



UNIVERSITY of WISCONSIN  

---

GREEN BAY

**College of Health, Education, & Social  
Welfare (CHESW)**

**Nursing & Health Studies  
Master of Science in Nursing (MSN):  
Leadership & Management  
Handbook  
2026-2027**

**May 2026**

## **Table of Contents**

|                                                                                   |           |
|-----------------------------------------------------------------------------------|-----------|
| <b>Section I: MSN Program Description .....</b>                                   | <b>5</b>  |
| MSN Program Overview .....                                                        | 5         |
| Accreditation and Approval .....                                                  | 5         |
| Nursing & Health Studies Unit (NHSU) .....                                        | 6         |
| Nursing & Health Studies Mission, Vision, and Values .....                        | 6         |
| Nursing & Health Studies Goals .....                                              | 6         |
| Nursing & Health Studies Organizational Framework .....                           | 7         |
| MSN Program Learning Outcomes .....                                               | 10        |
| MSN Course Descriptions .....                                                     | 11        |
| MSN Course Progression and Periodicity .....                                      | 13        |
| Guidelines for Independent Study/Individualized Graduate Course Instruction ..... | 14        |
| Transfer of Graduate Credits .....                                                | 14        |
| Nursing Leadership and Management Certificate (graduate credits) .....            | 15        |
| <b>Section II: MSN Admission and Academic Policies .....</b>                      | <b>16</b> |
| MSN Admission Requirements .....                                                  | 16        |
| Required Application Materials .....                                              | 16        |
| International Students .....                                                      | 16        |
| Admission Application Deadlines .....                                             | 17        |
| MSN Grading Policy .....                                                          | 17        |
| Grade Point Value .....                                                           | 17        |
| Advising .....                                                                    | 18        |
| Academic Standing .....                                                           | 18        |
| Probation .....                                                                   | 18        |
| Incomplete grades (I grade) .....                                                 | 18        |
| Incomplete grades for Graduating Students .....                                   | 19        |
| <b>Section III: MSN Practicum &amp; Project Policies .....</b>                    | <b>20</b> |
| MSN Practicum Description .....                                                   | 20        |
| Preparing for the MSN Practicum .....                                             | 20        |
| Requirements for the MSN Practicum .....                                          | 20        |
| MSN Leadership Project Description .....                                          | 21        |
| MSN Leadership Project Requirements .....                                         | 21        |
| MSN Leadership Project Committee .....                                            | 22        |

|                                                          |           |
|----------------------------------------------------------|-----------|
| Nursing Practicum/Field Experience Policies .....        | 22        |
| Guidelines for Leadership and Management Practicum ..... | 22        |
| Agency Fees.....                                         | 23        |
| Background Checks .....                                  | 23        |
| Student Documentation & Health Policy .....              | 23        |
| Required Practicum Documentation: .....                  | 23        |
| RN License Policy .....                                  | 23        |
| CPR.....                                                 | 24        |
| Immunizations.....                                       | 24        |
| Clinical Agency Requirements.....                        | 24        |
| Additional Health Related Responsibilities .....         | 24        |
| Drug Screening .....                                     | 24        |
| Universal Precautions .....                              | 25        |
| Health Insurance .....                                   | 25        |
| Injuries .....                                           | 25        |
| Practicum Student Leave of Absence .....                 | 25        |
| Death in the Family/Bereavement.....                     | 25        |
| Student Pregnancy.....                                   | 26        |
| Emergency Medical Leave.....                             | 26        |
| Withdrawal.....                                          | 26        |
| <b>Section IV: Nursing Program Policies .....</b>        | <b>27</b> |
| Academic Integrity.....                                  | 27        |
| APA Writing Style Policy.....                            | 27        |
| Use of Generative AI .....                               | 27        |
| Confidentiality Related to Coursework .....              | 28        |
| Student/Intern HIPAA Violation .....                     | 28        |
| Netiquette.....                                          | 30        |
| Plagiarism .....                                         | 30        |
| Research.....                                            | 30        |
| RN License.....                                          | 30        |
| Social Media .....                                       | 31        |
| Death in the Family/Bereavement .....                    | 31        |
| Civility and Inclusivity .....                           | 32        |

|                                              |           |
|----------------------------------------------|-----------|
| Student Accessibility Services.....          | 32        |
| Student Academic Grievance/Complaints .....  | 32        |
| Dean of Student Adherence to Policies .....  | 33        |
| Land Acknowledgement .....                   | 33        |
| <b>Section V: Student Opportunities.....</b> | <b>34</b> |
| Graduate Student Council .....               | 34        |
| Student Government Association (SGA).....    | 34        |
| Nursing Unit Governance .....                | 34        |
| Nursing Academic Honors.....                 | 35        |
| Sigma Theta Tau International (STTI).....    | 35        |
| AACN Graduate Student Organization.....      | 35        |
| Students' Rights and Responsibilities.....   | 36        |

## **Section I: MSN Program Description**

### **MSN Program Overview** ( [Graduate Catalog webpage](#) )

The Master of Science in Nursing (MSN) Leadership and Management is intended for registered nurses (RNs) holding a bachelor's degree in nursing. This master's degree provides advanced coursework in leadership and management to improve care at multiple levels across the continuum of healthcare settings. The curriculum will provide students with knowledge and skills to improve outcomes in areas of quality processes, cost savings, and patient satisfaction. Core content within the curriculum includes leadership, fiscal management, evaluative methods, information systems, healthcare policy, communication, and organizational behavior. Didactic and practicum courses will comprise the curriculum. Practicum experiences will be arranged with health care facilities in students' geographic area.

- Find more information on the [Graduate Studies website](#).
- Review admissions requirements and required application materials on the [MSN Website](#).

The curriculum consists of 13 graduate-level courses delivered via a part-time model. Students can complete the program in 6 terms over two years taking two courses each term, including summer. Alternatively, they can progress by taking one or two classes per term and complete the program over three or four years. (Consult with a Nursing Adviser.) Degree completion requirements include 34 credits for coursework including 9 credits of practicum/project (378 hours). Practicum experiences will be arranged with health care facilities close to students' homes or work sites. The final practicum includes a master's leadership project identified in collaboration with a health care setting. Master's projects will be presented to peers, local stakeholders, and the student's project committee and summarized in a professional poster. A thesis is not required.

### **Accreditation and Approval**

The University of Wisconsin - Green Bay's BSN and MSN programs are part of the highly respected University of Wisconsin System and are accredited by the following governmentally recognized organizations below.

#### **Regionally accredited by the North Central Association of Colleges and Schools**

Commission on Institutions of Higher Education  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602

The master's degree in nursing program at University of Wisconsin-Green Bay is accredited by the [Commission on Collegiate Nursing Education](#), 655 K Street, NW, Suite 750, Washington, DC 20001, [202-887-6791](#). (accreditation through 2030)



The MSN Program is in compliance with the:

**Wisconsin Board of Nursing**

PO Box 8935

Madison, WI 53708

Tel-608-267-2357

TTY #- 608-267-2416 (hearing or speech impaired only)

## **Nursing & Health Studies Unit (NHSU; oversight unit of MSN).**

### **Mission of the NHSU**

The University of Wisconsin-Green Bay Nursing & Health Studies programs offer innovative, evidence-based, and student-centered education across nursing and healthcare professions, including baccalaureate and graduate programs. We prepare students for career success by inspiring critical thinking and addressing complex issues in a diverse and evolving world. We are dedicated to providing an inclusive and diverse environment for our student body and faculty. Our core offerings include liberal studies, pre-professional curricula, and the promotion of scholarly activities. We emphasize teaching excellence in a supportive environment that meets the educational, professional and personal needs of students. Our core values—diversity, inclusion, social justice, community engagement, and environmental sustainability—are reflected in our community-based partnerships and collaborative faculty scholarship. Our programs aim to transform communities by improving health and healthcare delivery.

Approved by NHSU 11/22/24

### **Vision of the NHSU**

The Nursing & Health Studies vision is identical to the vision of the UW-Green Bay College of Health, Education and Social Welfare, which is: *Together we will inspire students and transform communities.*

Approved by NHSU 5/5/14; reviewed 3/2/2020

### **Values of the NHSU**

The following values guide the pursuits of the Nursing & Health Studies faculty and staff and align with the UWGB select mission:

- Health
  - Self-Care
  - Person-Centered
  - Population
- Caring
  - Human Dignity
  - Autonomy
  - Altruism

- Social Justice
- Collaboration
  - Interprofessional
  - Faculty and Student Scholarly Activities
- Inclusivity & Diversity
  - Thought
  - Gender/Sex
  - Age
  - Race
  - Socioeconomic
  - Mental Health
- Community Engagement
  - Civic Engagement
  - Conscious of Sustainability
- Innovation
  - Excellence in Teaching & Scholarly Activities

Approved of by NHSU 3/2/2020

### **NHSU Goals**

The Program goals are to:

1. Offer baccalaureate degrees that serve as a foundation for the provision of quality healthcare, career advancement, and graduate education.
2. Offer graduate degrees to enable nurses to lead and manage health care systems across multiple settings.
3. Maintain an environment conducive to adult learning.
4. Maximize program accessibility by utilizing various course delivery methods, including on-line and face-to-face.
5. Collaborate with the community of interest in advancing the education of nurses and health professionals.

Revised and approved by NHSU 3/11/2019

### **Nursing and Health Studies Organizational Framework**

Figure 1 depicts the organizational framework and the nursing program's position in the College of Health, Education and Social Welfare (CHESW). The budgetary chairperson of the Nursing & Health Studies Unit reports to the Dean of the College of Health, Education and Social Welfare.

As designated in the Administrative Code, the Nursing & Health Studies Unit has an active Executive Committee consisting of tenured faculty members. The Director of Nursing/Chair, Nursing & Health Studies unit chairs the Executive Committee. Decisions on personnel,

budget, and curriculum require Executive Committee input. The Director of Nursing/Chair, Nursing & Health Studies also supervises the Nursing & Health Studies Unit faculty and staff.

The BSN@HOME Steering Committee, made up of representatives from the six collaborating UW-System Nursing Programs, is responsible for directing policy for the BSN@HOME program. The Director of Nursing and Chair, Nursing & Health Studies Unit serves as the representative on the BSN@HOME Steering Committee and is the direct communication link between the BSN@HOME Steering Committee and faculty.

The **Nursing Advisory Committee** is made up of representatives of the community of interest to the Nursing Programs. The Advisory Committee communicates with the Director of Nursing and Chair, Nursing & Health Studies Unit Chair and faculty about how the program can best serve the needs of the community of interest.

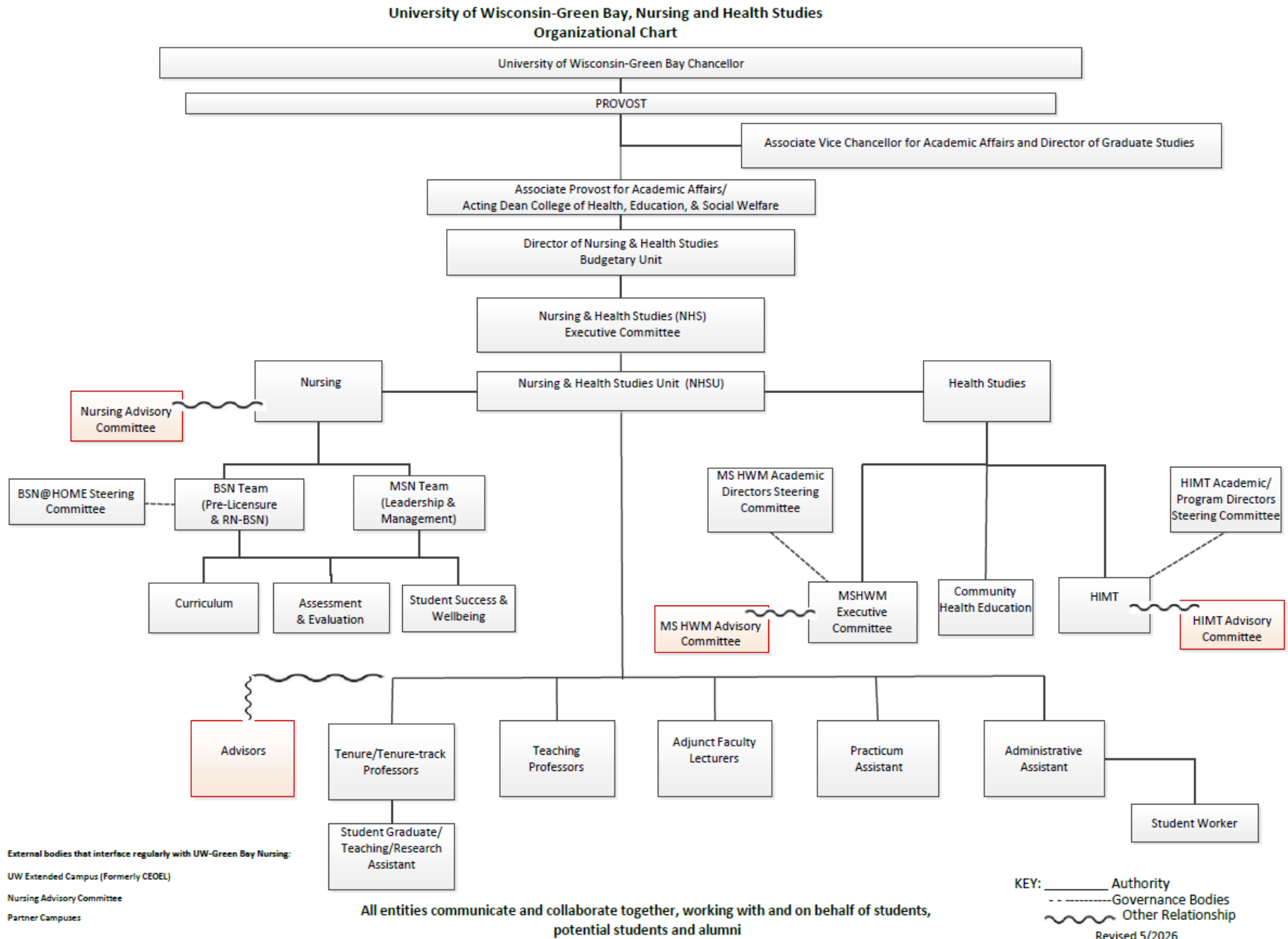
Nursing faculty and staff comprise the Nursing & Health Studies Unit (NHSU), the main decision-making body of the Unit, which is chaired by the Director of Nursing and Chair, Nursing & Health Studies. NHSU is responsible for: (1) approving recommendations of **NHSU standing committees (BSN & MSN Team)**, (2) recommending policy/procedure to the Nursing & Health Studies Unit Executive Committee on matters with budgetary and/or personnel implications, (3) identifying staffing needs and making recommendations to the Executive Committee, and (4) assuring implementation of approved policies/procedures/unit activities. NHSU Bylaws are congruent with the Mission Statement of the Nursing & Health Studies Program and the policies and procedures on faculty organization as outlined in the UW-Green Bay Faculty Handbook (Chapter 53.13).

NHSU functions as an approval body for decisions made by the BSN & MSN teams who are responsible for curriculum/teaching-learning process oversight), program evaluation (via student, graduate, alumni, and employer input), and ensuring adequate student services and policies related to prospective and current students.

Student input is solicited in a number of ways including but not limited to meetings during a regularly scheduled class, surveys, participation in virtual meetings, teleconferences, and email. The faculty, BSN and MSN teams, and advisors work directly with students to provide access to the program, assist with admission and progression in the major, facilitate learning, achievement of expected program outcomes, and eventual graduation, and assure accountability of the program to the community of interest.

### **NHSU Organizational Chart (See Figure 1)**

# Figure 1: Nursing and Health Studies Organizational Chart



## Program Learning Outcomes

The MSN Leadership and Management in Health Systems program prepares the graduate to:

- 1) **Knowledge for Nursing Practice:** Synthesize knowledge from nursing, sciences, and humanities to inform leadership and nursing practice.
- 2) **Person-Centered Care:** Lead the development, implementation, and evaluation of person-centered care that prioritizes the unique needs and preferences of patients, promoting holistic and patient-focused care.
- 3) **Population Health:** Evaluate and enhance the role of nurse leaders in reducing health disparities and promoting population health through targeted interventions.
- 4) **Scholarship for Nursing Discipline:** Integrate and apply research evidence to drive improvements in nursing leadership, practice, and patient outcomes.
- 5) **Quality and Safety:** Lead initiatives to enhance safety and quality in healthcare settings, utilizing evidence-based practices and interprofessional collaboration.
- 6) **Interprofessional Partnerships:** Foster effective communication and collaboration within interprofessional teams to enhance healthcare delivery and patient outcomes.
- 7) **Systems-based Practice:** Employ organizational and systems leadership principles to make informed decisions in the implementation of policy changes, fiscal strategies, and system-level interventions to improve healthcare environments and outcomes.
- 8) **Informatics and Healthcare Technologies:** Leverage informatics and healthcare technologies to optimize patient care, enhance communication, and improve health outcomes.
- 9) **Professionalism:** Impact healthcare outcomes through master's level nursing practice, to include a focus on healthcare sustainability and environmental conservation.
- 10) **Personal, Professional, and Leadership Development:** Continuously assess and develop personal and professional growth as a nurse leader, reflecting on leadership practices and outcomes.

Approved by NHSU 01/07/25

The Program Outcomes and curriculum have been developed based on:

- [The Essentials: Core Competencies for Professional Nursing Practice](http://www.aacnnursing.org/Education-Resources/AACN-Essentials) (American Association of Colleges of Nursing [AACN]; 2021)  
<http://www.aacnnursing.org/Education-Resources/AACN-Essentials>
- American Organization of Nurse Leaders [AONL] [Nurse Leader Core Competencies](#) (2022)
- American Nurses Association [Nursing Leadership Scope and Standards of Practice](#)

The Program Outcomes are aligned with University Wisconsin - Green Bay [Institutional Learning Outcomes \(2022\)](#):

1. Demonstrate the **specialized knowledge, skills and perspectives** in their chosen field or fields of study.
2. Demonstrate **broad and integrative knowledge** across a variety of fields of study.
3. Develop a variety of practical and **intellectual skills**, including inquiry and analysis, critical and creative thinking, oral and written communication, quantitative literacy, information literacy, and teamwork and problem-solving
4. Be anchored in **personal and social responsibility skills**, as demonstrated by engaged citizenship with a commitment to equity and inclusion knowledge of environmental and

cultural sustainability, intercultural knowledge, global learning, ethical reasoning, interdisciplinary, and foundations for lifelong learning.

5. Engage in **applied, collaborative and integrated learning** in both academic and non-academic settings.

## **MSN Course Descriptions** ([Also found in the Graduate Catalog](#))

### **NURS 734 Evaluation and Evidence-Based Practice** (3 credits)

This course will focus on skills needed for nurses to evaluate outcomes. Topics include using statistics and information systems in evaluation and research, continuous quality improvement, evidence-based practice, safety and quality indicators, performance improvement methods, and team-based problem solving.

### **NURS 741 Theories of Organizational Behavior and Leadership** (3 credits)

This course will address concepts and theories important to nursing leadership and management. Organizational behavior, leadership theories, and complexity science will be emphasized.

### **NURS 737 Leadership in Complex Systems** (3 credits)

This course will focus on the development of leadership for nurses in complex organizations. Topics will include transformation of complex organizations, conflict, crisis management, leading innovation, creating a culture of safety, and serving as a mentor and coach.

### **NURS 745 Health Economics and Policy** (3 credits)

This course will explore the complex healthcare in the United States including economic, political, financial, ethical, and social factors affecting health policy. Emphasis will be given to how healthcare is financed. Legislative and regulatory processes affecting nursing and healthcare will be addressed.

### **NURS 750 Human Resources Management** (3 credits)

This course is designed to introduce the field of human resource management practices and policies which create and maintain a healthy professional work environment. Staffing models, hiring, retention and supervision practices, performance enhancement planning, strategic scheduling, and labor relations/laws will be covered.

### **NURS 755 Program Planning for Population Health** (2 credits)

This course will focus on the role of the nurse leader in program planning for health promotion and disease prevention for populations. Topics will include determinants of health, epidemiology, biostatistics, and advancing equity in access, services, and outcomes for vulnerable populations.

### **NURS 760 Informatics for Nursing Leaders** (3 credits)

This course will enhance students' knowledge and skills related to nursing informatics in a variety of healthcare settings. Students will learn how to use project management principles and technologies to enhance patient-care delivery, management, and clinical decision support.

Research from nursing and other disciplines regarding improving patient outcomes, cost effectiveness and patient safety will be emphasized.

**NURS 770 Practicum I: Leadership & Management Practices – Quality & Safety (2 credits)**

In this course, students will apply best practices related to evidence-based quality and safety decisions in a practicum site. Local and national drivers of safety and quality initiatives, along with oversight of these programs, will be explored. Benchmarking and statistical process control methods will be emphasized to ensure appropriate leadership decisions. Required MSN practicum hours will be satisfactorily completed.

**NURS 780 Financial Management for Nurses (3 credits)**

This course will develop knowledge and skills used by nurse managers for effective financial management in healthcare. Topics will include reimbursement systems, coding and payment mechanisms, ethics and legalities of contracting, governmental regulations, budget development, and marketing and inter-professional collaboration.

**NURS 772 Practicum II: Leadership Practices - Change, Culture, & Communication (2 credits)**

This course will provide a structured experience for exploration of nursing leadership and management roles in a practicum site. Emphasis will be placed on change management, the use of information systems, financial reimbursement models, exploration of organizational culture and development of professional communication skills. Required MSN practicum hours will be satisfactorily completed.

**NURS 785 Environmental Sustainability for Nurse Leaders (2 credits)**

This course will explore sustainability in healthcare environments. Implications of environmental health policy will be analyzed. Emphasis will be placed on decisions and strategies nurse leaders make that impact sustainability of healthcare environments.

**NURS 774 Practicum III: Transition to Leadership and Management Roles (2 cr)**

This course will explore aspects of role transition to nursing leadership and management. Discussions and debate will be used to highlight role transitions and resilience strategies. Remaining required MSN practicum hours will be satisfactorily completed.

**NURS 790 MSN Leadership Project (1 credit each semester; must be taken thrice, concurrently with Fall, Spring and Summer practicum courses)**

This course will provide students the opportunity to design, implement, evaluate and professionally disseminate an evidence-based leadership project within a healthcare environment. This course must be taken three times, over three semesters in the final year, in conjunction with the three practicum courses. Required MSN practicum hours related to the project (90 total: 30 hours in each of the three consecutive semesters) will be satisfactorily completed.

## MSN Course Progression and Periodicity (Link to website)

| Term                                            | Course Offerings                                                                                                                                                         |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Fall- Odd Years</b><br>(2027, 2029, etc.)    | Evaluation and Evidence-Based Practice (3 cr)<br>Theories of Organizational Behavior and Nursing Leadership (3 cr)                                                       |
| <b>Spring- Even Years</b><br>(2028, 2030, etc.) | Leadership in Complex Systems (3 cr)<br>Health Economics and Policy (3 cr)                                                                                               |
| <b>Summer- Even Years</b><br>(2028, 2030, etc.) | Human Resource Management (3 cr)<br>Program Planning for Population Health (2 cr)                                                                                        |
| <b>Fall- Even Years</b><br>(2028, 2030, etc.)   | Financial Management for Nurses (3 cr)<br>Practicum I: Leadership and Management Practices – Quality and Safety (2 cr)<br>MSN Leadership Project (1 cr)                  |
| <b>Spring- Odd Years</b><br>(2027, 2029, etc.)  | Informatics for Nursing Leaders (3 cr)<br>Practicum II: Leadership and Management Practices - Change, Culture, and Communication (2 cr)<br>MSN Leadership Project (1 cr) |
| <b>Summer- Odd Years</b><br>(2027, 2029, etc.)  | Environmental Sustainability for Nurse Leaders (2 cr)<br>Practicum III: Transition to Leadership and Management Roles (2 cr)<br>MSN Leadership Project (1 cr)            |

**Practicum I (N770) and MSN Leadership Project (N790)** course pre-requisites are Evaluation and Evidence-Based Practice in Health Systems (N734), Theories of Organizational Behavior and Leadership in Health Systems (N741), Leadership in Health Systems (N737), Economics and Policy in Health Systems (N745), Human Resources and Communication in Health Systems (N750), Program Planning for Population Health (N755) and pre- or co-requisite Financial Management in Health Systems (N780).

**Practicum II (N772)** course pre-requisites are Practicum I(770) and its pre- and co-requisites and pre or co-requisite Informatics in Health Systems (N760).

**Practicum III (N774)** course pre-requisites are Practicum I (N770) and Practicum II (N772) and all other courses, with pre- or co-requisite Environmental Sustainability in Health Systems (N785).

**Note:** The **N790 MSN Leadership Project** course must be taken three times over three semesters in the final year, in conjunction with the three MSN practicum courses.

## **Guidelines for Independent Study/Instructor-Approved ([Individualized Graduate Course Instruction](#))**

### **Universal Expectations (for all experiences):**

- Regular semester add and drop deadlines apply to these enrollments.
- Approved forms must be submitted in the semester the learning experiences are taking place; students will not be retroactively added to these learning experiences.
- Faculty must file syllabi and include appropriate information such as student learning outcomes, time commitments for work, additional requirements for placement including, but not limited to, criminal background checks, medical testing (such as tuberculosis test) or other requirements outlined by a third-party human resources department or site supervisor.
- Courses cannot be used to replace existing courses.
- For each credit earned there will be a weekly amount of hours worked in the learning experience as a minimum expectation. For each credit in the classroom, one hour of instruction plus two hours of outside work is expected with each course. Courses run for fifteen weeks in a given semester (14 weeks of instruction plus a finals week); thus the formula for a week's work is 3 hours times 15 weeks equals 45 weekly hours.

**Specific conditions or limitations apply to the type of learning experience in addition to the universal expectations.**

### **Independent Study (N798, variable 1-3 credits):**

- The student must prepare a statement of objectives and a list of readings and/or research projects that will fulfill the objectives.
- Independent study cannot be elected on audit or pass-no credit basis.
- Independent study may be taken only with a UW-Green Bay faculty member, instructional academic staff member (e.g., Lecturer), or visiting scholar.

## **Transfer of Graduate Credits ([Transfer Credit Policy](#))**

Transfer credit is defined as credit earned at an institution other than UW-Green Bay that is to be applied to UW-Green Bay graduate degree requirements. Acceptance of transfer credits is determined by the graduate program chair and faculty, who will also develop a program plan which includes the credits as part of a coherent and complete program of study to earn a graduate degree. Acceptance of the transfer credits is subject to review by the Associate Vice Chancellor for Graduate Studies and Research.

Up to 50% of graduate coursework can be completed at institutions accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA) and applied toward a UW-Green Bay graduate degree. Individual programs may accept fewer credits or may deny all transfer credit requests. Transfer courses can be approved by graduate faculty as direct equivalences (i.e. similar in nature, level, and content to a course in our graduate curriculum) to UW-Green Bay graduate courses. If granted as graduate elective credit to meet a program requirement, a course substitution is made.

## Nursing Leadership and Management Certificate ([graduate credits](#))

Completion of four 3-credit graduate nursing courses, taken one course at a time, earns the 12-credit certificate. Courses may be taken in any order and you may enroll at any time, usually with two years to certificate completion.

| Term                                       | Course                                                                  |
|--------------------------------------------|-------------------------------------------------------------------------|
| Fall of odd years<br>(2025, 2027, etc.)    | NURSING 741: Theories of Organizational Behavior and Nursing Leadership |
| Spring of even years<br>(2026, 2028, etc.) | NURSING 745: Health Economics and Policy                                |
| Fall of even years<br>(2026, 2028, etc.)   | NURSING 780: Financial Management for Nurses                            |
| Spring of odd years<br>(2027, 2029, etc.)  | NURSING 760: Informatics for Nursing Leaders                            |

Completion of a baccalaureate degree in nursing from a program accredited by a professional nursing organization (e.g., National League for Nursing Accrediting Commission [NLNAC] or Commission on Collegiate Nursing Education [CCNE]) is required prior to admission.

**Required Application Materials for Certificate (Submit the following to the UW-Green Bay Graduate Office – [different application process](#) than applying for the MSN program):**

- Bachelor of Science in Nursing degree from a regionally accredited institution.
- 3.0 grade point average. Applicants with a GPA of less than 3.0 may be considered for provisional admission
- A completed application form and the application fee

## **Section II: MSN Admission and Academic Policies**

For full details and links to forms go to [MSN Admission Requirements](#).

### **MSN Admission Requirements**

- **A Bachelor of Science in Nursing (BSN)** from a program accredited by a professional nursing organization (Commission on Collegiate Nursing Education [CCNE]).
- **A minimum 3.0 GPA** in your BSN. (Provisional admission possible with lower GPA.)
- **A C grade or better in a college level inferential statistics course within the past 10 years.** (An inferential statistics course is available online from UW-Green Bay for potential applicants; provisional admission possible for completion during the first semester.)

No entrance exams are required (e.g., GRE, MAT).

### **Required Application Materials**

Submit the following to the UW-Green Bay Graduate Office:

- A completed application form and the application fee.
- **A maximum 500 word written statement:** This statement outlines your academic interest in leadership and management, nursing strengths and capabilities, knowledge of online technology (computer use, online course work, etc.), reasons for pursuing an MSN degree, a description of where you see yourself in five years, and a description of an idea for an evidence-based leadership project.
- **Official transcripts** from all postsecondary institutions of higher learning. NOTE: If you attended UW-Green Bay you do not have to send UW-Green Bay transcripts.
- **Letters of evaluation:** The MSN Program requires two letters of evaluation from people who can assess your academic potential (such as a supervisor and/or previous instructor). Applicants must fill out the first two sections of the form, save and send to each evaluator. Please note that Letters of Evaluation will not be accepted from the applicant, *all letters of evaluation/recommendation must come directly from the evaluator.*
- Curriculum vitae or resume.
- Copy of current, unencumbered U.S. RN license.
- A background check and Basic Healthcare Provider CPR certification will be required before practicum/project courses in the MSN program.

### **International Students (with a valid US nursing license)**

International students should visit [International Students webpage](#) for additional information on the following requirements.

- Evidence of English Proficiency (such as a TOEFL score)
- Course-by-course transcript evaluation from a professional evaluation service currently recognized by [NACES](#)
- Evidence of financial resources
- Financial Support Statement

### **Admission Application Deadline**

For current dates, please see the [Graduate Application Deadlines](#) webpage.

Completed applications are reviewed by the MSN Admissions Chair and/or Committee within one month of the Admission Deadlines above to determine acceptance status. The Office of Graduate Studies and the MSN Program Chair send official letters of acceptance or non-acceptance to students.

## **MSN Grading Policy**

Students are expected to maintain a cumulative grade point average of at least 3.0, on a scale of 4.0. Nursing faculty adhere to the grading policies of UW-Green Bay, in the awarding of letter grades A, AB, B, BC, C, CD, and F.

Students are required to earn a grade of “B” or better in all required courses. If less than a B is received in one course, the student can retake the course at UW-Green Bay or complete an equivalent course at another university and apply for transfer credits. If less than a B is received in two (2) courses or if the student receives less than a B in a repeated course, the student will no longer be able to profess in the program.

The range of accumulated points needed to receive specific grades is determined by the course instructor, although the following grading scales are frequently used:

|    |   |        |        |
|----|---|--------|--------|
| A  | = | 94-100 | Points |
| AB | = | 90-93  | Points |
| B  | = | 85-89  | Points |
| BC | = | 80-84  | Points |
| C  | = | 75-79  | Points |
| CD | = | 71-74  | Points |
| F  | = | < 71   | Points |

### **Grade Point Value**

| Letter Grade |               | Grade Points Per Credit |
|--------------|---------------|-------------------------|
| A            | Excellent     | 4.0                     |
| AB           | Very Good     | 3.5                     |
| B            | Good          | 3.0                     |
| BC           | Above Average | 2.5                     |
| C            | Average       | 2.0                     |
| CD           | Below Average | 1.5                     |

## Advising

All graduate students have an academic advisor who works collaboratively with nursing faculty. The advisor helps the student interpret institutional requirements, provides advice about courses, and helps the student interpret progress toward the degree. Students have the responsibility of contacting the academic advisor at least once a year for academic progress planning. MSN students are also assigned a faculty advisor in the Student Information System (SIS), who is the Chair of the Graduate Program.

All graduate students will also select a committee to guide them on their master's professional project, with the Committee Chair being from the UW Green Bay MSN faculty.

## Academic Standing ([Academic Standing Catalog Page](#))

All students are expected to maintain certain standards of academic achievement while enrolled at the University. The University is concerned about students whose academic achievements indicate that they are not meeting the expectations of their instructors, or who are experiencing other problems that may be interfering with their studies. Students are considered to be in **good standing** when their cumulative GPA is 3.0 or higher.

### Probation

Following any academic term at the end of which the cumulative graduate GPA falls below 3.00, the student will be considered on **academic probation**.

A student on Probation who earns:

- a 3.0 or better cumulative GPA **returns to Good Standing**.
- a 3.0 or better end-of-term GPA (not cumulative GPA) **remains on probation**.
- less than a 3.0 end-of-term GPA may be **dismissed**.

Students who have completed 9 credit hours whose GPA is 1.99 or less, will be **dismissed**.

If a student is provisionally admitted with a low undergraduate GPA, that student must complete the first 9 graduate credits at UWGB with a minimum GPA of 3.0. If the students fail to meet this provision, they will be **dismissed**.

### Incomplete grades (I grade)

- A student who is unable to take a final examination or meet other final coursework due to unusual circumstances may request an incomplete from the instructor.
- The decision to allow an incomplete is entirely at the discretion of the instructor. It is not a right.
- If an incomplete is approved by the faculty instructor, the student is granted an extension of time to complete course requirements.
- An incomplete form must be submitted to the Registrar's office specifying the terms and conditions of completing the incomplete from the instructor.
- Incomplete coursework must be finished no later than the end of the subsequent semester.
- If no final grade is awarded or the work is not completed, the temporary grade is lapsed to a final F grade at the end of the subsequent semester.
- A student may file petition for an extension of the incomplete deadline if bonafide unanticipated extenuating circumstances prevented compliance with the deadline.
  - The student has serious physical or mental health problems which are documented by statements from a physician or professional counselor.
  - The student has had a death or serious illness in the immediate family and this is

- documented by a physician's statement.
- The course instructor is on leave during the semester for removal.
- Once an incomplete grade is recorded for a course a student may not, under any circumstances, drop the course.

**Incomplete grades for Graduating Students**

Students who complete their coursework in December (fall graduates), May (spring graduates) or August (summer graduates) must have all incomplete grades removed within 42 days following the end of the classes to have their degree conferred in that semester. If this deadline is not met, students will be removed and added to a future semester for degree conferral.

## **Section III: MSN Practicum & Project Policies**

### **MSN Practicum Description**

Practicum experiences are arranged with health care facilities near students' home or work. Students are expected to progress in their skills throughout the year (378 total hours, with 288 hours over three practicum courses and 90 hours toward the MSN project). Students will move from exploration of evidence-based data on patient quality and safety practice related, to policy decisions and nursing leadership and management roles in healthcare systems, to assuming these roles as part of an interdisciplinary team.

### **Preparing for the MSN Practicum**

In addition to the pre-requisite and co-requisite courses required for each practicum course (explained above under MSN Course Descriptions) students must submit required health documentation, a background check, as well as names and contact information for master's prepared mentors (preferably nurses) and their health care setting as potential leadership and management practicum placements. This information must be submitted to the UW-Green Bay nursing advisor by **August 1<sup>st</sup>** before the fall practicum semester. Many agencies require affiliation agreements that can take a month or more to arrange. Students are expected to carry their own health insurance, and some agencies require that students show proof of professional liability insurance. Although MSN students need to pass caregiver and/or criminal background checks for acceptance into the MSN practicum, additional background checks or agency fees may also be required at certain sites.

Revised 5/13/2026

### **Requirements of the Practicum**

The American Association of Colleges of Nursing (AACN) webinar on Commission on Collegiate Nursing Education (CCNE) accreditation requirements for clinical practice experiences in all nursing programs from Fall 2017 explained MSN students are *unable* to satisfy hours toward MSN practicum through prior experience. All practicum experiences must be supervised and evaluated by faculty.

The specific CCNE standard (Key Element III-H) requires all nursing programs to include planned clinical experiences that:

- *enable students to integrate new knowledge and demonstrate attainment of program outcomes:*
- *and are evaluated by faculty.*

In some instances, the MSN student may engage in a practicum experience at the student's employing agency. However, if the students obtain practicum experiences at their workplace, such experiences cannot be "business as usual", nor should the practicum mentor be a direct supervisor. Rather, the experiences must provide the opportunity for students to integrate new knowledge into practice and the experiences must be appropriate to the expected student course learning outcomes and program learning outcomes.

In accordance with CCNE Standards, all MSN students are required to complete planned activities in clinical practicum settings that ensure students are competent to enter nursing practice at the MSN leadership and management level upon graduation. The practicum experiences also ensure graduates meet Program Learning Outcomes.

## MSN Leadership Project Description

As stated above, **90 hours of the total practicum time** (378 hours) will be spent in the design, implementation, evaluation, and dissemination of an evidence-based, data driven master's leadership project at a health care site. **Projects must have a leadership focus and improve the quality, safety or costs of patient care.** Project findings are expected to be disseminated to an interprofessional team and in a professional venue (i.e. nursing journal publication).

Students will complete a survey in the Spring semester before their final year of graduate courses which provides information to align students, projects, practicum sites and Project Committee Chairs (who are UW- Green Bay graduate faculty). Students will enroll in the N790 Leadership Project course in the final year, with the assigned faculty member who is their Project Committee Chair as the instructor of the course.

### MSN Leadership Project Requirements

This online project course is a co-requisite, taken simultaneously with the three MSN practica courses: MSN N770, N772 and N774. Specific information to design, implement, evaluate and disseminate the MSN Leadership project will be posted in the online course.

The MSN students, with guidance from their Project Committee, will design, implement, evaluate and disseminate a Master's Professional Project.

#### **These projects must include:\***

- Evidence-based nursing leadership and management concepts
- One of the ***Quintuple Aims***: improved patient experiences; improved population health; improved employee satisfaction/decreased burnout; or cost savings for the health system
- A systematic review of literature
- UW Green Bay and/or project site Internal Review Board (IRB) or Quality Improvement (QI) project approval (must be done if student and Committee decide to disseminate project outside of the university or project site)
- Regular, frequent collaboration and discussion with MSN Project Chair, the instructor of the project course section
- Regular collaboration through two meetings each semester with the Project Committee (Chair [course instructor], mentor and content expert)
- Project SMART goals, objectives, organizing theory/framework, and methodologies
- Data and informatics (e.g. - Qualtrics surveys, data mining)
- Evaluation strategies
- Individual timelines for project development, implementation, and evaluation
- Successful project dissemination to the Committee, project stakeholders, and peers

revised 5/13/2-26

\*An exception, if a mini-systematic review is selected as the type of project completed, the expectation is the development and submission of a manuscript to a peer reviewed journal in lieu of implementing an intervention.

### **MSN Leadership Project Committee**

The Master's Leadership Project Committee must meet the following criteria:

- Minimum of 3 and up to 5 members
- Members minimally prepared at the master's level (content expert can be an exception)
- Committee Chair is the UW-Green Bay instructor of the N790 Leadership Project course for each student
- At least one project site expert (if the project is completed in another site than the practicum setting) or the practicum mentor (if the project is completed in the practicum site) is a Committee member
- A content expert is the third Committee member, who is experienced and an expert in the content of the project, either through work experience or research

#### **Role of each Project Committee member:**

1. Offer substantive advice to the MSN student regarding his or her project review of the literature, design, implementation, evaluation and dissemination.
2. Attend and actively participate in Project Committee meetings (at least 2 each semester in Fall, Spring and Summer). **NOTE: The MSN student is expected to coordinate, write the agendas and lead the Committee meetings**
3. Sign and submit to the student any forms needed for project progression in a timely manner (within one week).
4. If the student and Committee agree on a project that requires IRB approval, agree to complete and submit a [Certificate of CITI Training](#) to protect human subjects.
5. Come to consensus with the Committee that the student has/has not successfully completed the project steps and MSN leadership project.

Rev 7/2020

## **Nursing Practicum/Field Experience Policies**

### **Guidelines for Leadership and Management Practicum**

Six-credits of practicum (two-credits each semester in the final year of study – Fall, Spring and Summer) are required for the MSN degree. Faculty arrange practicum experiences in nursing and health agencies according to the student's desired level of leadership/management and setting. The university catalog defines a credit hour as "an amount of work represented in intended student learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week." For a three-credit practicum, this would be estimated at approximately 378 hours across all 3 semesters of the practicum and project (3 credits x 3 hours x 14 weeks x 3 semesters). Leadership project one-credit course (each semester in the final year of study – Fall, Spring and Summer) hours are part of these hours.

Permission is required prior to beginning the practicum experience. Before permission is granted, students must submit required health documentation requirements, background check

information, as well as any unique practicum agency requirements. This information must be submitted to the UW Green Bay practicum coordinator BEFORE practicum starts. The MSN program chair must also request placement at the agency and receive approval as well as ensure that appropriate affiliation agreements are in place. Some agencies require this information well in advance of the start of the practicum so the information will be requested of the students usually during the Spring semester preceding the expected practicum start date. Students are expected to carry their own health insurance.

### **Agency Fees**

Some practicum agencies charge a fee for placement. If this is the case, faculty will discuss this with the student prior to assignment to the agency. When possible, students will be assigned to an alternative agency however, this may delay practicum completion. Students agreeing to pay the agency fee will have the associated charges added to their SIS account that must be paid by the semester tuition due date.

Approved of NUFO 8/25/14

### **Background Checks**

Background checks are required prior to registering for practicum experiences and should occur no more than four years before the practicum experience begins. This policy is in accord with the Wisconsin Division of Quality Assurance (DQA) [four-year rule](#), accreditation standards, and practicum agency requirements. Occasionally practicum agencies require an additional agency specific background check. Students whose assigned agency requires an additional background check are responsible for providing the necessary information and any associated costs.

The UW-Green Bay Nursing and Health Studies programs utilize an outside vendor for background checks. Through an online interface with the vendor, students request a background check be performed, pay the necessary fee, and receive access to background check results. The Nursing and Health Studies programs also have access to the background check results. The Director of the Nursing and Health Studies Unit or his/her designee will conduct a case-by-case analysis of any situation involving criminal or questionable behavior discovered by background check. The practicum agency will be notified of background check issues prior to assignment and may decline placement. Students who refuse to submit to a background check or whose background check is not favorable may be ineligible to participate in clinical or practicum experiences and may be unable to complete degree requirements.

## **Student Documentation & Health Policy**

Student documentation and health requirements are implemented when students are enrolled in practicum courses that might involve client contact such as the MSN Leadership and Management practicum and project courses (N770, N772, N774, and N790).

### **Required Practicum Documentation:**

UW-Green Bay follows the requirements of the Greater Green Bay Healthcare Alliance (GGBHA). Below are the student health requirements.

#### **RN License**

As noted under RN license policy, students are required to provide a copy of their current, unencumbered U.S. RN license (in the state in which they complete their practicum) prior to registration. Any incidents, limitations or encumbrances on the license may prevent successful completion of practicum and subsequently, their ability to graduate.

## CPR

A copy of a current CPR certification card must be submitted. The course must be the **American Heart Association Basic Life Support (BLS) for Healthcare Providers** classroom course, completed within the last two years. The copy must be front and back of the card & card must be signed. E-cards are also acceptable. Note: Heartsaver and online-only classes without a classroom skills component are not acceptable for health professionals.

## Immunizations

The nursing program requires students to comply with the [immunization/health requirements](#) from the Greater Green Bay Healthcare Alliance. Prior to beginning practicum/clinical experience, students are required to submit documentation of immunizations or immunity. If an immunization is contraindicated for medical reasons, students are required to file documentation of medical contraindication, and the practicum assistant or faculty will contact the practicum agency to request a waiver of the required immunization. If you have any medical concerns regarding receiving any of the required vaccines, please contact the Practicum Assistant, Kaitlin Williams at [williamk@uwgb.edu](mailto:williamk@uwgb.edu).

A student's failure to have all required immunizations may influence the Nursing and Health Studies program's ability to place the student in practicum sites and limit the student's ability to meet requirements for practicum completion.

### Where to Get Immunizations and Check Titers

Immunizations and titer checks are available through primary care offices (physicians and nurse practitioners), clinics, and some public health departments. Some health insurance plans do not cover adult immunizations, so it is recommended that students check with their plans before making appointments. Campus track students can receive immunization and have titers checked through the [UW-Green Bay Wellness Center](#) for a charge. Students receiving immunizations at UW-Green Bay Wellness Center are required to complete a health history form that is available in Student Services, Room 1400.

## Clinical Agency Requirements

Some agencies have other health requirements in addition to those of the Nursing Program. Students are advised of these requirements by the practicum coordinator or faculty so that they can be completed before the practicum experience begins. Such requirements may include physical examination, drug screening, health insurance, finger printing, an agency specific background check, etc. **The cost of such requirements is the responsibility of the individual student.**

## Additional Health Related Responsibilities

### **Drug Screening (approved 12/17/2025)**

UW-Green Bay Bay maintains a Policy on Alcohol and Other Drugs that outlines the responsible use of alcohol and conduct related to Alcohol and other drugs. This policy outlines the responsible use of alcohol and conduct related to alcohol and other drugs. While UW-Green Bay does not require drug screening for students, faculty, and/or staff, some clinical partners require a negative drug screen (10 panel) for faculty and students participating in clinical/practicum experiences in their facilities. This drug screen tests for the presence of Amphetamines, Barbiturates, Cocaine, Marijuana, Methaqualone, Opiates, Phencyclidine, Benzodiazepines, Methadone, and Propoxyphene.

As a result, the UW-Green Bay Nursing program has engaged a third-party vendor for the conduct of drug screenings for nursing students to be completed prior to attending clinical/practica. It may be

difficult to place students who have a positive drug screen detecting the presence of a screened drug. In the event a clinical placement cannot be secured, student program progression may be impacted.

### **Universal Precautions**

During practicum, students receive instruction regarding universal (blood borne pathogens) precautions in accordance with Occupational Safety and Health Administration (OSHA) guidelines for exposure to blood borne pathogens. Students are expected to adhere to the protocol for blood borne pathogens post-exposure follow-up.

### **Health Insurance**

Students are responsible for any costs associated with immunization and titers as well as treatment and follow-up of injuries incurred during the clinical practicum. Personal health insurance coverage is highly recommended. Some agencies require students to provide proof of health insurance.

### **Injuries**

Students should immediately report any practicum-related injury or incident, involving the student or clients, to the course instructor and to the agency director.

## **Practicum Student Leave of Absence**

In the event that a student who is participating in a UWGB practicum (BSN, Nurse 1-2-1, or MSN) requires leave from the practicum course, the following guidelines shall be implemented:

Prior to being granted a leave of absence (LOA), the student must complete the [Practicum Leave of Absence Request form](#) (found in Student Resources on the program website). **The completed form should be submitted via email to the Nursing & Health Studies Chairperson/Director of Nursing as soon as possible but not less than one week prior to the planned leave.**

The LOA is not official until approved.

- The request will be evaluated on necessity, time involved, and instructor availability and practicum/clinical agency ability to accommodate the change in schedule.
- LOAs in excess of two weeks may result in removal from the practicum/clinical course. Students needing **clinical makeup** may have to pay the associated cost of instruction (i.e., faculty time).
- A copy of the signed LOA agreement, including documentation of the revised student's practicum schedule (if known) will be provided to the student.

### **Death in the Family/Bereavement**

Students must notify the Practicum course instructor and the practicum agency representative of a death in the family. Upon notification and arrangements made with the Practicum course instructor and practicum agency representative, and subject to the rules governing the practicum agency, a student will be allowed a maximum of one week's absence for the death of a family member. [Student Bereavement Policy](#).

In the event that the practicum agency's standard bereavement policy is inconsistent with the University policy, the policy of the practicum agency shall govern. The student must make up any shifts, rotations or projects that are required under the practicum placement prior to the end of the placement.

**Student Pregnancy**

Pregnancy is a state of health that may render the expectant mother susceptible to environmental conditions during their educational/clinical experiences. The practicum/clinical agency shall determine such exposure and, with the faculty, determine the ability of the student to continue in practicum/clinical. In the event that the pregnancy requires medical leave, the section governing Emergency Medical Leave shall apply. The University does not assume responsibility or liability for complications that may occur as a result of the pregnancy.

**Emergency Medical Leave**

Students should notify the Director of Nursing/ NHS Chairperson and his/her nursing advisor as soon as feasibly possible in the event of illness, injury, or undergoing surgery that prevents them from full participation in the practicum/clinical or requires a lengthy absence. The student may be required to provide a medical leave report from his or her health care provider documenting any restrictions. The course instructor, in consultation with the NHS program chair/Director of Nursing, will determine if such limitations will limit the student's continued participation in the practicum/clinical. Students must immediately report any contagious diseases to both the course instructor.

In the event that the student medical condition prevents the student from fully participating in the practicum/clinical, the placement shall be suspended until such time as the student produces satisfactory medical clearance. The Nursing program will work with the student to determine a reasonable plan to complete remaining clinical requirements. As noted above, when emergency leaves extend beyond the enrolled semester/term, students may be required to enroll in a clinical course outside of original semester. Any accommodations required to complete the practicum/clinical after medical leave shall be the responsibility of the student.

**Withdrawal**

The student shall have the right to petition the Appeal Committee for medical or bereavement withdrawal using the late [withdrawal petition form](#).

## **Section IV: Nursing Program Policies**

### **Academic Integrity**

Students who engage in academic misconduct are subject to disciplinary penalties, including the possibility of failure in the course and dismissal from the university. Academic misconduct includes but is not limited to cheating, plagiarism, collusion, and submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such act.

University of Wisconsin System Code (UWS Ch. 14-14.03 (2) provides specific examples of academic misconduct and reads in part: "Examples of academic misconduct include, but are not limited to:

- ✓ cheating on an exam;
- ✓ collaborating with others in work presented, contrary to the stated rules of the course;
- ✓ submitting a paper or assignment as one's work when a part or all of the paper or assignment is the work of another;
- ✓ submitting a paper or assignment that contains ideas or research of others without appropriately identifying the source of those ideas ...
- ✓ knowingly and intentionally assisting another student in any of the above ..."

For more information, please refer to [The Learning Center](#), [citation basics](#) from our Libraries, and the UW System's [Academic Integrity Policy](#).

### **APA Writing Style**

Complete APA format is required for all formal papers submitted. APA format specifies format for title page, pagination, abstract, levels of headings, in-text citations, and reference list.

Discussions require APA format only when you are using information from a reference source (your textbook, other books, journal articles, etc.), in which case you must properly use APA format for in-text citations and references.

All documents must be submitted in Word (.doc or .docx) or PDF (.pdf). For assistance with APA formatting, please refer to the UW Green Bay Cofrin [Library APA resources](#) at or request a free, online appointment with the UW Green Bay [Writing Center](#).

### **Use of Generative AI**

For this program, faculty may allow you to use Microsoft's Copilot (with your UWGB login credentials), but ***only with expressed permission beforehand*** in specific assignment instructions. No use of any other GenAI tools (e.g., ChatGPT, Grammarly, Gemini) is permitted and doing so could be an academic integrity violation ([please refer to UWS Chapter 14](#)).

When using Copilot, you will be expected to properly document and cite how you have used it. For this course, we will use (insert preferred GAI citation style). Examples of GAI citations are available at: <https://libguides.uwgb.edu/CiteYourSource/AI>

## Confidentiality Related to Coursework

When communicating information in online or face-to-face courses based on personal or work-related experiences, keep in mind that the University of Wisconsin-Green Bay adheres to rules and policies of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA). It is expected that students will judiciously protect the privacy of patients, peers, family, or agency/institution by not disclosing confidential information outside of courses. To maintain anonymity, methods such as alias or initials should be used.

For more information on these laws, please refer to the following websites:

- [FERPA](#)
- [HIPAA](#)

## Student/Intern HIPAA Violation

### **POLICY:**

Student/Interns in University of Wisconsin-Green Bay programs are required to learn about and abide by the health information privacy requirements of the Federal Health Insurance Portability and Accountability Act (HIPAA) privacy rule. Students/Interns are informed of the requirements of HIPAA through required training they undergo when admitted to the respective program. Reminders of these requirements may also occur at placement agencies that may require additional HIPAA training.

### **Procedure:**

1. Students/Interns will complete HIPAA training required by the agency he or she is placed at.
2. Violations of HIPAA will follow agency guidelines.
3. In addition, student and/or agency will contact practicum/internship course instructor and report the violation.
4. Violations of the HIPAA are subject to the corrective actions in *Table 1: Corrective Actions for HIPAA Violations*.
5. A Letter of Misconduct describing the violation and corrective actions will be placed in the student/intern's student file.

Table 1: Corrective Actions for HIPAA Violations.

| <b>Level of Violation</b> | <b>Type of Violation</b>                                                                                                                                                                                                                                               | <b>Process</b>                                                                                                                                                        | <b>Corrective Action</b>                                                                                                                                                          | <b>Notification</b>                                                                                                                                                    |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Level 1                   | Inadvertent or accidental breaches of confidentiality that may or may not result in the actual disclosure of patient information. For example, sending/faxing information to an incorrect address.                                                                     | Discussion between instructor and student/ intern.                                                                                                                    | Re-education and/or process improvement.                                                                                                                                          | Written communication between instructor and student/intern and Letter of Misconduct filed in student file.                                                            |
| Level 2                   | Failure to follow existing policies/ procedures governing patient confidentiality. For example, talking about patients in areas where others might hear, or failure to obtain appropriate consent to release information, or failure to fulfill training requirements. | Discussion between instructor and student/ intern.                                                                                                                    | Re-education and/or process improvement.                                                                                                                                          | Written communication between instructor and student/intern and Letter of Misconduct filed in student file.                                                            |
| Level 3                   | Repeat offense of Level 1 or 2 Violation.                                                                                                                                                                                                                              | Discussion between instructor and student/ intern.                                                                                                                    | Range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; removal from clinical site; or probation or other disciplinary action.                 | Written communication between instructor and student/intern and Letter of Misconduct filed in student file. Copy of letter sent to the Office of the Dean of Students. |
| Level 4                   | Inappropriately accessing a patient's record without a need to know. For example, accessing the record of a friend or family member out of curiosity without a legitimate need to know the information.                                                                | Range from discussion between instructor and student/intern to program chair, Associate Dean, Dean or Risk Management Officer convening a committee to address action | Range from: Re-education and process improvement; to disciplinary sanctions as: Reprimand; removal from clinical site; or probation or other disciplinary action up to expulsion. | Written report and copy of Letter of Misconduct filed in student file and copy sent to UW-Green Bay Privacy Officer, Office of the Dean of Students.                   |
| Level 5                   | Accessing and using patient information for personal use or gain or to harm another individual.                                                                                                                                                                        | Notification to program chair, Associate Dean, Dean or Risk Management Officer convening a committee to address action.                                               | Range from: Removal from program; to disciplinary sanctions as: Probation, suspension, expulsion                                                                                  | Written report to and copy of letter of Misconduct filed in student file and UWGB Privacy Officer, Office of the Dean of students.                                     |

NOTE: Each UWGB program's Grievance Policy and Procedure is found in the program Handbook and is available to students/interns who believe they have been treated inequitably.

## Netiquette

Communication in online courses is different than face-to-face conversation. To create a welcoming and open classroom environment, let's all practice "netiquette." There are ten simple guidelines you can follow to help us all have a better experience.

All members of the class are expected to follow the rules of common courtesy with all online and social communications. Be careful of the tone and content of online communication. Without facial expressions and voice inflections, misunderstandings can occur and the comments can be deemed as inappropriate or offensive.

Unacceptable online conduct includes, but is not limited to, postings that are racist, derogatory, inflammatory, condescending, rude, or in any way offensive. Persistent abuse of online etiquette may result in disciplinary action.

Visit [The Core Rules of Netiquette](#) for more information.

## Plagiarism

Using someone's words without quoting the person is plagiarism. Using someone's ideas, even though the person's words are different from your words, without citing the source is plagiarism. Use in-text citations to cite your sources. For example, if you use the ideas cited in an article, place the author and publication year (e.g. Smith, 2010) at the end of the sentence. UW-System has subscribed to software that helps detect instances of plagiarism.

Plagiarism will result in a failing grade. Reports of plagiarism are also made to University administration. The Cofrin Library [Plagiarism Guide](#) is a good resource.

## Research

Student, faculty, and staff research in nursing is permitted and encouraged. All UW-Green Bay research policies must be followed. Undergraduate nursing students who carry out research usually do so in conjunction with a Senior Honors or Independent Study course.

The [UW-Green Bay Institutional Review Board](#) must approve the research prior to data collection. Collaborating agencies or organizations, including those where research subjects will be recruited, must approve the research project prior to data collection. Informed consent to participate in the study must be secured from each participant prior to data collection.

Researchers using humans as subjects must undergo [CITI training](#) concerning the responsible conduct of research.

In order to undertake research, students must have approval of: (1) a nursing faculty member for the research project; and (2) the UW-Green Bay Institutional Review Board.

Revised and approved at NUFO 2/9/04

## RN License

All MSN students must be a Registered Nurses with a current, unencumbered U.S. RN license. Students are required to provide a copy of their current RN license at the time of application. Restrictions, limits or other encumbrances on the license may be grounds for denial to the program or result in further review to determine whether the restrictions will interfere with the student's ability to successfully complete the program.

**RN License Status Changes after admission to the MSN Program:** Admitted students are required to notify the program of any license status changes including licensure in another state

license lapses, or license encumbrances (such as a RN license with stipulations or restrictions).

**All students remain under an obligation to maintain a current unencumbered license throughout the program.** If a student experiences an encumbrance (such as a RN license with stipulations or restrictions) at any time during their program of study, he/she must notify the MSN Director immediately.

**Students with an encumbered license:**

- must provide the MSN Chair with a copy of the agreed upon order(s)
- may be allowed to take non-practicum courses
- are not allowed to take courses that include field experiences (i.e., practicum)
- will notify the MSN Chair when his/her license becomes unencumbered and provide a copy of the Board of Nursing's notification letter

Failure to notify the MSN Chair of an encumbered RN license will be considered academic misconduct and will be subject to the University of Wisconsin policy on academic misconduct.

## Social Media

Consistent with the [American Nurses Association \(ANA\) principles for social media](#), please keep content appropriate and confidential matters private.

Whatever is posted on a social media site (e.g., Facebook, Twitter, YouTube, LinkedIn, Flickr, etc.) instantly becomes available to the public. Regardless of the privacy settings, content can easily be made available to those outside of the user's preference settings. Be aware that all University and legal guidelines, such as Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act of 1996 (HIPAA), also apply in social media sites.

The following is adapted from the American Nurses Association (ANA) Principles for Social Networking:

1. Nurses must not transmit or place online individually identifiable patient information.
2. Nurses must observe ethically prescribed professional patient-nurse boundaries.
3. Nurses should understand that patients, colleagues, institutions, and employers may view postings.
4. Nurses should take advantage of privacy settings and seek to separate personal and professional information online.
5. Nurses should bring the content that could harm a patient's privacy, rights, or welfare to the attention of appropriate authorities.

## Death in the Family/Bereavement

Students must notify the course instructor and the practicum agency representative of a death in the family. Upon notification and arrangements made with the course instructor and practicum agency representative, and subject to the rules governing the practicum agency, a student will be allowed a maximum of one week's absence for the death of a family member.

Students who experience the death of a loved one should contact the faculty and review the [UWGB Bereavement Policy for Students](#).

---

## Civility and Inclusivity

The UW-Green Bay NHS faculty believe that a college campus must be a safe place for the discussion of ideas. As such, we expect each member of the class to treat one another with tolerance for ideas discussed from a variety of perspectives. We respect the dignity of every person and will not allow discrimination against anyone based on religion, age, disability, ethnic origin, race, gender, marital status, or sexual orientation. Let's approach one another with good intentions and openness. Please see tThe UW-Green Bay [Civility and Inclusivity Statement](#).

## Student Accessibility Services

Consistent with federal laws and the policies of the University of Wisconsin, it is the policy of UW-Green Bay to provide appropriate and necessary accommodation to students with disabilities. If you require any academic accommodations, please contact the Student Accessibility Services (SAS) Director (phone: 920-465-2841; email: [sas@uwgb.edu](mailto:sas@uwgb.edu); [website](#)) to register and/or request services. Requests should be made early because accommodation can take 4 to 8 weeks to arrange.

Students with disabilities may need to coordinate with other institutions about accommodation. The Director of Student Accessibilities Services can help inform those institutions.

## Student Academic Grievance/Complaints

Students have the right to seek resolution when they believe they received unfair or improper treatment from a UW-Green Bay faculty or staff member, department or office. Students are encouraged to resolve the matter informally before initiating the formal complaint process. Complaints only need to be reported if the two parties are unable to resolve the matter and the student opts to go the next step, involving a third party with authority over the matter (i.e., Chair, Dean, Director, HR).

UWGB Provost Website outlines the [student complaint procedure](#) below:

1. **Attempt to resolve the matter informally**, by talking directly with the instructor about the concern.
2. If the matter remains unresolved, the student should contact the chairperson of the relevant academic unit. [MSN program chair]. [List of program chairs](#).
3. If the matter remains unresolved after speaking with the chair, the student should file this [Academic Dispute Form](#). The form will be routed to the relevant Associate Dean. Once the request for review is received, the Associate Dean will investigate the matter and may:
  - Attempt to mediate the dispute.
  - Determine that the nature of the request is outside the scope of this review and refer the request to the appropriate process.
  - Collect information regarding the dispute and refer to the Dean for determination.
  - Request assistance from other support units, e.g., Dean of Students, Office of Student Accessibility Services, etc. to facilitate resolution.

The Associate Dean will attempt to resolve the matter but is not compelled to do so. In the event that a resolution is not found, the instructor's initial determination shall be applied. The Associate Dean shall indicate to both parties that the review is completed, and the student shall be advised of the right to request review by the Provost.

If the dispute is not resolved, the student may submit in writing (via email) a request for review to the Provost within (10) business days of receiving notice from the Associate Dean. The request shall indicate the facts of the dispute; the steps taken to resolve the dispute both formally and informally; and the requested outcome of the appeal. The Provost has fifteen (15) business days to decide and report the decision, in writing, to both parties. The Provost may:

- Solicit additional information from the parties, including but not limited to interviewing both parties, requesting additional information from either party, reviewing the matter with the Associate Dean and/or Dean.
- Refer the matter to a different Office or process for resolution.
- Make a determination based on the information received.

**The decision of the Provost shall be final.**

## **Dean of Students Adherence to Policies**

In accordance with [UWS 17](#) and [UWS 21 Wis.Admin.Code](#) a student may be subject to disciplinary sanctions for failure to comply with policy, including this handbook, for failure to comply with the reasonable directions of a University Official, for disruptive behavior in the classroom, or other prohibited action. This prohibited behavior includes but is not limited to failure to follow course, laboratory, or safety rules, or endangering the health of others. A student may be dropped from class for misconduct or disruptive behavior in the classroom upon recommendation of the instructor and subject to the procedure established in UWS 17. A student may also receive disciplinary sanctions through the Dean of Students Office for misconduct or disruptive behavior, including endangering the health of others, in the classroom.

## **Land Acknowledgement**

We at the University of Wisconsin Green Bay acknowledge the First Nations people who are the original inhabitants of the region. The Ho-Chunk Nation and the Menominee Nation are the original First People of Wisconsin and both Nations have ancient historical and spiritual connections to the land that our institution now resides upon.

Today, Wisconsin is home to 12 First Nations communities including the Oneida Nation of Wisconsin, Potawatomi Nation, Ojibwe Nation communities, Stockbridge-Munsee Band of the Mohican Nation, and the Brothertown Indian Nation.

## **Section V: Student Opportunities**

### **Graduate Student Council (GSC)**

([GSC Website](#))

The purposes of the graduate student council are:

- To provide a common association among graduate students in all divisions and departments of the Graduate School and associated professional programs of the University of Wisconsin-Green Bay
- To work with the Office of Graduate Studies and other University administrators in order to improve the quality of the graduate programs, graduate research opportunities, and graduate student services
- To promote the improvement of graduate student life – including academic, professional, social, cultural, and recreational programs
- To represent the interests of graduate students in all University activities and to facilitate the exchange of information between the University governance structure and the graduate students
- To provide a forum for discussion of internal and external issues that are of concern to graduate students
- To facilitate the exchange of ideas, information, and appropriate resources among other student groups

### **Student Government Association (SGA)**

([SGA Website](#))

SGA is made up of student leaders elected by the student body. They provide the students' point of view to university officials at all levels. If you have an idea for a way to improve the University or are concerned with the status quo, SGA can be a good place to start making a difference. Student involvement is always welcome so if you really want to make a difference, become a member of SGA or one of its many branches.

### **Nursing Unit Governance**

Nursing faculty comprise the Nursing & Health Studies Unit Faculty Organization (NHSU), the main decision-making body of the Unit, which is chaired by the unit Chairperson. NHSU is responsible for: (1) approving recommendations of **NHSU standing committees (BSN & MSN Team)**, (2) recommending policy/procedure to the Nursing & Health Studies Unit and Executive Committee on matters with budgetary and/or personnel implications, (3) identifying staffing needs and making recommendations to the Executive Committee, and (4) assuring implementation of approved policies/procedures/unit activities. NHSU Bylaws are congruent with the Mission Statement of the Nursing & Health Studies Program and the policies and procedures on faculty organization as outlined in the UW-Green Bay Faculty Handbook (Chapter 53.13).

NHSU functions as an approval body for decisions made by the BSN & MSN teams who are responsible for curriculum/teaching learning process oversight), program evaluation (via student, graduate, alumni, and employer input), and ensuring adequate student services and policies related to prospective and current students.

Student input is solicited in a number of ways including but not limited to meetings during a regularly scheduled class, surveys, participation in virtual meetings, teleconferences, and email. The faculty, BSN and MSN teams, and advisors work directly with students to provide access to the program, assist with admission and progression in the major, facilitate learning, achievement of expected program outcomes, and eventual graduation, and assure accountability of the program to the community of interest.

## **Nursing Academic Honors**

### **Sigma Theta Tau International**

Sigma Theta Tau International Honor Society of Nursing (STTI) supports the learning, knowledge, and professional development of nurses making a difference in global health. Founded in 1992, STTI has approximately 490 chapters throughout 85 countries.

### **Kappa Pi-at-Large Chapter**

Kappa Pi-at-Large Chapter of Sigma Theta Tau International is affiliated with the University of Wisconsin-Green Bay and Bellin College. The Honor Society was first established at UW-Green Bay in 1985 and was chartered Kappa Pi Chapter in 1988. In 1996, Kappa Pi Chapter was expanded to Kappa Pi-at-Large Chapter, with two institutions sponsoring the chapter, UW-Green Bay and Bellin College.

Membership into the society is indeed an honor and remains with you throughout life, whether you are an active or inactive member. As practicing nurses, graduate students may be eligible to apply for [membership](#) as Nurse Leaders.

Membership into the Honor Society is also by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and the community nurse leaders who exhibit exceptional achievements in nursing. To be eligible for membership Graduate Students must

- have completed 25% of the nursing curriculum;
- achieve academic excellence (GPA of 3.0 or higher);
- meet the expectation of academic integrity

Graduate nursing students at UW-Green Bay who meet these eligibility requirements will be invited to join. Students who accept the invitation for membership, will be officially inducted into the chapter at a formal induction ceremony traditionally held each year in April.

If you are interested in more information about Kappa Pi Chapter at-Large or would like to check if you qualify for membership please contact the Program Assistant of the UW-Green Bay Nursing Program (920-465-2826 or [nursing@uwgb.edu](mailto:nursing@uwgb.edu)), who will put you in touch with the Eligibility Chairperson.

## **AACN Graduate Student Organization**

UW-Green Bay is a member of the American Association of Colleges of Nursing (AACN). Because of this, you are eligible to join the AACN Graduate Nursing Student Academy (GNSA) which offers resources to graduate students such as webinars, and financial aid and scholarship. Learn more about the [GNSA](#).

## Students' Rights and Responsibilities

| <b>Student Rights</b>                                                                                                                                                                                                                   | <b>Student Responsibilities</b>                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To receive accurate information about the Nursing Program, policies, requirements.                                                                                                                                                      | To familiarize him or herself with information provided and make informed choices.                                                                                                                                                                                          |
| To timely and accurate advising about general education, support courses, nursing curriculum and courses.                                                                                                                               | To periodically seek the consultation of a nursing program advisor and make informed decisions based on the advice given. Ultimately the student maintains responsibility for his or her own academic plan.                                                                 |
| To be provided with information about the periodicity of course offerings and to enroll in courses to provide reasonable opportunity to complete the program in a timely manner.                                                        | To take advantage of course enrollment opportunities.                                                                                                                                                                                                                       |
| To be informed about University rules governing academic dishonesty.                                                                                                                                                                    | To comply with those rules.                                                                                                                                                                                                                                                 |
| To receive a course syllabus at the beginning of each course that states course description, objectives, learning activities and evaluation methods.                                                                                    | To use syllabus to prepare for each class (3 hours/credit /week outside study time/work is that standard expectation).                                                                                                                                                      |
| To reasonable accommodation of religious beliefs.                                                                                                                                                                                       | To inform course instructor of religious accommodation needs in a timely manner.                                                                                                                                                                                            |
| To receive timely, fair and constructive feedback on classroom performance.                                                                                                                                                             | To respond to the instructor feedback to maintain or improve performance.                                                                                                                                                                                                   |
| To be able to access course instructor outside of class time via regular office hours and/or appointments.                                                                                                                              | To make and keep scheduled appointments with instructor during posted office hours.                                                                                                                                                                                         |
| To help make and review policies concerning the University and Nursing Program.                                                                                                                                                         | To participate on student government and on appointed All-University Committees. To attend and provide input on Nursing Unit Committees.                                                                                                                                    |
| To be able to communicate concerns/complaints about courses, instructors and program of study to persons who will listen, who are non-judgmental, respect confidentiality and will assist in the appropriate resolution of the problem. | To respect the chain of command in voicing concerns/complaints. First to the individual instructor involved, then to the Nursing Program Chairperson, then to the Dean of Health, Education and Social Welfare if the problem is course related or to the Dean of Students. |
| To be treated in an ethical and professional manner by the nursing faculty or staff in the classroom and in advising.                                                                                                                   | To report any perceived unethical or non-professional behavior of the nursing faculty or staff through the appropriate chain of command. In addition, students will treat faculty and staff with respect and in consideration of academic freedom.                          |