic Program Director by forwarding the Academic Communication Form and requesting a meeting be held within ten (10) days of the completion of Step 2.

Step 4: Aggrieved Student and appropriate Academic Program Director meet.

Resolved

NOT Resolved

Academic Communication Form is signed by the Aggrieved Student and appropriate Academic Program Director and forwarded to the Associate Dean for Academic Affairs concluding the Informal Procedure.

Step 5: Aggrieved Student may appeal to the Associate Dean for Academic Affairs with submission of the Statement of Grievance Form within ten (10) days of the complete of Step 4.

Associate Dean for Academic Affairs will review process to date and advise the Aggrieved Student of the protocol for the Formal Procedure.

Aggrieved Student must initiate the Formal Procedure within thirty (30) days of the occurrence of the Academic Grievance.

Informal Procedure is concluded

Formal procedure is initiated.

II. Student Academic Grievance: Formal Procedure

- A. Step 1: The Aggrieved Student submits the Academic Communication Form (Appendix A) if applicable, and the Statement of Academic Grievance Form (Appendix B) to the Associate Dean for Academic Affairs within thirty (30) days of the occurrence of the Academic Grievance.
- B. Step 2: The Associate Dean for Academic Affairs will notify the Chair of the Academic Grievance Committee of the initiation of a Formal Grievance within five (5) days of the receipt of the Statement of Academic Grievance Form (Appendix B).
- C. Step 3: The Chair and members of the Academic Grievance Committee will review the submitted Statement of Academic Grievance Form (Appendix B) within five (5) days of notification of a Formal Grievance.
1. If the outcome of the review does not support further action, the Chair will notify, in writing, the Aggrieved Student and Associate Dean for Academic Affairs within five (5) days of the decision. At this point, the Formal Grievance Procedure is concluded.
 2. If the outcome of the review supports a full Academic Grievance Committee hearing, the Chair will notify, in writing, the Aggrieved Student, Faculty Member(s), and Associate Dean for Academic Affairs within five (5) days. The Chair will include in this written notification the names of the Academic Grievance Committee members.
 3. With such notification by the Chair of the Academic Grievance Committee, the following data will be collected and provided to the Chair of the Academic Grievance Committee:
 - a. The Aggrieved Student is responsible for providing the Chair: (1) evidence and reasons in support of the Academic Grievance, (2) names of supporting individuals and their written statements in support of the Academic Grievance, and (3) any other relevant documents that will be offered in support of the Academic Grievance.
 - b. The Faculty Member(s) is/are responsible for providing the Chair: (1) evidence in support of the Faculty Member(s) position, (2) names of supporting individuals and their written statements in support of the Faculty Member(s) position, and (3) any other documents relevant to the Academic Grievance that will be offered in support of the Faculty Member(s) position.
 4. The rights and obligations of all parties involved are:
 - a. All parties have the right to an Advocate of their choice with whom to consult and from whom to receive assistance in preparation for the hearing. The Advocate may attend the meeting as an observer only and will not be allowed to participate.
 - b. All parties have the Right to Discovery - to have access to copies of all supporting documents that will be presented at the Academic Grievance Committee hearing, to question any documents, to question all individuals, and to present their own supporting data in oral and written form.
 - c. All parties have the right to challenge the impartiality of any member of the Academic Grievance Committee. A written statement of the challenge must be submitted to the Chair of the Academic Grievance Committee within two (2) days prior to the scheduled hearing. The challenge of impartiality will be reviewed and accepted or denied by the Chair of the Academic Grievance Committee. In the event the impartiality of the Chair of the Academic Grievance Committee is

challenged, the Chair will appoint a temporary Chair from the Academic Grievance Committee faculty members to act on that challenge.

- D. Step 4: The Chair will convene the Academic Grievance Committee within five (5) days of the completion of Step 3 for the purpose of clarifying the Formal Procedure and process for the Academic Grievance Committee hearing.
 - 1. Each member of the Academic Grievance Committee, faculty, students, and support staff will be required to sign a Statement of Impartiality and Confidentiality (Appendix C). If any member is unable to sign this statement, he/she will automatically be disqualified from participation in the Academic Grievance Committee hearing and another faculty/student member will be appointed by the Chair of the Faculty Assembly.
- E. Step 5: The Chair will designate a date and time for the formal hearing of the Academic Grievance Committee and communicate such to all parties involved.
- F. Step 6: The formal hearing will be held in accordance with the Academic Grievance Committee Meeting Membership, Structure, Protocol and Proceedings (Appendix D).
- G. Step 7: Upon completion of the Academic Grievance hearing, the Academic Grievance Committee members will deliberate and formulate recommendations. Within two (2) days of completion of deliberations, the Chair of the Academic Grievance Committee will deliver the deliberation notes and Grievance Committee Recommendations with rationale (Appendix E) to the Dean or designee.
- H. Step 8: Within five (5) days of receiving the Academic Grievance Committee's written recommendation, the Dean or designee will advise both parties to the Academic Grievance of the Dean's decision and action to be taken. The decision of the Dean is final. At this point, the Formal Academic Grievance Procedure is concluded.

Student Academic Grievance: Formal Procedure

Step 1: Aggrieved Student submits the completed Academic Communications Form, if applicable and the Statement of Academic Grievance Form to the Associate Dean for Academic Affairs within thirty (30) days from the occurrence of the Academic Grievance.

Step 2: Associate Dean for Academic Affairs notifies the Chair of the Academic Grievance Committee of the initiation of the Formal Procedure within five (5) days of the completion of Step 1.

Step 3: Chair of the Academic Grievance Committee and committee members review the *completed Academic Communications Form*, if applicable, and the Statement of Academic Grievance Form within five (5) days of the completion of Step 2 to determine whether a hearing is supported by the evidence.

Academic Grievance Committee hearing <u>NOT SUPPORTED</u>	Academic Grievance Committee hearing <u>SUPPORTED</u>
--	--

Chair of the Academic Grievance Committee notifies the Aggrieved Student and the Associate Dean for Academic Affairs <u>within five (5) days</u> of the completion of Step 3, concluding the Formal Procedure.	Chair of the Academic Grievance Committee notifies the Aggrieved Student, Faculty Member(s) and Associate Dean for Academic Affairs <u>within five (5) days</u> of the completion of Step 3.
--	--

Aggrieved Student provides the Chair of the Academic Grievance Committee with (1) evidence and reasons in support of the Academic Grievance, (2) names of Supporting Individual(s) and their written statements of support of the Academic Grievance and (3) any other relevant documents that will be offered in support of the Academic Grievance within five (5) days of notification.	Faculty Member(s) provide(s) the Chair of the Academic Grievance Committee with (1) evidence and reasons in support of the Faculty Member(s) position in response to the Academic Grievance, (2) names of Supporting Individual(s) and their written statements in support of the Faculty Member(s) position, and (3) any other relevant documents that will be offered in support of the Faculty Member(s) position within five (5) days of notification.
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Step 4: Chair convenes the Academic Grievance Committee for the purpose of clarifying the Formal Procedure and Academic Grievance health protocols and proceeding within five (5) days of the receipt of the relevant evidence.

Step 5: Chair designates the date and time of the formal hearing of the Academic Grievance Committee and communicates to all parties involved within 5 days after the Committee meets to clarify as specified in Step 4.

Step 6: The formal hearing before the Academic Grievance Committee is held within 5-7 days.

Step 7: Academic Grievance Committee deliberates and formulates recommendations.

Chair of the Academic Grievance Committee delivers written recommendations and rationale only to the Associate Dean for Academic Affairs and other parties involved within two (2) days of the completion of deliberations.	Chair of the Academic Grievance Committee delivers the deliberation notes, written recommendations and rationale to the Dean, or designee, within two (2) days of the completion of deliberations
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Step 8: Dean, or designee, notifies the Aggrieved Student and Faculty Member(s) of the decision and action to be taken within five (5) days of receipt of the recommendations of the Academic Grievance Committee, concluding the Formal Grievance Procedure.

Arizona State University
College of Nursing and Health Innovation
Appendix A
Academic Communication Form

Statement of the Problem by the Student

Statement of the Problem by the Faculty:

Summary of the Student-Faculty Meeting to Resolve Problem:

Circle one:
Problem resolved.

Problem not resolved.

The following steps will be taken:

The next step will be:

Student Date

Student Date

Faculty Date

Faculty Date

Arizona State University
College of Nursing and Health Innovation
Appendix B
Statement of Grievance (F-232)

Student's request to the College of Nursing Grievance Committee

Aggrieved Person's Name: _____ Date _____

Address: _____ Telephone: _____

Program: _____ Course No. & Title: _____

I. A concise statement of the grievance and date of occurrence, and what the student(s) would like to have done.

II. Name and position of party (parties) against whom the grievance is submitted:

III. Names of faculty contacted by the student, as outlined in the informal process:

1. _____ Date _____

2. _____ Date _____

3. _____ Date _____

4. _____ Date _____

5. _____ Date _____

I agree to appear personally at the formal grievance procedure meetings at the time(s) and place(s) mutually agreed upon.

Signature of Student: _____ Date: _____

Arizona State University
College of Nursing and Health Innovation
Appendix C
Statement of Impartiality

I, the undersigned, attest impartiality concerning both parties to the grievance and to the complaint to be heard.

NAME: _____

SIGNATURE: _____

DATE: _____

Statement of Confidentiality

I, the undersigned, agree to keep confidential all matters pertaining to the grievance unless otherwise required by law.

NAME: _____

SIGNATURE: _____

DATE: _____

Arizona State University
College of Nursing and Health Innovation
Appendix D
Academic Grievance Committee Structure

I. Membership
A. Active

Member	#	Voice	Vote	Selection	Attendance
Chair	1	Yes	To Break Tie	Elected	Required
Faculty	2	Yes	Yes	Elected	Required
Student	2	Yes	Yes	Appointed ¹	Required
Staff Support	1	No	No	Appointed ²	Required

¹Appointed by Board of Directors of a recognized CONHI student government organization

²Appointed by Associated Dean Academic Affairs

B. Limited

Member	#	Voice	Vote	Selection	Attendance
Supporting Individual(s)	1	Yes	No	Selection by parties	Limited

³ Selected by the Aggrieved Student and/or Faculty Member(s)

C. Observers only

Member	#	Voice	Vote	Selection	Attendance
Advocate	1	No	No	Selected ³	Optional
Ombudsperson	1	No	No	Appointed ⁴	Optional

³ Selected by the Aggrieved Student and/or Faculty Member(s)

⁴ Appointed by the Dean

II. Parameters

- A. The Academic Grievance Committee is a standing CONHI committee consisting of three (3) faculty members elected to serve for one academic year. One faculty member serves as Chair, one represents the undergraduate program and one represents the graduate program, one of whom is a tenured faculty member. Faculty members must have been on the faculty of the CONHI for at least one academic year.
- B. The Academic Grievance Committee will consist of two (2) student members, appointed to serve for one academic year. Student members will be appointed by the Board of Directors of a recognized CONHI student organization representing undergraduate and/or graduate students. To avoid conflict of interest, the student member should, when possible, be from a different campus than the Aggrieved Student (for undergraduates) and/or from a different specialty concentration area (for graduate students).

Arizona State University
College of Nursing and Health Innovation
Appendix E Grievance Committee Recommendation

Date of Grievance Committee Deliberations: _____

Grievance Initiated By:

Grievance Against:

Name: _____

Name: _____

ID#: _____

ID#: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

(If additional room needed, use back of form)

(If additional room needed, use back of form)

1. _____

1. _____

2. _____

2. _____

3. _____

4. _____

5. _____

A. Concise Statement of the Problem/Dispute:

B. Recommendations of the Committee:

C. Distribute To:

D. A quorum of three (3) active members is required to conduct an Academic Grievance Committee hearing. Of the three (3) members, the Chair or designee, at least one (1) faculty member and at least one (1) student member must be present.

III. Ethical Considerations

- A. All members of the Academic Grievance Committee will exercise professional discretion in the dissemination of information that relates to the assertions, findings, recommendations and ultimate resolution of an Academic Grievance.
- B. All information related to an Academic Grievance is considered confidential unless disclosure is otherwise required by law.
- C. All parties in an Academic Grievance have the right to fair treatment during and following initiation of the Academic Grievance process.
- D. Decorum from all parties is expected during the conduct of the Academic Grievance Process and should be in accord with the American Nurses Association Code of Ethics for Nurses (2001).

IV. Protocol

- A. The Chair of the Formal Grievance Committee will preside over and conduct the hearing and rule on all matters of procedure, including the submission of evidence for consideration. Prior to the day of the meeting, the Chair of the Academic Grievance Committee may grant a postponement upon written request of either party or determination of good cause for postponement by the Chair.
- B. The hearing will be conducted as a closed meeting and will be attended by (1) a quorum of the Academic Grievance Committee; (2) a staff support person selected by the Academic Grievance Committee Chair in advance of the meeting; (3) all parties to the alleged Academic Grievance, and their Advocates, if applicable; and (4) supporting individuals (during the presentation of their supporting data only).
- C. All persons attending the hearing will conduct themselves in an orderly and respectful manner.
- D. An audiotape recording will be made of the proceedings and will be kept locked in a confidential file for use by the Academic Grievance Committee and the Dean as needed. The audiotape is the property of the CONHI. A copy may be provided to the Aggrieved Student upon written request. The audiotape will be destroyed after two years from the date of the final decision.

V. Proceedings

- A. The Chair of the Academic Grievance Committee shall make an introductory statement that includes: (1) a statement of purpose; (2) an introduction of all meeting participants, including the identification of their respective roles; (3) the protocol for the conduction of the meeting; and (4) the identification and order of individuals permitted to speak on behalf of the Aggrieved Student and/or Faculty Member(s).
- B. The Chair will read the Statement of the Grievance submitted by the Aggrieved Student.
- C. The Chair will ask the Aggrieved Student whether he/she accepts or rejects the Statement of Academic Grievance as accurate.
- D. The Aggrieved Student will accept or reject the Statement of Academic Grievance as read by the Chairperson

- E. The Aggrieved Student will make an opening statement and provide relevant data in support of the Academic Grievance in writing and through oral testimony of supporting individuals or presentation of other evidence. The opening statement is limited to five (5) minutes.
- F. The Faculty Member(s) shall make an opening statement and shall provide relevant data in support of the Faculty Member(s) decision in writing and through oral testimony of supporting individuals or presentation of other evidence. The opening statement is limited to five (5) minutes.
- G. The Aggrieved Student is provided an opportunity to offer a rebuttal statement, limited to five (5) minutes.
- H. The Aggrieved Student is provided an opportunity to offer a rebuttal statement, limited to five (5) minutes.
- I. The Chair of the Academic Grievance Committee has the authority to limit the presentation of repetitive evidence by any party at his/her discretion. The Chair may recognize committee members at any time for the purpose of asking questions for clarification.
- J. On completion of the presentation of evidence, the Aggrieved Student and the Faculty Member(s) will present a summary statement to the Committee. The Aggrieved Student will open the summary statements. The Aggrieved Student has the opportunity to give the last closing summary statement. Each summary statement is limited to five (5) minutes.
- K. On completion of the summary statements, the Chair will dismiss all parties to the Academic Grievance and observers.
- L. The Academic Grievance Committee will deliberate and formulate its recommendations.
- M. The Grievance Committee Recommendations will be submitted to the Dean or designee thereby concluding the charge to the Academic Grievance Committee.

Student academic grievance process.doc

BPF/mem 10/06

8/07

9/07

APPENDIX C

Clinical Dress Code

As health care providers, students are expected to demonstrate conservative, safe and professional dress and grooming. This policy is to be observed by all graduate nursing students. Noncompliance with this dress code will be reflected in the clinical evaluation and may result in dismissal from clinical.

While working at a clinical site, students must wear professional clothing with a lab coat, Clinical ID Badge, and a stethoscope. Please note that clothing requirements designated by the clinical facility supersede those listed here. Tattoos and piercings (other than ear piercings) must not be visible at any time.

APPENDIX D

Blood-borne Pathogens and Aids Policies

Policy 1:

A College of Nursing and Health Innovation student who sustains an exposure to blood borne pathogens while performing a nursing student related function, will be afforded immediate, confidential medical evaluation and subsequent medical follow-up and prophylactic medical care in compliance with the Occupational Safety Health administrations (OSHA) final Blood borne Pathogens Standard 1910:1030.

Policy 2:

Students with an exposure incident will be referred for follow-up at Arizona State University Student Health Services Center or they may choose a private physician or other clinical site. Monitoring will be done by the student's health care provider according to OSHA guidelines at 3, 6, and 12 months. The student is responsible for all charges incurred.

OHSA's Definition of Determinants of Exposure:

1. Blood - human blood, blood components and products made from blood.
2. Blood borne pathogens- pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to Hepatitis B Virus (HB) and Human Immunodeficiency Virus (HIV).
3. Occupational Exposure – reasonably anticipated skin, eye, mucous membrane or parenteral contact with blood or other potentially infectious materials; semen, vaginal secretions, cerebrospinal fluid, saliva in dental procedures, and any body fluid visibly contaminated with blood, and all body fluids in situations where it is difficult to differentiate between body fluids. (Note: Tears and sweat are excluded.)

Procedures:

For post-exposure evaluations and follow-up in accordance with OSHA Standard 1910: 1030:

1. The student shall immediately report the injury/exposure to the clinical instructor or supervisor on the unit so that an incident report can be initiated. Chances of contracting HIV from exposure is reduced by 80% if medications are started within 2 hours of exposure.
2. The student will go to the agency employee health department or other designated person or department which will:
 - a. Investigate and document the circumstances surrounding the exposure incident;
 - b. Arrange for testing the source patient after written informed consent is obtained for HBV and HIV. Consent shall be obtained by the patient's attending physician or designee. If consent is not obtained, the agency shall establish the legally required consent that cannot be obtained; and,
 - c. Provide the student the results of the sources patient's testing, along with the laws and regulations concerning the disclosure of the patient's identity and infectious status.
3. If the event requires immediate treatment the student will be referred for emergency care prior to going to the agency employee health department. The student is responsible for all expenses incurred.
4. The student shall be referred to the Arizona state University Student Health Services Center for OSHA designated post-exposure follow-up. The student may use another health care provider who follows current OSHA guidelines for post-exposure follow-up. If student chooses not to use Student Health then the following is the student's responsibility.

- a. If student uses another health care provider the following information must be evaluated on initial visit:
 - current health status
 - need for tetanus vaccine
 - Hepatitis B Immune status
 - need for HIV testing
- b. Required follow-up care for:
 - Three month visit
 1. repeat HIV testing
 2. evaluate health status
 3. refer to private medical care if conversion occurs
 - Six month visit
 1. follow steps 1 through 3 of three month visit
 - Twelve month visit
 1. follow steps 1 through 3 of three month visit
 2. end follow up if no conversion

OSHA Standard 1910:1030 requires the record of the exposed student be kept for the duration of the status as a student plus thirty (30) years. These copies reside with the student and the student's health care provider.

Approved Revised Policy by Standards 05/2002

Approved by Faculty Assembly 5/7/2001

APPENDIX E

Unusual Occurrence Policy

An unusual occurrence is any event of which a faculty is made aware and that has potential to result in harm to a student, or to others while in the College of Nursing and Health Innovation or at a clinical site while the student is functioning in the capacity of a student nurse. The student is responsible for informing the faculty member of the occurrence as soon as possible after the occurrence. The faculty member and the student must document such occurrences.

Procedure:

The following procedure is to be followed when an unusual occurrence happens that involves a student.

1. Faculty member arranges for immediate care of the student as necessary. The student is to be referred to Student Health Services or the student's health care provider of choice.
2. The student is responsible for all health care costs for her/himself incurred in treatment of said injury. The student's health care costs cover both immediate care and any necessary follow-up care. The College is not financially responsible for any costs incurred by the student.
3. Complete a Report of Unusual Occurrence form that may be obtained from either the Student Services Office or the Program Office. The Report of Unusual Occurrence form is to be forwarded to the appropriate Program Director for review.
4. In addition, one copy of the Report of Incidence is to be kept by the student, and one copy is to be sent to the student's file in Student Services Office.
5. If the student or person harmed declines immediate care or referral for follow-up care, this [declination] is to be noted on the Report of Unusual Occurrence form under 'Other', with an explanation.
6. If the student does not want to sign the form, the faculty member should complete it, note that the student has refused to sign, and provide the student with a copy.
7. Upon notification by the student of an unusual occurrence that involves potential or actual harm to the student, another person, or to agency product/property, the faculty member will meet with the student to determine the nature of the occurrence. The faculty member will then contact the nursing supervisor at the clinical site to complete the appropriate agency incident report.
8. Faculty member and student will complete the College of Nursing and Health Innovation Report of Unusual Occurrence form.
9. The original is given to the student, one copy to the student file, and one copy to the appropriate Program Director's office.
10. Faculty member will obtain a copy of agency incident report when possible and submit that report with the College of Nursing and Health Innovation Unusual Occurrence form to the appropriate Program Director's Office.
11. The Program Director's Office will notify ASU Environmental Health & Safety / legal counsel regarding the event.

ARIZONA STATE UNIVERSITY
College of Nursing and Health Innovation

Report of Unusual Occurrence
(To be completed by Faculty Member)

Date: _____ Time: _____

A. Student's Name: _____ ID Number _____

B. Student's Address _____

Street, City, Zip

Student's Phone: _____ email _____

Faculty Member's Name: _____

Location of Event (Agency, Unit, Room) _____

Description of Unusual Occurrence: 1-Needlestick 2-Body fluids 3-Other

Nature of Injury:

Disposition of Student: _____ Agency Incident Report Completed

___ Emergency Room/Urgent Care

___ Student Health at ASU

___ Private Primary Care Provider

___ Other: (explain)

___ No care required ___ Follow-up required

Witness: _____

Name, Address, Phone Number

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Original to student/Copy to Program Office / Copy to student file / Initiate Tracking System

Approved by Faculty Assembly 1/2003

APPENDIX F

Safe Practice in Clinical/Laboratory Settings

C. Policy

The student in the College of Nursing and Health Innovation is expected to demonstrate safe professional behavior which includes promoting the actual or potential well being of clients, health care workers, and self in the biological, psychological, sociological, and cultural realms and demonstrating accountability in preparation for, provision and documentation of nursing care.

The purpose of setting safe performance clinical standards is to: 1) identify expectations of the College of Nursing and Health Innovation; 2) to comply with licensure regulations and agency agreements; and 3) to identify and help students who need assistance and support to succeed in the nursing program.

Indicators to be used as guidelines for determining safe performance are:

1. Regulatory: Students practice within the boundaries of the Arizona State Nurse Practice Act, the ANA Code of Ethics for Nurses; the guidelines, objectives and policies of the College of Nursing and Health Innovation; and the rules and regulations of the health care agency where they are assigned for clinical learning experience. Students are also required to obey all applicable laws.
 - a. Examples: of unsafe practice include but are not limited to the following:
 - fails to notify the agency and/or instructor of clinical absence.
 - fails to follow College of Nursing and Health Innovation and/or agency policies and procedures.
 - reports for clinical practicum under the influence of drugs and/or alcohol.
2. Ethical: The student performs according to the guidelines of the American Nurse's Association Code of Ethics for Nurses, Standards of Practice, and the Arizona State Nurse Practice Act. Students must be able and willing to accept professional supervision from faculty and other supervisors and effectively integrate feedback they perceive.
 - a. Examples of unsafe practice include but are not limited to the following:
 - refuses assignments based on client's race, culture, religious preference, sex, sexual orientation, national origin, age, handicapping condition or any other protected status category.
 - fails to consult with instructor prior to refusing assignment based on medical diagnosis of the client.
 - denies, covers-up or does not report own errors in clinical practice.
 - ignores and fails to report unethical behavior of other health care persons in the clinical setting which affects client welfare.
3. Biological, Psychological, Social, and Cultural Realms: The student's performance meets the needs of the human system from a biological, psychological, sociological, and cultural standpoint at the level of the nursing course objectives.
 - a. Examples: of unsafe practice include but are not limited to the following:
 - displays mental, physical, or emotional behavior(s) which may adversely affect others' well being.
 - fails to follow through on suggested referrals or interventions to correct deficit areas which may result in harm to others.
 - commits acts of omission or commission in the care of clients in hazardous positions, conditions, or circumstances; mental or emotional abuse; and medication errors.

- interacts inappropriately with agency staff, co-workers, peers, patients/clients, families, faculty resulting in miscommunication, disruption of client care and/or unit functioning.
 - lacks physical coordination essential for carrying out nursing procedures.
 - lacks information processing ability necessary for making appropriate clinical judgments or decisions.
4. Accountability: The student's performance demonstrates consistency in the responsible preparation, documentation, and promotion for the health care of clients, according to course objectives.
- a. Examples: of unsafe practice include but are not limited to the following:
- fails to provide inclusive written communication on appropriate documents or verbal communication to faculty and/or appropriate agency personnel.
 - fails to accurately record essential client behaviors.
 - fails to report incompetent, unethical or illegal practice of any person.
 - attempts activities without adequate orientation, theoretical preparation or appropriate assistance.
 - fails to maintain honesty in clinical practice and/or written work.
 - is habitually tardy to clinical practicum.
5. Human Rights: The student's performance demonstrates respect for the individual, client, health team member, faculty, and self including but not limited to the legal, ethical, and cultural realms.
- a. Examples: of unsafe practice include but are not limited to the following:
- fails to maintain confidentiality of interactions.
 - fails to maintain confidentiality of records.
 - exhibits dishonesty in relationships with peers, faculty, clients/patients and/or agency personnel.
 - fails to recognize and promote every patient's rights.

Implementation

Unsafe behaviors(s) related to a student's performance must be clearly described and documented. Confirmation, or with supporting observation of clinical staff, should be included in the documentation of the performance problems, if possible. The student has a right to provide input and/or data regarding his/her clinical performance and to consult with the clinical instructor, the course coordinator, site coordinator, program director, and/or associate dean.

The clinical instructor will document unsafe behaviors and take appropriate action which may include one or more of the following:

- A conference between the student and clinical instructor;
- Discussion of appropriate action by student;
- Written agreement between faculty and student for behavioral remediation;
- Consultation by faculty member and student with the course chairperson and/or associate dean;
- Referral to the campus Health Services for physical health assessment to determine if there are any factors impacting on students performance, and any recommendations for health care;
- Referral to Counseling and Psychological Services for psychological or drug/alcohol assessment to determine if there are any factors impacting on student performance and any recommendation for health care;
- Request consent from student for release of information to and from referring service;
- Consultation by student with own health care provider and evidence of such action to the associate dean;

- Removal from the clinical practicum with appropriate action, e.g., with a failure to meet clinical course objectives, leading to possible suspension or dismissal from the nursing program.

The Dean or designee may, with sole discretion, adopt alternate procedures as appropriate to the circumstances as long as those procedures are communicated in writing to the student.

The student may initiate the appeal process according to the procedures outlined in the College of Nursing and Health Innovation Student Handbook.

In such case that the behavior violates the Arizona Board of Regents' Code of Conduct, charges will be brought under this Code.

*Cross referenced with Professional Practice Guidelines published in practice course syllabi.
Adapted from University of Arizona College of Nursing and Health Innovation*

Approved by Faculty Assembly 5-7-01

APPENDIX G

Students Practicing Specific Skills on Other Students

Policy

Students in the College of Nursing and Health Innovation practice skills on each other in a laboratory situation prior to implementing these skills on clients in clinical practice settings. Students perform these skills under faculty supervision both in the laboratory and clinical settings.

Prior to performing these skills on other students, students are required to sign a consent form relieving ASU from liability (see attached). Students who do not consent to practice on other students or be practiced on, will learn these specific skills by practicing on mannequins or other inanimate objects. Should a student wish to change to consent to practicing specific skills on other students, that student must sign the revocation on the original consent form and a new consent form to practice skills on others. The following are examples of some of the specific skills that students will be practicing on each other, but is not an exhaustive list:

- Intramuscular Injections
- Intradermal Injections
- Subcutaneous Injections
- Performing Venipuncture
- Skin Puncture/Finger Stick
- Starting an IV
- Breast Exam

In addition to the above list, Graduate students only, will perform the following:

- Vaginal Exam
- Rectal Exam

Prior to practicing the skills students will receive training in the following:

- Universal Precautions/OSHA Standards
- Requirements of Risk Management
- Blood Borne Pathogens
- Asepsis/Sterile Techniques
- Procedural Techniques
- Equipment Management
- Rationale/Goals of Procedures

Approved by Faculty Assembly 5-7-01

ARIZONA STATE UNIVERSITY

College of Nursing and Health Innovation

CONSENT FOR STUDENTS' PRACTICING SPECIFIC SKILLS ON OTHER STUDENTS

I _____ (print name) agree to the attached College of Nursing and Health Innovation policy regarding Students' Practicing Specific Skills on Other Students. If I do not agree to this practice, my grade will not be affected.

_____ Yes, I agree

_____ No, I do not agree

I release and agree to indemnify the Arizona Board of Regents, Arizona State University, and The Arizona State University College of Nursing and Health Innovation and their employees and agents from any and all liability resulting from this agreement.

Name (Print)

Signature

Date

ID Number

I hereby revoke my above decision to not participate in practicing skills on other students and agree to the attached College of Nursing and Health Innovation Policy regarding Students' Practicing Skills on other students.

Date

Signature

When a student revokes consent, a subsequent consent form must be signed. Subsequent consent forms are on file in the College of Nursing and Health Innovation Learning Resource Center.

APPENDIX H

Academic and Professional Integrity Policy

Students, together with faculty, assume as part of their obligation to themselves, their peers, the University, and the nursing profession, the responsibility to uphold standards of academic and professional integrity. Integrity is essential to accountability in nursing education and practice. Breaches of integrity lead to demoralization and lack of trust. The College of Nursing and Health Innovation standards are firm due to the nature of our professional responsibilities and accountability to the client and our profession. Professional development not only includes theoretical knowledge and clinical competence, but the cultivation of integrity and sound judgment.

Preamble

Preparing graduates for practice as responsible and accountable professional nurses is a primary goal of the College of Nursing and Health Innovation at Arizona State University. Toward this end, the faculty and students of the college endorse the values identified in the Code for nurses with interpretive statements (American Nurses' Association, 2001) and those of the American Association of Colleges of Nursing (AACN), as essential to professional nursing. These values provide the foundation for guiding professional behavior and fostering academic and professional integrity in the College of Nursing and Health Innovation.

The following represents the official policy on academic and professional integrity for the College of Nursing and Health Innovation.

Faculty Obligations

Faculty members are responsible for:

- Teaching, promoting, and exemplifying the values expressed in the Code for Nurses with Interpretive Statements.
- Encouraging the dynamic pursuit of learning.
- Demonstrating respect for students as individuals.
- Fostering honest academic and professional conduct.
- Assuring that evaluation of students is based on expressed criteria.
- Providing opportunities for students to discuss issues related to academic and professional integrity under conditions of confidentiality.
- Maintaining professional boundaries in faculty-student relationships.
- Specifying course expectations regarding interpretation of authorized and unauthorized collaboration.
- Understanding the procedures of this policy relative to how suspected instances of academic and/or professional misconduct are to be addressed.

Student Obligations

Students are responsible for:

- Understanding the types of academic and/or professional conduct that are acceptable and unacceptable according to this policy.
- Seeking clarification of the interpretation of authorized and unauthorized collaboration on assignments.
- Conducting oneself with academic and professional integrity.
- Demonstrating respect for faculty, peers, clients, and colleagues.
- Maintaining professional boundaries in student-faculty and student-client relationships.
- Addressing, with the appropriate faculty member or involved peer, any instance in which a student has suspicion or knowledge of academic or professional conduct that violates this policy.
- Refraining from engaging in any dishonorable conduct that violates academic and/or professional integrity referred to in this policy.

Glossary of Terms

Academic Integrity-encompasses honesty in classroom and clinical settings and is a way of believing and acting that fosters a climate of trust, honesty, openness, consistency, and respect for oneself and others.

Professional integrity-encompasses characteristics of consistently sustaining ethical principles, judgment, and actions in client and colleague interactions.

Accountability-is the condition of being publicly answerable to someone else for one's decisions and actions.

Responsibility- is the acceptance of one's obligation for one's knowledge and actions in classroom and clinical situations.

Collaboration- occurs when students work together toward a common educational goal or discuss issues relevant to an assignment or course. Collaboration in and of itself does not violate academic integrity and in fact, may enhance students' educational experiences. Dishonorable conduct occurs if a student submits collaborative work when the instructor has requested an individual assignment, or when the work is misrepresented as a student's own but results from collaborative effort. Students should not assume that collaboration is permitted unless it has been expressly authorized by the instructor.

Values- are a set of beliefs and attitudes that reflect the relative merit one attaches to a person, object, or idea that directs that individual's behaviors and provides the individual with life's meaning and a way of understanding the world.

Professional boundaries-constitute the parameters of the student-faculty relationship. The purpose of the relationship is to foster learning and socialization of students into the professional nurse role. The relationship is, by its nature, one of unequal power. The teacher-student relationship, with its inherent boundaries, can be viewed as parallel to that of the nurse-client relationship.

Dishonorable Conduct-is an act or behavior that violates either the Academic Integrity Policy of Arizona State University or the Academic and Professional Integrity Policy of the College of Nursing and Health Innovation.

Procedure for Suspected Instances of Violations of Academic and/or Professional Integrity

Reporting and Investigation:

During the course of study in the nursing program, a student may observe behaviors in others that are considered an insult to academic and/or professional integrity. In the College of Nursing and Health Innovation one has the responsibility to report any questionable activity seen in the classroom or clinical setting. Personal responsibility is the beginning of the development of professionalism.

Suspected instances of violations of academic and/or professional integrity are, in most cases, to be reported to the course instructor who will conduct an investigation in a manner that protects the individual rights of the person(s) involved (see Student Bill of Rights). A student may however, consult with someone other than the instructor as an initial step. Just as there are consequences for violations of academic and professional integrity, so too are there consequences for any student who makes intentionally false accusations.

Sanctions:

If a course instructor concludes that a violation of academic and/or professional integrity has occurred, that instructor is obligated to meet with the student(s) involved and inform her/him of the action that will be taken in accord with the designated consequences for the particular violation.

Student Appeal of Sanction:Matters that violate the ABOR Student Code of Conduct or ASU Academic Integrity Policy can be appealed as provided for in those policies. A student may appeal the consequences

imposed for violation of academic or professional integrity by following the grievance procedures as established by the College of Nursing and Health Innovation.

Approved by College of Nursing and Health Innovation Faculty Assembly 3/23/98

APPENDIX I

Student Integrity Pledge

Academic and Professional Integrity

Integrity

Academic-encompasses honesty in classroom and practice settings, and is a way of believing and acting that fosters a climate of trust, honesty, openness, consistency, and respect for oneself and others.

Professional-encompasses characteristics of consistently sustaining ethical principles, judgment, and actions in client and colleague interactions.

Students, together with faculty, assume as part of their obligation to themselves, their peers, the university, the nursing profession, and society, the responsibility to uphold standards of academic and professional integrity. Integrity is essential to accountability in nursing education and practice. Breaches of integrity lead to demoralization and lack of trust. The College of Nursing and Health Innovation standards are firm due to the nature of professional responsibilities and accountability to the client and nursing profession. Professional development not only includes theoretical knowledge and clinical competence, but the cultivation of integrity and sound judgment.

Preparing graduates for practice as responsible and accountable professional nurses is a primary goal of the College of Nursing and Health Innovation at Arizona State University. Toward this end, the faculty and students of the college endorse the values identified in the Code for Nurses with Interpretive Statements (American Nurses Association, 2001) and those of the American Association of Colleges of Nursing (AACN) as essential to professional nursing. These values provide the foundation for guiding professional behavior and fostering academic and professional integrity in the College of Nursing and Health Innovation.

Student Integrity Pledge

I, _____, have read, understand, and will abide

(Print Name)

by the Academic and Professional Integrity Policy of the College of Nursing and Health Innovation at Arizona State University.

Signature

Date

Policy approved by ASU CON Faculty Assembly; 03/23/98

APPENDIX J

Licensing and Immunization Checklist

Each student enrolled in a clinical program with the College of Nursing and Health Innovation Graduate Education and Advanced Practice Program Office is responsible for maintaining current records of the documents listed below. Students are responsible for providing legible *copies* for their files, and submitting updates when necessary due to expiration or updates. Any documents submitted to the Graduate Program Office will not be returned to the student. Students will not be permitted to start clinical sessions without a complete and up-to-date file.

Licensing:

- Current unencumbered RN License in state of practice
- Proof of CPR “Level C” Certification (Health Care Provider).
- Fingerprint clearance card. (Xerox copy must be submitted; student responsible for retaining the original card and showing it to agencies upon request). “Restricted” fingerprint card requires a Petition submitted to the College of Nursing Standards Committee.

Immunization/Testing:

- Tuberculin Skin Test (expires one year from reading)
- Tetanus, Diphtheria inoculation (expires every 10 years unless given Tdap for life)
- Varicella Zoster Immunization (Chicken Pox)

Titer:	OR	Inoculation 1:
		Inoculation 2:

- MMR Immunization (at least one inoculation must be dated after 1979)

MMR 1:	OR	MMR 1:	OR	Rubeola Titer:
MMR 2:		Rubeola Titer:		Mumps Titer:
		Rubella Titer		Rubella Titer:

- Hepatitis B Immunization

Titer:	OR	Inoculation 1:
		Inoculation 2:
		Inoculation 3:

Forms:

- HIPAA Compliance Form
- Immunization Release Form
- Photo Release Form
- Student Integrity Pledge

NOTE: Students are responsible for maintaining their own health records. Only photocopies of all documentation of health related materials will be accepted. Students are responsible for maintaining their own records of current CPR certification, proof of negative TB skin tests and current fingerprint card until graduation. Copies of proof of these updates must be submitted to the College of Nursing when due.

APPENDIX K

HIPAA Confidentiality Statement

HIPAA Confidentiality Statement

Arizona State University
College of Nursing

Name (Print): _____ Check One: Student Faculty

The discussions, uses and disclosures addressed by this agreement mean any written, verbal or electronic communications. All Patient Protected Health Information (PHI), which includes patient medical and financial information or any other information of a private or sensitive nature that are considered confidential.

I understand that I am never to discuss or review any information regarding a patient at a clinical site unless the discussion or review is part of my assignment to the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professionals about patients are confidential under law by this HIPAA Confidentiality Statement and by law.

I understand that, while in the clinical setting or at any other time or location I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than staff of the clinical site and my instructor.

I understand that I may not remove any record from the clinical site without authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must attempt to exclude as much of the PHI as possible.

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of the PHI, may only be used or disclosed for health care training and educational purposes at Arizona State University College of Nursing and must otherwise remain confidential.

I understand disclosure of PHI or other confidential information may result in clinical, civil and criminal liability. Disclosure of PHI or other confidential information to unauthorized person (s), or access to, or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action by Arizona State University and/or the clinical site I was at during the time the violation was made.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or an ASU College of Nursing student or faculty member to the appropriate ASU College of Nursing clinical coordinator or program director.

I hereby acknowledge, by my signature below, that I understand that the PHI, other confidential records and data to which I have knowledge and access in the course of my clinical studies with Arizona State University is to be kept confidential, and this confidentiality is a condition of my clinical experience. This information shall not be disclosed to anyone under any circumstances,

extent necessary to fulfill my clinical and classroom requirements. I understand my duty to maintain confidentiality continues even after I am no longer in clinical, classroom settings at Arizona State University College of Nursing.

I am familiar with the guidelines in place at Arizona State University and in my clinical settings pertaining to the use and disclosure of patient PHI or other confidential information. Approval should first be obtained before any disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of Arizona State University and clinical sites is made.

I understand the video information that was presented to me and I also understand that if I have questions regarding the video and its contents that I need to take all my questions to my advisor at the Arizona State University.

This form needs to be returned to the Graduate Education and Advanced Practice Programs Office located on the 4th floor of the Nursing and Health Innovation Building.

Signed: _____ Date: _____

Approved by ASU General Counsel 12/2004

APPENDIX L

Immunization Release Form

ARIZONA STATE UNIVERSITY
COLLEGE OF NURSING
IMMUNIZATION RELEASE FORM

I, _____, understand that requirements for admission to the Graduate Nursing Program, and for progression to clinical courses or courses with clinical component in the Graduate Nursing Program, include proof of completion of the Hepatitis B vaccine (a series of three inoculations), proof of two doses of MMR (Measles [Rubeola], Mumps, Rubella) vaccine, proof of TD within 10 years, proof of varicella immunity, and a negative TBC skin test. I further understand that by not receiving all of these inoculations, I may be at risk in the clinical area. I understand that if I am admitted, I will assume responsibility to inform clinical instructors in writing of any inoculations I have not obtained.

I further realize that lack of these immunizations may limit my options for placement in a clinical area and could delay or prevent my completion of educational requirements for graduation.

I release and agree to indemnify the Arizona Board of Regents, the Arizona State University (ASU) College of Nursing, and their employees and agents from liability resulting from exposure to risks associated with ASU clinical nursing courses, unless liability is due to ASU's sole negligence.

Name (print) _____

ASU ID # _____

Signature _____

Date _____

APPENDIX M
Photo Release



Photo Release Form

I grant permission to the Arizona Board of Regents, on behalf of Arizona State University, to use photographs taken by me for use in university publications, including web sites or other electronic forms or media, and to offer the photographs for use or distribution to other university departments, without notifying me.

I hereby waive any right to inspect or approve the photographs, publications, or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the photographs.

I hereby agree to release and hold harmless the Arizona Board of Regents, on behalf of Arizona State University, via electronic or media, from and against any claims, damages or liability arising from or related to the use of the photographs, including but not limited to any re-use, distortion, blurring, alteration, optical illusion or use in composite form, either intentionally or otherwise, that may occur or be produced in production of the finished product. It is the discretion of ASU to decide whether to use the image.

I am 18 years of age and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Name: _____

Date: _____

Address: _____

Signature: _____

Email: _____

ASU Affiliation (check one):

- Student
- Staff
- Faculty
- Alumni
- Other, please specify _____

Department or Major: _____

Photo caption(s):

APPENDIX N

ARIZONA STATE UNIVERSITY
College of Nursing and Health Innovation
Graduate Education and Advanced Practice Program

Preceptor and Clinical Placement Interest Sheet

Please give us a list of at least 5 preceptors and the sites where they are in practice or sites if you do not know any preceptors.

Preceptor (s) with Title (MD, DO, ANP, FNP, CNS, etc)

Name: _____ e- mail address: _____

Cell phone number: _____ Office Number: _____

Preferred way to contact (phone, e-mail) _____

Type of Practice (primary, specialty and what): _____

Agency (legal name of the practice where preceptor is located including hospital or hospital system)

Name: _____ Address: _____

Office Phone: _____ City: _____ State: _____

Contact Person/ Phone number/ Title (i.e. office manager, DON, Practice Administrator, etc)

Please list any other sites where your preceptor may take you as part of your clinical experience (i.e. your preceptor is in private practice but wants you to go to another facility (other office site, hospital, or agency to work with patients like conducting rounds, newborn or patient admits or discharges, developmental or psychiatric evaluations, etc.)

1. _____ 2. _____

3. _____ 4. _____

Student Name: _____ Specialty: _____

Preferred way to contact (e-mail, phone, and number or address): _____

Please return completed form to:

Pat Bently, MSN, RN, MBA, NP
Clinical Placement Coordinator

APPENDIX P: Graduate Education & Advanced Practice Program Office Organizational Chart



