University of Bridgeport

MSN HANDBOOK

AY 2026-2027

Updated 9/26

2026-2027 MSN Student Handbook

Notice

The information contained in this handbook is critical to your success in our graduate programs. Please read the handbook carefully as you are responsible for complying with all of the University of Bridgeport School of Nursing policies. Students are responsible for information in the School of Nursing Handbook and for policies in the Key to UB.

Welcome

The faculty and staff welcome you to the University of Bridgeport School of Nursing Graduate Program. We realize that this is an enormous decision in your professional and personal development.

This handbook is designed to give you some basic information and resources as you progress in the program. Like any document, not all questions may be answered. If you do not find an answer to your questions, please get in touch with your course faculty, the director of the online program, or the Executive Director's office.

We hope you find your experience as a graduate nursing student productive and rewarding! It will require dedication and time management, but it is an important step in realizing your professional goals.

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Preface

All students entering the School of Nursing are responsible for being familiar with and complying with the current version of the School of Nursing (the "Program") Student Handbook (the "Handbook"), which contains policies and procedures for the Program generally, as well as specific Program components. The School of Nursing adheres to all the University policies as stated in the Key to UB and the Catalog unless otherwise stated in the Handbook.

All students are also responsible for being familiar with and complying with the current version of **the Key to UB and the University of Bridgeport (the "University") Catalog**. Please refer to **the Key to UB and the University Catalog** for full University policies and procedures. Online editions of **the Key to UB and the University Catalog** contain the most current version of these materials, available respectively at www.bridgeport.edu/key-to-ub.

This edition of the Handbook replaces any previous version of the Handbook. The online edition of the Handbook contains the most current version of these materials, which is available on the student portal.

This Handbook covers policies for the entire curriculum and the requirements for the Program's clinical components. Students must comply with all requirements contained therein.

The policies and procedures contained herein are subject to change without prior notice. The provisions of this Handbook are not intended to create either an expressed or an implied contract with any student. The University reserves the right in its exclusive direction to add, modify, delete, deviate, or amend the provisions of the Handbook, or grant exceptions from the applicability of its provisions.

Administration and Faculty

Administration

Linda Tampellini, DNP, MSN, RNC-MNN, Interim Executive Director, Assistant Professor, Online Program Director

UBSN Faculty

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Bryanna McHugh MSN, RN, Assistant Professor, Lab/Simulation Coordinator

Andrew Michaud, MSN, RN, Assistant Professor, ADN Program Director

Jeana Monteiro, DNP, FNP-BC, CEN, Assistant Professor

Suzanne Turner, DNP, MSN, MSHA, RN, CMSRN, Assistant Professor, Director, Clinical

Staff

Michelle Bacon, Administrative Coordinator

Jason Fenstermaker, Simulation Technical Specialist

Overview of the School

a. Vision and Mission

University of Bridgeport: The University promotes academic excellence, personal responsibility, and commitment to service. Distinctive curricula in an international, culturally diverse, supportive learning environment prepare graduates for life and leadership in an increasingly interconnected world. Adopted by the Board of Trustees on April 23, 2004.

University of Bridgeport School of Nursing: The vision of the School of Nursing is to transform nursing to advance the health of individuals, communities, and global societies.

The mission of the School of Nursing is to prepare innovative nurse leaders and practitioners who are committed to the promotion of evidence-based health equity and social justice through excellence in education, practice, and service.

Values

UBSN strives to create a culture that reflects the core values of the nursing profession:

Caring: Reflects a culture of quality care that embraces the expression of empathy, respect, civility, kindness, and collaboration

Excellence: Commitment to continuous growth, improvement, and understanding. It is a culture where transformation is embraced, and innovation is valued to improve the health of individuals and communities.

Integrity: Encompasses ethical decision-making, social responsibility, social justice, stewardship, and open communication.

Diversity, Equity, Inclusion: Embraces acceptance and respect for the differences among individuals with diverse life experiences, perspectives, and backgrounds while affirming the uniqueness of each.

The mission of the University of Bridgeport, School of Nursing (UBSN) is congruent with the mission of the University of Bridgeport.

b. Accreditation and Licensure

The New England Commission on Higher Education, Inc. (NECHE) accredits the University of Bridgeport. Accreditation of an institution of higher education by NECHE indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited university is one that has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation: The Commission on Collegiate Nursing Education accredits the master's degree in nursing program at the University of Bridgeport: Commission on Collegiate Nursing Education (CCNE) 655 K Street Northwest Suite 750 Washington, DC 20001 (202) 887-6791 www.ccneaccreditation.org

Licensure: The State of Connecticut, Office of Higher Education and the State of Connecticut, Board of Examiners license the associate degree in nursing program at the University of Bridgeport.

CT Office of Higher Education
450 Columbus Boulevard, Suite 510
Hartford, CT 06103-1841
Phone (860) 947-1800 Fax (860) 947-1310

Connecticut Board of Examiners for Nursing Dept. of Public Health
410 Capitol Avenue, MS# 13PHO
P.O. Box 340308 Hartford, CT 06134-0308
(860) 509-7603-Menu Option 2

c. Philosophy and Core Values

The UBSN philosophy integrates the national standards and principles of professional nursing organizations, with the academic and curricular values of the School of Nursing. The UBSN philosophy is grounded in the domains, competencies, sub-competencies, concepts, principles, and guidelines of the American Association of Colleges of Nursing (AACN) Essentials, (2021). The professional nurse meets the health needs of society through integration of research, education, and practice**.**

The purpose of UBSN is to provide a program of high academic excellence that encompasses liberal arts and sciences with nursing specific discipline knowledge. It is our goal to teach our students the core values of**:**

ADN: focuses on preparing a beginning nurse with the knowledge and skills needed to enter practice. The ADN is a pathway to the BSN Prepared professional nurse.

BSN: focuses on educating nurses for professional nursing practice across the continuum of care integrating clinical judgment, evidenced-based practice, and interprofessional collaboration. The BSN is a foundation for future graduate study.

MSN: Educates nurses for advanced practice by creatively combining knowledge, skills, and attitudes to take on education and leadership roles and influence changing healthcare needs.

The Essentials: Core Competencies for Professional Nursing Education (AACN, 2021, updated 2026) represents a new direction for nursing education, transitioning to a competency-based model of education. Competence develops over time, is progressive, and reflects the impact of internal and external factors and experiences of the student. While knowledge is essential, students must demonstrate achievement of expectations across the span of their education and practice experience. Success is met through demonstration of measurable competence at each level of performance.

The Essentials are organized within 10 domains, which are broad in scope and cross all levels and areas of nursing practice. Competencies are written as short statements as components with the domain. Each competency statement has multiple sub-competencies written at two levels to reflect learner expectations for entry-level and advanced nursing education. Sub-competencies are designed to be understandable, observable, and measurable by learners, faculty, and future employers.

In addition to the ten domains, there are additional concepts that UBSN values as integral to the preparation of a registered nurse. These are:

Ethics: Principles that guide a person's behavior closely tied to moral philosophy.
Evidence-Based Practice: the delivery of optimal health care through the integration of current evidence and clinical expertise with individual and family preferences.
Health Policy: goal-directed decision-making about health that is the result of an authorized public decision-making process (Keller & Ridenour, 2021).
Social Determinants of Health: the personal, social, economic, and environmental factors that impact health.
Clinical Judgment: the process by which nurses make decisions based on nursing knowledge (evidence, theories, and ways/patterns of knowing), other disciplinary knowledge, critical thinking, and clinical reasoning (Manetti, 2019). Clinical decision-making based on clinical judgment is directly related to care outcomes.
Communication: an exchange of information, thoughts, and feelings through verbal, written, and nonverbal means, essential to high-quality, individualized nursing care and effective interprofessional collaboration.

Compassionate Care: the way nurses relate to others as human beings, noticing another person's vulnerability, responding with genuine concern, and acting in ways that are meaningful to those receiving care.

Access, Connection, and Engagement: the resources and pathways that support full participation in nursing education (access), the relationships and support systems that help students feel valued (connection), and the active, curious participation that drives learning and professional growth (engagement)

d. <u>The Essentials: Core Competencies for Professional Nursing Education (2021)</u>

Domain 1: Knowledge for Nursing
Practice Descriptor: Integration, translation, and application of established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences. This distinguishes the practice of professional nursing and forms the basis for clinical judgment and innovation in nursing practice**.**

Domain 2: Person-Centered Care
Descriptor: Person-centered care focuses on the individual within multiple complicated contexts, including family and/or important others. Person-centered care is holistic, individualized, just, respectful, compassionate, coordinated, evidence-based, and developmentally appropriate. Person-centered care builds on a scientific body of knowledge that guides nursing practice regardless of specialty or functional area.

Domain 3: Population Health
Descriptor: Population health spans the healthcare delivery continuum from public health prevention to disease management of populations and describes collaborative activities with both traditional and non-traditional partnerships from affected communities, public health, industry, academia, health care, local government entities, and others for the improvement of equitable population health outcomes**.**

Domain 4: Scholarship for Nursing Discipline
Descriptor: The generation, synthesis, translation, application, and dissemination of nursing knowledge to improve health and transform health care**.**

Domain 5: Quality and Safety
Descriptor: Employment of established and emerging principles of safety and improvement science. Quality and safety, as core values of nursing practice, enhance quality and minimize risk of harm to patients and providers through both system effectiveness and individual performance**.**

Domain 6: Interprofessional Partnerships
Descriptor: Intentional collaboration across professions and with care team members, patients, families, communities, and other stakeholders to optimize care, enhance the healthcare experience, and strengthen outcomes**.**

Domain 7: Systems-Based Practice
Descriptor: Responding to and leading within complex systems of health care. Nurses effectively and proactively coordinate resources to provide safe, quality, equitable care to diverse populations.

Domain 8: Information and Healthcare Technologies
Descriptor: Information and communication technologies and informatics processes are used to provide care, gather data, form information to drive decision making, and support professionals as they expand knowledge and wisdom for practice. Informatics processes and technologies are used to manage and improve the delivery of safe, high-quality, and efficient healthcare services in accordance with best practice and professional and regulatory standards.

Domain 9: Professionalism
Descriptor: Formation and cultivation of a sustainable professional nursing identity, accountability, perspective, collaborative disposition, and comportment that reflects nursing's characteristics and values**.**

Domain 10: Personal, Professional, and Leadership Development
Descriptor: Participation in activities and self-reflection that foster personal health, resilience, and well-being, lifelong learning, and support the acquisition of nursing expertise and assertion of leadership**.**

UB MSN PROGRAM OUTCOMES

The MSN program prepares graduates to:

1. Execute advanced-level leadership and decision-making when providing quality and safe care delivery to individuals and populations across healthcare delivery systems (Domains 1, 5, 7, 10).
2. Integrate epidemiological, social, core scientific and environmental data to design interventions that improve the health outcomes of diverse patient populations. (Domains 1, 2, 3, 8).
3. Engage in scholarship that informs evidence-based clinical practice, decision-making and education of others (Domains 2, 4).
4. Employ business management principles, informatics processes and technologies to deliver safe nursing care to diverse populations in a variety of settings (Domains 1, 3, 7, 8, 6).
5. Facilitate improvements in communication and collaboration that advance inter-professional partnerships (Domains 1, 6).
6. Incorporate knowledge of curriculum development and design, implementation, and evaluation of health in nursing education programs (Domains 1, 8).
7. Model leadership and educator behaviors that or advance professional nursing standards, laws, and policies in practice (Domains 2, 7, 9, 10).

8. Incorporate ethical principles that advocate for social justice and the eradication of structural racism and systematic inequality in nursing and society. (Domains 2, 3, 9, 10).
9. Demonstrate a spirit of inquiry and self-reflection that fosters flexibility and professional maturity. (Domains 1, 4, 9, 10)
10. Contribute to an environment that promotes self-care, personal health and well-being (Domains 6,9,10)

Essential Academic Performance and Technical Standards for Didactic and Clinical Settings

The education of a healthcare professional requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experiences in preparation for semi-autonomous and collaborative practice, and making appropriate decisions required in such practice. Professional healthcare practice emphasizes collaboration among all healthcare professionals and the patient. In order to function adequately as a professional and progress as a student at the University of Bridgeport School of Nursing, students must possess each of the following skill sets which are essential to meeting required academic performance and technical standards in the classroom and clinical setting.

Possession of the outlined skills noted below reflect reasonable expectations of the RN student for the performance of common functions of the registered nurse and are required to meet the UB School of Nursing standards and demonstrate competence in disciplines as complex as nursing and allied health; thus, these skills are needed for successful admission and progression by students for all degrees within the School of Nursing at UB. In addition to the standards of student conduct set forth in the UB Code of Student Conduct, students must demonstrate competency in the skills which are foundational to meet each of the **Essential Academic Performance and Technical Standards.**

Motor, Strength, and Mobility Skills

Students must possess sufficient motor capabilities to execute the movements and skills required to provide safe and effective nursing interventions. These include, but are not limited to:

- Manipulate equipment (locks, push buttons, knobs, switches, and medication administration equipment) using fine motor skills.
- Ability to guide, resist, and assist clients, or to provide emergency care, which involves the activities of standing, kneeling, sitting, or walking.
- Safely push a wheelchair, stretcher, or other transport equipment without weightlifting restrictions.
- Safely transfer a patient from a wheelchair or stretcher to a bed or exam table.
- Raise arms above head and in all directions to manipulate equipment.
- Stand and walk for extended periods of time (up to 12 hours).
- Perform all aspects of Basic Life Support without assistance.

Communication Skills

Students must be able to utilize effective communication with peers, faculty, clients, and their families, and other healthcare providers. This includes, but is not limited to:

- Communicate effectively in English via verbal and written means.
- Read and quickly comprehend written instructions to deliver appropriate patient care.
- Document written and electronic records and assignments in an accurate and timely manner.
- Willingly receive and provide feedback.
- Process and communicate information on the patient's status with accuracy, in a timely manner, to members of the healthcare team.

Sensory (Hearing, Vision, Tactile and Olfactory) Skills

Students must possess the ability to obtain information in the classroom, laboratory, or clinical settings through observation, auscultation, palpation, and other measures, including but not limited to:

- Hear sufficiently to interact with patients and medical staff when background noise is present and to effectively use devices for measurement of blood pressure assessing breath sounds, etc.
- Detect audible sounds within the hospital, such as equipment alarms, fire alarms, telephones ringing, and overhead pages.
- Observe patients accurately, at a distance, close at hand, and at low levels of light.
- Recognize and respond appropriately to non-verbal communications when performing assessments and/or administering treatments/interventions.
- Distinguish between different shades of color and gray scales.
- Perceive signs of disease, infection, or discomfort manifested through physical examination and discriminating touch and interpret facial expressions, body language and identify abnormal patterns of movement.
- Accurately read small print such as found on medication labels and syringes.

Intellectual and Cognitive Skills

Students must possess sufficient abilities in the areas of calculation, critical problem solving, reasoning, and judgment to be able to comprehend and process information within a reasonable period as determined by the faculty and the profession. The student must be able to prioritize, organize and attend to tasks and responsibilities efficiently. This includes but is not limited to:

- Develop and refine problem-solving skills that are crucial to practice as a healthcare provider, including but not limited to the following: measure, calculate, reason, analyze, integrate, synthesize objective and subjective data in the context of undergraduate or graduate professional study.
- Make sound decisions, even in urgent/emergent clinical situations that reflect

consistent and thoughtful deliberation.
- Make a correct judgment in seeking supervision and consultation in a timely manner.
- Read and comprehend extensive written materials including instructions, test results, and histories.
- Apply information and engage in critical thinking in the classroom and clinical setting.
- Engage in self-directed learning.

Behavioral, Emotional and Social Skills
Students must be capable of exercising good judgment, developing empathic and therapeutic relationships with clients and others, and tolerating close and direct physical contact with a diverse population. This will include people of all ages, races, socioeconomic and ethnic backgrounds, as well as individuals with weight disorders, physical disfigurement, and medical or mental health problems. This also includes but is not limited to:

- Demonstrate emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and in unpredictable ways.
- Understand that their values, attitudes, beliefs, emotions, and experiences affect his or her perceptions and relationships with others.
- Willingly examine and change their behavior when it interferes with productive individual or team relationships.
- Demonstrate the skills and maturity necessary for effective and harmonious relationships in diverse academic and practice environments.

a. Course Participation, Engagement, and Practicum Attendance Policy

The Master of Science in Nursing (MSN) program is delivered in an asynchronous online format. Because students are not required to attend regularly scheduled class meetings, attendance is demonstrated through active and timely participation in required course activities rather than physical presence or logging into the course site alone. Students are expected to remain actively engaged in each course and complete all required academic activities by the established deadlines. Evidence of participation may include submission of assignments, participation in discussion activities, completion of examinations or quizzes, engagement in required online learning activities, communication with faculty, and completion of practicum requirements, as applicable. Simply logging into the Learning Management System (LMS) does not constitute academic participation.

Student Responsibility

Students are responsible for reviewing the course syllabus, LMS announcements, University email, assignment instructions, and posted deadlines on a regular basis. The asynchronous format provides flexibility when students complete coursework within established timeframes; however, it does not eliminate course deadlines or expectations for regular academic engagement. Students

who anticipate difficulty meeting a course requirement or deadline should communicate with the course faculty member as soon as reasonably possible.

Excused Circumstances

Students may request consideration for missed or late course requirements when circumstances significantly interfere with their ability to participate in or complete required academic activities. Circumstances that may qualify include:

1. **Religious Observance:** Students should notify the faculty member in writing at least three (3) days before a religious observance when the observance is expected to interfere with a course requirement or deadline.
2. **Known Medical or Legal Obligation:** When a medical procedure, legal obligation, or other qualifying circumstance is known in advance, students should notify the faculty member in writing at least seven (7) days before the anticipated conflict. Documentation may be required.
3. **Death in the Immediate Family:** Students should notify the faculty member as soon as reasonably possible and ordinarily within three (3) days of the affected course requirement. Immediate family includes a spouse or significant other, child, parent, sibling, or grandparent. Documentation may be required.
4. **Unexpected Medical or Health Circumstance:** Unexpected illness, injury, hospitalization, accident, or other significant health-related circumstance that interferes with course participation should be reported to the faculty member as soon as reasonably possible and ordinarily within three (3) days. Documentation may be required.
5. **Other Extenuating Circumstances:** Significant unexpected circumstances outside the student's reasonable control, such as a serious illness involving a dependent, significant technology disruption, natural disaster, or other emergency, may be considered by the faculty member. Students should provide written notification as soon as reasonably possible. Documentation may be required.

When an extension or make-up opportunity is approved, the faculty member will establish a reasonable deadline for completion of the missed work. Unless otherwise approved by the faculty member, missed coursework should be completed within one week. Failure to complete approved make-up work within the established timeframe may result in a grade of zero or other consequence consistent with the course grading policy. The University cannot guarantee that every course activity, assessment, practicum experience, or learning opportunity can be recreated or rescheduled. When an identical make-up activity is not possible, faculty may determine an appropriate alternative consistent with course and program outcomes.

Unexcused Nonparticipation and Missed Coursework

Failure to participate in required course activities or complete coursework by established deadlines without an approved extension or excused circumstance may be considered unexcused nonparticipation. Examples may include failure to submit assignments, complete examinations, participate in required discussions or learning activities, respond to required faculty communications, or meet established practicum requirements. Personal travel, employment obligations, routine appointments, and other foreseeable personal scheduling conflicts generally do not constitute excused circumstances. Students enrolled in an asynchronous program are

responsible for planning their schedules to meet published course requirements and deadlines. Repeated failure to participate or meet course requirements may result in referral to the Program Director and placement on a Student Success Plan or Academic Action Plan, as appropriate.

Online Examinations and Assessments

Students are responsible for completing examinations, quizzes, and other time-limited assessments within the dates and times specified in the course. If an emergency or qualifying circumstance prevents completion of an assessment, the student must contact the faculty member as soon as reasonably possible. Faculty may require documentation before authorizing a make-up examination or extension. Approved make-up assessments must be completed within the timeframe established by the faculty member. Failure to complete an approved make-up assessment by the established deadline may result in a grade of zero. Technology problems should be reported promptly to the faculty members and, when applicable, to the University's designated technology support service. A technology problem does not automatically constitute an excused circumstance; faculty may request documentation of the reported technical issue.

Practicum Participation and Attendance

Courses containing practicum experiences have additional attendance and participation requirements. Students are responsible for completing all required practicum hours and activities and for complying with the policies, procedures, schedules, and professional expectations of the University, MSN program, practicum agency, and assigned preceptor. Practicum schedules are established in collaboration with the approved preceptor and practicum agency and must meet course requirements. Once a practicum schedule has been established, students are expected to fulfill the agreed-upon schedule. If a student will be late or absent from a scheduled practicum experience, the student must notify the preceptor and course faculty member as soon as possible and, whenever feasible, before the scheduled practicum experience. Students must also follow any additional notification procedures required by the practicum agency. Students may not independently change, substitute, or add practicum hours without appropriate approval. Missed practicum hours must be completed in accordance with course requirements and in coordination with the faculty member, preceptor, and practicum agency, as applicable. Failure to notify the appropriate individuals of a practicum absence, repeated lateness or absence, failure to complete required practicum hours, or failure to comply with practicum agency requirements may result in a Student Success Plan or Academic Action Plan and may jeopardize successful completion of the practicum course.

Practicum Eligibility and Agency Requirements

Students are responsible for maintaining all health, safety, background, credentialing, licensure, certification, and other requirements necessary for participation in practicum experiences. Students who are unable to participate in a practicum because they have not satisfied required University or agency requirements may not be permitted to begin or continue the practicum. Time missed because of noncompliance with required practicum documentation or eligibility requirements may be considered unexcused. Clinical and practicum agencies are independent organizations and may establish requirements that differ from University requirements. The University cannot guarantee that an agency will permit a student to participate when agency-specific requirements have not been met.

Monitoring of Student Engagement

Faculty will monitor student engagement and academic progress throughout each course. When a student demonstrates a pattern of nonparticipation, missed assignments, failure to communicate, or failure to meet practicum requirements, faculty may contact the student to identify barriers and establish expectations for improvement. Continued or significant noncompliance may result in referral to the Program Director and implementation of a Student Success Plan or Academic Action Plan, as appropriate. Failure to meet the requirements of an established plan may affect successful course completion and may result in further action in accordance with School of Nursing and University policies.

b. Assignment Submission Policy

Students enrolled in the asynchronous MSN program are responsible for completing and submitting all required coursework by the deadlines established in the course syllabus and Canvas course site. The flexibility of asynchronous learning does not eliminate established assignment deadlines.

1. **Assignment Deadlines:** Assignments that contribute to the calculation of the course grade are due at the designated dates and times identified in the course syllabus and/or Canvas.
2. **Late Assignments:** Failure to submit an assignment by the established deadline will result in a **5-point deduction for each calendar day the assignment is late, for up to three (3) calendar days**. After three (3) calendar days, the assignment will receive an automatic grade of zero (0).
3. **Assignments Not Eligible for Late Submission:** Certain assignments, activities, discussions, presentations, practicum requirements, or other course activities may not be eligible for late submission because of their nature or relationship to course progression. These requirements will be identified in the course syllabus or assignment instructions.
4. **Extensions:** Extensions may be granted at the discretion of the course faculty member for documented extenuating circumstances, such as a death in the immediate family, significant accident, hospitalization, serious illness, or other circumstances outside the student's reasonable control. When circumstances are known in advance, the student must submit a written request to the faculty member **before the assignment deadline**.
5. **Unexpected Emergencies:** When an emergency prevents both timely submission of an assignment and advance notification, the student must contact the faculty member in writing as soon as reasonably possible and ordinarily within three (3) calendar days of the missed deadline. The faculty member will review the circumstances and notify the student of the decision regarding an extension or alternative deadline. Documentation may be required.
6. **Continued Course Participation:** Students are expected to remain actively engaged in the course while a request for an extension or other consideration is pending unless the circumstances prevent participation.
7. **Faculty Consideration:** When reviewing a request for an extension, faculty may consider the nature of the circumstances, supporting documentation when applicable, the student's communication with faculty, and the student's overall course participation and performance.

8. **Approved Extensions:** When an extension is approved, the faculty member will establish a revised submission deadline. The standard late penalty will not apply when the student submits the assignment within the approved extension period. Failure to meet the revised deadline may result in the application of the late-assignment policy or a grade of zero (0), as determined by the faculty member.
9. **Technical Difficulties:** Students are responsible for maintaining reliable access to the technology necessary to participate in an asynchronous online program. Technical difficulties should be reported promptly to the appropriate University technical support service and the course faculty member. Documentation of the reported technical problem may be required. Technical difficulties do not automatically result in an extension.

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c. Online Examination Policy

Examinations in the asynchronous MSN program are administered remotely through **Canvas** and may require the use of **LockDown Browser** or other University-approved examination security technology. Examinations are completed independently by students outside of a traditional classroom testing environment.

Students are responsible for ensuring that they have the technology, internet access, software, and appropriate testing environment necessary to complete examinations within the designated examination period.

Examination Requirements

1. **Examination Availability:** Examinations will be available during the dates and times established by course faculty and published in the course syllabus and/or Canvas. Students may complete the examination at a time of their choosing within the designated examination window unless otherwise specified by the faculty member.
2. **Completion Once Started:** Once an examination is started, it must be completed within the established time limit and in a single testing session unless otherwise specified or an approved accommodation permits an alternative arrangement.
3. **LockDown Browser:** When designated by the course faculty member, students are required to use LockDown Browser or other University-approved examination security technology. Students are responsible for ensuring that required software is properly installed and functioning before beginning the examination.
4. **Testing Environment:** Students must complete examinations independently in an environment that supports academic integrity and minimizes interruptions. Students are responsible for making reasonable arrangements to avoid disruptions during the examination period.
5. **Authorized Resources:** Examinations are considered closed-book and closed-resource unless the faculty member specifically identifies an examination as open-book or authorizes particular resources. Students may not access unauthorized websites, electronic resources, artificial intelligence tools, notes, textbooks, communication platforms, or assistance from another person during an examination.
6. **Electronic Devices:** Unless specifically authorized by faculty or required for an approved accommodation, students may not use additional electronic devices, including cell

phones, tablets, smart watches, or secondary computers, while completing an examination.

7. **Examination Confidentiality:** Examination questions and related materials are confidential. Students may not copy, photograph, record, reproduce, download, distribute, post, transmit, reconstruct, or share examination questions or content in any format. Students may not solicit, receive, or provide examination content to another student or individual.
8. **Academic Integrity:** All examinations must represent the student's independent work. Receiving unauthorized assistance, providing assistance to another student, using unauthorized resources, circumventing examination security measures, or otherwise violating examination procedures may constitute an academic integrity violation and will be addressed in accordance with School of Nursing and University policies.
9. **Failure to Complete an Examination:** If circumstances prevent a student from completing an examination within the designated examination window, the student must notify the course faculty member **before the examination window closes whenever reasonably possible**. In an unexpected emergency, notification must occur as soon as reasonably possible. Documentation may be required.
10. **Make-Up Examinations:** Permission to complete a missed examination or take a make-up examination is granted at the discretion of the faculty member and in accordance with the program's policies regarding excused circumstances. A make-up examination may differ in format and/or content from the original examination while assessing the same course learning outcomes.
11. **Technical Problems During an Examination:** If a significant technical problem occurs during an examination, the student should stop attempting to resolve the problem in a manner that could compromise examination security and immediately document and report the issue to the appropriate University technical support service and course faculty member. Faculty will determine whether the examination may be resumed, reset, or replaced based on the circumstances and available documentation.
12. **Testing Accommodations:** Examination accommodations must be approved through the University's Office of Student Accessibility Services. Students are responsible for following University procedures for obtaining and implementing approved accommodations.
13. **Examination Grades:** Examination grades will ordinarily be made available within five (5) school days unless otherwise communicated by the faculty member.
14. **Examination Review and Security:** Faculty may provide students with feedback regarding examination performance; however, access to individual examination questions, answers, or other secured testing materials may be restricted to maintain examination integrity and security.
15. **Course-Specific Requirements:** Additional examination procedures, permitted resources, testing windows, time limits, and other course-specific requirements will be identified in the course syllabus and/or Canvas. Students are responsible for reviewing and complying with these requirements before beginning an examination.

Non-Discrimination Statement

UBSN complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in the Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate based on race, color, national origin, sex, age, disability, or veteran status in admission or access to, or treatment, or employment in, its programs or services.

ACADEMIC INTEGRITY POLICY, PRINCIPLES AND PROCEDURES

UBSN views academic honesty as critical to academic integrity and an important part of the educational process. It is important that each student complete his or her own work to acquire the knowledge and skills necessary to perform in their career fields upon graduation from UBSN.

Examples of academic dishonesty are as follows:

- Plagiarism – the intentional or unintentional failure to acknowledge sources, or the use of commercially available so-called "research papers" or other aids without full recognition of the source. Students are responsible for distinguishing clearly between their own facts, ideas, and conclusions and those of other sources. To use someone else's words, opinions, or conclusions without giving them credit is plagiarism. Plagiarism also includes "self-plagiarism," wherein a student submits the same work to multiple classes without instructor approval. Examples include, without limitation: using information or ideas from a source without properly crediting it; copying any portion of another's work (student, faculty, book, article, journal, internet, etc.) without crediting the author; or submitting an assignment that the student in question wrote during another class, previous or current. Always check with the professor(s) for the appropriate guidelines that should be followed. (Key to UB (2024-25)
- Cheating includes but is not limited to:
- Using unauthorized sources in preparation for your work.
- Copying from another student's exam, paper, or assignment
- Use of materials not authorized during a test, including notes, textbook, notes written on any part of your body or clothing, including hats and shoes.
- Submitting a paper, report, examination, or any class assignment that has been altered or corrected, in part or in whole, for reevaluation or re-grading without the consent of the instructor.
- Serving as or enlisting the assistance of another as a substitute in the taking of examinations
- Enlisting the assistance of another to write a paper or writing a paper for someone.

- Altering or misusing a document for academic purposes. This would include university forms and doctor's excuses.
- Selling, giving, lending, or otherwise furnishing to any other person any material (homework assignments, tests, etc.), whether electronically or otherwise, which can be shown to contain the questions or answers to any examination scheduled to be given at some subsequent date in any course of study, excluding questions and answers from tests previously administered and returned to a student by the instructor.
- Altering or attempting to alter an assigned grade on any official University record.
- A faculty member may delineate other actions they consider violating the Code in a written course syllabus.

Generative Artificial Intelligence (AI) Policy

The Master of Science in Nursing (MSN) program recognizes that generative artificial intelligence (AI) tools are increasingly used in healthcare, nursing education, leadership, research, and professional practice. Students are expected to use these technologies responsibly, ethically, and in accordance with University, School of Nursing, course, and assignment-specific requirements.

Permitted Use

The use of generative AI is permitted **only when authorized by the course faculty member or assignment instructions**. Faculty may establish different expectations for AI use based on the purpose and learning outcomes of a course or assignment.

When permitted, appropriate uses may include activities such as brainstorming, organizing ideas, refining language, developing preliminary outlines, exploring alternative approaches to a problem, or assisting with data analysis when specifically authorized.

Students remain responsible for demonstrating their own achievement of course and program learning outcomes.

Disclosure and Attribution

When generative AI is used in completing academic work, students must clearly disclose its use unless the faculty member specifically indicates that disclosure is not required for a particular activity.

The disclosure should identify the AI tool used and briefly describe how it contributed to the work. Depending on the assignment, this information may be included in an acknowledgment, footnote, endnote, methodology section, appendix, or other location specified by faculty.

When citation of AI-generated material is appropriate, students must follow the citation style required by the course or assignment.

Student Responsibility

Students are responsible for the **accuracy, quality, integrity, and originality of all work they submit**, regardless of whether an AI tool was used.

Generative AI may produce inaccurate, incomplete, biased, outdated, fabricated, or unverifiable information. Students are responsible for independently evaluating and verifying AI-generated information using appropriate scholarly, professional, and primary sources.

AI-generated citations or references must never be assumed to be accurate. Students are responsible for locating, reviewing, and verifying every source included in submitted academic work.

Prohibited Uses
Unless specifically authorized by faculty, students may not use generative AI to:

- Generate or substantially complete an assignment, discussion post, examination, quiz, case analysis, reflection, or other assessment intended to evaluate the student's own knowledge, reasoning, writing, or achievement of course outcomes.
- Complete examinations or other secured assessments.
- Fabricate, alter, or misrepresent data, evidence, references, clinical or practicum experiences, interviews, observations, or other academic information.
- Submit AI-generated work as the student's own without appropriate authorization and disclosure.
- Circumvent assignment requirements or other measures intended to assess individual student learning.

Privacy, Confidentiality, and Professional Information

Students must not enter **protected health information (PHI), personally identifiable information (PII), confidential patient information, proprietary organizational information, confidential practicum information, or other protected or sensitive information** into publicly available or unauthorized generative AI systems.

Information obtained through a practicum agency, employer, patient interaction, quality-improvement initiative, organizational project, or other professional activity must be handled in accordance with applicable privacy laws, professional standards, University requirements, and agency policies.

De-identification of information does not automatically authorize its use with an AI platform. Students must comply with applicable University and agency requirements regarding the use of organizational or practice-related information.

Academic Integrity
Unauthorized use of generative AI, failure to disclose AI use when disclosure is required, fabrication of information or sources using AI, or submission of AI-generated work in place of a student's own work may constitute a violation of the University's Academic Integrity Policy. Violations will be addressed in accordance with University and School of Nursing academic integrity policies and may result in academic and/or disciplinary action.

When there is uncertainty about whether or how generative AI may be used for a particular assignment, examination, practicum activity, or other course requirement, the student is responsible for obtaining clarification from the course faculty member before using the technology.

Professional Conduct

Students enrolled in the Master of Science in Nursing (MSN) program are expected to demonstrate professional, ethical, and respectful conduct in all academic, online, practicum, and professional learning environments.

Students must be able to:

- Work collaboratively and communicate professionally with peers, faculty, preceptors, healthcare professionals, organizational leaders, patients, families, and other individuals encountered as part of the educational experience, as applicable.
- Demonstrate respectful and professional communication and behavior in all interactions, including online discussions, email, virtual meetings, group activities, and practicum settings.
- Adhere to applicable professional standards, ethical principles, University and School of Nursing policies, and the policies and procedures of assigned practicum agencies.
- Participate in the academic, leadership, education, practice, and/or practicum experiences required for the student's MSN pathway and demonstrate achievement of established course and program outcomes.
- Demonstrate integrity, honesty, accountability, responsibility, respect, compassion, cultural humility, adaptability, and professional judgment appropriate to graduate-level nursing practice.
- Meet established deadlines and arrive on time for scheduled practicum experiences, virtual meetings, presentations, conferences, or other activities requiring attendance at a designated time.
- Receive, consider, and respond appropriately to constructive feedback from faculty, preceptors, and other professionals while maintaining professional behavior.
- Complete individual assignments, examinations, and other assessments independently unless collaboration is specifically authorized by faculty.
- Maintain appropriate professional boundaries and protect the privacy and confidentiality of patients, organizations, preceptors, classmates, faculty, and others in accordance with applicable laws, professional standards, and University and practicum agency requirements.
- Demonstrate professional conduct in electronic and digital environments, including appropriate use of email, Canvas, virtual meeting platforms, social media, artificial intelligence tools, and other technologies used in connection with the program.

Regular and Ongoing Evaluation of Academic Performance and Technical Standards

Student performance will be evaluated on a regular and ongoing basis throughout the MSN program. Evaluation may include academic performance, professional conduct, achievement of course and program outcomes, practicum performance, and continued ability to meet the **Essential Academic Performance and Technical Standards** of the program.

Because the MSN program is delivered asynchronously, evaluation may be based on multiple sources of evidence, including submitted coursework, examinations and assessments, online participation, communication with faculty, scholarly and professional activities, practicum documentation, faculty interactions with the student, and other methods appropriate to the course and program.

For courses containing a practicum experience, approved preceptors provide supervision, guidance, and feedback regarding student performance within the practicum setting. Faculty

maintain academic oversight of the practicum and evaluate student achievement based on appropriate sources of evidence, which may include student work, faculty-student conferences, communication with the preceptor, preceptor evaluations, practicum documentation, and direct or indirect faculty assessment. **The course faculty member retains responsibility for determining whether the student has successfully met course and practicum learning outcomes.**

When deficiencies or concerns are identified, faculty will communicate the concern to the student and establish expectations for improvement. Depending on the nature, severity, or persistence of the concern, the student may be required to participate in remediation and/or may be placed on a **Student Success Plan or Academic Action Plan**.

An accommodation is not required when it would fundamentally alter an essential academic requirement, technical standard, course or program outcome, Students are responsible for promptly notifying the appropriate University office and/or faculty, as applicable, of changes that may affect their ability to meet the Essential Academic Performance and Technical Standards or participate safely and effectively in required educational experiences.

Failure to meet the Essential Academic Performance and Technical Standards, failure to comply with established professional or academic requirements, or failure to successfully complete the requirements of an established Student Success Plan or Academic Action Plan may affect progression in the program and may result in further action, up to and including dismissal, in accordance with School of Nursing and University policies.

Practicum agencies are independent organizations and may maintain their own eligibility, safety, operational, and participation requirements. Requirements and accommodations available in a University-based or online learning environment may differ from those that can reasonably be implemented within a particular practicum agency.

Reasonable Accommodations for Disabilities

The University of Bridgeport is committed to providing equal access to qualified students with disabilities in accordance with applicable law and University policy. Students who believe they may require an accommodation are encouraged to contact the University's designated accessibility services office and follow established University procedures for requesting accommodations.

Students enrolled in the MSN program must be able to meet the Essential Academic Performance and Technical Standards of the program, with or without reasonable accommodation.

Reasonable accommodations are determined through the University's established accessibility process. Faculty, preceptors, and practicum agencies should not independently determine or modify approved academic accommodations.

The University will work with eligible students to provide reasonable accommodations that allow access to the educational program while maintaining essential academic or other essential element of the program, or when it would otherwise be inconsistent with applicable law.

Because practicum experiences occur within external organizations, implementation of an approved accommodation may require coordination among the student, the University's designated accessibility office, School of Nursing faculty, and the practicum agency. The availability or method of implementing an accommodation in a practicum setting may differ from accommodations provided in an asynchronous online course.

Students should initiate accommodation requests as early as possible, particularly before beginning a practicum experience, to allow sufficient time to evaluate and coordinate approved accommodations. Accommodations are not retroactive unless otherwise required by University policy or applicable law.

MSN Admission Eligibility

Admission to the Master of Science in Nursing (MSN) program is limited to applicants who meet all University and School of Nursing graduate admission requirements and who are eligible to complete the academic and practicum requirements of the program.

Applicants must:

- Hold the required nursing degree from an appropriately accredited college or university, consistent with the admission pathway for which they are applying.
- Hold a current, active, and unencumbered registered nurse (RN) license in the United States.
- Hold appropriate RN licensure in the state in which they reside, practice, and/or complete required practicum experiences, as applicable.
- Meet all additional University of Bridgeport and School of Nursing admission requirements.
- Be eligible to participate in required practicum experiences and satisfy all University and practicum agency requirements before beginning the practicum.

International Applicants

The School of Nursing does not currently admit international students to the MSN program. Applicants to the MSN program must meet the University's applicable domestic student admission requirements and must hold appropriate authorization to enroll in the program and complete all required academic and practicum experiences in the United States.

International applicants who would require admission to the University in international student status are not eligible for admission to the MSN program at this time.

Out-of-State Online Students

Because the MSN program is delivered online and includes a required practicum experience, admission and enrollment may be subject to state authorization, professional licensure, and practicum placement requirements.

Students residing outside Connecticut are responsible for providing accurate information regarding their state of residence and RN licensure. The University will determine whether the MSN program

may be offered to a student in the student's state of residence and whether applicable educational and practicum requirements can be satisfied.

Admission to the MSN program does not guarantee placement at a particular practicum agency or location. Students must meet all University, School of Nursing, state, and practicum agency requirements applicable to their practicum experience.

MSN Curriculum

Total MSN Credits: 42

The Master of Science in Nursing (MSN) program admits students for **Fall, Spring, and Summer entry**. Courses are offered on a planned annual rotation. Because students may enter the program during any of the three academic terms, the sequence of courses will vary according to the student's semester of entry.

The MSN degree requires **42 graduate credits**, including two approved graduate electives (6 credits) selected from the School of Education (EDUC 509 – Psychological Foundations of Education; EDUC 551 – Curriculum Development) or the School of Business (ACCT 500 – Accounting, Business & Ethics; MGMT 511 – Human Resource Management; MGMT 512 – Organizational Development; MGMT 534 – Strategic Sourcing & Vendor Management). Students should consult with their academic advisor when selecting electives to ensure that course prerequisites and MSN degree requirements are met.

Annual Course Rotation

Term	Courses Regularly Offered
Fall	NURS 560 – Advanced Health Assessment (3)
	NURS 590 – Nursing Informatics (3)
	NURS 606 – Resource Management and Finance (3)
	NURS 608 – Organizational Leadership (3)
Spring	NURS 550 – Advanced Pharmacology (3)
	NURS 575 – Quality, Safety & Policy (3)
	NURS 613 – Advanced Practicum in Education/Leadership (6) *
Summer	NURS 540 – Theory and Evidence-Based Practice (3)
	NURS 570 – Advanced Pathophysiology (3)
	NURS 602 – Curriculum Development and Design (3)
	NURS 604 – Teaching, Assessment, and Evaluation of Outcomes (3)

Electives: Students complete two approved graduate electives (6 credits) from the School of Business and/or School of Education. Elective availability varies by semester.

Graduate Electives – 6 Credits

Students complete **two approved graduate electives (6 credits)** from the University of Bridgeport School of Education and/or School of Business.

School of Education

Course	Credits
EDUC 509 – Psychological Foundations of Education	3
EDUC 551 – Curriculum Development	3

School of Business

Course	Credits
ACCT 500 – Accounting, Business & Ethics	3
MGMT 511 – Human Resource Management	3
MGMT 512 – Organizational Development	3
MGMT 534 – Strategic Sourcing & Vendor Management	3

Students should consult with their academic advisor when selecting electives to ensure that course prerequisites and MSN degree requirements are met.

NURS 613 may be offered in Fall, Spring, or Summer when qualifying students are eligible to enroll. Students must meet all course prerequisites, academic progression requirements, and practicum eligibility requirements before beginning NURS 613.

Full-Time Program Plans by Entry Term

The following plans illustrate the anticipated sequence for full-time students based on the semester in which they enter the MSN program. Individual plans may vary based on course availability, elective selection, practicum eligibility, transfer credit, and other academic considerations.

Fall Entry

Semester	Courses	Credits
Fall – Semester 1	NURS 560 – Advanced Health Assessment	3
	NURS 590 – Nursing Informatics	3
	NURS 606 – Resource Management and Finance	3
	NURS 608 – Organizational Leadership	3
	Semester Total	**12**
Spring – Semester 2	NURS 550 – Advanced Pharmacology	3
	NURS 575 – Quality, Safety & Policy	3
	Approved Graduate Elective	3
	Semester Total	12
Summer – Semester 3	NURS 540 – Theory and Evidence-Based Practice	3
	NURS 570 – Advanced Pathophysiology	3
	NURS 602 – Curriculum Development and Design	3
	NURS 604 – Teaching, Assessment, and Evaluation of Outcomes	3
	Semester Total	**12**
Fall – Semester 4	NURS 613 – Advanced Practicum in Education/Leadership	6
	Approved Graduate Elective	3
	Semester Total	**9**
	PROGRAM TOTAL	**42**

Spring Entry

Semester	Courses	Credits
Spring – Semester 1	NURS 550 – Advanced Pharmacology	3
	NURS 575 – Quality, Safety & Policy	3
	Approved Graduate Elective	3
	Semester Total	**9**
Summer – Semester 2	NURS 540 – Theory and Evidence-Based Practice	3
	NURS 570 – Advanced Pathophysiology	3
	NURS 602 – Curriculum Development and Design	3
	NURS 604 – Teaching, Assessment, and Evaluation of Outcomes	3
	Semester Total	**12**
Fall – Semester 3	NURS 560 – Advanced Health Assessment	3
	NURS 590 – Nursing Informatics	3
	NURS 606 – Resource Management and Finance	3
	NURS 608 – Organizational Leadership	3
	Semester Total	**12**
Spring – Semester 4	NURS 613 – Advanced Practicum in Education/Leadership	6
	Approved Graduate Elective	3
	Semester Total	**9**
	PROGRAM TOTAL	**42**

Summer Entry

Semester	Courses	Credits
Summer – Semester 1	NURS 540 – Theory and Evidence-Based Practice	3
	NURS 570 – Advanced Pathophysiology	3
	NURS 602 – Curriculum Development and Design	3
	NURS 604 – Teaching, Assessment, and Evaluation of Outcomes	3
	Semester Total	**12**
Fall – Semester 2	NURS 560 – Advanced Health Assessment	3
	NURS 590 – Nursing Informatics	3
	NURS 606 – Resource Management and Finance	3
	NURS 608 – Organizational Leadership	3
	Semester Total	**12**
Spring – Semester 3	NURS 550 – Advanced Pharmacology	3
	NURS 575 – Quality, Safety & Policy	3
	Approved Graduate Elective	3
	Semester Total	**9**
Summer – Semester 4	NURS 613 – Advanced Practicum in Education/Leadership	6
	Approved Graduate Elective	3
	Semester Total	**9**
	PROGRAM TOTAL	**42**

NURS 613 Advanced Practicum

NURS 613 – Advanced Practicum in Education/Leadership is a **6-credit, 120-hour culminating practicum** integrating the nursing education and nursing leadership components of the MSN curriculum.

Although NURS 613 is included in the sample program plans above during the student's final semester, **NURS 613 may be offered during Fall, Spring, or Summer when qualifying students are eligible for enrollment.** Students may enroll in NURS 613 only after meeting established course prerequisites, academic progression requirements, and practicum eligibility requirements.

The student's actual practicum semester will be determined in consultation with the MSN Program Director or academic advisor based on the student's progression through the curriculum, readiness for the practicum, availability of an approved preceptor and practicum site, and course availability.

Individualized Plans of Study

The curriculum plans presented in this handbook represent the **recommended sequence of study** based on the student's semester of entry. Course sequencing may be adjusted based on full-time or part-time enrollment, transfer credit, elective availability, course prerequisites, practicum readiness, and other academic considerations.

Students should work with their academic advisor to develop and maintain an individualized plan of study. Changes to the recommended sequence may affect the anticipated date of program completion.

ACADEMIC POLICIES

Students enrolled in the Master of Science in Nursing (MSN) program are responsible for understanding and complying with the academic policies of the University of Bridgeport and the School of Nursing. Students are expected to maintain satisfactory academic progress, meet professional and practicum requirements, communicate regularly with faculty and their

When University and School of Nursing policies address the same academic matter, students should consult the current University Catalog, Key to UB Student Handbook, and School of Nursing Graduate Student Handbook for applicable requirements.

Academic Advising

The Online Program Director or designee serves as the academic advisor for students enrolled in the MSN program. Academic advising supports students in developing and maintaining an appropriate plan of study, selecting courses, monitoring academic progression, preparing for the practicum, and completing graduation requirements.

Students are expected to communicate with their academic advisor regularly and whenever circumstances arise that may affect academic progression or completion of the program.

Students remain responsible for:

- Reviewing their academic record and degree requirements.
- Registering for appropriate courses.
- Meeting course prerequisites.
- Maintaining required academic and practicum eligibility requirements.
- Monitoring University communications and registration deadlines.
- Informing the advisor of circumstances that may affect progression.
- Completing all requirements for graduation.

Academic advising assists students with program planning but does not replace the student's responsibility for understanding and meeting degree requirements.

Plan of Study

Each MSN student will develop a Plan of Study in consultation with the academic advisor. The Plan of Study identifies the courses required for degree completion and provides an anticipated sequence based on the student's semester of entry.

Because the MSN program admits students in Fall, Spring, and Summer, the sequence of courses may vary according to the student's entry term.

Students must review their Plan of Study with their academic advisor each semester and whenever a change in enrollment status or course sequence is anticipated.

Changes to the recommended Plan of Study may affect the student's anticipated graduation date because not all courses are offered every semester.

Students receiving approved transfer credit or entering through an approved University of Bridgeport RN-to-BSN graduate pathway or bridge pathway will receive an individualized Plan of Study reflecting applicable requirements.

Students must satisfy applicable academic and practicum eligibility requirements before enrolling in NURS 613 – Advanced Practicum in Education/Leadership.

Academic Good Standing

To remain in academic good standing in the MSN program, students must maintain a minimum cumulative graduate GPA of 3.00 and meet all School of Nursing progression requirements.

Students must also maintain satisfactory professional conduct and remain eligible to participate in required academic and practicum experiences.

Academic good standing is required for progression through and graduation from the MSN program.

Progression Policy

To progress in the MSN program, students must:

- Maintain a cumulative graduate GPA of at least 3.00.
- Achieve the minimum required grade in each course as established by the School of Nursing.
- Maintain a current, unencumbered registered nurse license as required by the program and practicum setting.
- Maintain all health, safety, certification, and agency requirements applicable to the student's practicum experience.
- Demonstrate satisfactory academic and professional performance.
- Meet the Essential Academic Performance and Technical Standards of the School of Nursing, with or without approved reasonable accommodations.
- Successfully complete all prerequisites before progressing to courses requiring them.
- Remain in compliance with University and School of Nursing academic integrity and professional conduct policies.

A student who earns an unsatisfactory course grade, fails to maintain the required cumulative GPA, or otherwise fails to meet progression requirements will be subject to the applicable academic warning, probation, course repetition, or dismissal policies.

Because courses are offered according to an established rotation, repeating or withdrawing from a course may delay program completion.

Course Evaluations

At the conclusion of each course, students are provided an opportunity to evaluate the course and faculty. Students completing practicum experiences may also be asked to evaluate the practicum site and preceptor.

Course evaluations provide important information for ongoing program assessment and quality improvement. Students are encouraged to provide thoughtful, constructive, and professional feedback.

Student course evaluations are confidential or anonymous in accordance with University procedures. Faculty may encourage students to participate but may not require students to disclose whether or how they completed an evaluation.

Course Participation, Attendance, Assignment Submission, and Examination Policies

These requirements are set out under MSN Curriculum Requirements: see the Course Participation, Engagement, and Practicum Attendance Policy; Assignment Submission Policy; and Online Examination Policy.

Grading Policies

The MSN program uses the University-approved graduate grading system and School of Nursing progression requirements.

Students are responsible for monitoring their grades throughout each course and seeking assistance when academic difficulty occurs.

Graduate Grading Scale

Grade	Numerical Grade	Quality Points
A	94–100	4.00
A−	90–93	3.67
B+	87–89	3.33
B	83–86	3.00
B−	80–82	2.67
C+	77–79	2.33
C	75–76	2.00
C−	70–74	1.67
D+	67–69	1.33
D	64–66	1.00
D−	60–63	0.67
F	Below 60	0.00

B− is the minimum passing grade for MSN nursing courses unless otherwise specified.

Students must also maintain a minimum cumulative GPA of 3.00 to remain in academic good standing and graduate.

Incomplete Grades

A grade of Incomplete (I) may be assigned when a student is unable to complete required coursework because of a legitimate and unavoidable circumstance and otherwise meets University requirements for an Incomplete.

An Incomplete is not automatically granted. The student must communicate with the faculty member and complete any required University documentation.

All outstanding work must be completed within the timeframe established by University policy. Failure to complete the required work within the established period may result in conversion of the Incomplete to the applicable final grade.

Course Withdrawal

Students seeking to withdraw from a course must follow the deadlines and procedures published by the University of Bridgeport.

Withdrawal during the University's designated withdrawal period ordinarily results in a grade of W on the student's transcript.

Students should consult their academic advisor before withdrawing from an MSN course because withdrawal may:

- Alter the student's Plan of Study.
- Delay progression or graduation.
- Affect eligibility for subsequent courses.
- Affect financial aid or other financial obligations.

Because MSN courses are offered according to an established rotation, a withdrawn course may not be available again until its next scheduled offering.

Requests for withdrawal after established University deadlines are governed by applicable University policies and approval processes.

Academic Warning and Course Repetition

Faculty monitor student academic performance throughout each course.

A student experiencing academic difficulty may receive written notification identifying areas of concern and recommendations or requirements for improvement.

Depending upon the circumstances, faculty may require a Student Success Plan or Academic Action Plan identifying specific expectations, resources, and timelines for improvement.

Students who must repeat an MSN course may do so only in accordance with School of Nursing progression requirements and course availability.

Repeating a course may result in delayed program completion.

Academic Probation

Graduate students whose cumulative GPA falls below 3.00 are subject to University graduate academic probation policies.

Students placed on academic probation must work with their academic advisor to develop an appropriate academic plan and satisfy University and School of Nursing requirements for continued enrollment.

School of Nursing progression and dismissal requirements continue to apply while a student is on University academic probation.

Academic probation does not supersede School of Nursing requirements concerning minimum course grades, professional conduct, practicum performance, or dismissal.

Dismissal/Termination Policy

A student may be dismissed from the MSN program for failure to meet academic, professional, or practicum requirements.

Grounds for dismissal may include:

- Failure to satisfy the requirements of academic probation.
- Failure to meet conditions established at the time of conditional admission.
- Earning unacceptable grades as defined by the School of Nursing progression policy.
- Repeated course failure.
- Failure to demonstrate satisfactory practicum performance.
- Failure to comply with professional conduct requirements.
- Academic integrity violations when dismissal is an authorized sanction.
- Failure to successfully complete an Academic Action Plan or other required corrective action.
- Other circumstances identified by applicable University or School of Nursing policies.

When concerns involve practicum performance, faculty will obtain relevant information from the student and preceptor and determine whether course and program outcomes are being met.

The faculty member retains responsibility for academic evaluation and determination of the student's course performance. The preceptor provides supervision, guidance, observations, and feedback but does not independently assign the student's academic grade.

Students will be informed of identified deficiencies and, when appropriate, provided an opportunity to complete corrective actions within an established timeframe.

LEAVE OF ABSENCE, RETURN, READMISSION, AND WITHDRAWAL

Students whose circumstances interfere with continued enrollment should consult the **MSN Program Director or academic advisor** as early as possible. A leave of absence, withdrawal, or interruption in enrollment may affect the student's Plan of Study, course sequencing, financial aid, practicum eligibility, and anticipated graduation date.

Because MSN courses are offered according to an established rotation, an interruption in enrollment may delay program completion.

Students remain subject to the University's graduate degree time limit and must complete all requirements for the MSN degree within **five calendar years of enrollment in the first graduate nursing course**.

Leave of Absence

A student who wishes to temporarily interrupt enrollment in the MSN program may request a formal Leave of Absence in accordance with University policy.

Students requesting a Leave of Absence must complete the required University form and obtain all approvals required by the University.

Before requesting a leave, students are encouraged to consult with:

- The MSN Program Director or academic advisor regarding academic progression and the Plan of Study.
- Student Financial Services regarding financial aid, tuition, loan, or other financial implications.
- The Office of the Registrar regarding enrollment status and University procedures.
- Other University offices as appropriate to the student's circumstances.

Approval of a Leave of Absence is governed by applicable University and School of Nursing policies.

A Leave of Absence does not automatically extend the **five-year MSN degree-completion limit**. Students should discuss the potential effect of a leave on their degree-completion timeline with the MSN Program Director.

The academic record of a student taking a Leave of Absence will be determined in accordance with University grading, withdrawal, and Leave of Absence policies.

Financial Considerations

Students receiving financial aid, scholarships, employer tuition assistance, veterans' benefits, or other financial support should consult the appropriate University office or funding source before requesting a Leave of Absence or withdrawing from the University.

A change in enrollment status may affect financial aid eligibility, loan repayment obligations, tuition charges, refunds, scholarships, or other financial responsibilities.

Tuition and fee refunds are determined according to the University's current refund policies.

RETURN FROM AN APPROVED LEAVE OF ABSENCE

Students seeking to return from an approved Leave of Absence must follow the University's established return process and submit required documentation by applicable deadlines.

Before registration, the student should meet with the **MSN Program Director or academic advisor** to review:

- Current academic standing.
- The student's Plan of Study.
- Remaining degree requirements.
- Current curriculum and program requirements.
- Course availability and sequencing.
- Time remaining within the five-year degree-completion limit.
- Licensure and professional requirements.
- Practicum eligibility and compliance requirements, when applicable.

Because curriculum, course sequencing, University requirements, and practicum-site requirements may change during a student's absence, the student's revised Plan of Study will be developed based on the curriculum and requirements applicable at the time of return, consistent with University policy.

Students returning to the program must satisfy all applicable academic, professional, licensure, technology, and practicum requirements before participating in activities for which those requirements are necessary.

Return Following a Health-Related Leave

Students returning from a health-related Leave of Absence must follow applicable University procedures for return.

When documentation or clearance is required, it will be handled through the appropriate University process.

A student returning from leave must be able to meet the **Essential Academic Performance and Technical Standards** of the School of Nursing, with or without approved reasonable accommodations.

Students seeking reasonable accommodations should work with the University's designated Student Accessibility Services office. Faculty, preceptors, and practicum agencies do not independently determine disability accommodations.

PRACTICUM CONSIDERATIONS FOLLOWING A LEAVE

Students returning from a Leave of Absence who are preparing to enroll in or resume **NURS 613 – Advanced Practicum in Education/Leadership** must satisfy all current practicum eligibility requirements before beginning or resuming practicum activities.

Depending upon the length and circumstances of the leave, requirements may include:

- Verification of a current, active, unencumbered RN license.
- Review and approval of the practicum site.
- Review and approval of the preceptor.
- Confirmation of an active affiliation agreement.
- Completion or renewal of required health or compliance documentation.
- Background check or drug screening when required.
- CPR/BLS certification when required by the practicum site.
- Agency orientation or other site-specific requirements.
- Revision of practicum objectives or project plans when necessary.

Previously approved practicum arrangements are **not automatically guaranteed following a Leave of Absence**. Practicum sites and preceptors remain subject to availability and School of Nursing approval.

Students may not begin or resume practicum hours until they have received appropriate authorization.

VOLUNTARY WITHDRAWAL FROM THE MSN PROGRAM

A student who decides to discontinue enrollment in the MSN program should notify the MSN Program Director or academic advisor and complete the University's official withdrawal process.

Students should not assume that failure to register for courses or failure to participate in courses constitutes an official withdrawal from the University.

Before withdrawing, students are encouraged to discuss the academic and financial implications with the appropriate University offices.

Withdrawal from the MSN program may affect:

- Academic standing.
- Financial aid.
- Tuition and refund eligibility.
- Student loan obligations.
- The Plan of Study.
- Eligibility for future readmission.
- Completion of the MSN degree within the established five-year time limit.

Official withdrawal dates and transcript notation are determined according to University policy.

READMISSION TO THE MSN PROGRAM

A former MSN student who has withdrawn from the University, discontinued enrollment beyond an approved Leave of Absence, or otherwise requires readmission must follow the applicable University and School of Nursing readmission procedures.

Readmission is **not automatic**.

A request for readmission may include review of:

- The student's previous academic record.
- Academic standing at the time of separation.
- Previous course grades and progression status.
- The length of time since the student was enrolled.
- Current RN licensure.
- Previous professional conduct or academic integrity concerns, when applicable.
- Current curriculum and program requirements.
- Availability of required courses.
- Practicum eligibility.
- The ability to complete remaining degree requirements within the established graduate degree time limit.
- Other applicable University and School of Nursing requirements.

If readmission is approved, the MSN Program Director or academic advisor will develop or revise the student's Plan of Study based on the student's prior coursework and current program requirements.

Previously completed coursework will be evaluated to determine its applicability to the current MSN curriculum and degree requirements.

Readmitted students are responsible for meeting the **academic, professional, curriculum, technology, licensure, and practicum requirements in effect as determined by applicable University and School of Nursing policies**.

Readmission may therefore require changes to the student's previous Plan of Study.

EFFECT OF INTERRUPTION ON PROGRAM COMPLETION

Students should recognize that an interruption in enrollment may affect the time required to complete the MSN degree.

The School of Nursing cannot guarantee that:

- Courses will be available in the same sequence as before the student's leave or withdrawal.
- A previously approved practicum site or preceptor will remain available.
- Program or practicum requirements will remain unchanged.
- Previously planned graduation dates can be maintained.

Students returning after an interruption will work with the MSN Program Director or academic advisor to establish an appropriate Plan of Study.

All students must complete the MSN degree within the established **five-calendar-year graduate degree time limit**, unless an exception is authorized under applicable University policy.

Professional Conduct Policy

MSN students are expected to demonstrate professional, ethical, respectful, and accountable conduct in all academic, online, practicum, and professional environments.

Professional conduct includes:

- Communicating respectfully with faculty, peers, preceptors, University personnel, healthcare professionals, organizational leaders, patients, families, and others.
- Maintaining academic integrity.
- Protecting confidential and private information.
- Complying with HIPAA and other applicable privacy requirements.
- Practicing within the student's legal and professional scope of practice.
- Following University, School of Nursing, and practicum agency policies.
- Demonstrating accountability, reliability, integrity, cultural humility, and professional judgment.

- Responding appropriately to constructive feedback.
- Maintaining appropriate professional boundaries.
- Demonstrating professional conduct in electronic communications, virtual environments, and social media.

Serious or repeated unprofessional, unsafe, unethical, or dishonest conduct may result in corrective action and may affect progression in or continuation in the MSN program.

Academic Grievance Procedure

Students who believe an academic decision was made improperly should follow the University of Bridgeport Academic Grievance Procedure contained in the current University student policies.

Whenever appropriate, concerns should first be addressed at the lowest appropriate level.

For course-related academic concerns, students should generally begin with the course faculty. If the matter remains unresolved, the student may proceed through the applicable School of Nursing and University channels.

Students are responsible for following established grievance procedures and submission deadlines. See Key to UB

Academic Integrity

MSN students are expected to maintain the highest standards of academic honesty and intellectual integrity.

Academic misconduct includes, but is not limited to:

- Cheating.
- Plagiarism.
- Fabrication or falsification.
- Unauthorized collaboration.
- Unauthorized use or distribution of examination materials.
- Submitting another person's work as one's own.
- Providing unauthorized assistance to another student.
- Misrepresenting practicum activities or hours.
- Fabricating data, references, scholarly evidence, or professional activities.
- Unauthorized use of artificial intelligence or other technology to complete academic work.

Suspected academic integrity violations will be addressed in accordance with applicable University and School of Nursing policies.

GRADUATE PROGRAM GENERAL POLICIES

Admission and Enrollment Requirements

Upon admission to the Master of Science in Nursing (MSN) program, students will receive information regarding required admission, enrollment, and program documentation.

Students are responsible for submitting all required documentation by established University and School of Nursing deadlines. Failure to complete required admission or enrollment requirements may result in a registration hold, inability to participate in required course or practicum activities, or administrative action in accordance with University policy.

Students must maintain current contact information with the University and regularly monitor their University email and other official University communication systems.

Professional Liability and Malpractice Insurance

MSN students participating in practicum experiences must maintain professional liability/malpractice insurance when required by the School of Nursing, practicum agency, or affiliation agreement.

Students are responsible for obtaining and maintaining any required coverage and for providing documentation upon request.

Because agency requirements may vary, students should not assume that employer-provided professional liability coverage satisfies requirements for activities completed in the student role.

Financial Aid

Students seeking financial assistance should contact the University of Bridgeport Financial Aid Office and follow all University application procedures and deadlines.

Graduate students may be eligible for scholarships, grants, loans, employer tuition assistance, or other sources of financial support. Availability and eligibility requirements may change.

Some healthcare organizations and employers offer tuition assistance, scholarships, loan repayment, or other educational benefits in exchange for continued or future employment. Students should contact their employer or individual organizations directly for information regarding these opportunities.

Financial aid eligibility and requirements are governed by applicable University, state, and federal policies.

PRACTICUM POLICIES AND REQUIREMENTS

Practicum Compliance Requirements

Students enrolled in NURS 613 – Advanced Practicum in Education/Leadership must satisfy all School of Nursing and practicum-site requirements before beginning the practicum.

Requirements vary according to the practicum setting and may include:

- Current RN licensure.
- Professional liability/malpractice insurance.
- Health insurance.
- Immunization or health documentation.
- Influenza vaccination.
- Tuberculosis screening.
- CPR/BLS certification.
- Criminal background check.
- Drug screening.
- Agency-specific orientation or training.
- Confidentiality, HIPAA, or information-security training.
- Other requirements established by the University, School of Nursing, affiliation agreement, or practicum site.

Students are responsible for the costs associated with meeting practicum requirements unless otherwise specified by the University or practicum agency.

Students who do not satisfy applicable requirements by established deadlines may not begin or continue the practicum. This may result in delayed progression or graduation.

Practicum-Site Policies

Students must comply with the policies, procedures, safety requirements, confidentiality standards, identification requirements, dress expectations, and professional conduct standards of the practicum site.

Depending on the setting, students may be required to wear a University identification badge, professional attire, lab coat, personal protective equipment, or other attire specified by the agency.

Students are expected to represent themselves as University of Bridgeport MSN students while participating in practicum activities and must comply with all applicable professional and agency standards.

Health and Immunization Requirements

Students must satisfy health and immunization requirements established by the University, School of Nursing, practicum site, and/or affiliation agreement.

Requirements may include documentation of immunizations, influenza vaccination, tuberculosis screening, or other health-related documentation.

Because practicum requirements vary among agencies, students may be required to complete additional health or safety requirements before beginning an experience.

Students are responsible for maintaining current documentation throughout the practicum and for completing renewals before applicable expiration dates.

Failure to maintain required documentation may result in removal from or inability to begin the practicum.

CPR/BLS Certification

Students must maintain current CPR/BLS certification when required by the School of Nursing, practicum site, or affiliation agreement.

When required, certification must remain current throughout the practicum experience. Students are responsible for completing required renewal and providing documentation before expiration.

Health Insurance

Students must maintain health insurance when required by University or practicum-site policy.

If a student experiences an injury, exposure, or other event requiring medical evaluation while participating in a practicum, the student must follow the applicable University and practicum-site procedures.

Students are responsible for medical expenses not covered by their health insurance or other applicable coverage.

LICENSURE

MSN students must maintain a current, active, unencumbered registered nurse license throughout enrollment in the program.

Students completing practicum or professional nursing activities must hold appropriate RN licensure in the jurisdiction in which those activities occur when required by applicable law, regulation, or practicum-site policy.

Students are responsible for obtaining and maintaining all required professional licenses and certifications.

Students must promptly notify the School of Nursing of any action affecting their RN license, including restriction, encumbrance, suspension, surrender, or other change in licensure status.

A change in licensure status may affect a student's eligibility to participate in coursework or practicum experiences and may affect progression in the MSN program.

CRIMINAL BACKGROUND, LICENSURE, AND DISCLOSURE REQUIREMENTS

Notice Regarding Criminal History and Professional Licensure

Criminal convictions, pending criminal matters, disciplinary actions, and other matters identified by a professional licensing authority may affect an individual's eligibility for initial or continued professional licensure.

Professional licensure requirements vary by jurisdiction. The **University of Bridgeport School of Nursing (UBSN) cannot determine or guarantee a student's eligibility for professional licensure in any state or jurisdiction**.

Students are responsible for reviewing and understanding the licensure requirements of the state or jurisdiction in which they intend to practice and for contacting the applicable Board of Nursing regarding questions concerning their individual circumstances.

Admission to, continued enrollment in, or graduation from the MSN program does not guarantee eligibility for professional licensure, renewal of licensure, or approval by a regulatory agency.

MSN students are required to maintain a **current, active, unencumbered registered nurse license** as required by School of Nursing policy.

Criminal Background Checks and Practicum Eligibility

Students may be required to complete a criminal background check, drug screening, or other compliance requirements as a condition of participation in a practicum experience.

Practicum agencies are independent organizations and may establish eligibility requirements that are more restrictive than those of the University or School of Nursing.

A practicum agency may decline or discontinue a student's placement based on its own policies, background-check results, regulatory requirements, contractual obligations, or other applicable requirements.

The School of Nursing cannot guarantee placement at a particular practicum site.

If a student becomes unable to satisfy the requirements necessary for participation in a required practicum experience, the School of Nursing will review the circumstances and determine the effect on the student's ability to meet course and program requirements in accordance with applicable University and School of Nursing policies.

Student Responsibility to Report Changes

Students are responsible for promptly notifying the **MSN Program Director and/or Executive Director of the School of Nursing**, as directed by School of Nursing policy, of circumstances that may affect:

- The status of the student's RN license.
- Eligibility to participate in a required practicum.
- Compliance with a practicum-site requirement.
- The accuracy of information previously provided to the University or School of Nursing.

Students must immediately report any restriction, encumbrance, suspension, surrender, or other action affecting their professional nursing license.

Students must also disclose criminal or regulatory matters when disclosure is required by University policy, School of Nursing policy, practicum-site requirements, applicable law, or professional licensing requirements.

Disclosure of a matter does not, by itself, determine the student's academic status. The University will review relevant circumstances under the applicable policies and procedures.

False Information, Misrepresentation, or Material Omission

Applicants and enrolled students are expected to provide **complete, accurate, and truthful information** in admission materials, compliance documentation, background-check processes, practicum documentation, and other information required by the University or School of Nursing.

Providing false information, intentionally misrepresenting information, altering or falsifying documentation, or failing to disclose material information when disclosure is required may constitute a violation of University and/or School of Nursing policy.

If false information, misrepresentation, or a material omission is identified before enrollment, the matter may result in reconsideration or revocation of admission in accordance with applicable University policies and procedures.

If identified after enrollment, the matter may be referred for review under the applicable academic integrity, professional conduct, student conduct, or School of Nursing disciplinary process.

Consequences will be determined through the applicable review process and may include sanctions **up to and including dismissal from the School of Nursing or University**, when authorized by University policy.

Continued Eligibility for Practicum Participation

Approval to participate in a practicum does not guarantee continued eligibility for the duration of the program.

Students must continue to satisfy applicable University, School of Nursing, professional licensure, and practicum-site requirements throughout enrollment.

If information becomes available that may affect a student's eligibility to participate in a practicum, the University and School of Nursing may review the matter and take appropriate action consistent with applicable policies, affiliation agreements, regulatory requirements, and law.

When an external practicum agency determines that a student is no longer eligible to participate at its site, the School of Nursing will determine whether an alternative placement is educationally appropriate and reasonably available.

The University **does not guarantee an alternative practicum placement** when a student becomes ineligible for a placement because of background-check findings, licensure restrictions, failure to satisfy agency requirements, or other circumstances affecting practicum eligibility.

Inability to complete required practicum experiences may affect course completion, academic progression, and eligibility for graduation.

GRADUATION

Students are responsible for monitoring their academic progress and satisfying all University and School of Nursing requirements for graduation.

To be eligible for conferral of the MSN degree, students must:

- Successfully complete all courses required by the approved Plan of Study.
- Complete the required 42 graduate credits.
- Maintain a minimum cumulative graduate GPA of 3.00.
- Successfully complete NURS 613 – Advanced Practicum in Education/Leadership and all required practicum hours.
- Satisfy all academic, professional, and practicum requirements.
- Have an approved Plan of Study as required by the University.
- Submit all required graduation applications, graduation checks, and other documentation by established University deadlines.
- Satisfy all other University requirements for degree conferral.

Students should review their academic record and Plan of Study with their academic advisor before the anticipated semester of graduation.

The University publishes graduation application and degree-completion deadlines each semester. Students are responsible for knowing and meeting these deadlines. Failure to submit required documentation by the established deadline may delay graduation or degree conferral.

GRADUATE DEGREE TIME LIMIT

All graduate coursework applied toward the MSN degree must be completed within five calendar years of enrollment in the student's first graduate nursing course.

Students whose progression is interrupted or who anticipate difficulty completing the program within the established time limit should consult the MSN Program Director or academic advisor as early as possible.

NURS 613 – ADVANCED PRACTICUM IN EDUCATION/LEADERSHIP

Purpose of the Practicum

NURS 613 – Advanced Practicum in Education/Leadership is a 6-credit culminating practicum that integrates the nursing education and nursing leadership components of the MSN curriculum.

The practicum provides students with opportunities to synthesize and apply knowledge and competencies developed throughout the program in an approved professional practice setting.

NURS 613 combines the education and leadership experiences previously addressed through separate practicum courses into one integrated experience.

Practicum Hours

Students must complete and document 128 supervised practicum hours in NURS 613.

Practicum hours must be associated with approved activities that support achievement of course and program outcomes. Students may not begin accumulating practicum hours until the practicum site and preceptor have been approved and all required agreements and compliance requirements have been completed.

Students are responsible for accurately documenting practicum hours using the method established by the School of Nursing.

Only approved and verified practicum hours may be applied toward the NURS 613 requirement.

Practicum Project

During NURS 613, students design, implement, and evaluate an evidence-based quality improvement or practice-focused project that integrates nursing education and leadership principles.

The project provides an opportunity for students to demonstrate synthesis and application of graduate learning to an identified educational, organizational, quality, leadership, or practice need.

Project expectations, required deliverables, and evaluation criteria are provided in the NURS 613 syllabus and course materials.

Practicum Site Selection and Approval

Students, with faculty guidance, are responsible for identifying a potential practicum site appropriate to their educational and professional goals.

Potential practicum settings may include:

- Colleges and universities.
- Schools and programs of nursing.
- Hospitals and healthcare systems.
- Nursing professional development or staff education departments.
- Quality improvement and patient safety departments.
- Healthcare leadership or administrative settings.
- Clinics and ambulatory care organizations.
- Community-based organizations.
- Long-term care organizations.
- Professional nursing organizations.
- Other settings appropriate to the student's education and leadership objectives.

The proposed site must provide experiences consistent with NURS 613 course outcomes and the student's approved practicum objectives.

All practicum sites must be approved by the School of Nursing before the practicum begins.

An appropriate affiliation agreement or other required University authorization must be in place before the student begins practicum activities.

Students may not independently begin a practicum, perform practicum activities, or accumulate practicum hours before receiving authorization from the School of Nursing.

PRACTICUM PRECEPTOR

Students, with faculty guidance, are responsible for identifying a qualified preceptor whose expertise is appropriate to the student's education and/or leadership practicum goals.

The proposed preceptor must be reviewed and approved by the School of Nursing before the student begins the practicum.

The preceptor works collaboratively with the student and MSN faculty to facilitate the student's practicum experience.

Role of the Preceptor

The preceptor:

- Provides professional guidance, mentorship, and supervision appropriate to the practicum experience.
- Assists the student in identifying appropriate learning opportunities.
- Facilitates access to organizational, educational, leadership, or practice experiences appropriate to the student's objectives.
- Provides ongoing feedback regarding the student's professional performance and development.
- Communicates with course faculty regarding student progress, concerns, and achievement of practicum objectives.
- Completes required preceptor feedback or evaluation documents.
- Notifies course faculty promptly of significant concerns regarding student performance, professional conduct, or safety.

The preceptor contributes important information regarding the student's performance; however, the preceptor does not assign the student's course grade.

The MSN faculty member retains responsibility for academic oversight, evaluation of student learning, and determination of whether the student has successfully achieved NURS 613 course and practicum outcomes.

PRECEPTOR QUALIFICATIONS FOR NURS 613

The preceptor must possess qualifications appropriate to the student's practicum goals and the proposed setting.

Preceptors are expected to:

- Hold a Master of Science in Nursing (MSN) or other graduate nursing degree from an appropriately accredited institution/program.

- Hold a current, active, unencumbered professional nursing license when licensure is applicable to the practicum role and setting.
- Possess appropriate expertise in nursing education, nursing leadership, healthcare administration, quality improvement, professional development, or another area relevant to the student's approved practicum objectives.
- Have sufficient professional experience to provide appropriate mentorship and supervision.
- Be established within the organization or professional setting in which the practicum will occur.
- Have sufficient time and organizational support to fulfill the preceptor role.
- Be willing to communicate and collaborate with MSN faculty regarding the student's progress and performance.
- Meet any additional University, School of Nursing, or practicum-site requirements.

The School of Nursing reserves responsibility for determining whether a proposed preceptor meets the qualifications necessary for the student's practicum.

GUIDELINES FOR SELECTING A PRECEPTOR

An appropriate NURS 613 preceptor is generally a nurse educator and/or nurse leader whose professional role and expertise align with the student's practicum objectives.

Appropriate preceptors may include nurse educators or leaders working in:

- Academic nursing education.
- Nursing professional development or staff education.
- Patient or community education.
- Healthcare administration.
- Nursing leadership and management.
- Quality improvement and patient safety.
- Clinical practice leadership.
- Professional nursing organizations.
- Healthcare policy or systems improvement.
- Other areas approved by the School of Nursing.

When selecting a potential preceptor, students should consider whether the individual:

- Has expertise consistent with the student's education and/or leadership goals.
- Can provide access to experiences necessary to achieve practicum objectives.
- Is sufficiently established within the organization to facilitate appropriate professional experiences and interdisciplinary collaboration.
- Has experience mentoring nurses, graduate students, new graduates, or other professionals.
- Understands and is willing to fulfill the responsibilities associated with graduate nursing preceptorship.
- Has sufficient time and resources to provide meaningful supervision, mentorship, feedback, and communication with faculty.

Final approval of the preceptor rests with the School of Nursing**.**

STUDENT REGISTRATION PROCESS

Upon admission to the University of Bridgeport School of Nursing (UBSN) Master of Science in Nursing (MSN) program, each student is assigned the **MSN Program Director or designee as an academic advisor**. The academic advisor assists the student with development of an initial Plan of Study, review of approved transfer credits, identification of remaining degree requirements, and initial course registration.

Plan of Study and Registration

Students are expected to follow their approved Plan of Study and consult with their academic advisor before making changes to the recommended course sequence.

Because the MSN program admits students in **Fall, Spring, and Summer** and courses are offered according to an established rotation, changes in course sequence, course withdrawal, or failure to register for a required course may delay program completion.

Students should register as early as possible during the University's designated registration period. Registration dates and deadlines are published by the University and may vary by academic term.

Students are responsible for:

- Reviewing their Plan of Study before registration.
- Registering for the appropriate courses and sections.
- Meeting all course prerequisites.
- Monitoring registration dates and University deadlines.
- Reviewing their schedule after registration for accuracy.
- Resolving registration holds promptly.
- Consulting their academic advisor before deviating from the approved Plan of Study.

Registration for **NURS 613 – Advanced Practicum in Education/Leadership** requires completion of applicable academic and practicum eligibility requirements and approval as required by the School of Nursing.

Registration Holds

A registration hold may prevent a student from registering for courses until the issue has been resolved with the University office that initiated the hold.

Registration holds may include, but are not limited to:

- Outstanding tuition or fees.
- Health or compliance requirements.
- Academic probation or other academic restrictions.
- Student conduct or administrative requirements.
- Missing University documentation.
- Other University requirements.

Students are responsible for reviewing their student account and resolving registration holds before the registration period whenever possible.

Questions regarding a specific hold should be directed to the University office that placed the hold. Academic advisors generally cannot remove holds issued by another University office.

Registration Through Student Planner

MSN students register for courses through the University's **Student Planner/Self-Service system** unless otherwise directed by the University.

Students should select courses consistent with their approved Plan of Study. Students who encounter registration errors that cannot be resolved through Student Planner should contact their academic advisor or the appropriate University office.

Registration issues requiring assistance may include:

- Prerequisite restrictions.
- Courses requiring special permission.
- Maximum credit restrictions.
- Closed or unavailable course sections.
- Registration holds.
- Other system-generated registration restrictions.

Following registration, students should review their schedule to confirm that they are enrolled in the correct courses and sections.

Changes to Registration

Students considering adding, dropping, or withdrawing from a course should consult their academic advisor before making the change.

Changes to registration may affect:

- The student's Plan of Study.
- Academic progression.
- Financial aid eligibility.
- Tuition and fees.
- Practicum eligibility.
- Anticipated graduation date.

Because MSN nursing courses may not be offered every semester, withdrawing from, failing, or postponing a required course may delay progression and degree completion.

First-Week Participation

The MSN program is delivered primarily in an **asynchronous online format**. Students are expected to begin participating in each course at the start of the academic term.

Students should access Canvas, review the course syllabus and course requirements, monitor University email, and complete required introductory or academic activities by the established deadlines.

Simply logging into an online course does not necessarily constitute academic participation. Students are responsible for completing the activities designated by faculty as evidence of participation.

Failure to establish participation in a course may result in administrative action in accordance with applicable University policies.

After Registration

After registering, students are responsible for:

- Confirming the accuracy of their course schedule.
- Reviewing Canvas and University email for course and program information.
- Obtaining required textbooks, technology, and course materials.
- Completing tuition and financial arrangements by University deadlines.
- Completing any outstanding program or practicum compliance requirements.
- Beginning course participation by the established start date.

Students should contact their academic advisor promptly if they believe they have registered for an incorrect course or if their registration does not correspond with their approved Plan of Study.

STUDENT TUITION AND FEES

STUDENT RESOURCES

MSN students have access to University academic, technology, library, advising, accessibility, and student-support resources. Because the MSN program is delivered online, students are encouraged to become familiar with both virtual and campus-based resources available through the University.

Academic Advising

The MSN Program Director or designee provides academic advising related to the student's Plan of Study, course sequencing, progression, practicum preparation, and graduation requirements.

Students are encouraged to maintain regular communication with their academic advisor throughout the program.

Library and Research Resources

MSN students have access to University of Bridgeport library resources and services, including electronic databases, scholarly journals, books, research resources, and other materials supporting graduate nursing education.

Library services may include:

- Online access to scholarly databases and journals.
- Research assistance.
- Individual consultations with librarians.
- Assistance with literature searches.
- Support with locating and evaluating scholarly sources.
- Citation and reference-management resources.
- Access to electronic and print collections.

Students are encouraged to use University library resources when completing evidence-based practice, scholarly, quality improvement, education, leadership, and practicum assignments.

Technology Support

University technology support resources are available to assist students with University-supported systems and services.

Students should seek technical assistance promptly when experiencing difficulty accessing University email, Canvas, Student Planner, or other required University systems.

Student Accessibility Services

Students seeking reasonable accommodations should contact the University's designated Student Accessibility Services office.

Students are encouraged to initiate accommodation requests as early as possible, particularly when accommodations may require coordination with an external practicum site.

Faculty and preceptors do not independently determine or authorize disability accommodations.

Additional University Resources

MSN students may also have access to additional University resources, including academic support, writing assistance, student financial services, counseling and wellness resources, career services, and other student-support programs.

Students should consult current University resources for available services, eligibility requirements, and contact information.

STUDENT ORGANIZATIONS AND PROFESSIONAL ENGAGEMENT

Participation in professional organizations can support leadership development, professional networking, continuing education, scholarship, and engagement with the broader nursing profession.

MSN students are encouraged to participate in University and professional organizations consistent with their interests and career goals.

Opportunities may include professional organizations related to:

- Nursing education.
- Nursing leadership and administration.
- Quality and patient safety.
- Evidence-based practice and nursing scholarship.
- Nursing informatics.
- Professional nursing practice.
- Graduate nursing education.

Students are encouraged to explore local, state, and national professional nursing organizations relevant to their professional goals.

Honor Societies

Eligible graduate students may be invited to participate in University or professional honor societies based on the eligibility requirements of the individual organization.

Membership requirements, selection criteria, and availability are determined by the respective organization and are subject to change.

STUDENT WORK AND PRACTICUM POLICY

MSN practicum experiences are **educational activities completed as part of the academic curriculum**.

Students may not be used by a practicum organization as a substitute for employed personnel while functioning in the student role.

Students who are employed by the organization in which they complete a practicum must clearly distinguish between their **employee responsibilities and MSN student practicum activities**.

Employment hours or routine employment responsibilities may not automatically be counted as practicum hours. Practicum hours must consist of approved educational activities that:

- Support achievement of NURS 613 course and program outcomes.
- Are consistent with the student's approved practicum objectives.
- Occur under the guidance of the approved preceptor.
- Are appropriately documented and verified.
- Have been approved by course faculty.

Students must not receive academic practicum credit merely for performing their usual compensated employment responsibilities.

The School of Nursing determines whether proposed activities are appropriate for inclusion as MSN practicum experiences.

SOCIAL MEDIA AND PROFESSIONAL DIGITAL CONDUCT

MSN students are expected to use social media and other digital communication platforms responsibly, professionally, ethically, and lawfully.

Professional standards apply to electronic and social media communication just as they apply to in-person academic and professional interactions.

Students are personally responsible for content they create, post, transmit, share, or otherwise make available electronically.

Confidentiality and Privacy

Students may not use social media or other unauthorized digital platforms to disclose:

- Protected health information.
- Patient or client information.
- Confidential practicum information.
- Proprietary organizational information.
- Confidential academic information.
- Information about faculty, peers, preceptors, employees, patients, or others that the student is not authorized to disclose.

Photographs, screenshots, recordings, documents, case information, or other materials obtained through a practicum or academic experience may not be posted or distributed without appropriate authorization.

Removal of a person's name does not necessarily make information appropriate for public disclosure.

Professional Conduct Online

Students are expected to maintain professional standards when communicating through:

- Social media.
- University email.
- Canvas.
- Discussion boards.
- Virtual meeting platforms.
- Professional networking platforms.
- Text or messaging applications used for approved academic purposes.
- Other electronic communication systems.

Students must not engage in threatening, harassing, discriminatory, intimidating, retaliatory, or otherwise unprofessional conduct through electronic communication.

Students should recognize that online communications may become permanent, may be shared beyond the intended audience, and may have academic or professional consequences.

University Name, Logo, and Affiliation

Students may not use the University of Bridgeport name, trademarks, or logos in a manner that implies University endorsement of a personal, commercial, professional, or other activity without authorization.

When expressing personal views through social media or other public platforms, students should not represent those views as official positions of the University of Bridgeport or School of Nursing.

Professional and Academic Boundaries

Students must maintain appropriate professional boundaries in electronic environments.

Course materials, faculty-created materials, examinations, assignments, recordings, presentations, and other educational materials may be protected by copyright or University policy and may not be copied, recorded, posted, distributed, sold, or otherwise shared without authorization.

Students should also respect the privacy of peers, faculty, preceptors, and others and should not post or distribute another person's communications, images, recordings, or personal information without appropriate authorization.

Violations

Potential violations of this policy may be referred for review under applicable School of Nursing and/or University policies and procedures.

Depending on the nature of the concern, this may include review under policies governing professional conduct, academic integrity, student conduct, confidentiality, HIPAA, discrimination or harassment, or other applicable requirements.

Serious or repeated violations may affect the student's academic standing, practicum participation, or progression in the MSN program.

ONLINE COMMUNICATION AND NETIQUETTE

Professional communication is an essential expectation of graduate nursing education. Students are expected to demonstrate respectful, constructive, and professional communication in all electronic and online interactions, including Canvas discussions, University email, virtual meetings, collaborative assignments, and other University-approved communication platforms.

The same standards of professional conduct that apply to in-person academic and professional interactions apply in the online learning environment.

Students are expected to:

1. **Communicate Respectfully**
   Treat faculty, classmates, preceptors, University personnel, and others with professionalism and respect. Differences in perspectives, experiences, and professional opinions should be discussed constructively.

2. **Maintain Professional Language and Tone**
   Written communication can be interpreted differently when facial expressions, tone of voice, and other nonverbal cues are absent. Students should review messages before sending or posting them and use language appropriate for graduate-level academic and professional communication.

3. **Engage in Constructive Academic Discussion**
   Students are encouraged to question ideas, examine evidence, and respectfully disagree. Responses should focus on the topic, evidence, or professional issue rather than on the individual presenting the viewpoint.

4. **Support Statements Appropriately**
   When participating in scholarly discussions, students should support statements with appropriate evidence, professional standards, course materials, or scholarly sources when required.

5. **Protect Privacy and Confidentiality**
   Students must respect the privacy of faculty, peers, preceptors, patients, organizations, and others. Private communications, recordings, screenshots, course discussions, or other information should not be forwarded, copied, recorded, posted, or distributed without appropriate authorization.

6. **Use Appropriate Communication Channels**
   Personal concerns, individual grades, disagreements, complaints, or other matters specific to an individual student should generally be addressed privately with the appropriate faculty member rather than through a course discussion board or group communication.

7. **Maintain Academic and Professional Boundaries**
   Course discussion forums and other academic communication platforms should be used for their intended educational purposes. Students should avoid posting material that is unrelated, inappropriate, confidential, or inconsistent with professional nursing standards.

8. **Communicate Clearly**
   Students should use clear, understandable, and appropriately organized written communication. Excessive capitalization, inappropriate language, or communication that could reasonably be interpreted as hostile, threatening, harassing, or disrespectful is inconsistent with professional expectations.

9. **Review Before Sending or Posting**
   Electronic communications may be permanent and may be shared beyond the intended audience. Students should review messages and posts for content, tone, professionalism, accuracy, grammar, and confidentiality before submitting them.

10. **Address Concerns Appropriately**
    When a student has a concern regarding communication with a faculty member or classmate, the student should attempt to address the matter professionally and privately when appropriate. If the concern cannot be resolved, the student should follow the established School of Nursing Lines of Communication or applicable University policy.

11. **Maintain Professional Conduct in Virtual Meetings**
    When participating in required virtual meetings, presentations, conferences, or other synchronous activities, students should demonstrate the same level of professionalism expected in an academic or professional setting.

12. **Follow University and School of Nursing Policies**
    Online communication must comply with the University Code of Community Standards, School of Nursing Professional Conduct Policy, Academic Integrity Policy, Social Media and Professional Digital Conduct Policy, confidentiality requirements, and other applicable University policies.

Unprofessional or inappropriate electronic communication may be addressed under the applicable University or School of Nursing policy. Serious or repeated violations may affect academic standing, practicum participation, or progression in the MSN program.

COMMUNICATION AND SCHEDULING WITH FACULTY

Faculty are committed to supporting student learning and maintaining appropriate availability to students enrolled in the online MSN program.

Faculty office hours and preferred methods of communication are identified in the course syllabus and/or Canvas. Office hours may be conducted virtually or through another University-approved format.

Students who are unable to meet during scheduled office hours should contact the faculty member through their **University email account** to request an appointment at a mutually convenient time.

Email Communication

Students should:

- Use their University email account for academic and program-related communication.
- Include sufficient information for faculty to identify the course and nature of the question or concern.
- Use a clear subject line.
- Communicate professionally and respectfully.
- Review the course syllabus, Canvas announcements, and assignment instructions before contacting faculty regarding information already provided.
- Allow faculty the established response period before sending repeated messages regarding the same matter.

Faculty will ordinarily respond to student email within **48 business hours**.

The 48-business-hour response period does not include weekends, University holidays, scheduled University closures, or faculty-approved leave.

A message sent late Friday, for example, should not be expected to receive a response during the weekend.

Individual faculty may respond sooner but are not required to maintain continuous availability outside established University and course expectations.

Urgent and Time-Sensitive Matters

Students should not rely on email for emergencies.

For time-sensitive academic matters, including problems occurring during an examination, inability to meet an imminent course deadline, or significant issues affecting a practicum experience, students should follow the communication procedures identified in the course syllabus and notify the appropriate faculty member as soon as reasonably possible.

For emergencies involving immediate health or safety concerns, students should use appropriate emergency services rather than attempting to contact course faculty.

Faculty Meetings

Students may request an individual meeting with faculty when additional discussion, academic assistance, or clarification is needed.

Depending on the purpose of the meeting, faculty may meet with students through a University-approved virtual platform, telephone, or other appropriate method.

Students are expected to attend scheduled appointments or provide reasonable notice when unable to attend.

CHANGES TO STUDENT INFORMATION

Students are responsible for ensuring that their official University records remain accurate and current throughout enrollment in the MSN program.

Students must promptly update applicable University records when there is a change in:

- Legal name.
- Mailing or permanent address.
- Telephone number.
- Personal contact information maintained by the University.
- State of residence when applicable to online program authorization or practicum requirements.
- Emergency contact information.
- Other information required by the University or School of Nursing.

Changes to official student information should be submitted through the appropriate University process and/or reported to the Office of the Registrar as required.

Students should also notify the MSN Program Director or academic advisor when a change may affect the student's **Plan of Study, state authorization, RN licensure, practicum eligibility, or practicum placement**.

A legal name change may require supporting documentation and should also be reflected, when applicable, on the student's nursing license and other professional or practicum records.

Students are responsible for ensuring that the School of Nursing and University can communicate with them using current contact information.

a. University Policies

School of Nursing adheres to all University policies as stated in the *Key to UB* and the Catalog unless otherwise stated in this Handbook. For the complete set of University policies please refer to the current versions of the Key to UB and the Catalog at https://www.bridgeport.edu/key-to-ub/. For excerpts of certain University policies, please see below:

Equal Opportunity and Non-Discrimination Policies

The University of Bridgeport is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972. The University prohibits discrimination in admissions, educational programs and services, and employment based on race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status and any other basis protected by law.

b. Student Accessibility Services

The Office of Student Accessibility Services offers a private and confidential atmosphere for students to talk about their disabilities and accommodation requests. We are committed to providing services to qualified students with disabilities so that they receive an equal educational opportunity. In compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and Connecticut state laws, we provide reasonable accommodations to reduce the impact of disabilities on academic functioning or upon other life activities in the University setting. The University respects the student's right to disclose or not to disclose a disability. However, the University is not responsible for providing services or accommodations for students who do not disclose a disability to the Office of Student Accessibility Services in a timely fashion.

The Office of Student Accessibility Services is located at Wahlstrom Library, 7th Floor, Room 706 (phone 203-576-4104). The University's Civil Rights Compliance / ADA-504 Coordinator can be reached at titleix@bridgeport.edu (phone 860-727-4601). Please see the Key to UB for further information as well.

c. Policy on Sexual and Gender-Based Interpersonal Violence and Harassment

The University of Bridgeport is committed to providing an environment free from gender-based discrimination and harassment. Consistent with the University's commitment to equal opportunity and non-discrimination, the University strictly prohibits Sexual Assault, Sexual Exploitation, Dating, Relationship or Domestic Partner Violence, Stalking, Sexual or

Gender-Based Harassment, or Retaliation against a person for the good faith reporting of these forms of conduct or participation in an investigation or proceeding under this Policy.

d. Computer Network Acceptable Use Guidelines/Electronic Resources

All nursing students must review and comply with the Computer Network Acceptable Use Guidelines as outlined in Chapter Six of the Key to UB Student Handbook.
It is the policy of the UBSN to provide students with access to various electronic resources that are intended for appropriate and approved educational purposes. Electronic resources used at UBSN are the property of the University of Bridgeport. Students are required to use electronic resources in a professional, lawful and ethical manner.

All students are responsible for the activities performed while using their individual user IDs and passwords, including limitations on accessing patient records. See Section 9d for the complete policy.

e. Family Educational Rights & Privacy Act (FERPA) Policy & Procedure

All nursing students must review and comply with the University of Bridgeport *Key to UB* Student Handbook policies regarding the Family Educational Rights & Privacy Act (FERPA).

- **Student Blood Borne Pathogens Exposure Control Plan**

All students are required to read and review the University's Student Blood Borne Pathogen Exposure Plan and acknowledge their understanding of this policy.

- **Student Financial Services' Satisfactory Academic Progress Policy**

Please see the following information regarding requisite academic progress to receive financial aid, as required by federal law.

Grievances/Complaints

Students may avail themselves at the following grievance procedures:

- **Internal Grievances**

Refer to Chapter Six of the *Key to UB* for the following University grievance procedures: (1) Student Grievance Procedure, (2) Grievance Procedures under Title IX and Title VI, and (3) Disability Grievance Procedure. Refer to Chapter 2 of the Key to UB for the Academic Grievance Procedure.

- **External Grievances/Inquiries: Program Operation**

UBSN does not prohibit any student from filing an inquiry or complaint regarding the Program's operation. Students meet with the appropriate Associate Dean or Dean for questions, concerns or resolution of issues.

Appendix A

ANA Code of Ethics for Nurses

It is an expectation that all students read and refer to the American Nurses Association (ANA) Code of Ethics (2015) located on the ANA website www.nursingworld.org/code/view/only. The Code of Ethics is one of several professional nursing standards that frame the curriculum of the UBSN program. The Code provides a standard of practice that guides the nursing professional towards thoughtful, ethical and high-quality nursing care

The ANA Code of Ethics provides a guiding framework of the ethical expectations for students enrolled in the University of Bridgeport School of Nursing. All nursing students are expected to not only know the Code of Ethics for Nurses but also adhere to its guiding principles of behavior. For more detail, see the reference of the Source of the Provisions.

ANA Provisions of the Code of Ethics for Nurses*

Provision 1:	The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
Provision 2:	A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.
Provision 3:	The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.
Provision 4:	Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.
Provision 5:	The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that fosters flourishing, authenticity of self at work, and self-respect through integrity and professional competence.
Provision 6:	Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.
Provision 7:	Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.
Provision 8:	Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.
Provision 9:	Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.
Provision 10:	Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

*The Code of Ethics for Nurses consists of two components: the provisions and the accompanying interpretive statements.

Source: American Nurses Association (2025). Code of Ethics for Nurses, (3rd Ed.). Silver Spring, MD: ANA (pgs. 1-47).

Appendix B
ANA: Nursing Scope and Standards of Practice

The American Nurses Association (ANA) Standards of Nursing Practice consist of the Standard of Practice and the Standards of Professional Performance. For more detail, see the reference of the Source of the Standards.

The Standards of Practice describe a competent level of nursing care as demonstrated by the critical thinking model as the nursing process. The nursing process includes the components of assessment, diagnosis, outcomes identification, planning, implementation, and evaluation.

Standard of Practice	
Standard 1: Assessment	RNs must be able to effectively collect data and patient information that is relative to their condition or situation. This is part of the assessment process.
Standard 2: Diagnosis	RNs must be able to analyze the data gathered during the assessment phrase, to determine potential or actual diagnoses.
Standard 3: Outcomes Identification	In part with the above, RNs should be able to effectively predict outcomes for the patient.
Standard 4: Planning	After identifying a diagnosis and outcomes, RNs must develop a plan or strategy to attain the best possible outcome for the patient in need.
Standard 5: Implementation	RNs can then implement the identified plan. This may be done by coordinating care for the patient, such as administering treatment, and/or promoting good health and safe healing environments.
Standard 6: Evaluation	After implementation, a nurse must monitor and evaluate the patient's progress towards the expected outcome or health goals.

Appendix C:
Academic Dismissal for Poor Academic Performance

University of Bridgeport College of Health Sciences
Academic, Background, and Conduct Committee
("ABC Committee")

Purpose:

The Academic, Background, and Conduct Committee (ABC) provides an objective process for the formal review of appeals and surrounding circumstances and is convened for three purposes: (1) handling appeals of academic dismissals; (2) review of an adverse record on a criminal background check within the College of Health Sciences Schools and Institutes; and (3) handling violations of professional, ethical and/or behavioral student conduct as defined in the CHS Schools and Institutes Student Handbooks.

****Director in the case of UBSN refers to the Executive Director**

I. Academic Appeals
Academic Dismissal for Poor Academic Performance

A. A student dissatisfied with the decision for academic dismissal may submit a written appeal to the Director of the School or Institute within seven (7) calendar days of receipt of the decision of academic dismissal.

B. The student's appeal must specifically state the grounds for appeal which are limited to: (a) failure to follow Program's policy (e.g. GPA calculated incorrectly); or (b) extraordinary personal circumstances – determined in the absolute discretion of the ABC Committee – defined as extraordinary, unforeseen circumstances outside of a student's control which had a significant impact of the student's academic performance. *The student cannot appeal the grade earned in a specific class, as that is a matter properly handled through the University's Academic Grievance Procedure. The student cannot appeal the dismissal based on disability, discrimination, Title IX, or accommodations issues. Those appeals should follow the procedures in the Key to UB*.

C. The student's appeal should include: a narrative of relevant facts, explanation for their performance, relief sought, and any other relevant documentation, evidence, or information.

D. Upon review of the student written dismissal appeal, the Director of the School or Institute will notify the CHS Dean of the student appeal, provide a copy of the appeal, and proceed to convene an ABC Committee meeting. The ABC Committee convenes within ten (10) calendar days of receipt of the student appeal. The student will be notified of the committee meeting date, time and manner, and may participate in the meeting should they wish to do so.

E. A range of sanctions and relevant documentation are provided by the Director to the ABC Committee based on the School or Institute Student Handbook**.**

F. The ABC Committee shall consider the student's written appeal and any other documentation submitted. The ABC Committee may request additional information

(either in writing or by interview at the absolute discretion of the ABC Committee) from the student, as well as any other person who may have relevant information.

G. A majority of votes are required for approval of the ABC Committee decision.
H. The ABC Committee is not bound by the rules of evidence and may consider any evidence presented for inclusion in the proceedings.
I. The appeal review is not subject to the rules governing a legal proceeding and the student is not entitled to legal representation. The student may have an advisor (faculty member, friend, etc.) at the hearing, but the advisor may not participate. Due to the confidential manner of the proceedings, no personal recordings are permitted of any ABC Committee appeal meeting with exception of the University appointed note taker.
J. Committee meeting minutes shall be transcribed and made available to the student upon written request to the Chair of the Committee.
K. The Chair of the ABC Committee will notify the student in writing of the ABC Committee's decision (and the grounds therefore) within seven (7) calendar days post the Committee meeting.
L. All copies of the letters to the student are forwarded to the Director of the School or Institute and the Dean of the CHS
M. The ABC Committee academic appeal decision is final and is not subject to appeal.

Procedures for Reviewing Background Checks

Some programs require background checks prior to admittance and/or during the program. The following procedures apply for review of adverse findings noted during background checks:

A. If the Director or their designee determines that there is an adverse finding on the background check, the student will be notified, provided a copy thereof, and offered an opportunity to submit a statement and/or any documentation relevant to the adverse record. The student will have seven (7) calendar days to submit their materials.
B. The Director or their designee shall notify the CHS Dean and convene an ABC Committee meeting within ten (10) calendar days of receipt of student materials. The ABC Committee shall conduct a thorough review of the background check, timely information submitted by the student, and any other information the Committee considers relevant. The ABC Committee may seek additional information about any incident listed in the background check.
C. Committee meeting minutes shall be transcribed and made available to the student upon written request to the Committee Chairperson.
   Each case shall be considered individually based on a number of factors, including without limitation:

   1. Nature of the act and its relationship to professional practice, including nature and seriousness of incident (particularly whether it implicates clinical or licensure concerns), the surrounding circumstances and role of

the student, whether isolated misconduct or part of a pattern, effect on victims;
2. Time frame in which the act was committed, including: the age of the student when committing the offense, length of time passed since incident;
3. Extent of rehabilitation demonstrated by the student;
4. Employment and educational history (particularly in related professional fields); and;
5. Any misrepresentation on the student's admission application and materials submitted to the ABC Committee regarding the adverse record

D. If a majority of the ABC Committee determines the adverse record: (i) violates University policy, (ii) violates the Program policy, (iii) may affect the student's ability to become licensed in their profession, and/or (iv) may preclude participation in certain clinical rotations, the ABC Committee shall present its findings to the Director of the Program and the CHS Dean. The Director, in consultation with the Office of the Provost, will determine appropriate next steps
E. The Director shall notify the student of any disciplinary proceedings that may include modification of clinical arrangements and extend to dismissal from the program
F. Appeal
   1. To appeal the decision of the ABC Committee regarding background check, the student must submit a written request in writing to the Office of the Provost within seven (7) calendar days of the decision being rendered. The request must specifically state the grounds for appeal, including a narrative of relevant facts and any other pertinent information. The Provost or their designee shall consider the matter, conduct any further review which may be deemed appropriate, and notify the student in writing of their decision (and the grounds therefore) within fifteen (15) calendar days following receipt of the appeal or conclusion of investigation (whichever is later).
   2. The Office of the Provost decision is final.

Student Conduct

A. The Director of the School or Institute will investigate the charges and determine if an ABC Committee review is warranted or whether conduct falls under the purview of the Key to UB regarding student conduct. The respective director may consult with the university conduct officer if needed for clarification. If determined to be specific to the College of Health Sciences, then the following will take place:

B. At least seven (7) calendar days before the ABC Committee hearing, the Chair will formally notify the concerned parties of the charges, as well as the date and location of the hearing.

C. A range of sanctions are provided by the Director to the ABC Committee based on the School or Institute Student Handbook.

D. At the ABC Committee meeting, the following rules apply:
    1. The Chair shall state the charges brought against the student, and present any evidence provided to the ABC Committee in support thereof.

    2. The student will have the opportunity to be heard in their own defense by presenting a statement (written or oral), testimony, and/or evidence.

    3. The student will have the opportunity to hear and review all evidence brought against him or her, as well as to question all witnesses.

    4. The ABC Committee shall have the right to question and cross-examine all witnesses, and to speak openly during the hearing.

    5. The ABC Committee is not bound by the rules of evidence and may consider any evidence presented for inclusion in the proceedings. The review is not subject to the rules governing a legal proceeding and the student is not entitled to legal representation. The student may have an advisor (faculty member, friend, etc.) at the hearing, but the advisor may not participate.

    6. Committee meeting minutes shall be transcribed and made available to the student upon written request to the Committee Chair.

    7. After reviewing the evidence and the testimony, the ABC Committee will vote with a majority required to approve the Committee decision.

    8. The Chair of the ABC Committee will notify the student in writing of the ABC Committee's decision (and the grounds, therefore) within seven (7) calendar days post the Committee meeting at their university email address and/or last known address on record with the university. All copies of the letters to the student are forwarded to the Director of the School or Institute and the Dean of the CHS.

E. Appeal

1. To appeal the decision of the ABC Committee regarding student conduct, the student must submit a written request to the Office of the Provost within seven (7) calendar days of the decision being rendered. The request must include the date, and specifically state the grounds for appeal, including a narrative of relevant facts and any other pertinent information. The Provost or their designee shall consider the matter, conduct any further review which may be deemed appropriate, and notify the student in writing of their decision (and the grounds therefore) within fifteen (15) calendar days following receipt of the appeal or conclusion of investigation (whichever is later). 2. The Office of the Provost decision is final.

Membership:

The Committee is a three (3) member panel composed of

One (1) administrator from another program (Chair),
One (1) full-time faculty person or teaching administrator from the School/Institute submitting the charges, and
One (1) member at large from another School/Institute

Total Membership:

One (1) Chair and one (1) substitute chair and additional ad hoc members provided to represent each school's faculty and teaching administrators as needed based on school involvement. If the Chair determines that there is a conflict of interest with any member, they have the right to replace that member prior to the start of the hearing.

Meetings: Scheduled as needed

References: The above-referenced policies are available in program handbooks for the College of Health Sciences (see chapters titled Academic Policies, Disciplinary Action, and Additional Program Policies). The Background Check Policy and College of Health Sciences program handbooks are available on the College of Health Sciences individual program portals.
Issued 11/03/18
Revised 1/14/19, 1/20/19, 2/18/19, 2/19/19, 3/19/19, 7/3/24

The Executive Director of the School will investigate the written documentation and charges and determine if an Academic, Background and Conduct (ABC) Committee review is warranted. The ABC Committee is a three (3)-member panel composed of one (1) administrator from another program (Chairperson), one (1) full-time faculty person or teaching administrator from the School/Institute submitting the charges, and one (1) member at large from another School/Institute.

1. At least seven (7) calendar days before the ABC Committee hearing, the Chairman will formally notify the concerned parties of the charges, as well as the date and location of the hearing.
2. The Director provides a range of sanctions to the ABC Committee based on the School or Institute Student Handbook. At the ABC Committee meeting, the following rules apply:
    a. The Chairperson shall state the charges brought against the student, and present any evidence provided to the ABC Committee in support thereof.
    b. The student will have the opportunity to state their case in his/her own defense by presenting a statement (written or oral), testimony, and/or evidence.
    c. The student will have the opportunity to hear and review all evidence brought against him or her as well as question all witnesses.
    d. The ABC Committee shall have the right to question and cross-examine all witnesses and to speak openly during the hearing.
    e. The ABC Committee is not bound by the rules of evidence and may consider any evidence presented for inclusion into the proceedings.
    f. The review is not subject to the rules governing a legal proceeding and the student is not entitled to legal representation. The student may have an advisor (faculty member, friend, etc.) at the hearing, but the advisor may not participate.
    g. Committee meeting minutes shall be transcribed and made available to the student upon written request to the Committee Chairperson.
    h. After reviewing the evidence and the testimony, the ABC Committee will vote with a majority required to approve the Committee decision.
    i. The Chair of the ABC Committee will notify the student in writing of the ABC Committee's decision and the grounds therefore within seven (7) calendar days post the Committee meeting at his/her University email address and/or last known address on record with the University.
    j. All copies of the letters to the student are forwarded to the Director of the School or Institute and the Dean of the CHS.

Appeal

To appeal the decision of the ABC Committee, the student must submit a written request to the Office of the Provost within seven (7) calendar days of the decision being rendered. The request must specifically state the grounds for appeal, including a narrative of relevant facts and any other pertinent information. The Provost, Assistant Provost, or his/her designee shall consider the matter, conduct any further review which may be deemed appropriate, and notify the student in writing of his/her decision (and the grounds therefore) within 15 calendar days following receipt of the appeal or conclusion of investigation (whichever is later). The Office of the Provost decision is final.

UNIVERSITY OF BRIDGEPORT SCHOOL OF NURSING STUDENT HANDBOOK SIGNATURE FORM
For Academic Year 2026-2027

Student signature on this page is acknowledgement that the content within the handbook has been read and the Policies and Procedures within are understood.

For Academic Year 2026-2027

I understand and agree that I have been granted admission to the School of Nursing, which requires satisfaction of the admissions criteria as stated in the published University of Bridgeport School of Nursing materials. I further acknowledge and agree that all information contained in my admissions application is truthful and accurate, and that any false information contained therein shall result in automatic dismissal from the School of Nursing.

Additionally, I understand and agree that I shall comply with all University of Bridgeport and School of Nursing policies, including the Key to UB Student Handbook, University Catalog, and UBSN Student Handbook. I specifically acknowledge that I have fully read, understand, and shall adhere to all the School of Nursing policies contained in the UBSN Student Handbook with special attention to the policies on Attendance, Academic Sanctions Academic, Discipline, Disciplinary Rules and Procedures Background Checks, and Implications of Criminal Convictions (stated below).

Notice of Effect of Criminal Conviction(s) on Licensure

As a student in the nursing profession, you are expected to uphold the high moral and ethical standards of a professional nurse. As such, please be aware that felony and misdemeanor convictions may affect one's eligibility for licensure, as well as participation in the School of Nursing (including its clinical rotations). As requirements vary by state, students are solely responsible for consulting the state licensing boards in the state(s) they seek to practice. For more information about the effect of a criminal conviction on eligibility for licensure in Connecticut, please see the Connecticut Department of Public Health website.

Student Name:
(Print)_____

Student Signature: _____Date: _____

Director Signature: _____Date: _____

University of Bridgeport
School of Nursing MSN Program
NURS 613 Preceptor Agreement

I,_____, have identified the following preceptor and he/she agrees to serve as my site preceptor for **NURS 613**. I verify that I have provided this preceptor with a copy of the University of Bridgeport MSN Student Handbook on _____/_____/_____ (date).

Student's Full Name: _____Student's Signature: _____

Preceptor's Information: (Please attach and submit a 5-year resume or CV)

- Preceptor's Full Name: _____
- Position/Title: _____
- Work Telephone Number: (_____) _____
- E-mail Address: _____
- Education: Degree (Highest Level Attained):
  ❒ MSN ❒ Ph.D. ❒ Ed.D. ❒ DNP ❒Other (please specify): _____
- Specialization: _____
- RN License # _____ State _____ Expiration Date _____/_____/_____

Preceptor's Acknowledgement and Acceptance:
I agree to function as the practicum site preceptor. I have reviewed the MSN Handbook and accept the role and function as a preceptor. The information provided herein is true to the best of my knowledge.

Signature (no typed signatures): _____

Printed Name: _____

Date: _____/_____/_____

Practicum Site Information:

- Name of Site: _____
- Address: _____
- Telephone Number: (_____) _____

Online Program Director APPROVAL:

Signature: _____

Printed Name: _____ Date: _____/_____/_____