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Section I: MSN Program Description

MSN Program Overview
(www.uwgb.edu/nursing/msn/overview.asp)

The MSN Leadership and Management in Health Systems is intended for 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. More information, admission requirements, required application materials and applications can be found on the UW Green Bay Graduate Studies website.

The curriculum consists of 12 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. Alternatively, they can progress taking one class per term and complete the program over four years. Alternative schedules requiring between 2-4 years are possible. Degree completion requirements include 34 credits of coursework including 9 credits of practicum (378 hours). Practicum experiences will be arranged with healthcare facilities close to students’ homes or work sites. A master’s professional project, identified in collaboration with a health care facility, is required. Master’s projects will be presented in a format suitable for public dissemination (e.g., manuscript for publication).

Accreditation and Approval

The University of Wisconsin - Green Bay's Online and Face to Face RN to BSN Completion 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

Nationally accredited by the Commission on Collegiate Nursing Education (CCNE)*
The RN to BSN program at the University of Wisconsin, Green Bay is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington DC 20036, 202-887-6791 (http://aacn.nche.edu/ccne-accreditation).
The MSN Leadership and Management in Health Systems degree at the University of Wisconsin, Green Bay is pursuing initial accreditation by the Commission on Collegiate Education (www.aacn.nche.edu/ccne-accreditation). Applying for accreditation does not guarantee that accreditation will be granted.

**Wisconsin Board of Nursing**

PO Box 8935  
Madison, WI 53708  
Tel-608-267-2357  
TTY # 608-267-2416 (hearing or speech impaired only)

The MSN program is in compliance with the Wisconsin Board of Nursing regulations.

**Mission of UW-Green Bay Nursing Unit**

Baccalaureate and graduate programs provide high quality, student-centered nursing and health profession education that builds on prior experiences, knowledge and skills. Students are inspired to think critically and address complex health issues in a diverse and evolving world, conscious of environmental sustainability. These programs transform communities by improving health and healthcare delivery.

Revised and approved NUFO 5/5/14

**Vision of the Nursing Unit**

Nursing’s vision is identical to the vision of the UW-Green Bay College of Professional Studies which is: *Together we will inspire students and transform communities.*

**Operational Goals**

The MSN Program Goals are to:

1. Offer a graduate education degree (MSN) to enable nurses to lead and manage health care systems across health settings
2. Maintain an environment conducive to adult learning.
3. Maximize program accessibility by utilizing various course delivery methods, including on-line formats.
4. Collaborate with the community of interest in advancing the professional leadership and education of nurses.

Revised and approved by NUFO 5/3/10
Expected MSN Program Outcomes

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

1. Integrate knowledge of sciences and humanities as a basis for leadership and nursing practice.
2. Apply concepts of organizational and systems leadership in decision making in the health care environment.
3. Enact a nurse leader role in safety and quality improvement in the health care environment.
4. Apply research evidence in nursing leadership and practice to enhance care and improve outcomes of nursing.
5. Utilize informatics and health care technologies to enhance care and outcomes of nursing.
6. Intervene at the systems level through policy, fiscal management, and advocacy to influence the health care environment.
7. Communicate and collaborate as a member and leader of interprofessional teams to optimize health care delivery.
8. Analyze the role of nurse leader to reduce health disparities and promote population health.
9. Evaluate personal growth as a professional nurse leader.
10. Influence health care outcomes through master’s-level nursing practice, cognizant of environmental sustainability.

Congruence of the MSN Program Outcomes, Courses and Standards/Competencies


The tables below summarize this for students. The full AACN Essentials of Masters Education can be found at: [www.aacn.nche.edu/education-resources/MasEssentials96.pdf](http://www.aacn.nche.edu/education-resources/MasEssentials96.pdf) and AONE Nurse Executive Competencies can be found at: [www.aone.org/resources/leadership%20tools/PDFs/AONE_NEC.pdf](http://www.aone.org/resources/leadership%20tools/PDFs/AONE_NEC.pdf).
<table>
<thead>
<tr>
<th>UWGB MSN Program Outcomes</th>
<th>MSN Essentials</th>
<th>AONE Competencies (aligned with MSN outcomes; competency number in parentheses)</th>
<th>UWGB MSN course (aligned with MSN outcomes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Integrate knowledge of sciences and humanities as a basis for leadership and nursing practice.</td>
<td>1. Background in Sciences &amp; Humanities</td>
<td>Knowledge of Health Care Environment (1) Leadership (3)</td>
<td>All MSN courses</td>
</tr>
<tr>
<td>2. Apply concepts of organizational and systems leadership in decision making in the health care environment</td>
<td>2. Organizational and Systems Leadership</td>
<td>Knowledge of Health Care Environment (1)</td>
<td>NURS 741, 737, 770, 772, 774</td>
</tr>
<tr>
<td>3. Enact a nurse leader role in safety and quality improvement in the health care environment</td>
<td>3. QI and Safety</td>
<td>Knowledge of Health Care Environment (1) Professionalism (4)</td>
<td>NURS 770, 772, 774</td>
</tr>
<tr>
<td>4. Apply research evidence in nursing leadership and practice to enhance care and improve outcomes of nursing.</td>
<td>4. Translating and Integrating Scholarship into Practice</td>
<td>Knowledge of Health Care Environment (2)</td>
<td>NURS 734, NURS 770</td>
</tr>
<tr>
<td>5. Utilize informatics and health care technologies to enhance care and outcomes of nursing</td>
<td>5. Informatics and Healthcare</td>
<td>Knowledge of Health Care Environment (2)</td>
<td>NURS 760</td>
</tr>
<tr>
<td>6. Intervene at the systems level through policy, fiscal management, and advocacy to influence the health care environment.</td>
<td>6. Health Policy and Advocacy</td>
<td>Knowledge of Health Care Environment (2) Business Skills (5)</td>
<td>NURS 780, 745</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Credits</td>
<td>MSN Essential</td>
</tr>
<tr>
<td>-------------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
<td>---------------</td>
</tr>
<tr>
<td>N 734</td>
<td>Evaluation and Evidence-Based Practice in Health Systems</td>
<td>3</td>
<td>1, 4</td>
</tr>
<tr>
<td>N 741</td>
<td>Theories of Organizational Behavior and Leadership in Health Systems</td>
<td>3</td>
<td>1, 2, 3</td>
</tr>
<tr>
<td>N 737</td>
<td>Leadership in Health Systems</td>
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<td>1, 2</td>
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<tr>
<td>N 745</td>
<td>Economics and Policy in Health Systems</td>
<td>3</td>
<td>1, 6</td>
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<tr>
<td>N 750</td>
<td>Human Resource Management in Health Systems</td>
<td>3</td>
<td>1, 7</td>
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<tr>
<td>N 755</td>
<td>Program Planning for Population Health</td>
<td>2</td>
<td>1, 8</td>
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<tr>
<td>N 760</td>
<td>Informatics in Health Systems</td>
<td>3</td>
<td>1, 5</td>
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<tr>
<td>N 770</td>
<td>Practicum I: EBP Clinical Care in Health Systems</td>
<td>3</td>
<td>1, 2, 3, 4</td>
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<tr>
<td>N 780</td>
<td>Financial Management in Health Systems</td>
<td>3</td>
<td>1, 6</td>
</tr>
<tr>
<td>N 772</td>
<td>Practicum II: Leadership and Management in Health Systems</td>
<td>3</td>
<td>1, 2, 3</td>
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<tr>
<td>N 785</td>
<td>Environmental Sustainability in Health Systems</td>
<td>2</td>
<td>1, 9</td>
</tr>
<tr>
<td>N 774</td>
<td>Practicum III: Advanced Leadership and Management in Health Systems</td>
<td>3</td>
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### Alignment summary:

<table>
<thead>
<tr>
<th>MSN Courses</th>
<th>Credits</th>
<th>MSN Essential</th>
<th>AONE Competency</th>
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<tbody>
<tr>
<td>N 734 Evaluation and Evidence-Based Practice in Health Systems</td>
<td>3</td>
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<td>2</td>
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<tr>
<td>N 741 Theories of Organizational Behavior and Leadership in Health Systems</td>
<td>3</td>
<td>1, 2, 3</td>
<td>2, 3, 4</td>
</tr>
<tr>
<td>N 737 Leadership in Health Systems</td>
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<td>3</td>
</tr>
<tr>
<td>N 745 Economics and Policy in Health Systems</td>
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<td>2, 5</td>
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<tr>
<td>N 750 Human Resource Management in Health Systems</td>
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<td>1, 7</td>
<td>1, 2, 5</td>
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<td>N 755 Program Planning for Population Health</td>
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<td>2, 5</td>
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<td>N 760 Informatics in Health Systems</td>
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<td>1, 5</td>
<td>2</td>
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<tr>
<td>N 770 Practicum I: EBP Clinical Care in Health Systems</td>
<td>3</td>
<td>1, 2, 3, 4</td>
<td>2, 3, 4</td>
</tr>
<tr>
<td>N 780 Financial Management in Health Systems</td>
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<td>1, 6</td>
<td>2, 5</td>
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<tr>
<td>N 772 Practicum II: Leadership and Management in Health Systems</td>
<td>3</td>
<td>1, 2, 3</td>
<td>2, 3, 4</td>
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<tr>
<td>N 785 Environmental Sustainability in Health Systems</td>
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<td>1, 9</td>
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<tr>
<td>N 774 Practicum III: Advanced Leadership and Management in Health Systems</td>
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<td>1, 2, 3</td>
<td>2, 3, 4</td>
</tr>
</tbody>
</table>
MSN Course Descriptions
(http://www.uwgb.edu/nursing/msn/courses.asp)

NURS 734 Evaluation and Evidence-Based Practice in Health Systems (3 cr)
This course will focus on skills needed for nurses to evaluate outcomes in health systems. 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 in Health Systems (3 cr)
This course will address concepts and theories important to nursing leadership and management in health systems. Organizational behavior, leadership theories, and complexity science will be emphasized.

NURS 737 Leadership in Health Systems (3 cr)
This course will focus on the development of leadership for nurses in complex organizations. Students will explore the concepts of organizational culture in micro, meso and macro systems. Topics will include transformation of complex organizations, conflict, crisis management, leading innovation, creating a culture of safety, and serving as mentor and coach.

NURS 745 Economics and Policy in Health Systems (3 credits)
This course will explore the health care delivery system in the United States including economic, political, financial, ethical, and social factors affecting health policy. Emphasis will be given to the financing of health care. Statistics will be used to analyze resource management and utilization. Legislative and regulatory processes affecting nursing and healthcare will be addressed.

NURS 750 Human Resources and Communication in Health Systems (3 cr)
This course is designed to introduce students to the field of human resources management practices and policies designed to create and maintain a healthy professional work environment. Communication strategies and technologies, and collaboration on interprofessional healthcare teams with diverse groups will be addressed. 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 cr)
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 in Health Systems (3 cr)
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 Evidence-based Clinical Care in Health Systems (3 cr)
Using an interprofessional perspective, specific evidence-based patient quality and safety practice related policy decisions will be explored. Trends, statistics and quality benchmarks will be used to understand decision in clinical care. The course will provide a structured opportunity for using evidence-based health promotion and disease management principles in family/lifespan nursing care.

NURS 780 Financial Management in Health Systems (3 cr)
This course will develop knowledge and skills used by nurse leaders for effective financial management in health care systems. Topics will include reimbursement systems, coding and payment mechanisms, ethics and legalities of contracting, governmental regulations, budget development, and marketing and interprofessional collaboration around budget and finance.

NURS 772 Practicum II Leadership and Management in Health Systems (3 cr)
The course will provide a structured experience for exploration of nursing leadership and management roles in healthcare systems and development of an evidence-based master’s professional project. Emphasis will be placed on information systems, financial reimbursement models, disaster/crisis management plans and organizational culture.

NURS 785 Environmental Sustainability in Health Systems (2 cr)
This course will explore sustainability in health systems with emphasis on the environmental impact of health systems practices. Implications of the United States and global environmental health policy will be analyzed. Economic sustainability including cost-benefit analysis will be addressed. Emphasis will be placed on decisions and strategies nurse leaders make that impact sustainability of health systems and the environment.

NURS 774 Practicum III Advanced Leadership & Management in Health Systems (3 cr)
In this course a student will assume a nursing leadership role by implementing a master’s professional project at the practicum site. Reflective strategies will be used to enhance learning and process the practicum experience. The student will disseminate the project findings to an interprofessional team.

GRAD 693 Thesis or Final Project Completion (0 cr)
In rare situations, an MSN student may be unable to complete the steps required for the MSN master’s professional project within the required practica semesters. This course allows the student an opportunity to complete the required master’s professional project.

N798 Independent Study (1-2 credits)
This course allows MSN student to master content missing in graduate courses transferred from other institutions, or for study in areas of interest.
Degree completion requirements include 34 credits of coursework including 9 credits of practicum (378 hours). Practicum experiences will be arranged with health care facilities near students’ home or work. Master’s degree prepared practicum mentors will be identified and mentor orientation will be provided. A master’s professional project, identified in collaboration with a health care facility, is required. Master’s projects will be presented in a format suitable for public dissemination (e.g., manuscript for publication).

**MSN Course Progression and Periodicity**
(http://www.uwgb.edu/nursing/msn/schedule.asp)

Matriculated graduate students must complete all requirements for the MSN degree within five years.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Course Offerings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall - Odd Years (2015, 2017, etc.)</td>
<td>N734, N741</td>
<td>Evaluation &amp; Evidence-Based Practice in Health Systems (3 cr)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Theories of Organizational Behavior &amp; Leadership in Health Systems (3 cr)</td>
</tr>
<tr>
<td>Spring - Even Years (2016, 2018, etc.)</td>
<td>N737, N745</td>
<td>Leadership in Health Systems (3 cr)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Economics &amp; Policy in Health Systems (3 cr)</td>
</tr>
<tr>
<td>Summer - Even Years (2016, 2018, etc.)</td>
<td>N750, N755</td>
<td>Human Resource Management in Health Systems (3 cr)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Program Planning for Population Health (2 cr)</td>
</tr>
<tr>
<td>Fall - Even Years (i.e., 2014; 2016; etc.)</td>
<td>N780, N770</td>
<td>Financial Management in Health Systems (3 cr)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practicum I: Evidence Based Clinical Care in Health Systems (3 cr)</td>
</tr>
<tr>
<td>Spring - Odd Years (2015, 2017, etc.)</td>
<td>N760, N772</td>
<td>Informatics in Health Systems (3 cr)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practicum II: Leadership &amp; Management in Health Systems (3 cr)</td>
</tr>
<tr>
<td>Summer - Odd Years (2015, 2017, etc.)</td>
<td>N785, N774</td>
<td>Environmental Sustainability in Health Systems (2 cr)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Practicum III: Advanced Leadership &amp; Management in Health Systems (3 cr)</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>34 credits</strong></td>
<td></td>
</tr>
</tbody>
</table>


**Practicum II** 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** 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).

Revised 9/16/15
Guidelines for Independent Study/Instructor-Approved Individualized Graduate Course Instruction
(http://gradcatalog.uwgb.edu/general-information/academic-rules-and-regulations/index.html)

Universal Expectations (for all experiences):

- Faculty approval is needed for courses that are individualized or coordinated by the student for a specific learning experience.
- Regular semester add and drop deadlines apply to these learning experiences.
- Approved forms must be submitted in the semester the learning experiences are taking place; students will not be retroactively added into these courses.
- 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 a tuberculosis test) or other requirements outlined by a third party human resources department or site supervisor.
- The title and content of these individualized courses should not duplicate the title and content of existing non-individualized courses.
- For each credit earned, 45 hours is the minimum number of hours to be dedicated to the learning experience over the course of the semester.

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
(http://gradcatalog.uwgb.edu/general-information/progress-toward-the-degree)

A maximum of 15 credits of graduate coursework completed at other institutions can be applied toward a UW-Green Bay master’s degree. Individual programs may accept fewer credits. Transfer courses can be approved by graduate faculty as direct equivalencies to UW-Green Bay graduate courses. If granted as graduate elective credit to meet a program requirement, a course substitution is made. All outcomes, once approved, should be forwarded to the Office of the Registrar to be transacted on the academic record. MSN students can submit documentation of previously taken graduate courses for review as transfer credits. MSN faculty may recommend approval of such requests based on comparison of documents, syllabi, and curricular and programmatic outcomes and goals. Students who received graduate transfer credits may need to complete independent studies to meet the 34 credits required in the program. The student, adviser and instructor will arrange these on an individual basis.
Section II: MSN Admission and Academic Policies

MSN Application Checklist
(www.uwgb.edu/graduate/files/pdf/nursing-checklist.pdf)

Admission Requirements

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]).

☐ A 3.0 grade point average (measured on a 4.0 scale) or higher on Bachelor of Science in Nursing degree transcript.

☐ Evidence of receiving a grade of “C” or better in a college level inferential statistics course within the past 5 years. An inferential statistics course is available online from UW-Green Bay for potential applicants.

No entrance exams 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 200-300 written statement describing academic interest in leadership & management, nursing strengths and capabilities, knowledge of online technology (computer use, online course work, etc.), reasons for pursuing a MSN degree, and description of where you see yourself in 5 years.

☐ Official undergraduate and graduate transcripts from each previous college or university attended, sent directly to UW-Green Bay from these institutions.

☐ Three letters of evaluation from persons who can assess your academic potential.

☐ Curriculum vitae or resume

☐ Copy of current, unencumbered U.S. RN license

☐ Professional photo of yourself or one of you at your job (headshot) required upon admission to the MSN program. UWGB will use the photo for education and marketing purposes.

☐ Background check by UWGB vendor and Basic Healthcare Provider CPR certification required upon admission to the MSN program.
International Students
(www.uwgb.edu/graduate/future-grad-students/international.asp)

International students interested in the MSN Leadership and Management in Health Systems should visit the Graduate Studies website above for additional information on the following requirements:

☐ Evidence of English Proficiency (such as a TOEFL score)

☐ Evaluation of Foreign Educational Credentials from Educational Credential Evaluators (ECE) or a similar evaluation service.

☐ Evidence of financial resources

☐ Financial Support Statement

Application Form
(https://apply.wisconsin.edu)

Applications are submitted electronically through the University of Wisconsin System online application form at: https://apply.wisconsin.edu. Completed applications are reviewed by the MSN Admissions Committee who determine acceptance. The office of Graduate Studies and the MSN Director send official letters of acceptance or non-acceptance to students.

Revised and Approved NUFO 3-8-04

Advising Policies

All graduate and undergraduate students have a Nursing Program advisor who works in collaboration 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 Nursing Program 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 director 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.
**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, D, and F.

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
- **D** = 65-70 Points
- **F** = <65 Points

### Grade Point Values

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Points Per Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
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<tr>
<td>AB</td>
<td>Very Good</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
</tr>
<tr>
<td>BC</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>CD</td>
<td>Below Average</td>
</tr>
</tbody>
</table>

### Academic Standing

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.

[http://gradcatalog.uwgb.edu/general-information/academic-rules-and-regulations/index.html]
Good Standing
- A 3.0 or better end-of-term cumulative GPA results in continuing good standing.
- A 2.0 to 2.999 end-of-term cumulative GPA results in probation status.
- A 1.999 or less end-of-term cumulative GPA results in academic suspension status.
  Student’s graduate committee reviews his or her record up to that time and recommends for continued enrollment or for suspension status to go into effect.
- Action on part-time students is withheld until at least nine credits are attempted at UW-Green Bay.

Probation
- A 3.0 or better end-of-term cumulative GPA results in a return to good standing.
- A 2.999 or less end-of-term cumulative GPA may result in an academic suspension status at the end of any term after a cumulative total of 15 or more credits is attempted at UW-Green Bay. Student’s graduate committee reviews his or her record up to that time and recommends for continued enrollment or for the academic suspension status to go into effect.

Incompletes (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.
- The decision to allow an incomplete is entirely at the discretion of the instructor.
- If an incomplete is approved, 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.
- 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 of an I is lapsed to a final F grade.
- A student may file petition for an extension of the incomplete deadline if unanticipated extenuating circumstances prevented compliance with the deadline. Such circumstances may include:
  - 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.
  - 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.

Incompletes in regard to degree conferral: Students who complete their coursework in December, January, May or August must have all incompletes removed within 42 days following the end of the classes in each of those timeframes.
Steps to Completing the Master’s Degree
(http://gradcatalog.uwgb.edu/general-information/progress-toward-the-degree)

**NOTE:** Steps to Completing the Master’s Degree posted on the Graduate Studies website vary for MSN Leadership and Management in Health Systems students. Follow the process shown below and also in the MSN Catalog.

1. Applicant is admitted to a graduate program.
2. Students in the MSN Leadership and Management in Health Systems program do NOT need to submit an *Official Declaration of Master’s Degree* (Form GR-1) to the Office of Graduate Studies.
3. Students in the MSN Leadership and Management in Health Systems develop a project proposal. MSN students develop and complete a master’s professional project identified in collaboration with a health care facility and mentor and their project Committee and Committee Chair (an MSN faculty member). The proposal is reviewed and approved by the thesis/project committee. Once approved, a *Thesis/Project Proposal Form* GR-2 is submitted to the Graduate Studies office.
4. Students in the MSN Leadership and Management in Health Systems schedule a professional project presentation via submission of the *Request for Thesis Defense/Project Presentation Form* GR-3 to the Graduate Studies office. MSN students’ project presentation will disseminate information from the master’s professional project in a suitable format (e.g., manuscript for publication, presentation).
5. The scheduled thesis defense meeting or professional project presentation takes place. Formal approval of the defense is documented on the *Approval of Thesis Defense or Project Presentation Form* GR-4 and is kept with the academic record.
6. If the thesis or professional project is successfully completed and approved, the student applies for conferral of the degree to the Registrar’s Office through the Student Information System (SIS).
7. Degree is awarded and graduate receives diploma. Graduating MSN students are encouraged to participate in the May graduation ceremonies, completing the final practicum and courses in the following summer semester, with actual diplomas received upon completion of these courses in August.

**Section III: MSN Practicum Policies**

**MSN Practica 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 hours) and three practicum courses. 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 in the design and implementation of an evidence-based, data driven master’s professional project at the practicum site. Project findings will be disseminated to an interprofessional team and in a professional venue (i.e. nursing journal publication, conference session).
**Master’s Professional Project**

As part of their degree, all students complete either a thesis working with their major professor and committee, or a professional project supervised by an adviser (Chair of the Committee). The thesis or project provides an opportunity for graduate students to focus and apply their course work and make a public contribution to knowledge. Successful completion of a thesis or professional project is intended to be a demonstration of a student’s ability to define, investigate and solve problems. The procedures for developing a proposal and completing the thesis or professional project requirement vary by program. Students should consult the program-specific sections of this catalog or a program’s website for additional information.

**Master’s Professional Project Topic**

The nursing master’s project is a management and leadership evidence-based project that improves patient care quality, patient satisfaction and/or health care costs. Your master’s project and design must be based on data from your practicum agency and in mutual agreement with your practicum agency and mentor. The project development should begin during the first practicum course, N770 Evidence-Based Clinical Care. You can consult the MSN Director and UW Green Bay faculty with similar interests to yours about available topics related to your practicum in leadership and management in health systems and areas of interest. Your master’s committee will also guide you.

**Master’s Professional Project Committee**

Once you have defined a master’s project topic, select a potential chair based on your research topic. **The Chair of your committee** must be a member of UW Green Bay graduate nursing faculty. Check the UWGB website and faculty videos in the MSN Orientation and Resources D2L module to get acquainted with the UWGB MSN faculty. Your topic and project MUST be based on data from your practicum agency and MUST be designed jointly with and approved by the practicum agency and your mentor. Your practicum mentor (who is at minimum master’s prepared) is the second member of your committee. Confer with the Chair about the additional member(s) of the committee, such as a content expert or another UW Green Bay faculty.

Once you have selected the chairperson, meet with him or her to make sure the individual has time and is interested in serving as your Chair. Confer with the Chair about the additional member(s) of the committee and then meet with that person(s) as well.

**Master’s Professional Project Deadline**

For graduation, a student’s professional project dissemination must be completed before the last day of final exams in a given semester. The student then has 20 calendar days after the last day of final exams to submit their final thesis/project document to the Office of Graduate Studies and 42 calendar days after the last day of final exams for all other graduation requirements to be completed and verified.
Preparing for the MSN Practica

In addition to the pre-requisite and co-requisite courses required for each practicum course (explained above under MSN Course Progression and Periodicity or at www.uwgb.edu/nursing/msn/schedule.asp) students must submit evidence of immunizations, titers, names and contact information for master’s prepared mentors (preferably nurses) and the health care setting at which they are employed as potential leadership and management practicum locations, and other information. This information must be submitted to the UW-Green Bay nursing advisor by August 1st 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 program, additional background checks or agency fees may also be required at certain sites.

Approved of NUFO 11/16/09

Practica Site Details

In accordance with the Commission on Collegiate Nursing Education (CCNE) Standard III E, 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. These experiences also ensure each graduate meets the Program Outcomes. A total of 378 practicum hours (nine credits, spread over the last three semesters of practicum courses - about 9 hours a week) are required in this MSN program.

Students using their current practice/work settings for their planned MSN practicum experiences need to integrate new knowledge and demonstrate attainment of the leadership and management professional competencies congruent with the student practica and MSN program outcomes through experiences outside of their regular job requirements. While each MSN student will have an assigned master’s prepared mentor in their practicum agency, UW Green Bay faculty will evaluate MSN students in practica according to the MSN program and student outcomes.

Student Health Policy

Student health requirements are implemented when students are enrolled in practicum courses that might involve client contact such as the MSN Leadership and Management in Health Systems practicum courses N770, N772, N774). The Student Health Policy procedure consists of four components: Immunizations, Where to Get Immunizations and Titers, Clinical Agency Requirements, and Additional Health-Related Responsibilities.
**Immunizations**

Prior to beginning practicum 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 specific requirements may be waived. A student’s failure to have all required immunizations may influence the XYZ Program’s ability to place the student in practicum sites, and the student may not be allowed to take the practicum.

The following immunizations are required:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
</tr>
</thead>
</table>
| Measles, Mumps, Rubella (MMR)      | *Dates (month/day/year) of two immunizations of MMR vaccine  
                                 | **OR**  
                                 | **Laboratory evidence showing the month/day/year and positive/immune titer results for measles (rubella), mumps, and German Measles (rubella).**  
                                 | **OR**  
                                 | Men born before 1957 or women who are sure they are not having more children need to have laboratory evidence of the month/date/year and positive/immune titer results or the date (month/day/year) of one immunization of MMR vaccine. |
| Hepatitis B                        | **Dates (month/day/year) for three immunizations of Hepatitis B vaccine**  
                                 | **OR**  
                                 | **Laboratory evidence showing the month/day/year and a positive/immune titer results for Hepatitis B** |
| Tetanus                            | Date (month/day/year) for one immunization of Tetanus within the past 10 years                                                                                                                                 |
| Tdap                               | **Recommended not required**  
<pre><code>                             | Tetanus and diphtheria vaccine (Tdap) is recommended for health care workers who have not previously received Tdap and who had their last tetanus at least 2 years but less than 10 years earlier. |
</code></pre>
<table>
<thead>
<tr>
<th>Immunization</th>
<th>Requirements</th>
</tr>
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<tbody>
<tr>
<td>Varicella Zoster</td>
<td>***Date (month/day/year) for two immunizations of varicella OR Laboratory evidence showing the month/day/year of positive/immune titer results for varicella OR Receipt from a healthcare provider of a diagnosis of herpes zoster OR Receipt from a healthcare provider of a diagnosis or history of chickenpox OR Receipt from a healthcare provider of a diagnosis or history of shingles</td>
</tr>
<tr>
<td>TB Test</td>
<td>Date (month/day/year) and results of a Mantoux test or Quantiferon gold within the past 12 months. OR If a student has a known positive TB test or Quantiferon gold, evidence of a negative baseline chest x-ray and annual TB questionnaire within 1 year</td>
</tr>
<tr>
<td>Influenza</td>
<td>Date (month/day/year) of last Influenza immunization. (before 11/15 of academic year)</td>
</tr>
</tbody>
</table>

*The first dose of MMR must be given after 12 months of age. The second dose of MMR needs to be at least 28 days after the first dose. **Hepatitis B – Three dose series; The second dose should be at least one month after the first dose; The third dose should be at least 4 months after the first dose. ***Varicella second dose to be given at least 4 weeks after the first; Herpes zoster vaccination is recommended second for all over age 60, regardless of previous history, unless contraindicated.

**Exemptions:** Students may request exemptions from immunization requirements (i.e. for medical reasons or because of vaccine shortage) in writing from the practicum faculty. Even with an exemption, practicum sites may not allow a student to be placed there without certain immunizations.
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.

Students can receive immunization and have titers checked through the UW-Green Bay Counseling and Health Services for a charge. Students receiving immunizations at UW-Green Bay Counseling and Health Services 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 faculty so that they can be completed before the practicum experience begins. Such requirements may include physical examination, drug screening, health insurance, fingerprinting, an agency specific background check, agency fee, etc. The cost of such requirements is the responsibility of the individual student.

CPR Certification
If there are changes to a student’s CPR certification since application to the program, contact the Practicum Coordinator. CPR certification must be the American heart Association Provider course OR American Red Cross Professional Rescuers course. *Online only courses without a classroom skills component are not acceptable and Heartsaver CPR AED course is not acceptable.*

RN License
Students are required to provide a copy of their current, unencumbered RN license (in the state in which practica will be completed) at application. Any incidents, limitations or encumbrances on the license may prevent successful completion of practica and subsequently, their ability to graduate.

Additional Health Related Responsibilities

Universal Precautions
During practicum, students receive instructions on universal precautions in accordance with Occupational Safety and Health Administration (OSHA) guidelines for self-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.
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.

References:

Approved NUFO 5/22/06 (references updated 7/11/14)

Section IV: General Nursing Program Policies

Academic Integrity Policy

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..."

University of Wisconsin campuses have specific procedures to investigate and deal with academic misconduct.

**APA Writing Style Policy**

Complete APA format is required for all formal papers. APA format specifies format for title page, running head with pagination, abstract, levels of headings, in-text citations, and reference list. Discussions do not require APA format unless 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 Rich Text Format (.rtf).

For assistance, please refer to the APA narrated PowerPoint and sample paper (6th ed.) located on the Professional Program in Nursing website: [www.uwgb.edu/nursing/resources/apa.asp](http://www.uwgb.edu/nursing/resources/apa.asp).

**Confidentiality Related to Coursework Policy**

When communicating information in online or face to face courses based on personal, practica or work-related experiences, keep in mind that the University of Wisconsin-Green Bay adheres to the 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 the course. Confidentiality agreements must be signed and adhered to by students in practicum 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 for information on:

- HIPAA: [www.hhs.gov/ocr/privacy/hipaa/understanding/summary](http://www.hhs.gov/ocr/privacy/hipaa/understanding/summary)

**Netiquette Policy**

All members of the class are expected to follow the rules of common courtesy with all online correspondence. 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.

The Core Rules of Netiquette ([www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)).
Plagiarism Policy

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. 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.

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. The Cofrin Library Plagiarism Guide, is a good resource. Click on the tabs at the top of that website for an introduction to the concept of plagiarism, strategies for avoiding plagiarism, UW-Green Bay policy on plagiarism, and information on citing sources.

Program Assessment/Evaluation Policy

All aspects of the MSN program are continually evaluated by the Nursing Unit Faculty Organization (NUFO) and its subcommittees according to an annual Quality Improvement Plan (QIP). Recommended changes are implemented based on the evaluation findings.

Research Policy

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. Graduate nursing students may complete research as part of their courses or master’s professional project.

The UW-Green Bay Institutional Review Board (IRB) must approve the research prior to data collection beginning. Collaborating agencies or organizations, including those where research subjects will be recruited, must approve the research project prior to data collection beginning. Researchers using humans as subjects must undergo training concerning the responsible conduct of research. Informed consent to participate in the study must be secured from each participant prior to data collection.

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.
RN License Policy

All students must be 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 Director 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 (e.g., practica).
- will notify the MSN Director when his/her license becomes unencumbered and provide a copy of the Board of Nursing’s notification letter.

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

MSN Practicum Course: Since the program requires successful completion of a practicum courses, students are required to provide a copy of their current, unencumbered U.S. RN license (in the state in which they complete their practicum). Any incidents, limitations or encumbrances on the license may prevent successful completion of practicum and subsequently, their ability to graduate.

Social Media Policy

Consistent with the UWGB guidelines (www.uwgb.edu/webdev/standards/social-media.asp) and the American Nurses Association (ANA) principles for social media, whatever is posted on a social media site (Facebook, Twitter, YouTube, LinkedIn, etc.) instantly becomes available to the public, so keep content appropriate and confidential matters private. 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.

NUFO approved 3/23/15

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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 content that could harm a patient’s privacy, rights, or welfare to the attention of appropriate authorities.

For more information:

Student Bereavement Policy
(www.uwgb.edu/deanofstudents/policies_procedures/students/studentbereavement.html)

Students who experience the death of a loved one should contact the faculty to arrange an excused absence. Students must contact the contact the Dean of Students (DOS) Office (920-465-2152 or dosmail@uwgb.edu) if the student wishes to implement either the Standard Bereavement Procedure or the Leave of Absence Bereavement Procedure.

Student Complaint and Grievance Policies
(www.uwgb.edu/deanofstudents/policies_procedures/students/complaints_grievances.html)

Academic Grievance
Students who have grievances related to course grades, conduct of classes or other course matters should address those complaints first with the instructor of the course. If the student is not satisfied with the resolution, the grievance can then be taken to the chairperson of the appropriate academic department and, if resolution is not achieved there, the student may then go to the appropriate academic dean.

Non-Academic Grievance
Students who have grievances related to University staff should first address those complaints directly with the individual. If the student is not satisfied, the grievance can then be taken to the appropriate supervisor of that department and, if resolution is not achieved there, the student may then go to the Dean of Students Office.
**Discrimination and Harassment**
Discrimination and harassment have no place on our campus. The intent of harassment is to create a hostile or demeaning environment through inappropriate actions. Harassment can be verbal or physical in nature. Annoyances, threats, demands for favors or constant calling or e-mailing are just some ways individuals can be harassed. If a student feels he or she is being harassed in a general or sexual manner, they should contact the Dean of Students office at (920) 465-2152.

Discrimination on the basis of race, color, sex, religion, national origin, age, disability or sexual orientation is not acceptable behavior at UW-Green Bay. Our campus works hard to foster acceptance and understanding of all those who bring the many different forms of diversity to our campus. If you observe or are the target of any form of discrimination, please contact the Dean of Students office at (920) 465-2152 for assistance in resolving the matter.

**Students with Disabilities Policy**
(www.uwgb.edu/deanofstudents/policies_procedures/students/complaints_grievances.html)

Students who have concerns about physical accommodations or violations of the Americans with Disabilities Act should contact the ADA Coordinator at (920) 465-2841. If you need to arrange for academic accommodations, contact Disabilities Services at (920) 465-2841 to discuss what resources are available to assist in your academic success.

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**Section V: Student Opportunities**

**Student Government Association (SGA)**
(http://www.uwgb.edu/deanofstudents/policies_procedures/students/complaints_grievances.html)

SGA is made up of student leaders elected by the student body. They provide the student’s 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 students are encouraged to participate on Nursing Unit and university committees to enhance curriculum development, develop student policies and provide input on program evaluation and the university.

Approved of by NUFO 11/10/08
Students can participate in the following committee structures at the University of Wisconsin, Green Bay:

- **Curriculum Development Committee (CDC).** This committee is responsible for evaluating the nursing program curriculum, and for library and media resources. Nursing students participate in this committee through participation in face to face or online discussions.

- **Student Graduate Development Committee (SGDC).** This committee has responsibility for drafting and implementing policies on admission to the nursing major, advising, progression and retention, student health policy and other student related policies. Nursing students participate in this committee through participation in face to face or online discussions.

- **Assessment and Evaluation Committee.** This committee has responsibility for drafting and monitoring implementation of program evaluation plans and policies. Nursing students participate in this committee through participation in face to face or online discussions.

- **Nursing Unit Faculty Organization (NUFO).** This is the decision making body of the nursing unit. NUFO is responsible for approval of motions originating in other committees, for the drafting and revision of NUFO By-Laws, personnel and budget issues. Nursing students do not serve on this committee.

- **University Special Committees.** Occasionally, student input is requested on committees organized by the Dean, Provost or Search and Screen Committees. MSN students will be invited to participate in these as opportunities become available.

For more information about participation on Nursing Program Committees, contact the Nursing Program Academic Department Associate at 920-465-2826 or nursing@uwgb.edu.

**Nursing Academic Honors**

**Latin Honors**
Only full time graduate students are eligible for Latin Honors, making MSN graduate students who take no more than 6 credits a semester, ineligible.
Sigma Theta Tau International
(www.nursingsociety.org/aboutus/Pages/AboutUs.aspx)

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
(www.nursingsociety.org/Chapters/Directory/Pages/chp_directory.aspx)

Kappa Pi-at-Large Chapter of Sigma Theta Tau International and is affiliated with the University of Wisconsin (UW) -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. Thus, members are drawn from both institutions and also from the category of community nurse leader.

Membership into the Honor Society is by invitation to baccalaureate and graduate nursing students who demonstrate excellence in scholarship, and the community nurse leaders who exhibit exceptional achievements in nursing. Graduate nursing students at UW-Green Bay who are currently enrolled in the N774 Advanced Leadership and Management in Health Systems, Practicum III; rank in the upper 35% (GPA) of their graduating class; and meet the expectations of academic integrity to qualify for membership and will be reviewed and invited by the Eligibility Committee of Kappa Pi Chapter at-Large to join. If you accept the invitation to membership, you will be officially inducted into the chapter at a formal induction ceremony traditionally held during the late spring at UW-Green Bay.

Membership into the society is indeed an honor and remains with you throughout life, whether you are an active or inactive member. To be an active member, you must pay dues every year. If you reside closer to a different Sigma Theta Tau Chapter, you can easily transfer Kappa-Pi Chapter at-Large membership to another chapter, or you become a dual member of both chapters.

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), who will put you in touch with the Eligibility Chairperson. For comprehensive information about Sigma Theta Tau, its mission and vision, heritage, society demographics, chapters, events, membership, research, library, programs, publications, etc., visit: www.nursingsociety.org/aboutus/Pages/AboutUs.aspx.

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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 at www.aacn.nche.edu/students/gnsa/join.

Students’ Rights and Responsibilities

<table>
<thead>
<tr>
<th>Student Rights</th>
<th>Student Responsibilities</th>
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<tbody>
<tr>
<td>To receive accurate information about the Nursing Program, policies, requirements.</td>
<td>To familiarize him or herself with information provided and make informed choices.</td>
</tr>
<tr>
<td>To timely and accurate advising about general education, support courses, nursing curriculum and courses.</td>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
<td>To take advantage of course enrollment opportunities.</td>
</tr>
<tr>
<td>To be informed about University rules governing academic dishonesty.</td>
<td>To comply with those rules.</td>
</tr>
<tr>
<td>To receive a course syllabus at the beginning of each course that states course description, objectives, learning activities and evaluation methods.</td>
<td>To use syllabus to prepare for each class (3 hours/credit/week outside study time/work is that standard expectation).</td>
</tr>
<tr>
<td>To reasonable accommodation of religious beliefs.</td>
<td>To inform course instructor of religious accommodation needs in a timely manner.</td>
</tr>
<tr>
<td>To receive timely, fair and constructive feedback on classroom performance.</td>
<td>To respond to the instructor feedback to maintain or improve performance.</td>
</tr>
<tr>
<td>To be able to access course instructor outside of class time via regular office hours and/or appointments.</td>
<td>To make and keep scheduled appointments with instructor during posted office hours.</td>
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<tr>
<td>To help make and review policies concerning the University and Nursing Program.</td>
<td>To participate on student government and on appointed All-University Committees. To attend and provide input on Nursing Unit Committees.</td>
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<td>To be able to communicate concerns/complaints about courses, instructors and program of study to persons who will listen, who are non-judgmental, respect confidentially and will assist in the appropriate resolution of the problem.</td>
<td>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 Professional Studies if the problem is course related or to the Dean of Students.</td>
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<tr>
<td>To be treated in an ethical and professional manner by the nursing faculty or staff in the classroom and in advising.</td>
<td>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.</td>
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