

UNIVERSITY OF MASSACHUSETTS MEDICAL SCHOOL

GRADUATE SCHOOL OF NURSING STUDENT HANDBOOK

ACADEMIC YEAR 2020-2021



Reviewed and approved by the GSN Faculty Assembly on July 30, 2020

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FOREWORD

The purpose of this handbook is to provide academic and nonacademic information about study at the University of Massachusetts Medical School, Graduate School of Nursing (GSN).

The contents of this handbook do not, in whole or part, constitute a contractual obligation on the part of the University of Massachusetts, its employees or agents, nor does any part of this Handbook constitute an offer to make a contract. While every effort has been made to ensure the accuracy of the information in this Handbook, the University reserves the right to make changes at any time with respect to course offerings, promotion, graduation requirements, services provided, fees or any other subject addressed in this Handbook. The information in this Handbook is provided solely for the convenience of the reader, and the University expressly disclaims any liability, which may be otherwise incurred.

This book is intended to be used in conjunction with the GSN catalog. This document goes into effect on July 31, 2020 and is, in its entirety, reviewed and approved by the Academic Standards and Admissions Committee and the Faculty Assembly annually. The most up to date version is posted on the GSN website <http://www.umassmed.edu/gsn/>

All students are responsible for complying with the rules, regulations, policies, and procedures contained in this publication as well as those in other official University publications and announcements which may be issued or revised from time to time. *All matriculated students sign an “Acknowledgement Form” indicating that they are aware of how to access the handbook, the purpose of the handbook, and the expectation that they will adhere to the policies, procedures and regulations noted in the handbook.*

A COMMITMENT TO NON-DISCRIMINATION AND AFFIRMATIVE ACTION

The University of Massachusetts Medical School (UMMS) is firmly committed to an environment free of all forms of discrimination, harassment, intimidation and acts of intolerance. The University seeks to provide equal opportunity and access to all students, employees, applicants and individuals who are authorized to conduct business with and/or on behalf of the institution regardless of race, color, religion, creed, gender, age, national origin, sexual orientation, disability, and veteran status.

The Diversity & Inclusion Office (DIO) is responsible for the oversight of the University's Affirmative Action and Diversity and Equal Opportunity policies, and for monitoring practices, procedures and programs designed to reach this goal. In addition, the Diversity & Inclusion Office works with all departments and services of the University to reasonably accommodate persons with disabilities.

Chapter 151C, Section 2B of the Massachusetts General Laws state that any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his/her religious beliefs, to attend classes, to participate in any examination, study or work requirement on a particular day shall be excused and shall be provided with an opportunity to make up such examination, study or work requirement which he/she may have missed because of such absence. However, this accommodation shall not create an unreasonable burden upon the said department or school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse, prejudicial or retaliatory effects shall result to any student or employee because of his/her availing the provisions of this section.

Disabled or impaired persons who need assistance to access this information should contact Diversity and Inclusion Office at 508-856-2179; TDD: 508-856-6395.

KEY CONTACT INFORMATION

Have a question about my safety?

Emergency:

- University Campus dial 911
- Memorial Campus dial 1234

Non-emergency/Lockout/Escort Service:

- University 508-856-3296
- Memorial 508-334-8568

Diversity & Inclusion Office 508-856-2179

Need to change the date of a required activity, clinical or exam?

- Contact the course instructor or coordinator

Have a question about my grades/think I need academic help?

- Course instructor or coordinator
- Faculty advisor
- Program Directors:
 - GEP Dr. Jesica Pagano-Therrien 508-856-3952
 - NP Program Dr. Jill Terrien 508-856-6622
 - Continuing Education Dr. Maureen Wassef 508-856-3016
 - DNP Dr. Jean Boucher 508-856-5755
 - PhD Dr. Nancy Morris 508-856-3661
 - Master's Dr. Mary Antonelli 508-856-1148
- Associate Dean for Advanced Practice Dr. Karen Dick 508-856-5345
- Associate Dean for Academic Affairs Dr. James Fain 508-856-3686
- Center for Academic Achievement Dr. Tracy Kedian 508-856-5492

Have a question about medical insurance, health clearance

- Student Health Services 508-334-8464

Have a question about myself or a peer regarding stress, mental health or substance abuse

- Faculty Advisor
- Student Counseling Service 508-856-3220
- UMMS Emergency Mental Health 508-334-3562

Have a question about a professor or a course

- Course instructor or coordinator
- Faculty advisor
- Program Directors (see above)
- Associate Dean for Academic Affairs Dr. James Fain 508-856-3686

Have a question about Student Success, Equity, Enrollment or Scholarships

- Assistant Dean of Student Affairs P. Max Quinn 508-856-5756

& Enrollment Management

Have a question about diversity

- Diversity & Inclusion Office

508-856-2179

Have a question about tuition, fees or a bill

- Bursar's Office

Yi Chen

508-856-6641

Have a question about financial aid

- Director of Financial Aid

Shawn Morrissey

508-856-2265

GRADUATE SCHOOL OF NURSING ADMINISTRATION

Dean: Joan M. Vitello-Cicciu PhD, RN, NEA-BC, FAHA, FAAN

Assistant/Associate Deans:

Associate Dean for Academic Affairs: James Fain PhD, RN, BC-ADM, FAAN

Associate Dean for Interprofessional & Community Partnerships: Janet Hale PhD, RN

Associate Dean for Advanced Practice: Karen Dick PhD, GNP-BC, FAANP

Associate Dean for Research and Innovation: Susan Sullivan-Bolyai DNSc, CNS, RN, FAAN

Assistant Assistant Dean of Student Affairs & Enrollment Management: P. Max Quinn, M.Ed.

Directors:

Director, Graduate Entry Pathway: Assistant Professor Jesica Pagano-Therrien PhD, RN, CPNP

Director, AGRN Program: Assistant Professor Mary Antonelli, PhD, RN, MPH

Director of DNP Program: Associate Professor Jean Boucher PhD, ANP-BC, AOCNP

Director of Nurse Practitioner Programs: Associate Professor Jill Terrien PhD, ANP-BC

Director, Continuing Education: Associate Professor Maureen Wassef PhD, RN

Director of the PhD Program: Professor Nancy Morris, PhD, ANP-BC

MESSAGE FROM THE DEAN

Welcome to the University of Massachusetts Worcester Graduate School of Nursing (GSN). The faculty and I are pleased to provide you with the 2020-2021 edition of the UMASS Medical School GSN Student Handbook. This handbook serves as a guide to the resources that support your successful progression as a graduate student in our school. Among the areas you will find helpful are the academic review and advancement policies, academic and institutional resources and services, student rights, responsibilities and governance. These are the all-important aspects of your lived experience while a graduate health professions student on our academic health science campus.

Your venture into our graduate programs requires that you assume an active role in your education. This Handbook offers you important and practical tips that can contribute to your success in the graduate program. Included in the Handbook are the mission, vision statement, philosophy, core values and program goals that serve as the guide for who we are and what we value as faculty of the GSN. Our strong community and dedicated faculty who practice in a variety of settings allow our students to experience real world education!

I encourage you to read this Handbook and take full advantage of the unique resources afforded the GSN as one of the few nursing schools in New England within an academic health center and the only nursing school that is part of a medical school in Massachusetts. By sharing location and services with the University's School of Medicine and Graduate School of Biomedical Sciences, we are afforded exceptional interprofessional resources and services that support the GSN.

Become familiar with this edition of the Student Handbook. As you meet with your faculty advisor, clarify information in this Handbook relevant to your progression through the program. In our role to serve you as a student and future alumni of our school, the faculty, staff and I are available to answer your questions pertaining to your progression and advancement. You are now a member of the GSN community, with its proud tradition of leadership in education, service and research. The faculty and I are committed to your development as the next generation of nurse leaders, scientists, educators and advanced practice nurses.

Warm regards,

A handwritten signature in cursive script that reads "Joan M. Vitello". The ink is dark and the signature is fluid, with a large initial 'J' and 'V'.

Joan M. Vitello-Cicciu Ph.D, RN, NEA-BC, FAHA, FAAN
Dean of the Graduate School of Nursing

THE GRADUATE SCHOOL OF NURSING VISION, MISSION, PHILOSOPHY, CORE VALUES & GOALS

Vision

To create an inclusive community of health, discovery and human dignity.

Mission

The mission of the Graduate School of Nursing is to prepare nurses who embrace diversity and promote health equity to improve the quality of life and human health in the Commonwealth and beyond by leading and innovating in education, research, health care delivery and public service.

Philosophy of Nursing

Nursing is a science grounded in shared values and ethical principles encompassing healing and the art of caring. Professional nursing is the use of core and generalist knowledge and competencies across the health/illness continuum in the care and actualization of individuals, families, and communities of diverse ethnic, religious and socioeconomic backgrounds in a variety of settings. Nursing recognizes that the concept of the health/illness continuum has evolved to appreciate that health is dynamic, encompassing the biophysical, psychosocial, behavioral and spiritual aspects of the human experience, and that the health of individuals, families and communities is inseparable from the social, economic, political and physical environment in which people grow and develop. Graduate education prepares advanced practice nurses, educators and scientists to provide and manage care, collaborate with colleagues in other professions, contribute to the growth of the discipline through leadership, scholarly inquiry, teaching and lifelong learning, and serve society by shaping the complex environment in which care is provided.

Philosophy of Nursing Education

The Graduate School of Nursing shares the values of the professional schools of the University of Massachusetts Worcester campus and of the American Association of the Colleges of Nursing, of which it is a member. The Graduate School of Nursing endorses the Social Policy Statement, Code of Ethics and the Scope and Standards of Advanced Practice Nursing of the American Nurses Association.

Graduate nursing education builds on the liberal arts and sciences and major concentrations of undergraduate education. The GSN supports graduate students as they prepare for and transition into roles as advanced practice nurses, leaders, and scientists by providing them with programs of study that are organized for adult learners, and that meet national and state standards. The foundation for the core and specialized knowledge and competencies incorporated into the GSN programs of study are *The Essentials of Baccalaureate Education for Professional Nursing Practice*, *The Essentials of Master's Education in Nursing*, *The Essentials of Doctoral Education for Advanced Nursing Practice* and *The Research-focused Doctoral Program in Nursing*, all from the American Association of the Colleges of Nursing; the standards of the National Organization of Nurse Practitioner Faculties; national certification; and the requirements of the Massachusetts Board of Registration in Nursing.

Students are expected to actively engage with nursing faculty to shape the learning environment of the GSN. Our aim is to provide high quality affordable education of advanced practice nurses, leaders and scientists in an environment that fosters personal and professional development within the nursing community.

THE **GSN** had two strategic advances to formulate the following strategic plan.

The five priorities identified were:

- I. To transform graduate nursing education.
- II. To advance nursing knowledge through scholarship and innovation: research, education, practice/service/community.
- III. To develop sustainable academic partnerships with service and community members that will drive nursing scholarship and improve patient outcomes.
- IV. To promote a culture of human dignity that reflects equality, equity, inclusivity and diversity.
- V. To enhance operational excellence and financial stewardship of all GSN programs.

I. ACADEMIC PROGRAMS

A. PRE-LICENSURE – GRADUATE ENTRY PATHWAY (GEP)

Director: Jesica Pagano-Therrien PhD, RN, CPNP
Location: Graduate School of Nursing
Telephone: 508-856-3952
E-mail: Jesica.Pagano-Therrien@umassmed.edu

The Graduate Entry Pathway (GEP) program is designed as an alternate pathway into advanced nursing practice for applicants who have the minimum of a bachelor's degree in a field other than nursing and seek a graduate degree in nursing as a professional registered nurse (RN), nurse practitioner or nurse researcher. The GEP program responds to the growing need for well-educated professional nurses and faculty. This is a full-time program that prepares professional nurses for initial licensure by examination in Massachusetts as a registered nurse and generalist, entry-level RN. The GEP program establishes the foundation for safe and competent professional practice as an RN with required practice hours.

Requirements for GEP Certificate of Completion

As per state law CMR 244-6.03, a Certificate of Completion can be granted to students who have met the academic and clinical qualifications to sit for NCLEX-RN as part of their graduate program of study.

- Successful completion of the pre-licensure courses
- Enrollment in required 600 or 700 level courses

NCLEX Predictor Test

Students will take a comprehensive predictor exam at the end of the summer semester. The expected benchmark is a 'predictor score' (predicted probability of passing the NCLEX-RN exam on the first attempt) of 95%.

Students who do not achieve the benchmark must develop a remediation plan with their advisor or a designated member of the faculty.

B. ADVANCED GENERALIST REGISTERED NURSE (AGRN)

Director: Mary Antonelli, PhD, RN, MPH
Location: Graduate School of Nursing
Telephone: 508-856-1148
Email: Mary.Antonelli2@umassmed.edu

The Advanced Generalist Registered Nurse (AGRN) is designed for individuals who hold a minimum of a BA or BS in a nursing or non-nursing major and whose career and educational goals include nursing practice at the Master's level. Graduates from the program are Master's prepared RNs who are educated for various healthcare career opportunities including leadership, practice, and education across multiple health settings and populations. There are three entry points: Graduate Entry Pathway (GEP), Pre-Graduate Option (PGO) for RNs with BA or BS in a

non-nursing major and Bachelor of Science in Nursing (BSN). The plan of study includes 30 credits beyond GEP year entry, 33 credits (PGO entry), or 30 credits (BSN), and can be completed either full time or part time. Students complete interprofessional community service-learning practicums along with a population health clerkship in an area of interest. At the completion of the program, the AGRN will be able to:

1. Synthesize and integrate knowledge and evidence from the biological, psychological, social, nursing, genetics, public health, health promotion, disease prevention, quality improvement, and organizational sciences for the continual improvement of health and health outcomes in populations across diverse settings particularly those who are vulnerable and/or medically underserved.
2. Lead and participate in interprofessional collaborative practice, critical thinking and ethical decision-making within health care systems, based on scientific evidence and standards of practice that focus on quality and patient safety initiatives to improve patient and population health outcomes.
3. Interpret research findings, critically evaluate scientific evidence and employ informatics and health care technologies to resolve problems leading to best practices to improve patient and population health outcomes.
4. Collaborate to advocate for patients, populations, communities and develop policies to improve health outcomes.
5. Influence health care outcomes for individuals, populations and systems by integrating nursing, organizational and relevant scientific literature at the advanced level to ensure quality of direct and indirect patient, population, and community care through individual and interprofessional team practice.

Post Graduate Certificate Programs

The Post Graduate Certificate Programs prepares Master's prepared registered nurses as Nurse Educators, Adult-Gerontology Primary Care, Adult-Gerontology Acute Care, or Psychiatric Mental Health Nurse Practitioners.

C. POST-GRADUATE CERTIFICATE, Nurse Practitioner

Director: Jill Terrien PhD, ANP-BC
Location: Graduate School of Nursing, Room S1-853
Telephone: 508-856-6622
E-mail: Jill.Terrien@umassmed.edu

Requirements for graduation

- Successful completion of all required coursework.
- Successful completion of required clinical hours.

- Demonstration of the ability to perform the skills in the GSN Technical Standards with or without reasonable accommodations consistent with the Americans with Disabilities Act.
- Completion of Certification for Graduation with the GSN Office of Student Affairs and any additional administrative requirements such as payment of all fines including library and parking, returning all books, payment of any outstanding bills, course evaluations, etc.
- Completion of all certificate requirements within the statute of limitations for the respective program.

Certification

It is an expectation that graduates of the nurse practitioner tracks will seek national certification. The table below reflects the eligible exams by NP track.

Certifying entity	Adult-Gerontology Acute Care NP	Adult-Gerontology Primary Care NP	Family NP	Psychiatric Mental Health NP
American Nurses Credentialing Center ANCC	X	X	X	X
American Academy of Nurse Practitioners AANP		X	X	
American Association of Critical-Care Nurses AACN	X			

POST-GRADUATE CERTIFICATE, Nurse Educator

Director: Maureen E. Wassef, PhD, RN
Location: Graduate School of Nursing, Room S1-853
Telephone: 508-856-3016
E-mail: Maureen.Wassef@umassmed.edu

Requirements for graduation

- Successful completion of 12 credits.
- These include:
 - N820: Essentials for the Academic Health Educator
 - N625B: Academic Educator Practicum (this course includes clinical placement in an academic setting)
 - Elective
- Demonstration of the ability to perform the skills in the GSN Technical Standards with or without reasonable accommodations consistent with the Americans with Disabilities Act.
- Completion of Certification for Graduation with the GSN Office of Student Affairs and any additional administrative requirements such as payment of all fines including library and parking, returning all books, payment of any outstanding bills, course evaluations, etc.

- Completion of all certificate requirements within the statute of limitations for the respective program.

Certification – Students are eligible to sit for the Certified Nurse Educator Exam (CNE)

<http://www.nln.org/Certification-for-Nurse-Educators/cne/eligibility>

D. DOCTOR OF NURSING PRACTICE (DNP) PROGRAM

Director: Jean Boucher PhD, ANP-BC, AOCNP
Location: Graduate School of Nursing, Room S1-853
Telephone: 508-856-5755
E-mail: Jean.Boucher@umassmed.edu

The DNP program is designed to prepare graduates in advanced nursing practice for careers in clinical practice with diverse populations, organizational and systems leadership in health care systems, and clinical nursing education in professional nursing programs. The core and track course work meet the standards and guidelines established by the American Association of Colleges of Nursing (AACN), *The Essentials of Doctoral Education for Advanced Nursing Practice*, and the *NONPF Core and Population Focused Competencies*. There is a strong focus on interprofessional /interdisciplinary partnerships with the School of Medicine, School of Biomedical Sciences, Commonwealth Medicine, UMass Memorial Health Care and the greater Central Massachusetts community.

Program Outcomes: The DNP program produces expert advanced practice nursing leaders to improve and transform healthcare through systems leadership, research translation, and advanced clinical knowledge. Graduates will be able to:

- Assess, intervene, and evaluate the responses of patients to health/illness states by applying the population competencies of advanced practice (NP Tracks)
- Critically appraise and communicate the best evidence for nursing practice to promote safe, timely, effective, efficient, ethical, equitable patient/family centered care.
- Design and plan care delivery approaches grounded in the ethical principles of the nursing discipline to support and improve patient care and healthcare systems through organizational and systems leadership.
- Lead and participate in interprofessional teams to collaborate and create healthcare solutions to improve population health outcomes.
- Synthesize biopsychosocial data to create, provide and evaluate patient centered interventions to optimize health (individual, family, and group).
- Interpret scientific data to create new strategies to address determinants of health that supports population health initiatives.

MS in Passing

The MS in passing is awarded in August prior to the final year of the DNP program (NP tracks) and consists of 66 credits and 25 courses. Students are eligible to sit for their respective

certification exams at that time. Students continue on for their final year of the DNP program carrying out their DNP Scholarly projects and completing their leadership practicums. At the completion of the MS portion of the DNP, graduates will be able to:

1. Synthesize and integrate knowledge from the biological, psychological, social, and nursing sciences
2. Analyze the effect of developmental, economic, cultural, epidemiological, social, political, ethical, legal, and spiritual factors influencing the care of patients with an emphasis on vulnerable diverse populations.
3. Assess, intervene, and evaluate patients' and families' responses to health/illness states by applying the competencies of advanced nursing practice.
4. Apply the standards of practice and evidence-based literature to make cost effective clinical judgments in the context of quality patient outcomes.
5. Manage care as a member of an interprofessional team providing preventive and population-based health care in institutions and communities.
6. Provide clinical leadership within the context of social, economic, political, legal, cultural and ethical forces that affect health care delivery, health policy, and professional nursing practice.
7. Contribute to the scholarly advancement of the nursing profession through education, research, and clinical practice
8. Embrace life-long learning through participation and leadership in professional development

DNP Scholarly Project

DNP students are required to lead and complete a scholarly project that translates evidence into clinical practice. The scholarly project includes 3 courses for the development, implementation, and evaluation of the project. The student conducts the scholarly project under the mentorship of a faculty advisor. Each student is required to make a formal presentation of their project proposal and final project.

DNP Leadership Practicum

The focus of the DNP practicum is on the continued development and refinement of leadership skills through a mentored experience. Each student works with practicum faculty to select a practicum site and mentor. Mentors are individuals in a health care related agency, facility, or institution who are in a position of influence and who make decisions which impact patient care and/or the health care delivery system.

Professional DNP Portfolio

The focus of the professional DNP portfolio is to demonstrate the attainment of the DNP Essentials established by the American Association of Colleges of Nursing and/or the

competencies established by the National Organization of Nurse Practitioner Faculties through formative and summative documentation. In addition, each Nurse Practitioner student must successfully demonstrate achievement of the NONPF competencies prior to completing the DNP program.

Requirements for graduation

- ***GEP students are required to complete 1000 RN hours prior to graduation by August 15th of the advanced practice clinical year***
- Successful completion of all required coursework.
- Successful completion of required clinical hours.
- Successful completion of doctoral scholarly project and practicum.
- Successful completion of professional portfolio.
- Demonstration of the ability to perform the skills in the GSN Technical Standards with or without reasonable accommodations consistent with the Americans with Disabilities Act
- Completion of Certification for Graduation with the GSN Office of Student Affairs and any additional administrative requirements such as payment of all fines including library and parking, returning all books, payment of any outstanding bills, course evaluations, etc.
- Completion of all degree requirements within five years for students entering the program with a Master's degree, six years for students entering with a Baccalaureate degree and seven years for students entering through the Graduate Entry Pathway Program.

E. DOCTOR OF PHILOSOPHY IN NURSING (PhD)

PhD in Nursing Program

Director: Nancy Morris, PhD, RN, ANP-BC

Location: Graduate School of Nursing, Room S1-853

Telephone: 508-856-3661

Email: Nancy.morris@umassmed.edu

The focus of the University of Massachusetts Worcester Graduate School of Nursing PhD program is on the development and transformation of scholars who will lead the discipline of nursing. We recognize that students come to us with their own experiences, questions, knowledge and skills. Our goal is to help students to expand their horizons through seeking new phenomena, raising further questions for scientific inquiry, applying qualitative and quantitative research methods and fulfilling their professional responsibility to nursing and society. Our program is influenced by the cognitive philosophy of Bernard Lonergan, a Canadian philosopher (<http://www.iep.utm.edu/lonergan/>). We focus on the scholar as a human person with her/his own emerging questions who undertakes doctoral inquiry as a means to answer those questions. We engage the emerging scholar in a transformative process of wonder and discovery, self-reflection, critical thinking and genuine dialogue with other students and faculty. We emphasize the need for scholarship that addresses the broader conditions that influence human health. Graduates will be attentive, intelligent, reasonable and responsible when developing knowledge and making ethical decisions. We envision that our graduates will make scholarly contributions to the cumulative progression of scientific knowledge through their ongoing research.

Core Values

Our scholarly endeavors and relations with others are built upon the values of the University of Massachusetts Medical School and the Graduate School of Nursing. The Nursing PhD Program highly values and places additional emphasis upon:

- Scientific integrity
- Transparency
- Generosity
- Cultural humility
- Self-reflective inquiry
- Commitment to working toward the human good in society

Program Outcomes

The Nursing PhD Program prepares students with the ability to conduct research within a multidisciplinary milieu. At the completion of the PhD program, graduates will be able to:

1. Apply philosophical and theoretical principles to scholarly inquiry
2. Critique and synthesize knowledge to advance nursing science and human health
3. Design, conduct and disseminate independent and collaborative research
4. Demonstrate the core program values in all scholarly endeavors
5. Assume leadership roles in research, education, policy, administration and/or professional practice.

The core and related course work meet the standards established by the American Association of Colleges of Nursing (AACN) outlined in the *Research-Focused Doctoral Programs in Nursing: Pathways to Excellence* (2010). Graduates will be novice researchers with a strong foundation in nursing inquiry prepared to assume investigator, academic, and leadership roles and contribute to the ongoing development of nursing science, the preparation of future nurses, the improvement of human health, and the continual evolution of professional nursing practice.

Grantsmanship, Socialization and Support

Throughout the program students are given the opportunity to integrate with a community of scholars and are expected to participate in scheduled doctoral forums, dissertation seminars, UMASS 5-campus PhD Forums, research conferences, and to engage with students and scholars throughout the UMASS Medical School campus and research community. The UMASS Center for Clinical and Translational Science (<https://www.umassmed.edu/CCTS/about>) has many services and additional opportunities to facilitate scholarly efforts. Students are encouraged to explore dissertation funding opportunities, including applying for a National Research Service Award (NRSA). NRSA applicants must be committed to working full-time on dissertation and scholarly activities and should consult their faculty research advisor early in the process. All grant applications prepared, while a student at the GSN, must be reviewed and approved by the faculty research advisor. Students applying for funding will have their grant application pre-reviewed at a faculty “mock” review session.

Course Progression and Incomplete Courses

Students are required to take a minimum of two doctoral courses per semester during their first two years of study. At the end of a semester, an Incomplete “I” may be listed on the student’s

transcript at the discretion of the faculty of record when, in their determination, assigned coursework has not been completed. The faculty of record will notify the student in writing stating (1) the reason(s) for the “I” (the work not yet completed); and (2) the date by which the involved course work must be fully completed, which time shall not exceed one (1) year from date of enrollment in the involved course. A copy of the notice, acknowledged by the student via email or signature, will be placed in the student’s official file. All work submitted by the required date will be graded as submitted. If the student fails to fully complete the work within the stated deadline, a grade of “F” will be submitted to the Registrar.

Exceptions to this policy will be made only for situations that involve severe personal medical or hardship reasons which require documentation from the student and approval from the Program Director (in their sole and exclusive discretion).

PhD students may not progress in the program until all incomplete grades are removed from their transcript. Students receiving a grade of Incomplete will be required to pay a fee for each semester, until the incomplete is removed from their transcript.

Comprehensive Exam

All students must take and pass the comprehensive examination after successful completion of all coursework and prior to the dissertation proposal. Comprehensive examinations are offered three times a year in August, October and January. Students are given 7 days to complete the examination. At least three graduate faculty members evaluate the comprehensive exam. Students may receive a grade of pass with distinction, pass, conditional pass, or fail. Students who fail the comprehensive examination may re-take the examination only once. If a grade of pass is not achieved on the second attempt, the student must withdraw or be administratively withdrawn from the PhD program.

Please note: The UMMS GSN does not sanction the use of the designation PhD(c).

The following criteria are used to evaluate the comprehensive examinations:

- Synthesis of the literature
- Application of philosophical, theoretical and methodological issues to knowledge development in nursing science
- Linkages among bodies of knowledge
- Comprehension of subject matter
- Appropriate use of terminology
- Understanding of the research process
- Evidence of scientific integrity
- Clarity of writing
- Responsiveness to the specific questions asked
- Appropriate referencing

Dissertation

Dissertation Advisement Credit Guideline

Students are required to complete 15 dissertation advisement credits. These credits are awarded for independent work aimed at completion of the student's dissertation research. The student and faculty research advisor will negotiate, on an individual basis, the requirements per semester (including summer semester) for dissertation credit completion. If not met, the student will receive an "Incomplete" until satisfactory progress has been made. A continuation fee per semester (including summer semester) will be charged for students who have not completed their dissertation requirements after completing the required dissertation credits.

Candidates for the degree of Doctor of Philosophy (PhD) must complete an acceptable oral defense of their dissertation as well as an acceptable written dissertation. The dissertation qualifies for acceptance when it:

- Demonstrates the candidate's intellectual competence,
- Makes an original and valid contribution to nursing science,
- Represents an individual achievement, and
- Is the product of independent research.

The dissertation research is conducted under the supervision of a dissertation committee. Two committee members must be University of Massachusetts Medical faculty who have received graduate faculty appointment with dissertation advising privileges. The third committee member can be a doctoral prepared external expert in either the area of the dissertation content or methods. The external member must be pre- approved by the Director of the PhD program.

In consultation with the academic advisor the student identifies potential faculty to serve on the dissertation committee. Dissertation committee members typically are selected because of the different types of knowledge they contribute. For instance, one might contribute knowledge of the research topic area, another of methods, and the third of the research population. The proposed dissertation committee members are presented to the Dean of the Graduate School of Nursing who in consultation with the PhD Program Director appoints the dissertation committee. The Dean and the PhD Program Director are responsible to sign off on the Dissertation Committee Form prior to the development of the dissertation proposal and once the proposal is ready to be defended, they will sign off on the Dissertation Proposal Hearing Form. All members of the dissertation committee must approve and sign off on the dissertation proposal.

Students will then have a minimum of seven months to complete the dissertation research and defend their work. The final oral examination (defense of dissertation) must be scheduled in advance and publicly announced at least two weeks (14 days) prior to the actual defense. Members of a student's dissertation committee must be present in person or via teleconference for the oral defense. Attendance at the final oral examination is open to all members of the UMMS community. However, only the three members of the dissertation committee may cast a vote. A unanimous vote is required for the student to pass the final oral examination.

The Dean and the PhD Program Director are responsible for signing the Dissertation Completion Form. The original forms will be sent as a packet to the Registrar's Office by GSN Student Affairs after the student graduates from the program.

Students are required to submit an electronic version of the dissertation to UMMS e-scholarship by the deadline for the appropriate degree-granting period. The final version must be reviewed and approved by the dissertation chair before final online submission. Students will have six weeks after a successful oral defense to submit the final copies of the dissertation to the GSN. It is strongly recommended that a technical review of the dissertation take place prior to the deadline. Materials returned after the deadline or not in accordance with technical requirements will be processed for the next degree-granting period.

Requirements for Graduation in the PhD Program

- Successful completion of all required coursework.
- Successful completion of Comprehensive Examination.
- Successful oral and written defense of Dissertation Proposal leading to doctoral candidacy.
- Successful oral and written defense of completed Dissertation.
- Completion of Certification for Graduation with the GSN Office of Student Affairs and any additional administrative requirements such as payment of all fines including library and parking, returning all books, payment of any outstanding bills, etc.
- Completion of all degree requirements within the statute of limitations; five years for students entering the program with a Master's degree and six years for students entering with a baccalaureate degree or from the Graduate Entry Pathway Program. A doctoral student may be granted additional time to complete his/her degree program by the Director of the PhD program provided satisfactory and reasonable progress is being made.

F. TECHNICAL STANDARDS (approved May 10, 2018)

For Admission, Continuation and Graduation

Introduction

The GSN selects applicants who are deemed best qualified to complete the curriculum and are considered most likely to become successful. Applicants are selected for admission based not only on their scholastic achievement and abilities, but also on their intellectual, physical and emotional capacities to meet the standards of the curriculum and to have a successful career. This requires the development of broad knowledge, skills, and behaviors, ongoing self-directed learning and reflection, and delivery of safe, competent care.

The GSN will consider for admission any applicant who meets its academic criteria and can meet the GSN Technical Standards, and if necessary, with a reasonable accommodation consistent with the *Americans with Disabilities Act (ADA)*. The Technical Standards are listed and described below. Applicants who have questions about whether they are able to meet the Technical Standards are advised to review these standards with their healthcare provider(s) prior to application to the GSN. The GSN does **not** permit the use of a "human intermediary" in order to meet these Technical Standards, because in this circumstance, a student's judgment is guided by another person's powers of observation and interpretation. Please note that emotional support/comfort animals do not qualify as service animals under the ADA and are **not** permitted in the clinical setting.

The following technical standards specify attributes necessary for completing our programs, enabling each graduate to subsequently enter into clinical practice, research or leadership positions. These standards describe the essential functions students must meet in order to fulfill the requirements of our programs, and thus, are pre-requisites for entrance, continuation, advancement, retention, and graduation from the GSN. Deficiencies in meeting these technical standards may jeopardize the student's academic standing and/or compromise the provision of high-quality patient care and, as such, may be grounds for dismissal from the school.

Certain chronic or recurrent illnesses may impact safe patient care in clinical nursing practice. Any student who is or becomes a carrier of blood borne pathogens [including but not limited to Hepatitis B virus, Hepatitis C virus, and Human Immunodeficiency virus (HIV)] must read the addendum and acknowledge the policy statement on [blood-borne pathogens](#) appended to this document. Other conditions that may lead to a high likelihood of debilitating conditions or illnesses should also be carefully considered before committing to a clinical career.

Technical Standards

A student must possess aptitude, abilities and skills in five areas:

- 1.Observation
- 2.Communication
- 3.Sensory and Motor Coordination
- 4.Intellectual-Conceptual, Integrative and Quantitative Abilities
- 5.Professionalism: Behavioral and Social Attributes

1. Observation

Students must be able to make accurate observations in both the academic and/or clinical arenas.

Such observations may include, but are not limited to:

Demonstrations in the classroom or online including slides, films, and videos; discernment of signs of illness, discomfort and emotional state through direct observations of patients/research participants; measurements associated with competent use of bedside diagnostic equipment, such as, but not limited to, the sphygmomanometer, stethoscope, ophthalmoscope and otoscope, and diagnostic tests.

2. Communication

Students must be able to relate effectively and sensitively with patients, family members and research participants of all genders, ages, races, life-styles, sexual orientations, political, cultural and religious backgrounds. Students must be able to convey a sense of compassion, empathy and respect. Students must be able to communicate effectively in a respectful manner with peers, administrative staff, faculty, supervisors and other members of the health care and research team. Skills include:

- reading, writing and communicating effectively and efficiently in oral and written English;
- verbal and non-verbal communication; preparation of oral and written presentations about patients' problems and health conditions;
- oral and written dissemination of scholarly work to lay and professional audiences;

- communication of complex findings, interpretations and recommendations to patients, family members and other members of the health care team;
- recognition of emotional states;
- recognition of patient, family and research subjects lack of comprehension;
- interaction with patients and family members through translators when appropriate;
- reading and recording observations, assessments and plans legibly in electronic and paper patient records and in other communications with colleagues;
- maintenance of computer and technology skills to access patient records, course materials and scholarly resources and to record health and/or research information while maintaining appropriate confidentiality;
- accurate and timely response to written and electronic communication from other members of the health care team, faculty, administrators, mentors, course directors, deans, or educational leaders.

3. Sensory and Motor Coordination or Function

As relevant to their educational program, students must have the gross and fine motor skills required to competently perform and accurately interpret information from the physical examination on any patient of all genders, utilizing inspection, palpation, auscultation, percussion, smelling, and other diagnostic maneuvers. This includes:

- The ability to accurately observe and to process visual, auditory, exteroceptive (smell, touch, pain and temperature) and proprioceptive (position, pressure, movement, stereognosis, and vibratory) phenomena;
- the ability to handle medical instruments and equipment with precision;
- under supervision, the ability to respond promptly to medical emergencies and function appropriately as a member the healthcare team;
- the physical stamina to provide safe patient care within the setting of a 24/7 healthcare operation.

4. Intellectual-Conceptual, Integrative and Quantitative Abilities

These abilities include measurement, calculation, reasoning, analysis, judgment, synthesis, and evaluation. The graduate nursing student must possess these intellectual abilities in order to be skilled in clinical reasoning and scholarly inquiry, including critical thinking and problem solving.

All learners are expected to:

- Comprehend three dimensional and spatial relationships of structures; deal simultaneously with several problems and/or tasks and properly triage the work at hand;
- identify and communicate the limits of their knowledge to others when appropriate; assimilate new information from peers, teachers, and the literature in scholarly work and/or scholarly inquiry;
- possess good judgment and effective teamwork in scholarship;

- independently prepare and interpret graphical representations of quantitative data; read, interpret and synthesize the literature, including statistical analyses, and demonstrate command of essential concepts through a dissertation and/or other scholarship;
- possess writing skills for graduate level class assignments and future dissemination of scholarly work through publication to professional and lay audiences;
- possess judgement and time management skills to plan and execute their program of study so that they complete the requirements for graduation in the specified amount of time.

Clinical learners are also expected to:

- Process important findings from history, physical examination and laboratory data in order to develop a reasoned explanation for patients' differential diagnoses;
- assimilate new information from peers, teachers, and the literature in formulating diagnoses and plans;
- under supervision, integrate information and develop a cost-effective diagnostic and management plan; possess good judgment and effective teamwork in patient care.

5. Professionalism: Behavioral and Social Attributes

- Students must always conduct themselves with the highest standards of professionalism as expected by patients, peers, faculty and those in the healthcare professions.
- Students must act with integrity and honesty in all interactions, in the classroom, clinical and research settings.
- They must possess those intellectual, ethical, physical and emotional capabilities required to undertake the full curriculum and to achieve the competencies required by the faculty.
- In addition, the student must consistently demonstrate the capacity for accountability and responsibility expected of a nurse, nurse practitioner, researcher, and/or nurse leader.

Consistent with the qualities of professionalism expected, students who matriculate in the GSN must:

- Demonstrate excellent interpersonal skills; exercise sound judgement;
- be consistently punctual for all required activities; demonstrate respect for individuals and form effective relationships with individuals of all ages, gender, heritage, sexual orientation, cultural and religious backgrounds;
- demonstrate cultural sensitivity; possess emotional stability in stressful situations;
- respond to emails, phone calls, pages etc. in a timely and professional manner; maintain the highest professional standards on social media;
- assure the confidentiality of patient information;
- abide by all rules, regulations and policies of the school and clinical training sites, student handbook and honor code; accept constructive feedback from others and take responsibility for actions and make appropriate, positive changes;
- engage in respectful, timely and effective communication;
- work effectively, respectfully and professionally as part of educational and healthcare teams, and with peers, supervisors and faculty;
- demonstrate empathy and concern for others; show compassion for individuals while maintaining appropriate boundaries for professional relationships.

Students must function effectively under stress and possess adequate endurance to successfully meet their academic and clinical responsibilities. Students must be able to successfully adapt to changing environments and situations demonstrating necessary flexibility. They must learn to function in health care, academic and/or research environments in the face of uncertainties.

Maintaining the standards of professionalism is an essential component of patient care and the practice of nursing. Student violations of the standards of professionalism may lead to dismissal from the GSN.

II. PROFESSIONALISM

Policy for Professional Behavior

The faculty and student body of the University of Massachusetts Worcester, Graduate School of Nursing regard the following as guidelines for professional conduct. All members of the UMASS Medical School GSN community are to act professionally in the school, hospital, clinics and in the community with or in front of patients, families, members of the health care team and others in the professional environment including members of the faculty and administration, other students, standardized patients and staff.

All allegations of misconduct, whether made by students, faculty or administrative personnel, are to be directed to the Associate Dean for Academic Affairs or his/her designee. All information concerning allegations of misconduct is privileged and confidential and will not be discussed outside of the appropriate process.

Overview

Students in the Graduate School of Nursing shall conduct themselves in a manner consistent with the values of the professional schools of the University of Massachusetts Worcester campus and of the American Association of the Colleges of Nursing, of which the Graduate School of Nursing is a member. The Social Policy Statement, Code of Ethics and the Scope and Standards of Nursing and of Advanced Practice Nursing of the American Nurses Association (ANA), the Good Moral Character Clause of the Massachusetts Board of Registration in Nursing (MA BORN), and the Scope of Practice for Academic Nurse Educators from the National League for Nursing (NLN) shall also serve as standards for professional conduct for students.

Empathy, integrity, honesty, concern for others, good interpersonal skills, interest and motivation are all personal qualities that are required.

Students must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities and the development of mature, sensitive and effective relationships with patients and colleagues. At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses. For example, students must maintain a professional demeanor and be organized while confronting stressful work situations such as long hours, dissatisfied patients and tired colleagues.

Students must be able to develop professional relationships with patients and colleagues, providing comfort and reassurance when appropriate while protecting patient confidentiality. Students must possess adequate endurance to tolerate physically taxing workloads and to function effectively under stress. All students are required, at times, to work for extended periods. Students must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties.

Students shall take responsibility for their nursing practice and their academic progress, including being prepared for clinical and classroom activities, completing requirements in a timely fashion, recognizing their own limits, seeking assistance as appropriate and accepting responsibility for their errors. They shall accept appropriate suggestions and criticism from faculty and preceptors, and, if appropriate, modify behavior. In addition, all students must be effective in both the formal and informal work groups that design, implement and monitor systems to achieve stated goals. This requires the ability to interpret and interact in group processes; to access and interpret data from management information systems; and to analyze and interpret legislative and regulatory initiatives.

Students shall not compromise patient care or safety for any reason, including but not limited to physical or psychological illness or disability in the student. Deficiencies in knowledge base, judgment, integrity, character or professional attitude or demeanor that may jeopardize patient care may be grounds for failure and possible dismissal. Students who compromise patient care or safety will be asked to leave the clinical setting.

Students who themselves are at greater risk for illness or injury as a result of being in a clinical setting, including but not limited to students with immune disorders, or who may pose a risk to others due to a blood-borne pathogen disease, must abide by the Policy on Students Infected with a Blood-Borne Disease.

Specific behaviors considered unacceptable include, but are not limited to:

Cheating

- Copying from another, submitting others work as your own, “recycling” papers or assignments completed by others as your own or obtaining answers to assignments prior to their administration.
- Submitting work that has not been independently created.

Fabrication

- Falsification of any citation or information including resubmission of previously completed works that are not one’s own.

Facilitating dishonesty

- Knowingly helping another to commit dishonesty includes allowing another to copy your work in assignments or examinations.

Plagiarism

- Representing another’s work as your own.
- Failing to identify works or partial works with appropriate citations from printed or

electronic sources.

- Incorporating another person's work into assignments as your own.
- Works independently taking credit only for own work/contributions that have been independently created.

Student Expectations

Displaying Honesty and Integrity

- Consistently displays ethical behaviors, which are behaviors that conform to the GSN's accepted standards of conduct.

Maintaining a Professional Demeanor

- Treats peers, faculty, staff and patients with respect in:
 - Individual settings – not arrogant or insolent.
 - Lectures and conference settings – turning cell phone/pager to vibrate, refrain from disturbing others via text messaging, talking or activities not related to class, including, but not limited to non-class related in class web browsing.
- Maintains professional demeanor even when stressed:
 - Not verbally hostile, abusive, dismissive or inappropriately angry with peers, faculty, staff or patients.
 - Never physically aggressive when angry
- Conforms to policies governing behavior:
 - Confidentiality, sexual harassment, consensual amorous relationships, use of alcohol and other existing policy of the GSN or clinical systems.
- Follows generally accepted professional norms for appearance, dress and professional behavior.

Showing Respect for Patient's Dignity and Rights

- Makes appropriate attempts to establish rapport with patients and families showing sensitivity to their feelings, needs, wishes and diversity.
- Shows respect for patient autonomy and demonstrates appropriate empathy.
- Maintains confidentiality of patient information.

Accurate Self-Reflection

- Correctly recognizes own limits in abilities or knowledge
- Seeks help from peers, faculty or tutoring services.

Responding to Supervision

- Accepts responsibility for own errors.
- Incorporates feedback in a non-resistant and non-defensive manner.

Demonstrating Dependability and Appropriate Initiative

- Completes task in a timely fashion without needing reminders
- Papers and assignments are submitted on or before due date and time
- Assist and facilitate learning processes among peers by being on time to class and

participating in discussions.

- Attends class, GSN required activities, and other professional responsibilities
- Responds to e-mails and request for information from faculty or staff in a timely manner.

(Adapted with permission from a UMMS policy approved by the UMASS Medical School Education Policy Committee on 11/2001).

Honor Code

Nursing is a profession, which requires of its members high standards of ethical conduct and honesty. It is expected that each student will respect the academic environment of the University of Massachusetts Worcester, Graduate School of Nursing and make a personal commitment to abide by an honor code exemplifying a standard of behavior that will form a firm basis for future professional conduct. This implies avoidance of any form of dishonesty or misrepresentation as well as the demonstration of respect for the rights and well-being of others including students, faculty, staff, patients and members of the community. It also implies a responsibility to take positive action to ensure that failure of others to comply with these standards is not permitted.

The University and the GSN take the above listed behaviors seriously. Any breach of behaviors shall be evaluated by the Honor Code Committee using the following process:

Honor Code Committee

The Honor Code Committee is an ad hoc committee established by the Dean of the Graduate School of Nursing. The membership on the committee will consist of the Chair of Academic Standards & Admissions (AS&A), who will chair the committee as appropriate. The Dean will also appoint three additional faculty members and one student.

Procedure for resolving a claim of misconduct and the institution of the Committee

- a. Members of the GSN community are encouraged to resolve claims of violation of the Honor Code at the lowest possible level, and as soon as possible following the alleged violation. Therefore, anyone who suspects that a student has violated the Code, e.g., a faculty member, fellow student, preceptor, dissertation committee member or staff member, should first address the concern with the student, allowing the student's understanding of events to be heard. Students may also initially bring their concerns to the faculty member in whose course the violation is alleged to have taken place.
- b. If following a discussion with the student suspected of violating the Code, a claim is filed, the person filing the claim will first notify the faculty member in whose course the violation is alleged to have taken place, if this has not already occurred. The person filing the claim will present in writing (within 10 business days of notifying the faculty member) * a description of the alleged violation of the Honor Code to the Chair of AS&A, with a copy to the faculty member.
- c. The Chair of AS&A may consult with at least one other committee member before recommending to the Dean that he/she establish the Honor Code Committee. The Chair will send a copy of the alleged violation to the student and the student's academic advisor and notify them of the date of the meeting of the Honor Code

Committee.

- d. Participants in meetings of the Honor Code Committee shall include the committee members, the individual alleging the violation, and the student and student's advisor, if the student so desires. The student may also bring someone for support, but this person is not permitted to participate in the hearing. The parties must notify the Chair at least two business days before* the meeting regarding who the attendees will be. Legal counsel shall not be permitted in a hearing for any party.
- e. The individual alleging the violation will appear before the Honor Code Committee, and present verbally and in writing to the committee a description of the nature of the violation of the Honor Code. The student (s) who is alleged to have violated the Honor Code can be present at this meeting if he/she so desires. At this meeting or at a meeting held within 10 business days, the student (s) will be provided the opportunity to present his/her position regarding the alleged violation. *
- f. No later than 10 business days following the last meeting of the committee, the Chair of the Honor Code Committee will present in writing the recommendations of the committee to the Associate Dean for Academic Affairs.
- g. The Associate Dean for Academic Affairs will make the final decision regarding the disposition of the alleged violation and will inform the Chair, the members of the Honor Code Committee, and the student(s) and his/her advisor of the decision no later than 10 business days after receiving the recommendations of the committee.* If the student has been found in violation of the Code, the Associate Dean reserves the right to dismiss the student from the Graduate School of Nursing (see Academic Dismissal). A copy of the decision will be placed in the student's file.
- h. The Associate Dean will notify the Dean of the decision.
- i. Students who wish to appeal the decision must follow the policy in the Student Handbook.
- j. All discussion regarding the alleged violation including its documentation shall remain confidential.

*Time frames stated here may be extended by the parties with notification to the Chair of AS&A or Chair of the Honor Code Committee. *

Civility

Civility is a key value of the culture of the Graduate School of Nursing. We are dedicated to fostering an environment that values the unique contribution of each member of the GSN. This commitment to civility requires that we consider and respect the different backgrounds and viewpoints of individuals who work, volunteer, or study at the Medical School.

Our commitment to civility is expressed in the following ways:

- We recognize the intrinsic importance of each person's role and appreciate every individual's contribution to making the GSN an outstanding member of a medical sciences campus.
- We honor every member of the GSN community and commit to treating one another with respect. We are all colleagues dedicated to performing our jobs in a courteous and professional manner.
- We treat our students with dignity and respect, recognizing their important contribution to the GSN and their important role as our representatives to the community at large.
- We maintain integrity and courtesy in our dealings with fellow members of the GSN community, and with individuals from the broader community with whom we interact.
- Communication, cooperation and teamwork are key as we work together to achieve the common goal of providing excellence in health sciences education, research and public service.
- We appreciate the diversity of the people who work, volunteer, study, and visit at the GSN and value the strength and richness that such diversity brings to our organization. We also seek to educate and enlighten our community on issues of diversity to help advance respect for individual differences, rights and beliefs.
- Our objective is to create a community that respects each individual's worth and rights. Accordingly, all members of our organization must understand and dedicate themselves to the value of civility. We dedicate ourselves to fostering an environment that recognizes our interdependence as human beings, in an organization striving to achieve national distinction in health sciences education, research and public service.

Dress Code

Students are asked to remember that our campus shares space with a major medical center and those patients may see them at any time. Therefore, students are asked to use judgment at all times in selecting clothing and to avoid clothing that is ripped, revealing, or which displays slogans or images that could be offensive to patients or colleagues. Students are required to abide by all policies of the hospital or clinical system in which they are rotating or in which they are doing research involving patient contact.

Students are expected to dress in a manner which is appropriate for their particular work or classroom environment. As part of professional appearance, students are expected to be generally well groomed. Students should attend to personal grooming. Body piercing and tattoos should not be visible. Earrings should be limited to one stud in each ear lobe. Artificial nails are not permitted. Do not wear perfumes and colognes. Male facial hair should be sufficiently trimmed.

Students in GEP Year One are expected to wear the GSN student uniform in inpatient clinical

settings, unless another mode of dress is identified by faculty as more appropriate for the setting. The uniform is:

- Navy scrub pants
- Khaki scrub top with the GSN logo patch on the left sleeve
- Short white lab coat with the GSN logo patch on the left sleeve
- Navy scrub jacket with the GSN logo patch on the left sleeve
- GSN name pin on the shirt
- Shoes with a closed toe and heel
- Water resistant watch with a second-hand sweep

Students in the Master's and DNP Program are expected to wear the GSN student uniform in inpatient and outpatient clinical settings, unless another mode of dress is identified by faculty as more appropriate for the setting. The uniform is:

- Business casual clothing
- White lab coat
- GSN name pin and any clinical agency identification badge visible on the lab coat
- Closed toe and heel shoes. Heels should be low and stable.

Violation of the dress code can have detrimental consequences for patient care and influence the reputation of the Graduate School of Nursing. Flagrant and repeated violations of the dress code may be deemed to signify a lack of insight or maturity on the part of the individual student and call for counseling and discipline. Violations of the dress code should be initially brought to the attention of the Director of the Program, who shall discuss the infraction with the student involved. If flagrant, repeated violations continue, the Associate Dean for Academic Affairs shall recommend formal counseling or disciplinary action.

Guidelines for Written Work

Unless otherwise specified, guidelines for written work will follow APA format. These guidelines can be found in: *American Psychological Association (2020). Publication manual of the American Psychological Association, (7th ed.).* <https://doi/10.1037/0000165-000>

Guidelines for student use of editor in GSN graduate programs

Scholarly writing is an important component of graduate education and necessary for the future roles of graduate prepared nurses. Students may find that working with an editor can assist with developing high quality writing products and advancing writing skills. The use of an editor is permitted for written papers that are done as a class requirement, for the DNP Scholarly Project and for the PhD dissertation.

1. Students may use editors for class papers and the DNP Scholarly Project and PhD dissertation to assist with stylistic support only such as sentence/paragraph structure, grammar and formatting. The student is responsible for developing all content.
2. Students may not use an editor for course examinations or for the comprehensive exam.
3. The student is responsible for any expenses incurred in the use of an editor.

Guideline for internal review of scholarly work to be submitted for external review

Students preparing their work for external review seek internal review by their advisor at least two weeks prior to the planned submission date, or as negotiated between student and advisor.

Application

This guideline applies to student authors naming the GSN and/or The University of Massachusetts Medical School as their professional affiliate.

Goals

The goals of internal review include:

- Support the student planning public dissemination of his or her scholarly work;
- Reinforce the transparency of each person's scholarly work;
- Support the scholarly community that is the GSN; and
- Advance knowledge for practice.

Rationale

Participation in internal review is a matter of professional integrity because public dissemination of ideas and knowledge developed by GSN scholars potentially affects many people's welfare. For example, what we present has the potential to affect patients and nurses in practice settings. Also, a history of excellent submissions by members of the GSN community to a funding source or conference can be strengthened or damaged by each submission going forward.

Definitions

Scholarly materials appropriate for internal review include any materials the student intends to submit to a public forum outside of the GSN. These materials include:

- Manuscripts for publication;
- Abstracts (e.g., for oral or poster presentation at conferences and scientific sessions);
- Slides and other materials for oral presentation;
- Posters;
- Grant proposals of any kind, including prospecti and letters of intent; and
- Any other materials planned for outside submission or dissemination.
- Internal review is critique by scholars within the GSN. Reviewers offer balanced oral and written commentary and collaborative thinking to resolve dilemmas such as how to reduce content to meet space restrictions, manage specific research issues, and enhance displays of information. Students can request attention to specific aspects of their work where they seek particular support. Internal Review may take various forms, depending on the student's request and the advisor's direction, including:
 - Review by the student's advisor only;
 - Review by the student's advisor and additional reviewers such as the faculty member of the course in which the materials were developed, and/or the Program Director;
 - Mock review, coordinated by the Chair of the Scholarship, Research, Education, Practice & Policy Committee; and/or
 - Dress rehearsal of oral presentations

- All grant applications prepared, while a student at the GSN, must be reviewed and approved by the faculty research advisor (PhD students) or academic or Scholarly Project advisor (GEP, MS and DNP students). Students applying for federal funding will have their grant application pre-reviewed at a mock review session coordinated by the Chair of the Scholarship, Research, Education, Practice & Policy Committee.

Guidelines for Authorship and Acknowledgement

An “author” is someone who has made substantive intellectual contributions to a piece of work. Many journals have policies on both authorships and contributorship that specify who should be listed as authors/contributors to papers. The GSN supports the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reports of Research: Authorship and Contributorship

<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3142758/>

All people listed as author should have participated in:

1. Substantial contribution to conception and design, acquisition of data, or analysis and interpretation of data;
2. Drafting the paper or revising it critically for important intellectual content;
3. Final approval of the version to be published.

Each person listed as author should have engaged enough in the work to take public responsibility for appropriate portions of the content. All contributors who do not meet the criteria for authorship should be considered for the acknowledgments section.

As a matter of professional integrity, scholars list each major contributor to a work as a co-author.

1. Individual students considering developing their work for public review should confer with their advisors about authorship, preferably before work begins.
2. Student groups considering developing work with the potential for public review should confer with each other and with the lead author’s advisor to determine authorship, preferably before work begins.
 - a. A student group “owns” its work and must come to consensus about authorship prior to submitting the work for any review.
 - b. Groups should work with course faculty or the group leaders’ advisors to make decisions about authorship and publication.
 - c. In no case should one or more members of the student group appropriate and submit the project for any review without the consent of all group members who developed the project.
3. Written acknowledgements typically appear in a side bar near the beginning or end of a journal article or a poster. Sometimes this section is marked as “Acknowledgements” or “Author Note”.
4. Oral acknowledgements can usually be made at the beginning of a presentation and/or included on an early slide if the oral presentation includes slides.
5. Note that some funding sources publish preferred language for use by authors crediting the contributions of others to a published work.

Application

These guidelines apply when individual students develop material with the potential for public dissemination, including ideas and papers developed as part of course work and considered potentially publishable, reports of group projects, dissertation research, Scholarly projects and reports based on any data owned by a student or others.

Goals

The goals of decisions about authorship include:

1. Fair acknowledgement of the contributions of persons to the work;
2. Recognition of professional creativity and effort; and
3. Acceptance of the potential consequences of public review, including:
 - Advancement of knowledge;
 - Professional advancement and recognition, and
 - The responsibility to respond to challenges to the work.

Rationale

Policies and less prescriptive, conventional practices addressing authorship and acknowledgement vary among institutions, often among departments within institutions. Publishers may specify policy governing authorship and acknowledgements of items in their own publications. Property and copyright laws may also apply. Therefore, GSN student authors may want guidance with authorship decisions in consultation with course faculty, advisors, and Program Directors.

- Authorship can be a simple or a complex issue, depending on whether the work represents solely the original work of one person; or others provided major pieces of the work, such as central ideas, data, analysis, or major written sections of the manuscript or presentation.
- The order of co-authors' names in a published work is significant, and the significance of that order varies among disciplines and publication venues. In nursing, the order of co-authors' names often signifies the proportion of each co-authors' contribution to the work. (In other fields, the department head or principal investigator is always listed first). Order-of-authorship conventions suggest the importance of authorship decisions.
- Some journals require authors to formally list the contributions of each named co-author at the time of submission. Copyright laws and other considerations may apply.
- Note that most venues, such as publishers and conference organizers, require signatures testifying to certain assurances about authorship prior to accepting materials for review or publication, and certain laws protecting intellectual property apply.

Guidelines for Acknowledgement

Authors readily and publicly thank persons and institutions by name for their support of a work submitted for public dissemination.

- Authors typically confer in advance with those they intend to name in print or verbally in a public forum.
- Before naming an institution or using its logo, seal, or other trademark, authors intending to present work for public review confer with one of that organization's authorized representatives. At the GSN, this would be the student's advisor or Program Director.

- Students publishing from their dissertation research or Scholarly project as sole authors typically acknowledge the support of the dissertation/scholarly project committee members and funding sources.

Definitions

Acknowledgements are public signs, lists, or statements authors make recognizing the contributions of persons and institutions to their work. These persons and institutions may include, for example, field workers whose outreach or interpretive services made the work possible, dissertation advisors, statisticians or experts who assisted with particular parts of an analysis, and funding sources.

Joint authorship guideline

This guideline offers direction for student- faculty publications and addresses joint authorship of manuscripts and presentations. These may arise from collaborative student-faculty course presentations, papers, and/or projects; and from research, such as dissertations or faculty research in which students serve as Research Assistants.

Goals

The goals of the guideline are to encourage ethical professional behavior and reduce the potential for misunderstandings about authorship of student work.

Rationale

Authorship implies ownership of scholarly work and often affects authors' professional advancement.

Definition

Student-faculty joint authorship is authorship of a manuscript or presentation shared by at least one student and at least one faculty member.

Guideline

A student and faculty mentor whose work has the potential for eventual publication should discuss and develop a mutual, signed agreement spelling out the authorship responsibilities of either the student (or group of students) and the faculty mentor.

The GSN faculty shares some assumptions about joint authorship:

- Students' work is their own intellectual property.
- Students develop their scholarly work with guidance from faculty mentors.
- Particularly at the doctoral level, it is the faculty's professional obligation to mentor students in a way that leads students to publish their work.
- Students publishing work developed with the support of faculty mentors should acknowledge faculty contributions to their papers in the acknowledgement section of the student's publication.
- Faculty has the responsibility to assure that students' dissertations represent original, independent work. Therefore, manuscripts that students prepare directly from their dissertation findings would be expected to list the student as first author.

- Students using faculty data to conduct their research (i.e., secondary analysis of data owned by a faculty member) should include those faculty as authors on student publications. The students, however, retain the right to be first author and corresponding author for such publications

The mutual, signed agreement for joint authorship should:

- List the proposed type(s) of manuscripts(s) and presentation(s) to come from the work
- Suggest a venue (e.g., professional journal or conference) for each;
- List the proposed order of authors for each;
- Describe the proposed substantial intellectual contributions of each author for each manuscript or publication;
- Describe a timeline for development of each manuscript(s) and presentation(s);
- Describe any contingencies, such as whether ownership of the work will default to the faculty member if the student does not develop it for publication within a designated period of time; and
- Include the signatures of intended co-authors.

III. GSN ACADEMIC POLICIES AND PROCEDURES

Laptop Policy

Passed by AS&A 6/25/2020

All Graduate School of Nursing students are required to utilize a laptop that meets all of the university's system and security requirements listed [here](#). Students should revisit this guidance annually for updated requirements. Please note that in addition to wireless capability, we recommend ethernet connection too for best internet connection during remote/online learning and exam sessions. Please also note that tablets, Chromebooks, and mobile devices are not supported under UMMS policy.

Current information on system and security requirements for laptops can be found at www.umassmed.edu/it. Click on Services, then Academic Technology, and then Student Laptop Requirements.

Attendance

Students are expected to attend all scheduled classes, Orientation as well as seminars, conferences and research socialization activities recommended by the faculty and staff. Students should refrain from scheduling vacations and work-related conferences or meetings on scheduled class, clinical, Orientation and/or practicum days.

Attendance due to Inclement Weather Policy

Updated 10/8/15

Student safety is our first priority. Weather varies greatly across the state and region; thus students are encouraged to assess the road conditions and environmental situation in the regions in which they will be commuting. Students are asked to use their best judgment in deciding whether to attend class or clinical experiences. Students are expected to communicate any

absences to classroom and clinical faculty, as well as preceptors, in advance of the expected start time. Methods of notification of class delay or cancellations due to inclement weather include:

- 1) Faculty will email any school delays or cancellations to the student class or will post on the GSN Blackboard course. This plan will be discussed by the course faculty with students enrolled in their course(s) at the start of each semester.

GSN Communication Policy

Updated 5/9/2013

It is a GSN policy that students use their school e-mail address for school-related matters. Personal e-mail addresses will not be used to notify students of school related matters. Students are responsible for checking their school e-mail on a regular basis (**at least every 72 hours**) and notifying (including during the summer months) the Assistant Dean of Student Affairs & Enrollment Management, the registrar and the faculty advisor of any change in mailing address or contact information during the course of the program. The GSN recognizes requests, acknowledgements and agreements from the school email address as acceptable and equivalent to signed documents.

Recording of Classroom Materials, Discussion Policy

Last Update: 5/8/2014

This policy addresses recordings of any faculty student communication as well as course materials, lectures, discussion or presentations. This includes video or audio replication, or photographic image recorded on devices, including, but not limited to, audio recorders, video recorders, cell phones, digital cameras, media players, computers or other devices that record images and/or sound.

The GSN prohibits recording of any faculty communication or classroom materials/discussion. Faculty and guest presenter(s) may grant permission in the exercise of their sole and exclusive discretion. Exceptions to this policy may also be made when the UMMS Academic Accommodations Committee has noted this as a reasonable accommodation for a qualified student.

If faculty or a guest presenter has expressly permitted such recordings or if they are permitted as a reasonable accommodation for a qualified student, all students in the class (and the guest speaker, if applicable) must be informed that a recording may occur. Students may use such recordings only for course purposes, may not distribute them outside the class and may not reproduce or upload to publicly accessible online environments. Permission to record is not a transfer of any copyrights in the recording or related course materials. Students must destroy recordings at the end of the semester in which they are enrolled in the class unless they receive the faculty's written permission to retain them or are entitled to retain them as an accommodation per the UMMS Academic Accommodations Committee.

Violations of this policy may violate GSN policies and/or federal or state copyright law and may be subject to GSN and/or University disciplinary action, including but not limited to potential dismissal.

Licensure

All matriculated Master's and DNP students must have a current unrestricted Massachusetts RN license and a current unrestricted license in any state where they will perform their clinical practicum. Proof of licensure is required upon matriculation into the Graduate School of Nursing. GEP students must meet this requirement prior to the start of their advanced practice clinical courses.

Requirements before beginning clinical experiences/practicum

These requirements must be current/complete prior to the first day of class and/or practicum each semester. Students who do not have the proper clearances will not be permitted in the clinical setting.

- **Basic Life Support Certification for Healthcare providers** (pre-licensure and all NP students by August 1st)
- **Advanced Cardiac Life Support Certificate** (Acute care track NP students only by August 1st)
- **HIPAA Privacy Information Security Training.** All students are required to complete basic UMMS HIPAA privacy and security training presented on-line at the School. This training explains the provisions of the HIPAA Privacy and Security Regulations.
- **Standard Precautions.** All pre-licensure nursing students are required to complete training on practices recommended by the Centers for Disease Control (CDC) for the prevention of blood-borne pathogens as part of their pre-licensure curriculum.
- **Confidentiality Statement.** All pre-licensure, master's and DNP students are required to sign a Confidentiality/User Access Agreement which is needed to obtain password for electronic health records at UMASS Memorial Health Care. This may also be required for other clinical affiliates as well.
- **Criminal Background Checks (CBC)/ Criminal Offender Records Information Checks (CORI).**
National Criminal Background Checks (CBC) or Massachusetts Criminal Offender Records Information (CORI) checks are used as screening tools of all students to ensure the welfare of patients, children and vulnerable populations. A Criminal Background Check contains information received from court proceedings, including arrest records as well as convictions and dismissals. A CBC may be required for participation in certain activities, by one of our clinical affiliates, or by the School.
- **Health Clearance.** All students must submit the required forms and documentation and receive clearance from Student Health Services prior to the first day of class or clinical. See complete information in Section IV-D "Health Resources and Guidelines – Student Health Clearance." Details of the health clearance requirements and forms can be found at: <http://www.umassmed.edu/studenthealth/>
- **Influenza vaccine.** UMMMC, our clinical partner, requires an annual influenza vaccine. The GSN requires all students to adhere to the UMMMC Influenza Season Policy (Policy #5034). In addition, students must follow the policy/guidelines of the setting in which they are doing their clinical rotations.

- **N95 Respirator/Mask FIT Testing (pre-licensure students).** All pre-licensure and acute care NP students are required to have been cleared by Student Health Services (SHS) and Environmental Health and Safety (EHS) for either N-95 respirator mask fitting or PAPR mask fitting prior to beginning clinical rotations. See complete information under Health Resources and Guidelines.
- **On-line Orientation Modules.** Students must complete on-line orientation modules prior to attending clinical at UMMMC and any orientation requirements by the agency in which students are doing rotations.
- **RN Clinical Hours for GEP students:** prior to August 1st of the advanced practice clinical courses, all GEP students must attain at least 500 hours working as a registered nurse. All GEP NP students must also attain at least 1000 hours working as a registered nurse at the completion of the advanced practice clinical year. Documentation of the hours must be maintained by the student and submitted to the specialty coordinator/director. Those individuals not meeting either of these requirements will need to meet with the specialty coordinator/director regarding their academic progression.
- **Additional Clinical Requirements.** Students participating in clinical rotations in other locations may have additional requirements that must be met prior to beginning the rotation. Requirements are subject to change without notice based upon changes in the healthcare environment. Student adherence to specific institutional policies, procedures and practices is expected.

Liability Insurance

University of Massachusetts Graduate School of Nursing students are fully covered for liability insurance when enrolled in clinical courses and other supervised clinical experiences that have had prior approval from the Office of Risk Management.

Student Status

Full time students must be registered for a minimum of nine (9) credit hours for that semester by two weeks before the start of the semester and must maintain a minimum enrollment of 9 credit hours during the semester in order to maintain active student status (eligibility for course credit, malpractice insurance, financial aid, etc.).

Students taking less than nine (9) credits per semester are considered part time. Part-time students must be registered for a minimum of five (5) credit hours each semester to be eligible for financial aid (Exception: The Nurse Faculty Loan Program stipulates part-time or full-time status with no requirement about a certain number of credits).

After completing all required course work and entering doctoral PhD candidacy or the doctoral DNP scholarly project implementation phase, a doctoral student is considered full-time until completion of the dissertation or scholarly project. (New 12/13/18)

Continuous Enrollment

Students are required to maintain continuous enrollment each semester until program requirements are complete. Failure to be properly enrolled may result in the student being administratively withdrawn from the program.

Graduate Entry Pathway students are enrolled full-time, with full credit load in the Fall, Spring and Summer semesters in the pre-licensure year.

PhD students must be registered for Fall, Spring, and Summer semesters after passing the comprehensive examination until completion of the dissertation defense.

Maximum Credit Load

Graduate students may register for up to 18 credits each semester. Exception: A graduate student in the Graduate Entry Pathway pre-licensure year may register for up to 20 credits per semester. Students who wish to register for more than the maximum credit load must secure written permission from their faculty advisor.

Transfer of Credits

Last update: 7/19/11

Credit for courses equivalent to required GSN courses may be transferred from other institutions with permission of the program coordinator or director. Credit for courses taken at UMMS, GSN though Continuing Education prior to matriculation must be transferred onto the student's transcript. Written permission from the program director or track coordinator is necessary if a student wishes to transfer more than 9 credits prior to matriculation. If a doctoral student requests to transfer a course to meet an elective requirement, the course MUST compliment the student's program of study. Students who wish to take an elective at another UMASS campus may do so by completing the UMASS Graduate Course Exchange Registration Form that is available in the Registrar's Office. The signatures of the GSN faculty research advisor and the faculty of record at the other campus are required. The cross-registration form is returned to the Registrar's Office to ensure continuous enrollment and active student status. For PhD students, transfer of more than 9 credits from other UMASS campuses will be evaluated on an individual basis by the Program Director and the faculty research advisor. In all cases involving transfer of a course from another school, the student receives credit for the transfer courses, but the grades are not calculated in the University of Massachusetts Worcester GPA.

Program	Number of credits that can be accepted in transfer	Minimum grade requirement for transferred courses	Time frame within which courses must have been taken to be considered	Approval granted by
GEP	0	N/A	N/A	N/A
MS	9	B	Within 5 years	Faculty Advisor
DNP	9 BS to DNP 12 MS to DNP (previously 10)	B	Within 5 years	Director of DNP Program
PhD	9	B	Within 5 years	Faculty Advisor and PhD Director

Waiver Policy

Upon matriculation, students in the GSN may request to waive a course based on having successfully completed a comparable graduate-level course with a grade of B or higher. A maximum of two courses may be waived. If a course is waived, the credits must be replaced in order to meet the total credits for the degree. Requests for a course waiver need to be submitted to the Program Director prior to the start of the required course. No course waivers are allowed for 500 level courses.

The student will submit a signed letter requesting the course waiver to the respective Program Director with copies of the Course description, syllabus and official transcript of the course requested to be waived.

The decision to grant a waiver is at the discretion of the Program Director. The Program Director will notify the student of the decision and copy the Assistant Dean of Student Affairs & Enrollment Management, student advisor and send a copy to the student's record.

Advanced Placement

10/11/2018

The GSN does not grant advanced standing and/or credit for College Board Advanced Placement (AP) exams at the graduate education level.

Elective Course Pre-Approval Policy

10/8/2015

The purpose of this policy is to guide students while they are choosing elective courses for their program of study. Ideally elective courses should complement a program of study, such as inform a PhD dissertation or DNP scholarly project or be an in an area of particular professional interest to the student. Elective courses need to meet academic standards for the respective programs. Thus, students shall obtain, prior approval, in writing, from their academic advisor, prior to enrollment in the course. Failure to do so may result in the course failing to meet the educational standards and result in the student taking courses that will not be eligible to count towards their required credits for their respective program of study.

Audit Policy

Audited courses are taken for personal or academic enrichment and are not taken for credit, and do not satisfy degree requirements. Students are not required to meet course requirements including assignments and examinations/evaluations. Both matriculated and non-matriculated students may request to audit an existing GSN course. Once obtaining permission of the course instructor, students may register to take a course as an Audit on a space-available basis. Matriculated students are encouraged to discuss with their advisor. Non-matriculated students who register to audit a GSN course are required to pay full tuition and fees, and for matriculated students, decisions regarding course charges will be done on a case by case basis. The designation on the transcript for an audited course will be AUD. Courses taken for audit cannot be given credit at a later date.

Credit Hour Definition

The University of Massachusetts Medical School, which consists of its School of Medicine, Graduate School of Nursing and Graduate School of Biomedical Sciences, fulfills the following Federal definition of a credit hour:

“Except as provided in 34 CFR 668.8(k) and (1), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than –

(1) One hour of classroom or direct faculty instruction and a *minimum* of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hours of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

Each GSN grade-granting course is assigned credits based on the following process, which builds on standard educational benchmarking and local expertise in curriculum development and expectations for clinical work:

Didactic Courses

The GSN allocates one credit per 15 contact hours/classroom hours. An additional three hours of independent work per contact hour is expected.

Example: For a 3 credit graduate course over the fall semester, the student may have a 3 hour class supplemented by 9 hours of reading and/or other outside class assignments to complete each week for 15 weeks.

Clinical/Practicum/Practicum hours

- Pre-licensure clinical hours (500 level courses) are allocated as one credit per 45 contact hours.
- Graduate clinical/practicum/practicum hours (600 level and higher courses) are allocated as one credit per 90 contact hours.

Number of Years to Complete Educational Program (Statute of Limitations)

It is expected that students admitted into the Graduate School of Nursing will complete graduation requirements within a specified number of years (not counting time away for an approved Leave of Absence) depending on their specific educational program as noted below.

Program	Maximum years of
GEP to MS	5
BSN to MS	5
MS to DNP	5
MS to PhD	5
BS to PhD	6
BS to DNP	6 (previously 7)
GEP to DNP	7 (previously 8)

Evaluation of Courses – Completed by Students

Each student* is REQUIRED to submit to the Institutional Research Evaluation and Assessment (IREA) office completed final evaluations for every course and/or clinical experience. A student will not receive a final grade for the course and/or clinical experience until he/she submits completed evaluations to the IREA. To insure confidentiality, a student's NT login will be retained when an on-line evaluation form is submitted; however, student names will not be associated with specific responses-only summary tables will be provided.

* Final course grades will not be held for PhD students who do not complete a course evaluation, however, each student is strongly encouraged to complete course and teacher evaluations as a professional responsibility to improve teaching effectiveness and overall program quality.

Academic Advising

Last update: 6/12/2014

The role of the academic advisor, a faculty member in the Graduate School of Nursing, is to inform and guide students regarding their program of study and achievement of educational standards and programmatic outcomes. All students are assigned a/an academic advisor(s) at the time of matriculation into their academic program. Students are encouraged to seek advice from their advisor(s) for any course or program-related concerns at any time while in the program.

Pre-licensure students are assigned a Graduate Entry Pathway faculty advisor while they are taking pre-licensure courses. During the fall semester of year 2, a faculty member who teaches in the track the student has chosen to study will assume the role of Academic Advisor.

DNP students: DNP students are assigned an academic advisor upon matriculation who will follow the student's progression through the program.

All DNP students will also have a scholarly faculty advisor to guide the scholarly project. The faculty scholarly advisor is assigned for each student prior to enrollment in the DNP Scholarly Prospectus Course. Students meet at varied intervals with their scholarly advisor during the development, implementation and evaluation phases of the project.

GEP, Master's and DNP Advising Process

Group and individual advising sessions are utilized within these programs.

Group Advising Sessions

- Advisors meet with students during orientation to the school. If students are unable to attend orientation, students should set up a time to meet with their advisor for an individual advising session.
- Group advising sessions occur prior to course registration in the Fall and Spring semesters. General information is provided to all students by the Track Coordinators, Program Directors, and Assistant Dean of Student Affairs & Enrollment Management .

Individual Advising sessions are on an as-needed basis and may be initiated by the student or the Advisor. Students are encouraged to meet with their advisor at any time during the program.

PhD Students

PhD students are assigned an academic advisor who is their potential dissertation chairperson. GEP to PhD students will be assigned an advisor from the PhD program and will meet with them at least once each semester throughout the student's entire program of study.

As student research interests may change, a student may request a change of advisor by contacting the Director of the PhD Program. It is the joint responsibility of the academic advisor and PhD student to design an individualized program of study that meets the learning and research needs of the student. Students are advised to contact their advisor to set up a meeting schedule.

PhD Advising process

When students are taking all PhD coursework, students are required to meet with their academic advisor at least once each semester during the first year of study, at least twice each semester in year 2. During the dissertation phase of study, the meeting schedule is individualized based on the needs of the student.

Change in progression

Last Update: 9/12/2013

A student may request a change of academic progression due to personal or professional reasons. The student should submit a written request to the Track Coordinator requesting the change, outlining the rationale for the change and a proposed revised program of study. Written approval from the Track Coordinator and/or director of the program is required.

*****Exception: GEP students*****

Change in Progression after NCLEX-RN Failure

GEP students who have not passed the NCLEX-RN exam by December 31 of Year 2, fall semester may not continue in their program of study (although they may enroll in select courses). Furthermore, the student must change their progression for Year 2, spring semester. In addition, failing to pass the NCLEX-RN exam after three attempts will result in administrative dismissal from the program at the completion of the student's current courses. After passing the NCLEX-RN exam, the student may reapply to the Graduate School of Nursing, as a Pre-Graduate student, however, automatic re-admission is not guaranteed.

Process:

If a student fails the NCLEX-RN exam on the first and/or second attempt, the Director of the GEP program and the faculty advisor will offer to assist the student to develop a remediation plan and develop a revised program of study. Students who do not pass the NCLEX – RN exam are encouraged to seek assistance from course faculty, clinical faculty, student advisor, the Center for Academic Achievement and/or Student Counseling Center.

Change in Program

Last update 7/28/2020

(Approved by AS&A 7/28/2020)

(Approved by Faculty Assembly 7/30/2020)

Students may request a change in program at the following timepoints:

- GEP-DNP / PhD students may request a change in program after successful completion of all GEP year 1 coursework.
- GEP-MS (AGRN) or MS (AGRN) students may apply to the GSN doctoral programs (DNP or PhD) during the last semester of the master's program by March 15th
- Graduating PhD students may apply to the DNP program by March 15th
- Graduating DNP students may apply to the PhD program by March 15th
- Matriculated students in GSN doctoral programs may apply to the GSN master's program by March 15th

All students should use the modified application process as outlined below. **Please note that participation in this process does not guarantee acceptance into the requested program.**

1. The student will meet with their current Program Director to discuss the possible change in program.
2. The student will then meet with the prospective Program Director to discuss the possible change in program.
3. If after completing steps 1 and 2 above, the student decides to request a change in program, the student will contact the GSN Admissions Manager for guidance to prepare a modified application which must include the following documents:
 - Change in Program application
 - A written request to be considered for the program, including a revised personal goal statement articulating the desire to change programs. Highlight specific experiences that have influenced the applicant to pursue the new program.
 - A sample of scholarly writing from the last academic year
 - An updated resume or CV including current RN work experience and/or clinical rotations for GEP students
 - An official transcript from University of Massachusetts Medical School
 - **MS to Doctoral applicants:** A letter of recommendation from a GSN faculty who can address the applicant's leadership ability, teamwork, communication skills, creativity and/or perseverance within the last year.
 - **For GEP students only:** A second letter of recommendation from the faculty who supervised the student's clinical internship.
 - **Doctoral to MS applicants:** Request a letter of approval from the current NP track coordinator, Program Director or academic advisor.
4. The completed information should be submitted to the Admissions Manager.
5. The student will participate in the interview process with the Program Director for the prospective program.

6. Following a review of the application materials and considering the content of the interview, the Program Director will make a recommendation to the Academic Standards and Admissions committee (AS&A committee) regarding acceptance or denial.
7. The Academic Standards and Admissions committee shall review the above along with the Program Director's recommendations and will make a final decision on acceptance or denial into the program.
8. The decision will be communicated in writing to the student by the Admissions Manager and copied to the GSN Assistant Dean of Student Affairs & Enrollment Management.

Change in Track

Last update 7/28/2020

(Approved by AS&A 7/29/2020)

(Approved by Faculty Assembly 7/30/2020)

Change in Nurse Practitioner (NP) Track

Students may request a change from the NP track they identified at the time of matriculation after the completion of DNP year 1 fall coursework.

All students will use the process as outlined below. **Please note that participation in this process does not guarantee acceptance into the requested track.**

2. The student will meet with their current NP Track Coordinator to explore the process of changing tracks.
3. The student will then meet with the prospective NP Track Coordinator to explore the process of changing tracks.
4. If after completing steps 1 and 2 above the student decides to request a change in track, the student will submit the following information to the NP Track Coordinator of the track that they request to change into:
 1. A written request to change NP tracks, including a revised personal goal statement, articulating the desire to change NP tracks, and identifying new career goals. Highlight specific experiences that have influenced the request to change tracks.
 2. An updated resume or CV, including current RN work experience and for GEP students, clinical rotations from the GEP year.
 3. An official transcript from University of Massachusetts Medical School
 4. An academic letter of recommendation from GSN faculty
 5. GEP only: A letter of recommendation from the GSN faculty who supervised the student's clinical internship
5. The student will participate in a formal interview with the NP Track Coordinator of the track that the student requests to change into.
6. The NP Track Coordinator and/or DNP Program Director shall consider all information submitted by the student as well as the content of the interview and shall make a recommendation whether the change of track will be granted.
7. Following a review of the application materials and considering the content of the interview, the NP Track Coordinator and/or DNP Program Director will make a

recommendation to the GSN Academic Standards and Admissions committee (AS&A committee) regarding acceptance or denial.

8. The GSN Academic Standards and Admissions committee shall review the above along with the NP Track Coordinator and/or DNP Program Director's recommendations and will make a final decision on acceptance or denial into the new track.
9. The decision will be communicated in writing to the student by the NP Track Coordinator or DNP Program Director and copied to the GSN Assistant Dean of Student Affairs & Enrollment Management.

Add/Drop or Change a Specialty

Last update 2/17/2015

A student may drop a specialty at any time during their program of study and must communicate it in writing to the track coordinator.

The request to add or change a specialty may only be approved by the Track Coordinator in the exercise of their sole and exclusive discretion.

Procedure to add or change specialty:

1. The student will submit a written statement detailing the reason and justification for the request for the addition or change in specialty to his/her Track Coordinator.
2. The student will meet with his/her Track Coordinator to discuss the proposed addition or change in specialty. Track Coordinator shall decide on the request.
3. If approved, the Track Coordinator shall submit a signed formal add/change in specialty form for the students.
4. The decision will be communicated in writing to the student and copied to the Assistant Dean of Student Affairs & Enrollment Management.

Leave of Absence (LOA)

Last update 2/17/2015

A student may apply for multiple LOAs during the time of their matriculation, but collectively the total amount of LOA time may not exceed one (1) year. The request must be made in writing to the Director of the Program and copied to the student's Advisor and the GSN Assistant Dean of Student Affairs & Enrollment Management. The written LOA request must include:

- Student Name
- Educational Program and Track (if applicable) student is currently enrolled in
- Reason for request
- Start and end date of the requested leave
- Proposed revised program plan of study

The Director of the Program will make the final determination of whether or not the requested LOA is to be granted, and what, if any, conditions for return will be set. The Director of the Program will inform the student in writing of the decision and of any required conditions that must be met prior to return. The Director of the Program will notify the student's Advisor and the GSN Assistant Dean of Student Affairs & Enrollment Management if an LOA has been approved.

If any changes to the curriculum have been implemented or taken effect while a student is on an LOA, the student must fulfill the new, changed requirements when they return. If an LOA is granted, the student's maximum years of enrollment for degree completion (statute of limitations) will be adjusted proportionately. The Office of Financial Aid will be informed by the Assistant Dean of Student Affairs & Enrollment Management that a student will be taking a LOA. Students must contact the Office of Financial Aid to understand the implications an LOA may have on any financial aid and scholarship awards.

If the student's LOA is year-long and the student wishes to be reinstated at the end of the LOA, he/she must submit in writing to the Director of the Program (and copied to the student's advisor and GSN Assistant Dean of Student Affairs & Enrollment Management) no less than three (3) months prior to reinstatement his/her intent to resume studies on the designated date. Please note, however, the exact timing of return from the LOA is dependent upon completion of all required conditions for return and space availability in the program of study. If the student's LOA is semester-long, this written request for reinstatement must be submitted not less than thirty (30) days prior to reinstatement. Failure to comply with deadlines for above notice shall preclude the student from reinstatement.

If a student meets the above deadlines to confirm their intent to return and has completed all required conditions for return within the time frames noted, but there is no space available in a required course he/she will have their progression altered and will be given a seat in the next available class. The student may take other classes that have space providing they have met the pre-requisite(s) for these classes.

If a student is approved for an LOA based on a medical/health related condition, he/she must provide sufficient documentation to Student Health Services (SHS) from the qualified treating provider stating the student is able to return to school without any conditions or restrictions and is able to fully meet all the Technical Standards as outlined in the GSN Student handbook. Such documentation shall be on the qualified provider's letterhead, complete with the date of the letter and date(s) of treatment (if applicable) along with original signature. Such clearance from SHS is needed in order to return from an LOA. Documentation from SHS shall be submitted to the Advisor and course faculty. The Advisor shall place the documentation from SHS in the student's file with the Assistant Dean of Student Affairs & Enrollment Management.

Students who wish to apply for Academic Accommodations, please refer to the Department of School Services website for further information: <https://www.umassmed.edu/ada>

A student who fails to provide timely notice of their intent to return (as stated above) or who does not complete all required conditions related to the LOA will be administratively withdrawn from the GSN. A student may reapply to the GSN for matriculation into an educational program within the GSN, however, such application for re-admission is not guaranteed to be accepted.

Add/Drop and Course Withdrawal

Last update 5/9/2013

A student may add or drop courses anytime up to 10 days after the beginning of a course by notifying the GSN Assistant Dean of Student Affairs & Enrollment Management in writing, who will in turn notify the Registrar's Office. No entry will be made on the student's permanent record of any courses dropped within this time frame. No course may be added after 10 days from the beginning of a course.

After these ten (10) days, if a student wishes to withdraw from a course, they must notify the faculty of record in writing. Faculty of Record will notify the Assistant Dean of Student Affairs & Enrollment Management in writing with notation of the grade to be given. If the student withdraws before one-third of the course has been taken, a grade of 'Withdrawal' (W) will be given. After this time and up until two-thirds of the course is completed, a grade of 'Withdrawal-Passing' (WP) or 'Withdrawal-Failing' (WF) will be given, based upon the current grade at the time of withdrawal. Withdrawals are not allowed after two-thirds of the course has been completed. The Assistant Dean of Student Affairs & Enrollment Management will notify the Registrar's Office. Please note a Withdrawal-Failing is considered a course failure; this may have implication on course progression.

First year Graduate Entry Pathway students who withdraw from any course in the first year of study are considered to have withdrawn from the program. If the student decides they would like to resume their studies they need to reapply to the program, and automatic re-admission is not guaranteed.

Withdrawal from GSN

Students must follow course withdrawal policies and procedures and notify in writing their academic program coordinator, director, faculty advisor, Assistant Dean of Student Affairs & Enrollment Management, and the Registrar of their intention to withdraw from the program. Students who withdraw without notifying the Registrar of their status will be considered withdrawn as of the last recorded date of class attendance as documented by the University.

Evaluation of Students

Grading 1/9/2014

The following grades are used at the Graduate School of Nursing:

Grade	Numerical Equivalent for GPA		Grade	Numerical Equivalent for GPA	
A	93-100	4	C	73-77	2.0
A-	90-92	3.7	C-	70-72	1.7
B+	88-89	3.3	D+	67-69	1.3
B	83-87	3	D	63-66	1
B-	80-82	2.7	F	0-62	0
C+	78-79	2.3	P= Pass	F = Fail	
W, WP, WF = Withdraw, Withdraw Pass, Withdraw Failure					

Minimum Passing Grades in the GSN

Course level	Minimum passing grade	Cumulative semester GPA
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	for individual courses	for program progression
500 Didactic	78	3.0
600 Didactic	83	3.0
700 Didactic	83	3.0
800 Didactic	78	3.0
Clinical courses, OSCE, practicum	Pass	N/A

Incomplete Courses (Last Updated: 2/28/2020)

Incomplete Grade Policy (AGRN and DNP students)

An Incomplete "I" is a temporary grade which may be given at the faculty member's discretion to a student when illness, necessary absence, or other reasons prevent completion of course requirements by the end of the academic term.

An Incomplete grade may be given only in the following circumstances:

- The student is in good academic standing;
- The student has completed a satisfactory amount of work in the course and the student has a passing grade average;
- Class participation and engagement has been satisfactory;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- The incomplete is not given as a substitute for a failing grade;
- The student initiates the request for an incomplete grade before the end of the academic term;
- The instructor and student discuss the terms for the Incomplete before the end of the term and complete the **Incomplete Completion Form** which is used to document the terms of the Incomplete.

The **Incomplete Completion Form** will include:

- The work to be completed;
- The date by which the course work must be fully completed, which shall not exceed one (1) year from date of enrollment in the course.

A copy of the form, signed by the faculty member and student, will be placed in the student's official file. All work submitted by the required date will be graded as submitted. If the student fails to fully complete the work within the stated deadline, a grade of "F" will be submitted to the Registrar.

Exceptions to this policy will be made only for situations that involve severe personal medical or hardship reasons which require documentation from the student and approval from the Program Director (in their sole and exclusive discretion).

If a student has an Incomplete in a course that is listed as a pre-requisite for another course, the student may not take that course until the Incomplete has been changed to a passing grade. Students receiving a grade of Incomplete will be required to pay a fee of \$100 per semester until the incomplete is removed from their transcript.

Exception: No incomplete grades will be given for Graduate Entry Pathway (GEP) didactic or clinical courses during the first year of the program.

ATI NCLEX Predictor Test

GEP students will take the Assessment Technologies Institute (ATI) RN Comprehensive Predictor exam at the end of the summer semester. The expected benchmark is a 'predictor score' (certainty of passing the NCLEX exam) of 95%. Students are strongly encouraged to prepare for the exam with the use of texts, online testing tools, and other sources.

Students who do not achieve the benchmark will develop a remediation plan with their advisor or a designated member of the faculty and complete it prior to taking the NCLEX exam.

Academic Warning Policy

Last update 9/12/2013

For didactic courses, the faculty of record may give an academic warning if any of the following occur:

1. A student has low exam, quiz and/or assignment grades
2. A student consistently submits assignments late or late without permission of instructor;
3. A student has unexplained or unexcused absenteeism; or
4. A student's conduct is inconsistent with professional expectations included but not limited to the course evaluation, Student Handbook, the ANA Code of Ethics, and/or the ANA Social Policy Statement.

For clinical, practicum, and practicum courses, the faculty of record may give an academic warning if any of the following occur:

1. A student does not deliver safe and appropriate patient care;
2. A student does not seek appropriate consultation from the clinical instructor, preceptor and/or health care provider;
3. A student fails to complete clinical, practicum, or practicum responsibilities assigned by faculty within the time frame allotted, including required practice hours, and submission of clinical documentation, such as logs, notes, and required clinical paperwork;
4. A student fails to progress in acquiring skills, knowledge, efficiency, or productivity as specified in formative evaluations and final course evaluation tool;
5. A student does not abide by the ANA Scope and Standards of Nursing Practice or by the regulations issued by the Massachusetts Board of Registration in Nursing (BORN); or
6. A student's conduct is inconsistent with professional expectations included but not limited to the course evaluation, Student Handbook, the ANA Code of Ethics, and the ANA Social Policy Statement.

Please note that in the setting of unsafe patient care, the student may be removed from the clinical, practicum, or practicum setting at the time, in addition to receiving a written warning.

The Procedure for Academic Warnings:

A meeting will be scheduled between the student and the course faculty, track coordinator (if applicable), and faculty advisor (if applicable), at which time the written academic warning will be given to the student.

The participants will discuss the student's performance and conditions for corrective behavior, options for remediation and/or progression including, as applicable, return to class, clinical, practicum or practicum setting. The student will also be encouraged to seek assistance from the course faculty, clinical faculty, student advisor, the Center for Academic Achievement and/or Student Counseling Center.

Copies of the academic warning signed by the issuing faculty will be placed in the student's official file. The program director and the student's advisor will be notified of the academic warning.

Course Failure Policy

Last update 5/8/2014

All students must maintain an overall GPA of 3.0 and can receive only one non-passing grade and still remain in the program.

Occurrence of either of the following situations will result in academic dismissal:

- A student's Grade Point Average falls below 3.0.
- A student receives two non-passing grades.

(Please note, however, the EXCEPTION for PhD Student Probation).

In addition to the above minimum requirements for a student's overall GPA, the following also applies for specific courses.

500 level courses:

1. Students must earn a minimum grade of C+ (78%) to pass courses and Pass (P) to pass a Pass/Fail courses.
2. Students who earn less than a C+ in a course or Fail a Pass/Fail course will be academically dismissed.
3. Reapplication to the GSN is required for matriculation into any educational program at UMass GSN. Automatic re-admission is not guaranteed.

600 and 700 level courses:

1. Students must earn a minimum grade of B to pass courses and Pass (P) to pass Pass/Fail courses.
2. If a student earns a B- or C+ in one course, he/she may repeat the course once. The student must earn a minimum of B on the second attempt or will be academically dismissed.

3. If a student fails a Pass/Fail course, he/she may repeat the course once. The student must earn a Pass on the second attempt or will be academically dismissed.
4. Academic dismissal will also occur when during the program a student:
 - a. earns less than a B in more than one course, or
 - b. earns less than a C+ in any course, or
 - c. fails two Pass/Fail courses, or
 - d. earns less than a B in one course and fails one Pass/Fail course.

800 level courses:

1. Students must earn a minimum grade of C+ to pass courses and Pass (P) to pass Pass/Fail courses.
2. If a student earns a C in one course, he/she may repeat the course once. The student must earn a minimum of C+ on the second attempt or be academically dismissed.
3. If a student fails a Pass/Fail course, he/she may repeat the course once. The student must earn a Pass on the second attempt or be academically dismissed.
4. Academic dismissal will also occur when during the Program a student:
 - a. earns less than a C+ in more than one course, or
 - b. earns less than a C in any course, or
 - c. fails two Pass/Fail courses, or
 - d. earns a C in one course and fails one Pass/Fail course.

Notations:

1. In some cases, repeating a course may lead to a change in progression.
2. If a student fails a course with both a theory and clinical component, an individualized plan of study will be developed with the student, faculty of record and advisor.

PhD Student Probation

A PhD student will be placed on probation if a student receives a “C” in a core course, and/or if a cumulative GPA at any semester-end of at least a 3.0 is not maintained. A meeting will be scheduled between the student and the program director. Students placed on probation are notified in writing and a copy is sent to the student’s faculty advisor. A student on probationary status is given one semester to raise the cumulative GPA to at least 3.0. If at the conclusion of this semester the cumulative GPA is not raised to 3.0 or above, the student will be academically dismissed.

Administrative Dismissal

Last update 5/8/2014

A student may be administratively dismissed from the University of Massachusetts Medical School Graduate School of Nursing (GSN) if, the student fails to comply with certain administrative requirements of the University of Massachusetts Medical School (UMMS).

Any of the following conditions may warrant administrative dismissal:

- Failure to comply with prior conditions on admission to the GSN.

- Failure to satisfy an overdue financial obligation to UMMS, consisting of tuition, loans, library charges, or other student charges, such as orientation, student activities, health services, childcare, and other such fees as may be established.
- Failure to comply with other administrative requirements, such as the submission of health clearance documents, maintenance of current Massachusetts RN license, BLS, ACLS (if applicable), or maintenance of a current Nursing license in any state where student is performing a clinical rotation/providing direct patient care.
- Failure to return from a leave of absence at the specified time and resume course work.
- Failure to comply with conditions set to return from the Leave of Absence.

Academic Dismissal

Last update 5/8/2014

The Graduate School of Nursing, through its faculty and appropriate committees, reserves the right to dismiss any student for:

1. Unsatisfactory performance of academic or clinical requirements and/or
2. Deficiency in standards of professional conduct, ethical practice or professional abilities.

Graduate nursing students, as members of the nursing community are expected to adhere to the Code of Ethics as stated by the American Nurses Association. Students are expected to abide by a Code of Honor that exemplifies a standard of behavior worthy of a professional. That is, students are not to engage in any form of dishonesty or misrepresentation. Students are required to report unprofessional or unethical behaviors. Such misconduct includes but is not limited to falsification of data, fabrication of data and/or plagiarism as well as clinical misconduct.

Any of the following conditions may warrant Academic Dismissal:

- Unsatisfactory performance of academic requirements – refer to course failure policy.
- Forgery, fraud or falsification of information on any official University document, including but not limited to Bursar's clearance card, grade report, recommendations, transcripts;
- Violation of the GSN Honor Code;
- Failure to comply with Board of Registration in Nursing regulations as noted in 244 CMR 7.00: M.G.L.c. 112, s. 61.
<http://www.mass.gov/eohhs/docs/dph/regs/244cmr007.pdf> Grounds for complaints are acts which indicate that the nurse is in violation of relevant provisions of Massachusetts General Laws, or Regulations of the Board. Examples include, but are not limited to, conviction of a felony, practice of nursing while ability is impaired by alcohol, drugs or mental or physical instability, drunkenness, or addiction/dependence on controlled substances, gross or habitual negligence, practice beyond the scope of licensure, and fraudulent procurement of registration.
- Failure to comply with the following American Nurses Association documents:

- ANA Code of Ethics with interpretive statements:
<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>
- Nursing's Scope and Standards of Practice
- Nursing's Social Policy Statement: The Essence of the Profession
- Professional Standards: <https://www.nursingworld.org/ana/about-ana/standards/>

A student who is administratively or academically dismissed, will cease to be enrolled and will not be allowed to complete the current semester, attend any courses or classes, or to register for future semesters. Such students will return their identification cards and any and all University property currently in their possession.

Student Complaint and Grievance Policy and Procedure

Updated 1/14/2016

Purpose: To provide Graduate School of Nursing ("GSN") students a prompt and equitable resolution of complaints and grievances by either informal or formal means. Complaints of discrimination and/or harassment must be filed with the Diversity and Inclusion Office.

****Please note:** A student may not grieve assignment grades or course grades (issues with individual course grades should be resolved between the student and course faculty of record).

Student Complaint: A claim by a student who is dissatisfied with an individual, service, policy, procedure, action, or lack of action. A student may file a complaint with the particular faculty member involved, if applicable, or the Program Director.

****Please note** that complaints may be documented for programmatic review.

A complaint can be informal or formal as defined below:

- An informal complaint is a verbal complaint expressed by a student to the particular faculty member or individual involved. A verbal complaint is always considered an informal complaint.
- A formal complaint is one that is typed and submitted via UMMS email or as a hard copy letter to a GSN faculty member. The first line of the letter or subject line of the email should indicate that this is a formal complaint. In the letter or email, the student shall include: (1) Complainant's name, email address, phone number; (2) a detailed description of the specific actions/events of the complaint including but not limited to the names of those involved, relevant date(s), any witnesses, and/or relevant documents (3) attempts made to resolve the complaint informally (4) constructive suggestions to correct the situation.

Complaint Procedure

For Informal Complaints

- Step 1: The student is strongly encouraged to attempt to resolve the complaint on an informal basis by meeting with the individual involved in the complaint (course instructor, faculty, director, etc.). Many problems can be resolved by having an open discussion.
- Step 2: If the complaint is unresolved after a meeting between the parties, the student may file a formal complaint.

For Formal Complaints

- Step 1: The student shall work to resolve the issue with specific individual involved in the complaint during a formal meeting.
- Step 2: If satisfaction is not reached, the student may then file a formal complaint with the Program Director. The student and the involved faculty member will meet with the Program Director to attempt to resolve the complaint.
- Step 3: If satisfaction is not reached, the student may then file a formal complaint with the appropriate Associate Dean (if applicable, otherwise progress to the student Grievance Process). The student, involved faculty member and director will meet with the appropriate Associate Dean to attempt to resolve the complaint.

If the complaint is not resolved and satisfaction is not reached after exhausting the steps listed above, the student may file a Student Grievance as outlined below.

Student Grievance: A student may file a grievance in two instances: (1) after an unsatisfactory resolution of a formal complaint or (2) an allegation of an action, or lack of action, that adversely affects the student's academic status including probation, dismissal, academic warning, clinical warning and academic or administrative withdrawal.

****Please note that all grievances must be documented for programmatic review.**

Grievance Procedure

- Step 1: The student must provide the Associate Dean of Academic Affairs (or in the absence of someone in this role, the Dean's designee) a written grievance statement within 30 calendar days of the event, which caused the grievance. This statement must include (1) the specific nature of the grievance, (2) names of individual(s) who are the subject(s) of the grievance, (3) other individuals who may have information helpful to resolving the grievance, and (4) the remedy sought by the student.
- Step 2: The Associate Dean of Academic Affairs will notify the subject of the grievance in writing of the allegations made against him / her and provide the subject(s) of the grievance and the Dean's Office a copy of the grievance. The Associate

Dean of Academic Affairs will meet with the student and the subject(s) of the grievance to attempt to resolve the grievance.

Step 3: Hearing Committee: If a meeting between the Associate Dean of Academic Affairs and the involved parties fails to resolve the grievance, the student may request in writing that the Associate Dean of Academic Affairs convene a hearing by an impartial committee. The Hearing Committee will be composed of three (3) individuals: two (2) Graduate School of Nursing faculty and one (1) student member. The student may select one member of the Committee; the Associate Dean of Academic Affairs shall select the other two members. The committee members shall have no prior involvement with, or relationship to, the allegations. The Hearing Committee must initiate the hearing expeditiously.

Step 4: Hearing

- a. The Parties: The parties may have the opportunity to: (1) testify on one's own behalf; (2) present witnesses who can speak about the involved issue (3) present other documentary evidence on one's own behalf and (4) comment on evidence presented by the other parties. The parties may not question or cross-examine each other or any other witness.
- b. The Hearing Committee: The Hearing Committee will consider the written grievance statement filed by the student and any relevant documentation previously provided by the parties. The Hearing Committee may ask any question of the parties and any witness. The Hearing Committee shall provide a written recommendation to the Dean of the Graduate School of Nursing within fifteen (15) business days of completion of the Committee's deliberations.
- c. The Dean may ask the Hearing Committee questions regarding their recommendation. After the Dean has considered the Hearing Committee's recommendation and any related evidence presented the Dean will render a written decision, within ten (10) business days, that will be final and binding.

Representation

The involved parties may choose one (1) support person to advise and / or support them during the grievance process (meetings and hearing). Such advisors (including attorneys, if so chosen by a party) may act only in an advisory capacity and may not speak on behalf of a party or otherwise participate in any meeting or hearing. Any student who elects to be accompanied by a support person must provide at least five (5) days' notice in writing to the Dean.

IV. HEALTH RESOURCES AND GUIDELINES

Student Health Clearance

The University of Massachusetts Medical School (UMMS) requires all incoming students to complete the Student Health Clearance process prior to matriculation. This policy was developed

to decrease risk of transmission of potential infectious agents. It is also required by Massachusetts Law.

It is each student's professional responsibility to maintain this clearance throughout his/her educational experience at UMMS. All clinical sites within UMMS and outside of UMMS require documentation of medical clearance prior to starting any clinical educational experience. Student Health Services (SHS) is responsible for periodic tracking of health clearances for all students and will notify students who need updated clearance information via email.

The SHS office can help with any questions regarding the clearance paperwork and can assist with resources to help complete the process. Forms that must be completed can be downloaded from the Student Health Services (SHS) website at www.umassmed.edu/studenthealth. For additional information, please call (508) 334-8464.

Any student who fails to comply with SHS requests to complete the clearance process by the first day of class will be reported to the Dean of the Graduate School of Nursing, the Assistant Dean of Student Affairs & Enrollment Management, and the Registrar's Office for further action including suspension of registration. Suspension of registration would result in being withheld from classes and all clinical educational experiences.

Student Health Fee

The Student Health Fee is different from the student health insurance plan. This fee is MANDATORY for all students whether or not they have the health insurance plan or their own insurance. About half of the fee goes to student counseling service and the other half goes to SHS. The SHS half pays for physician and nurse services in the SHS, waiver of co-pay in the SHS and administrative support. The other half of the fee covers Student Counseling Services. This portion of the fee allows these visits to be covered at no cost to the student. Please refer to the Student Counseling website for details.

Student Health Insurance

MA law requires all students to carry health insurance. UMASS Medical School offers one health insurance plan with BC/BS which is managed by University Health Plans (UHP). Students have the option to enroll in the BC/BS plan through UMASS Medical School, purchase Insurance with a company of their choice, or apply for and purchase eligible subsidized coverage through the Commonwealth Connector at: <https://www.mahealthconnector.org>. Students may also purchase dependent coverage (spouse, children) for an additional cost after the completion of their enrollment in the Student BC/BC health insurance plan.

Students may also purchase optional dental insurance plan with Delta Dental for an additional cost and/or optional vision insurance plan with VSP for an additional cost after the completion of their enrollment in the student BC/BC health insurance plan.

The Bursar's Office is responsible for assisting students with the BC/BS student health insurance enrollment. Students complete online enrollment form during annual open enrollment period or

request enrollment to the Bursar's Office during the year when a qualifying event occurs. The Bursar Office can be reached at 508-856- 6641 or 508-856-6612. For plan overview and summary of benefits, students can go UHP website at www.universityhealthplans.com or call UHP toll free at 1-800-437-6448, x112.

Student Health Services

Location: 1st floor of the Benedict Building - University Campus - Family Medicine Dept.

Telephone: 508-334-8464

Fax: 774-443-2350

Email: studenthealth@umassmemorial.org

URL: <http://www.umassmed.edu/studenthealth/>

Student Counseling Services

Location: S1-160

Office Hours Monday through Friday 8:00 a.m. - 4:00 p.m.

Phone: 508-856-3220 Fax: 508-856-3036

E-mail: SCS@umassmed.edu

URL: <http://www.umassmed.edu/psychiatry/clinicalservices/studentcounseling/>

N95 Respirator Fitting/Mask FIT Testing

In-patient clinical sites require all GSN health professional students to follow CDC respiratory infection control recommendations. The CDC recommends healthcare workers to be fit tested for a NIOSH- approved N-95 respirator or a powered air purifying respirator (PAPR) in order to provide protection from certain airborne pathogens such as H1N1 or Tuberculosis.

The mask fit process begins early in the first year of school for the GSN students. Students are first required to be medically cleared by Student Health Services (SHS) and then fitted by Environmental Health and Safety (EHS) for either N-95 respirator mask or a PAPR prior to entering any clinical site.

Respirator Fitness Form - This medical clearance form is to be completed by all first year SOM and GSN students (GSBS student are excluded). An e-mail will be sent by Student Health to direct you when the form is to be completed. Once medically cleared by Student Health, Environmental Health and Safety will complete the mask fitting process. Please download this form and return to SHS [Respirator Fitness Form](#) for the complete N95 Mask Fit.

Blood-Borne Pathogen Exposure/Needlestick/Injury

For students who experience an exposure to blood, visibly bloody fluid, body fluid, e.g. cerebrospinal, synovial, peritoneal, pleural, amniotic, semen, secretions from a needlestick/cut or splash to eyes, mouth, nose or open cut, animal bite/lab injury.

For what to do: <https://umassmed.edu/studenthealth/blood-borne-pathogen-exposure/>

Nursing Students with Blood Borne Pathogen Infection

Last updated June 7, 2013

The University of Massachusetts Medical School (UMMS) recognizes its duty to minimize the risk of transmission of blood-borne pathogens by individuals studying at the University. UMMS also recognizes its duty to provide a study and work environment which is free from discrimination. The policy which follows has been developed to ensure that UMMS acts in a manner consistent with these two duties.

This policy is based on currently available evidence from the medical literature and position papers from discipline-specific organizations. Revision of this policy may occur from time to time in light of new scientific evidence.

The intent of this policy is to limit the possibility of transmission of blood-borne pathogens by infected students within both the educational and clinical setting. UMMS recognizes, however, that it is not possible to eliminate the risk of infection.

This policy applies to all students enrolled in University of Massachusetts Worcester GSN sponsored educational programs, including both University of Massachusetts Worcester GSN students as well as visiting students.

1. General Considerations

To decrease their risk of acquiring or transmitting blood-borne pathogens, all GSN students involved in patient care will receive training in the principles of Standard Precautions. They will be expected to adhere to those principles at all times within educational and clinical settings. Any students who believe that they may have exposed others to their blood or bodily fluids in a clinical situation have a professional responsibility to notify the attending physician and supervising faculty member. All students must comply with the applicable reporting, follow-up policies and protocols of the clinical site where the incident occurred. As professionals concerned with the health of others, it is strongly recommended that students involved in such incidents consent to undergoing diagnostic testing for blood-borne pathogens as defined below.

2. Admission to UMASS Medical School Graduate School of Nursing (GSN)

An applicant's HBV, HCV, or HIV serologic status will have no impact on consideration for admission to University of Massachusetts Worcester GSN.

3. Immunization

GSN students are expected to undergo HBV immunization as a condition of admission unless they are (a) already known to be seropositive or (b) can provide proof of prior effective immunization-with adequate HBV surface antibody titers. If a student has undergone immunization prior to or on admission to the GSN and remains seronegative, the student will be expected to receive a single booster dose of HBV vaccine and will be retested no sooner than six weeks after that immunization. If still seronegative, the two additional doses of the HBV vaccine will be administered. Should the subsequent HBV surface antibody titer measurement remain

negative, then testing for HBV surface antigen will be performed. Students who are found to be HBV surface antigen positive, will be advised to follow up with the Student Health Service (see 6. UMMS Student Health Service responsibilities

4. Visiting Students

In the event that the GSN has a visiting student the UMASS Medical School policy on Visiting Students will be enacted.

5. Other Serologic Testing

GSN or visiting students are not required to undergo serologic testing for HIV or HCV. However, it is the professional responsibility of the student who may be at risk for HIV or HCV infection to ascertain his/her own serostatus for these infections.

6. UMMS Student Health Service Responsibilities

University of Massachusetts Worcester GSN students infected with a BBP may come to the attention of UMMS student health service (SHS). It is the responsibility of the SHS:

- a) To confirm that the infected student is receiving adequate medical and psychological care, either at the SHS or with the student's personal physician.
- b) To assist with providing, arranging, and coordinating such care if necessary.
- c) To advise the student of precautions to be taken to prevent transmission of their BBP infection, both in terms of patient care activities as well as general lifestyle considerations.
- d) To advise the student of signs of possible progression of their disease that would interfere with his/her physical or emotional ability to fulfill educational requirements.
- e) To review the UMMS policy regarding students with blood-borne pathogen infection including explaining the expectation that the student self-identify to the ADA Student Coordinator.
- f) To explain that, as a medical provider involved with the student's health care, the SHS adheres to HIPAA guidelines and will not discuss the student's medical condition without the student's permission.

In addition, the SHS, or the student's personal physician, may be expected to perform semi-annual follow-up evaluations of infected students. This will provide the UMMS BPP Review Panel (see section 10 below) with clinical updates on any changes in the student's degree of infectivity (e.g., viral load, etc.). It also allows for a written statement of medical clearance ensuring that the student's BBP disease has not progressed to the point of limiting the student's educational capabilities as described in the GSN Technical Standards.

7. Notification

Nursing students who are infected with HBV, HCV, or HIV have a professional responsibility to self-identify their serologic status to the ADA Student Coordinator (school official designated to oversee the educational program of students who with BBP infection). Such notification should occur upon enrollment. If a student is diagnosed with a BBP infection after starting graduate school, the student should notify the ADA Student Coordinator promptly. Failure to self-report is basis for disciplinary action, up to and including dismissal from the GSN.

8. Career Guidance and Educational Monitoring

Upon notification, the ADA Student Coordinator will begin ongoing meetings with the infected student to:

- a) Review the UMASS Medical School GSN policy on students with BBP infection
- b) Confirm and monitor that the student is receiving appropriate medical care
- c) Assist the student with applying for ADA status
- d) Discuss with the student if there is a possibility that s/he may have already participated in patient care activities in which injury to the student may have led to exposure of patients to the student's blood
- e) Provide ongoing intensive career guidance regarding track selection
- f) Review and approve all planned elective clinical rotations.

The ADA Student Coordinator will also convene a meeting of the UMMS BBP Review Panel to discuss potential modifications in the educational program for the infected student. In the case of a need for an urgent determination, temporary restrictions may be issued by the ADA Student Coordinator, pending a meeting of the full UMMS BBP Review Panel.

9. UMMS BBP Review Panel

An *ad hoc* panel, known as the UMMS Blood Borne Pathogen Review Panel, will be convened to review each infected student's clinical status. This BBP Review Panel will consist of the following membership: at least two physicians with expertise in infectious disease, two members of the clinical clerkship faculty who perform surgical or obstetrical procedures, two faculty members from the Graduate School of Nursing, the UMMS ADA Student Coordinator, and the Assistant Dean of Student Advising (chair). With the student's permission, his/her personal physician will be invited (but not required) to attend the review panel meeting(s).

The UMMS BBP Review Panel will review relevant medical information regarding the infected student and propose any necessary specific modifications in the student's educational program. Each infected student's situation will be assessed individually on a case-by-case basis. The BBP Review Panel will not be informed of the identity of the student. The BBP Review Panel will take into account such factors as type of BBP infection, degree of infectivity (e.g., based on viral load, etc.), basic health of the student, any associated co-morbidities, as well as the particular requirements and locations of upcoming clinical clerkships or other educational experiences, etc. The BBP Review Panel will then make specific recommendations to the ADA student coordinator to help shape the appropriate accommodations to the student's upcoming educational experiences.

Trainees typically have limited experience with performing procedures and are lacking in technical expertise. As such, they are more likely to make errors in procedural technique that could lead to an exposure. In addition, it is reasonable to assume that patients undergoing an exposure prone procedure would be very unlikely to consent to the non-essential participation of an infected student if there is a risk of BBP transmission. For these reasons, the Review Panel may stipulate broader restrictions on an infected student's participation than what is recommended in guidelines concerning experienced infected health care workers with BBP infection.

10. Confidentiality

Confidentiality of all information about HIV, HBV, or HCV serostatus will be maintained pursuant to state and Federal laws. The Review Panel will consider the details of the student's serostatus and relevant medical history but will not know any particulars of the student's identity.

On a need-to-know basis, only those faculty, who will be providing modifications in the student's educational program will be informed that the student has a blood borne pathogen infection without identifying the specific type of pathogen. It may also be necessary to notify other rotation site supervisors that the student is "sharps restricted." These individuals will not be informed about the student's particular disease. The individual clinical sites where students train also may have additional reporting requirements depending upon procedures and activities to be performed by nursing students at that site.

11. Accommodations

In compliance with the American with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 (ADAAA), students living with blood-borne diseases are to be treated like anyone else having a "disability" for the purposes of admission and retention at University of Massachusetts Worcester GSN. University of Massachusetts Worcester GSN is committed to non-discrimination of disabled individuals and makes reasonable accommodations to enable them to complete their medical education. Reasonable accommodations may be made in the Nursing degree program for infected students so that they will not necessarily be prevented by their blood-borne pathogen disease status from completing a degree. Accommodations should be designed such that the infected student has every reasonable opportunity to excel.

The UMMS BPP Review Panel will work with the UMMS ADA Student Coordinator to provide the student with reasonable accommodations where needed. An accommodation is not considered reasonable if it alters the fundamental nature or requirements of an educational program, imposes an undue hardship, or fails to eliminate or substantially reduce a direct threat to the health or safety of others. Infected students, like all students, must meet the University of Massachusetts Worcester GSN technical standards.

Prior to starting a rotation that the UMMS BPP Review Panel considers as a potential risk for exposure, the infected student must meet with the program director or faculty so that restrictions on the student's participation can be clearly defined.

12. General Principles Governing Clinical Activities of Infected Students

Each student with BBP infection will have an individualized educational program designed by the UMMS BBP Review Panel. There are, however, some general guidelines that apply to all infected students. In addition to practicing Standard Precautions, students with BBP infection should:

- a) Always double glove any time gloves are to be worn.
- b) If at risk of transmitting infection, not participate in exposure-prone procedures, which at a minimum include the following:
 - i. digital palpation of a needle in body cavity

- ii. simultaneous presence of the student's fingers and a needle, other sharp instrument, or sharp tissues (e.g., teeth, spicules of bone, etc.) in a poorly visualized or highly confined anatomic space
 - iii. see appendix for detailed list of specific exposure prone procedures
- c) In the clinical setting, if an infected student is asked to assume a role in a procedure which may put a patient at risk, s/he should decline participation and indicate that s/he is "sharps restricted."
- d) If a glove or any other body part of an infected student is entered or nicked by a needle or sharp instrument, that instrument will be discarded or removed and cleaned, and the student will retire from the procedure.
- e) If an infected student sustains an injury that may have exposed a patient to the infected student's blood or bodily fluid, the student shall immediately notify the patient's attending physician or the responsible faculty member about the incident, and also comply with the applicable reporting and follow-up policies and protocols of the clinical site where the incident occurred. The attending physician should then communicate with the appropriate institutional officials (i.e., risk management, etc.), to initiate a full disclosure process.
- f) On a case by case basis, infected students may be required to provide the UMMS Blood-Borne Pathogen Review Panel with updated information from their health care provider. Such reports will be requested at intervals not to exceed 6 months and may include the following:
 - i. A current statement from the student's medical provider confirming that the student's overall condition is sufficiently healthy so as to be able to perform expected duties on clinical rotations as described in the Technical Standards found in the University of Massachusetts Worcester GSN Student Handbook.
 - ii. Appropriate recent laboratory tests confirming that the student's potential infectivity has not changed since the Review Panel issued their recommendations.

13. General Principles Governing Educational Programs of Infected Students

For the required clinical rotations and other required clinical experiences considered higher risk for potentially exposing patients to blood borne pathogens, infected students will preferentially be assigned to rotation sites where the content and structure of their educational experience can be most closely supervised.

To ensure that appropriate restrictions and accommodations are put in place for all clinical situations where patients or others are potentially at risk, the infected student is required to seek authorization from the ADA Student Coordinator for all elective clinical rotations. The Assistant Dean for Student Advising must also be notified of any changes in the student's schedule of clinical experiences. Infected students who are at risk for transmitting a blood borne pathogen may not be permitted to do elective rotations in specialty areas involving exposure prone procedures. If the student disagrees with such a determination, s/he may appeal to the UMMS Blood Borne Pathogen Review Panel.

Infected University of Massachusetts Worcester GSN students wishing to do an elective rotation away will need to follow the Blood Borne Pathogen Policy of the host institution.

Appendix 1: Resources: CDC Current guidelines regarding exposure prone procedures for infected health care workers

From: Centers for Disease Control and Prevention; Updated CDC Recommendations for the Management of Hepatitis B Virus-Infected Health-Care Providers and Students; MMWR Recomm Rep; 2012; July 6;61 (RR03); 1-12.

CDC classification of exposure-prone patient care procedures

Category I. Procedures known or likely to pose an increased risk of percutaneous injury to a health-care provider that have resulted in provider-to-patient transmission of hepatitis B virus (HBV)

These procedures are limited to major abdominal, cardiothoracic, and orthopedic surgery, repair of major traumatic injuries, abdominal and vaginal hysterectomy, caesarean section, vaginal deliveries, and major oral or maxillofacial surgery (e.g., fracture reductions). Techniques that have been demonstrated to increase the risk for health-care provider percutaneous injury and provider-to-patient blood exposure include

- digital palpation of a needle tip in a body cavity and/or
- the simultaneous presence of a health care provider's fingers and a needle or other sharp instrument or object (e.g., bone spicule) in a poorly visualized or highly confined anatomic site.

Category I procedures, especially those that have been implicated in HBV transmission, are not ordinarily performed by students fulfilling the essential functions of a medical or dental school education.

Category II. All other invasive and noninvasive procedures

These and similar procedures are not included in Category I as they pose low or no risk for percutaneous injury to a health-care provider or, if a percutaneous injury occurs, it usually happens outside a patient's body and generally does not pose a risk for provider-to-patient blood exposure.

These include

- surgical and obstetrical/gynecologic procedures that do not involve the techniques listed for Category I;
- the use of needles or other sharp devices when the health-care provider's hands are outside a body cavity (e.g., phlebotomy, placing and maintaining peripheral and central intravascular lines, administering medication by injection, performing needle biopsies, or lumbar puncture);
- dental procedures other than major oral or maxillofacial surgery;
- insertion of tubes (e.g., nasogastric, endotracheal, rectal, or urinary catheters);
- endoscopic or bronchoscopic procedures;
- internal examination with a gloved hand that does not involve the use of sharp devices (e.g., vaginal, oral, and rectal examination; and

- procedures that involve external physical touch (e.g., general physical or eye examinations or blood pressure checks).

Substance Abuse Rehabilitation Program – Massachusetts Board of Nursing

The Massachusetts Board of Registration in Nursing, in response to the enactment of legislation M.G.L.C. 112, s. 80F, has established the Substance Abuse Rehabilitation Program (SARP). This program assists nurses whose competency has been impaired by alcohol and/or other drugs. The five-year program is designed in a manner which provides adequate safeguards and monitoring so as not to endanger the public health and safety nor jeopardize professional standards of nursing practice. The rehabilitation program provides guidance for nurses through individualized treatment plans and monitoring as a voluntary alternative to the disciplinary process, provided that the nurses cooperate fully with the recommended treatment plans and comply with the requirements for monitoring of their continued well-being after formal treatment has ended. No action is taken against the licenses of the nurses, and, in most cases, nurses will continue to practice. The licensees assume financial responsibility for all aspects of the program. For further information contact the at 617-973-0800 or <http://www.mass.gov/eohhs/gov/departments/dph/programs/hcq/dhpl/nursing/sarp/substance-abuse-rehabilitation-basic-information.html>

V. STUDENT ENGAGEMENT WITHIN THE GRADUATE SCHOOL OF NURSING

UMASS Medical School Graduate Nursing Organization (GSNO)

The Graduate Student Nursing Organization's purpose is to foster communication, coordination, and continuity among students, faculty, administration, alumni, and the University community at large.

Membership is open to all full-time and part-time students enrolled in the UMMS Graduate School of Nursing. The activities of the GSNO are determined by elected student representative officers. Meetings are held a minimum of twice a year, and more frequently as needed.

Faculty Advisors: Omanand Koul and P. Max Quinn

GSN Committees with Student Members

Students are invited to participate on three standing committees within the Graduate School of Nursing, Faculty Assembly, the Curriculum Committee and the Academic Standards and Admissions Committee. The president of the GSNO represents the students at the monthly GSN Faculty Assembly meetings.

The Curriculum Committee reviews and evaluates the curriculum of the GSN programs. Membership includes GSN faculty, a matriculated GSN student, and one GSN alumni.

The Academic Standards and Admissions Committee develops, reviews, and makes recommendations regarding issues relevant to the admissions, progression, retention, and graduation standards and policies of the GSN and acts on recommendations for acceptance of applicants to GSN programs. Membership includes GSN faculty, GSN Coordinator of Admissions, GSN Assistant Dean of Student Affairs & Enrollment Management, and a matriculated GSN student.

UMMS Committees with Student Members

GSN students are also part of the UMMS campus committees. Two students serve on the SGA (Student Governance Committee), and 2 students serve as representatives to The Three School Committee. Additionally, the GSN asks for a student representative for the Student Health Advisory Committee and for students to sit on the commencement planning committee. Students from all three schools are eligible to run for a position on the UMass Board of Trustees. Additional committee opportunities throughout the UMMS campus may arise during the year.

For more information regarding participation on one of these committees, please see the Assistant Dean of Student Affairs & Enrollment Management.

VI. UNIVERSITY POLICIES AND PROCEDURES

Access to UMass Medical School Facilities

UMMS facilities may be utilized to provide care and treatment of patients, to conduct research for the advancement of health care and to teach and train health-care professionals. In support of these goals, the facilities may be used by the following:

1. Recognized internal organizations for purposes which promote the health-related, educational, research and service and development goals of the organization; and
2. Non-Profit outside organizations which are public service or health related sponsored by a recognized internal organization and approved by the Associate Vice Chancellor for University Relations. Such sponsorships of outside organizations shall not interfere with programs or activities conducted by UMMS.
3. A recognized organization must send a request, in writing, to the Office of Communications and Publications Office thirty days in advance of the event or program for permission to use the facilities if an outside organization is being sponsored and will participate in the event. The outside organization must be identified in the request and its proposed participation described.
4. Commercial use of UMMS facilities is prohibited.

Alcohol Policy

Effective 1/05

All members of the University of Massachusetts community shall abide by the laws of the Federal Government, the Commonwealth of Massachusetts, the regulations of the Alcohol Beverages Control Commission and local ordinances and regulations relative to the possession,

consumption, distribution, transportation, manufacture and sale of alcoholic beverages or products, on land or premises owned or occupied by the UMMS. (Trustee Document T97-112)

Students must also be in compliance with Alcoholic Beverages on Campus policy 1.2.01 from the Executive Vice Chancellor for Administration and Finance or designee.

Alcohol can be consumed on the campus of the University of Massachusetts at Worcester only by students of legal drinking age at University-sponsored student events in designated areas. Any student-sponsored event that includes alcoholic beverages must be reviewed and approved through the Executive Vice Chancellor for Administration and Finance or designee.

Student sponsored events shall prohibit under-age drinking, excessive drinking, and shall stress safety and individual accountability by those who choose to drink. No advertisement, sale or promotion of alcoholic beverages of any kind is permitted on campus. Outdoor public drinking on premises owned, occupied or controlled by the University of Massachusetts is forbidden, except at University-sponsored events in designated areas. The University will take disciplinary action against any student who violates federal, state, city or University regulations.

In summary:

- There is no advertisement involving alcohol for any event.
- Students cannot sell individual drinks (if a caterer is hired, the caterer may sell individual drinks using its license.)
- Students cannot serve anyone who is underage.
- Students cannot serve anyone who is intoxicated.
- Students must also provide and display equivalent non-alcoholic drinks (for example; cans of soda if cans of beer are being offered, or pitchers of non-alcoholic beverage if pitchers of beer are being offered. Students cannot set up a situation where the beer is free and to get a non-alcohol drink the student has to purchase it out of a machine.)
- Students MUST stay in the designated area, Students CANNOT take alcohol outside of the [designated area, [e.g. student lounge], (i.e. NO drinking outside the building or in the lobby or in the halls).

Further, the University will provide educational programs for the campus community relative to the dangers of alcohol use/abuse. These programs will be provided by the academic departments as part of required courses in all three schools. The Student Health Service and Counseling Service will provide information about counseling and treatment programs for individuals in need of such intervention.

Americans with Disabilities Act / Student ASA Accommodations

The University of Massachusetts Medical School is firmly committed to providing full access to individuals with disabilities. In so doing, UMMS intends to fully comply with the Americans with Disabilities Act (ADA) of 1990 as amended 2008, Diversity and Equal Opportunity Office guidelines, and Human Resources policies. Policies and procedures are in place to ensure that disabled applicants, students, staff, faculty, visitors, volunteers, and vendors do not experience discrimination in any way. The Diversity and Equal Opportunity Office, working in conjunction with the Department of Human Resources and the School Services Office, develops policies,

procedures and training programs to ensure UMMS complies with all applicable federal and state regulations relating to individuals with disabilities. In addition, the Council on Equal Opportunity and Diversity evaluates policies regarding employees with disabilities, assesses adherence to these policies and makes recommendations for improvement to the Chancellor.

According to the The Americans with Disabilities Act Amendments Act ("ADA" – 42 USCA 1211 and following), an "individual with a disability" is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not name all "impairments" that are covered under the Act. UMMS intends to fully comply with the ADA as well as all other applicable federal and state laws, codes and regulations, including but not limited to Massachusetts General Laws, Chapter 151C.

For specific details on accessing ADA accommodations go to this link: www.umassmed.edu/ada.

Appropriate Treatment of Students

The University of Massachusetts Medical School ("UMMS") is committed to providing a supportive and respectful learning environment that fosters mutual trust and understanding between learners and members of the educational community. Accordingly, UMMS has developed this Appropriate Treatment of Learners ("ATL") policy to address concerns regarding the inappropriate treatment of learners by any member of the educational community.

To the extent possible, it is the policy of UMMS to provide a learning environment that fosters mutual trust and understanding between teachers and students. When all participants in the educational process at UMMS understand and uphold the standards of appropriate treatment of students, the environment enhances teaching, learning and professional development, to the benefit of all.

The purpose of this complaint policy is to provide an avenue for prompt follow-up on allegations of inappropriate treatment, and to do so in a non-adversarial and respectful manner that satisfies all parties involved. Should investigation of a complaint be warranted, UMMS is committed to conducting it thoroughly, promptly, and impartially.

This policy is designed for any student who believes s/he has been subjected to inappropriate treatment under the standards defined for this campus. These standards, which adhere to AAMC guidelines and LCME accreditation requirements, apply to the School of Medicine, Graduate School of Biomedical Sciences, Graduate School of Nursing, Graduate Medical Education, and to any UMMS school hereinafter established.

[Appropriate Treatment of Learners FULL PDF](#)

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to annually disclose information about campus crime. Each year the campus files a report with the United States Department of Education tabulating incidents of crime on campus. The current report can be accessed by visiting the Public

Safety website. This annual report lists the incidents of crime that occurred on or near campus for the previous three calendar years. Also included in the report are the numbers of arrests and disciplinary referrals.

Other topics included in the report are incidents of timely warning, emergency response and evacuation; general information about campus facilities safety and security; security awareness and crime prevention programs and sexual assault prevention and response.

Anyone may obtain a copy of the report from the UMASS Medical School Department of Public Safety office on the main level of the visitor parking garage, 55 Lake Avenue North, Worcester, MA 01655.

The Campus Security Report and additional information can be found on the [Public Safety web page](#).

Confidentiality of Patient Information

Faculty, students and staff are responsible for maintaining the confidentiality and security of information about, and materials related to, patients at UMass Memorial, its affiliates and other clinical sites, and must abide by the privacy and security policies and procedures of all clinical facilities visited during clerkship assignments. The UMass Memorial Notice of Privacy Practice information is available [here](#).

This policy applies to the use of such information and material in educational activities outside of the clinical care setting, such as grand rounds, lectures, patient reports and clinical case correlations taking place within UMass Medical School, or outside UMass Memorial or other clinical sites.

We are required by law to keep confidential and secure patients' "protected health information." Protected Health Information (PHI) as defined in HIPAA, has two components: (1) one or more personal identifiers; and (2) information about or relating to a person's health condition, provision of health services or payment for health services.

In these educational settings, patient-related materials, such as medical records, radiographs or pathology specimens, may be used freely for educational purposes only if all personal identifiers are removed. This may require concealing or otherwise eliminating patient names and/or other identifiers. When materials that in any way identify patients are used for educational purposes outside of the clinical care setting, an Authorization for the Disclosure of Protected Health Information must be signed by the patient(s) prior to the presentation.

What elements are considered Identifiers?

The following is a list of data elements that are considered to be personal identifiers under HIPAA:

Name; All geographic subdivisions smaller than a state, to include street, address, city or town, county, precinct, zip code, geocode, and three-digit zip code tracts where less than 20,000 people live; Names of relatives and employers; All elements of dates (except year), to include birth date, admission date, discharge date and date of death; Telephone and fax numbers; E-mail addresses; Social security number; Medical record number; Health plan beneficiary number; Account number; Certificate/license number; Any vehicle or other device serial number; Web URL; Internet Protocol (IP) address; Finger or voice prints; Photographic images; and Any other unique identifying number, characteristic, or code.

Additionally, while the age of a person in years is generally not considered an identifier, ages of 90 and over must be aggregated to a category of 90+ to avoid identification of individuals within this population. Other demographic information, such as gender, race, ethnicity and marital status are not identifiers.

A Consent for Educational Use of Visual Images form, i.e., photographs or videos that reveal patient identity, must be signed before these images are obtained and an Authorization for the Disclosure of Protected Health Information form must be signed before the images are presented. UMMS Consent for Educational Use forms are available from Communications (formerly called Public Affairs & Publications) at 508-856-2000. UMMC Authorization for the Disclosure of Protected Health Information forms are available through the UMMC Health Information Management Department at 508-334-5700, Option 1. Other clinical sites will require patient signature on similar forms.

As with all matters regarding patients' confidentiality, all participants attending educational programs and activities are responsible for maintaining the confidentiality and security of patient-related information.

As a prerequisite to accessing patients' protected health information held by UMass Memorial and its affiliates, all students must complete the UMass Memorial security training course known as the "E-Learning 4 U Privacy & Information Security Module" and sign a UMass Memorial

Confidentiality/User Access Agreement as noted in the HIPAA Privacy and Security Training section of this handbook. Other clinical sites may have similar requirements.

Social Media: It is **never** permissible to post any information that could possibly be used to identify a particular patient. This not only includes patient names but other identifying details that could allow someone to recognize a patient (e.g., photos, dates, locations, or a description of symptoms or an incident).

Breaches of Protected Patient Information: This policy establishes a process for addressing the handling of all alleged breaches of patients' confidentiality. All alleged breaches will be investigated, documented and acted upon. The facility where the alleged breach occurred will be engaged in the investigation as appropriate. Disciplinary action will be implemented based on the severity of the breach and will consider any prior breaches involving the individual in the allegation. Breaches of confidentiality by students are considered violations of the confidentiality

provisions of the professionalism document and will be handled according to that process. Sanctions may be applied up to and including dismissal from the Medical School. “See: Professionalism Policy.”

Issues of Confidentiality: All members of the academic community, including students and faculty, are encouraged to bring their concerns regarding confidentiality in the use of patient information and medical records in teaching to the attention of individual faculty members, the course directors, the Medical Ethicist, and/or the Associate Dean of Undergraduate Medical Education. The Director of Patient Care Services will also be available as a contact for medical students who wish to report on issues of confidentiality in the use of patient records in teaching. Other resources available to discuss confidentiality issues are the UMass Memorial privacy officer at 508-334-8096, the UMMC Privacy and Information Security Hotline at 508-334-5551 and the UMMC Privacy and Information Security e-mail account at privacyandsecurity@umassmemorial.org.

Guidelines for Consensual Amorous Relationships

The University of Massachusetts Medical School (UMMS) strives to provide an inclusive, welcoming and supportive work and learning atmosphere for its faculty, employees, residents, fellows and students. Relationships between members of the UMMS community should adhere to the highest standards of ethical and legal conduct, without exploitation of relationships for personal gain or personal interest. As well, UMMS strives to promote an environment where all work/academic decisions are made professionally and fairly, unencumbered by the potential effects of personal relationships.

FULL GUIDELINES REGARDING CONSENSUAL AMOROUS RELATIONSHIPS:

<https://www.umassmed.edu/globalassets/diversity-and-equality-opportunity-office/documents/policies/consensual-amorous-relationships-guidelines-final03072018.pdf>.

Criminal Background Checks (CBC), Criminal Offender Records Information Checks (CORI)

Last Updated February 16, 2010

Applicants are offered a provisional acceptance and are subject to a criminal background check (CBC) or Criminal Offense Record Investigation (CORI). A Criminal Background Check contains information received from court proceedings, including arrest records as well as convictions and dismissals.

If this reveals some prior criminal history, the applicant will be offered a full opportunity to respond. Provisional acceptances may (or may not be) withdrawn pending the school’s review of that history and the applicant’s response. The school has a process which governs these matters.

An increasing number of clinical agencies are requiring criminal background checks, or CORIs. Our contract with our clinical partner, UMass Memorial Medical Center requires all students engaging in direct clinical care of patients have a CORI performed. Although this CORI will be accepted at a wide number of agencies, some agencies may not accept this CORI and students are responsible to follow the procedures and policies of the agencies to which they are assigned. Students are responsible for the cost of any additional CORI or Criminal Background Check fees.

Drug-Free Schools and Communities Act Amendments of 1989

The University of Massachusetts, in accordance with both federal legislation and existing University policy, is committed to providing a drug-free, healthful and safe environment for all faculty, staff and students.

The Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, require that as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, and the unauthorized possession or use of alcoholic beverages on the University of Massachusetts Medical School campus or as part of any University activity or business off University premises is prohibited. If it is determined that a violation of this policy has occurred, disciplinary action up to and including termination of employment, expulsion of students and referral for prosecution may result as deemed appropriate.

Applicable legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol are summarized in the following section.

The University recognizes alcohol and drug dependency as an illness and a major health problem. Alcohol is the number one drug problem in this country and on campuses. Drinking alcohol has acute effects on the body. It impairs judgment, vision, coordination and speech and often leads to dangerous risk-taking behavior, including drunken driving, injuries and serious accidents. Nearly half of all accidental deaths, suicides and homicides are alcohol-related. The misuse of alcohol is often involved in violent behavior, acquaintance rape, unintended pregnancies and the exposure to sexually transmitted diseases. Long-term excessive drinking and drug use can lead to a wide variety of health problems in many different organ systems.

The use of drugs and alcohol can cause physical and psychological dependence and can interfere with memory, sensation and perception. Drugs impair the brain's ability to synthesize information. Regular users of drugs develop tolerance and physical dependence often experienced by withdrawal symptoms. Psychological dependence occurs when the drug taking becomes central to the user's life.

Students with substance abuse problems are encouraged to use the full range of educational and treatment services provided by the Student Health Service at 508-334-8464.

Summary of Legal Sanctions (Alcohol and Drug Abuse) Specific findings of alcohol impairments as identified by federal studies, have been compiled and distributed to all members of the campus community to meet the requirements of the Drug-Free Schools and Communities Act. In addition to this policy, other University of Massachusetts policies which relate to inappropriate use of alcohol and drugs remain in force. (see Policy on Impaired Medical Students)

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. Courts do not modify life prison sentences in order for convicted persons to attend college or medical school or to continue in their jobs. A felony conviction for such an offense can prevent you from entering many fields of employment or professions.

Cities and towns in Massachusetts prohibit public consumption of alcohol and impose fines for violation. The Metropolitan District Commission also prohibits public consumption of alcohol in its parks.

Massachusetts laws prohibit sale or delivery of alcohol beverages to persons under 21 with a fine of up to \$2,000 and six months imprisonment, or both.

Misrepresenting one's age or falsifying an identification to obtain alcoholic beverages is punishable by a fine of \$300. First conviction of driving under the influence of alcohol has a \$1,000 fine, one-year revocation of driver's license, up to two years in prison, and mandatory alcohol rehabilitation.

Massachusetts has criminal penalties for use of controlled substances, or drugs, with penalties varying with the type of drug. In general, narcotic and addictive drugs with a high potential for abuse have heavier penalties.

Possession of drugs is illegal without valid authorization. While penalties for possession are generally not as great as for manufacture and distribution of drugs, possession of a relatively large quantity may be considered distribution. Under both state and federal laws, penalties for possession, manufacture and distribution are much greater for second and subsequent convictions. Many laws dictate prison terms and the full minimum term must be served.

It is illegal in Massachusetts to be in a place where heroin is kept and to be "in the company" of a person known to possess heroin. Anyone in the presence of heroin at a private party or dormitory suite risks a serious drug conviction. Sale and possession of "drug paraphernalia" is illegal in Massachusetts.

Persons convicted of drug possession under state or federal law are ineligible for federal student grants and loans for up to one year after the first conviction, five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first conviction, 10 years after the second, permanently after the third conviction.

Under federal law, distribution of drugs to persons under age 21 is punishable by twice the normal penalty with a mandatory one year in prison; a third conviction is punishable by mandatory life imprisonment. These penalties apply to distribution of drugs in or within 1,000 feet of a college or school. Federal law sets greatly heightened prison sentences for manufacture and distribution of drugs if death or serious injury results from use of the substance.

Electronic Mail

The University makes e-mail facilities available to both students and staff. Campus e-mail users are encouraged to use these communications resources to share knowledge and information in furtherance of the University's missions of education, research, and public service. Students are free to use e-mail for personal use. E-mail is made available to employees for the purpose of conducting University-related business, but occasional social/personal use is allowed providing it does not interfere with an employees' job function. An employee's university email address, however, should not be considered the same as a personal email address. Violation of the e-mail policies and guidelines may result in disciplinary action.

The official IT Electronic Email policy applies to all users, including students. Therefore, all students must follow all applicable IT email policies. These policies are available at the UMass Medical School Information Technology page: [Email Use Guidelines](#)

Family Educational Rights & Privacy Act (FERPA)

This information constitutes your official notification of rights granted to you under the Family Educational Rights and Privacy Act (FERPA). FERPA is a Federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education. 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g. schools) that receive funding under any program administered by the Department of Education.

In compliance with FERPA, the University of Massachusetts Medical School (UMMS) does not disclose personally identifiable information contained in student education records, except as authorized by law. Information about students' rights under FERPA and UMMS implementation of FERPA is set forth below.

FERPA: <https://umassmed.edu/registrar/ferpa/ferpa/>

Academic Record: <https://umassmed.edu/registrar/ferpa/academic-record/>

FERPA FAQ's: <https://umassmed.edu/registrar/ferpa/ferpa-faqs/>

Hazing

In accordance with Massachusetts General Laws, Chapter 269, Sections 17 & 18, The Graduate School of Nursing does not tolerate any form of hazing. Massachusetts General Laws, Chapter 269, Section 17 and 18 contain the following:

Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year or both such fine and imprisonment.

The term 'hazing' as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to weather, forced consumption of any food, liquor, beverage, drug or other substance,

or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such a crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law endorsement official as soon as reasonably practicable. A fine of not more than one thousand dollars shall punish whoever fails to report such a crime.

Section 19: Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student organization, a copy of this section and Sections 17 and 18; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and Section 17 and 18 to unaffiliated student organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student organizations.

Identification of Students

Identification tags are issued to all students at the time of registration during the first year and should be worn at all times. Students may be asked to present their Identification Card for identification by UMMS Police, library personnel, cafeteria personnel, etc. Lost cards may be replaced by contacting the Public Safety Office on A-level. Cards must be returned when the student leaves the school. Cards temporarily assigned at rotation sites must be returned once the student is no longer participating in a rotation at that site.

Massachusetts Identity Theft Law

Students must be aware of the University's and its associated providers' obligation under the Massachusetts ID Theft Law. Under this law, if the University (or a clinical partner) knows or suspects that certain personal information has been improperly used or accessed, it must inform the individual of the breach, as well as various state agencies. The information which triggers this obligation is as follows:

The individual's first name & last name or first initial and last name, PLUS any one or more of the following:

1. social security number
2. driver's license number (or state issued ID card number)
3. financial account number
4. debit or credit card number

Patient Rights Under HIPAA

In addition to information concerning the HIPAA Privacy, Confidentiality of Patient-Related Information and Security Regulations found in this Handbook, students must read and be familiar with the “UMass Memorial Health Care / UMass Memorial Medical Center Joint Notice of Information Practices” brochure distributed to all patients at the time of their first clinical visit. Students must also read and be familiar with the privacy notices of all other clinical sites visited for clinical experience.

HIPAA requires that written notice be presented to patients to inform them, among other things, of their privacy rights and to make them aware of how the Medical Center and its affiliates can use and disclose their protected health information. It also includes a point of contact for answering questions or receiving complaints.

Patient rights afforded by HIPAA include:

- Right to Access (inspect/copy) Designated Record Set.
- Right to Amend Designated Record Set.
- Right to Accounting of Disclosures of Protected Health Information.
- Right to File a Complaint regarding alleged Privacy Violations.
- Right to Request Restrictions on Uses and Disclosures of Protected Health Information.
- Right to Confidential Communications.
- Right to the Notice of Privacy Practices.
- Right to Revoke Authorizations for the disclosure of Protected Health Information.

Red Flags Rule

Students must be aware of the “Red Flags Rule,” enacted by the Federal Trade Commission to protect consumers from identity theft (and medical identity theft). Under this law, UMMS (or a clinical partner) is responsible for investigating actual or suspected incidences of identity or medical identity theft if it knows or suspects that an individual is using or attempting to use someone’s identity to obtain services or pay for services.

Medical identity theft is one of the fastest growing types of identity theft in the United States and providers and their employees (including students) must be aware of their responsibility to spot and report “Red Flags” to the appropriate people for investigation. Examples of “Red Flags” include:

- Alerts, notices, or warnings from the credit reporting companies (Equifax, Experian, TransUnion).
- Suspicious documents - paperwork has telltale signs of identity theft. e.g. identification, SSN card, or driver’s license that looks fake or forged.
- Suspicious personal identifying information - personal information that doesn’t ring true (e.g. address, phone number or SSN that has been used by someone else.)
- Suspicious account activity. (e.g. Patient receives a bill or Explanation of Benefits for procedure patient didn’t have.)
- Notice from the patient, customer, law enforcement, or victim of identity theft

- See FTC web site for complete list of Red Flags: New ‘Red Flag’ Requirements for Financial Institutions and Creditors Will Help Fight Identity Theft.

Students who spot a “Red Flag” at UMMMC clinical sites must immediately report this to the UMMMC Privacy and Information Security Department by either calling the Privacy and Information Security Hotline at (508-334-5551) or by email at: privacyandsecurity@umassmemorial.org. Students need to be aware that they are obligated to report Red Flags when assigned to other healthcare provider sites and act accordingly.

For Red Flags suspected at UMMS, Students must report to the UMMS Department of Public Safety (508-856-3296).

Sexual Harassment (Policy and Procedures)

The University of Massachusetts Medical School (UMMS) is firmly committed to working to ensure that all employees, students and individuals who are authorized to conduct business with and/or perform other services on behalf of UMMS are not subject to sexual harassment. To that end, it is the policy of UMMS to comply with all federal and state laws and regulations: Title VII of the Civil Rights Act of 1964, Chapter 151B, and M.G.L. 151B Sec. 3A.

Sexual Harassment is defined as: Any unwanted and/or unwelcome sexual advances, requests for sexual favors and other verbal, written or physical conduct of a sexual nature.

It constitutes sexual harassment when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s continued employment or assessment of academic work; Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or in creating an intimidating, hostile, humiliating, uncomfortable or offensive work or academic environment. Simply stated, sexual harassment, as well as other forms of harassment, have no place in the workplace or classroom.

It is UMMS’s policy to protect the rights of all persons by providing fair and impartial investigations of all allegations of harassment. Any member of the UMMS community found to have violated the harassment policy will be subject to disciplinary action up to and including possible termination/dismissal.

Complaints will be investigated with every effort made to respect the privacy of those involved and ensuring that there will be no retaliation. Retaliation against an individual for filing a complaint of sexual harassment or against any individual for cooperating in an investigation of a complaint is against UMMS policy and it is against the law. If retaliation is found to have occurred, appropriate action(s) will be taken.

A copy of UMMS’s sexual harassment complaint policy and procedure for resolution may be obtained from the Diversity and Inclusion Office (DIO), 508-856-2179, at: <http://umassmed.edu/dio/equal-opportunity/ppg-sexual-harassment/>.

Smoke Free and Tobacco Policy

Last Updated 5/27/2008

UMass Medical School (UMMS) promotes a smoke and tobacco free environment across our campuses in order to model and encourage healthy behaviors which are consistent with the UMMS mission and purpose; an institution dedicated to the education and training of health care professionals.

Accordingly, everyone is prohibited from smoking or using tobacco products in any UMMS vehicle, building, facility, site, garage, grounds, or adjacent grounds that are owned, leased, controlled or operated by UMMS. Scope: The use, dispensing or sale of any tobacco product is prohibited within any vehicle, building, facility, site, grounds, and garage owned, leased or controlled by UMMS.

Responsibilities: Student shall comply with this policy and report any violations of this policy to the Associate Dean for Student Affairs.

Students desiring to stop smoking shall be responsible for reviewing tobacco cessation benefits available through their health insurance provider.

The complete policy HR General Administrative Policy #6.05.18 can be found on the Human Resources website [here](#).

Title IX Incident – Investigative Policy and Procedure for Sexual Discrimination

It is the policy of the University of Massachusetts Medical School (“UMMS”) [the University of Massachusetts Worcester (“UMW”)] to comply with Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, which prohibit discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or due to an intellectual or other disability. A number of acts may fall into the category of sexual violence, including rape, sexual assault, sexual battery, non-consensual video or audio taping of sexual activity, domestic violence, dating violence, stalking incidents and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX.

The complete Title IX Incident-Investigative Policy, Policy #02.01.09, can be found [at http://inside.umassmed.edu/Policies/Policies-listing-page/DIO/Title-IX/](http://inside.umassmed.edu/Policies/Policies-listing-page/DIO/Title-IX/).

Vendor Relations, (Faculty and Student) Conflict of Interest Policy

This policy seeks to prevent conflicts of interest between commercial vendors doing business with the University of Massachusetts Medical School (UMMS) and UMMS’ faculty members, and students. Such potential conflicts can be viewed as influencing patient care and/or purchasing/procurement. This policy, working in tandem with the Commonwealth of Massachusetts’ Ethics Laws (M.G.L. c. 268A), strives to ensure that relationships between the

UMMS Faculty Members or Students and commercial vendor representatives enhance the University's mission as a center of excellence for teaching and research.

A vendor is defined as a company or person offering a good for service or sale. This definition includes, but is not limited to, pharmaceutical companies, device manufacturers and supply companies.

This policy recognizes that some UMMS faculty members provide patient care and/or conduct research in various hospitals, outpatient settings, and research centers that may have their own policies governing Vendor relations and conflicts of interest. Such policies may vary from this policy. When two or more policies govern the relationships of UMMS faculty members with commercial vendors, the faculty member must comply with all restrictions. Each faculty member must identify and adhere to the applicable policies.

People Governed by This Policy - The UMMS Faculty and Student Vendor Relations Conflict of Interest Policy apply to all UMMS faculty members and students, unless otherwise specified. When UMMS faculty are subject to other laws, regulations or policies, this policy supplements those laws and regulations and policies but does not supersede them. In each case where such laws or regulations or policies differ from this policy, faculty members must comply with the most restrictive applicable standard.

Some of the specific areas of the policy that apply to medical students are indicated below, however, students are responsible for abiding by the entire policy which is available [here](#).

Product Fairs: Product fairs at UMMS sites are allowed. Students and faculty members providing patient care may not accept offered samples.

Gifts to Students: Students in the School of Medicine and Graduate School of Nursing may not accept gifts from a vendor. Students in the Graduate School of Biomedical Sciences will adhere to the requirements of section (4).

Vendor Contributions to UMMS Student Educational Activities: In the event that a vendor wishes to contribute supplies, equipment or other goods/services of material value to support an educational activity, the vendor is responsible for contacting the appropriate program, department or school representative, respectively. It is understood throughout the process of approving such contributions that students will not be responsible for negotiating, securing or otherwise designating the allocation of these items or services. The department and/or the UMMS administration responsible for the oversight of such vendor goods or services must assure that they are acquired, managed and distributed in a manner that complies with UMMS conflict of interest standards. These standards include but are not limited to the avoidance of vendor names and brands on items of general use and assuring anonymity of the vendor's name in association with any such items, whenever practical. All UMMS Student handbooks must explain that students can invite industrial, commercial or vendor groups to UMMS only after obtaining prior approval from their respective dean or the dean's designee, who must make a recommendation for approval to the provost for final review and approval.

VII. ACADEMIC AND INSTITUTIONAL RESOURCES

Center for Academic Achievement

Our goal is to help all learners in the School of Medicine, Graduate School of Nursing, Graduate School of Biomedical Sciences, and Graduate Medical Education achieve the most comprehensive and meaningful educational experience possible. We encourage you to access the resources of the Center for Academic Achievement.

The CAA is made up of the Center for Academic Achievement, as well as Academic Enrichment Programs which work together in order to provide comprehensive services to students, residents, and fellows. Students seen for academic enrichment may be encouraged to receive clinical enrichment services and vice versa.

URL: <http://www.umassmed.edu/oea/center-for-academic-achievement/>

Bursar's Office

Location: S1-802

Telephone: 1-877-210-2238

URL: <https://www.umassmed.edu/financialservices/departments/bursar/bursar-student/>

The Bursar Office is responsible for all student financial activities including student account calculation, billing, financial aid disbursements, payment collection, and refund processing. The Bursar's Office also manages the student health insurance enrollment/waiver process. 1098-T forms are processed by the Bursar's Office at the end of calendar year.

Office of Communications

Location: S4-228, Fourth Floor

Telephone: 508-856-2000

URL: <https://www.umassmed.edu/news/>

The Office of Communications is the official source of news and information at the University of Massachusetts Medical School.

The Office of Communications (OC) is here to help you get your news to the UMMS community as well as local, national and international media. We are committed to gathering and distributing information that will allow us to spotlight the stories that make the UMass Medical School community so remarkable: the interesting people, the groundbreaking research, the innovative teaching and meaningful community engagement that happen.

Diversity and Inclusion Office (DIO)

Location: S1-710- First Floor
Telephone: 508-856-2179
URL: <http://www.umassmed.edu/dio/>

The Diversity and Inclusion Office (DIO) is the primary vehicle for guiding the diversity and inclusion efforts of the academic health sciences center. The DIO team joins with faculty, administrative, clinical and support staff, residents, postdocs, and students in achieving a high performing, inclusive academic learning community. Through the DIO, a number of resources and services are available that help create an organizational culture that maximizes the potential for diversity to achieve our vision of being one of the nation's most distinguished academic health science center. The DIO coordinates diversity and inclusion programming and provides oversight of compliance for equal opportunity plans. We embrace diversity in its many dimensions and strive to create an organizational structure that meets the needs of every individual who makes up our community.

Financial Aid Office

Location: S1-855, First Floor
Telephone: 5 08-856-2265
URL: <http://www.umassmed.edu/financialaid/>

The Financial Aid Office at the University of Massachusetts Medical School is part of the division of School Services and administers Federal and Institutional student loans and gift aid for the Medical School, the Graduate School of Biomedical Sciences and the Graduate School of Nursing. Additionally, the Financial Aid Office collects campus-based loans and the Medical School Learning Contract. To be eligible for financial assistance, students must be accepted for admission or enrolled in good standing and making satisfactory academic progress.

Lamar Soutter Library

Location: First Floor of the Medical School
Telephone: 508-856-6099
URL: <http://library.umassmed.edu>

The Library is accessible to UMMS students, residents, and faculty 24 hours per day, seven days per week by swiping UMMS ID cards at the front door. The library will not be staffed after regular hours. For more details, see the [Guidelines](#).

The library doors will close 15 minutes prior to closing time.

Please Note: Only UMass students, residents, and faculty will be allowed to stay after the library closes.

The Parking and Access Control Department

Location: Level 1 - West Parking Garage
Telephone: 508-856-3630
FAX: 508-856-5809
E-mail: parking@umassmed.edu
URL: <https://umassmed.edu/parking/>

The Parking and Access Control Department is responsible for all card access on Medical School properties. Access coded Identification Badges (ID's) are prepared in the office, West Parking Garage, Level 1, and coded to allow entrance to both parking areas and doors, including student areas. These picture ID Badges must be displayed while on the campus.

Student Parking:

Students pay a parking rate of \$208 for the year. Only cash or check is accepted. All UMass students will be granted free onsite parking access only after 5 p.m. weekdays, all school holidays, and Saturday & Sundays. Students will receive a "STUDENT" parking permit to be placed on the rearview mirror of their car.

Police/Department of Public Safety

Location: 2nd floor (ground level pedestrian entrance) of the South Parking Garage.
Emergencies call: 911 or 6-3311
Non-Emergency: 508-856-3296
Personnel: Chief Clanford L. Pierce, Jr.

URL: <http://www.umassmed.edu/publicsafety/index.aspx>

The University of Massachusetts Police Department in Worcester is committed to provide a safe and secure environment in which students, faculty, staff, patients and visitors can conduct their activities. The Department uses a community-oriented philosophy, and our Officers patrol the University & adjacent roads 24 hours a day, seven days per week in cruisers, on foot and on bikes.

All Police Officers are sworn under Massachusetts General Law Chapter 75. Section 32A, have the same law enforcement authority as Municipal Police, and are trained at Municipal Police Academies.

Registrar's Office

Location: Room S1-400
Telephone: 508-856-2267
Personnel: Michael F. Baker, MA, Registrar
URL: <http://www.umassmed.edu/Registrar>

The Registrar's Office at the University of Massachusetts Medical School maintains all official academic records for enrolled and former students of the School of Medicine, Graduate School of Biomedical Sciences and Graduate School of Nursing. The office is responsible for all enrollment

statistics, registrations, verification of attendance, management of all student records and issuance of official transcripts.

Services for current students include certification of student status for USMLE Steps 1 and 2 examinations, veteran educational benefits, loan deferments and graduation requirements. Services for alumni may include verification of graduation, documentation for licensure and diploma verification.

Veterans Education Benefits

The University of Massachusetts Medical School is a veteran-friendly institution. We are proud of the brave men and women who served in the armed forces to protect our country. All academic programs at UMMS are approved for Veteran Education Programs and the Registrar's staff are trained Certifying Officials for veteran's education benefits.

<https://www.umassmed.edu/registrar/veterans>

Department of School Services

Location: S1-400

Telephone: 508-856-2444

URL: <https://www.umassmed.edu/studentlife>

You have begun an extraordinary journey, as you develop your career in healthcare! Our UMMS community will provide you with a unique opportunity for interprofessional collaboration across the three graduate schools while you work towards your degree.

Our goal in the Office of Student Life is to work with you to facilitate optimal learning in a collaborative environment, helping you to reach your goals and thrive.

Voter Registration Forms

The Higher Education Amendment of 1998 requires this institution to provide students with the opportunity to register to vote. Voter Registration Forms can be accessed at the following site:

www.sec.state.ma.us/e/e/eifv/howreg.htm

VIII. CAMPUS LIFE

Campus Store

Location: First Floor, in the Medical School Lobby

Telephone: 508-856-3213

URL: <http://www.umassmed.edu/bookstore/>

The store features a selection of reference books as well as an assortment of popular fiction and nonfiction books, medical instruments, school supplies, UMMS insignia clothing and merchandise, candy and other munchies, newspapers, greeting cards, magazines and gift items. The store accepts cash, personal checks and MasterCard, Visa and Discover. Departments may also charge merchandise with approved account numbers. Students and residents may present

their badge and receive a 5% discount when paying with cash or credit card on all textbook purchases.

Child Care/Daycare

Location: Shaw Building, 419 Belmont Street, Worcester, MA 01604

Telephone: 774-455-KIDS

URL: <https://www.umassmed.edu/hr/work-life/childcare/>

Bright Horizons at UMass Child Care provides exceptional care & early education for infants, toddlers, preschool and kindergarten prep children. Our state-of-the-art environment provides young children the opportunity to learn, grow and nurture their natural curiosity & inquisitiveness as well prepare them with the academic foundation to achieve success in school and in life.

Dining Services

- Albert Sherman Center Café & Cafeteria – first floor of the Albert Sherman Center
Information and Menu: <https://www.nexdine.com/sherman>
- Hospital Cafeteria - First Floor of the hospital. Breakfast 6:30 am to 11 am; Lunch 11:15 am to 1:45 pm; Dinner 4 pm to 6 pm; late night 6 pm to 10 pm.
- Simply-to-Go Café – Ambulatory Care Center lobby. Serving coffee, pastry, upscale sandwiches, pizza and soup. Daily: 7:30 am to 2 pm.
- Pavilion Café - Hospital, Main lobby. Serves specialty coffees, soups, sandwiches and pastries. Monday thru Friday 6:30 am to 8:30 pm and Saturday 7:30 am to 1:00 pm

Mothers Rooms/Breastfeeding/Nursing Rooms

The Medical School currently has four Mothers' Rooms where breastfeeding mothers can go to feed their babies or pump breast milk. The rooms are located at different sites. Please click on the link for more details: <https://www.umassmed.edu/hr/work-life/parenting/>

Fitness Center

E-mail: fitnesscenter@umassmed.edu

Phone: 774-455-3500

Website: <https://www.umassmed.edu/facilities/fitness-centers/>

UMMS maintains two fitness centers, one at the Albert Sherman Center on the University Campus in Worcester, the other at the South Street complex in Shrewsbury. All matriculated students enjoy free membership. Employees and non-matriculated students are eligible to join for a \$29 sign-up fee and \$25 per month (no time commitment). Medical residents pay \$12.50 per month, plus the sign-up fee.

In addition to a wide range of cardiovascular equipment, free weights and LifeFitness machines, the centers offer group classes including yoga, Zumba, Pilates, group-cycle, metabolic style training and high intensity interval training.

Room Reservations

Location: S2-333

Phone: 508-856-2264

Website: <https://www.umassmed.edu/roomreservations/>

Room Reservations rooms are scheduled using Resource Scheduler the self-service room scheduling system. Rooms reserved using the Room Reservation system are for classroom teaching, meetings, seminars and presentations only. No clinical activities – dissection, phlebotomy, specimen collection, ie – can take place in meeting or classrooms.