Central Michigan University
Division of Nursing

Bachelor of Science in Nursing



Student Handbook
2026 - 2027

Welcome to Central Michigan University

Welcome to CMU! We are pleased that you have selected CMU to continue your education. The faculty and staff here at the college look forward to working with you to achieve your educational goals. We hope to instill passion for education and encourage lifelong learning in all our students.

The Division of Nursing offers two programs, the Prelicensure Traditional Bachelor of Science in Nursing (TBSN) and the RN-to-BSN completion program. Admission to these track programs is decided upon by achievement of specific academic course admission requirements and selection by a competitive application review process prior to admission invitation.

Purpose of the Traditional BSN Student Handbook

This handbook is designed to supplement the information contained in the CMU Undergraduate Bulletin which is the primary source for general information about CMU policies and procedures. The Traditional BSN Student Handbook is a supplemental guide for specific information regarding the policies and procedures related overall to the nursing program, and to those specific to each nursing degree track program.

The faculty are here to support you through continuing your education or transitioning back to school!

Accreditation

The Higher Learning Commission (HLC) accredits Central Michigan University and the Nursing program.

The Central Michigan University (CMU) baccalaureate degree program in nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.



Central Michigan University
Division of Nursing

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Division of Nursing

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Central Michigan University
Division of Nursing
Administration, Faculty, and Staff Contact List

Administration and Faculty

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Assistant Professor of Nursing

Staff

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Manager, Simulation Lab and
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Executive Assistant
Administrative Office Assistant III

Central Michigan University
Mission, Vision, and Value Statements
The Herbert H. and Grace A. Dow College of Health Professions Advancing Excellence 2020
Strategic Plan

Mission, Vison, and Value Statements Mission Statements			
	Central Michigan University	College of Health Professions	BSN Nursing Program
Mission	Central Michigan University is defined by the success of our students and alumni, and by our collective impact with the communities we serve.	Through the Herbert H. and Grace A. Dow College of Health Professions, we foster and sustain a culture of excellence through collaborative clinical/professional practice, learner-centered education, leadership, research, and service.	The mission of the RN to BSN program is to create a culture of excellence that promotes the personal and professional growth of students to become nursing leaders through systems thinking, research, and service. The BSN program recognizes the unique characteristics and needs of our diverse, primary, rural settings, preparing graduates to provide nursing care to individuals, families, groups, communities, and populations in a variety of settings. Program graduates demonstrate competence in clinical judgment, collaborate as members and leaders of interprofessional healthcare teams, and utilize evidence-based interventions to manage illness; promote, maintain, and restore health across the lifespan.
Vision	Central Michigan University will be nationally known for preparing innovators, learners, and leaders who positively impact their local and global communities.	The Herbert H. and Grace A. Dow College of Health Professions is to be nationally recognized for the development of professionals who contribute to an inclusive, healthy society.	The Herbert H. and Grace A. Dow College of Health Professions is to be nationally recognized for the development of professionals who contribute to an inclusive, healthy society.
Values	To achieve our mission, we adhere to the core values of integrity,	To achieve our mission, we adhere to the core values of integrity, respect,	

Mission, Vison, and Value Statements Mission Statements			
	Central Michigan University	College of Health Professions	BSN Nursing Program
	respect, compassion, inclusiveness, equity, social responsibility, excellence, and innovation.	compassion, inclusiveness, social responsibility, excellence, and innovation adopted by the Board of Trustees. December 2, 210.	
Links	University Mission, Vision and Values	About | The Herbert H. and Grace A. Dow College of Health Professions	Bachelor of Science in Nursing Program | College of Health Professions

CMU's 2023-2028 Strategic Plan

Section 1
Traditional BSN
Program Information

Central Michigan University
Division of Nursing
Bachelor of Science in Nursing
Philosophy

The central purpose of the BSN program in the School of Rehabilitation and Medical Sciences (SRMS) is to increase the quality of healthcare by graduating baccalaureate prepared nurse generalists who excel in meeting the healthcare needs of diverse individuals and communities. The program promotes collaborative practice designed to meet the ongoing challenges of a dynamic healthcare environment and society. Nursing education at CMU supports the belief that nursing practice is based on the premise of faculty providing students with the tools and information necessary to sustain growth, promote self-care, and lifelong learning.

The faculty believe that healthcare is a fundamental right that takes place in all communities. Fostering respect for different perspectives guides students to provide effective intercultural care, contribute to local and global efforts to eliminate health disparities, and advocate for vulnerable populations. The faculty is committed to designing and implementing curricula in which students develop critical thinking, decision-making skills, clinical judgment, cultural sensitivity, and professional nursing values in an increasingly complex healthcare system. The faculty views the teaching-learning process as an interactive and collaborative relationship with students, who are valued as colleagues. The faculty are responsible as role models, mentors, and teachers for providing a caring environment in which students are free to explore and develop personally, professionally, and intellectually.

Baccalaureate education provides the foundation for graduate education, advanced practice, and expands an individual's perspectives on life, attitudes, values, and beliefs. Faculty believe that the application of knowledge from nursing science as well as a broad, liberal education is an essential foundation, upon which the training of a competent and compassionate professional nurse is constructed. The program provides a full range of nursing activities within the multiple contexts of legal and ethical boundaries, political and economic forces, sociocultural influences, and spiritual and historical factors. This environment will provide quality education, which develops critical thinking and nursing competence. A graduate of the program will possess the ability to integrate theories, concepts, and research findings into nursing practice, shaping the future of nursing and meeting the emerging healthcare needs of a global society.

The students are expected to be accountable adults, who have the responsibility to be actively involved in the education process; to identify their learning goals, needs, and styles; to become knowledgeable and skilled; to question and propose new ideas; and to use peer, faculty, college and university resources to further their learning. The collaborative, student-focused nature of this academic program creates an individualized education that motivates students to push the boundaries of personal growth and expectations.

Est: 4/2019
Reviewed: 3/2020; 11/22/2022; 5/7/2025

Central Michigan University
Bachelor of Science in Nursing
Goals

1. Provide graduates with a strong foundation in nursing leadership, evidence-based practice, systems thinking, and population health to meet the demands of health care employers.
2. Build upon a foundation of the arts, sciences and humanities and professional nursing education that provide a base for our graduates' eligibility for graduate degree education to prepare for advanced nursing practice roles.
3. Implement innovative and accessible models of nursing education to meet the personal and professional needs of an increasingly diverse student body.
4. Recruit and retain qualified and diverse students committed to academic excellence, professional development, and lifelong learning.
5. Recruit and retain qualified faculty who contribute to the university, the profession, and service and scholarly endeavors.

Bachelor of Science in Nursing
Student Learning Outcomes

By the end of the Bachelor of Science in Nursing degree program, the graduate will:

1. Integrate knowledge from the liberal arts, sciences, and nursing courses to provide culturally competent nursing care for diverse populations.
2. Demonstrate nursing leadership principles to plan and implement patient safety and quality improvement initiatives within the context of a dynamic complex health care system and interprofessional care.
3. Apply concepts of global health to plan appropriate culturally safe care and health promotion for vulnerable populations.
4. Utilize the best current evidence and systems thinking to improve nursing and health care practices for groups or populations.
5. Incorporate concepts of interprofessional collaborations and communication, health policy, finance, and regulatory environments as leaders in nursing practice.

BSN Clinical Learning Practice Opportunities and Activities

Nursing is a practice discipline that includes both direct and indirect care activities that affect health outcomes. Baccalaureate programs provide rich and varied opportunities for practice experiences designed to assist graduates to achieve The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2021). AACN BSN Essentials Practice experiences are embedded in baccalaureate nursing programs to prepare students to care for a variety of patients across the lifespan and the continuum of care.

The clinical learning opportunities/activities are accomplished to experiential learning in any setting where healthcare is delivered, or health is influenced that allows for and requires the

student to integrate new practice-related knowledge and skills. Simulation and laboratory experiences will augment practice experiences.

Central Michigan University
Academic Writing

Writing Standards for Nursing Degree Programs – APA format Requirement

CMU and the Division of Nursing require students to use a reference style manual when writing required papers and bibliographies. The Publication Manual of the American Psychological Association (APA) 7th edition is the preferred writing style that is used in this program. Writing assignments are to be submitted only in APA format and following the details included in the manual. The CMU library has many services that are available online or in person to offer any assistance with writing, finding materials and other library resources; writing assistance is available by appointment at the CMU Writing Center.

Listed below are links for writing assistance:
Writing Resources for Faculty and Students | Writing Center
APA Style Brochure
CMU_Writing Center APA_Citation Style (ppt)

Central Michigan University
Student Support Services

Library Services: Charles V. Park Library

The CMU library in the Charles V. Park Library building offers a broad range of collections and services for CMU students, faculty, and staff. Its collections contain more than 1,000,000 books and other print items, 100,000 electronic books, 125 electronic periodical article databases, electronic access to the full-text content of more than 70,000 journals, and more than 15,000 multimedia items. Electronic collections are accessible around the clock, on or off campus, via the Park Library website.

Additionally, the Park Library is a selective federal and state government document depository library, providing access to items published by the United States Government and the State of Michigan. Items not owned by the library may be obtained from other institutions through the library's interlibrary loan service, Documents on Demand. The Park Library provides a wide array of library services and study spaces. Librarians are available to assist students, faculty, and staff with research projects and to help users effectively access library resources. Users may consult with a librarian in person on the second floor of the library and by email, chat, and telephone.

Students enrolled in the Division of Nursing degree programs have full access to the CMU Library services and resources, whether enrolled for on-campus classes or hybrid to total online classes. Upon request, the library's Documents on Demand office will deliver electronic copies of journal

articles and book chapters to students, as well as copies of print books. There is no charge for these services, and electronic requests are typically filled within 24 hours.

There are several academic support services located in the library:

1. The Library Services for Distance Students Library Services for Distance Students
2. The Writing Center Writing Center
3. The Mathematics Assistance Center Mathematics Assistance Center
4. The Statistical Consulting Center Statistical Consulting Center
5. Scholarships and Financial Aid Office of Scholarships and Financial Aid
6. The Test Proctoring Center Scheduling a Proctored Exam | Certified Testing Center
7. The Office of Curriculum and Instructional Support Office of Curriculum and Instructional Support - CIS
8. Ask the Librarian Ask A Librarian at CMU Libraries
9. Library hours of service are posted online University Libraries
10. Online Learning Resource Center Online Learning Resource Center | CMU Online
11. Online Student Resources CMU Online Student Resources
12. GI Bill® at CMU | Veterans Resource Center

Student Financial Services: Office of Scholarships and Financial Aid

CMU has multiple resources to aid students and their supporters in navigating the financial aid process and answering questions in several modalities.
Phone: 989-774-3674 | **Fax**: 989-774-3634 | **Email**: financialaid@cmich.edu
Appointments are offered Monday through Friday, from 9:00 a.m. to 3:30 p.m. by phone, in person (Warriner 202), or virtually (MS Teams).

Students can book an appointmenthttps://outlook.office.com/book/CMU1@cmich.edu/?ismsaljsauthenabled online for assistance with financial aid-related questions (e.g., financial aid offer, FAFSA, verification, aid delays, appeals). CMU's school code is 002243 and financial aid advisors are available to assist you with most of your financial aid transactions at the Student Service Court on the lower level of the Bovee University Center. OneCentral advisors are available on weekdays from 9:00 am to 4:30 pm. You may also schedule an appointment to meet privately with a financial aid advisor to discuss in-depth questions or personal concerns. Counselors are available weekdays from 9:00 am until 5:00 pm in Warriner Hall 202.

For your convenience, drop boxes for financial aid documents are located outside OneCentral and in the circular drive on the south side of the Bovee University Center.

Student Counseling and Support Services: CMU CARES

Students at CMU and across the nation face many difficult and personally challenging situations throughout their college career. Mental health concerns, substance abuse, sexual assault, food and housing insecurity, and academic concerns are just a few of the challenges that students may deal with during their time as a student. CMU CARES is a comprehensive support service to

help TAKE CARE of our students, faculty, and staff. CMU CARES provides students with helpful information and support navigating campus and community resources to support student well-being and success.

CMU CARES is located in the Division of University Engagement and Student Affairs, Ronan Hall 220 and can be reached online or by phone at 989-774-3346.

Student Disability Services

Central Michigan University is committed to providing students with disabilities academic accommodation based on specific individual needs, and auxiliary aids as necessary, to ensure the campus-wide efforts of the university to promote access and inclusion to access to all university services, programs, and activities. The Office of Student Disability Services (SDS) is responsible for determining these accommodations and providing services and assistance to enrolled students who are either permanently or temporarily disabled. The SDS office is in the Park Library, Suite 120, and is part of the Division of Enrollment and Student Services. For further information regarding CMU's Student Disability Services, please see the following links:
Student Disability Services
Student Accommodations | Student Disability Services
Student Accommodation Process | Student Disability Services

Other Services

The University Center

The University Center, located across from the Park Library, has several helpful services for students including a post office, bank, the CMU bookstore, and CMU student service offices.

Student Participation in Program Governance

BSN students are afforded formal and informal opportunities to have a voice in governance of the Division of Nursing and its BSN Nursing degree programs by providing continual input into program decisions. The faculty and staff in the Division of Nursing meet regularly to discuss organizational and degree program affairs. Students will be invited to attend committee meetings accordingly as specified in the Division of Nursing Faculty Handbook and consistent with the School of Rehabilitation and Medical Sciences Bylaws.

Student Advisory Council

The Nursing Student Advisory Council (NSAC) shall consist of up to 3 members from each cohort of students admitted per degree track. A nursing faculty member will serve as the NSAC advisor. The NSAC is responsible for the following:

- Provide input, feedback, and suggestions to the faculty, administration, and staff about their academic/clinical experiences, program policies, curriculum, and program strategic goals.

- Organize, facilitate, and/or support student events, social activities, school and community engagement activities, and any other relevant and related student activity to support students through their nursing education journey.

- Develop and implement procedures for NSAC representative elections.

Other Opportunities

Often the Division of Nursing, the College of Health Professions (CHP) and departments in the CHP gather information from surveys and focus groups conducted on an ad hoc basis. There may be times when students may be appointed to an ad hoc committee(s).

Section 2
Traditional BSN Degree Program
Admission
and
Curriculum

Central Michigan University
Division of Nursing
Traditional BSN Program

The CMU Traditional BSN (TBSN) degree track is a 3-year on-campus program that is aligned with the American Association of Colleges of Nursing *The Essentials for Baccalaureate Professional Nursing Practice* (AACN, 2021). The TBSN program provides nursing courses consistent with the requirements of the Michigan Board of Nursing to prepare graduates to be eligible to take the NCLEX-RN License Exam. This is a 3-year program that requires students to successfully complete a total of 120 semester credit hours. This program provides students who successfully complete the program with the knowledge, skills, and ability to serve as a generalist in professional nursing practice.

Admission Criteria

The following describes the criteria that are reviewed and evaluated to determine an applicant for admission to the TBSN program. This information is also available with this link:
Traditional BSN Admission Criteria | College of Health Professions

Prerequisite Courses

To apply to the TBSN program, a student must have completed the following general education and selected science courses or may be enrolled in one or more of them that must be completed by the end of the semester they apply. If a prerequisite course is repeated, the highest grade of the first two courses completed will be used for evaluation of an application. Equivalent course substitutions are accepted upon Division of Nursing approval.

Prerequisite General Education and Other Courses* with a grade of "C" or higher
ENG 101 (Introductory Composition) or ENG 103 (First Year Writing) or CLEP
ENG 201 (Intermediate Composition)
MTH 105 (Intermediate Algebra) or higher
Prerequisite science courses* with a grade of "C" or higher
BIO 101 (General Biology)
BIO 208 (Microbiology)
CMH 120 (Survey of Chemistry)
CHM 127 (Introductory Chemistry Laboratory)
Prerequisite science courses* with a grade of "B-" or higher
HSC 211 (Human Anatomy & Physiology)
HSC 213 (Anatomy & Physiology Laboratory)
**Prerequisite courses in effect for applications submitted for review for 2025-2026 admission.*

Extracurricular/Community Service Activities

An applicant is asked to provide information (including location, date, and brief description in 2-3 sentences) for up to five extracurricular activities they engaged in and the role each activity played in influencing their interest in a nursing career. This may include, but is not limited to,

experiences in volunteer or service programs, sport activities, and work or leadership projects. The activities are to be listed in rank order with the first being the most influential to the applicant's interest in a nursing career.

Reflective Essay

The application requires a reflective essay that is a response to the following question: *"How do you see yourself personifying the role of a registered nurse in the 21st century?"*

The reflective essay can be no more than 300 words and can only be accepted in a designated box space in the application. Only 12-point Aptos font can be used, and no attachments are allowed. The space between words is not included in the total word count. Students can use the CMU Writing Center for assistance in writing their essay.

The reflective essay will be evaluated for the following components: accurate understanding of the role of the nurse, personal connections to the nursing role, and writing quality. The focus is on the student's personal reflection and writing; applicants should avoid the use of language learning models and artificial intelligence in writing.

Admission Points

The table below lists the possible points that can be earned in each admission criteria.
Admission Points:

Admission criteria	**Maximum Points**
General education courses	45 points
Science courses	45 points
Extracurricular/community service activities	5 points
Reflective essay	5 points
Total	**100 points**

The number of students accepted per semester depends on the space available. Admission to the traditional BSN program is highly competitive and students who meet minimum requirements may not be admitted. Individuals not selected for admission must reapply during the next qualification cycle to be considered again.

Application Process

To begin traditional BSN program application process and be considered for admission into the traditional BSN program, applicants must meet the following:

1. CMU student with a CMU email and password.
    a. If previously graduated from CMU, attended CMU more than three years ago and did not graduate, or have no history of attending CMU and are currently enrolled at another college or university, you must apply to CMU and be officially admitted to the university

before starting your traditional BSN program application.

i. For fall semester admission into the traditional BSN program, your CMU application for admission into the university must be completed by **January 15th.**
ii. For spring semester admission into the traditional BSN program, your CMU application for admission into the university must be completed by **August 15th.**

2. Completion of prerequisite courses.
   a. If you are currently enrolled as a student at CMU with a CMU email and password, all nine CMU prerequisite courses must be completed prior to the review of your application. Your traditional BSN program application will be pending review if you are enrolled in prerequisite courses at the time, you submit your application. Once your course(s) are completed and final grades are published, your application will be reviewed.
   b. For prerequisite courses completed at another institution, you must have an official transcript(s) sent directly to CMU from every college or university you attended to validate course completion and final course grade(s) before your traditional BSN nursing application can be submitted. Once the transcript(s) are received, the CMU Admissions personnel will evaluate all courses completed and confirm which may transfer to CMU for credit.
   c. For any questions related to prerequisite courses, contact the College of Health Professions Student Service Center at 989-774-3940 or chp@cmich.edu.

Application Deadlines

The following table provides important dates for when the online application opens and closes, the date when the results of all applications are reviewed, and when the results of the applications are anticipated to be sent to the applicants. It is the responsibility of the applicant to meet all admission requirements prior to the application deadline. Applications will not be reviewed if they are incomplete or submitted after the deadline.

APPLICATION ACTIVITY FOR FALL SEMESTER ADMISSION	**DATE**
Submission of CMU application for previous CMU graduates and transfer students	January 15th
Traditional BSN program application opens	February 1st
Traditional BSN program application closes	March 31st
Notification of traditional BSN program application review	May 31st
APPLICATION ACTIVITY FOR SPRING SEMESTER ADMISSION	**DATE**
Submission of CMU application for previous CMU graduates and transfer students	August 15th
Traditional BSN program application opens	September 1st
Traditional BSN program application closes	October 31st
Notification of traditional BSN program application review	December 31st

Traditional BSN Curriculum

The following sections provide an overview of the courses required to apply for admission to the TBSN program, and the nursing courses required to be completed following TBSN admission. The information provided in this section provides general directions for the course enrollment and completion. For more specific advice and up to date schedule, it is expected that students will regularly discuss their plans of study with an academic advisor and monitor their class schedule as students are responsible for ensuring that all requirements to apply for admission and for graduation have been met.

Central Michigan University Nursing Program TBSN
Revised Course Sequence

Health Professions

Fall 2025 Cohort

Course	Credit Hours
NUR 300WI: Intro to Baccalaureate Nursing Practice	3
NUR 270: Health Assessment for Reduction of Risk	3
NUR 271: Basic Care and Comfort	3
NUR 272: Basic Care and Comfort Clinical	3
Total	12 CH
Course	
NUR 273: Health Promotion and Maintenance	2
NUR 274: Skills: Quality, Safety, Infection Control	3
NUR 275 Psychosocial Integrity	2
NUR 276 Psychosocial Integrity Clinical	3
Total	10 CH
Course	Credit Hours
NUR 375: Acute & Chronic Care Management	4
NUR 376: Acute & Chronic Care Management Clinical	3
NUR 370 Pathophysiology for Physiological Adaptation	3
NUR 371 Pharmacological and Parenteral Therapies	3
Total	13 CH
NUR 302: Research and Evidence-Based Practice	3
NUR 390WI Concepts of Culture and Diversity	3
NUR 372 Obstetrics Newborn and Pediatrics	2
NUR 373 Obstetrics Newborn and Pediatrics Clinical	3
Total	11 CH
NUR 472 Population Health through a System Based Practice	3
NUR 473 Population Health through a System Based Practice Clinical	3
NUR 470 Healthcare Technologies and Informatics	2
NUR 374 Engaging in the Global Community and Interprofessional Health Care Partnership	3
NUR 471 Death and Dying	2
Total	13 CH
NUR 474: Nursing Synthesis Capstone	4
NUR 475: Professionalism, Management of Care, and Leadership Development	3
NUR 476: Professionalism, Management of Care, and Leadership Development Clinical	5
	12 CH
Total	71 CH

Spring 2026 Cohort

Course	Credit Hours
NUR 300WI: Intro to Baccalaureate Nursing Practice	3
NUR 270: Health Assessment for Reduction of Risk	3
NUR 271: Basic Care and Comfort	3
NUR 272: Basic Care and Comfort Clinical	3
Total	12 CH
Course	
NUR 273: Health Promotion and Maintenance	2
NUR 274: Skills: Quality, Safety, Infection Control	3
NUR 370 Pathophysiology for Physiological Adaptation	3
NUR 371 Pharmacological and Parenteral Therapies	3
Total	11 CH
Semester 3 Year 2	
Course	Credit Hours
NUR 302: Research and Evidence-Based Practice	3
NUR 390WI Concepts of Culture and Diversity	3
NUR 375: Acute & Chronic Care Management	4
NUR 376: Acute & Chronic Care Management Clinical	3
Total	13 CH
NUR 275 Psychosocial Integrity	2
NUR 276 Psychosocial Integrity Clinical	3
NUR 470 Healthcare Technologies and Informatics	2
NUR 374 Engaging in the Global Community and Interprofessional Health Care Partnership	3
NUR 471 Death and Dying	2
Total	12 CH
NUR 372 Obstetrics Newborn and Pediatrics	2
NUR 373 Obstetrics Newborn and Pediatrics Clinical	3
NUR 472 Population Health through a System Based Practice	3
NUR 473 Population Health through a System Based Practice Clinical	3
Total	11 CH
Semester 6 Year 3	
NUR 474: Nursing Synthesis Capstone	4
NUR 475: Professionalism, Management of Care, and Leadership Development	3
NUR 476: Professionalism, Management of Care, and Leadership Development Clinical	5
	12 CH
Total	71

Fall 2026 & Beyond Cohort

Course	Credit Hours
NUR 370: Pathophysiology for Physiological Adaptation	3
NUR 371: Pharmacological and Parenteral Therapies	3
NUR 273: Health Promotion and Maintenance	2
NUR 270: Health Assessment for Reduction of Risk	3
Total	11 CH
Course	
NUR 274: Skills: Quality, Safety, Infection Control	3
NUR 300WI: Intro to Baccalaureate Nursing Practice	3
NUR 271: Basic Care and Comfort	3
NUR 272: Basic Care and Comfort Clinical	3
Total	12 CH
Course	Credit Hours
NUR 302: Research and Evidence-Based Practice	3
NUR 390WI Concepts of Culture and Diversity	3
NUR 375: Acute & Chronic Care Management	4
NUR 376: Acute & Chronic Care Management Clinical	3
Total	13 CH
NUR 275 Psychosocial Integrity	2
NUR 276 Psychosocial Integrity Clinical	3
NUR 470 Healthcare Technologies and Infomatics	2
NUR 374 Engaging in the Global Community and Interprofessional Health Care Partnership	3
NUR 471 Death and Dying	2
Total	12 CH
NUR 372 Obstetrics Newborn and Pediatrics	2
NUR 373 Obstetrics Newborn and Pediatrics Clinical	3
NUR 472 Population Health through a System Based Practice	3
NUR 473 Population Health through a System Based Practice Clinical	3
Total	11 CH
NUR 474: Nursing Synthesis Capstone	4
NUR 475: Professionalism, Management of Care, and Leadership Development	3
NUR 476: Professionalism, Management of Care, and Leadership Development Clinical	5
	12 CH
Total	71

TBSN Program Course sequencing per Cohort

Section 3
Traditional BSN Degree Track
Program Policies and Procedures

Traditional BSN Degree Program
Policies and Procedures

The following policies and procedures are for students enrolled in the Traditional BSN degree track program.

CLIENT CONFIDENTIALITY – PROTECTED HEALTH INFORMATION

All CMU BSN students will agree to maintain client confidentiality.

Confidentiality and Use of Medical Records

1. Students and faculty with any access to a clinical setting must comply with HIPAA rules, regulations, and cooperating clinical agency guidelines for training. Policies for that information can be found at Administrative Policies, Procedures and Guidelines .
2. Students and faculty are required to follow agency policies regarding the use of and access to electronic medical records.
3. Cooperating agency compliance modules must be completed as per cooperating clinical agency protocols.
4. Patients' Protected Health Information (PHI) must be de-identified. PHI includes sufficient information about a patient such that the patient could be identified.
5. **No reproduction** of any records through printing, paper copying or photography is permitted and will result in immediate dismissal
6. Students should never post, discuss, or make comments about any personal case that they have cared for, seen in clinical or discussed in class any public area or public forum (e.g., Facebook, and others).

Use of Technology and Social Media

1. Any technology, tool or online space in clinical agencies cannot be used for personal business. Students must follow clinical agency policies regarding use of technology or social media. At times, a clinical setting may allow use of technology or online space or use of social media for work purposes. They are only to be used as they relate directly to patient care or specified agency activities.
2. Agency computers cannot be used for personal business such as checking e-mail or social media sites.
3. Any personal communication such as cell phone use or texting must be done outside of agency clinical areas on the student's personal time.
4. The use of mobile devices in clinical settings must conform to the guidelines of the organization. Students are responsible for confirming guidelines with faculty and preceptors.
5. Posting or discussing any information about faculty, staff, other students, or external clients (i.e., patients and families) on social media or online space is not permitted. This includes "private" forums, chat groups, etc. as third parties have access to this information even after you believe it has been deleted.

HIPAA Guidelines for Travelers and Alternative Clinical Experiences

1. Regardless of laws and practices at foreign sites, students who violate HIPAA while abroad will face the same consequences they would for a violation committed here at home. Students should be especially mindful of those consequences when writing about and posting images of their experiences on social media.
2. In the event of alternative clinical experiences in which facilities do not accept insurance, or for other reasons are not subject to HIPAA compliance, patient confidentiality is expected to be maintained and treated in accordance with HIPAA guidelines.

Violation of HIPAA and Patient Confidentiality

Non-compliance with policies regarding HIPAA, the use of technology and social media, patient confidentially or respecting patient privacy will result in a course failure, and a student may be subject to dismissal from the Division of Nursing BSN track program they are enrolled in.

General Information Regarding HIPAA

BSN students will want to represent Central Michigan University, the College of Health Professions, the Division of Nursing, and the nursing profession overall in a fair, accurate and legal manner while protecting the reputation of the institution. When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to a student as an individual. Since social media typically enables two-way communications with the audience of a student, they should be aware they have less control about how materials they post will be used by others.

As a CMU BSN student:

- Be aware of your association with CMU in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers.
- Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on behalf of CMU, unless you are authorized to do so in writing.
- HIPAA guidelines must be always followed. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage.
- Violations of patient/client privacy with an electronic device will be subject to HIPAA procedures/guidelines and consequences.
- Students who share confidential or unprofessional information do so at the risk of disciplinary action including failure in a course and/or dismissal from the program.
- Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law.

STUDENT HONOR CODES

The CMU BSN degree programs follow the CMU's University Policies and Guidelines-Code of Student Right, Responsibilities and Disciplinary Procedures. As part of the School of Rehabilitation and Medical Sciences in The Herbert H. and Grace A. Dow College of Health Professions (CHP), students in the BSN program identify with and abide by the seven core values, which should permeate and support all activities of the Division of Nursing and its members. These core values include Integrity, Respect, Compassion, Inclusiveness, Social Responsibility, Excellence, and Innovation. It is the intent of the BSN program to embody these core values in all respective degree track program activities, as they "are the beliefs describing, defining and directing our work through the University and its operations and provide direction and purpose."

The BSN program is committed to developing and maintaining an environment of honest intellectual inquiry, characterized by the highest standards of ethical and professional conduct. Standards of high academic and professional conduct are expected from students who shall conduct themselves in accordance with this CMU Code of Conduct. Breaches of this high expectation of ethical and professional conduct will not be tolerated and may lead to student separation from the University or other disciplinary sanctions.

A thorough understanding of and adherence to the CMU Code of Student Rights, Responsibilities and Disciplinary Procedures is an essential part of each student's matriculation. This type of honor system demands commitment from everyone. Students who violate the spirit of trust weaken the academic community. Therefore, it is the responsibility of all to identify and address misconduct. The faculty/student community intends to require high ethical and professional values and the conduct of all its members. The code protects the rights of students and the BSN program, the Division of Nursing, the CHP and university overall.

Nursing students continue to be subject to city, state, and federal laws and appropriate regulatory board rules while a student at CMU and violations of those laws/regulations may also constitute violations of the code. In such instances, CMU may proceed with disciplinary action under this code independently of any criminal, administrative, or other proceeding involving the same conduct and may impose sanctions for violation of the code even if such other actions are not yet resolved or are resolved in the student's favor. All people should report all potential code violations to an official of CMU as soon as possible.

Commitment to Professionalism

The CMU BSN program is committed to the advancement of the nursing profession. This is best accomplished through the professional obligation to conduct oneself in a manner that reflects honesty, integrity, and respect for others. CMU BSN students are expected to perform functions they have been deemed competent to perform. All CMU BSN students are expected to uphold the professional values and standards described in the American Nurses Association's Code of Ethics.

Legal Regulation of Nursing Practice

Students enrolled in the BSN program must conduct themselves as to conform to the nursing practice regulations of the State of Michigan as presented in the Michigan Public Health code Act 368 of 1978 and as amended. In assessing the quality of a student's academic and clinical performance, the faculty takes account of the student's judgment maturity which students must demonstrate, as well as the professional development guidelines noted above, and any other standards of nursing practice associated with one or more nursing courses. Each respective BSN program may refuse enrollment, discontinue enrollment, or refuse re-enrollment of any student who violates the state nursing practice regulations, or who, in the professional judgment of the faculty, exhibits a serious deficiency concerning their judgment maturity or conformity with the professional development guidelines.

Social Media Policy

All Central Michigan University students must adhere to CMU Social Media Policy 2022. all applicable policies, and the standards of conduct regarding social media. For more information students can refer to the Code of Student Rights, Responsibilities and Disciplinary Procedures | Office of Student Conduct.

Social media is defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Wikipedia, Second Life, Flickr, blogs, podcasts, RSS feeds, Instagram, Snapchat, TikTok, Allnurses.com, Twitter, Facebook, YouTube, and Myspace.

The nursing program supports the use of social media to reach audiences important to the university such as students, and faculty. Faculty, staff, and students are expected to follow the CMU University Social Media Guidelines 2020 when sharing communications via the School of Rehabilitation and Medical Sciences and the Herbert H. and Grace A. Dow College of Health Professions social media channels. BSN nursing students should additionally comply with the ANA Principles for Social Networking and the Nurse, and ANA fact sheet social media including but not limited to, protections of patient identity in all communications. The CMU 3-63 Social Media Policy applies to nursing students who engage in internet conversations for school related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

TECHNOLOGY REQUIREMENTS & ACCEPTABLE USE POLICIES

Software Overview

Microsoft Office and Office 365 are used across campus and are the most compatible productivity suite with the programs that nursing faculty and staff utilize. Microsoft Office is available for free to students. Visit Knowledge Base for more information on how to download, install, and activate Microsoft Office on a personal computer. CMU provides a complete Office 365 educational suite that includes OneNote, OneDrive cloud storage, Office 365 Groups, and Microsoft Teams.

1. OneNote is the tool recommended for taking and managing notes. These, as well as all Office documents, can be stored and shared within OneDrive.
2. Office 365 Groups is a tool used by special interest groups and student organizations to collaborate with group email, task management, shared storage, and documents.
3. Microsoft Teams is a web conferencing tool offering more than the basic messaging and video calling of traditional Skype. It can support large group video meetings as well as offer in-call collaboration tools.
4. Learning Technologies (Microsoft Office, Panopto, Blackboard)
    a. Panopto is a recording program that is used to record most lectures in the BSN program. It can also be used to record presentations for any nursing course assignment that requires it. It is easy to use. Instructional videos are available once you access Panopto.

Central Link and CMU Global ID

Upon acceptance to CMU, each student will be issued a complimentary personal university email account (a "CMU account") for their use while enrolled at CMU and in the BSN program. All official university and Division of Nursing correspondence will be directed to these CMU accounts, and it will be the student's responsibility to monitor this account regularly and to read all posted university, Division of Nursing, and BSN program correspondence. Students may use these CMU accounts as they wish, subject to restrictions of CMU's Acceptable Use Policy . When first admitted to the university, BSN students were issued an identification number, unique username (Global ID), and a randomly generated password. Once issued, the identification number and Global ID are the permanent unique identifiers of all nursing students. Activating their Global ID and password is an essential and required first step in connecting to CMU's virtual infrastructure and services, including email. The student's Global ID and password provide secure access to a variety of systems via **CentralLink.** CentralLink is CMU's web-based information portal, which puts CMU and all Division of Nursing and BSN program information at the student's fingertips!

Nursing students who have trouble using their Global ID and/or password, are to contact the CMU Information Technology Help Desk for assistance at (989) 774-3662 or online at the following link: helpdesk@cmich.edu

Email

When nursing students activated their Global ID, they also enabled their CMU email account. The CMU email account provides a means for delivery of communications from CMU, including the Division of Nursing. Each time a student wishes to log into their CMU email account, they will need their Global ID and password. The CMU email account can be accessed via the CentralLink portal. Students can also forward their CMU email to another account or vice versa. However, official university and nursing communications are sent only to the nursing student's CMU email account, and the university expects that students are frequently and regularly access their CMU email.

Students are responsible for activating and regularly checking their CMU email accounts. This is the only e-mail address that the university will centrally maintain for sending official CMU and Division of Nursing communications to students, and it is the single e-mail address that the university will use for sending official communications to students after they enroll at CMU. All course correspondence will be through your CMU emails. Failure to read official university and Division of Nursing communications sent to the students' official CMU email addresses does not absolve students from knowing and complying with the content of those communications.

Office of Information Technology

The Office of Information Technology (OIT) Help Desk provides support to all Central Michigan University students, faculty, and staff. They work hard to assist anyone with their electronic device problems, for a very reasonable price and if assistance is needed in setting up email. To configure a mobile device to access Office 365 CMU email, please contact the **helpdesk@cmich.edu.**

Healthcare IT Service & Support Information

Healthcare Information Technology is a team of IT professionals and student technicians that directly support The Herbert H. and Grace A. Dow College of Health Professions and the Division of Nursing faculty, staff, and students. The Healthcare Information Technology Department will provide courtesy support and advice for personal computer issues, as well. Detailed troubleshooting and repair for personal computers are referred to the OIT Help Desk. See 'Personal Computer Repair' for details.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Both Central Michigan University BSN track programs follow many guidelines that support a civil and respectful environment and provide procedures to ensure fair treatment. The primary right of students is to pursue their education so long as they maintain their eligibility to remain a member of the university community and the Division of Nursing by meeting its academic standards and so long as they observe the regulations imposed by the university and Division of Nursing for the governance of the academic community. Every student has the constitutional rights and responsibilities of any citizen under the law. Conversely, the responsibility of every student is to respect the rights of every other member of the university community. All nursing students are

responsible for being familiar with and adhering to all university policies as outlined in the Student Policies and Procedures | Division of Student Affairs that includes the following:

1. Family Educational Rights and Privacy Act | Registrar's Office
2. Student Disability Services
3. Drug Free Schools and Communities Act | Office of Student Conduct
4. Weather Delays and Closures
5. Student Policies and Procedures | Division of Student Affairs
6. Missed Class Policy
7. Grading Methods | Curriculum and Instructional Support
8. Grade-grievance-policy
9. Academic Support | Office of Student Success
10. Official University Sanctions | Code of Student Rights

ACADEMIC POLICIES AND PROCEDURES

The policies and guidelines of Central Michigan University, by which the Division of Nursing operates in accordance with, can be found at University Policies and Guidelines.

Evaluation of Program Instruction

The CMU Division of Nursing is committed to the improvement and advancement of all elements related to the operation of the BSN track programs. This includes asking students to provide objective information when requested to rate the efficacy of nursing courses (classroom and clinical) and the effectiveness of faculty teaching. The evaluation of the nursing courses, faculty teaching, and the BSN program overall, is conducted toward the end of each semester, and at other times in the semester as required or as may be needed. Evaluation is conducted using the following formats:

1. End of semester course evaluation
2. University End-Of-Course Survey
3. End of BSN program evaluation (EBI, Exit survey)
4. 12-month alumni survey

Attendance Policy

Class lectures, discussions, demonstrations, and all other associated educational experiences are critical to the learning process. The Division of Nursing expects students to attend and arrive on time to all classes, laboratory, shop, practicum, and clinical experience sessions. Nursing students are responsible for accounting to their class and clinical instructors any absence and should contact the faculty member following any absence to determine if work, required for course and degree completion overall, may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance. For more details see CMU Bulletins - Class Attendance.

HEALTH AND WELLNESS COMPLIANCE

Standard Precautions

All Nursing students are expected to follow Universal Precautions as defined by the Center for Disease Control (CDC) Standard Precautions for All Patient Care | Infection Control | CDC.

Injury

Students injured during practicum experience may receive treatment according to the agency policy. The treatment's cost is the student's responsibility. Incident reports for the agency and the university must be completed. The CMU Student Incident Report Form can be found in your Blackboard clinical course and/or from your clinical instructor.

Post-Exposure Statement

Students exposed to blood-borne/body fluid pathogens during clinical experience will follow the agency's policy. The cost of treatment is the responsibility of the student.

Immunization Requirements

Prior to the beginning of the BSN program, students are required to provide evidence of immunity for the following diseases:

1. Tetanus/diphtheria and Tdap: All students need to have documentation of one dose of Tdap. If the last Tdap is more than ten years old, provide the date of last tetanus (Td) plus Tdap.
2. MMR (Measles, Mumps, and Rubella): Students must provide proof of either: two doses of live attenuated measles, mumps, rubella vaccine or if no combined vaccines, then two doses of live measles and mumps, at least 28 days apart after the age of 12 months and at least one dose of live rubella vaccine OR proof of positive immune titers. Please note: we prefer proof of two MMR vaccines over the serologic proof. If you cannot locate the MMR records, we will accept serologic proof.
3. Varicella: All students must provide proof of Varicella immunity with either proof of having received the two-shot series, OR a positive immune titer.
4. Hepatitis B: All students must provide proof of having received the three-shot Hepatitis B series AND proof of immunity with a positive quantitative Hepatitis B surface antibody. Students with a negative Hepatitis B surface antibody (titer) after the initial three-dose series will require a second Hepatitis B vaccine series followed by a repeat Hepatitis B titer drawn 30 days after the 3rd vaccine in that series. If the Hepatitis B surface antibody is negative after a subsequent series, additional testing including hepatitis surface antigen and Hepatitis core antibody should be performed. A vaccine whose antibody remains negative after six doses are considered a "non-responder." Healthcare workers that are

non-responders should be considered susceptible to HBV and should be counseled regarding precautions to prevent HBV infection. Those with a positive Hepatitis B surface antigen will have appropriate counseling and a recommendation to seek a medical evaluation.

5. Influenza: All students are required to have the vaccine annually.
6. COVID-19: Some clinical partners require students to have the initial 2 dose series of Pfizer or Moderna or one dose of the current Pfizer/Moderna.

Students without immunization documentation, and/or negative titers are considered nonimmunized and will be required to have the following vaccines:

a. Hepatitis B vaccines: Three doses AND a positive titer
b. MMR: Two doses
c. Varicella: Two doses
d. TD/Tdap: one Tdap, if longer than ten years then an updated TD
e. Influenza: Annually

ADMISSION POLICY

Documentation Requirements for Traditional BSN Admission

Admissions processes are followed as specified in: Traditional BSN Admission Criteria | College of Health Professions

After being admitted to the nursing program, students will need to upload official documents before attending lab/lecture/clinical. Any questions regarding required admission documentation can be directed to:

Emma DeJager, BSN, RN
Manager, Simulation Lab and
Coordinator for Clinical Placement
Division of Nursing
CHP Building, Rm. 2061
P: 989-774-2425
E: dejag2e@cmich.edu

Beth Boman, MSA
Clinical Compliance Coordinator
CHP Building, Rm. 1202
P:989-774-2981
F:989-774-1853
E: boman1ej@cmich.edu

REQUIRED DOCUMENTATION FOR ENROLLMENT

ACE Matching and Placement Program (ACEMAPP)

CMU's BSN program uses the ACEMAPP System, an on-boarding compliance database and an online learning system that members (nursing schools and healthcare agencies) use to process clinical placement requirements for students. It is also used in the nursing program at CMU to help organize and store student information such as health documents, CPR cards, background check information as well as various other mandatory requirements for enrollment in the BSN program.

Enrollment in the ACEMAPP System is an *annual requirement* for BSN students prior to the first day of their clinical rotation. Currently, the annual cost for a student is $50. For additional information about the ACEMAPP System and information required for students to provide, click on the following:
Article: Membership Period: How to Make a Payment | ACEMAPP

Prior to the start of the semester, students receive a welcome email from ACEMAPP that includes directions on how to open and establish an ACEMAPP account which students are required to do. Once the account is set up, follow the directions on how to complete a student profile, and how to complete the 6 *mandatory* annual health professions educational modules; these modules are to be taken yearly. The 6 modules can be completed in Blackboard under the "HP Learning Modules" course. After each module, students are to complete a quiz to test their understanding of the content presented in each module. For each quiz, a score of 85% or higher is required to reflect the basic knowledge important to engage in clinical activities. Once the modules are successfully completed, students are to take a screen shot of the results. Upon successful completion of all 6 modules, students are to screenshot and save the screenshot. The 6 modules titles required to complete are:

1. Health Insurance Portability and Accountability Act (HIPAA) of 1996 is United States legislation that provides data privacy and security provisions for safeguarding protected medical information.
2. Blood borne pathogens (BBP): are infectious microorganisms in human blood that can cause disease in humans.
3. Proper use of personal protection equipment (PPE): The definition and use of the different types of PPE used in the health care setting.
4. Human Trafficking: The action or practice of illegally transporting people from one county or area to another, typically for the purposes of forced labor or commercial sexual exploitation.
5. Ethics & Professionalism: A system of moral principles governing the appropriate conduct of a person or group.
6. COVID-19: What you need to know about COVID-19.

All heath records, **American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider**, vaccinations, background checks, etc. are electronically uploaded by the student into ACEMAPP. Please note when taking a picture to upload in the system including student name, date, and name of requirement (for example, smith.8.18.25. Hepatitis B shot series documentation), that all documents are visible and readable for review and approval.

It is the students' responsibility to monitor expiration dates of all mandatory requirements In ACEMAPP to stay current. ACEMAPP sends email reminders 30 days before any requirement expires. Failure to do so may result in the inability to register for required courses which could negatively impact students' success in the program.

Criminal Background Check

There are multiple misdemeanors, and combinations of offenses that would prevent you from meeting the minimal objectives of the program. Students with felony convictions will not be permitted to complete the BSN program at CMU. Any student who becomes subject to criminal prosecution while participating in the nursing program is required to report such allegations immediately to the nursing program director.

You will receive an email from the Herbert H. & Grace A. Dow College of Health Professions from the Clinical Compliance Coordinator with instructions to complete your fingerprinting requirement. This email will include the forms that need to be completed and returned. The background check's cost is not covered by the college fees and is the student's responsibility. Refer to CMU's Policy: 7-9 Criminal Background Checks for students. On April 1, 2006, a revised Public Health Code Legislation was enacted that impacts our ability to place students in a number of clinical settings. The enactment of this new legislation requires that healthcare students complete a criminal background check with fingerprints that include a FBI check. All students, once accepted into the nursing program, must complete a criminal background check.

a. Any active nursing student who commits a misdemeanor must immediately report this to the Nursing Division and will be subject to the State of Michigan Board of Nursing Rules .
b. A misdemeanor or felony conviction could prevent the student from obtaining certification, licensure, or employment upon graduation from the program. Students may contact the professional licensing or certification agency for more information. The CMU Nursing Division cannot guarantee that any graduated student will qualify for licensure.
c. Students must notify the CMU Nursing Division of any changes to their criminal record after submitting the criminal background check*, including arrests. This notification should be made within three business days of any arrests, plea bargains, sentencing, convictions, or other criminal activity.
   **Please note that some activity reported in a student's criminal background check may prevent that student from being placed in the appropriate clinical settings required to complete the program. In these cases, the student should promptly consult with the Nursing Program Director and advisors to explore alternative*

placements or degree programs. Under certain circumstances, students may not be eligible to graduate from the CMU Nursing Division.

Drug Screen

Clinical sites require a pre-placement drug screen. Students are required to complete a 10-panel drug screen according to the most comprehensive standards the clinical site has defined. The cost of all screenings is the responsibility of the student.

CPR/BLS Certification

Students must have a valid **American Heart Association (AHA) Basic Life Support (BLS) Healthcare Provider** card prior to starting class. The BLS care will be valid for 2 years. Re-certification must be completed and uploaded into ACEMAPP (ACE Matching and Placement Program) system prior to expiration. The BLS card must be kept current throughout the time enrolled in the nursing degree program.

Immunization Records

Students must provide documentation of all vaccines received; without proof of vaccine, students will need to show immunity by obtaining blood titers. Students will need to submit a lab report of their positive titers or proof of re-immunization if the titer is negative. Proof of immunization will be needed for:

- MMR (Mumps, Rubella and Rubeola)
- Tdap (pertussis must be a part of this)
- Varicella (disease history of chicken pox is not proof)
- Hepatitis B
- Flu (immunizations offered every fall)
- Tb screen must be done annually and submitted Baseline Tuberculosis Screening and Testing for Health Care Personnel
- COVID vaccine (initial 2 doses or approved 1 dose series)

Proof of Health Insurance

Each student must upload proof of health insurance coverage at the beginning of each academic year.

Admission Deferral Policy

Applicants selected for the Traditional BSN program receive notification of their admission and eligibility to enroll in the first nursing courses in the following semester. Within a specified timeline following such notification, a student must either formally accept or decline admission to the TBSN program. A student's admission and nursing course enrollment cannot be deferred to any other future semester. Students who fail to formally accept within the specified timeline, and

for those who decline, or are not accepted for, enrollment in the TBSN program are required to reapply for admission to that program.

Compliance Policy

Before beginning any CMU NUR course, including all didactic, clinical, and lab components, all students in all programs are required to satisfy all health and safety requirements. If you need assistance with meeting these requirements, health care services are available for students at the University Health Service.

For a student to be considered in full compliance, all the nursing compliance requirements (except for the flu shot) must be valid for the entire academic year. This includes valid for all CMU terms or semesters when a student is enrolled in a nursing course. None of the compliance requirements may expire at any time during the academic year.

All compliance requirements, except for the flu shot, must be uploaded to and be approved or completed status by ACEMAPP, our compliance certification vendor, by the dates determined for the academic year. Flu shots for the academic year must be uploaded to ACEMAPP by the end of the day on October 31st for all undergraduate students. Students are advised to upload their compliance materials **at least 2 weeks before the due date to allow processing time for approval**. Any student who does not have all requirements needed for the academic year in an approved/completed status by the required deadlines listed below may be subject to the following conditions: **Will not be able to attend scheduled clinical and/or subject to dismissal from the program, unless there is documented exception with the nursing division.** See the table below for compliance with deadline specifications:

Compliance Deadline Specifications

Fall Start	**Deadline for Compliance Requirements**
Sophomores/Juniors/Seniors	August 17th
Flu Vaccine	October 31st
Spring Start	**Deadline for Compliance Requirements**
Sophomores/Juniors/Seniors	January 4th
Flu Vaccine	January 4th

Dosage Calculation Policy

The CMU Nursing Division recognizes its responsibility to provide students with adequate dosage calculation skills to develop confidence and competence in approaching nursing problems which have solutions that require mathematical concepts. The following policy has been developed to provide basic expectations for the faculty and students.

In each nursing semester that involves medication administration or instruction in medication administration, students will be expected to pass dosage calculation competency examination Competency Testing, which will be administered in a didactic or lab course. Dosage calculation competency examination(s) may be specific for each nursing clinical course that involves medication administration and will test students for the appropriate dosage calculation skills needed to safely administer medications. Each course will determine a time limit for the dosage calculation exam(s) to be completed. The expectation is that each student passes the dosage calculation exam before passing medications in the clinical setting each semester.

Each test will share the following characteristics:

1. The test will consist of 20-25 questions
2. Passing score is 95% or greater for all dosage calculation exam
3. Students will need to retake the test to achieve a passing score
4. This is a proctored test that students may use a simple calculator. Absolutely no cell phones or graphing calculators will be allowed.
5. If the student is unable to achieve 95% on the first test attempt, the student:
   Will not be allowed to pass medications in the clinical setting until the student achieves a passing test score. Will take the make-up test no sooner than 1 week after the failed test attempt. Remediation: Students who are unsuccessful on their first attempt are expected to contact the clinical coordinator for an individualized success plan, which may include sample problems assigned by the instructor. If the student is unable to meet the course objectives because they did not achieve a passing score on the dosage calculation exam by mid-term, they will fail the course and need to retake the course.

Grading Policy

1. The minimum passing grade for all nursing program courses is a C (≥74%). Incomplete grades are allowed only if the student is passing the course and completes the proper paperwork as stated in the university's policy. See Class Management | Curriculum and Instructional Support for details.
2. All assignments must be submitted via Blackboard on or before the due date. No late assignments will be accepted unless there is prior written authorization by faculty before the due date.
3. It is crucial that you review the rubrics for all assignments prior to completing the assignment.
4. All written papers must be in APA format. For help writing and formatting in APA style visit the CMU Writing Center or Park Library APA LibGuide. APA Style - APA Style - Library at Park University

Grading System, Quality Points, and GPA

Grade	Grade Equivalencies in %
A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
E	Below 60

Grading Methods | Curriculum and Instructional Support

Grade Change/Grievances

If a student has a question regarding a grade they have received, they may appeal through the grade grievance procedure. Information regarding this policy is in the online undergraduate bulletin at Grade Grievance Policy .

PROGRESSION POLICIES

General Education Courses after Nursing Program Enrollment

Following admission to the BSN program, students are required to complete non-nursing courses as required by CMU for all undergraduate degree track programs; this includes the BSN degree program.

A lack of progress towards degree completion includes, but is not limited to the following:

1. If a student receives a grade below C (<74%) in a general education class, they will be required to retake the course. In order to continue with the progression in the nursing courses, the student must submit a written plan for completion of the failed course and have it approved by both the Nursing Academic Advisor and the Executive Director of the Division of Nursing.
2. At the time a student enrolls in the first year of the 3-years of nursing courses, they may take up to 4.5 years to complete the BSN degree. This total timeline allows for any course, nursing or general education to be repeated. Should degree completion extend beyond the maximum timeline, students must submit a special request for their continued enrollment in the required courses. If retaking a failed general education course would compromise

the ability to complete nursing courses in the typical progression as outlined by the 3-year plan, the written plan for completion of the failed general education course may be denied, and the student may be dismissed from the program.

Nursing Courses

All NUR courses (classroom, lab, clinical) required for the BSN degree will be evaluated based on a student's satisfactory completion of course assignments specified for grading in accordance with NUR course grading policy. The competency standard grade requirement for all NUR courses is a grade of C or higher (≥74%) for satisfactory completion.

1. Students are required to achieve a satisfactory evaluation in the lab and clinical components by the end of each respective NUR course.
2. Numerical grades below C (<74%) in any of the NUR courses are considered an unsatisfactory attainment of course objectives and therefore reflect a course failure. Students who complete a NUR course with a grade below a C (<74%) will not progress in the nursing program.
3. Progression to the next level of NUR courses cannot occur without successful completion of the previous level NUR courses.

Repeating a Nursing Course

Nursing students are expected to maintain satisfactory academic performance throughout the 3-year BSN degree program. A student who fails a required nursing course is allowed to repeat that course, subject to the conditions outlined below.

1. A student may repeat only one nursing course throughout the nursing degree program. A repeat nursing course is defined as taking one same course a second time. To successfully complete a nursing course that is repeated, a student must earn a grade of C or higher (≥74%).
2. Selected nursing classroom courses are taken in conjunction with a corresponding clinical course. A student must pass both the classroom and its corresponding clinical course to advance in the nursing program.
3. In the event a student fails one of the two corresponding courses, the student will be required to retake the failed course and hold on enrollment in progressing nursing classroom courses unless approved.
4. A student who fails the same nursing course twice, or fails two separate nursing courses, will be dismissed from the CMU BSN program.

Course Incompletes

Incomplete Grade

An Incomplete ("I") course grade is a temporary grade used by the instructor in cases when a student is unable to complete course requirements because of illness or other justifiable circumstances. An incomplete grade is assigned only in cases in which the student has

completed satisfactorily the major portion of the course requirements and has convinced the instructor of the student's ability to complete the remaining work without re-registering for the course. It is not to be given to a student who is lagging in submission of course assignments or is already failing course assignments.

A form must be completed and signed by the faculty member (and the student, when possible) whenever a grade of "I" is assigned. The form is to be kept on file in the office of the Division of Nursing. An instructor who assigns a grade of "I" also submits a formal statement to the Executive Director of the requirements of the student to be satisfied for removal of the Incomplete grade. A copy of the statement of requirements, including deadlines for their completion, shall be provided to the student.

It is the student's responsibility to contact the instructor to plan to complete the remaining course work required. The required course work should be completed and a grade recorded in the CMU system by the end of the student's next semester, but in no case later than one calendar year following the receipt of the "I" grade. A student not completing the remaining work by the end of one calendar year following the receipt of an "I" would retain an "I" only if the instructor chooses not (deferred) to change the "I" to a specific grade ranging from A to E by the end of the calendar year. An "I" may not be removed by registering again for the course. Students will not be allowed to register for the same course with an outstanding grade of "I."

If the instructor of the nursing course in which the "I" was incurred is no longer a member of the faculty, the student should contact the Executive Director who shall act on behalf of the former instructor and may include identification of another nursing faculty member to be responsible for oversight of student activities to resolve the "I" grade.

Exceptions to these regulations can be made only when requested by the student and approved by the nursing course instructor, the Executive Director of the Division of Nursing, and the Dean of the College of Health Professions.

Deferred Grade

The deferred ("Z") grade may be recorded for students registered in a nursing course for independent study, for thesis, International Program Studies courses, or for other nursing courses specifically approved for "Z" grades in the Bulletin. The "Z" deferred grade is recorded only if the instructor believes that the quality and quantity of work completed by the end of the semester justifies an extension of time. An instructor who assigns a grade of "Z" shall submit, on the proper form, a statement to the Executive Director of the Division of Nursing of the remaining requirements for removal of the deferred grade. A copy of the statement of requirements, including deadlines for their completion, shall be made available to the students.
(Academic Senate, 2/16/21)

For additional information refer to CMU Bulletins - Grade, Incomplete and Deferred

Remediation Policy

As part of the CMU BSN program's mission, CMU faculty aims to promote excellence, and the personal and professional growth of the student.

BSN faculty are committed to promoting and supporting the success of nursing students to acquire the knowledge, skill, and ability required for basic entry into professional nursing practice upon graduation. When a student fails to meet the minimum score/grades in a nursing course, remediation is mandatory for them for certain activities and evaluation. Below lists the specific remediation criteria and expectations:

1. Course Exams
    a. Exam Score < 80%
    b. Meet with course instructor
    c. Complete mandatory course exam review
    d. Complete mandatory assigned remediation materials
    e. Assignments must be completed by designated deadline to be able to take subsequent exam(s).
2. Midterm Course Grade
    a. Midterm Course Grade < 80%
        i. Mandatory meeting with course instructor to identify strengths and weaknesses
        ii. Develop study plan for the course
    b. Midterm Course Grade < 75%
        i. Mandatory meeting with course instructor to identify strengths and weaknesses
        ii. Develop study plan for course
        iii. Mandatory meeting with academic advisor
        iv. Mandatory learning coach session
3. Assessment/Skills Laboratory Midterm and Final
    a. Below Expectations
        i. Meet with course instructor
        ii. Complete mandatory remediation activities
        iii. Complete mandatory skills practice
        iv. Pass re-evaluation (failure to do so in 2 re-attempts results in course failure); maximum score is deducted by 10% for each attempt
4. Assessment/Skill Evaluation: Beginning of the Semester (for 3rd through 6th semester)
    a. Below Expectations
        i. Meet with Clinical Nurse Faculty (CNF) instructor
        ii. Complete mandatory remediation by designated date
        iii. Complete mandatory skills practice
        iv. Pass re-evaluation

v. Failure to do so by midterm results in course/clinical failure

5. Medication Administration Exam (3rd through 6th semester)
    a. Exam score <95%
        i. Meet with designated instructor
        ii. Complete mandatory remediation by designated date
        iii. The student cannot administer medications until successful attempt of dosage calculation exam.
        iv. Pass repeat dosage calculation exam by designated date
            1. Failure to pass dosage calculation exam by midsemester results in course failure
6. Mid-Semester and End of Semester Clinical Evaluations
        i. Schedule to meet with designated instructor at a day/time midway in the semester and at the end of the semester; both meetings are required
        ii. Mid-Semester Clinical Evaluation results are below expectations
        iii. Create an Improvement/Remediation Plan with the instructor
        iv. Both the student and instructor sign and date the plan with student provided a copy and a copy placed in student's academic record retained in the CMU Division of Nursing.
        v. Complete improvement/remediation activities in the plan and by the date(s) as specified in the plan.
7. ATI Standardized Exam Score
    a. Level 2 and 3
        i. Complete mandatory remediation as described in course syllabus
    b. Below Benchmark (Level 1 or below)
        i. Meet with course instructor
        ii. Complete mandatory remediation as described in course syllabus
        iii. Attend mandatory test taking workshop, complete module by designated date
        iv. Failure to complete module by designated date results in course failure
8. First Time Course Failure
    a. Meet with academic advisor
    b. Create learning plan/contract
    c. Complete assigned mandatory remediation activities by designated date
    d. Mandatory Tutoring required during 2nd attempt at course
9. End of Program ATI Comprehensive Test
    a. Below Benchmark (Level 1 or below)
        i. Meet with course instructor
        ii. Complete assigned remediation
        iii. Complete assigned clinical judgment case studies

iv. Attend mandatory test taking workshop and complete module by designated date.
v. Reattempt End of Program ATI Standardized Exam

Probation in the Division of Nursing

The student can be placed on either or both academic and/or clinical probation. Academic probation is defined as inability for a nursing student to maintain a C or higher (≥74%) in academic and nursing courses. Clinical probation is defined as unsuccessful achievement of a "pass" grade in any nursing clinical. The student placed on academic probation is required to meet with the nursing Executive Director to outline the probation criteria and expectations and develop a plan for success and continued study in the BSN program. Failure of the student to meet with the CMU Nursing Executive Director will result in automatic academic probation. The failure of the student to follow through with the established plan may result in continued probation status or dismissal from the BSN program. Students placed on academic probation twice may be dismissed from the BSN program. Students are referred to the Executive Director for information on the academic probation procedure.

Dismissal from the BSN Program

Following a student's acceptance for enrollment in the CMU BSN program, and at any time a student is enrolled in the BSN program, a student may be dismissed from the program based on any one of the following:

1. The student earns a final grade less than a C (<74%) in any nursing course. May repeat the class only once and the highest grade will be used.
2. Student earns less than a C (<74%) in a general education class completed while enrolled in the BSN program. The student is allowed to repeat the general education class one time. The highest grade from either the initial or repeated class will be used for the program.
3. The student will be dismissed if the student fails two Gen Ed classes without successfully passing each course during course retake.
4. Withdrawal (W) from a nursing course or earns an incomplete (I) in a nursing course.
5. Commits or engages in any act that is in violation of the Penal Code of Michigan or compromises the welfare or integrity of another person.
6. Student experiences physical, behavioral or psychological difficulty that would interfere with his or her ability to meet academic or professional standards.
7. Produces a positive drug screen.
8. Results of background check that reveal a criminal record.
9. Fails to provide and/or maintain health insurance requirements, CPR certification, immunizations, annual TB testing or appropriate medical follow-up for positive PPD as required by CMU clinical partners.

10. Student performs a procedure or task that is unauthorized for them to complete or outside of their scope of practice without appropriate supervision as a nursing student at the time of the task being performed.
11. Students engage in other behavioral reasons (i.e., HIPPA violation, cheating on any assignment, plagiarizing in any form including but not limited to clinical nursing faculty evaluations).
12. Student fails to follow the code of conduct as specified in the student honor code
    a. CMU Code of Conduct and the 2025 Code of Ethics for Nurses as listed by the American Nurses Association (ANA)

Dismissal Process

1. The faculty will file a written report with the Executive Director of the Division of Nursing regarding the reason for dismissal of a student from the BSN program. The Executive Director will review the written report submitted by the faculty and the students' file.
2. Faculty involved and the student will be notified via email within 24 hours by the Executive Director regarding the situation that resulted in the student receiving the dismissal notice.
3. Students will be required to schedule a meeting with the Executive Director to discuss the situation resulting in dismissal. If the student does not schedule a meeting with the Executive Director within **3** days of obtaining the notice, their right to appeal will be forfeited.

Students may not return to clinical nor nursing courses following the incident resulting in dismissal.

Appeal Process for Dismissal

If the reason for dismissal is consistent with the dismissal from the nursing division above, the student may file an appeal of the decision for dismal from the BSN program. The process for a student appeal is as follows:

1. Following the meeting with the Executive Director the student will provide and submit a formal written appeals statement to the nursing appeals committee, summarizing the circumstances and appeal rationale. As needed, an ad hoc Nursing Appeals Committee will be formed to address the students' appeal.
2. The nursing appeals committee will meet within 2 weeks of receiving the written appeal.
3. The student will be provided with a written decision from the nursing appeals committee within 1 week of the nursing appeals committee meeting.
4. The student will have the opportunity to request an informative meeting with the nursing appeals committee within 72 hours of receiving the appeal decision.

Reinstatement Policy

Students who experience non-progression in the nursing program and who desire to remain must first meet with the nursing advisor and the Executive Director to discuss the future plan of study.

A student must then submit a reflective summary, including a plan for improvement and a statement of intent to remain in the program to the executive director at least three weeks prior to the start of the next semester.

Reinstatement to the nursing program will be allowed only one time. Acceptance is contingent upon:

1. Meeting the current admission, advanced placement, and graduation requirements in effect at the time of consideration for reinstatement.
2. Submitting a reflective summary and statement of intent to remain in the program with a plan for improvement.
3. Returning CMU Nursing students may be required to make an appointment with the lab coordinator to revalidate clinical skills prior to the first clinical day.

Withdrawing from a Nursing Course

1. It is the responsibility of the student to refer to the schedule of classes and university calendar, which indicates the withdrawal periods for specific courses according to their length. If the student is within the withdrawal period, they may choose to withdraw. It is important that the student consults with the professor(s) and academic advisor to better understand how the withdrawal may impact future progression in the program.
2. Students are permitted to withdraw from no more than two nursing courses throughout the program.

Withdrawing/Dropping Extenuating Circumstances

Under unusual circumstances, you may submit an appeal to the Registrar's Office. The unforeseen circumstances *MUST* have prevented you from dropping or withdrawing *BEFORE* the published deadline of the course.
Supporting documentation for any exception to the drop or withdrawal deadlines *MUST* be included when submitting an exception form. The proper documentation *MUST* identify names, and dates of occurrence to support your request for an exception.

Exceptions *MAY* be approved with the proper supporting documentation for:

- Doctor or Hospital statement showing dates and circumstances.
- Obituary or death notice.
- Email from Staff or Faculty if the error was caused by CMU.

Circumstances in which an exception *MAY NOT* be approved:

- Lack of awareness regarding the deadline to drop or withdraw before the published deadlines.
- Doing poorly in the course or not passing.
- Dissatisfaction with an instructor.
- Academic or work overload.
- Changing a major or minor.
- Inability to pay for a course.

Once you submit an Exception to the Drop/Withdrawal Form, it may take up to 3-4 weeks for the final review and determination to be processed. You will then be notified by email.

Withdrawal from Nursing Program

Withdrawal from the CMU Nursing program may have both academic and financial aid consequences. Students are encouraged to understand the consequences of withdrawal.

All withdrawals from NUR courses require approval from their academic advisor and the Executive Director of the Division of Nursing. The student is responsible for completing the course withdrawal form on the student portal.

Withdrawing from the program in which the semester contains two (2) or more nursing courses will count as one (1) nursing withdrawal. Once an Exception to the Drop/Withdrawal Form has been submitted, it may take up to 3-4 weeks for the final review and determination to be processed. You will then be notified by email. For the CMU Traditional BSN student, program completion must occur within four years of entry into the CMU Nursing program. Refer to the Drop and Withdrawal Information | Registrar's Office for additional information. From point of entry in the TBSN program, a student enrolled full-time is granted 150% time for degree completion. That's 1.5 years beyond their original graduation date. Since the TBSN program does not have a part-time schedule of classes, only full-time degree completion is required.

Authorization for NCLEX-RN Licensure Exam

The Division of Nursing is required to report the academic standing of each graduate of the Traditional BSN program to the Michigan Board of Nursing, or any other state as necessary, in order to allow TBSN graduates to sit for the National Council of Licensure Examination (NCLEX) test that, if passed, qualifies them to practice as a professional Registered Nurse (RN). For additional information, please see the Nursing-Licensing-Guide.pdf.

CLINICAL POLICIES

Students are expected to abide by the policies and the procedures of the agency in all clinical and community sites they are assigned for clinical course requirements. Failure to abide by the policies and/or procedures of the clinical agency can result in the student's dismissal from the agency and may in turn impact on the student's progression in the nursing program.

Clinical Preparation

Students are expected to complete all orientation requirements, orientation processes, and computer training as established by cooperating clinical agency protocols. Agencies used for clinical experiences may require a student to attend an agency orientation program prior to beginning a clinical placement there. This may also include educational sessions on using electronic records at the facility. Failure to attend any such orientations or educational sessions

at the scheduled time will result in clinical suspension, and possibly additional fees, until a plan of resolution is approved by the faculty involved.

Clinical Attendance

All clinicals are mandatory. Students must complete required clinical hours for each designated clinical course to meet the course objectives and requirements as set by the Michigan Board of Nursing. All missed clinicals, including excused and unexcused absences, must be made up. Excused absences may be granted only in exceptional cases by permission of the clinical instructor in charge or the CMU Executive Director of the Division of Nursing. Non-adherence to the clinical attendance policy may result in dismissal from the BSN program.

In planning for the clinical day, the clinical instructor selects clients for student experience or students may select clients but under the guidance of the clinical instructor. In doing so, the instructor assumes responsibility for the care and health promotion of those selected clients. The nursing staff in clinical agencies maintains responsibility for clients and therefore has the right to assume that the needs of these selected clients within the assigned functions of the student will be met during the period of the student's assignments.

Excused Clinical Absence

To be excused from attending clinical, students are responsible to promptly inform the clinical instructor in the event of expected lateness, an illness, or absence. To be excused for lateness or for clinical attendance, an excused absence may be granted only in exceptional cases by permission of the clinical instructor in charge or the Executive Director of the Division of Nursing. Regardless of a clinical absence being approved, an excused clinical absence will be made up with the clinical instructor by the end of the designated semester. Students who are unable to report for clinical must report by telephone or cell phone to the clinical instructor and to the clinical agency/nursing unit to which they are assigned at least one hour (or earlier) prior to the beginning of the scheduled clinical. The following information should be provided to the clinical agency/nursing unit charge nurse: student's name, clinical instructor, agency preceptor, nature of late arrival or absence. Leaving a message or contact made by a third party is not acceptable.

Unexcused Clinical Absence

An unexcused clinical absence is an absence from the scheduled clinical activity without the approval of the clinical instructor. Examples of this include:

1. Not calling the clinical instructor in advance
2. Not showing up for a scheduled clinical day or activity
3. Taking a personal vacation
4. Taking a clinical day off to study
5. Missing clinical because compliance and/or mandatories are not completed
6. Being asked to leave clinical for reasons such as lack of preparation or unprofessional behavior.

One unexcused clinical absence from any one clinical course will result in a student being placed on probation. Two unexcused absences from a clinical course will result in course failure. In addition, habitual tardiness may, at the discretion of the clinical instructor, be considered in computing attendance. Nonadherence to the attendance policy may result in dismissal from the undergraduate nursing program. For more details see CMU Bulletins - Missed Class Policy.

All unexcused clinical absences will be made up with the preceptor/clinical instructor by the end of the designated semester.

Students are responsible for informing the preceptor/clinical faculty regarding anticipated prolonged absence or situations resulting in an interruption of their progress in a clinical course. If a student misses three (3) clinical days or a significant component of their required clinical hours on site for any reason, the Division of Nursing Executive Director will be notified by the clinical nursing instructor and will recommend whether the student be allowed to complete the course, or the student should withdraw from the course.

Decisions for each student will be made on a case-by-case basis considering factors such as nature of the missed clinical(s), opportunity to make up the experience and the time required, current standing in the course, and projected length of time absent from clinical activities. If there is doubt about the student's ability to meet the clinical course requirements, a failing grade may be assigned at any point in the term.

Occasionally, students will have special health concerns as they are required to report any type of health problems that could affect their ability to safely care for patients. The clinical nursing instructor must be made aware of special health concerns to protect the student and the patient. These health concerns may include, but are not limited to unstable diabetes, seizures, being immunocompromised, fainting episodes, contagious infections, and severe clinical depression. The student's ability to have a safe experience is determined by the CMU Nursing Division, their health care provider, and agency requirements and policies.

Please refer to specific guidelines in course syllabi regarding the clinical instructor's preference and instructions for reporting absences or late arrivals for clinicals.

Repetition of a Clinical

When repeating a clinical course, registration is offered only on a space-available basis.

Clinical Attire

Professional attire, practice attire and appearance in general:

- Clinical uniforms with CMU logo or business casual clothing should reflect the professional status of the nurse, with suitability determined by agency policy and practice faculty. Skirts and dresses are to be knee length or below. Clinical attire should be clean and not tight or revealing, and appropriate undergarments must be worn and not seen. A

plain white or black shirt under the clinical uniform is permitted. Footwear is to be close-toed, close-healed, non-mesh, clean and in good repair. Students should also wear a simple secondhand watch; smart watches are not permitted during clinical hours.

- When selecting jewelry, safety and moderation are to be kept in mind. A single ring is allowed but avoid stones or settings that may injure the client or self, which includes creating a potential for infection risk. Facial jewelry or piercings, which include anything in front of the ears, such as tongue, eyebrows, lips, etc., are not permissible, except for a single small nose stud or stone. Gauges of any size are not allowed within the clinical setting. Small post, non-dangling earring(s) are allowed.
- Nails are to be trimmed so as not to interfere with client care; nail polish, artificial nails and extenders are prohibited.
- Hair is to be off the collar or tied back. Head wear that is appropriate includes headbands one inch wide or less and one centimeter high, hair ties/scrunches, and barrettes/hair clips. All head wear and hair accessories must be a neutral solid color (e.g., tan, black, navy, gray, or white). Inappropriate headwear is at the ultimate discretion of the clinical instructor, agency and faculty. Religious headwear is acceptable in neutral solid colors. Hair must be a natural color. Beards and mustaches are to be neatly trimmed.
- Makeup should not be excessive. To prevent client harm, eyelash extensions are not permitted.
- Unscented synthetic deodorant or all natural or plant based must be worn (i.e., coconut oil, baking soda, lemon juice, apple cider vinegar, witch hazel, or rubbing alcohol).
- Perfume and aftershave are not appropriate for the practice setting and can result in adverse patient reactions (e.g., breathing issues).
- Tattoos are allowed if verbiage and images are not offensive (examples of offensive tattoos include displaying violence, drugs, sex, alcohol, or tobacco products [this is not all inclusive]). The level of discretion is the decision of faculty and the management within the clinical setting, which may include client or employee complaints. No other body art, such as artificial nails, nail polish, shellac, or nail piercings are permissible.
- Cell phones are to be kept in student bags during clinical and not in personal pockets unless on break. Modifications or additions to the policies above may be required by clinical instructors based on professional judgment and/or the requirements dictated by the clinical setting. Students may also be liable if individual postings include confidential or copyrighted information (e.g., music, videos, text).

Central Michigan University
Division of Nursing
Traditional BSN Program
ACKNOWLEDGEMENT AND AGREEMENT FORM
To be signed/dated by student with witness signature/date

I, _____ (print name) have received. Read and understand the nursing handbook and the policies and procedures of Central Michigan University Traditional Bachelor of Science in Nursing (TBSN) Program. I also understand that I am responsible for complying with these policies and lack of adherence to these policies and procedures may result in dismissal from Central Michigan University TBSN Program. I have been given the opportunity to ask questions and seek clarification.

Signature: _____ Date: _____

Witness:_____Date:_____