



COLLEGE
OF NURSING

**Registered Nurse to Master of Science
in Clinical Systems Leadership
(RN-MS)**

Program Handbook

2014-2015

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College of Nursing Overview

Introduction

The purpose of the College of Nursing Registered Nurse to Master's of Science in Clinical Systems Leadership program (RN-MS) Handbook is to facilitate RN-MS student success by providing information to students and faculty members.

General Information

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

[The University of Arizona](#)

[The University of Arizona Graduate College](#)

[The University of Arizona College of Nursing](#)

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

Relationship to Other Documents

The RN-MS Program Handbook is intended to be used in conjunction with other University documents such as The University of Arizona Graduate Catalog. Students should first consult the RN-MS Program Handbook from the College of Nursing, and then consult the Graduate Catalog when questions arise. The online Graduate Catalog contains essential information about University Policies and procedures. Individual colleges within The University of Arizona may alter Graduate College policies and procedures when doing so results in the strengthening of an academic program. Therefore, some of the policies and procedures in the RN-MS Program Handbook are specific to RN-MS students.

Code of Ethics for Nurses

The CON faculty subscribes to the American Nurses' Association (ANA) Code of Ethics for Nurses as approved by the American Nurses' Association House of Delegates in June 2001. Students are expected to learn and perform in accordance with this Code. The nine provisions of the American Nurses' Association Code of Ethics are available via the [ANA web site](#).

Mission¹

The College of Nursing, a professional college of The University of Arizona, is in accord with the purposes of the University and Arizona Health Sciences Center. The purposes of the College are education, research and scholarship, and service. Within the purpose of service is a commitment to practice as an essential element in the discipline of nursing.

The mission of the College is to provide baccalaureate and graduate education, generate and expand nursing knowledge, and provide service to the community.

¹ Adopted 4/89, Revised 12/93, 12/96, 11/98, 3/01, Reaffirmed 3/09

The College conducts its educational mission by preparing professional nurses who function in various roles related to advancing human health in meeting the health care needs of the people of Arizona and society in general.

The College conducts its research and scholarship mission to generate and expand nursing knowledge by fostering and sustaining programs of research and scholarship directed toward advancing nursing science.

The College conducts its service mission by providing leadership in professional and health-related activities. The service mission incorporates nursing practice in meeting local, regional, national and global health needs.

Vision²

The College of Nursing is a learning community that is committed to excellence in teaching, research, scholarship, and service that enhances the health and well-being of the people of Arizona and society in general. The community values creativity and balance and promotes excellence through identity as nurses and recognition of social responsibility.

Healthcare Professionals' Obligation to Self-Report³

Arizona law (A.R.S. § 32-3208) requires licensed health professionals and healthcare professionals seeking licensure to report certain criminal charges to their professional licensing boards within ten (10) working days after a charge is filed. Healthcare professionals subject to these reporting obligations must make these reports *irrespective of whether they believe that patient safety has been compromised or could be compromised by behavior giving rise to such charge*. Failure to make a report to the appropriate licensing board is considered unprofessional conduct.

A list of all reportable offenses can be obtained from your own professional licensing board. A partial listing of such offenses can be found at <http://www.azpharmacy.gov/pdfs/reportable%20criminal%20charges.pdf>

32-3208. Criminal charges; mandatory reporting requirements; civil penalty

- A. A health professional who has been charged with a misdemeanor involving conduct that may affect patient safety or a felony after receiving or renewing a license or certificate must notify the health professional's regulatory board in writing within ten working days after the charge is filed.
- B. An applicant for licensure or certification as a health professional who has been charged with a misdemeanor involving conduct that may affect patient safety or a felony after submitting the application must notify the regulatory board in writing within ten working days after the charge is filed.
- C. On receipt of this information the regulatory board may conduct an investigation.
- D. A health professional who does not comply with the notification requirements of this section commits an act of unprofessional conduct. The health professional's regulatory board may impose a civil penalty of not more than one thousand dollars in addition to other disciplinary action it takes.
- E. The regulatory board may deny the application of an applicant who does not comply with the notification requirements of this section.
- F. On request a health profession regulatory board shall provide an applicant or health professional with a list of misdemeanors that the applicant or health professional must report.

Health professionals are defined as a person who is certified or licensed pursuant to A.R.S. chapters 7, 8, 11, 13, 14, 15, 15.1, 16, 17, 18, 19, 19.1, 21, 25, 28, 29, 33, 34, 35, 39, 41 or 42 of Title 32, title 36, chapter 4, article 6, title 36, chapter 6, article 7 or title 36, chapter 17.

² Adopted 5/98, Reaffirmed 3/01

³ Adopted 5/11, Reaffirmed 5/11

Academic Policies and Procedures for RN-MS Students

College of Nursing Academic Responsibility and Master's Education Statement⁴

The University of Arizona College of Nursing is an innovative academic community who believes that personal and professional integrity and excellence are paramount to student success. Therefore, we encourage each student to approach academic opportunities in their chosen field with the passion required to learn the existing theories, practices, and methods of the discipline and to apply these in their research, practice, and/or teaching. Graduate students are expected to demonstrate integrity and ethical behavior in every aspect of their work (classroom, community, bench, and bedside) including adhering to all institutional and governmental policies.

Scholarship is an integral part of graduate education. Therefore, our community facilitates student engagement in scholarly discourse through colloquia, seminars, and group discussions that are part of the academic program. Master's students may have opportunities that facilitate publication and presentation of their ideas.

Graduate education is an emotional, intellectual and time intensive endeavor. Knowledge acquisition and application require rigorous concentration, focus, and evaluation. To ensure success, students should devote focused time and effort in pursuit of their academic credentials.

Our community believes that a collegial environment promotes learning and discovery. This welcoming environment is evident throughout our college and classrooms. As such, students, faculty and staff alike regard each other with mutual respect.

The College of Nursing is deeply committed to these principles of academic responsibility. In joining our community of scholars, Master's students promote the integrity of academic pursuits for themselves and the College of Nursing community, as well as for the discipline and society.

University of Arizona Code of Academic Integrity

Integrity and ethical behavior are expected of every student in all academic work. This Academic Integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404, all provisions of which apply to all University of Arizona students. This Code of Academic Integrity is intended to fulfill the requirement imposed by ABOR Policy 5-403.A.4 and otherwise to supplement the Student Code of Conduct as permitted by ABOR Policy 5-308.C.1. This Code of Academic Integrity shall not apply to the Colleges of Law or Medicine, which have their own honor codes and procedures.

Code of Academic Integrity

Student Code of Conduct

The aim of education is the intellectual, personal, social, and ethical development of the individual. The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights of all individuals. Self-discipline and a respect for the rights of others in the university community are necessary for the fulfillment of such goals. The Student Code of Conduct is designed to promote this environment at each of the state universities. The Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus.

Student Code of Conduct

⁴ Adopted 11/2/2012

Use of Social Media

The College of Nursing adheres to The University of Arizona's standards regarding the use of social media in the workplace. The University's policies can be found linked via the [Dean of Students](#) and [Human Resources](#).

Additionally, students in the College of Nursing should review the white paper produced by the [National Council of State Boards of Nursing](#) and the information provided by the American Nurses' Association in an [eBook format](#) and the [Social Media Toolkit](#). Additional information regarding the use of social media in the clinical setting is provided to students in the clinical handbook.

Disruptive Behavior in an Instructional Setting

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions.

Policy on Disruptive Behavior in an Instructional Setting

Communication with individuals within and associated with the RN-MS program:

Any unprofessional language or tone of communications undermines the teaching/ learning environment and is considered disruptive behavior per The University of Arizona Policy on Disruptive Behavior in an Instructional Setting. This policy can be found online at the following link <http://policy.arizona.edu/disruptive-behavior-instructional>

The College of Nursing expects all students to adhere to The University of Arizona [Policy on Disruptive Behavior in an Instructional Setting](#). Students are expected to communicate with all members of the university community with respect. Unprofessional and disruptive communication has no place in an online learning environment. Any type of unprofessional or disruptive communication with faculty or students will result in a written warning and may result in withdrawal from the course and subsequently the RN-MS program.

Policy on Threatening Behavior by Students

The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. Threatening behavior can harm and disrupt the University, its community and its families.

Policy on Threatening Behavior by Students

Line of Communication

The CON is committed to the creation of an environment which promotes the student learning experience. Open, respectful dialogue between students and faculty is critical to the enrichment of the learning experience.

Student Services is available to assist the student in this process. **Contact Student Services at 855-789-7048 option 2 or ssnursing@msnonline.arizona.edu.**

In order to facilitate the open communication between students and faculty, the CON has outlined a line of communication to resolve academic issues that may arise in the virtual classroom and/or in clinical practicum.

Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialog with the next person in the line of communication is necessary only after the prior contact does not lead to resolution. For grade disputes, please refer to that section of the handbook for communication pathways and support.

- Section Faculty
- Lead Faculty (if applicable)
- Program Director
- Division Director
- Dean of the College of Nursing

Statement on Drug Free Schools and Campuses

Under Federal legislation entitled The Drug Free Workplace Act of 1988, and The Drug Free Schools and Communities Act of 1989, no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees. The Drug Free Schools and Communities Act requires the annual distribution of the following information to students and employees.

Policy and Prohibition

To achieve the policy and objective of providing a drug free environment for all University students and employees, the University prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance on its property or as part of any of its activities. Further, the University prohibits employees while on duty from consuming or being under the influence of a) alcoholic beverages while on duty or b) a controlled substance not prescribed for the employee by their health care provider. University of Arizona students and employees are subject to all applicable drug and alcohol policies including policies set forth in the University's Staff Personnel Policy Manual, University Handbook for Appointed Personnel, Arizona Board of Regents Code of Conduct, The University of Arizona Alcohol Policy and Regulations, or other applicable rules when adopted.

Sanctions

- Local, state, and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service.
- In order to assure fair and consistent treatment of all students or employees who are accused of illegal use of drugs and alcohol, the University will handle all cases which come to its attention within the guidelines of the applicable policies and procedures of the University (e.g. Student Code of Conduct and Student Disciplinary Procedures, Staff Rules and Conduct and Disciplinary Action, ABOR Code of Conduct) and where appropriate, local, state, and federal regulations.
- Sanctions will be imposed on students or employees who violate Arizona Board of Regents or University drug and/or alcohol policies. Sanctions may include suspension or expulsion for students and, for employees, disciplinary action up to and including discharge.

Health Risks

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise.
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
- Repeated use of alcohol can lead to dependence.

Support Systems and Resources

Students who are experiencing problems with alcohol and/or other drugs have campus and community resources available for assistance. Students should contact the Office of Student Affairs or Campus Health for additional information and support.

The Campus Health Service provides two programs which can provide assistance to students with substance abuse problems. Counseling and Psychological Services (CAPS) offers confidential short-term counseling. Additionally, an alcohol and other drug prevention program (part of Health Promotion and Preventive Services) provides risk reduction programs for students, presentations to the campus community, and educational classes. For more information, please call 520-621-6483.

All of these programs can provide students and employees with more information about the dangers of drug and alcohol abuse and make referrals to other services throughout the community.

Reporting Responsibility

Employees are obligated to report any criminal drug/alcohol statute conviction for a violation occurring in the workplace. Appointed personnel and classified staff employees should report such information to the Associate Vice President for Human Resources (520-621-1684); students and student employees should report to the Dean of Students Office (520-621-7060). These individuals are also available to answer any questions pertaining to the legislation or the University's compliance.

Grading and Program Progression

Progression Policy

A high level of performance is expected of students enrolled in the RN-MS in Clinical Systems Leadership program. A student must be making satisfactory progress toward completion of the degree to remain enrolled in the program. In addition to Graduate College policies, the College Of Nursing requires adherence to the following Graduate Academic Progression policies:

- A. A student must earn an overall grade point average of 3.0 or better to be awarded the Masters of Science degree.
- B. Graduate students in the College of Nursing are expected to earn grades of "A" (4.0) or "B" (3.0). Grades below a "B" (3.0) are viewed as unsatisfactory academic performance for graduate students and may lead to dismissal or inability to graduate.
- C. A student with regular status achieving less than a 3.0 grade point average at any point in the program will be placed on academic probation. Students on probation are required to meet with program faculty, Student Services, and Program Coordinator to discuss steps to be taken to resolve the problem that led to probationary status and devise a written plan of action.
- D. A student shall be dismissed from the program if more than two final grades of "C" (i.e. 3 grades of "C") are earned as a final course grade. All instances of "C" grades are considered in this policy, including all attempts of repeated courses.⁵
- E. A student may petition Student Services to repeat a graduate course if a grade of "C" is earned. No more than one course can be repeated. A final grade of "C" earned twice in the same course will result in dismissal (see item D).⁶

⁵ Approved by T. Dickson and C. Lacasse on 1/10/2013.

⁶ Approved by T. Dickson and C. Lacasse on 1/10/2013.

- F. A student will be dismissed from the program if a grade of "D" or "E" is earned in a graduate course.
- G. A student may be dismissed from the College of Nursing for unsafe practice and/or unethical conduct in the program without having been previously warned.

Grade Appeal

Grades given in graduate courses may be appealed on the basis of fundamental fairness. To initiate the appeal procedure, the student must contact the lead faculty for the course and section faculty no later than the end of the fourth week of classes of the first regular term after the term in which the grade was awarded. The entire procedure to be followed is described in the [University of Arizona Online Catalog](#).

The College of Nursing has the following significant modifications:

- A. Pending appeal or review, a student who does not complete a required nursing course satisfactorily (A, B, or C grade) is not eligible to progress in the program.
- B. Student issues or concerns need to be addressed promptly and according to the established line of communication outlined below. Dialog with the next person in the line of communication is necessary only after the prior contact does not lead to resolution.
 - 1. Section Faculty
 - 2. Lead Faculty (if applicable)
 - 3. Program Director
 - 4. Division Director
 - 5. Dean of the College of Nursing

Students should contact the Assistant Dean of Student Affairs at 520.626.3808 or studentaffairs@nursing.arizona.edu for assistance with a grade appeal and in understanding the grade appeal process.

Withdrawal Grades

A grade of "W" may be awarded to students earning a passing grade at the time of the official withdrawal and will appear on the student's transcript. If a student is not earning a passing grade at the time of the withdrawal, the grade of "E" may be awarded. Requests for complete withdrawal from the University are initiated through the [Dean of Students Office](#) and processed by the [Registrar](#). Students leaving the University without a formal withdrawal will be awarded a failing grade in each course.

Students should review the current term's [Registration Dates & Deadlines Calendar](#) and consult with Student Services at 855-789-7048 option 2 or ssnursing@msnonline.arizona.edu when considering a withdrawal. As the program adheres to an alternative timeline for coursework, please note all dates and deadlines for withdrawal are specific to this program.

Grades of Incomplete

The grade of "I" for "Incomplete" may be awarded only at the end of the scheduled term for the course when all but a minor portion of the course work has been satisfactorily completed. Students must complete at least 80% of the course by the end of the scheduled term for the course to qualify for an incomplete. RN-MS students should discuss with the instructor whether or not their circumstances allow them to receive an 'Incomplete' grade. This should be done at least two weeks before the end of the scheduled term for the course. Instructors should work with the student to document what specific course work must be completed by the student for the "I" grade to be removed and replaced with a grade. Documentation should include:

- Impacted assignments or examinations including completion dates

- How work will be graded
- The student's current grade and impact of completing remaining work

The faculty may use the University's [Report of Incomplete Grade](#) form to document the agreement. Both the faculty and student sign this agreement and forward the agreement to both Student Services and the Office of Student Affairs.

RN-MS students have a maximum of one calendar year to remove an Incomplete. An Incomplete not removed within one year is replaced by a failing grade of "E" and counted as an "E" in determining the student's grade-point average. If the coursework cannot be completed within one year, the student may petition to extend the Incomplete. This petition must be submitted before the grade converts to an "E". A Leave of Absence does not extend the one calendar year time frame for 'Incomplete' grade replacement.

If there is a possibility that the student's cumulative grade-point average will fall below 3.00 through the conversion of 'Incomplete' grades to failing grades, the Master's degree will not be awarded.

Petitions

A student, who believes with good academic reason, that they deserve redress or exception to The University of Arizona Graduate College rules, regulations, or policies can formally petition for an exception. A petition form must be submitted to the Graduate College Degree Certification Office explaining all relevant facts. The petition form must be accompanied by supporting documents and a letter of support from the RN-MS faculty Program Coordinator or the Assistant Dean of Student Affairs. Petition forms are available from the [Graduate College](#).

Leave of Absence

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

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

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

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in

the Continuous Enrollment policy requirements.

RN-MS students are required to notify Student Services, at 855-789-7048 option 2 or ssnursing@msnonline.arizona.edu, of any LOA and how long the LOA will last. Students must continue to check their official UA email on a regular basis throughout the LOA to be sure they are prepared for re-entering their program of study. Failure to check email on a regular basis, may delay registration and progression in the RN-MS program.

To request an LOA from the College of Nursing, the student should first discuss their intent with their Student Services advisor and propose an updated Plan of Study to complete their coursework. A written request should be forwarded to Student Services via email to ssnursing@msnonline.arizona.edu. A Coordinator from Student Services will assist the student in completing the required form for submission to the Graduate College. This includes the written approval of the Program Coordinator. The student will receive confirmation from the Graduate College if the request is approved.

Timelines for Satisfactory Progression & Degree Completion

The College of Nursing enforces the Graduate College's Time Limitation Policy. All requirements for the Master's degree must be completed within 6 years.

Satisfactory progression in the RN-MS program is expected of all students. Students will be reviewed annually and assessed for satisfactory progression. It is recommended that students take at least 2 – 3 courses per year to demonstrate satisfactory progression toward degree completion within the specified time of 6 years.

Completion of coursework per the Plan of Study: Successful completion of the program depends on the successful completion of the student's Plan of Study. All students must be aware of the Plan of Study as developed by their Student Services advisor. If the student wishes to change the Plan of Study in a way that will impact the timeline to complete their coursework, the student must consult with the Student Services advisor and identify a new timeline for completion

Student Progress Report Guidelines

The purpose of the Student Progress Report is to provide an equitable process for monitoring satisfactory performance in the College of Nursing. The procedure provides a system for early identification of student behaviors that need improvement to assist the student's satisfactory progress through the program. The process provides students with information they should use to improve their own growth and development.

1. The faculty members are first expected to notify and meet with students, in a timely manner, of any clinical risk or theory deficiencies that could lead to an unsatisfactory grade in the course.
2. After meeting with the student, a copy of the Student Progress Report will be immediately sent to the Office of Student Affairs for review and referrals to appropriate services.
3. If the student receives an unsatisfactory grade for a course, this process is required to assist the student's satisfactory progression through the remaining courses in their plan of study.

Unsatisfactory Student Performance

Unsatisfactory student performance toward the degree may include academic as well as non-academic factors.

Non-Academic Guidelines

1. Non-academic factors that may be considered include:
 - a. Failure to meet the standards outlined in the Essential Qualifications for Nursing Candidates at any time throughout the program.
 - b. Unethical or unprofessional conduct.
 - c. Dishonest scholastic work.

- d. Unsafe patient care as determined by the College of Nursing.

Readmission to the RN-MS Program

Students, who were previously enrolled in the RN-MS degree program, were in good academic standing but withdrew from the program, must reapply for admission. Students must contact Student Services and submit a new application for admission.

Students who leave The University of Arizona for more than two consecutive regular semesters (Fall, Spring) must meet degree and admission requirements as outlined in the catalog in effect at their admission. Approval for readmission may require the student to successfully demonstrate knowledge in clinical skills at the appropriate level to progress in the program.⁷

Appeal of Dismissal for Unsatisfactory Progress

In accordance with College of Nursing policy, the student has a right to initiate a written appeal to the RN-MS Program Committee for a dismissal based on unsatisfactory progress. The written appeal must be delivered during the 5 week period following written notification of the decision. The initial appeal must be filed with the Assistant Dean of Student Affairs. The second and final level of appeal is to the College of Nursing Dean / Dean's designee.

Enrollment Policies

Continuous Enrollment Policy / Minimum Enrollment

All students must complete the Plan of Study as developed with the Student Services advisor within the first three terms of the program. If the student wishes to change the Plan of Study in a way that will impact the timeline to complete their coursework, the student must consult with the Student Services advisor and identify a new timeline for completion.

RN-MS students must maintain [Continuous Enrollment](#) as defined by the Graduate College's policy. The policy requires that the student must register for a minimum of 3 graduate units each fall and spring term until the completion of all course requirements and the completion of the immersion course.

While RN-MS students are not required to maintain [Full-Time Graduate Student Status](#), student applying for financial aid may require full-time status. RN-MS students receiving special funding may be required by their funding source to register for a specified number of credits to meet full-time status requirements. Students should check with their Student Services advisor regarding such requirements to ensure that they remain qualified for funding.

Successful completion of the RN-MS program requires substantial time commitment. Time commitment includes time spent on homework, assigned readings, online discussion participation, and in personal study. The College of Nursing uses The University of Arizona's policies on the [Definition of a Unit of Credit](#) when determining assigned credits relative to course content.

Automatic Enrollment

Enrollment for coursework in the RN-MS program will be automatically processed by Student Services to enroll students in Outreach College coursework for each session. Any active student, unless otherwise indicated, will be automatically enrolled in a full schedule of coursework for the following term. Students who wish to no longer progress in the program (drop, withdrawal, leave of absence, or discontinuation) or reduce their course load must contact Student Services and relay this request in writing. Students are responsible for all tuition charges associated with automated enrollment.

⁷ Approved K. Moore 5/10/12

Non-Enrollment & Readmission to the College of Nursing RN-MS Program

Students who have been granted an approved Leave of Absence and who return within the approved time period, do not have to apply for readmission.

Students who were previously enrolled in the RN-MS degree program but have not been officially enrolled for one regular semester or more must re-apply for admission. Only students in good standing will be reviewed for readmission. The student must also reapply for admission to the Graduate College.

Enrollment Refunds

Refunds will only be offered if a student drops a course within the first two business days of the session (100% refund). A 75% refund will be offered on the third through the fifth business days. All notifications must be received in writing via email to Student Services by 5pm (AZ- Mountain time). No refunds will be issued after the fifth business day of the session.

Qualified Tuition Reduction (QTR)

Students in the RN-MS program are not eligible for The University of Arizona's employee tuition reduction.

RN-MSN Benchmarks

Foundational Courses

All students will take foundational courses. The specific courses in the plan of study are based on the degree attained by students prior to admission.

- NURS 520 and 521 are required for Associates track students.
- NURS 543 and 521 are required for Bachelors track students.

If a statistics course was taken more than five years before enrollment, students will be required to take a statistics course (NURS 502) within the first term of the program.

Core Courses

All students will take core courses based on their plan of study. These courses may be taken in any order and must be successfully completed prior to entering the clinical immersion experience. Core courses include:

ADN Track (Associates Prepared Nurses)	BSN Track (Bachelors Prepared Nurses)
<ul style="list-style-type: none">▪ NURS 540*▪ NURS 541▪ NURS 543▪ NURS 545▪ NURS 640▪ NURS 641▪ NURS 653▪ NURS 654	<ul style="list-style-type: none">▪ NURS 540*▪ NURS 545▪ NURS 640▪ NURS 653▪ NURS 654

- * NURS 540 may be taken in the first eight weeks of the final term concurrent with NURS 660B Clinical Systems Leadership Immersion

Clinical Systems Immersion Experience

All students are expected to actively engage in the clinical systems leadership immersion experience as the final course in the program. Students must complete all components of the Immersion course for degree completion. Associates track students must enroll in NURS 660 (7 units). Bachelors track students must enroll in NURS 660B (5 units).

Student Resources

Student Services, Office of Student Affairs, & Academic Advising

Student Services, as a division within the Office of Student Affairs, works collaboratively with students and faculty to support the educational mission of the College of Nursing. The Office of Student Affairs is responsible for student services including current student academic advising, recruitment, admissions, progression, academic support services, graduation, student-centered events and College of Nursing scholarships.

A Student Services advisor will be available to assist students with enrollment, general education requirements, nursing major questions, academic and student support services. For assistance please call Student Services at 855-789-7048 option 2 or email ssnursing@msnonline.arizona.edu.

E-mail

Students are required to have basic computer knowledge prior to beginning the first semester of the RN-MS program. Students receive a personal e-mail account on the College's computer network (__@email.arizona.edu). E-mail sent to this address can be accessed within the College of Nursing and from remote sites (via the Internet) and must be checked daily, as it is the official source of communication between faculty, staff and students. All technology related issues should be directed the Technology Help Desk available 24/7 at 855-789-7048 option 1. Additional support is provided by to the College of Nursing's Office for Learning and Healthcare Technology Innovations (LHTI), who may be reached via e-mail at help@nursing.arizona.edu or via phone by calling 520-626-5053 or 1-866-278-1427.

Students with Disabilities

For students who anticipate issues related to the format or requirements of the program, please meet with the course chair or Assistant Dean of Student Affairs as early as possible. If it is determined that formal, disability-related accommodations are necessary; students will need to register with the [Disability Resource Center](#) (520-621-3268). Students are also responsible for notifying the course chair of each course regarding eligibility for reasonable accommodations. Early notification ensures the most effective accommodation and support. Students may also wish to take advantage of the [Strategic Alternative Learning Technologies \(SALT\)](#) program.

College of Nursing Alumni Council

The College of Nursing Alumni Council was organized in 1982 and is comprised of graduates of the College of Nursing. One baccalaureate and one graduate student are chosen each year to represent the student body as members of the Executive Committee of the Council.

Sigma Theta Tau International

Sigma Theta Tau International, Honor Society of Nursing, is dedicated to improving the health of people worldwide through increasing the scientific base of nursing practice. Beta Mu Chapter of Sigma Theta Tau International was chartered at the College of Nursing on April 5, 1974. Membership in Sigma Theta Tau is an honor conferred annually on students in the baccalaureate and graduate programs who have demonstrated outstanding academic and professional achievement.

General RN-MS Program Information

Transfer of Credits

The maximum amount of credits accepted for transfer credit is 9. Students who wish to transfer credits must submit Evaluation of Transfer Credit form to the Graduate College before they begin the program. The procedure is outlined in the appendix for easy reference. Acceptable transfer work must be less than 6 years old at the time of enrollment in the RN-MS program. Transfer credits are subject to advisor and faculty review to determine similarity with required courses within the program. All transfer credits must be approved prior to creation of the plan of study. No transfer credits will be accepted once the plan of study is filed.

Transfer of Courses from Other Institutions⁸

Students who wish to transfer coursework must abide by both Graduate College and College of Nursing requirements. RN-MS students may transfer up to 9 credits of work into the RN-MS program. Transfer credit must be at the graduate level (500 level or higher), with a grade of "A" or "B". 400 level coursework will not be accepted. Transfer requests must be completed prior to the submission of the Plan of Study.

The process for transfer coursework is:

- 1) The **students** must obtain the following documentation for each course: syllabi & course description. This information should include a list of textbooks, assignments and learning outcomes. The Student Services will assist the student in gathering this information as needed.
- 2) Once the **student** has obtained the proper documentation the Enrollment Advisors sends the materials to the appropriate Program Coordinator for evaluation. In addition, select Lead Faculty for specific courses in the program may review the materials to assess if they meet UA and RN-MS program requirements (refer to the Graduate College website: <http://grad.arizona.edu/>).
- 3) The **Program Coordinator informs the Enrollment Advisors** if the course has been approved or denied for transfer.
- 4) The **Enrollment Advisors** informs the student if the course has been approved or denied for transfer.
- 5) If the transfer request is approved, **Student Services** assists the student in filling out the appropriate Graduate College form. Student Services will also provide this information to the appropriate administrator and forwards this documentation to the Graduate College.

In addition, the following policies apply to RN-MS students who wish to continue to the College of Nursing's Doctoral Programs:

- Students are limited to 9 units of transfer work into the program.
- Courses will be reviewed by the appropriate program faculty, Program Director, and/ or Program Administrator to determine transferability of courses.

Plan of Study

All RN – MS students need to complete and submit a Plan of Study to the Graduate College by the end of their third term in the program. The form is available at the Graduate College website for students to complete. Instructions are emailed to students at the beginning of the third term on how to complete this form and Student Services can assist with any questions or issues. Note that all transfer credits must be approved and included in the Plan of Study.

⁸ Transfer of Graduate Courses From Other Institutions Policy. Approved by Office of Student Affairs, RN-MS Program Coordinator & Administrator of the RN-MS Program – 1/6/2013.

Online Course Attendance Policy

Students are required to engage in active learning throughout the each course. Students are expected to login at least twice a week to maximize their engagement in the learning process. In order to successfully complete the course requirements and adhere to assignment deadlines, students should log in each week before Thursday. Lack of attendance and/ or late submissions of assignments will result in less than optimal student progress toward course outcomes. Failure to regularly log on to course sites or report to class can result in a lowering of the final course grade or an administrative withdrawal from the course. In the event of absence, it is the student's responsibility to notify the faculty member or lead faculty prior to the beginning of the class, course module or clinical experience. Exceptions to this policy will be considered only in case of catastrophic events, with approval by the Lead Faculty, the appropriate Division Director and the Office of Student Affairs.

Absence from class or clinical experience will result in an evaluation by faculty to determine if the student is able to meet the course outcomes.

Examination and Coursework Completion

All students are expected to complete coursework as scheduled. If an emergency arises, students are to contact the lead faculty via email no later than the scheduled due date. If unable to contact the lead faculty, the student should call email Student Services and leave a message and telephone number. All coursework make-ups must be arranged and scheduled with the lead faculty for the course. The time frame for making up coursework is limited to a one week period following the regularly scheduled due date except under extenuating circumstances. Exceptions to this policy will be considered, in case of catastrophic events with approval by the lead faculty for the course. Assignments that require timely group interaction may not be able to be made up if missed. Students will need to discuss this circumstance with the lead faculty for the course. Students should always refer to the specific course policies concerning policies for late work.

Graduation

Commencement and College Ceremony information is available online at: <http://commencement.arizona.edu/>.

Graduation Scheduling for RN-MS Students

Students finishing the Clinical Immersion course in late April	Students finishing the Clinical Immersion course in late August	Students finishing the Clinical Immersion course in late December
Invited to join graduates at the May College of Nursing Convocation	Invited to join graduates at the December College of Nursing Convocation	Invited to join graduates at the December College of Nursing Convocation
Allowed to attend University Commencement ceremony in May following course completion	Allowed to attend University Commencement ceremony in May following course completion	Allowed to attend University Commencement ceremony in May following course completion