

**The McAuley School of Nursing (MSON) Graduate Handbook provides the specific policies to**

## **Table of Contents**

Accreditation	3
Graduate Faculty and Staff Directory	3
College of Health Professions Mission and Value Statements	5
Academic Progression of Graduate Nursing Students	5
Student Grading Scale	6
Academic Probation	6
Academic Dismissal	7
Counseling/Tutorial Services	8
Incomplete Grade Policy	8
Withdrawal Policy	8
Forced Withdrawal	8
Leave of Absence	9





## **College of Health Professions Mission and Value Statements**

The College of Health Professions provides a transformative education grounded in the Mercy and Jesuit traditions. We are committed to prepare compassionate and competent health professionals, who are dedicated to serve and lead while respecting diversity and human differences, valuing social justice, and advocating for equitable healthcare within a global society.

### **Guiding Values**

- **Learning:** We commit to academic excellence that fosters integrity, intellectual rigor, personal development, and student-centered learning in an environment that values reflection and inclusivity.
- **Mercy:** We commit to heartfelt solidarity with those suffering and in need, and to engage in transformative acts of mercy and justice; love, compassion, forgiveness, caring, and kindness.
- **Justice:** We commit to confronting oppressive systems as we recognize all persons' innate dignity and uniqueness reflected in the principles of Catholic Social Teaching and the Mercy and Jesuit traditions.
- **Service:** We commit to selfless service and advocacy in recognizing and responding to the needs of all with a focus on the disadvantaged, underserved, and vulnerable populations.
- **Community:** We commit to collaborating with others at a local, national, and global level, whose mission is to improve health equity, eliminate health disparities, and enhance health outcomes.

### **Academic Program Plans**

Students may access academic program plans under the “Colleges and Schools” tab within the Graduate Catalog.

<https://www.udmercy.edu/academics/catalog/graduate2022-2023/index.php>

### **Academic Progression Policies**

Policies outlined in this area are used in conjunction with the academic policies outlined in the University Graduate Catalog which can be accessed with the following link.

For FNP program: Students are required to achieve minimal competency on mandatory program exams (3P and Comprehensive exams). These exams are used to assess students' preparedness in the program and to take the national certification examination. A student earning less than minimal competency will be required to complete remediation. Students will earn an incomplete in their final



When a student is dismissed for academic reasons from a graduate nursing program, the transcript will so indicate; "Dismissed for academic reasons". Students who are dismissed may apply for admission to another college, school, or program within the McAuley School of Nursing or the University. The student may also appeal the dismissal to the Academic Progression Committee (APC). Notice of academic dismissal will be mailed from the Office of the Associate Dean.

Students who wish to appeal an academic dismissal should follow the procedures as described in this handbook. Students dismissed from one of the University's colleges for academic reasons may be considered for admission to a different college within the University. Regular admission procedures must be followed. Dismissal for poor scholarship is entered upon the student's permanent academic record.

### **Nurse Anesthesia Program Dismissal Policy**

Please refer to the Nurse Anesthesia Handbook for information on program dismissal.

### **Counseling/Tutorial Services**

Directing a student to seek appropriate counseling/tutorial instruction is within the purview of the instructor, advisor or Office of the Dean. While it is advisable for students to seek assistance from instructors and faculty as a course proceeds, there may be circumstances where support is needed to understand certain concepts.

### **Incomplete**

See academic policies within the graduate catalog

<https://www.udmercy.edu/academics/catalog/graduate2022-2023/policies/index.php>

### **Withdrawal Policy**

See academic policies within the graduate catalog

[https://www.udmercy.edu/5.65 Tm0.0196 0.388 0.757 rg0.0196 0.388 0.B45\(a\)4\(drt/W\\*nBT4\(a\)4\(ndbook](https://www.udmercy.edu/5.65%20Tm0.0196%200.388%200.757%20rg0.0196%200.388%200.B45(a)4(drt/W*nBT4(a)4(ndbook)





Assignment of Grades. Grades are assigned by the faculty scheduled to teach a course. Grades are determined based on the evaluation criteria and competencies described in the course syllabus. Faculty utilizes rubrics, specific criteria, clinical expertise and academic judgment when assigning a grade. Grades cannot be assigned by any other person than the faculty teaching that course, and a grade can only be changed by the faculty member who assigned the grade.

### **Procedure**

*PLEASE NOTE: The student must follow this process, which provides specific details, guidelines, timelines and expectations.*

1. Students will be notified of an adverse determination regarding academic progression by a communication from the program administrator (or similar title, e.g. track coordinator). This communication will be sent by email to the students' Detroit Mercy email account. Note that programs may also choose to send a copy of this communication by United States Post Office mail in addition to the official email communication. The communication will provide the procedures a student must follow in order to appeal the decision. Any written notice provided to the student will be mailed to the address on file with the University. It is the responsibility of the student to check his or her email and mail regularly, and to ensure that the address on file with the University registrar is correct.
2. Students are afforded only one opportunity to appeal an academic decision. If a student does not request an appeal or fails to appear at the hearing to discuss the appeal, they will forfeit their right to appeal. A student may withdraw an appeal at any time.
3. A student initiates the appeal through their Detroit Mercy email account, that includes a signed letter to the program administrator (MSON Associate Dean) describing the basis or circumstances for the appeal. The letter must be received within five (5) business days of the date the student became aware of the issue, or should have become aware (e.g., the date of the email from step 1 above). The student's appeal should include a description of the circumstances that affected the student and strategies to improve academic performance should the appeal be granted. If no written statement is submitted, the issue will be considered closed. The student's written statement should be no more





