



UVM DEPARTMENT OF NURSING GRADUATE PROGRAM HANDBOOK



The University of Vermont

COLLEGE OF NURSING AND HEALTH SCIENCES
DEPARTMENT OF NURSING

2022-2023

As members of the University of Vermont community, the Department adheres to the guiding principles of **Our Common Ground**.

“The University of Vermont is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the University of Vermont are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential.

We aspire to be a community that values:

RESPECT. We respect each other. We listen to each other, encourage each other and care about each other. We are strengthened by our diverse perspectives.

INTEGRITY. We value fairness, straightforward conduct, adherence to the facts, and sincerity. We acknowledge when things have not turned out the way we had hoped. As stewards of the University of Vermont, we are honest and ethical in all responsibilities entrusted to us.

INNOVATION. We want to be at the forefront of change and believe that the best way to lead is to learn from our successes and mistakes and continue to grow. We are forward-looking and break new ground in addressing important community and societal needs.

OPENNESS. We encourage the open exchange of information and ideas from all quarters of the community. We believe that through collaboration and participation, each of us has an important role in determining the direction and well-being of our community.

JUSTICE. As a just community, we unite against all forms of injustice, including, but not limited to, racism. We reject bigotry, oppression, degradation, and harassment, and we challenge injustice toward any member of our community.

RESPONSIBILITY. We are personally and collectively responsible for our words and deeds. We stand together to uphold our common ground.”

Handbook Overview

The Graduate Student handbook provides information and guidance to both students and faculty for facilitating the progression of students to degree completion.

The Handbook contains policies and procedures related to the graduate nursing program. Additional policies and procedures are described in The University of Vermont Graduate Catalogue, the Cat's Tale, and official publications directed to students in the Department of Nursing, all graduate programs and the Graduate College. Students are held accountable for policies and procedures described in these official publications.

Students will be advised if any changes occur in the graduate program. For general announcements and messages, students are responsible to check the UVM email account daily and regularly during academic breaks. Questions regarding policies and procedures should be directed to your academic advisor.

Graduate Student Handbook Attestation:

The purpose of the attestation is to ensure all students have knowledge of the policies, procedures, and related content affecting them while a student at UVM. Once the Graduate Student Handbook is read, each student shall complete the Attestation Form located as the final page of the Graduate Student Handbook. Each student shall email the completed form to the [Department of Nursing](#). Refer to “Handbook Attestation and Updated Contact Information”

Disclosure Statement

The Department of Nursing, subject to and consistent with the policies of The University of Vermont, reserves the right to make changes in course offerings and degree requirements as educational and financial considerations require. Students are responsible for staying abreast of current policies.

Offices and Departments

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History of the Department of Nursing

In 1943, the baccalaureate program was established at the University of Vermont. Originally, the program held departmental status within the College of Arts and Sciences and later the College of Education and Nursing. In 1968, the Department of Nursing became the Department of Nursing within the newly formed Division of Health Sciences.

At its inception, the baccalaureate nursing program was five calendar years in length. Over time, it evolved into the current four-year academic program. In so doing, the curriculum of the baccalaureate program has emerged as a model for the campus for its commitment to liberal and professional education.

The demand for change in academic programs throughout the 1960s, precipitated by a knowledge explosion in the health sciences, created new opportunities for the School of Nursing. In 1966, funded by the American Nurses' Foundation, a program in continuing education for nurses was started. As an outcome, registered nurses joined the baccalaureate nursing program starting in 1968. Also notable, 1968 marked the initiation of the second academic program in nursing, the two-year associate degree program.

In 1974, a federally funded certificate nurse practitioner program was begun. This program continued until 1981. In 1988, the Master of Science program was approved by the UVM Board of Trustees and the first graduate students were admitted to the adult health nursing track. The community health nursing track was added in 1989. In 1996, the primary care track was established with federal funding to prepare nurse practitioners.

In May 1996, the faculty of the School of Nursing closed the associate degree nursing program and focused their energy on the baccalaureate and graduate programs. In addition to expanding the graduate program, an RN-BS-MS accelerated track was added to the baccalaureate program in the fall of 1997.

In 2000, the Dean of the School of Nursing also assumed responsibilities as the Dean of the School of Allied Health Sciences, and in 2002, the two Schools joined to become the College of Nursing and Health Sciences. The School of Nursing became the Department of Nursing in the newly formed College of Nursing and Health Sciences.

The Department of Nursing offers the following undergraduate and graduate degrees in nursing approved by the Vermont State Board of Nursing and accredited by the Commission on Collegiate Nursing Education:

- Bachelor of Science (BS), Professional Nursing
- Master of Science (MS), Clinical Nurse Leader
- Doctor of Nursing Practice (DNP), Primary Care Nurse Practitioner
- Doctor of Nursing Practice (DNP), Executive Nurse Leader

Department of Nursing Mission Statement

The mission of the Department of Nursing reflects the mission of the University. The University mission, "...is to create and share knowledge. UVM prepares its students to live productive, responsible, and creative lives through a high quality liberal education. As a research university, UVM endorses the intrinsic value of the creation of new knowledge and promotes the application of relevant knowledge to benefit the State of Vermont and society as a whole. As a research university, UVM is distinguished by the comprehensiveness of its academic mission, its range of graduate and undergraduate programs and its commitment to research-based lifelong learning. As a community of scholars, students, both undergraduate and graduate, are involved in the generation of knowledge. As a member of its local and global community, the University has an obligation to share its knowledge, to assist with relevant applications of that knowledge, and to understand and respond to a changing and diverse world" (UVM Undergraduate Catalogue). The Department of Nursing is an integral part of the University of Vermont and College of Nursing & Health Sciences endorses the principles of the University and College in teaching, research, and service.

The Department of Nursing's mission is to:

1. Provide high-quality education to undergraduate and graduate students who will demonstrate competent, inclusive nursing practice and innovative leadership in health care.
2. Use our expertise, practice, research findings, and service, to improve the health of a diverse society.
3. Conduct research and participate in healthcare system changes with our academic and healthcare partners to improve the quality of health care in our state, nation, and world.

The Department of Nursing carries out its mission of preparing qualified individuals for professional and advanced nursing practice by offering the following educational programs:

- Bachelor of Science (BS) in Nursing
- Master of Science in Nursing (MS), Clinical Nurse Leader
- Direct Entry Program in Nursing (DEPN; Pre-Licensure)
- Doctor of Nursing Practice (DNP), Primary Care Nurse Practitioner
- Doctor of Nursing Practice (DNP) , Executive Nurse Leader
- Post Masters Doctor of Nursing Practice (Primary Care Nurse Practitioner, Executive Nurse Leader)

The Department carries out its mission of improving the quality of nursing education and service through the following activities:

- Research and scholarly activities, which contribute to the development of clinical practice, nursing education, and further the development of the science of nursing.
- Outreach to the community.
- Participation in local, state, regional, and national nursing organizations.
- Provision of consultation to agencies providing nursing care and nursing education.

The Department carries out its mission of improving the quality of health and health care through the following activities:

- Preparing qualified individuals for nursing practice at entry and graduate levels.
- Undertaking research and scholarly activities, which contribute to the improvement of health care.
- Participation in the activities of health related organizations.
- Educating consumers of health care.

Philosophy of the Department of Nursing

As Nursing faculty, we believe--

Learning and discovery are life-long processes. Nursing curricula inclusive of the arts and sciences facilitates students' development of clinical reasoning and critical thinking skills. Nursing education advances, inclusivity, interprofessional collaboration, health equity, and the use of sustainable practices.

Health across the lifespan is a dynamic process requiring holistic approaches, which are safe and effective. Health values are influenced by personal, spiritual, cultural, and societal beliefs and practices.

Nursing practice responds to the health needs and values of a global society by respecting age, disability, gender identity, genetic information, national origin, race, religion, sexual orientation or socioeconomic factors, and transcends national boundaries.

Evidence-based practice derived from research is essential to optimal health promotion and foundational to nursing practice.

Interprofessional and consumer communication, enhanced by technology is vital to quality and optimal consumer-based healthcare outcomes.

Participation in healthcare policy and legislative processes are requisite to influence and protect the public's health and the nursing profession.

Approved by the Department of Nursing Faculty: 5/16/17

Graduate Programs in Nursing

Introduction

The faculty believe that graduate education in nursing is characterized by intellectual inquiry and critical analysis focused on theory, practice, and research in preparation for advanced nursing practice. The faculty strives to provide an environment which responds to individual learning needs.

The graduate program in nursing at The University of Vermont prepares professional nurses to assume leadership roles within the discipline of nursing, to expand nursing knowledge, and to develop expertise in a specialized area of nursing. The master's program provides the foundation for doctoral study and continued professional development. **Graduate students are admitted to a specific program (e.g., DNP/family nurse practitioner, Clinical Nurse Leader, etc.) and may not switch to a different program or clinical track once they matriculate.**

Program Outcomes

At the completion of the program, the graduates will:

1. Integrate nursing science conceptual and analytic skills as a basis for the highest level of nursing practice to improve patient health outcomes.
2. Apply scholarship, research and analytic methods to lead evidence-based practice change to improve clinical practice and organizational systems.
3. Design, select and use data analytic methods and information systems technology to improve programs of care, outcomes of care and care systems.
4. Employ strategic leadership skills to influence health policy, implement ethical, cost effective evidence-based changes in healthcare systems.
5. Analyze epidemiological, biostatistical, environmental and other scientific data related to individual and aggregate populations to improve the health.
6. Translate evidence into practice and policy to reduce health disparities, encourage cultural sensitivity and promote access to quality care while advocating for social justice and equity locally, nationally, and globally.
7. Employ effective communication and collaborative skills to lead interprofessional teams to create change in health care and complex health care delivery systems.

Approved by Graduate Education Committee 3/5/21; Graduate Faculty 4/1/21

Student Rights and Responsibilities

[UVM Code of Student Conduct](#)

[UVM Graduate College Academic and Enrollment Policies Rights and Responsibilities](#)

Academic Integrity

The University of Vermont, Department of Nursing is a learning community. Consistent with its mission, purpose, and values the Department of Nursing seeks to foster within its community, it is expected that academic honesty and integrity guide the actions of all of its members. It is the responsibility of every person in the academic community to ensure that dishonesty is not tolerated. Academic

dishonesty (cheating and/or plagiarism) violates the Academic Honesty Policy and may result in an “F” on the work involved or in the course. Cheating not only violates the Academic Honesty Policy, but also may be grounds for probation, suspension, and/or expulsion.

<http://www.uvm.edu/~uvmppg/ppg/student/acadintegrity.pdf>

Additional disciplinary provisions applicable to students are articulated in the [University’s Discrimination, Harassment, and Sexual Misconduct Policy](#) and the [University’s Discrimination, Harassment, and Non-Title IX Sexual Misconduct Sanctioning Procedures for Student Respondents](#).

Grievance Policy

The Graduate College is ultimately responsible for grievances regarding policies and procedures related to graduate education. A grievance properly begins within a student's department by the student sharing a concern with a program director or chair. If this does not resolve the grievance, the student can present the grievance in writing to the Dean of the unit in which the program resides, and after that to the Dean of the Graduate College. Grievances must clearly state the nature of the concern and the basis for appeal, including relevant evidence. The Graduate College Dean, who may seek input from the Graduate College Executive Committee, is the final arbiter of Graduate College regulations. Excluded from the Graduate College appeals process are grievances that contest grades on grounds other than due process: the process to appeal a grade requires students to pursue department or program and School or College channels, is set out in the [University Grade Appeal Policy](#).

In addition, the Graduate College has an ombudsperson program. The Ombudsperson is responsible for providing independent, informal and impartial assistance to graduate students on matters affecting their graduate education. Ombudsperson contact information is available at: <https://www.uvm.edu/graduate/graduate-student-ombudsperson>.

Attendance and Communication

Graduate Student Welcome Day

An annual Graduate Student Day of Welcome is scheduled on or about the Friday prior to the week of Fall classes for all graduate student cohorts. Important program information will be disseminated. Students will have the opportunity to meet faculty, students from other cohorts, and participate in student break-out sessions pertinent to their cohort and learning needs. Formal communications regarding the date will be released at the end of the Spring semester for the following Fall semester start of the academic year. All students are expected to attend.

Attendance

Exceptions for students to miss class, clinical experiences, exams, and/or other program requirements during the Academic Year are granted only in extenuating circumstances, such as urgent or emergent personal or family health issues and illness. Personal commitment during the academic year are not considered extenuating circumstances. Students should contact their academic advisor and/or course faculty regarding any unplanned absences.

Email

All students have an UVM email account. This is the major mode of communication utilized by faculty and staff in the department.

Students are expected to use their UVM email account for ALL UVM correspondence.

Failure to read emails sent from faculty/staff, Nursing Department, Graduate College, CNHS, or UVM does not excuse students from adhering to deadlines, assignments, requests, etc. For general inquiries please use gradnursing@med.uvm.edu

Graduate Student Listserv

This is an electronic Listserv for graduate nursing students and is maintained by the graduate program staff. Students are automatically added when they are admitted and removed when they graduate. It is a means for communication among the students and to receive pertinent information. Faculty cannot access this Listserv. Your UVM email is the method of communication between faculty and students. It is the graduate students' responsibility to check your UVM email daily and regularly during academic breaks.

Academic Calendar

The Academic Calendar for 2022-2023: <https://www.uvm.edu/registrar/uvm-academic-calendar-2022-2023>

Academic Advisement and Advising Resources

Upon admission each student is assigned a faculty advisor to assist in program planning. An advisor may be changed at the discretion of the chair, the faculty member or the student. Requests for change of advisor should be made to the Graduate Program Assistant, who will facilitate the request with the Graduate Program Director.

Advisement is the responsibility of both the student and faculty. Students are encouraged to initiate a meeting with their advisor each semester to discuss progression and graduation requirements, changes in courses and for guidance in elective course selection as needed. In addition, students can seek advice from advisors regarding personal issues/stressors that are negatively impacting course work. Advisors are available either during scheduled office hours or by appointment throughout the academic year to discuss issues or questions advisees may have.

Additional advising resources can be found at: <https://www.uvm.edu/academics>

Graduate Student Learning Accommodations

Student Accessibility Services: https://www.uvm.edu/academicsuccess/student_accessibility_services

Students with exam-related SAS accommodations will schedule non-final exams to be administered in the Exam proctoring center 4 days in advance or greater. Final exams will be scheduled 14 days in advance or greater. Students who fail to schedule by the deadlines will take the exam in class without exam accommodations.

Note-Taking Policy

On November 10, 1999, the Faculty Senate adopted the following motion to be effective spring semester 2000, “The taking of notes during a scheduled class of a scheduled University of Vermont course for the purpose of selling the notes or other commercial purpose is prohibited without the express written permission of the professor(s) who teach the course.”

Classroom Code of Conduct

Faculty and students will at all times conduct themselves in a manner that serves to maintain, promote, and enhance the high quality academic environment befitting The University of Vermont. To this end, it is expected that all members of the learning community will adhere to the following guidelines:

1. Faculty and students will attend all regularly scheduled classes (campus and online), except for those occasions warranting an excused absence under the policy detailed in the catalogue (e.g., religious, athletic and medical).
2. Students and faculty will arrive prepared for class and on time, and they will remain in class until the class is dismissed.
3. Faculty and students will treat all members of the learning community with respect. Toward this end they will promote academic discourse and the free exchange of ideas by listening with civil attention to comments made by all individuals.
4. Students and faculty will maintain an appropriate academic climate by refraining from all actions which disrupt the learning environment (e.g., making noise, cell phones ringing, ostentatiously not paying attention, and leaving and re-entering the classroom inappropriately).

Technology

All UVM students are required to have a laptop that meets minimum specifications (<https://www.uvm.edu/it/students>).

Technical support for students:

Please read this technology check list to make sure you are ready for classes--
<https://www.uvm.edu/it/kb/student-technology-resources/>.

Overview of the Curriculum for the Graduate Program

The Doctor of Nursing Practice (DNP) degree or the Master of Science (M.S.) degree for Clinical Nurse Leader (CNL students) is awarded upon successful completion of requirements through full or part-time study. The major components of the graduate curriculum are designated as core courses, track courses, elective courses, and a project. Track courses focus on either primary care delivery (AGNP/FNP) or patient care coordination (CNL). Elective courses in the post-graduate DNP program may be non-nursing or nursing graduate courses. Rarely, an independent study course may be approved. Prior to enrollment in independent study, students must obtain the approval from their academic advisor, faculty sponsor, and the faculty sponsor's department chair or designee. Guidelines for development of an independent study are found here:

<http://catalogue.uvm.edu/undergraduate/academicinfo/independentstudy/>

The comprehensive examination is a University requirement. The oral examination provides the student the opportunity to demonstrate mastery of the core content of the program.

In addition, DNP-Primary Care and Executive Nurse Leader students will complete a DNP Project in which they develop and implement a project in a health care related setting.

MS- Clinical Nurse Leader students will complete a CNL Project in which they develop and implement a project in a health care related setting.

Many of the graduate nursing courses have both a theoretical and a laboratory or practicum component. Credit allocation for class, laboratory, and practicum components of course is defined as: One credit is equivalent to: 1 class hour/week; 2 laboratory hours/ week; 120 practicum hours/ semester. *Ratio applies to the NP and CNL practicum courses.*

Links to Graduate Nursing Program Curriculum

[Direct Entry Program in Nursing: Doctor of Nursing Practice \(DNP\) AGNP/ FNP](#)

[Doctor of Nursing Practice: Adult-Gerontology Nurse Practitioner or Family Nurse Practitioner \(AGNP/FNP\)](#)

[Postgraduate Doctor of Nursing Practice](#)

[Master of Science \(MS\): Clinical Nurse Leader](#)

[Accelerated Master of Science: MS-Clinical Nurse Leader](#)

[Direct Entry Program in Nursing: MS-Clinical Nurse Leader](#)

Practicum Experiences

Nurse practitioner track courses (AGNP and FNP) have both a theoretical and practicum component. These practicum experiences may be located throughout the state of Vermont or in other select states as deemed appropriate by the program director. Vermont RN licensure (by exam or endorsement) is required **PRIOR** to the start of program clinical training (typically GRNS 408). If Vermont RN licensure has not been secured at least three weeks prior to the beginning of the semester, students will not be allowed to progress in the program and progression will be delayed. It is student's responsibility to renew the Vermont RN license as required by the VT Board of Nursing and upload your current license to Castlebranch prior to expiration. Students are expected to have rotations at rural sites throughout Vermont several times during the program. A car is needed to travel to rural, distant sites (e.g., 1.5-2 hours) across the state of Vermont.

Students should be aware that a number of factors (e.g., numbers of students, faculty and clinical agency and preceptor availability, etc.) influence the clinical practicum offerings and they are subject to change at any time prior to the start of the semester. While the Department of Nursing makes every attempt to guarantee your clinical placement, it is not guaranteed, and may change with little warning. Practicum experiences may occur during the evening hours or weekends. Inherent in practicum experiences is the risk of exposure to infectious diseases. Students should maintain at a minimum standard precaution in all settings to minimize the likelihood of occurrence. Satisfactory completion of practicum objectives is required prior to progression in the program. Students not officially registered in a course may **NOT** attend any clinical experiences until they are officially registered.

Practicum/clinical experiences are a required component of the Clinical Nurse Leader program. The practicum hours for the CNL program relates to the required CNL Project.

Although the University of Vermont allows for medical and religious exemption for COVID-19 vaccination, our clinical facility partners only grant medical exemptions for COVID-19 vaccination. As such, students with religious exemptions will not be able to participate in any clinical experiences with our partnering affiliates, which will delay student program progression.

Application of didactic course work to the clinical setting is essential for optimal learning. To ensure students achieve clinical competency and meet course outcomes, student shall maintain ongoing clinical hours that are equally distributed throughout the duration of the clinical experience.

Student Clinical Mandatories

As a CNHS graduate student, you are **required to complete the CNHS pre-clinical mandatories**. All mandatories are completed by the student **prior to the deadline of August 1 each academic year**. Immunization and serology lab work may several weeks to complete. A booster vaccine may be required and repeat lab work to assure immunity may be necessary. Allow ample time to complete this process and schedule health care provider appointments early to assure clinical requirements are complete prior to August 1st. Complete details on CNHS Mandatories are online at: http://www.uvm.edu/cnhs/clinical_mandatories

Students that are not current in training, licensing and certifications **are not** allowed in the clinical setting. As a graduate student, **it is your responsibility** to ensure that you are up to date with all pre-clinical requirements in Castlebranch no less than two weeks prior to the onset of the clinical experience. In some circumstances, clinical mandatories may need to be completed up to thirty days depending on clinical agency onboarding requirements. Students should contact the Graduate Program Support Specialist. Castlebranch is the online platform which is the hub for maintaining your CNHS clinical requirements throughout your education. In addition to Castlebranch, yearly HIPAA/OSHA is required annually via the Evolve e-Learning Solutions website: <https://www.evolveims.com/lms/uvm/default.aspx> Yearly UVM Medical Center Training is required every January for the first year of the program and every July thereafter.

Please be aware, clinical sites may have additional onboarding requirements that are completed prior to each clinical placement (e.g., electronic health record training, additional background checks or education, etc.). It is the student's responsibility to provide all necessary information to ensure timely onboarding of clinical experiences.

Nurse Practitioner students are required to document clinical experiences in a time-tracking system which includes case-logging, DNP project hours, evaluations, and a student portfolio. E-value and Exxat are web-based data management systems designed to manage, collate and analyze your clinical experience. Students admitted for the 2022-2023 academic year will be utilizing Exxat.

Updated 7/2018; 8/2019, 4/1/2021, 6/2022

Social Media Policy

Social media is defined and consists of any online platform used as a mechanism for communication. Social media is most often an Internet-based application that allows for the creation and exchange of user-generated content. Examples of social media include but are not limited to social networking sites (e.g., Facebook, LinkedIn, Instagram, Snapchat, Pinterest, Flickr), microblogs (e.g., Twitter, Tumblr), user-created webpages (e.g., Wiki, Wikipedia), company and personal blogs (e.g., WordPress) content communities (e.g., YouTube), and audio-sharing (e.g., podcasts). While new technologies create new opportunities for communication and collaboration, they also create vulnerabilities for individuals and institutions, especially those involved in the healthcare environment.

The purpose of this policy is to promote the safety and privacy of students, faculty, staff, patients and their families, and visitors through the protection of sensitive and confidential information. We recognize and support professional use of social media and recognize that the workforce participates in social media for personal use. Since social media often spans traditional boundaries between professional and personal relationships, additional vigilance is required to ensure that one is protecting personal, professional, and university reputations. All members of the UVM DON community are expected to observe professional standards for communication in all interactions and exercise wisdom and caution in using social media. Once posted online, the content leaves the contributing individual's control forever and may be traced back to the individual in perpetuity. Bear in mind that people have been denied employment because of information posted on social networking sites.

The following guidelines apply to the UVM community who identify themselves as part of UVM DON on professional and personal social media sites:

- Protect confidential and sensitive information. Do not post confidential information about the university, staff, students, clinical facilities, patients or others with whom one has contact in the role as affiliated with UVM DON
- Students and faculty/clinical instructors in clinical settings should familiarize themselves with the social media policies of those agencies.
- Students will not participate in online conversations with patients, patients' families, and others regarding patient information.
- Activities that occur during clinical experiences will not be shared through social media. Sharing information includes, but is not limited, to posting pictures of patients, families, patient records, healthcare workers, interiors of clinical sites, faculty, fellow students, etc.
- Adhere to copyright laws and intellectual property rights of others and of the University.
- Personal phone conversations, texting, or use of social media is not allowed at any time while in patient/client areas or in the classroom unless otherwise instructed to do so by their faculty.
- Recording or videotaping of professors, students, staff, or educational activities for personal or social media use is prohibited unless the individual(s) involved grant permission for such taping.

Confidentiality

For students engaged in academic and clinical education experiences, there are many opportunities to access client/patient information both verbally and through written and/or electronic records, on a need-to-know basis. This is termed a clinical privilege. Inherent in this privilege is a responsibility to maintain the confidentiality of this information and prevent disclosure of this information to others who do not need to know, or should know, this information. HIPAA (The Health Insurance Portability and Accountability Act) represents national legislation enacted in an effort to protect individuals' rights to privacy and confidentiality. All students must complete training in HIPAA regulations.

Students must engage in professionally responsible communication in practicum and classroom settings. When presenting cases or using an example from your practicum experience to express a concept, you are to maintain the confidentiality of your patients and not disclose any identifying information. This applies to patient information in written and verbal formats.

Health Insurance

The University does not pay medical costs resulting from injury during practicum rotations or other curricular activity unless this injury is due to negligence of the University. All nursing students shall carry their own health insurance.

Student Attire

Graduate students should be cognizant of the fact that they are representing the nursing profession and The University of Vermont Department of Nursing while engaging in practicum experiences. With this in mind, students are expected to present a professional appearance and demeanor. A UVM name pin or badge indicating your student role is to be worn in all clinical, practicum, and laboratory settings. Students' names are given to the UVM Bookstore and name pins are ordered and secured for each student. Additional identification may be required by clinical practicum sites.

Purpose: The following dress code is required for all students to meet standards for professional appearance, reduction of infection, and promotion of safety. Variations in the following guidelines are at the discretion of the Faculty. Faculty may stipulate more specific expectations based on the setting. Failure to comply with the dress code may result in an unexcused absence from clinical experiences.

1. All clinical experiences require the following dress code expectations:
 - a. Students are expected to be neat, clean with well-groomed personal hygiene and appearance.
 - b. Clothing is clean, pressed, fits properly, in good repair (no frays, rips, or holes).
 - c. UVM name tag (or agency ID) worn above the waist.
 - d. Tattoos should be covered if they are obscene, sectarian, or discriminatory.
 - e. Jewelry should not interfere with infection prevention and a limited number of rings should be worn when providing patient care because of frequent handwashing.
 - f. Hair is neat and clean. Long hair is pulled back and secured when providing direct patient care.
 - g. Facial hair is clean, well-groomed, and should not interfere with personal protective equipment (PPE).
 - h. Fingernails are clean and neatly manicured. Use of artificial nails, nail decorations or nail polish are not allowed due to infection risk.
 - i. Colognes, perfumes or scented hand lotions are not used due to client allergies, sensitivities and possible adverse reactions.
 - j. Clothing does not reveal cleavage, midriff, shoulders, or undergarments.
 - k. Head coverings may be worn for religious or medical reasons.
2. Pre-Clinical Preparation: When the student arrives at a clinical agency to retrieve their assignment, introduce themselves to a client, or begin to collect pertinent data, the student will wear:
 - a. Business casual attire
 - i. Business casual includes below the knee or longer dresses and skirts, slacks, blouses and sweaters. Shoes are soft soled, low heeled with closed heel and toe and worn with socks.
 - ii. Business casual does NOT include: denim or jean-like pants, tank tops, tube tops, sleeveless shirts, shorts, jeans, miniskirts, sweat pants, hooded garments, t-shirts with logos, tight fitting clothing, or low necklines.
 - b. A clean white lab coat with the UVM Department of Nursing logo on the left sleeve
 - c. UVM name tag (or agency ID badge) clearly displayed

3. Clinical experiences requiring scrubs: When providing direct patient care, the student will wear:
 - a. Wine colored or green scrubs (according to program) with UVM Department of Nursing patch sewn on left sleeve.
 - b. A plain (no logos or designs) long-sleeved T shirt may be worn underneath the scrub top.
 - c. White lab coat may be worn over the scrub top.
 - d. Shoes should be supportive, soft soled, closed toe, and closed heel. Shoes should be clean, free of debris, and professional in appearance. Recommended shoes should be exclusively dedicated to clinical use only.
4. Clinical experiences NOT requiring scrubs (such as psychiatric, public health, graduate clinical locations, and community settings):
 - a. Business casual attire as defined in item 2a
 - b. Low heeled, soft soled, closed toe, and closed heel shoes

DON approved 12/2017, updated 6/2022

Candidacy Requirements

Acceptance to candidacy for the degree is granted to those students who have met all pre-requisites for the graduate degree program and all of the Department of Nursing requirements for candidacy.

Satisfactory completion of the written and oral components of a comprehensive examination are required for advancement to candidacy.

Graduation Requirements

The minimum requirements for the graduate programs are successful completion of:

- Core, track, and elective courses
- Comprehensive Examination
- CNL Project, or DNP Project

UVM Graduate College Time Limits for Graduate Degree Completion:

Master's Degree – Five years from matriculation

Doctoral Degree – Seven years from matriculation

APRN Certificate – Five years from matriculation (all courses)

All courses applied towards the degree must be taken within five years for master's degrees, and seven years for doctorates. Individual departments may set deadlines within these time limits.

Department of Nursing Graduate Grading Policy

1. Students are expected to earn a final grade of B (83%) or better in graduate courses. If a student earns two grades of B- or any grade lower than a B- is grounds for dismissal.

2. Students are required to earn a satisfactory grade in clinical or project related courses. An unsatisfactory grade in a clinical course or project seminar or practicum is grounds for dismissal.

Grade rounding is completed for the final course grade. Final course grades will be rounded up from 0.50 and higher; rounded down from 0.49 and lower.

Department of Nursing Graduate Progression and Completion Policies

1. Student completing the DEPN/DCNL program must successfully pass the NCLEX exam upon completion of the pre-licensure year. Registered Nurse (RN) licensure shall be secured by January 1st. Failure to pass the NCLEX and secure RN licensure will result in program dismissal.
2. Student who fail to comply with requests for mandatory requirement and/or have not completed their mandatory requirements at least two weeks prior to the onset of the academic semester will be disenrolled from courses.
3. In order to graduate, all program requirements must be met within one academic semester of completion of final clinical practicum.

Incomplete Course Work

In case of illness or other situations where coursework cannot be completed on schedule, it is the student's responsibility to negotiate with the instructor for an "I" (incomplete grade), and adjustment of the deadline for completion of work. Assignment of the Incomplete requires Program Director Approval. All coursework must be submitted on or before the adjusted due date. At most, students have one calendar year from the date the course ended to remove the "I", and if it is not removed in one calendar year, the grade will automatically become an "F". Students may not graduate with an incomplete on their transcript.

Academic Improvement Form

Students who are in jeopardy of receiving a grade below a B (83%), an unsatisfactory in a clinical rotation, and/or an unsatisfactory in a DNP project courses will receive an academic warning. Students shall actively work with course faculty to identify strategies academic improvement that is documented on the Academic Improvement Form.

Conferral of Graduate Degrees

Degrees are conferred in August, October, January, and May of each year. Diplomas are issued at Commencement in May and mailed in August, October, and January.

It is the graduate student's responsibility to make sure that their name has been submitted to their department or program and to the Graduate College dean's office for graduation by completing an Intent to Graduate form by the published date for the cycle in which they plan to complete their degree requirements: June 1st (for August graduation); August 1st (for October graduation); October 1st (for January graduation); and February 1st (for May graduation).

Graduate Student Commencement Walk Policy

Only graduate students who have completed all degree requirements are eligible to walk in the UVM Graduate College Commencement Ceremony held each May. For thesis and dissertation students, degree requirements include the passing of an oral defense examination and the submission of a final copy of their thesis or dissertation approved by the Graduate College through ProQuest.

UVM Graduate College

Please refer to the [Graduate College](#) and [Graduate Catalogue](#) for important information on different policies applicable to Graduate Students including (but not limited to) grading policy, leaves of absence and rights and responsibilities of graduate students.

Comprehensive Examination

Doctor of Nursing Practice Degree–Primary Care NP (FNP, AGNP) & Doctor of Nursing Practice Degree–Executive Nurse Leader (DNP)

Comprehensive Exam: Following completion of the project proposal, the student will complete the comprehensive examination. Once the DNP Project Proposal (i.e., SQUIRE 2.0, item 1-12) is accepted by the DNP project advisor, the student is eligible to schedule the oral Comprehensive Exam. The integration of project and comprehensive examination is designed to allow students to demonstrate competency of knowledge acquired throughout the DNP curriculum and articulate how the [American Association of Colleges of Nursing \(AACN\) Essentials of Doctoral Education for Advanced Nursing Practice](#) and [Nurse Practitioner Core Competencies](#) are integrated within the project.

Master of Science Degree–Clinical Nurse Leader (CNL)

Students will collaborate with their CNL project advisor on the development of the written CNL project proposal using SQUIRE format. The student must work closely with their team to develop a realistic timeline for completion of the CNL project proposal. Upon completion of the project proposal, the student will complete **the comprehensive examination**. The integration of project and comprehensive examination is designed to allow students to demonstrate mastery of knowledge acquired throughout the CNL program and to show how the [American Association of Colleges of Nursing \(AACN\) Essentials of Masters Education in Nursing](#) are integrated within their project. Students will also deliver their personal CNL Elevator Speech formulated in GRNS 339 as a closing component of the comprehensive exam.

University, CNHS, and Department of Nursing Governance Organizations

There are multiple opportunities for student participation in the governance of the University, the College, and the Department of Nursing. Students may also join the Student Nurse Association and may qualify for Kappa Tau, the UVM Chapter of Sigma Theta Tau, the International Nursing Honor Society. Students are strongly encouraged to consider these opportunities and actively participate in this aspect of University life.

In the Department of Nursing, the following committees and organizations seek graduate student participation:

Committee/Organization	Purpose	Membership	Meetings
Graduate Education Committee	Functions as a working group to oversee and make recommendations to the Faculty Organization who are members of the Graduate Faculty in the Graduate College to refine, implement, and evaluate the graduate curriculum.	Five elected faculty members, student representation from the graduate program, and other invited persons with liaison responsibilities.	Monthly during the academic year.
Kappa Tau Chapter of Sigma Theta Tau International Nursing Honor Society	The purposes of Kappa Tau are to recognize superior achievement and development of leadership qualities, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.	Graduate nursing students are required to have completed ¼ of the program of study. Students in graduate programs are required to achieve a 3.5 GPA on a four-point scale or its equivalent.	Kappa Tau activities occur throughout the semester and are open to all.

Scholarly and Professional Recognition

Honors Day

Honors Day is held each spring to recognize students for excellence in scholarship, leadership, clinical excellence and community service. Information on specific criteria and the nomination process for the following awards can be obtained from the College of Nursing and Health Sciences, Office of Student Services, Rowell 106.

Kappa Tau Chapter, Sigma Theta Tau International: Graduate Student Award

Awarded to a student in the graduate's program who demonstrates high professional and academic standards. The recipient is selected by the Kappa Tau Awards Committee.

UVM Medical Center Award for Innovation in Nursing Practice

Award was established in 1998 by the nurse administrators at UVM Medical Center to recognize a graduate student who demonstrates innovation in practice in any setting, and a breakthrough initiative in patient care or patient education, or care coordination across the continuum.

Vermont State Nurses' Association Award

Awarded to a graduate student, who in the opinion of the faculty, best demonstrates outstanding clinical practice.

Special Recognition Awards

Awards may be given to graduating graduate students who demonstrate outstanding achievement in academics, significant University involvement and/or significant community service involvement.

Program Specific Policies

Doctor of Nursing Practice Program

- DNP is a hybrid program, meaning that the majority of coursework will be delivered 50% using web-based design and 50% in-classroom.
- There will be non-clinical courses delivered using 100% web-based design.
- As part of the clinical experience, students are required to travel to distant areas of Vermont that include travel times of 1.5-2 hours.
- Part of the clinical experience will include rotations in rural, distant primary care.

Doctor of Nursing Practice Program: DEPN

- DNP/DEPN is a hybrid program, meaning that the majority of coursework will be delivered 50% using web-based design and 50% in-classroom. The majority of the pre-RN licensure (DEPN) courses are campus based.
- There will be non-clinical courses delivered using 100% web-based design.
- As part of the clinical experience, students are required to travel to distant areas of Vermont (DNP component of my program of study).
- Part of the clinical experience (DNP component) will include rotations in rural primary care.
- A **Bachelor of Science in Nursing (BSN) is NOT awarded** at the end of the pre-RN licensure (DEPN) year of study. The final degree of Doctor of Nursing Practice (DNP) is awarded upon completion of the DNP program.

Doctor of Nursing Practice Program: DCNL

- DNP/CNL is a hybrid program, meaning that the majority of coursework will be delivered 50% using web-based design and 50% in-classroom. The majority of the pre-RN licensure courses are campus based.
- There will be non-clinical courses delivered using 100% web-based design.
- As part of the clinical experience, students are required to travel to distant areas of Vermont (MSN-CNL component of the program of study).
- A **Bachelor of Science in Nursing (BSN) is NOT awarded** at the end of the pre-RN licensure (DCNL) year of study. The final degree of Master of Science degree (MS-CNL) is awarded upon completion of the CNL program.

Graduate Student Handbook Attestation and Updated Contact Information

1. I have read the Department of Nursing Graduate Student Handbook in its entirety and understand its content.

2. I have updated my permanent home address, campus address, and personal mobile number in the myUVM system.

As a Graduate Nursing Student at UVM, I attest to the above statements. *Please email a signed copy from your UVM e-mail to gradnursing@med.uvm.edu before the Friday of the first week of class.* Failure to complete and email the attestation form may result in disenrollment of graduate coursework and clinical rotations.

Signature

Date

Student Name (type)