



**Undergraduate
Nursing
Policies and
Procedures**

**2024-
2025**

McAuley School of Nursing

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Part I: Introduction

The McAuley School of Nursing (MSON) *Undergraduate Nursing Handbook* provides the policies specific to the undergraduate nursing program tracks. This includes policies related to both the MSON and the College of Health Professions (CHP). This handbook should be used with the University of Detroit Mercy Undergraduate Catalog, which provides detailed information about programs of study, course descriptions, and University undergraduate program policies and procedures.

The information in this handbook reflects the current requirements for all active students and represents the most current information at the time of publication. MSON reserves the right to make any necessary changes or revisions to this handbook, within reason, for quality improvement, program enhancement or operational needs.

The Baccalaureate of Science in Nursing (BSN) degree program has the following options; program plans can be found in Appendices A-F:

Traditional Pre-licensure

- **Direct Admit**: The University of Detroit Mercy offers freshman students direct admission to the nursing program at the Detroit Campus and Aquinas College in Grand Rapids
- **Full Time Transfer**: Students who have completed prerequisite courses, seeking to enroll full time in a baccalaureate degree in nursing at the Detroit campus.
- **Part Time Transfer**: Students interested reat.aa01emeagro enrgm(a)100 T16 (ed)9.97 (am)7aurf0 (i)2

Mercy College. At that time, the college was at 2200 East Grand Boulevard, the site of a Mercy Hospital, mainly devoted to preparing graduate nurses specialia

populations we serve. Building on the Mercy and Jesuit traditions, the faculty is committed to creating a learning community of discourse and service. Utilizing pedagogy that encourages ongoing reflection on our human experience, faculty and students work together to further the social, political, econort2w(at)12 ((t)1.9 (oge)10 2.9 (ogoge)10d gyieo)8 (rEe)10dir (oge hum)7tuelku2 (o

accredited by the Commission on Collegiate Nursing Education, *655 K Street, NW, Suite 750, Washington, DC 20001, 202.887.6791*

The baccalaureate program is approved by the Michigan Board of Nursing

Diversity and Inclusion Statement

MSON, in the Mercy and Jesuit traditions, is committed to fostering an atmosphere in which the abounding diversity of our views, backgrounds, and experiences are welcomed and respected. We value the dignity, worth, and intellectual potential of all people. In addition to our inclusive academic curriculum, we strive to build purposeful outreach programs and partnerships with our diverse local and national communities. We value diversity and inclusion in the learning environment, and strive to create a community grounded in collaboration, innovation, creativity and belonging. All members of our community are responsible for upholding these values as they lead and serve courageously and compassionately.

Professional and Ethical Conduct Expectations

Students enrolled in the University of Detroit Mercy nursing programs are expected to adhere to a standard of behavior consistent with the high standards of the nursing profession. Compliance with all institutional rules and regulations, city, state and federal law is expected.

As stated by the American Nurses Association Code of Ethics (ANA, 2015), a successful professional should demonstrate such characteristics as open-mindedness, tolerance of ambiguity, objectivity, emotional stability, personal security, appropriate interpersonal skills to effectively and confidently communicate with others across racial, cultural or gender lines; and a willingness to learn and grow professionally.

Concern for the welfare of clients (real or simulated), faculty, staff & peers as evidenced by a thoughtful and professional attitude manifesting concern for the total person; avoidance of

If unprofessional behavior occurs at a clinical site, simulation or lab, the student may be sent home immediately and may not return until the incident has been investigated. The clinical instructor will notify the Assistant Dean of Prelicensure Clinical Partnerships and/or appointed delegate of the incident which counts as a clinical absence.

Part II - Academic Policies

Policy 1: Course Grading

- A student must achieve an overall grade of 75% or better on all essential evaluation criteria to pass a nursing and HLH theory course.
- There will be no rounding of grades (i.e. 74.99% C-, will not be rounded to 75%)
- There will be no extra credit opportunities to raise students' grades
- If a student is successful in the theory course but is unsuccessful in the co-requisite clinical practicum, the student would need to repeat only the clinical practicum. The reverse is also true; if a student is successful in the clinical practicum but unsuccessful in the theory course, the student would need to repeat only the theory course.
- The student must successfully achieve both theory and practicum objectives with a passing grade to be eligible for progression to the next nursing course.
- Students must successfully complete all the courses of one level before they can progress to the next level (i.e., if a student does not pass NUR 3200, they must repeat the course before taking NUR 3310, or any class at the next program level). NUR 2120 and HLH 2550 must be completed before beginning third year first-semester level. NUR 4226 must be completed before third year second-semester level. ETH 3580 must be completed before fourth year first-semester level. ETH 3580 is PH244 at AQ and is offered in the first semester of senior year.
- Students who request to change program options (ex: change from SDO to Traditional Full Time) must be successful in all courses within their current program option before the request for a switch can be considered.

Students are not allowed to retake exams utilized for summative assessments to achieve a 0.26 09.004 T

via email and include a reason for the request to change. Students will be expected to take courses in the sequence identified in the new program plan. Students will not be expected to repeat courses taken previously. Students granted permission to change must meet with their advisor to discuss the new curriculum plan.

Policy 3: Academic Standing

The purpose of academic status is to notify students of their academic standing and provide additional support and guidance that will enable students to improve their academic p()JAMheie acci1MTd provd1 (

- Students may drop a course in *My Portal* until the end of the 100% refund drop period.
- Refer to the current Class Schedule for specific withdraw/drop dates.
- If a course is dropped during the 100% refund period, no record of enrollment for the individual course will appear on the student's transcript.
- After 100% refund add/drop week, a signed Advising and Registration/Change in Registration Form is strongly recommended by the College of Health Professions/McAuley School of Nursing for all BSN students.
- The form is completed with your advisor's signature and submitted to the CHP Director of Student and Academic Affairs.
- Instructor signature is not required for a withdraw/drop.
- The form may be obtained from the CHP Director of Student and Academic Affairs or the Registrar's website.
- Students who withdraw after the 100% refund drop period through 75% of the course taking place will receive a "W" as a final grade for each course dropped.
- The last day to withdraw for each course section is listed in the Class Schedule within each course under Class Details, "Course Description/Imp Dates".
- The course remains on the student's grade report and transcript with a "W" as the assigned grade.
- The course will be counted in hours attempted but not in the GPA calculation.

Students may not withdraw during the last 25% of the course unless they have received approval for late withdrawal from their Associate Dean for extenuating circumstances. No withdrawal may be processed after the end of the class. An unofficial withdrawal (Advising and Registration/Change in Registration Form not filed and student stops attending class) is not recognized and will result in the assignment of a permanent grade of "F". An "XF" is assigned when a student never attends and fails to withdraw from a course. An "XF" is calculated as an "F" in the GPA and all tuition and fees apply.

Students on the Aquinas College campus must adhere to the drop/withdrawal date of classes as posted in the latest edition of the Schedule of Classes

Administrative Withdrawal

In some cases, an Advising and *Registration/Change in Registration Form* may be initiated by a MSON Administrator to remove a student from a class or clinical course. This action is in consultation with faculty. For example, the safety or well-being of the student, client, other students, or agency is in jeopardy, or if the student has failed to follow the procedures, regulations, prerequisites, or requirements of the College or when the student has gained registration in a class by misrepresentation. Depending upon the circumstances, in

leave of absence should be submitted to the Office of the Associate Dean or the Associate Dean's appointed designee for review.

Leave of absence shall not be granted for a period of more than one year. A student may be required to do preparatory work or validation prior to reentry. Students who leave a program for more than one year, and therefore do not qualify for a leave of absence, must formally request readmission to the program. The ability to return to the program is at the discretion of the Office of the Associate Dean or the Associate Dean's appointed delegate. If more than three (3) academic semesters of their respective program have elapsed since the student was in a clinical rotation, the student will be required to repeat some or all clinical and theory courses.

Policy 7: Academic Appeals

Scope

This policy governs appeals for students with academic issues which affect a student's progression in their program. Program handbooks and policy manuals may amplify or modify the procedures detailed below.

Informal Resolution

It is expected that students will take an initial step to resolve a dispute informally and in good faith with the faculty prior to accessing the appeals process. Students are expected to utilize internal mechanisms of dispute resolution, such as this appeals process, before utilizing external mechanisms.

Student Responsibility

An appeal of a dismissal from the MSON should be accompanied by a writ 64 5/ (a)-2 (n)0 (n) J0.004

ATI provides online review modules that include written and video materials in all clinical content areas. Students are encouraged to use these modules to supplement course work. Faculty may assign these to supplement and enhance your learning.

- **Tutorials**

ATI offers unique tutorials that teach nursing students how to think like a nurse, how to take a nursing assessment and how to make sound clinical decisions. Faculty may assign these to supplement and enhance your learning.

- **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions.
- **Learning System** offers practice adaptive testing that approaches NCLEX-style questions in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Faculty may assign these to supplement and enhance your learning.

ATI Content Mastery Assessments

Standardized Assessments will help the student to identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and required standardized proctored assessments that will be scheduled each semester.

Independent learning through ATI resources and the assessments (practice and proctored) will not always directly correspond with classroom instruction, but the combined processes will enhance the students' critical thinking and support the students' overall success in mastering nursing concepts and content and will effectively support the students' learning and integration of theory and clinical nursing.

A Proficiency Level of 2 or 3 on ATI Content Mastery assessments is the desired achievement. These proficiency level policies only pertain to the proctored Content Mastery Assessment Tests.

Proficiency Level 3

- Students earn 100% for the Content Mastery exam grade.
- This level of proficiency indicates the student is likely to exceed NCLEX-RN® - related content standards in this area. Students are encouraged to engage in continuous focused review to maintain and improve their knowledge of this content.

Proficiency Level 2

- Students earn 90% for the Content Mastery exam grade.
- This level of proficiency indicates the student is fairly certain to meet NCLEX-RN® related content standards in this area. Students are encouraged to engage in continuous focused review to improve their knowledge of this content.

Proficiency Level 1

- Students earn 75% for the Content Mastery exam grade.
- This level indicates that a student is likely to just meet minimum NCLEX-RN® related content standards in this area.

Below Proficiency Level 1

- Students earn 65% for the Content exam the exam grade.

- This level indicates a need for thorough review of the content due to a questionable ability to meet NCLEX-RN® related content standards

Refer to the MSON Student Blackboard site for the ATI Testing Schedule Policy

ATI Assessment Testing

Proctored testing will be assigned by the faculty and identified in the nursing course syllabi/topical outline. Content Mastery Series tests (if appropriate) will be 10% of the overall course grade.

Testing

- Students may prepare for the scheduled Content Mastery Assessments through study of the course-related textbook, lecture notes, ATI textbook, and through completion of unsecured, non-proctored practice examinations online.

Remediation

- Refer to the MSON Student Blackboard site for the ATI Remediation Policy

ATI RN Comprehensive Predictor Exam

- A 150 -180 item scored exam intended to measure a student's readiness for the NCLEX-RN®. The ATI RN Comprehensive Predictor Exam benchmark will be set at the 90%

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ATI NCLEX Prep

- A Live Review or Virtual ATI NCLEX PREP will be held at an arranged date and time during or after the student's last semester of the nursing program.
- Full participation in the ATI NCLEX prep is mandatory.
Failure to fully participate 100% in the ATI NCLEX prep will require the student to meet with MSON administration to determine the appropriate course of action.

Policy 10: Laptop Computer Policy

The MSON continues to be committed to student success and requires every nursing student to obtain a laptop computer. This laptop computer should meet minimal requirements to access online testing software, including a camera and microphone. It should be in good working order with updated software throughout the program for testing purposes. Students who are unable to obtain an adequate laptop computer are subject to policies within their respective course syllabus. Chromebooks and iPads are not allowed as compatibility across computer platforms are limited. A laptop computer privacy screen may be required at the discretion of the faculty.

Part III - Pre-Licensure Clinical Policies and Competencies

Policy 1: Social Media and Electronic Devices - MSON

Students in clinical agencies are expected to follow all clinical agency policies regarding the use of technology. This includes all tools, computers, online platforms or software. Students are expected to adhere to the social media principles established by the American Nurses

(MBON) for the NCLEX requires the MSON to verify that students have met the prescribed hours.

Requirements for Clinical Participation

The ability to participate in clinical rotations requires that students meet several conditions. First, they must meet and continue to meet the technical standards for the baccalaureate program. In addition, all students must successfully complete a criminal background check, which includes a urine drug screen. Students must have evidence of Cardiopulmonary Resuscitation (CPR)/Basic Life Support (BLS) certification and meet all health requirements related to preventable disease.

Policy 3: Clinical Compliance and Delinquency

*Not applicable BSNc students

Purpose

Detroit Mercy's undergraduate nursing program requires student nurses to participate in clinical rotations with hospitals and other healthcare facilities in order to meet academic requirements. The facilities with which Detroit Mercy is affiliated for that purpose have specific requirements that must be met before a clinical group or cohort of nursing students can participate at their clinical sites. The handbook sets forth the requirements which include but are not limited to immunizations, assessments, drug testing, background checks, and any other site-specific documentation (clinical requirements). Detroit Mercy must give prior notice before the start of a clinical rotation.

Before clinical rotations start, all students must present evidence of current certification for cardiopulmonary resuscitation (CPR). The certification card must indicate you completed the **Healthcare Provider Course** using American Heart Association curriculum or American Red Cross **Professional-Rescuer**. CPR certification must be current for the entire year in which the student is on clinical rotation. In addition, some local hospitals may permit students to enroll in the CPR classes offered through their staff development departments. Certification either on campus or through another provider is at the expense of the student.

Policy 5: Latex Policy

Latex allergy and sensitivity are a concern for health care professionals. University of Detroit Mercy, College of Health Professions (CHP) is unable to provide a latex-free environment to learners in either the clinical practice laboratories on campus or clinical placement sites off campus. Applicants who have a known latex allergy or sensitivity are encouraged to consult their personal health care provider prior to entering a health care profession.

Latex products are common in the medical environment. The College of Health Professions has an open clinic design. Therefore, an individual with a latex allergy/sensitivity wearing

be Hepatitis B Virus-infected are subject to the CDC guidelines for the management of Hepatitis B-Virus infected health-care providers and students.

Tuberculosis Status

Students must have documentation of current TB status and will be annually required to update this screening. More frequent screening may be required by some clinical sites where exposure is more likely. Students may be required to obtain X-ray examinations every three (3) years if medically indicated.

Influenza

As of January 2007, the Joint Commission on Accreditation of Healthcare Organizations issued a standard for accredited organizations requiring influenza vaccine for their staff, volunteers, and licensed independent practitioners who have patient contact. All students must receive annual influenza vaccine by **October 15th of each year**.

Occupational Safety and Health Administration (OSHA)

The Program and the University observe and enforce all applicable OSHA standards for blood borne pathogens. Detroit Mercy College of Health Professions requires annual education regarding these pathogens and the risks of exposure. The Program utilizes only those clinical training sites which comply with OSHA standards for availability of protective equipment against exposure; the University reserves the right to limit or curtail a student's clinical opportunities

Equipment Required for Clinical Practicum

- Watch with second hand preferred
- Bandage scissors
- Double bell stethoscope (any brand)
- Pen with permanent black ink
- Pen light
- Pocket calculator
- White, full-length (mid-thigh to knee-length), long sleeved lab coat
- Official McAuley School of Nursing Student patch
- Official Detroit Mercy name badge

MSON Uniform Code for Simulation, NUR 2200, NUR 2520, Lab, and Clinical Areas

Clothing

- White scrub top and royal blue scrub pants. The white top may have pockets at the waistline.
- The uniform must be clean and wrinkle-free.
- It s (ng S) 556.92 scto 3.5eW 1f56.92 sct (t)-6.6nTd()TjEMC /LBody #MCID 59 BDC /C2_0 1 Tf-41.6i259 BD

GRAND RAPIDS ONLY

MSON Uniform Code for Community and Psychiatric clinical courses; or other clinical sites where the MSON uniform is not required or allowed

to professional development. The student must be able to meet clinical course objectives. Absences from clinical based learning experiences undermine student ability to attain the necessary skills to meet course objectives, master course content, and ultimately pass the course. Clinical based learning experiences are defined as any activity designed for students to meet course objectives. These experiences include but are not limited to laboratory sessions, clinical rotations, virtual assignments, simulations, and practicum.

Rationale

MSON is responsible and accountable for ensuring each student meets the required curricular elements in the program plan of study, to include all clinical hours, approved by the Michigan Board of Nursing and Commission on Collegiate Nursing Education (CCNE) (aclsibcleny 26790) Pd (l) Oj E(

Progression will be affected until make up hours are completed.

Students who demonstrate a pattern of repeated absences across several clinical courses will be required to meet with MSON administration to determine their status in the MSON.

Appendix A

Traditional Prelicensure Direct Admit Detroit

Appendix B

Traditional Prelicensure Direct Admit - Grand Rapids

Revised 4.4.2022

Total Credit Hours = 126

Nursing Credit Hours = 63 (theory/didactic = 43, seminar = 1, clinical/practical = 17, lab = 2). Lower Division = 17 credit hours (27%); Upper Division = 46 credit hours (73%)

Appendix C

Second Degree Option (SDO) Accelerated BSN - Detroit

Appendix D

Part Time BSN Transfer Plan

***All supportive and non supportive core need to be taken prior to the start of semester if the plan will be implemented as written.

*** Health Care ethics can be taken while matriculating during semesters 2, 3, or 6 to maintain part time status

***Developmental Psychology is required before NUR 3100 Mental Health Nursing, but can be taken while matriculating prior to semester 5

Developed 3.30.22

Appendix E

Full Time Transfer BSN Plan

*** Health Care ethics can be taken while matriculating

Appendix F

BSN Completion (BSNc) Plan

*each course offered in 7-week time frames

