

**2022-
2023**

Master of Science in Health Care Simulation - Student Handbook

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I. EDSON COLLEGE OF NURSING AND HEALTH INNOVATION OVERVIEW

The Edson College of Nursing and Health Innovation (Edson College) is distinguished as a model for excellence and inspiration in nursing and interprofessional practice, education, and research to advance knowledge and innovative practice models, and new solutions to optimize the health and well-being of our diverse local, national, and global communities. Learn more about the [history](#) of the college.

Mission & Goals

Deliver excellent, innovative, nationally recognized nursing and interprofessional programs that are accessible, inclusive, and learner-centered

- Distinguish our academic programs through (a) impactful curricular development that reflects national health initiatives; (b) recruitment and retention of world class faculty; and (c) achievements of students and alumni.
- Broaden diverse student access, enrollment and retention in our academic community through (a) tailored marketing; (b) financial support; (c) student support services; and (d) state of the art learning experiences.

Build national reputation in innovative nursing and health related programs that significantly impact individuals and communities

- Create or refine and disseminate teaching strategies that are student-centered, adaptive, and interactive.
- Develop program-specific criteria that advance academic excellence leading to national recognition of Edson College.
- Establish collaborative networks to foster innovative programs that impact local, national, and global health.

Establish ASU as a global center for interdisciplinary research, discovery, and development by 2025

- Conduct innovative science and participate in and lead interdisciplinary research teams.
- Contribute to the global community of scholars to inform the scientific knowledge base and influence health outcomes.
- Provide professional and research mentorship to develop the next generation of scientists who positively affect health outcomes.

Enhance our local impact and social embeddedness

- Increase student and faculty collaboration within the community that is reciprocal, beneficial and sustainable to improve health outcomes.
- Engage community members and leaders in designing relevant health related activities and programs responsive to the needs of diverse populations.

Grace Center for Innovation in Nursing Education Mission Statement

Propel diverse student and faculty success through innovative scholarship, research, and facilitation of experiential learning in state-of-the-art facilities using evidenced-based curricular design to improve the health and safety of the communities we serve.

II. PROGRAM FOUNDATION

Welcome

Welcome to the Edson College of Nursing and Health Innovation (Edson College) at Arizona State University! As a student in the Graduate Program, you are joining a unique group of interdisciplinary healthcare innovators engaged in a wide variety of health disciplines and research – including the study of interprofessional collaboration, simulation, research, and aging.

This handbook is a very important guide for graduate students admitted to the Edson College and Master of Science in Health Care Simulation program.

This handbook serves as an initial resource for answers to common questions; however, students are also encouraged to consult with the academic success coordinator. The primary reference for graduate students on rules and regulations is the Arizona State University (ASU) [Academic Catalog](#). Each student should become familiar with the Academic Catalog and the ASU [Graduate College website](#) and policies. The policies found in this handbook are from ASU Graduate College and the Edson College. The handbook is updated annually.

Graduate Programs Overview

The graduate programs within the Edson College welcome students from all disciplines who want to move their practice, health, or research career to the next level.

Master of Science in Health Care Simulation

This is a 34-credit hour hybrid program with a curriculum that emphasizes simulation theory, operations, safety, and leadership. Graduates are well prepared to be part of simulation teams, developing strategies for experiential education that translate to educational and clinical environments.

In this program, students learn to influence the design, operations, and evaluation of educational health care simulation in academic or practice settings. Students develop evidence-based scenario design, use technology-enhanced environments replicating real patient experiences with life-like high fidelity computer manikins or simulated participants, and employ operations techniques. Through learning and working with their peers, faculty, and leaders from multiple disciplines such as health care, sociology, technology, and the arts and public policy, students will gain experience in creating transdisciplinary solutions.

Simulation in health care education aims to improve competencies in communication, teamwork, critical thinking, professional identity, and safety. The simulated learning

environment provides a psychologically safe space where you can make mistakes without risk to real patients.

This is a hybrid program with some required courses offered in an iCourse format, including asynchronous and synchronous modalities. At least two of the required courses include an immersion experience on the ASU campus for several days during the semester.

Key program areas of emphasis:

- Utilize complex high-tech health care learning environments that promote future safe patient outcomes.
- Interprofessional applied projects and diverse electives allow for a more individually tailored simulation education.
- Develop the professional norms and behaviors necessary to uphold the ethical management of simulation-based experiences.

Outcomes of the Master of Science in Health Care Simulation Program

Upon completion of the **MS in Health Care Simulation** program, the graduate will be able to:

1. Demonstrate the ability to influence the design, operations, and evaluation of educational healthcare simulation in academic and/or practice settings.
2. Demonstrate the ability to provide healthcare simulation program leadership and oversight associated with fiscal management, physical space, equipment, and personnel resource operations.
3. Plan educational simulation experiences to meet specified curricular goals.
4. Integrate best available systems data and analytics that assess learner needs.

Courses

HCS 501	Foundations in Health Care Simulation	3 credits
HCS 502	Health Care Simulation Educational Assessment and Debriefing Methods	3 credits
HCS 503	Principles of Operations Management in Health Care Simulation	3 credits
HCS 580	Practicum: Operational or Educational Perspective	3 credits
HCS 593	Applied Project	4 credits
NUR 520	Patient Safety and Health Care Quality Principles, Assessment and Methods	3 credits
HCI 540	Understanding and Applying Principles of Evidence-Based Practice	3 credits
NUR 671	Teaching in Academic and Practice Settings	3 credits
NUR 521	Health Care Evidence, Informatics and Analysis	3 credits
Electives	(see list below)	6 credits
Program Total Credits		34 credits

Electives

HCI 538	Approaches to Health Care Innovation	3 credits
HCI 544	Information Technology (IT) for Health Care Innovation	3 credits
NUR 523	Interprofessional Collaboration for Improving Patient Safety and Health Care Quality Outcomes	3 credits
NUR 670	Curriculum Development in Academic and Practice Settings	3 credits
BMI 601	Fundamentals of Health Informatics	3 credits

III. PROGRAM APPLICATION AND ADMISSION

Application and Admission Process

The Edson College encourages applications from individuals with diverse educational backgrounds and experience or interests relevant to the programs' missions and goals. Before applying, prospective students should discuss their goals and questions with a student or faculty advisor.

Each of ASU's graduate programs has unique admission standards, ASU has set minimum requirements for admission to master's, certificate, and doctoral programs.

More information on how to apply and the requirement for admission is available at <https://admission.asu.edu/graduate/apply>.

Office of Graduate Education Admission Policies

For admission, an applicant must have earned a bachelor's degree or higher from a regionally accredited institution in the U.S. or the equivalent of a U.S. bachelor's degree from an international institution. A minimum grade point average of 3.0 (on a 4.0 scale) in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program. A program director may provisionally admit applicants on a case-by-case basis for applicants with a GPA less than 3.0.

Academic units submit recommendations regarding admission decisions to the office for [Graduate Admission](#); only the Vice Provost for Graduate Education can make formal offers of admission.

Applicants monitor the status of their application through MyASU. If admitted, the formal letter of admission can be downloaded from MyASU and a personal. If denied admission, letters are sent via email to the address on record.

Enrollment

Students are responsible for enrollment in courses each semester, following the program of study for their specialty. Enrollment is completed through My ASU.

The University's Registrar's Office will verify student enrollment each semester according to the general guidelines found: <https://students.asu.edu/enrollment-verification>

How to Register for Classes: <https://students.asu.edu/howtoregister>

Registrar's website for the most up to date policies on Registration, Grades & Records, and Residency: <http://students.asu.edu/registration>

Academic Calendar

Academic Calendar for all Registration and Withdrawal deadlines can be found at the following website: <http://students.asu.edu/academic-calendar>

Financial Assistance

Financial assistance for graduate 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 Financial Aid and Scholarship Services: <https://students.asu.edu/financialaid>

Scholarships

Several scholarships are awarded by the Edson College of Nursing and Health Innovation during the academic year. To be considered for an award, students must complete the Scholarship Application Form: <https://nursingandhealth.asu.edu/student-life/scholarships>

Many financial assistance opportunities from the ASU Graduate College are available to the student. This site provides all the tools and resources the student needs to view the types of aid available for students.

Transfer Credit

Transfer credits are those accepted from another institution for inclusion on an ASU Plan of Study (POS). Official transcripts of any potential transfer credit for a POS must be sent for consideration directly to the Enrollment Services from the Office of the Registrar at the institution where the credit was earned. More information can be found at the ASU [Transfer Guide](#) website.

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 as well as the Office of Graduate Education and Vice Provost.** Students who wish to apply for transfer credit or credit taken prior to admission must submit a petition to the Edson College's Standards Committee, available through your academic advisor.

IV. UNIVERSITY POLICIES

ASU Graduate College

The MS in Health Care Simulation program office is responsible for upholding the policies and procedures set forth by ASU Graduate College. Students are held to the minimum requirements of the Graduate College as well as any additional requirements set forth by the Edson College. Graduate College Policies and Procedures:

<https://graduate.asu.edu/policies-procedures>

Student Accessibility and Inclusive Learning Services

The **Student Accessibility and Inclusive Learning Services (SAILS)** is the central location for establishing and obtaining services and accommodations for qualified students with disabilities: <https://eoss.asu.edu/accessibility>

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/>.

As a mandated reporter, faculty are obligated to report any information they become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to discuss any concerns confidentially and privately.

Academic and Professional Integrity

The highest standards of academic integrity <https://provost.asu.edu/academic-integrity> compliance with the university's *Student Code of Conduct* are expected of all graduate students in academic coursework and research activities. The failure of any graduate student to uphold these standards may result in serious consequences including suspension or expulsion from the university and/or other sanctions as specified in the academic integrity policies of individual colleges as well as the university.

Violations of academic integrity include, but are not limited to cheating, fabrication of data, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate

level, it is expected that students are familiar with these issues and that each student assumes personal responsibility in their work.

Students should refer to the [ABOR Student Code of Conduct](#), the [Academic Integrity](#), and applicable laws. Matters that violate the ABOR Student Code or ASU Academic Integrity Policy must be appealed as provided for in those policies.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Edson College graduate students are representatives of the College and the University; Edson College expects its students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating a negative perception of the College.

Disruptive Classroom Behavior

Arizona State University has several policies that are potentially applicable to disruptive student situations. These are:

1. Disruptive Student Protocol STA 104-02
<https://www.asu.edu/aad/manuals/ssm/ssm104-02.html>
2. Student Code of Conduct ABOR 5-308 (and 5-303)
<https://public.azregents.edu/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf>
3. Instructor Withdrawal of Student for Disruptive Classroom Behavior
<https://www.asu.edu/aad/manuals/ssm/ssm201-10.html>
4. Involuntary Withdrawal Policy (SAC)
<http://www.asu.edu/aad/manuals/ssm/ssm104-05.html>

Virtually all actions taken with respect to behavior need to have a hearing process (or some opportunity for a student to give a response to allegations made or actions to be taken where removal from a class, or grade appeal process, or suspension or expulsion from school is mandated). The Student Code of Conduct provides for the Dean of Students to act when a complaint is filed with the Educational Outreach & Student Services (EOSS), and for a hearing (informal) to be held where the student is given an opportunity to respond. If expulsion or suspension is the recommended sanction, the student does have an opportunity to have a review by the University Hearing Board. In an emergency, the professor, RA/TA, or a student acting on that person's behalf will contact one of the following:

- | | |
|-------------------------------------|---|
| 1. ASU Counseling Services | (480) 965-6146 (Tempe campus)
(602) 496-1155 (Downtown campus) |
| 2. ASU Health Services | (480) 965-3349 |
| 3. EMPACT Suicide Prevention Center | (480) 965-1006 |
| 4. Dean of Students | (602) 496-4357 |
| 5. DPS @ 911 or non-emergency | (602) 496-3456 |

[Graduate Wellness Resources](https://graduate.asu.edu/sites/default/files/wellness_resources.pdf) – a one-page guide to Financial, Social, Emotional, and Physical Health and Wellness Resources for ASU Graduate Students was developed by the GPSA. https://graduate.asu.edu/sites/default/files/wellness_resources.pdf

[10 Best Practices in Graduate Student Wellbeing](https://graduate.asu.edu/sites/default/files/student_well_being_best_practice.pdf) – proven ways to help graduate students better care for themselves under the increasing demands of graduate school. https://graduate.asu.edu/sites/default/files/student_well_being_best_practice.pdf

V. PROGRAM PROGRESSION

Students are responsible for familiarizing themselves with all university and graduate policies and procedures. The most current pdf version of the Graduate Policies is found at <https://graduate.asu.edu/policies-procedures>

Continuous Enrollment

Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour during all phases of their graduate education, including the term in which they graduate. This includes periods when students are engaged in any way utilizing university resources, facilities, or faculty time. This credit must appear on the Plan of Study and must be an appropriate graduate-level course (e.g. 692, or 595 Continuing Registration). Please see Graduate policies regarding registration and continuous enrollment: <https://graduate.asu.edu/policies-procedures>
Students enrolled in the non-degree Certificate programs are not required to be registered for a minimum of one credit hour during all phases of their graduate education.

Voluntary Withdrawal: Courses, Graduate Degree Program, or ASU

Types of withdrawals and procedures can be found at <https://students.asu.edu/drop-add>

Involuntary Withdrawal by the Division of Graduate Education

Please refer to Graduate Policies: <https://graduate.asu.edu/policies-procedures>

Medical/Compassionate Withdrawal:

The Dean's representative for the Edson College of Nursing and Health Innovation will advise students on the process of medical/compassionate withdrawal. Contact the Edson College Student Services office at 602-496-0888 for more information.

Plan of Study & iPOS

The Plan of Study (POS) is a document that specifies a student's plan for taking course requirements in completing a degree. It is submitted and revised electronically via ASU's interactive plan of study system (iPOS). In order to facilitate degree completion and

shorten time to degree, graduate students with regular status must submit their iPOS before completing 50 percent of the minimum credit hours required towards their degree program. Once completed and approved by the appropriate academic personnel, the iPOS becomes a contract between the University and student, guiding the student in completing degree requirements. For step-by-step instructions on completing and submitting the student's iPOS, please refer to the iPOS student training manual:

<https://graduate.asu.edu/current-students/completing-your-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 Edson College's Graduate Program office when they are halfway through the program.

- Students can complete the iPOS by visiting their "MyASU" 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 Edson College through petition. Please refer to the section on Transfer Credit.
- Courses numbered 500 or higher are graduate level courses. Core courses required by the graduate degree programs and graduate certificates must be 500-level or above.
- Students may not include on their Plan of Study any credit hours that have been applied towards a previously awarded degree.
- Students must submit their iPOS for approval by the program directors.
- Approved iPOS must be forwarded to the Office of Graduate Education. Upon approval by the Graduate College, the iPOS is forwarded to the University Graduation Office for final approval.

All degree-seeking students must have an approved iPOS on file at least one semester before graduation with the Office of Graduate Education to be eligible to apply for graduation.

Degree Minimum Credit Hours

Please see the Graduate policies regarding degree minimum credit hours:

<https://graduate.asu.edu/policies-procedures>.

Degree Maximum Time Limit

Please see the Graduate policies regarding degree maximum time limit:

<https://graduate.asu.edu/policies-procedures>.

Academic Progression Requirements

All graduate students are expected to make systematic progress toward completion of their degree. This progress includes meeting the conditions of Academic Progression Requirements according to Graduate policies: <https://graduate.asu.edu/policies-procedures> listed below under Progression Requirements (i.e. maintaining satisfactory progress within each of the programs' sessions or semesters). 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 Office of Graduate Education and Vice Provost. The Vice Provost of the Office of Graduate Education makes the final determination.

Progression Requirements

- A. A student who has been admitted to one of the programs found in this handbook with either regular or provisional admission status:
1. Must maintain a 3.0 (B) or higher grade point average (GPA) in all work taken for graduate credit (courses numbered 500 or higher) assessed according to the 7.5 week session schedule or semester schedule.
 2. May not earn a grade below a “C” in a required course (including required electives) in the student’s approved program of study (iPOS).
- B. A student will be placed on academic probation or recommended for withdrawal from his/her program of study if one or more of the following apply:
1. A student’s iPOS or Graduate GPA falls below 3.0 in any session or semester.
 2. The student receives a grade below “C” or 70% in any course on the approved program of study.
 3. The student fails to increase all of the GPA’s listed above to 3.0 or better by the time they complete the next term in the student’s program of study per section B.1 above.
 4. The student fails to receive a “C” (70%) or better after repeating a Graduate course in which they have received a grade below “C” per section B.2 above.
 5. If a student is unable to meet the timeline specified in academic probation, the Standards Committee upon recommendation from the program coordinator and relevant Program Director, may recommend to the Office of Graduate Education the withdrawal of a student from the program for academic reasons.
 6. 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):
 - Conduct prohibited by the Arizona Board of Regents Student Code of Conduct can be found at this link: <https://eoss.asu.edu/dos/srr/codeofconduct>
 - Periods of absence during a semester without the endorsement of the student’s graduate advisor. If an iPOS must be interrupted for one semester, the student must apply for a leave of absence. This leave status, endorsed by the student’s graduate advisor 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.
 - Seriously compromising the relations of the Program with the public.
 - Breaches of ethical judgment or professional responsibility.
 - Serious instances of personality or character traits inappropriate for the

professional roles for which the student is attempting to prepare.

- C. 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. The Academic Integrity Policy can be found at this link: <https://provost.asu.edu/academic-integrity>

D. Appeals:

Students who have been recommended for withdrawal from the MS in Health Care Simulation program can appeal this decision in writing to the Edson College of Nursing and Health Innovation, MS Program Director. If the recommendation to withdraw is upheld the student can appeal the decision to the dean's office in the Edson College of Nursing and Health Innovation and as a final step, to the Graduate College.

Appealing a Course Grade: Students receiving a grade of less than "C" (70%) in a required graduate course can appeal the grade through the Edson College of Nursing and Health Innovation Academic Grievance Procedure (Appendix A). Students have five business days from the posting of the grade in question to begin the grievance process.

- E. **Funding:** Students making unsatisfactory progress and/or on academic probation are not eligible for traineeship funding or assistantship positions.

Progression restrictions for students placed on academic probation may prevent the student from progressing in their program of study with their class cohort. Graduate courses in which a grade of less than a "C" (70%) must be repeated in the next regular academic semester during which the course is offered. Graduate courses may be repeated only once.

Program Withdrawal: Voluntary Withdrawal: Students may voluntarily withdraw from a program at any time using the voluntary withdrawal form for Graduate education. Program fees, tuition, and financial aid reimbursements are subject to the policies of the program and the Office of Graduate Education's policies. The drop/add policies regarding voluntary withdrawal and types of withdrawal can be found at this link: <https://students.asu.edu/drop-add>

Dismissal: Students who have been recommended by their program to the Office of Graduate Education for dismissal from their program can appeal this decision to the Graduate Program Office within the Edson College. If the recommendation to dismiss the student is upheld by the appeals' body of this office, the student can appeal the decision to the Dean's Office within the Edson College. The Graduate policies on satisfactory academic progress can be found at this link: <https://graduate.asu.edu/current-students/policies-forms-and-deadlines/policy-manuals>

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 one-year limit required to complete the contract, must petition to draw up a new contract. If the one calendar year limit set by the University 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."

Once admitted to a graduate degree program, master's level students (degree and certificate) 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, 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 Office of Graduate Education 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 head of the academic unit, must be approved by the Office of Graduate Education and the Vice Provost. 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 Office of Graduate Education are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students 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.

Change in Degree

A student who wishes to switch degree programs must submit a new application to the Graduate College AND a new supplemental application to the Edson College 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. For additional information, contact [Graduate Enrollment Services](#).

- If a student is selected for admission to a new degree program, they must submit a form found on the student's MyASU page found at this link: [Changes to Admission Requirements](#)
This form does not withdraw the student from their courses. If the student wishes to do so, they 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).

Registration, Drop/Add and Withdrawal

Academic Calendar: Please refer to the current Registrar’s Academic Calendar for all Registration and Withdrawal deadlines found at this link:

<https://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 found at this link: <https://webapp4.asu.edu/catalog/courselist>

Policies: Please refer to the Registrar’s website for the most up to date policies on course registration and withdrawal found at this link: <https://students.asu.edu/contact/office-university-registrar>

Grades

Grades are a reflection of the work and accomplishments of a student in an academic program. Grading guidelines for the graduate programs represented in this handbook allow for a student to earn a grade of “C” in individual courses/assignments. However, an overall GPA of 3.0 is required in the graduate programs. Students whose overall GPA falls below 3.0 are considered on probation and are in danger of failing their program (see Student Progression) in addition to recommendations for withdrawal or dismissal from the program.

Most of the degree programs represented in this handbook use the following grading scale for individual programs; however, individual faculty may use another scale. Please make sure to review the syllabus to determine the appropriate grade scale.

Grading Scale

<i>Letter Grade</i>	<i>Percentage</i>	<i>Grade Point</i>
<i>A</i>	<i>90-100</i>	<i>4.0</i>
<i>B</i>	<i>80-89</i>	<i>3.0</i>
<i>C</i>	<i>70-79</i>	<i>2.0</i>
<i>D</i>	<i>60-69</i>	<i>1.0</i>
<i>E</i>	<i>59 or below course repeat</i>	<i>0.0</i>

A grade of “W” is given whenever a student officially withdraws from a course.

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 his/her control. Upon arrangement with the instructor (the instructor must agree with the incomplete grade), the student’s agreement for completion of the course requirements is recorded on the Request for Grade of Incomplete form. The form for this can be found at this link: <https://students.asu.edu/forms/incomplete-grade-request>. If an “I” is documented for a course, the student is not required to re-register or pay fees to

complete the course.

A student has up to one calendar year from the date the grade of "I" is recorded to complete the course with prior faculty approval. When s/he completes the course, the instructor submits a grade change request to the University Registrar's Office. If a student earns an "I" in a graduate course (500-level or above) the "I" grade will become a permanent part of his/her transcript if s/he does not complete the course within one year, and s/he will have to re-register and pay fees to repeat the course for credit. If a student has an "I" they will be unable to graduate or participate in graduation ceremonies.

A student who requests a grade of incomplete "I" must complete the following steps:

- Submit a request for a grade of incomplete to the instructor of the course.
- 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 must complete the course prior to the stated date on the contract 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 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 a degree program, a student must enroll in at least one course each Fall and Spring semester.

Grade Point Averages

Students must maintain a minimum 3.0 grade point average (GPA) to maintain satisfactory academic progress and to graduate. Please see Graduate Education policies regarding grade point averages: <https://graduate.asu.edu/policies-procedures>. If more than one failure occurs, students may be withdrawn from the program.

Petitions

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

Petitions to the Graduate College

Please refer to the Graduate College website for the most current information:

<https://graduate.asu.edu/policies-procedures>

Petitions to the Edson College of Nursing and Health Innovation

Please follow these instructions for submitting a petition to the Edson College. Use one Petition to Standards Committee Form for each request. Right click to save PDF to the student's computer: <https://nursingandhealth.asu.edu/students/policies-handbook>

Submit the completed form, with attached documentation, to the Program Office for submission to the Standards Committee. If the petition is incomplete or unclear, it will be returned to the student. Students are notified in writing of the action taken on their petition. Results are NOT provided over the phone.

Action on Petitions

- Students petitioning for a change in University requirements will have their petitions reviewed by the Edson College Standards Committee. Edson College 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 Edson College and Health Innovation Standard Committee.

Appeals

Students have the right to appeal all Edson College 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. The appeal must be submitted within 5 business days following the decision to the Edson College Student Services Office on the Downtown campus.

Academic Grievance

Students' academic grievance will be referred to the Academic Grievance Committee as outlined in the Edson College Academic Grievance policy in Appendix A.

Applied Project / Culminating Event

Completion of coursework and the capstone course will demonstrate student achievement of attaining knowledge and competencies for the degree of MS, Health Care Simulation. Students completing the MS in Health Care Simulation degree are required to complete an Applied Project where research principles are applied but actual research is not conducted. This culminating academic experience is designed for graduate students to enhance their ability to synthesize theory and research about educational principles

underlying the art and science of health care and interprofessional education in academic and practice settings. Students complete a comprehensive review of literature leading to formulation of a purpose statement that addresses a concentration related issue or topic and is developed as an applied project related to best practices in the specific concentration.

Responsibilities of MS in Health Care Simulation Program Participants:

1. Represent the Edson College in a professional manner.
2. Respect the culture and mission of the clinical practicum site.
3. Consult with faculty mentor at critical points in development of the applied project and as needed.
4. Meet program deadlines and outcomes established for each semester.
5. Submit iPOS and graduation documents to the University Graduate office and Edson College Graduate office by the due dates.

VI. STUDENT RESOURCES

Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus- safety matters should be directed to 480-965-3456. ASU has an opt-in, text-message alert system by which students can choose to receive a text message from ASU in times of an emergency. Students can sign up for the service online. Students are also encouraged to download the LiveSafe mobile application on their phones at <https://cfo.asu.edu/livesafe-mobile-app>. For additional safety resources and contacts, such as Counseling Services, Police and Safety Escort Services, visit the Safety Resources website at <http://www.asu.edu/studentaffairs/vp/safetyresources/index.htm>.

Writing Center

ASU Writing Centers provide a dynamic, supportive learning environment employing tutors from many majors who help students hone their skills and gain confidence at any stage of the writing process. Writing tutors help you: explore, plan, and develop ideas; organize and structure your paper; integrate and cite sources; and write, revise, edit and proofread.

Schedule an online writing tutoring at <https://tutoring.asu.edu/content/graduate-writing-tutoring>. If you have questions or need assistance scheduling an appointment, please call 602-496-0354.

Student Success

The Student Success Centers offer free academic support resources for all students including tutoring, Supplemental Instruction (SI-structured study groups), peer mentoring through the Success Team Leaders. Online students can take advantage of FREE tutoring either in person or online. For information on the services offered, hours, and contact information, visit <https://tutoring.asu.edu/student-services/tutoring>. If you have any

questions, please call 480-965-9072.

ASU Libraries

provide access to electronic journals, electronic books, and research databases online. Library support is available 24/7 through <https://lib.asu.edu/help>. Check out the Library Guide developed for online students at <http://libguides.asu.edu/onlineprograms>.

Downtown Phoenix Campus Library

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. Nursing books and periodicals are located in the lower level of the UCENT building.

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.

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.

Bookstore

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

Disability Accommodations

Qualified students with disabilities who will require disability accommodations in this class are encouraged to make their requests to me at the beginning of the semester either during office hours or by appointment. Note: Prior to receiving disability accommodations, verification of eligibility from ASU Student Accessibility and Inclusive Learning Services (SAILS) is required.

Disability information is confidential.

Establishing Eligibility for Disability Accommodations

Students who feel they will need disability accommodations in this class but have not registered with Student Accessibility and Inclusive Learning Services (SAILS) should contact SAILS immediately. Campus locations and contact information are available on the SAILS website (<https://eoss.asu.edu/accessibility>). Check the SAILS website (<https://eoss.asu.edu/accessibility>) for eligibility and documentation policies.

Email: Student.Accessibility@asu.edu

SAILS Phone: (480) 965-1234

SAILS FAX: (480) 965-0441

ASU Resources

- ASU Library: <https://lib.asu.edu/>
- Sun Devil Bookstore: <https://www.bkstr.com/arizonastatestore/home>
- ASU Health Services: <https://eoss.asu.edu/health>
- Live Well @ ASU: <https://wellness.asu.edu/>
- Academic Support (Tutoring and Writing): <https://tutoring.asu.edu>
- Student Financial Aid & Scholarship Services: <https://students.asu.edu/financial-aid>
- Student Resources: <https://eoss.asu.edu/resources-hub>
- Sun Cards: <https://cfo.asu.edu/suncard>
- Parking and Transportation: <https://cfo.asu.edu/parking>

VII. OTHER STUDENT INFORMATION

Required Minimal Technical Skills

Students are required to be computer literate and have basic keyboarding skills. Students are required to have email-access, and to access email regularly through individual accounts established through ASU at the time of enrollment in the program. The Program expectation of computer skills are as follows:

- Use ASU email for all communication to the Program
- Use the CANVAS™ Learning Management System
- Create and submit files in commonly used word processing program formats
- Copy and paste text
- Download and install software
- Use spreadsheet programs
- Use presentation and graphic programs
- Specific courses may use additional software

Canvas

Courses are delivered with an online learning management system called Canvas™. You will be able to access your Canvas course site(s) from your MyASU class schedule on the first day of each semester by clicking on the course name in the Class Schedule section of MyASU. In particular, it is important to learn about and become comfortable with the following Canvas tasks/skills:

- Check assignment grades
- Take a quiz/exam
- Submit an assignment
- Post on the discussion board

There are many excellent Canvas support articles organized into categories at:

<https://community.canvaslms.com/docs/DOC-10701-canvas-student-guide-table-of-contents>

Personal Record Forms

Students are requested to advise Arizona State University Registrar's Office regarding addresses, telephone, or name changes. Failure to do so interferes with the timely receipt

of financial reimbursements or other important information.

<https://students.asu.edu/forms/registration>

Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their MyASU account. All ASU students are required to have an active ASU email.

ASU Email

Students may forward their ASU email to another preferred account. It is important that students check the ASU email account at least once per week, so they do not miss important notices. Arizona State University and the Edson College conduct their business via ASU email only.

Graduation

The student is eligible for graduation when University and Graduate Education degree requirements have been met and the applied project has been passed. All incomplete or “in progress” grades must be changed to indicate that these classes have been completed.

Apply for Graduation

The student’s iPOS must be approved and on file with the Graduate College before the student is eligible to apply for graduation. For further instructions, please refer to <https://students.asu.edu/graduation>.

If the student intends to participate in commencement, the student must have completed all culminating work by the semester deadlines. It is the student’s responsibility to invite their mentor to participate in the commencement ceremony.

Convocation

The Edson College holds its own Convocation ceremony in conjunction with Fall and Spring Commencement. The Convocation Coordinator will send required information to graduates early in the semester concerning information needed. 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.

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 the scholarship requirements of the Office of Graduate Education have been met.

Exit and Alumni Surveys

Every year, the Edson College evaluates data obtained from three surveys provided by the University Office of Evaluation and Educational Effectiveness. In their last semester, students are requested to evaluate the curriculum of their degree. 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 recent graduate

and alumni surveys, which is sent to students who have already graduated from the program. These are completed at 3-6 months and 3 years post-graduation, respectively. All surveys provide information to help the Edson College plan for future students and strengthen the programs and certificates. All responses remain confidential and are reported only in aggregate form.

VIII. STUDENT AND PROFESSIONAL ORGANIZATIONS

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 MS in Health Care Simulation Program are eligible for membership.

Purpose:

1. To provide communication, cooperation, and understanding between Edson College graduate students and faculty.
2. To provide direct lines of responsibility to effectively handle all Edson College graduate student affairs.
3. To promote quality graduate education.

The Graduate Nurse Organization designates student representation on Edson College committees. Throughout the academic year, this organization sponsors activities that foster career development and socialization among students.

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. A College Council represents every college in the University in GPSA; each council elects two members to represent the respective college and serve as voting members in the Associated Student Senate.

Appendix A - Grievance Policy

Effective: 1/1/03

Reviewed:
4/1/13

Revised: 4/18/2011



Academic Grievance

Purpose

To provide informal and formal mechanisms to facilitate the systematic review and resolution of student *academic* grievances.

Sources

Edson College of Nursing and Health Innovation Baccalaureate Program Handbook for Clinical Nursing Students <https://nursingandhealth.asu.edu/files/students/handbooks/ug.pdf>

Allegations of academic dishonesty are subject to review under the ASU Academic Integrity Policy <http://provost.asu.edu/academicintegrity>

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 <https://researchintegrity.asu.edu/coi/misconduct>

The Office of Diversity Staff is available to investigate and resolve allegations of unlawful discrimination or harassment <http://diversity.asu.edu/node/2>

Applicability

All Edson College students.

Protocol

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

Procedure

I. Introduction

A. The Academic Grievance Process of the College 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 College and/or course policies and/or procedures has the right to question the application through the process established for this purpose.

Academic Grievance

B. The Aggrieved Student will complete the informal process before initiating the formal process. The aggrieved student may contact the ombudsperson to assist with the filing of the grievance.

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: Within 5 business days from the alleged academic grievance the Aggrieved Student prepares and submits the Academic Communication Form (**Attachment A-1**) to the Faculty Member(s).

B. Step 2: Faculty Member(s) and Aggrieved Student meet within 5 business days of faculty receipt of the Academic Communication Form (**Attachment A-1**) in an attempt to resolve the Academic Grievance. In the context of the meeting:

a. The Aggrieved Student is responsible for providing evidence regarding the event or condition that allegedly resulted from unfair application of the College and/or course policies and procedures.

b. The Faculty Member(s) is obliged to review the material(s) presented and respond to the evidence and reasons presented

c. If the Academic Grievance is resolved, the Academic Communication Form (**Attachment A-1**) 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 or designee by forwarding the Academic Communication Form (**Attachment A-1**) to the Academic Program Director and request a meeting to be held within 10 business days of the completion of B. Step 2.

a. The appropriate Academic Program Director or designee will inform the Faculty Member(s) that the Aggrieved Student has requested a meeting regarding the alleged grievance.

D. Step 4: The Aggrieved Student and the appropriate Academic Program Director or designee meet. In the context of the meeting with the Aggrieved Student:

a. The Aggrieved Student is responsible for providing evidence, and reasons in support of the Academic Grievance.

b. The appropriate Academic Program Director or designee is obliged to review the material(s) presented and respond to the evidence and reasons presented on the Academic Communication Form (**Attachment A-1**)

c. The Academic Program Director or designee will inform the student and faculty of the outcome of the meeting using the Academic Communication Form (**Attachment A-2**). A copy of Academic Communication Form (**Attachment A-2**) will be provided to the student, faculty and Associate Dean for Academic Affairs.

d. If the Academic Grievance is resolved, this terminates the Informal Procedure.

Academic Grievance

e. If the Academic Grievance is not resolved, the Aggrieved Student, within ten (10) business days of the meeting between Academic Program Director or designee and student will prepare and submit the Academic Communication Form (**Attachments A-1 and A-2**) and the Statement of Academic Grievance Form (**Attachment B-1**) and request an initiation of a formal grievance from the Associate Dean for Academic Affairs.

III. Initiation of a Formal Grievance

A. Step 1: The role of the Associate Dean for Academic Affairs:

- a. Advises the Aggrieved Student of the protocol for the Formal Grievance Procedure.
- b. Notifies the chair of the Academic Grievance Committee within 5 business days of the student's request
- c. Appoints a faculty member to serve as temporary chair to convene the committee in the event that the Chair or chair elect are not available to convene the committee

IV. Student Academic Grievance: Formal Procedure

A. Step 1: The Chair and members of the Academic Grievance Committee will review the submitted Academic Communication Forms (**Attachments A-1 and A-2**) and the Statement of Academic Grievance Form (**Attachment B-1**) within five (5) business days of notification of a Formal Grievance request to determine whether the occurrence is an appropriate grievance.

a. the outcome of the review (**Attachment C-4**) will be forward to the Aggrieved Student, Faculty Member(s), and

Associate Dean for Academic Affairs within five (5) business days

b. within 5 business days of notification outcome of the review (**Attachment B-2**) that supports a formal grievance hearing, the following data must be submitted to the Chair of the Academic Grievance Committee

- i. 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
 3. Any other relevant documents that will be offered in support of the Academic Grievance
 - ii. 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
 2. Any other documents relevant to the Academic Grievance that will be offered in support of the Faculty Member(s) position
 - c. The rights and obligations of all parties involved are:
 - i. 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 but will have no voice.
 - ii. 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
 - iii. 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 five (5) business days prior to the scheduled hearing. The challenge of
-

Effective: 1/1/03

Reviewed:
4/1/13

Revised: 4/18/2011



Academic Grievance

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.

B. Step 2: The Chair will convene the Academic Grievance Committee within five business (5) days receipt of evidence from the Aggrieved Student and the faculty for the purpose of clarifying the Formal Procedure and process for the Academic Grievance Committee hearing.

a. Each member of the Academic Grievance Committee and the support staff will be required to sign a Statement of Impartiality and Confidentiality (**Attachment 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.

b. A total of 4 members (faculty and student representatives) constitute a quorum of the Grievance Committee. All committee members have voice and vote. The chair of the committee has voice but only votes to break a tie.

c. Advocate and Ombudsperson are observers and do not have voice or vote.

d. Supporting individuals have voice but not vote.

C. Step 3: The Chair will designate a date and time for the formal hearing of the Academic Grievance Committee and communicate such to all parties involved. Every effort will be made to accommodate the schedules the Aggrieved Student and members of the committee in planning the formal hearing; however, the formal grievance must be processed in the semester following the issuance of the grade in dispute.

D. Step 4: The formal hearing will be held in accordance with the Academic Grievance Committee Meeting Membership, Structure, Protocol and Proceedings.

E. Step 5: Upon completion of the Academic Grievance hearing, the Academic Grievance Committee members will deliberate and formulate recommendations. Within two (2) business days of completion of deliberations, the Chair of the Academic Grievance Committee will deliver the audio tape of the meeting and Grievance Committee Recommendations with rationale (**Attachment D**) to the Dean or designee.

F. Step 6: Within five (5) business days of receiving the Academic Grievance Committee's written recommendation, the Dean or designee will advise both parties [student and faculty member(s)] 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.

**Arizona State University
Edson College of Nursing and Health Innovation
Attachment A-1
Academic Communication Form**

This form is to be initiated by the aggrieved student as the first step in the informal grievance process. The form is submitted to the faculty member(s) in the course within 5 business days of the alleged grievance. Following receipt of this form, the faculty will meet with the student within 5 days.

Concise statement by the student describing the concern or claim based upon an event or condition allegedly resulting from unfair application of college policies and procedures: (provide evidence to support the concern or claim) Include attachments as necessary to support the claim.

Response from faculty member(s) who allegedly applied the policies and procedures unfairly:

Summary of the student-faculty meeting to resolve the grievance:

Is the grievance resolved? Yes No

Student signature date

Faculty signature date

If the academic grievance is not resolved, the student may appeal to the appropriate Academic Program Director or Designee by forwarding this form and requesting a meeting. The meeting is to take place within 10 business days of the meeting with faculty.

**Arizona State University
Edson College of Nursing and Health Innovation
Attachment A-2
Academic Communication Form
Meeting with Student and Academic Program Director or Designee**

Summary of Meeting:

Is the grievance resolved? Yes No

Student signature

date

Academic Program Director/Designee

date

If the grievance is not resolved, the aggrieved student may appeal to the Associate Dean for Academic Affairs with the submission of this form and Statement of Grievance (Attachment B-1).

Copy to student, faculty and Dean of Academic Affairs

Arizona State University
Edson College of Nursing and Health Innovation
Attachment B-1
Statement of Academic Grievance

This form with the Academic Communications Forms (A-1 and A-2) is submitted by the student to the Associate Dean for Academic Affairs as the first step in initiation of a formal grievance. It is to be submitted within 10 business days of the meeting with the Academic Program Director or Designee.

Aggrieved Person's Name: _____ Date _____

Address: _____ Telephone: _____

Program: _____

Course No. & Title: _____

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

Signature of Student: _____ Date: _____

Arizona State University
Edson College of Nursing and Health Innovation
Attachment B-2
Review for Formal Grievance Hearing

____ After reviewing the Academic Communication Forms (Attachment A-1 and A-2) and the Statement of Academic Grievance Form (Attachment B-1) the **Edson College** Academic Grievance Committee has determined that no further action is required.

____ After reviewing the Academic Communication Forms (Attachment A-1 and A-2) and the Statement of Academic Grievance Form (Attachment B-1) the **Edson College** Academic Grievance Committee supports the initiation of a Formal Grievance Hearing.

Members of the Academic Grievance Committee:

Print Name	Signature	Date

Print Name	Signature	Date

Print Name	Signature	Date

Print Name	Signature	Date

Print Name	Signature	Date

Copy to student, faculty and Dean of Academic Affairs

**Arizona State University
Edson College of Nursing and Health Innovation
Attachment C
Statements of Impartiality & Confidentiality**

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

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

Name: _____

Signature: _____

Date: _____

**Arizona State University
Edson College of Nursing and Health Innovation
Attachment D
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)

A. Concise Statement of the Academic Grievance:

B. Recommendations of the Committee:

C. Distribute To:

A quorum of four (4) active members is required to conduct an Academic Grievance Committee hearing. Of the three (3) members, the Chair or Chair Elect, at least one (1) faculty member and at least one (1) student member