



College of Nursing

## Program Handbook 2024 – 2025

### MASTERS OF SCIENCE- ENTRY TO THE PROFESSION OF NURSING (MS-MEPN)

At the College of Nursing, we are committed to Inclusive Excellence by embracing and demonstrating diversity, equity, and inclusiveness throughout all levels of the institution and in the community. We strive to promote inclusive and safe learning environments for all people regardless of background. We uphold that the diversity of our students, faculty, and staff are a resource, strength, and benefit. We also uphold that excellence is inseparable from inclusivity. We respect and honor diverse learning needs and strive to model behavior aligning with the College of Nursing Mission, Vision, and Values. We will not tolerate any demonstrations of discrimination. Any suggestions on how we can improve our learning environments are welcomed. We affirm that all members of the College of Nursing are responsible for upholding this commitment.

## Table of Contents

Handbook Overview .....	3
Introduction .....	3
Relationship to Other Documents .....	3
University Policies .....	3
Student Support Resources .....	3
Office of Student & Academic Affairs (OSAA) .....	3
University Information Technology Services (UITs) .....	3
Office of Scholarships & Financial Aid (OSFA) .....	4
Scholarship Universe .....	4
Disability Resource Center (DRC) .....	4
Faculty Mentors .....	4
THINK TANK .....	4
Student Tech Systems .....	5
Campus Systems .....	5
UA Student Email .....	5
GradPath .....	5
Changes to Contact Information .....	5
MS-MEPN Degree: Overview .....	5
Program Overview .....	5
National Council Licensure Examination for Nursing (NCLEX-RN) .....	6
Program Curriculum .....	6
Plan of Study .....	6
Attendance .....	6
Examinations .....	6
Clinical Experiences .....	7
Technical and Essential Qualifications .....	7
Employment .....	7
Line of Communication .....	7
Grading Policies .....	8
Satisfactory Course Completion .....	8
Grading Scale .....	8
Grade Policy .....	8

Grade Point Average (GPA) Policy .....	9
Withdrawal Grades .....	9
Incomplete Grades.....	9
Satisfactory Academic Progress.....	9
Maintaining Satisfactory Academic Progress.....	9
Time Limits on Graduate Coursework .....	10
Unsatisfactory Student Performance & Progression .....	10
Academic Probation.....	10
Dismissal from Program.....	10
Enrollment Status.....	11
Continuous Enrollment Policy.....	11
Leave of Absence .....	11
Request to Return to the MS-MEPN Program .....	12
Readmission to the MS-MEPN Program .....	13
Appeals and Grievances.....	14
Grade Appeal .....	14
Dismissal Grievance .....	14

## Handbook Overview

### Introduction

This document is for informational purposes and is neither a contract nor an offer to contract. The College of Nursing (CON) reserves the right to change any provision or requirement at any time without notice. This material supplements the policies found on the following websites:

- The University of Arizona
- The University of Arizona Catalog
- The Graduate College
- The College of Nursing

The MS-MEPN Program Handbook is designed as a resource for students and faculty. Links to relevant policies and processes are included in this handbook. Much of the information is online. Where information is not online, a brief description is provided. Additional information can be obtained from the Office of Student & Academic Affairs (OSAA). Students are responsible to know and adhere to all policies and procedures.

### Relationship to Other Documents

The Program Handbook is available on the CON [website](#) and is intended to be used in conjunction with other University documents. When questions arise, students should first consult their Program Handbook and then consult the appropriate Graduate College or University policies. Many policies in the Program Handbook are specific to students in the MS-MEPN program and the CON. All students, faculty and staff are expected to read the handbook and be familiar with College and University policies. In addition to this handbook, students must review the CON [Policies & Procedures](#).

### University Policies

The CON upholds all University Policies related to but not limited to the following:

- Attendance Policies and Practices
- Disruptive Student Behavior
- Campus Accessibility
- Code of Academic Integrity
- Nondiscrimination and Anti-Harassment

## Student Support Resources

### Office of Student & Academic Affairs (OSAA)

OSAA supports and promotes student success. OSAA is responsible for academic advising, student support services, enrollment, progression, graduation, and student-centered events. Students may contact OSAA via email ([CON-OSAA@arizona.edu](mailto:CON-OSAA@arizona.edu)) or by calling 520-626-3808. Students wanting to meet with an academic advisor, admission advisor, or writing coach must make an appointment using [Trellis](#).

### University Information Technology Services (UITS)

[UITS](#) provides information technology support and technology recommendations/requirements to students, faculty, and staff. A wide range of supportive services are available for students via the [CON](#)

[Help Page](#). Students may contact the CON UITs team by email ([CON-ServiceDesk@arizona.edu](mailto:CON-ServiceDesk@arizona.edu)) or phone 520-626-4357.

### Office of Scholarships & Financial Aid (OSFA)

Students may seek to use scholarships, loans and/or grants to pay for their educational expenses. MEPN students are eligible for financial aid and scholarships. Students with questions related to scholarships and financial aid should use the contact information on the [OSFA](#) website to reach out to the appropriate individual

### Scholarship Universe

[Scholarship Universe](#) (SU) is a comprehensive database of scholarships available to students in all programs and majors. Students may log in with their NetID to search for opportunities and complete applications. CON offers several scholarships, the majority of which are available on SU. All interested students are required to formally apply. All nursing students, current and incoming, will receive an email with relevant information in a timely manner.

All students are encouraged to submit a [Free Application for Federal Student Aid \(FAFSA\)](#). Many College and University scholarships rely on information provided by the FAFSA to be awarded. Information regarding CON scholarships not listed in SU will be provided to students as appropriate.

### Disability Resource Center (DRC)

The University of Arizona strives to make learning experiences as accessible as possible. If you anticipate or experience barriers based on disability or pregnancy, please contact the [Disability Resource Center](#), 520-621-3268, to establish reasonable accommodations.

If the DRC determines that accommodations are reasonable, students must follow the DRC process for requesting access to their accommodations. Students are required to request accommodation for each course for which they would like to use accommodations. Students are strongly encouraged to contact their course chairs each semester to confirm arrangements for implementing accommodations. Please be aware that early notification ensures the most effective accommodation and support. Course chairs require 72 hours to arrange testing accommodations, schedule exam proctors, and reserve rooms.

### Faculty Mentors

Upon admission to the MS-MEPN program, each student is assigned a faculty mentor who will serve in this capacity throughout the student's time in the program. The faculty mentor, who is an expert in the nursing profession, will provide coaching and guidance on an as-needed/as-requested basis regarding academic career, professional development, resume, clinical issues, and career pathway.

### THINK TANK

[THINK TANK](#) is the University of Arizona's specialized academic support center located on the main Tucson campus in the Bartlett Academic Success Center (BASC). They offer a variety of services, but MS-MEPN students should be aware of their Academic Coaching services to best support success as a nursing student and adjust to new academic rigor, time management strategies, and writing expectations.

## Student Tech Systems

### Campus Systems

There are several University systems CON students will utilize, including, but not limited to those listed below. All students are expected to review the Student Technology Needs.

- UAccess Student
- Desire2Learn (D2L)
- Assessment Systems (Examssoft, Kaplan, ATI, etc.)
- GradPath

### UA Student Email

All students are given an official University of Arizona NetID and email address ([NetID@arizona.edu](mailto:NetID@arizona.edu)) upon admission. Email sent to this address can be checked remotely and/or forwarded to the student's phone. Students are expected to check this email address daily as it is the official source of communication between faculty, staff, and students. Students are responsible for all program updates and requests sent to this address. Students should review the College Student Communication Policy for additional guidance.

### GradPath

GradPath is a list of electronic forms that enables the Graduate College to track and record graduate student progress in their respective program. GradPath User Guides are available on the Graduate College website. Students may also reach out to [CON-OSAA@arizona.edu](mailto:CON-OSAA@arizona.edu) with any GradPath related questions.

The following table details the list of required GradPath forms for the MS-MEPN program:

GradPath Forms	Forms Required for the MS-MEPN Degree	Initiated & Submitted By
Responsible Conduct of Research Statement	X	Student
Plan of Study	X	Student
Master's/Specialist Committee Appointment Form	X	Student
Master's/Specialist Completion Confirmation	X	Academic Advisor (OSAA)
Petition Form		Student- As Needed

### Changes to Contact Information

The CON requires students to promptly update their contact information to help ensure the CON can effectively communicate with students. This includes changes to a student's permanent mailing address. Students must submit updates using the Student Center in UAccess.

## MS-MEPN Degree: Overview

### Program Overview

The MS-MEPN program is a hybrid program using varied teaching/learning methods. Content is provided through online and face-to-face learning activities that include, but are not limited to online/classroom lectures, skill labs, simulations, self-paced modules, discussion, and clinical experiences. Some courses

offer a combination of online and face-to-face learning; other courses provide only online learning activities. Due to the accelerated pace of this program, students are not eligible to be concurrently enrolled in other degree programs.

Students need to become comfortable with accessing information and taking tests online. Each course provides the student with the knowledge and skills needed to pass the National Council Licensure Exam for Registered Nurses (NCLEX-RN) and become a master's prepared registered nurse in four consecutive terms, including summer terms. Please note, during times of public health concerns, classes and clinical experiences may be held remotely; information would be shared at that time.

### National Council Licensure Examination for Nursing (NCLEX-RN)

Successful completion of the NCLEX-RN is essential for the MS-MEPN graduate to begin a professional nursing career. Students graduating from the MS-MEPN program are required to complete and pass diagnostic tests each term in preparation for taking the NCLEX upon graduation.

Please note: Before applying for RN licensure in the state of California, applicants must have successfully completed a microbiology lab. This is not a requirement of the UA MS-MEPN program nor the Arizona Board of Nursing. Students who anticipate applying for an RN license in California are encouraged to take a microbiology lab.

During the final semester, many students apply for licensure to practice as a registered nurse. Students are given information regarding the NCLEX-RN and guidance in preparing the application. The examination may be taken at any designated testing site and will be administered via computerized adaptive testing (CAT).

### Program Curriculum

The MS-MEPN curriculum is laid out in the [Program Guide](#) based on when a student joined the MS-MEPN program.

### Plan of Study

Students must submit a Plan of Study through GradPath before the end of their second term. The Plan of Study must reflect the MS-MEPN Program Guide, which sequences the required curriculum.

### Attendance

Students are expected to maintain a perfect, on-time attendance record. Absence from class, laboratory, or clinical will result in an evaluation to determine if the student is able to meet the course learning outcomes. Tardiness and/or absence can result in a reduced final course grade. Students should refer to their specific course syllabus and course policies for additional information/requirements for communication with course faculty. Replacement of clinical hours may not be possible due to clinical capacity and the accelerated nature of the program.

Students are permitted to complete a maximum of 36 clinical hours per week. Clinical hours include the combination of simulation and clinical shifts in acute care or community settings.

### Examinations

Students are required to take exams when scheduled. If an emergency arises, students must contact the course chair no later than the exam start time on the day of the examination. If unable to contact the

course chair by phone prior to the exam, the student is required to send an email to the course chair. The course chair determines whether a make-up examination will be available, as well as the date, time & format. Students should always refer to specific course policies and the [CON Exam Policy: NHE Students](#).

### Clinical Experiences

Many clinical experiences are outside of normal business hours, including evenings, nights, weekends, early mornings, and holidays. Students are required to attend the clinical experiences to which they are assigned. In addition, students in clinical rotations are required to abide by the policies & procedures, including clinical compliance requirements and associated deadlines, established by the College and clinical site partners. All students must review the CON [Policies & Procedures](#). Students who fail to comply with these requirements may be unable to fulfill their academic requirements and may be dismissed from the program.

### Technical and Essential Qualifications

All MEPN students are required to meet the [Technical and Essential Qualifications for Nursing Students](#) for successful admission, progression and success. Students who are not able to meet these requirements at any time during their MS-MEPN program may request an accommodation by contacting the [DRC](#).

### Employment

Students are not permitted to work (paid or unpaid) for the eight (8) hours immediately preceding their clinical experiences and simulations. Students found in violation of this policy will be prohibited from attending or removed from the clinical experience or simulation. An unexcused absence will be recorded per the course policies.

### Line of Communication

The CON has outlined a line of communication to resolve concerns that may arise in the classroom and/or at a clinical site. Any student who has a concern regarding a grade, treatment in class, or other topic, should bring the concern to the appropriate instructor, course chair, or administrator following the line of communication outlined below. Students should expect their concerns to be addressed promptly per the Student Communication Policy. Communication with the next person in the line of communication is needed only after the prior contact does not lead to a resolution.

1. Clinical instructor (for independent study courses)
2. Course chair(s): name & contact information in syllabus
3. Program Director
4. Division Director
5. Associate Dean Academic Affairs, con-adaa@arizona.edu

A student should initiate the line of communication by sending an email requesting an appointment to the initial person in the line of communication (Step 1). To help resolve the issue as quickly as possible, the student should come to the appointment with the problem clearly identified and all supporting documentation/evidence. Should the issue not be resolved, the student should make an appointment with the next person in line. **Failure to follow the proper line of communication may result in a delay in resolution of or a dismissal of the concern.**



OSAA is available to answer questions about processes and policies. OSAA cannot make decisions to resolve concerns/issues. Students may contact their academic advisor in OSAA by scheduling an appointment directly in [Trellis](#) or by emailing [con-osaa@arizona.edu](mailto:con-osaa@arizona.edu).

## Grading Policies

### Satisfactory Course Completion

MEPN students successfully progress in the plan of study by exhibiting professionalism consistent with the ethics and academic policies outlined in this handbook, the [CON policies](#) and the [ANA Code of Ethics](#). Successful students achieve learning outcomes sequentially within each course as outlined in the program curriculum. Syllabi, course policies, and course D2L sites will specify minimum standards of performance necessary to meet student learning outcomes.

Students must achieve minimum standards of competency as defined in syllabi and course policies to meet course outcomes and progress in the program. Students will be provided with opportunities for remediation to demonstrate competencies within the course. Applicable policies for each course will be listed in the syllabus, course policies, and/or D2L course site.

### Grading Scale

The CON uses the standard grading rubric unless otherwise noted in the course syllabus. Per College of Nursing policy, grades cannot be rounded up (e.g., 69.99 = D).

A = 90% – 100% B = 80% – 89% C = 70% – 79% D = 60% – 69% E = <60%

### Grade Policy

Graduate students in the CON are expected to earn grades of A (4.0) or B (3.0). Grades below a B are viewed as unsatisfactory academic performance.

- **Clinical Courses:** Students are required to earn a grade of B or higher in each clinical (independent study) course. Students who earn a grade lower than a B in a clinical course are not eligible to proceed to the next level without repeating the course.
- **Non-clinical Courses:** Students are required to earn a grade of C or higher in each non-clinical (lecture or online) course. Students who earn a grade lower than a C in a non-clinical course are not eligible to proceed to the next level without repeating the course.
- **Repeat Courses:** Students may repeat a course one time. A student will be dismissed from the program if a passing grade is not earned on the second attempt per the above grade policies.
  - Clinical placement must be available for a student to repeat a clinical (independent study) course immediately following the term in which the student withdraws or fails to meet the course outcomes.
- **Assignments and Evaluations:** Students have 48 hours from the time clinical evaluations are published and 10 business days from the time assignment grades are posted to contact an instructor or course chair regarding the grade. After that time, the evaluation/grade will not be reviewed. See the Grade Appeal section below.

## Grade Point Average (GPA) Policy

Graduate students in the CON must earn an overall grade point average of 3.0 or above to be awarded the Master of Science (MS) in Nursing degree. Students achieving less than a 3.0 GPA after any term (defined as spring, summer, or fall) during the program will be placed on Academic Probation. Note: This is an exception to the Graduate College policy.

Graduate students have one semester (fall or spring) to raise their GPA to 3.0 or above per Graduate College policy. If a student does not return to a GPA of 3.0 or above after one semester, the Graduate College will automatically disqualify the student from the program. Given the accelerated nature of the MS-MEPN program, students who are unable to return to good academic standing (GPA of 3.0 or above) after one term (fall, spring, or summer) are subject to dismissal from the program for failure to meet the College of Nursing's Satisfactory Academic Progress requirements. This is an exception to Graduate College policy.

A student must be making satisfactory progress toward completion of the degree to remain enrolled in the program. The CON enforces the Academic Catalog and the Graduate College requirements for graduation.

## Withdrawal Grades

Withdrawal processes are managed by the University of Arizona [Office of the Registrar](#). The College of Nursing does not support the practice of withdrawing from a course to avoid a poor/failing grade. The ability to repeat a course in an upcoming term is subject to availability of clinical and lab space.

## Incomplete Grades

Per the University Incomplete Grade Policy, the grade of 'I' for 'Incomplete' may be awarded at the end of the semester when all but a minor portion of the course work has been satisfactorily completed. Missed clinical experiences are not grounds for an incomplete. The student and course chair will create a formal agreement outlining the conditions that must be met to complete the course. The course chair will document the agreement in the grade roster on UAccess. An approved Leave of Absence does not extend the one-year time frame for Incomplete resolution. For more information, please contact [CON-OSAA@arizona.edu](mailto:CON-OSAA@arizona.edu).

Given the accelerated nature of the program, the CON has made **significant modifications** to the University policy as follows: Incompletes must be resolved prior to the start of the next course in the program's sequence to meet progression requirements.

## Satisfactory Academic Progress

### Maintaining Satisfactory Academic Progress

Successful completion of the MS-MEPN program requires a substantial time commitment across the entire year as well as academic excellence. To be a student making satisfactory academic progress, a student must:

- Follow the MS-MEPN Program Guide for course completion and sequencing
- Maintain continuous enrollment and time-to-degree, in alignment with the Program Guide

- Maintain regular communication with faculty mentors and course chairs regarding life events that could impact program progression.
- Maintain a minimum 3.0 GPA and letter grades in courses based on the Grading Policies section.

The CON faculty collaborates with students to provide the necessary resources and guidance for maintaining Satisfactory Academic Progress. Failure of students to adhere to guidelines can result in dismissal from the program.

### Time Limits on Graduate Coursework

The College of Nursing expects students to complete the MS-MEPN program in less than 3 years. This is an exception to the Graduate College [policy](#) that allows up to six (6) years to complete a master's degree. Given the accelerated nature of the program, the most appropriate timeline to complete the coursework is 15-16 months depending on the term a student starts the program.

A high level of academic performance is expected of graduate students in the University of Arizona CON. Courses are sequenced in the program and must be successfully completed to progress to the next level. Students are responsible for checking their grades regularly and knowing if they are at risk of not progressing in the program. MS-MEPN students must successfully complete courses, as defined by the Grading Policies section of this document, course syllabi, and course policies. Each level must be completed, as outlined in the Program Guide, to progress to the next level of coursework. The program is designed for students to complete courses in each level concurrently. There are no part-time options for this degree program.

### Unsatisfactory Student Performance & Progression

The Student Progression Process is a collaborative effort between faculty and students to address any area(s) of academic or clinical concern that may impede a student's progress in the nursing program. Students will be evaluated regularly for satisfactory progress.

### Academic Probation

If a student is placed on academic probation:

1. The student will receive written notification from the Graduate College after spring or fall terms, or OSAA after summer term.
2. Within 2 weeks of receiving the notification, the student must meet with the MEPN Program Director to develop a written action plan.
3. Within 48 hours of meeting with the MEPN Program Director, the student must forward the final written action plan to [CON-OSAA@arizona.edu](mailto:CON-OSAA@arizona.edu). OSAA will save a copy of the plan to the student file and forward it to the Graduate College

### Dismissal from Program

The CON will recommend a student for dismissal from the MS-MEPN program for the following reasons:

- Failure to maintain Satisfactory Academic Progress
- Inability to achieve a cumulative 3.0 GPA or above after one term (including summer) of remediation on Academic Probation
- Failure to meet course outcomes or earn less than a passing grade (per the above grade policies) by the second attempt in an individual course.

- Failure to meet course outcomes or earn less than a passing grade (per the above grade policies) in more than one course during the program.

The CON may recommend a student for dismissal from the MS-MEPN program for the following reasons:

- Failure to meet the College and/or assigned clinical site partner compliance requirements
- Engaging in unsafe practice (patient safety concerns or violations)
- Engaging in illegal or unethical conduct as outlined by the University's Code of Conduct, the ANA's Code of Ethics and all relevant clinical site-specific policies (including HIPAA)

The Program Director will meet with the student to review the concern(s) and documentation prior to requesting dismissal. If dismissal is not recommended, the Program Director will issue the student a written warning via email that will be included in the student file. If applicable, a Code of Conduct or Academic Integrity violation will be reported to the Dean of Students Office. The student may also be required to complete mandatory remediation prior to returning to the classroom or clinical setting.

## Enrollment Status

### Continuous Enrollment Policy

MEPN students must maintain continuous enrollment as defined by the Graduate College. The policy requires enrollment in a minimum of 1 unit during Fall and Spring semesters. Students who are not enrolled in classes during the Fall and Spring semesters and are not on a Leave of Absence (LOA), will be automatically discontinued from their respective programs prior to the end of the semester.

Students in the MEPN program are expected to follow their Program Guide, which requires Summer term enrollment, to maintain Satisfactory Academic Progress with the College of Nursing. This is in addition to the Graduate College policy. Students who do not enroll for the Summer term will not maintain Satisfactory Academic Progress with the CON. Students should immediately contact their Program Director and Academic Advisor if they are concerned about their ability to follow the Program Guide sequence.

Students who have not enrolled by the second week of class will be recommended for dismissal pending approved Leave of Absence from the program due to the accelerated nature of the MS-MEPN program. **This is an exception to the Graduate College policy.** Students will not be permitted to attend classroom, lab, or clinical activities until they are enrolled.

### Leave of Absence

Students may request a Leave of Absence (LOA) for up to one academic year when there is a personal or medical emergency and/or significant life event. An approved LOA does not extend the required time-to-degree of three (3) years. Students must follow the process laid out by the Graduate College to take an LOA for Fall and Spring terms or the MS-MEPN LOA petition for Summer terms.

- [Graduate College LOA](#)
- [MS-MEPN Summer LOA](#)

The LOA is not official until both the CON and the Graduate College approve the request. Students must have an LOA initiated and communicate intentions to the MEPN Program Director before the first day of class in the term.

A leave of absence may affect the status of a student's financial aid. Students are responsible for determining the requirements of their funding agency and/or academic unit before applying for a LOA.

A student who does not return from an LOA within the approved time will no longer be considered as making Satisfactory Academic Progress within the College of Nursing

- Students who fail to return from an LOA for the Spring or Fall term will be automatically discontinued from the program by the end of the semester and will be required to reapply to the program. Re-admittance is not guaranteed.
- Students who fail to return from an LOA for the Summer term may be recommended for dismissal from the program.
- LOA extensions and retroactive applications will be considered in cases of extenuating circumstances. Students must contact the Program Director to discuss their situation. Approval is not guaranteed.

Students will complete the following when returning from an approved Leave of Absence:

- Enroll into classes for the appropriate level, as clinical and lab space allows.
- Notify CON OSAA 60 days before the start of their approved MEPN LOA return term to confirm enrollment eligibility and connect with the Office of Clinical Operations to confirm clinical compliance.
  - Students are not guaranteed a spot on their original site/campus. The CON will make every attempt to secure clinical experiences near the student's original site/campus. If there is not space, the student may be offered a spot on another site/campus.
  - If a student is taking a LOA between L3 and L4, students need to be in communication with Program Director one semester before returning to ensure proper placement and interview process into Level 4 Clinical Rotations.
- Meet with the Program Director before the first day of the semester in which they are returning.
- Complete a 1-unit independent study course to refresh clinical skills and review knowledge if two or more terms/semesters have passed.
- Check their official UA email weekly for updates from CON faculty and staff, at minimum.

A student who does not return from a LOA within the approved time will be required to re-apply to both the University and the MS-MEPN program. See the readmission guidelines below.

### Request to Return to the MS-MEPN Program

There are several times when students may need to request to return to the MS-MEPN program if not already discontinued by the Graduate College.

Circumstances requiring a request to return:

- An approved LOA lapsed, and the student did not follow the policy outlined above.
- The student withdrew from an MS-MEPN course and needs to request to retake the course(s)
- The student was unable to enroll in coursework due to pending incomplete grade, withdrawal, financial holds, or a grade appeal.
- The student had a non-compliant drug/alcohol test

### Request to Return Process

1. Student completes the required [Request to Return Form](#) in its entirety.
2. Deadline
  - a. Submission should be submitted in a timely manner, as soon as a student is aware that they might not progress successfully in coursework, but no later than the last day of finals by 5PM.
  - b. Students may submit their personal statement and accompanying documentation before a final grade has been posted for coursework. If a student passes the coursework, progression will function normally and the Request to Return will not be reviewed.
  - c. If a student submits their request and any accompanying documentation before a final grade has been posted for coursework, the student could be offered a provisional decision on their Request to Return pending the posting of final grades.
3. Personal Statement Review and Decision
  - a. Requests to Return will be reviewed monthly and have one final review the day after finals end each term.
  - b. The Admission & Progression of Students (APS) committee will review the submitted documentation and make recommendations to college leadership about the student's preparation for future academic success. College leadership will approve or deny the student a return to the program.

Final review decisions will be emailed to the student's University email address by 5 PM on the day of the final review.

Once approved to return to the program, students:

- May meet with the Course Chair(s) prior to the first day of the semester in which they are returning.
- Will be required to enroll in an independent study course to refresh their clinical skills and knowledge if two or more semesters have passed. Students may request to enroll in an independent study course for absences of less than two semesters from the program.
- May request 'Student See Inactive' access to the D2L course sites for the preceding level for review.
- Will be required to be clinically compliant 30-days prior to the first day of the semester in which they are returning.
- Should check their official UA email weekly.

A student who does not return within the approved time will be required to reapply to both the University and the MS-MEPN program. See Readmission guidelines below.

### Readmission to the MS-MEPN Program

Only students who have not been disqualified from the program and are in good standing are eligible for readmission. All students seeking readmission must reapply to the program. Readmission is not guaranteed. Students will be required to enroll in an independent study to refresh their knowledge. Students will be required to repeat any courses in which they did not earn a passing grade.

## Appeals and Grievances

All students can appeal decisions made by the CON that impact their progression. This includes appealing a final course grade and/or a recommendation for dismissal.

### Grade Appeal

All graduate students at the University may appeal a grade. According to [University policy](#), the basis for filing a grade appeal in any course is limited to fundamental fairness in treatment of the student by the instructor, as specified by the syllabus supplied to students at the beginning of the course. When considering a grade appeal, a student should meet with an OSAA team member to review the required steps and timelines. All grade appeals should follow the line of communication provided in this handbook. The CON follows the University [Grade Appeal Process](#).

Because of the accelerated nature of the MS-MEPN program, students who choose to appeal a grade that is preventing them from progressing to the next level must have their grade successfully overturned before the end of the first week of the subsequent semester. Students whose grade is overturned after the first week of the subsequent semester will be required to wait until there is space available to progress in the program. They will need to complete a request to return to the program as detailed in the process above.

### Dismissal Grievance

Should a student feel they have been treated unfairly, the student should first attempt to resolve the concern by following the chain of communication outlined earlier in this document. If the issue cannot be resolved informally, the student may file a formal grievance by following the Graduate College [Grievance Policy](#).