



**University of Wisconsin – Madison  
School of Nursing  
Psychiatric Mental Health Certificate  
Student Handbook**

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# UNIVERSITY OF WISCONSIN-MADISON AND THE SCHOOL OF NURSING

## MISSION STATEMENT AND ACCREDITATION

Mission: To prepare leaders who improve human health through nursing science, education, and practice.

The University of Wisconsin–Madison School of Nursing, established in 1924, is the leading nursing research institution in Wisconsin and a crucial part of the state's health care system. As an integral academic partner situated in the health sciences sector of campus with the School of Medicine and Public Health and the School of Pharmacy, the School of Nursing collaborates with scientists and renowned researchers across the UW–Madison campus, the nation, and the world. The school's research is translational in nature and grounded in practical application—the work being done has an immediate impact on Wisconsin's communities, hospitals, clinics, schools, and homes.

The school has an enrollment of more than 500 students, offering the Bachelor of Science in Nursing (BS), Doctor of Nursing Practice (DNP), and Doctor of Philosophy in Nursing (PhD) degrees.

With more than \$1 billion in research expenditures in 2009, the University of Wisconsin–Madison is the third largest research university in the country. The campus includes 13 academic schools and colleges and enrolls more than 40,000 students annually. There are 226 centers and institutes recognized and approved within the university that serve to organize activities for groups of people to collaborate.

The Post Graduate Psychiatric Nursing Certificate program at the University of Wisconsin-Madison is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, (202) 887-6791 through June 30, 2027.

The mission of the Academic Affairs Office is to support the student experience from pre-admission through post-graduation and also to assist faculty in curriculum development, implementation, and assessment. Student services include recruitment and admissions, advising and enrollment management, facilitating clinical experiences, coordination of scholarships and career services and credentialing.

The Office of Academic Affairs is located in suite 1100 Cooper Hall, 701 Highland Avenue.

Front Office: Signe Skott Cooper Hall, Suite 1100

Office Hours: 8:00am-4:30pm, Monday – Friday

Email: [academic.affairs@nursing.wisc.edu](mailto:academic.affairs@nursing.wisc.edu)

Phone: (608) 263-5202

[Office of Academic Affairs Contact List](#)

[School of Nursing Directory](#)

## PMHC PROGRAM OVERVIEW

### WHAT OUR PROGRAM DOES

This rigorous program offers three semesters of graduate-level foundational and clinical courses. These courses cover the assessment and management of common mental health conditions, as well as the complex care needs of persons living with serious mental illness. Students study current issues in psychiatric nursing with an emphasis on evidence based care.

Clinical course work is directed by clinical professors in collaboration with expert preceptors. Students complete 500 clock hours of clinical practice hours.

## **CLINICAL HOUR COMPLETION POLICY**

The PMHC program requires 500 advanced practice clinical hours.

Students must complete half of the required clinical hours by the Friday of the eighth week of class [N728, N729, N828, N829], which corresponds to the university's drop deadline and is roughly the midway point of the term. If at least half of the required clinical hours are not completed by the Friday of the eighth week of class, the student will receive an F/zero for the clinical component of the course. In extreme situations and at the discretion of the course professor, an extension may be granted to allow a student to complete more than half of the clinical hours during the second half of the term. In such a case, the clinical component of the course will be graded accordingly. A student seeking this exception must submit the DNP Petition for Special Consideration to the course professor prior to the Friday of the eighth week of class.

## **PMHC CURRICULAR REQUIREMENTS**

### **CURRICULUM DETAILS**

A minimum of 18 credits are required for the program, which lasts a year and a half (summer-fall-spring-fall). In each semester of the Psychiatric Nursing Capstone Certificate program, students take one foundation course and one clinical course. These concurrent courses promote the alignment of theory with practice and the integration of advance practice across care settings and delivery models. Course work and clinical prepare students in the evidence-based assessment and management of common mental health conditions as well as the complex care needs of persons living with serious mental illness.

In the first summer of the program, students take a three credit psychopharmacology course. In each of the remaining three semesters students take five credits per semester, which includes a clinical course. Each week, students spend between 20 and 25 hours at their clinical site and working on course assignments such as readings, case studies, and online discussion boards.

The current program of study and course descriptions can be found [here](#).

### **COURSE DELIVERY**

Our hybrid courses offer the best of both worlds: the convenience of online classes combined with the optimal learning opportunities created in dynamic classroom discussions and case studies. Students should expect to spend one full day every other week on campus for scheduled class meetings. Students are able to commute from surrounding areas, and they tell us they enjoy attending classes on campus because they really get to know their peers and professors. Nursing education comparison studies of traditional programs and online programs have found improved learning outcomes and reduced student attrition in blended on-line and on-campus learning programs.

## ACADEMIC POLICIES AND PROCEDURES

### DIVISION OF CONTINUING STUDIES POLICIES AND PROCEDURES

PMHC students are responsible for abiding by all [Continuing Studies policies and procedures](#) in addition to School of Nursing policies and procedures.

### ACADEMIC INTEGRITY

Academic Integrity is critical to the mission of the University of Wisconsin-Madison, a research one institution with high academic standards and rigor. All members of the University community play a role in fostering an environment in which student learning is achieved in a fair, just and honest way. Faculty and instructional staff set the tone in their classrooms by communicating clear expectations to their students and educating them on the consequences of engaging in academic misconduct while referring to campus resources. Students are expected to uphold the core values of academic integrity which include honesty, trust, fairness, respect and responsibility. These core values, combined with finding one's purpose and passion and applying them in and out of classroom learning, produce students who become extraordinary citizens. This unique path of opportunities, created by each student, is commonly known as the Wisconsin Experience and impacts our campus community and beyond in significant and positive ways. The value of a University of Wisconsin-Madison degree depends on the commitment of our academic community to promote high levels of personal honesty and respect for the intellectual property of others.

### ACADEMIC MISCONDUCT

Academic misconduct is governed by state law, **UWS Chapter 14** ([PDF](#))

Misconduct includes the following, but is not limited to this list:

- Seeks to claim credit for the work or efforts of another without authorization or citation (plagiarism)
- Uses unauthorized materials or fabricated data in any academic exercise (using notes for a closed-book online exam)
- Forges or falsifies academic documents or records (having a friend sign you in for attendance when you're absent)
- Intentionally impedes or damages the academic work of others (tampering with another student's experiment)
- Engages in conduct aimed at making false representation of a student's academic performance (altering test answers and submitting the test for regrading)
- Assists other students in any of these acts

### Academic Misconduct Process

The University of Wisconsin-Madison takes academic misconduct allegations very seriously. If an instructor suspects a student has engaged in academic misconduct, then the instructor will contact the student and ask him/her to explain their work.

If the instructor still believes academic misconduct occurred after meeting with the student, he/she will determine the consequences, known as sanctions. One or multiple sanctions may be imposed.

[Types of sanctions](#) include an oral reprimand up to expulsion. If the sanction affects any grade, the student will then be notified in writing, typically by email, of the instructor's decision.

The Office of Student Conduct & Community Standards (OSCCS) is also informed and will contact the student about his/her rights and any additional sanctions.

Repeated acts of academic misconduct or extreme circumstances may result in more serious actions such as probation, suspension, or expulsion. A detailed flowchart outlining the process can be found [here](#).

## **HEALTH COMPLIANCE PROGRAM**

The School of Nursing is committed to ensuring all nursing students are compliant with national and state for personnel providing nursing care, as well as additional/specific requirements mandated by the school's clinical affiliates. All nursing students are required to be in full adherence to the school's compliance program while enrolled in the nursing program as an essential part of their professional responsibility for patient safety. These requirements include **immunizations** (MMR, Varicella, Hepatitis B, Tetanus, influenza), **trainings** (CPR, HIPAA, OSHA), **contracts** (Confidentiality and Social Media), as well as a **tuberculosis test** and a **background check**. We utilize [ViewPoint](#) to track student compliance. When accepted to the program, you will receive further information about signing up for an account.

### **ViewPoint Compliance Tracking Solution**

The School of Nursing partners with [ViewPoint](#) to manage student health compliance documents. This management system allows students to order their own background checks online and store all required documentation. There is a one-time [ViewPoint](#) subscription fee (\$60) that is paid by the student; this fee covers the cost of the background check and health portal. Once the subscription fee is paid, students will have permanent access to their account. Background checks expire after four years. If there is any change in the individual's background while enrolled in the program that results in a change of the caregiver report, it is the responsibility of the student to notify the School of Nursing and another full background check is required.

For more information, please click on the [tab for the specific requirement](#). If you have any questions or concerns, please contact our compliance staff at [compliance@nursing.wisc.edu](mailto:compliance@nursing.wisc.edu).

### **Consequences of Non-Compliance**

Students who are not in compliance as of the first day of the semester, or who fall out of compliance during the semester, are not allowed to participate in classroom or clinical experiences, including practicum or research experiences in a clinical or other care setting. Students may return to classes once they complete the compliance requirement(s) or are able to provide evidence of a future appointment/registration to update the immunization or training requirement. Students may return to clinical settings (including practicum or research experiences) only **after** the appropriate immunization or training has been completed and the documentation submitted.

Students who are out of compliance will have a hold placed on their university record, which will suspend the student's ability to add courses; the hold will be lifted once the student is in compliance.

## **SATISFACTORY ACADEMIC PROGRESS**

### **Criteria and Procedures for Monitoring Satisfactory Academic Progress**

This policy applies to all graduate students (PhD, DNP, PMHC).

Successful completion of courses must be in compliance with guidelines for satisfactory academic progress. In general, PhD students must maintain a minimum GPA of 3.00 in graduate level courses; with a grade of "S" or "P" in all non-graded courses. A student may not receive more than one grade below a "B" in any 12 month period.

## Graduate School Progression Criteria:

1. The Graduate School sets minimum standards that all graduate students in the University must meet.
  - a. Continuation in the Graduate School is at the discretion of a student's program, the Graduate School, and a student's advisor.
  - b. The Graduate School requires that students maintain a minimum graduate GPA of 3.00 in all graduate-level work (300 or above, excluding research, audit, credit/no credit, and pass/fail courses) taken as a graduate student unless probationary admission conditions require higher grades.
  - c. In any course structured to offer the S/U grading option (includes research courses), a grade of S means B or better; S/U courses are not computed into the grade-point average.
  - d. For an Incomplete (I) grade, graduate students are allowed the subsequent semester of enrollment to complete the course work before the Graduate School will place the student on probation.
  - e. PhD students who have achieved dissertator status are expected to maintain continuous enrollment until completion of the doctoral degree. In order to maintain this, dissertators must enroll each fall and spring for three graduate level credits directly related to their dissertation research (unless defending and/or filing their dissertation or have a Research Assistantship, fellowship or traineeship that requires summer enrollment.)
2. Departments and programs may impose more stringent rules that exceed the Graduate School's minimum degree and criteria for satisfactory progress requirements.

## School of Nursing Progression Criteria:

1. Grade Criteria
  - a. A student may not receive more than one grade below a B (or a "U" grade) in any 12 month period.
  - b. If a student receives a grade below a BC in a required nursing course, the student must repeat the course and earn a B or higher.
  - c. Failure to meet the Graduate School or School of Nursing academic progression criteria will place a student in a state of unsatisfactory progress. Deficiencies must be resolved by the end of the 12 month period following the student being placed in a state of unsatisfactory progress.
2. Registration Criteria
  - a. PhD students must be enrolled for a minimum of 6 credits in the regular semesters (prior to dissertator status).
  - b. DNP students are admitted to a part-time or full-time cohort and are expected to progress with their admission cohort.
3. Time to Degree
  - a. DNP students must complete the requirements for the Post BS-DNP within 6 years of admission and the Post MS-DNP requirements within 3 years of admission to the program. Upon the advisor's recommendation, the Associate Dean for Academic Programs may grant a one-year extension.
  - b. PhD students have 5 years from the date of passing their preliminary examination to take their final oral examination and deposit their dissertation. Failure to complete their degree within this 5 year period may result in their having to retake the preliminary examination and be re-admitted to candidacy.
  - c. Failure to meet this time-to-degree requirement in the specified time criterion may result in the student being dropped from the program.
4. Re-Entry Admission
  - a. Students re-entering either doctoral program after an absence are required to meet the program requirements in place at the time of re-entry.
  - b. In addition, the student's program of study will be reviewed by the appropriate APF Subcommittee to determine if any content needs to be repeated.

## 5. Monitoring Progress

- a. The Academic Programs Office will review students' records at the end of each semester and notify the student and advisor if a student is not making satisfactory progress.
- b. If a student is not making satisfactory progress, the advisor and the student will establish a plan of study to resolve deficiencies and a plan for completion of the program.
- c. If a student has not returned to satisfactory progress by the determined deadline, a decision about whether the student will be permitted to continue will be made by the Graduate Programs Committee (or appropriate sub-committee) with input from the student's advisor.
- d. Any requests for exceptions to the above listed criteria and requirements should be submitted in writing to the appropriate APF Subcommittee by the advisor.
- e. Other concerns about progress on the part of the student or advisor should be brought to the attention of the Associate Dean for Academic Programs.

## STUDENT APPEALS AND GRIEVANCE PROCEDURES

Students who feel that they have been treated unfairly have the right to question this treatment and receive prompt hearing of the grievance. Before instituting an appeal or grievance, students should discuss their particular situations with an appropriate staff member, e.g., faculty member, assistant dean, associate dean, or adviser.

### SECTION ONE: APPEALS

Appeals are limited to requests to continue in the curriculum after being dropped from the program for academic reasons.

#### PROCEDURE

##### I. Filing Appeal

*Graduate Student:* A written appeal must be filed with the Assistant Dean for Academic Affairs within 10 working days of the date of the letter notifying the student of the decision to discontinue the student in the program, or the right to appeal is waived. The appellant (student) must submit to the Assistant Dean the following information:

1. A written statement addressed to the Chairperson of the appropriate appeals committee specifying:
  - a) Precise grounds on which the appeal is based.
  - b) Circumstances associated with the need to appeal.
  - c) Arguments supporting the appeal.
  - d) Description of proposed remedial actions to be taken to improve the student's academic performance.
2. The appellant may also submit letters of support from persons knowledgeable about the appellant's current and/or past academic work and/or other matters related to the appellant's academic performance. Any such letters must be submitted to the Assistant Dean by the same deadline.

##### II. Appeals Committee

*Graduate Student:* For the purposes of hearing the appeal, the Assistant Dean will arrange an appeals committee that consists of at least 3 School of Nursing faculty members and that includes at least one member of the Graduate Programs Committee. The Assistant Dean will collect the information relative to the appellant's academic situation and forward the information to the Appeals Committee.



### **III. Appeals Committee Meeting**

1. Within 15 working days of the filing of the appeal, the Appeals Committee will schedule a meeting date for the purposes of hearing the appeal.
2. Appellant must appear before the Appeals Committee to present the appeal. Appellant may have a support person accompany him or her to the meeting with the Appeals Committee. Appellant must address the Appeals Committee under all circumstances. Appellant's chosen support person is limited to providing advice and support to appellant. No fewer than 3 working days prior to the meeting with the Appeals Committee, the appellant shall identify to the Committee the individual's appellant wishes to be present at the meeting for the purpose of providing the Appeals Committee with information about the appeal.
3. The Appeals Committee is authorized to decide the appeal and is responsible for the following:
  - a. Reviewing all data presented by the Appellant and others.
  - b. Discussing the argument presented by Appellant and inviting Appellant to contribute to the discussion.
  - c. Limiting statements of appellant and other individuals where information being presented is irrelevant, unduly repetitious, or disrespectful.
  - d. Deciding the appeal and providing a written decision, including the reasons therefore, to the Appellant and the appropriate Assistant Dean within 15 working days of the Appeals Committee meeting. The written decision shall identify and include where appropriate:
    - i. Appellant's stated reason for the appeal
    - ii. Action taken by the Appeals Committee
    - iii. Stipulations and recommendations for appellant's continuation in program (where appeal granted)
    - iv. Rationale for decision
    - v. Names of individuals present at the hearing
    - vi. Notice of appellant's right to appeal the Appeals Committee decision to the Associate Dean for Academic Affairs.
  - e. If the appeal is granted, the Appeals Committee will discuss with the Appellant any stipulations (binding) and recommendations (non-binding) for continuation in the program.

### **IV. Review of Appeals Committee Decision**

1. A written request for review of the Appeals Committee Decision by the Dean of the School of Nursing or the Dean's designee must be submitted to the Associate Dean for Academic Affairs within 20 working days of the date of notification of the Committee's initial decision.
2. The request must state the specific grounds for appeal which are limited to:
  - a. School policies were incorrectly applied;
  - b. Decision is contrary to state or federal law;
  - c. Proper appeal procedures were not followed; or
  - d. Unfounded, arbitrary, or irrelevant assumptions of fact regarding the appellant's performance were made by the Appeals Committee. Appellant must also identify the specific aspects of the Committee decision that he or she believes meet the criteria cited as a basis for appeal.
3. The Dean or the Dean's designee may meet with the appellant to discuss the request for review.
4. Copies of the information submitted to the Appeals Committee and the Appeals Committee decision shall be provided to the Dean or the Dean's designee for review. Only facts and information presented to the Appeals Committee may be introduced to and considered by the Dean or the Dean's designee.

5. The burden of proof shall be on the student to demonstrate by a preponderance of the evidence that the Appeals Committee's decision was the result of one or more of the above bases for appeal.
6. The Dean or the Dean's designee shall notify Appellant and the Appeals Committee in writing within 30 working days of receipt of the request for review of the Appeals Committee decision or the appellant's meeting with the Dean's or Dean's designee, whichever is later, stating the action on the appeal and the grounds for the action taken.
7. The decision by the Dean or the Dean's designee on review is final, except as provided in "8" below.
8. Graduate students may seek Graduate School Procedural Review of the decision by the Dean or the Dean's designee. Please contact The Graduate School Office of Academic Services & Fellowship Administration in 217 Bascom Hall or at 608-262-2433 for information regarding this process.

Note: Deadlines referenced herein may only be altered by mutual agreement of the parties. Any such agreement must be in writing.

## **SECTION TWO: GRIEVANCES**

### **INFORMAL RESOLUTION:**

Any student in the School of Nursing who believes that he or she has been treated inequitably is encouraged to resolve the matter informally. The student should first talk with the person or group at whom the grievance is directed in an attempt to resolve the issue informally. The student may contact the Associate Dean for Academic Affairs for assistance in resolving the matter informally. The student may also contact the following groups for assistance in reaching an informal resolution and/or information regarding other possible formal procedures to resolve the matter.

1. Contact the UW-Madison Equity and Diversity Resource Center for information and assistance regarding discrimination or disability issues.
2. Contact the Dean of Students for information about resources for addressing student concerns.

### **School Of Nursing Grievance Procedure:**

The grievance procedure is available to resolve student concerns regarding inequitable treatment that have not been satisfactorily resolved through the informal resolution process or where the student believes that informal resolution would not be productive. The grievance procedure is described below. Through the grievance process, the student may be accompanied by a support person. The use of this grievance procedure shall not prevent the student from seeking redress through another administrative or legal process.

1. To initiate the formal grievance procedure, the student must submit his or her grievance, in writing, to the Associate Dean for Academic Affairs.
2. The written grievance shall include:
  - a) a statement that the student wishes a review of the situation by a Grievance Committee;
  - b) the identification of the person or group at whom the grievance is directed;
  - c) the specifics of the perceived inequitable treatment;
  - d) evidence in support of the student's belief that he or she has been treated inequitably; and
  - e) the outcome or resolution desired by the student.
3. A grievance must be initiated no later than 20 calendar days from the time the student knew or could reasonably have been expected to have known of the circumstances giving rise to the grievance. Initiation of the informal

procedure described above within the 20-day period will extend the deadline for initiating the grievance to 40 calendar days from the time the student knew or could reasonably have been expected to have known of the circumstances giving rise to the grievance.

4. Within 30 calendar days after receiving the grievance, the Associate Dean for Academic Affairs shall arrange for a committee meeting. The Committee may request a written response from the person or group at whom the grievance is directed, may ask for additional information from any or all parties involved, may request that the parties involved appear before the Committee, and/or may take other steps in attempting to resolve the grievance.
5. Within 60 calendar days after receiving the grievance from the Associate Dean for Academic Affairs, the Committee shall send a written report of the Committee's recommendations to the Associate Dean for Academic Affairs. The student will also receive a copy of the report. The report shall include notice to the student of his or her right to appeal the Committee's recommendation to the Dean of the School of Nursing.
6. A student wishing to appeal the Committee's recommendation to the Dean of the School of Nursing must submit a written appeal to the Dean within 10 calendar days of the date of the Committee's report. The request must state the specific bases for appeal and identify the specific aspects of the Committee's recommendation that he or she believes are the subject of the bases for appeal. Where an appeal is filed with the Dean, a copy of the Committee's report shall be provided to the Dean for review. Only facts presented to the Committee may be introduced to and considered by the Dean. The Dean shall notify the appellant and the Committee in writing within 30 calendar days of receiving the written appeal stating the action on the appeal and the grounds for the action taken.

### **SECTION THREE: COURSE GRADE APPEALS PROCESS**

If a student believes s/he has been awarded a grade for a course that does not adequately represent her/his performance in the course, they should speak with the course faculty member in an effort to attempt to resolve the issue informally. This must be done within 10 working days of receipt of the grade. During this informal process both student and faculty may consult with the Associate Dean for Academic Affairs to seek resolution of the issue.

If the student remains dissatisfied with the grade, the student has the option to initiate the formal Grievance procedure. To do this, the student must submit the grievance, in writing, to the Associate Dean for Academic Affairs within 10 working days. The Associate Dean will appoint a committee to hear the grievance. The decision of the committee is final. There is no further appeal.

### **STUDENT EVALUATION OF INSTRUCTION**

Student evaluation of instruction is a very important part of your role as a student. It provides the opportunity to evaluate your instructors and serves as a means to evaluate teaching effectiveness.

Evaluation takes place at the end of a semester with results placed in a faculty member's record and reviewed by a faculty committee. The information is used as one of the criteria for awarding merit and promoting faculty. Students are urged to complete the evaluation forms carefully and thoughtfully. Responses are anonymous. Results are computerized and are reviewed by instructors after students have completed the course and grades have been submitted.

Student evaluation of instruction is an open system: Students are free to evaluate a course and/or instructor outside of the formal evaluation process. Students who wish to do this are encouraged to talk with the course professor or to come in and discuss evaluation with the Associate Dean for Academic Affairs or Dean of the School of Nursing.

### **LEAVE OF ABSENCE**

Students who 1) were not enrolled at UW-Madison for a fall or spring term, or 2) were not enrolled in nursing coursework for a fall or spring term, must adhere to the Leave of Absence policy and procedures detailed here. Nursing coursework is defined as one of the required PMHC courses, an N# course at the 600, 700, or 800-level.

When a student takes a leave of absence (i.e., withdraws from the university or does not enroll in nursing coursework for a fall or spring term), they must inform their faculty advisor and the Graduate Academic Services Coordinator of their plans via the [Petition for Special Consideration](#), understand there is not a guarantee of a future return to the program. The Graduate Academic Services Coordinator will create a new potential program plan for the student. The anticipated reentry date will be recorded in the School of Nursing database to ensure accurate course enrollment projections.

When/if the student wishes to return to the PMHC program, they must inform the Graduate Academic Services Coordinator of their intention in writing (letter or email) in advance of the semester for which they wish to return. If a student wishes to return in a fall or summer semester, they must inform the Graduate Academic Services Coordinator by February 1. If a student wishes to return for a spring semester, they must inform the Graduate Academic Services Coordinator by September 1.

When a request for return from a leave of absence is received, the PMHC program director and faculty will determine if the student will be returned to the program. Considerations may include but are not limited to program capacity, clinical placement opportunities, the student's academic standing and record, and the length of the absence. The group may request a meeting with the student or additional information from the student in reaching its decision.

If the student is allowed to return to the program:

1. If they were not enrolled at UW-Madison for a fall or spring term, they must reapply through the Division of Continuing Studies, via the online application, and pay the application fee.
2. If the student was enrolled at UW-Madison but not in nursing coursework for a fall or spring term, a reentry application to the Division of Continuing Studies I is not necessary and the student will be reactivated in the PMHC program curriculum.

If the student is not allowed to return to the PMHC program for the semester for which they petitioned, they may submit a request for return to the program for a future term. They would need to complete the process and adhere to the deadlines as outlined above.

Students should be advised that because PMHC courses are only offered in either the fall, spring, or summer, and because the curriculum follows a sequence where courses build off one another, a student who takes a leave of absence for one term will typically be required to take an entire year away from the program in order to resume the sequential program plan.

## **WITHDRAWAL FROM THE UNIVERSITY**

Withdrawal indicates that a student intends to stop attending all classes for the current semester. Submission of a withdrawal request in MyUW Student Center is required between the first and last day of the semester in which a student wishes to drop all classes.

Student Responsibilities:

1. Students wishing to withdraw should be familiar with the Graduate School's [policies](#)
2. Processes for withdrawing are described on the Office of the Registrar's [webpage](#)
3. Students who plan to return to the DNP program should contact the Graduate Academic Services Coordinator and refer to the Leave of Absence policy

## PROCEDURES FOR INJURIES/INCIDENTS OCCURRING DURING CLINICAL ROTATIONS

Students in clinical rotations in health care facilities are at risk for injuries or clinical incidents. When an incident occurs, the student should notify their clinical preceptor *and* clinical course professor (N728, N729, N828). Students are eligible to use University Health Services (UHS) for consultation and treatment. Students also have the option of contacting their individual health care provider for treatment. Students choosing to be seen at an emergency/urgent care facility rather than at UHS are responsible for all charges incurred. An incident report should be filed with the School of Nursing within 24 hours of the occurrence. For additional information regarding this policy including the Incident Report Form, refer to the Procedure for Handling Clinical Related Injuries to Nursing Students located on the [School of Nursing Student Site](#). As a reminder, all students are strongly encouraged to have health insurance either through a private insurance company or through the university's Student Health Insurance Program ([www.uhs.wisc.edu/ship](http://www.uhs.wisc.edu/ship)).

## LAPTOP POLICY

### School of Nursing Laptop Policy

The School of Nursing faculty approved the laptop computer policy on January 11, 2013 effective for students admitted beginning fall 2013. Below is the policy and information on minimum recommended specifications for Windows and Apple laptop computers.

#### Policy:

Each student admitted to the UW-Madison School of Nursing programs (\*undergraduate and graduate) will be expected to have access to a laptop computer with basic productivity software for their individual use during class. (\*Undergraduate does not include BSN@Home students or pre-nursing (PRN) students.)

For computers that do not have a *VGA or HDMI output port*, students will be asked to bring a video adapter that allows for the laptop's contents to be displayed on an external monitor or through a room projector.

Does this policy mean that students will be required to purchase laptops? Students will not be required to purchase laptop computers; they will be required to have a computer with standard productivity software available during class. Most UW-Madison students already own laptops. Those who do not, will be able to either purchase one, taking advantage of UW-Madison educational discount, or can lease one from the University on a per-semester-fee basis (<http://www.doit.wisc.edu/computerlabs/laptops.aspx>).

### Specifications for Windows Laptops

#### Minimum Recommended

- Processor (CPU) - Intel i3 or similar
- Memory - 4 GB RAM
- Operating System - Windows 7 Home Premium.
- Hard Drive - 120 GB
- Network connectivity - Ethernet and wireless
- Peripheral connectivity - USB 2.0 or better
- Video – VGA or HDMI output or converter to VGA or HDMI

#### Windows Software Recommendations

- Productivity Suites - MS Office 2010 or later, LibreOffice, OpenOffice.org, or comparable software for word processing, spreadsheets and presentations
- Web Browsers - Latest versions of Microsoft Internet Explorer, Google Chrome, Mozilla Firefox or Apple Safari
- Security software including [Symantec AntiVirus](#), MalwareBytes, Windows Firewall (built-in)

### Specifications for Apple Macintosh Laptops

#### Minimum Recommended Hardware

- Processor - Intel i3

- Memory - 4 GB
- Operating System - Mac OS X 10.10 (Yosemite)
- Hard Drive - 120 GB
- Network connectivity - Ethernet and wireless
- Peripheral connectivity - USB 2.0 or better
- VGA or HDMI output or converter to VGA or HDMI

#### **OS X Software Recommendations**

- Productivity Suites - MS Office 2013 or newer, Apple iWork, LibreOffice or comparable software for word processing, spreadsheets and presentations
- Web Browsers - Latest versions of Apple Safari, Google Chrome or Mozilla Firefox
- Security software including [Symantec AntiVirus](#) and Mac OS X's built-in Firewall

Questions, comments or requests for additional information related to the policy may be directed to George Jura, Director of Academic Technology ([jura@wisc.edu](mailto:jura@wisc.edu)) or Katie Bleier, Assistant Dean for Academic Affairs ([katie.bleier@wisc.edu](mailto:katie.bleier@wisc.edu)).

## **SOCIAL MEDIA POLICY**

The School of Nursing supports the University and professional nursing organization guidelines related to the use of social media. Information posted on a social media site (for example, but not limited to: Facebook, Google+, Twitter, YouTube, LinkedIn, Pinterest) may potentially become disclosed to the public at any time, regardless of the privacy settings intended by the user. Consequently, students should not post content that is disrespectful of others, or any patient- or course-related information that is confidential, private, or proprietary.

All students in the School of Nursing academic programs are required to review the content in the links below for important information about the acceptable use of social media:

- UW-Madison Social Media Guidelines and Links: [This web-page](#) lists University guidelines for the use of different type of content on social media in various situations, and covers the aspects of federal law regarding dissemination of confidential, private, or proprietary information under [FERPA and HIPAA legislation](#)
- American Nurses Association (ANA) “Principles for Social Networking and the Nurse” ([PDF](#)).
- National Council of State Boards of Nursing [“A Nurse’s Guide to the Use of Social Media”](#) (PDF)
- National Council of State Boards of Nursing [video](#) overview of inappropriate uses of social media
- National Council of State Boards of Nursing brochure with “A Nurse’s Guide...” and examples (scenarios) of inappropriate uses of social media: <https://www.ncsbn.org/videos.htm>

## **OFFICIAL COMMUNICATION**

The University of Wisconsin-Madison mandates that all students activate and use their wisc.edu email accounts. This is the only email address the School of Nursing and university uses to communicate with students.

Students are responsible for the content of any email that is sent via the university as well as the School of Nursing.

Students need to remember to include their student ID number in any correspondence with University faculty or staff.

## School of Nursing Email Accounts

The School of Nursing has generic email accounts to manage specific communication. When students receive emails from these accounts they should read and respond to the information provided in a timely fashion. The following accounts are used to:

- Communicate to **all Nursing Students**
  - [academic.affairs@nursing.wisc.edu](mailto:academic.affairs@nursing.wisc.edu) – general inquiries; student questions; honors questions; Student Website updates
  - [admissions@nursing.wisc.edu](mailto:admissions@nursing.wisc.edu) – Graduate and Undergraduate admissions questions
  - [advising@nursing.wisc.edu](mailto:advising@nursing.wisc.edu) – Graduate and Undergraduate general advising questions
  - [clinical@nursing.wisc.edu](mailto:clinical@nursing.wisc.edu) – Clinical placements; preceptor questions; clinical site inquiries, Typhon
  - [courses@nursing.wisc.edu](mailto:courses@nursing.wisc.edu) – Timetable course changes; nursing course room or technology requests; AEFIS questions or requests; electronic grading questions
  - [scholarships@nursing.wisc.edu](mailto:scholarships@nursing.wisc.edu) – general scholarship questions should be sent to this email account

## Confidentiality and Privacy

Email, messaging and posting are forms of written record and are just as permanent as a letter or other written document. Be thoughtful about what you choose to put in writing.

Do not publicize others' personal information online or in email messages (This includes email addresses, phone numbers, last names etc), and be judicious with what you share of your own. *Never, ever share patient information or agency data online or via email.*

Respect copyright laws, and cite any and all of your sources. UW-Madison is a public university. Do not expect that your communications are private; instead assume all communications are public.

## Name Changes

Students who have changed their name will need to do the following steps:

1. Complete the name change form on the registrar's [website](#). This will update your name in all university systems.
2. Contact Wiscard for a new student ID card. They do not charge for a new card due to a name change. <http://www.wiscard.wisc.edu/>

## SUPPORT SERVICES FOR STUDENTS

### COMPUTING

Information Technology at UW-Madison helps students, faculty, and staff with a variety of services. A complete list of their services can be found on their [website](#). One of their branches is [Academic Technology](#).

The DNP program utilizes the learning platform [Learn@UW](#). Here, your instructors may require discussions, post content, or hold quizzes and tests.

The School of Nursing also has in house technology [experts](#).

## **ADULT STUDENT SERVICES CENTER**

The Division of Continuing Studies' Adult Career and Special Student Services team offers information about programs and services for nontraditional and University Special students, as well as local adults considering a career change. Read more about their services on their [website](#).

## **LIBRARIES**

University Libraries can be used for a multitude of purposes, from online PubMed searches, a wide variety of nursing journals and articles, as well as providing a student with a quiet place to study with resources at their fingertips such as scanners, copy machines, and knowledgeable librarians.

Ebling Library serves as the health sciences library of the University of Wisconsin-Madison campus. It is a merger of the former Middleton Health Sciences Library, Weston (CSC) Library, and the Power Pharmaceutical Library. It is located on the 2nd and 3rd floors of the Health Sciences Learning Center, 750 Highland Avenue, Madison, Wisconsin 53706.

The Ebling Library Website will conveniently link you to MadCat, the campus online catalog, and major nursing resources. More information about services such as Library Express, Book Retrieval, Distance Services, Pull & Hold Journal Request are also available on this website. Contact information: Phone: 608-262-2020; Email: [askebling@library.wisc.edu](mailto:askebling@library.wisc.edu); Website: <http://ebling.library.wisc.edu>.

## **MCBURNEY DISABILITY RESOURCE CENTER**

Resources are available for students on campus with documented disabilities. Common services provided for McBurney clients include testing accommodations, captioning, and note-taking. Other services include advocacy, accessibility, and transportation services. Please read more about how to determine eligibility on their [website](#).

## **DEAN OF STUDENTS OFFICE**

The [Dean of Students Office](#) (DoSO) provides assistance, intervention, prevention, and referral services to the university community. DoSO develops students who exercise personal responsibility, practice ethical decision making, and seek social justice.

The staff of the Dean of Students Office unit of the Division of Student Life have two primary responsibilities. First, to provide assistance and support services to students and the University community. The second is to manage the University's academic and nonacademic misconduct systems.

## **WRITING CENTER**

This service helps undergraduate and graduate students in all disciplines become more effective, more confident writers. More information about how they can help is available on their [website](#).

## **FACULTY ADVISING**

Every student is assigned an academic advisor at the time they enter the program. The advisor can serve as an essential advocate and guide as students progress within the program. Faculty advisors serve to help students interpret and align with program requirements and policies. They can assist students in developing their goals for study or practice, link students to resources within the University, and provide guidance to help meet the student's academic interests or needs. The advisor may also be able to help students formulate their scholarly project focus or identify a scholarly project site. Importantly, academic advisor approval is needed for formal changes to the student's program plan.



It is the responsibility of the student to initiate and maintain contact with their academic advisor. Students are encouraged to schedule regular meetings with their advisor to address academic progress, professional plans, and individual goals, as well as any concerns.

## **COURSE ENROLLMENT PROCEDURE**

You will enroll for courses based on the program plan you are following. Any changes to your program plan must be discussed with your advisor and/or the Graduate Academic Services Coordinator. Dates indicating when you are eligible to enroll in classes are released to your Student Center at roughly the same point each semester. Summer and fall enrollment dates are released in mid-March. Spring enrollment dates are released in mid-October. All graduate students are eligible to enroll on the same day. You may not add courses to your schedule prior to your listed enrollment date or if you have a hold on your account. Holds may be placed for health compliance requirements, overdue library materials, tuition bills, and a variety of other reasons. Holds are listed in your Student Center.

Enrollment timeline information and class meeting dates will be emailed to your wisc.edu account by the Graduate Academic Services Coordinator once that information becomes available. Specific instructions for adding courses to your schedule are always available through the Office of the Registrar: <https://kb.wisc.edu/registrar/4134>

There are [deadlines](#) set by the Office of the Registrar for enrollment that must be adhered to.

## **TEXTBOOKS**

Textbooks can be purchased at University Book Store. There is a store located at the Health Sciences Learning Center (HSLC) on the first floor just off of the atrium. Store hours and additional store locations are listed on the UBS website (<http://www.uwbookstore.com/StoreHours.aspx>) Textbooks, uniforms, and PDAs can be purchased there as well as online at: <http://www.uwbookstore.com>

Textbook information is also available on the Office of the Registrar's web site (<https://registrar.wisc.edu/textbook-information/>).

## **HEALTH/WELLBEING SERVICES**

- [Counseling Center](#) - will provide high quality health care, counseling, and prevention services, their goal is to act in ways that are culturally competent and appropriate to the diverse communities at the University of Wisconsin-Madison.
- [Office of Child Care and Family Resources](#) - promotes the development and implementation of a coordinated child care and family support system on campus. At present, the office coordinates eight early care and education centers that operate to serve campus faculty, staff and students.
- [University Health Services](#) - is the campus health clinic, open to current UW-Madison students.

## **DIVERSITY**

- [Campus Climate](#) – The University is committed to creating a community where every person feels welcome, valued, and able to succeed. This is an ongoing and collaborative effort. More information on campus initiatives and resources can be found on the website.

- [Multicultural Student Nursing Group](#) - The Multicultural Student Nursing Organization is a student organization dedicated to improving the experiences of students and care of culturally diverse population across care settings and discipline.
- [UW Multicultural Student Center](#) - The primary mission of the Multicultural Student Center is: To collaboratively strengthen and sustain an inclusive campus where all students, particularly students of color and other historically underserved students, are engaged and can realize an authentic Wisconsin Experience.
- [UW Office of Equity and Diversity](#) - The Office for Equity and Diversity (OED), promotes, integrates, and transfers equity and diversity principles to nurture human resources and advance the mission of the University of Wisconsin-Madison.
- [Wisconsin Black Student Union](#) - The Wisconsin Black Student Union (WBSU) is designed to foster an environment that better suits the needs of Black students and stands behind the philosophy that through utilizing our talents, we can make our presence felt on UW-Madison's campus.
- [UW LGBT Campus Center](#) - The mission of the Lesbian, Gay, Bisexual, Transgender (LGBT) Campus Center is to strengthen and sustain an inclusive campus community for LGBTQ and allied students by eliminating heterosexism, homophobia, and gender identity oppression. Our goal is to provide the services and resources necessary to meet the social, emotional, academic and cultural needs of LGBTQ students.
- [Gender and Women's Studies Program](#) - The mission of the Department of Gender and Women's Studies at the University of Wisconsin-Madison is to expand our understanding and appreciation of women's lives and experiences both historically and in contemporary societies.
- Additional resources:
  - [American Indian Studies Program](#)
  - [African Studies Program](#)
  - [Department of Afro-American Studies](#)
  - [Center for Southeast Asia Studies](#)
  - [Chican@ and Latin@ Studies](#)

## FACILITY INFORMATION

### Campus Facilities

- [School of Nursing \(SoN\)](#) -The School of Nursing is located on the far west end of campus; Signe Skott Cooper Hall, 701 Highland Avenue.
- [Health Science Learning Center \(HSLC\)](#) -is the site of classroom instruction and clinical skills training for the University of Wisconsin School of Medicine and Public Health and University of Wisconsin-Madison School of Nursing.
- **Student Guide to Health Science Campus Facilities** - The health science deans (Schools of Nursing, Pharmacy, and Medicine and Public Health) have written a letter to all students encouraging the collaborative use of Signe Skott Cooper Hall, Rennebohm Hall, and the Health Sciences Learning Center. Included is detailed information on student resources within, access to, and the room reservation systems for these facilities. You can view the guide [here](#).
- [Transportation Services](#) - Bicycle Paths - The campus bike paths connect the Clinical Science Center (CSC) to other parts of the campus. Bicycle racks are located at the Health Sciences Learning Center (HSLC) and at East and West sides of the CSC. Bicycles are not permitted in the building nor block sidewalks or driveways. Moped parking is available at the Rennebohm Pharmacy Hall. Campus Bus - Campus buses (Madison Metro routes 80, 81, 82 & 85) are free. Patrons do not need to display a bus pass or pay a cash fare to ride. No form of identification is required for boarding. Madison Metro Bus - The Associated Students of Madison (ASM) Bus Pass Program provides access to mass transportation for students of the University of Wisconsin-Madison. Funded by students for students, the program entitles almost all students of the University to a pass valid for unlimited

rides on the local bus and paratransit system, Madison Metro. To obtain a student bus pass, visit the ASM web site at: <https://www.asm.wisc.edu/resources/buspass/>.

- [Visitor and Information Programs](#) - is a centralized information and referral program for students, faculty, staff, campus visitors and anyone with a question about UW-Madison services and programs. VIP has information on academic matters, social and recreational events, community resources, visitor attractions, transportation, health, and many other topics.

### **School of Nursing and Campus Facility Resources**

- [Lockers](#) - Lockers are available for nursing students; lockers are located in Cooper Hall and HSLC.
- [Lost and Found](#) - Items lost or found near the vicinity or in Cooper Hall will be taken to Academic Affairs Office suite.
- [Maps/Directions](#) - Directions to the School of Nursing and a map of the campus.
- **Room Reservations** - There are conference rooms within the School of Nursing and the Health Sciences Learning Center that can be used for school related-activities. Email [reservations@son.wisc.edu](mailto:reservations@son.wisc.edu)
- [IT Equipment](#) - equipment is available for short-term checkout.

### **FINANCIAL AID AND SCHOLARSHIPS**

#### **Tuition & Fees**

DNP Students should refer to the [Bursar's Office](#) website for current tuition rates and segregated fees information. Post Graduate Psychiatric Nursing Capstone Certificate Students should refer to the [Division of Continuing Studies](#) website for this information.

#### **Financial Aid**

Students looking for financial assistance to help defer the cost of their tuition and fees are advised to contact the UW-Madison Office of Student Financial Services, or International students looking for financial assistance should contact the International Student Services Office.

- [Office of Student Financial Aid](#) - The Office of Student Financial Aid assists students who are U.S. citizens or permanent residents and whose personal and family resources are insufficient to cover the cost of college. Awards through this office include loans (including Nursing Student Loans), grants and work-study assistance.
- [International Student Services Office](#) - Find easily accessible information regarding awards, scholarships, fellowships, grants, loans, and special programs available to international students.
- [School of Nursing Financial Assistance](#) - In addition to campus financial aid, the School of Nursing offers some specific financial assistance in the form of traineeships, scholarships and grants administered once a year. With few exceptions, scholarships are awarded for one academic year and they become part of a student's total financial aid package. Students must submit a scholarship application each year. In order to receive School of Nursing scholarships or traineeships, students must be citizens or permanent residents of the United States.

