University of Massachusetts Boston
College of Nursing and Health Sciences
Student Handbook
2020- 2021

Post Master’s Primary Care Certification Program:
Family Primary Care Nurse Practitioner
Adult-Gerontology Primary Care Nurse Practitioner
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The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program of the College of Nursing and Health Sciences at the University of Massachusetts Boston are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).
Introduction

Welcome to the College of Nursing and Health Sciences (CNHS) of the University of Massachusetts Boston. The faculty, administrators, and staff of CNHS hope that you will find your experience as a graduate student to be professionally and personally rewarding.

Purpose
This Handbook is designed to provide graduate students, faculty, and administrators associated with the Post Masters Certificate (PMC) Program of the College of Nursing and Health Sciences (CNHS) of the University of Massachusetts Boston (UMass Boston) with an overview of the mission, vision, values, and elements of the curriculum of the PMC Program. It is designed to supplement the University’s policies which contain material related to student rights, academic policies, registration, tuition and fees, financial aid, campus facilities, and course offerings.

This handbook is one part of the orientation and guidance provided to students who are considered members of the PMC Program, CNHS, and UMass Boston community. Students are strongly encouraged to seek out additional sources of academic and organizational policy and procedure documents when further clarification and detail is needed. It is the expectation of the Track Coordinator that all students review the basic rules and policies as outlined in this handbook.

The student handbook is updated yearly prior to the start of the academic year and posted to the CNHS web site. Any changes made to the handbook at any other time of the year will be announced to students using the Graduate Student BlackBoard Learning Center.

Mission, Values, Vision and Goals
Enhancing Health Equity and Quality: Populations and Policies.

Mission
The mission of the Department of Nursing is congruent with the missions and visions of the University of Massachusetts Boston and of the College of Nursing and Health Sciences. The mission of the Department of Nursing is to prepare students for comprehensive, theory-guided, evidence-based nursing practice directed toward health promotion, management of health and illness, and restoration and maintenance of the highest possible health-related quality of life.

Our mission is to educate health and fitness professionals from diverse backgrounds to engage in building scholarly community with a special focus on health, and to provide substantial research, professional and community service.

Vision
Our vision is to improve the health of diverse urban populations through the integration of teaching, targeted research, service, practice and health policy in partnership with others.
Our values are: Integrity, Inclusion, Diversity, Transparency, Transformation, Resilience, Relationships, Accountability, Collaboration, Equity, and Excellence.
Goals
Our goals are to:

- Advance Student Success and Development
- Enrich and Expand Academic Programs and Research
- Improve the Learning, Teaching, and Working Environment
- Establish a Financial Resource Model Consistent with the University’s Vision Statement
- Develop an Infrastructure Supportive of the Preceding

Program Goals and Learning Outcomes
Upon completion of the PMC Program, students will be able to:

- Demonstrate competence in the advanced nursing practice and management of health and illness for individuals, families, and aggregate populations using critical thinking and evidence-based clinical decision making.
- Promote individual/family relationships that facilitate positive health care outcomes for diverse populations.
- Design, implement and evaluate educational programs for individuals, professionals, and communities.
- Plan comprehensive continuous care through interdisciplinary collaboration across health care settings with an emphasis on diverse and urban populations.
- Monitor and ensure the quality of nursing and health care practices utilizing advocacy and ethical decision-making.
- Design, implement and evaluate evidence-based care in relation to ethnocultural and spiritual beliefs within diverse populations.
- Apply theories from nursing and other disciplines to the advanced nursing practice for individuals and families from diverse populations.
- Identify researchable health care problems and continually appraise relevant literature.
- Communicate and consult with health care providers and others to influence policy change.
- Demonstrate competency in professional oral and written communication.

Program Competencies
The scope of knowledge addressed in the UMass Boston CNHS core and specialty courses in the PMC Program reflect the student outcome competencies cited in The Essentials of Masters Education in Nursing Doctoral Education for Advanced Nursing Practice (AACN, 2011) document. The nine Essentials addressed in this document delineate the knowledge and skills that all nurses prepared in master’s nursing (MSN) programs acquire.

Essential I: Background for Practice from Sciences and Humanities
Essential II: Organizational and Systems Leadership
Essential III: Quality Improvement and Safety
Essential IV: Translating and Integrating Scholarship into Practice
Essential V: Informatics and Healthcare Technologies
Essential VI: Health Policy and Advocacy
Essential VII: Interprofessional Collaboration for Improving Patient and Population Health Outcomes
Essential VIII: Clinical Prevention and Population Health for Improving Health
Essential IX: Master’s-Level Nursing Practice
The UMass Boston PMC Program builds on the competencies attained in the previously completed MSN program and provides additional specific population foci education and preparation.

**Organization of CNHS**
The Post Masters Certificate Program is integrated into the Master’s program for administrative support. All communications should go to the program assistant first with the involvement of the track coordinators only when the assistance needed is beyond the scope of the program assistant.

**Program Assistant for Post Master’s Certificate Program**
Liz Malone  
Email: postmasternp@umb.edu

The Post Master’s Certification (PMC) Program has a dedicated Program Assistant, Liz Malone, who can be reached at postmasternp@umb.edu. She is your first point-of-contact and will help guide you and answer questions.

**Family Nurse Practitioner Track Coordinator**
Leah Gordon, DNP, RN, FNP-C  
Leah.Gordon@umb.edu

**Adult/Gerontology Nurse Practitioner Track Coordinator**
Jessica Bardina, DNP, AGNP  
Jessica.Bardina@umb.edu

The Post Masters Certificate Program has track coordinators who serves as the advisor for all students in the program. The track coordinator is responsible for admission policies, curricular oversight and graduation requirements.

**The Clinical and Internship Placement Office (CIPO)**
The Clinical and Internship Placement Office (CIPO) is part of the Office of Student Success, Supported and Engagement (OSSE) and supports the College of Nursing and Health Sciences with compliance for clinical groups, internships, preceptorships, and practica. In order to maintain partner compliance per our affiliation agreements, the CIPO staff regularly communicates with various outside constituents, such as health care partners and their legal counsel, Office of General Counsel, Board of Health, Center for Disease Control, Massachusetts Centralized Clinical Placement System, and others.

Chief activities include:
- CORI & National Background Checks
- Health Requirements: Immunization, Health Insurance, CPR Certification
- FERPA Releases
- Affiliation Agreements
Section 1: Graduate Requirements

Admission

The PMC Program is designed to assist RNs who have an MS degree in nursing (MSN) from an accredited institution to acquire the knowledge and clinical experience that will prepare them to be certified as Adult-Gerontology Primary Care Nurse Practitioners or Family Primary Care Nurse Practitioners through the American Nurses Credentialing Center (ANCC) or the American Academy of Nurse Practitioners (AANP) Certification Program.

Nurses with non-nursing Master’s Degrees are not eligible for the Post Masters Certificate Program.

Applicants should indicate in their statement of interests and intent whether they are applying to the Family Primary Care Nurse Practitioner or Adult-Gerontology Primary Care Nurse Practitioner Post Master’s Certificate and whether they are eligible for the 12- or 21-credit options. Only Master’s prepared currently certified adult, pediatric, or adult/gerontology primary care NPs will be considered for acceptance into the 12-credit option.

The PMC program has three admissions cycles per year and three graduation cycles per year, providing students the opportunity to take certification boards immediately following completion. The PMC Track Coordinator reviews all applicants and, in consultation with the admission committee, will inform applicants of their admission to the program.

Prospective students applying to the post master’s nurse practitioner certificate programs must meet the following requirements:

1. A Bachelors in Science of Nursing (BSN) or equivalent (RN to MSN program) with a minimum cumulative grade point average in undergraduate work of 2.75.
2. A GPA of B 3.0 in undergraduate and or graduate level science courses.
3. A master’s degree in nursing (MSN) from an NLNAC or CCNE approved graduate program in nursing.
4. A minimum cumulative grade point average in graduate work of 3.0.
5. Evidence of passing grades of B or better in graduate level courses in Advanced Pathophysiology, Advanced Pharmacology (within 5 years), and Advanced Health Assessment, within the past 7 years for non NPs or non certified NPs.
6. Evidence of B or better in Role of the Advanced Practice Nurse or evidence of integration within the prior master’s in nursing program.
7. A current unrestricted Massachusetts license in nursing or a current license in another state in which the student lives or is doing their clinical practicum.
8. References: Two professional references describing your clinical practice skills, ethics, and reliability for the most recent two years of your clinical practice experience; one academic reference describing your academic performance, and reliability as a student.
9. Written essay of 500 words describing the nature of your professional goals and time frame for the completing the program of study; evidence supporting the nature of the clinical placement commitments (necessary to fulfill the clinical objectives of the specialty certificate desired).
10. Current professional resume indicating all higher education institutions attended and professional work experience.
11. Evidence of national certification in advanced practice nursing specialty if applying to the 12-credit option.
12. Applicants are not required to submit Graduate Record Examination Scores.
We do not accept students from the following states:

- Alaska
- Arizona
- Colorado
- Iowa
- Kansas
- Kentucky
- Louisiana
- North Carolina
- North Dakota
- New Mexico
- New York
- Nevada
- Ohio
- Oklahoma
- Oregon
- Tennessee
- Texas (case by case basis)
- Virginia
- Washington
- West Virginia
- Wyoming

Academic Progression

The office of Graduate Studies specifies that a student must make satisfactory academic progress (SAP) toward completion of a degree within the Statute of Limitations for the program. The determination of SAP is based on the student’s GPA and credits completed vs. attempted. Failure to meet SAP requirements may result in the loss of eligibility for financial assistance. Please note that the determination of SAP is not a substitute for determining student academic standing.

Statute of Limitations

University policy indicates that all graduate students must earn their degree within five years of the date of matriculation into the program of study in the College of Nursing and Health Sciences. Exceptions to credit minimum must be made in consultation with the student's advisor. If an exception is granted by the Track Coordinator, the student will be notified in writing and requested to meet with their advisor to file a new program of study and expected date of graduation. Graduate students who fail to complete their program of study within five years will be placed on registration hold by the university registrar and may be subject to dismissal by the Dean of Graduate Studies.

Request for Extending Five Year Limitation

Graduate students may seek an extension of the five-year time limitation to complete their program of study because of extenuating circumstances one time during their program of study. Graduate students must be in good academic standing and not on probation to be considered for an extension. Graduate students must file a petition for extension on the deadline to graduate in writing to the Track Coordinator who will forward the request to the Dean of Graduate Studies. The petition request should include all relevant information including a clear statement of the reasons for the request, the extenuating circumstances, and a revised plan of study with new date of graduation. A signature of the graduate student's academic advisor of record must accompany the petition for extension containing the revised program plan at the time of the request. The Dean of Graduate Studies will notify graduate student of the decision in writing.

General Education Requirements

The Post Masters certificate program has both a 12-credit and a 21-credit option. The 12-credit Family Primary Care Nurse Practitioner program is only open to Primary care PNP's, AGNP's, and ANP's who satisfy the pre-requisite course requirements. The 12-credit Adult-Gerontology Primary Care Nurse Practitioner program is only open to primary care FNPs, and PNPs who satisfy the pre-requisite course requirements.

Masters-prepared nurses, in leadership or education; or CNMs, WHNPs, CRNAs, PMHNPs are eligible to apply to the 21-credit certificate Adult-Gerontology Primary Care Nurse Practitioner or Family Primary Care Nurse Practitioner programs. The same pre-requisite course requirements apply.
Applicants are invited to contact the Post Master’s Program Assistant to determine the program for which they qualify. An unofficial gap analysis may be requested by an applicant based upon unofficial transcripts. The final determination of the required number of credits/courses is ultimately determined by the Admissions Committee based upon an applicant’s official academic transcripts and clinical portfolio.

1. Students are expected to maintain continuous enrollment in the program for fall and spring terms. If students do not take any courses during the fall or spring term, then they are required to enroll in CAS 600 (the Registrar’s Office will charge the current fee) which will prevent the student from being dropped from the program.
2. Students who withdraw from the program will need to reapply for admission.

Prerequisites

Prerequisites to the Post-Master’s program include evidence of graduate level coursework in an APRN program in the “3 P courses.” These courses are advanced health assessment, advanced pathophysiology and advanced pharmacology. To be recognized, the “3 P courses” must have been:

- taken in an APRN track program
- earned a letter grade of a B or better, (pass/fail are not acceptable)
- completed within 5 years of application
- equivalent in content and credits (3 credits) to UMass Boston courses
- stand-alone courses (i.e., no combination courses, such as pathopharmacology)

The Role of the Advanced Practice Nurse is also a prerequisite for the program. If a role course was not taken as a stand-alone course in the MSN program, then the student must show evidence that the content was integrated into the program. The Role of APRN course is also waived for practicing APRNs.

Students have the opportunity to be granted a waiver of pre-requisite courses in several ways.

1. As noted above with courses taken in an APRN track program, earned a B or better within the past 5 years, 3 credit courses and stand alone.
2. A practicing APRN in primary care (PNP, ANP, AGNP) will be granted a waiver as long as the courses were a primary care/internal medicine course (not specific to a population foci) and earned a B or better.
3. The APEA test may be taken and completed with a passing grade to show. This shows competency in the 3 P’s and a waiver may then be granted for those pre-requisites

At the time of admission, an email is sent to the student applicant from the Track Coordinator. This letter includes the determination of the Admissions Committee regarding the need for take some, none or all of the pre-requisites. Individual inquiries regarding pre-requisites may be made prior to application by submitting a request to the program assistant with unofficial transcripts.

In general, if a student applicant is a practicing APRN, then the prerequisites are waived even if they were not completed in the past 5 years. A practicing APRN is assumed to have gained the knowledge in school and then, through CEU, CME and general practice, has maintained current knowledge in these core areas.

Student applicants who are APRNs in specialty areas may be asked to take the pre-requisites because many specialty programs, although they include these core courses, are specific to the area of specialty and will not prepare the student to practice in primary care. For example, a Women’s Health Nurse Practitioner may take “Advanced Health Assessment of Women.” This would not fulfill a primary care program’s advanced health assessment course and would not be accepted as a pre-requisite to our program. Similarly, a pediatric APRN
program may have pharmacology course specific to the pediatric population and this would not be accepted for the pre requisites.

All pre-requisite courses are open to non-matriculated students depending on space availability.

Courses (Plans of Study)
Students are required to complete the PMC program within five years whether in a part time or full-time plan of study. In addition, students are expected to maintain continuous enrollment in the program for the academic calendar. If a student does not register for any courses during either fall or spring terms, then the student must enroll in CAS600. This is a continuation placeholder and has a fee associated with it (refer to the Registrar’s Office for current fees). Any student not actively enrolled in a course or CAS 600 during either fall or spring terms risks being dropped from the program.

Students who withdraw from the program will need to reapply for admission.

Plans of study are based on whether the student applicant is a currently practicing APRN or not, and if an APRN, what population foci the student is certified in.

Family Primary Care Nurse Practitioner (FNP) Certificate Program
The 21-credit program is available to CNMs, WHNPs, AGACNP, CNSs, PMHNPs, CRNAs, and those with an MSN in Leadership and Education. This program is available once pre-requisites have been satisfied.

21-Credit Family Primary Nurse Practitioner Care Plan of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NU 637 Psychosocial Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>NU 639 Primary Care of the Adult</td>
<td>3</td>
</tr>
<tr>
<td>NU 670 Primary Care of the Adult Practicum (300 clinical hours in ages 13 and older)</td>
<td>6</td>
</tr>
<tr>
<td>NU 681 Primary Care of the Childbearing Family</td>
<td>3</td>
</tr>
<tr>
<td>NU 682 Primary Care Childbearing Family Practicum (300 hours, includes 220 pediatric hours and 80 hours of OB; CNMs and WHNPs will do all 300 hours in Pediatrics)</td>
<td>6</td>
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The 12-credit program is only available to primary care ANPs, AGNPs and PNPs. This program is available once pre-requisites have been satisfied.

12-credit Primary Care Nurse Practitioner Plan of Study

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>NU 637 Psychosocial Mental Health</td>
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<tr>
<td>NU 670 Primary Care of the Adult Practicum (300 hours in ages 13 and older)</td>
<td>6</td>
</tr>
<tr>
<td>NU 681 Primary Care of the Childbearing Family</td>
<td>3</td>
</tr>
<tr>
<td>NU 682 Primary Care Childbearing Family Practicum (300 hours, includes 80 hours of OB and 220 pediatric)</td>
<td>6</td>
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</tbody>
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Adult-Gerontology Primary Care Nurse Practitioner (AGNP) Certificate Program

The 21-credit program is available to CNMs, WHNPs, PNPs, AGACNP, CNSs, PMHNPs, CRNAs, and those with an MSN in Leadership and Education. This program is available once pre-requisites have been satisfied.

### 21-Credit Adult-Gerontology Primary Care Nurse Practitioner Plan of Study

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>NU 637 Psychosocial Mental Health</td>
<td>3</td>
</tr>
<tr>
<td>NU 639 Primary Care of the Adult</td>
<td>3</td>
</tr>
<tr>
<td>NU 670 Primary Care of the Adult Practicum (300 hours in ages 13 and older)</td>
<td>6</td>
</tr>
<tr>
<td>NU 671 Primary Care of the Older Adult</td>
<td>3</td>
</tr>
<tr>
<td>NU 672 Primary Care of the Older Adult Practicum (300 hours in ages 65 and older)</td>
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The 12-credit program is available to primary care ANPs and PNPs. This program is available once pre-requisites have been satisfied.

### 12-credit Adult-Gerontology Primary Care Nurse Practitioner Plan of Study

<table>
<thead>
<tr>
<th>Courses for PNs</th>
<th>Courses for ANPs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NU 637 Psychosocial Mental Health</td>
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<tr>
<td>NU 639 Primary Care of the Adult</td>
<td>NU 671 Primary Care of the Older Adult</td>
</tr>
<tr>
<td>NU 670 Primary Care of the Adult Practicum (300 hours in ages 13 and older)</td>
<td>NU 672 Primary Care of the Older Adult Practicum (300 hours in ages 65 and older)</td>
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**Clinical Practicum**

All students in the 21-credit program must complete a total of 600 hours of documented direct clinical care hours. Students in the 12-credit option must complete 300 hours of direct clinical care hours in the chosen concentration.

State rules for clinical hours vary by state and it is the responsibility of the student to ensure that the total clinical hours of our program will fulfill the state requirements where the student plans to be licensed. For example, the Texas BON requires 500 clinical hours for each NP specialty. Therefore, students from Texas are responsible for identifying specifically what their board requires. Any hours required that are over the 300 hours that are provided in our program, will be obtained through the student taking a 3-credit Independent Study Course.

All clinical practica are subject to the approval of the Track Coordinator and supervising faculty of the designated course. Preceptors may be NPs, CNSs, PAs, MDs, or DOs. **Since this program is primary care, clinical practica must be done in the primary care setting.** A limited number of hours may be completed in other settings (urgent care, ER, specialty clinic) but the number of hours are determined on a case by case basis and by either the track coordinator or the faculty for the course (NU 682, NU 670, NU 672).
Students must submit certain documentation prior to beginning every clinical rotation. It is the student’s responsibility to make sure that completed clinical clearance materials are submitted correctly, completely, and on time. If the documentation is not submitted in a timely manner, the student will be prevented from entering clinical and may be required to drop the course.

Additional requirements beyond those of UMass Boston may be required by the agency hosting the APRN student. Examples include additional immunizations, EMR training, fingerprinting, regulatory training, and an ID badge. Students are expected to comply with these requests or else the clinical site will be forfeited by the student and a new one must be found.

Flu shots are required for all CNHS students. It is no longer possible to opt out unless the student provides a note from his/her PCP stating why the vaccine is contraindicated (allergy, past hx of Guillain-Barre, etc). Even with that note, clinical agencies have the right to refuse the student in their setting or require the student to wear a mask. Students who do not comply will receive an academic warning, be removed from the site, and may be dismissed from the program.

- All clinical placements should be in a primary care setting. We do allow a limited number of hours in a specialty clinic, such as asthma or diabetes or dermatology. The number of hours is determined by the faculty and is based on the clinical site.
- Clinical sites should be secured 6-12 months in advance to avoid delaying progression through the program.
- Deadlines are established for each semester as to when clinical sites and clearance are required.
- Once a site has agreed to precept a student, the student collects necessary information from that site and enters it into InPlace, our online clinical tracking software.
- An immediate determination is made by CIPO whether the site is acceptable.
- The CNHS will verify that a working agreement exists for the site. If not, CNHS sends a working agreement to the site, which is why it is critically important for the student to identify the legal signatory of the site. For Massachusetts students, working agreements exist for all large hospital systems.
- For students in MA, RI, NH, and ME, the CNHS enters your information into the Centralized Clinical Placement (CCP) system which is a consortium of clinical agencies and colleges in those states who agree to match students with their preceptors, thus avoiding students contacting the sites directly. This does not guarantee a placement so students should continue to identify and submit other sites.
- Once the site is submitted, student should begin working on clinical clearance which consists of health clearance (immunizations, titers, CPR, health insurance card, etc.) and background checks, again, meeting the deadline for your intended semester.
- No students may begin clinical until he/she has received clinical clearance. Failure to comply with this requirement may result in dismissal from the clinical site, failure of the course and possibly dismissal from the program.
- Students who are not clinically cleared by the first day of the semester, may be removed from the course at the discretion of the supervising faculty for the course.
- All clinical must be completed during the semester in which the student is registered for the clinical courses (NU 615, NU 670, NU 672, NU 682). Students who wish to start prior to the first day of the semester may do so with permission of the supervising faculty of the course.
- UMass Boston provides malpractice insurance at no cost to students while they are in the clinical practicum setting.
- Students are not permitted to be precepted by a family member or spouse nor are they permitted to complete clinical in a practice where a spouse or family member is employed.
- Telehealth clinical placements are permitted.
Section 2: Policies and Procedures

University Policy on Non-Discrimination
The University of Massachusetts complies with applicable state and federal laws on non-discrimination, harassment, and retaliation including Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Violence Against Women Act of 1994, and the Massachusetts anti-discrimination law. This policy states the University’s commitment to assure compliance. Access the full policy here. The Administrative Standards for the Non-Discrimination and Harassment Policy can be found here.

Disability-Related Accommodations
The University of Massachusetts Boston complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

University Academic Policies
The Office of Registrar is primarily responsible for all academic policies.

Academic Policies, Procedures, and Requirements
Students matriculated in the PMC Program are subject to the same academic policies as the Masters students as stated in the current UMass Boston CNHS Graduate Student Handbook. Please be aware that a breach of academic policies may result in written warning and/or dismissal from the CNHS.

Credit Load Requirements
In order to be eligible for the benefits of full-time study, graduate students must carry 6 credits per semester. Part-time graduate students must carry a minimum of 3 credits. A graduate student may register for up to 12 credits during the fall and spring semesters and nine credits during the summer. Post-Master’s students may take 12 credits over the summer. Any student who wishes to register for more than the maximum credit load must secure written permission from the Track Coordinator.

Academic Standing and Progression Policies
Academic standing is the basis for decisions regarding student progression, probation, graduation, and dismissal in the Graduate Nursing Programs. Academic standing is determined by the student's cumulative quality point average, a measure of all the grades the student has earned in the University.

The following policies apply to all matriculated students in the Graduate Program. Polices in effect when the student is matriculated into the program of study will apply throughout the student’s program of study. Policies in the College of Nursing and Health Sciences handbook may be more stringent than those of general graduate academic. In matters of policy difference, the College of Nursing and Health Sciences and Health Sciences policy supersedes the University policy. All graduate nursing students are required to comply with the policies included in this document.

- All full and part-time students must maintain a cumulative average of 3.0 to graduate.
- All full and part-time students who fail to maintain a 3.0 GPA may be subject to academic dismissal.
• Students who do not maintain a cumulative quality point average of 3.00 will be placed on academic probation by the Office of Graduate Studies and referred to the CNHS Student Affairs Committee. Students will be asked to submit a letter of appeal with an explanation to the CNHS Student Affairs Committee. Based upon review of the student's record and letter of appeal, the CNHS Student Affairs Committee will recommend conditions of Probation, or Dismissal and forward these to the Department Chair and Graduate Program Director.
• The Graduate Program Director will request the Dean of Graduate Studies to place the student on Academic Probation or Dismissal.
• Students admitted prior to January 2017, must earn a grade of B- (2.75) in all required courses listed on the student's program of study. Required courses include core courses, clinical concentration courses, theory courses, functional area courses, and clinical practicum’s (electives are not considered required courses). Any grade below a B- (2.75) is considered a failure. Please be aware that students must maintain a GPA of 3.0 to graduate or complete the program.
• Student admitted on or after January 2017 must earn a letter grade of B or better, achieving a minimum of 83 in all required courses and maintaining a GPA of 3.0 to continue. Required courses include core courses, clinical concentration courses, theory courses, functional area courses, and clinical
• Upon the decision of the CNHS Student Affairs Committee and Graduate Program Director the student may petition to repeat up to two failed courses a total of one time for each course during their entire program of study.

Practicum Purpose, Hours, and At Risk of Failure Policies
The clinical practicum provides graduate students with the opportunity to integrate theory and research with practice. Clinical practice hours are required for each clinical course. A specific number of clinical practice hours are necessary pre-requisites for students to register for the specialty certification exams upon graduation from the program of study and the number of hours varies by state.

Required clinical practice hours are listed in the course syllabus. Preceptors and agencies have a contractual agreement with the UMass Boston to precept students for a predetermined number of clinical hours for the determined period of time. Students are expected to comply with the times and days that that have been arranged with their clinical preceptors. Deviations from prearranged contractual hours are permitted only by agreement with the agency and preceptor and must be in writing. Students must contact CNHSClearance@umb.edu to change any dates of clinical practica. Failure to do so may result in an academic warning. Students may arrange actual clinical days with the preceptor but arranging an earlier start or a later finish always requires the permission of the course faculty.

The clinical practica of the course is pass/fail. If a student fails the clinical practicum portion of the course, then the student will receive an F for the entire course. A grade of F for the clinical portion of the course is determined by the preceptor and is communicated to the faculty through the Clinical Evaluation Tool. The preceptor makes the determination that the student has attained “competent” in all skills listed on the tool by the end of the semester. The preceptor and faculty of the course may request that additional hours beyond the minimum required for the course be completed to achieved “competent” in all areas of the tool.

If at any time during the clinical practice experience a preceptor, course faculty member or other licensed agency personnel determines that a graduate student's performance is below the minimum standards consistent with safe clinical nursing practice or whose professional comportment is deemed below what is expected of a licensed registered nurse, the graduate student will be not be permitted to continue their clinical practicum. Students who are performing unsatisfactorily in clinical placements will work with their faculty to identify specific problems and remediation. Students may be required to complete additional hours of clinical with the same or a different preceptor at the discretion of the students’ course faculty.
Graduate students found unsafe in clinical practice or not performing to standards under this clause of the Graduate Student Handbook will be referred to the Track Coordinator and course faculty to be notified of the specifics of the alleged unsafe practice and/or professional comportment and of sanctions to be imposed.

Students who are dismissed from clinical placements will work with faculty to determine a plan for remediation, whether the problems were behavioral, knowledge-based, a poor fit between preceptor and student, or a misunderstanding. Students who are dismissed from clinical placements will not return to the site nor have any other contact with the site. If a problem or misunderstanding ever arises at a clinical site, the student shall inform the faculty immediately.

Course Policies
It is an expectation that students will demonstrate the ability to meet the course objectives as stated in the course syllabus. At the mid-term of the semester (week 6-7) students in clinical courses must demonstrate that they are meeting course objectives as demonstrated by a satisfactory mid-term clinical evaluation and a sufficient number of clinical logs (approximately one-half of the expected number of logs for the semester) in order for faculty to assess their performance. Students with insufficient numbers of clinical hours logged will receive an academic warning.

Failure to meet course objectives as outlined in the syllabus, or as stated by course faculty, and determined by the course evaluation strategies specified in the course syllabus, will result in course failure.

In Graduate nursing courses that have two components, theory and practicum, both components must be successfully completed in order to pass the course. If the theory or practicum portion is failed, both components must be repeated.

If at any time during a course, a faculty member deems that a graduate student's academic and/or clinical performance is unsatisfactory, or if demonstrated work indicates that a student is in jeopardy of failing, an academic warning will be given to the student. Students must contact the course faculty within 48 hours of receiving an academic warning to develop a plan for meeting the course objectives.

Incomplete
A grade of “Incomplete” (INC) for course work may be granted in certain circumstances. It is only granted to a student in good academic standing and the request must be for substantive reasons. The course instructor will determine if an incomplete will be granted and the timeframe of the incomplete and coursework to be completed during that time. The instructor will then complete the Incomplete Grade Form and submit it to the Track Coordinator for final approval. The student is required to sign the form and is asked to retain a copy for future records. A copy is placed in the student’s file.

University policy allows that a student obtain credit for INC by completing all of the required course work before the end of the semester one year from the time of enrollment in said course. However, students may be required to finish the INC during a shorter time frame if it is a pre-requisite for subsequent courses. The student is responsible for communicating their progress in completing the course material to the faculty of record and submitting it according to the agreed upon timeframe. After the completion of the required coursework, the faculty of record will complete a Change Grade Form and submit it to the Track Coordinator to ensure the final course grade is updated in Wiser. At the end of this 12-month period, if a grade is not submitted, an F for failure will automatically be recorded by the registrar. This grade cannot be reversed and will remain in the student’s permanent record.

For courses with a clinical practica requirement, an incomplete may be used to complete the clinical hours in certain situations. Generally, a majority of the clinical hours must be completed by the end of the semester for an incomplete to be granted to complete clinical hours.
**Transfer Credit Policy**

Applicants who have completed graduate course work at other accredited institutions may transfer coursework toward the completion of an UMass Boston graduate degree. Transfer credits are restricted to up to 6 credits from such courses in which the applicant received a grade of B or higher. Please note, the CNHS policy for minimum passing grades applies to all transfer courses regardless of the transferring school’s policy for minimum passing grades.

Applicants who have completed graduate course work at UMass Boston as non-degree students may transfer that coursework toward the completion of a UMass Boston graduate degree. This type of transfer credit is restricted to up to 6 credits from such courses in which the applicant received a grade of B or higher. These courses may be accepted for transfer provided that they have not been used to fulfill requirements for another degree and were earned no more than seven years before matriculation in the program.

The combined total of credits transferred from other institutions and of credits accumulated at UMass Boston as a non-degree student may not exceed 12 credits. For intercampus programs (Biology, Biomedical Engineering and Biotechnology, Marine Sciences and Technology, Nursing DNP and PhD, and Professional Science Masters), courses taken at other UMass campuses will not be subject to the 6 credit or 12 credit limit, but will require the approval of the Track Coordinator for transfer.

The Track Coordinator determines what credits are eligible for transfer based on a review of the official transcript at the time of admission to the program and a review of the course description or syllabus if requested. Once enrolled in the PMC Program, students also can request transfer credit. Requests should be made to the Track Coordinator and include a copy of the student’s transcript and a copy of the course syllabus. Courses accepted for transfer will show in student Wiser accounts but will not be included in the students grade point average.

**Course Waiver Policy**

A student may seek a waiver from a prescribed course in the PMC Program if she/he has completed a course with substantially equivalent content at another institution or in another college of UMass Boston. If a course waiver is granted, the student will receive 0 credits towards degree requirements and must take additional courses to complete the required credits for the PMC Certificate.

An exception to this is the pre-requisite courses. Pre-requisite courses may be granted as a waiver and are not considered in the total number of credits for the 12 or 21 credit certificates.

Course waivers will be decided on a case-by-case basis, through negotiation between the student seeking the waiver and the Track Coordinator. All waived courses require a written request submitted to the Track Coordinator.

**Change of Track/Concentration**

Matriculated students wishing to change concentrations (from FNP to AGNP or AGNP to FNP) must first contact their faculty advisor to complete a petition form which will then be submitted to the Track Coordinator for review. Permission to change concentrations will be granted on a space available basis for students who are in good academic standing with a minimum GPA of 3.0. The College reserves the right to deny requests for a change in the program of study.

If the request to change concentrations is approved, the student is expected to meet with their new advisor as soon as possible following acceptance into the new program of study to file a revised program plan that must be approved by the Track Coordinator. Graduate students cannot register for courses until a new program plan has been filed.
Professional Policies, Dismissals, and Appeals

Graduate nursing students must comply with the conditions of academic probation as recommended by the Student Affairs Committee to the Graduate Program Director. These recommendations will be forwarded to the Dean of Graduate Studies.

Dismissal Policies:

- Academic dismissal is an action that is taken by the Graduate Dean upon recommendation of Department Chair and Track Coordinator. Refer to Academic Policies Office of the Registrar and University policies and student rights Office of the Dean of Students.
- Graduate students will be notified in writing by the Dean of Graduate Studies of their impending dismissal and the reasons for the dismissal.

Appeal Policies:

- Graduate students have the opportunity to appeal the decisions of the CNHS Student Affairs Committee:
- Students may submit a letter of appeal to the CNHS Student Affairs Committee. The appeal letter should include the policy exception request, or a plan to prevent any further need for policy exceptions.
- Graduate students may request to appear before the CNHS Student Affairs Committee to clarify and/or to answer questions regarding their appeal. In addition, the student may bring someone with them to the meeting to lend support. The support person can only submit written materials or a letter of support, and may not disrupt committee proceedings or serve as legal counsel.
- Graduate students will be notified in writing of the decision of the CNHS Student Affairs Committee.
- If dissatisfied with the decision of the CNHS Student Affairs Committee students may grieve the decision.

Right to Review University and CNHS Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 sets forth requirements designed to protect the privacy of parents and students with regard to access, review, or release of records maintained by educational institutions.

The Act permits current or former students to review and seek to amend the following documents: permanent academic record, admissions, financial, placement, veteran’s counseling, advising and disciplinary records. Access to these records may also be granted to faculty and staff, parents of a student listed as a dependent on current Federal Income Tax returns, authorized federal or state officials auditing educational programs, and accreditation associations and records created or maintained by campus law enforcement units for law enforcement purposes.

The following records may not be examined: parent’s financial records; medical, psychiatric, or psychological records; personal files of faculty or administrative personnel; law enforcement records held by law enforcement officials.

Directory information may be released to third parties without the written consent of the student, provided the student has been given the opportunity to withhold all such disclosure. Directory information may include the student’s name, address, telephone listing, date and place of birth, major field of study, dates of attendance,
most previous school attended, class schedule, class rosters, participation in recognized activities or athletics, height and weight of athletes and degrees and awards conferred.

**Procedure for gaining access to records:** A request by a student for access to a record is made in writing to the office that maintains that record. Within 45 days the office must inform the student when the record will be available. Every office is also obliged to tell students, at their request, who else has had access to the record and why.

The academic record is the only permanent record and is maintained in perpetuity. The University Health Service retains medical records for 30 years. Admissions records for all applicants must be held for three years. If a student requests a copy of any part of his or her education record, either for personal use or for release to a third party, the student shall incur the cost of copying not to exceed $5.00.

**Academic Honesty & Academic Misconduct**
The health professions have a code of ethics and standards for their members. It is the policy of the College of Nursing and Health Sciences that academic dishonesty or misconduct will not be tolerated. All nursing students should familiarize themselves with the policies on Academic Dishonesty and Student Misconduct described in the University and College of Nursing and Health Sciences Student Handbooks. Examples of academic dishonesty include, but are not limited to, cheating on exams, submitting written material that is the work of others, or seeking unauthorized use of computer files of a student or faculty member. Misconduct includes but is not limited to furnishing false or inaccurate information, disruptive conduct or threat, or damage to university property.

Detailed information on the process for academic dishonestly is found in the [code of conduct](#).

**Ethical Conduct**
Our graduate faculty are dedicated to sustaining an environment of respect and inclusivity. Our profession is underpinned by the values of respect for the inherent dignity, worth, unique attributes, and human rights of all individuals. The Interpretive Statement of Provision 1 of the ANA’s Code of Ethics for Nurses explains, “Respect for persons extends to all individuals with whom the nurse interacts…the nurse creates an ethical environment and culture of civility and kindness, treating colleagues, coworkers, employees, students, and others with dignity and respect.” The graduate faculty strive to achieve the highest level of professional comportment and expect all students to do the same. We aim to prepare you to be a respected, independent licensed provider with professional behaviors that match your new role as collaborators and providers in the health care of persons, families, and societies. Therefore, we demand a high level of professional comportment consistent with graduate-prepared nurses. Unprofessional behaviors that may result in an academic warning include:

- Uncivil language with faculty or peers in discussion postings
- Non-responsiveness to emails from faculty/staff (i.e., staff have sent 3-4 emails with no response)
- Unprofessional language with preceptors or staff
- Failure to notify a clinical site of illness
- Failure to adhere to policies at a clinical site
- Tardiness at clinical practica

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2. ANA. Code of Ethics, p. 20.
Communication Policies & Mandatory Use of UMB Email
All communications with the University must be conducted through student UMass Boston emails and this includes communication with course instructors, program assistant and track coordinators. Students are expected to check their University e-mail on a frequent and consistent basis to ensure that they are staying current with all official communications generated by not only the program, but by the College of Nursing and Health Sciences and the University at large.

Students can find their email address by logging into WISER and selecting the link to their "Personal Portfolio" and then viewing "Email Addresses". All students receive a default email account. The link to access UMass Boston email and how to’s regarding email are found at https://www.umb.edu/it/email.

Grading System
For graduate students, the University uses a system of letter grades that are equivalent to numerical "quality points" according to the following table:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>B+</td>
<td>3.25</td>
</tr>
<tr>
<td>B-</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.75</td>
</tr>
<tr>
<td>C</td>
<td>2.25</td>
</tr>
<tr>
<td>C-</td>
<td>2.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

The instructor of a class has full responsibility for grading and is the best judge of student performance; there may, however, be instances in which a graduate student believes that a grade has been assigned unfairly. In such cases, the student should discuss the grade with the instructor. If they are unable to resolve the issue, the student should make a written request to the Track Coordinator asking for a meeting with the faculty member to discuss a fuller explanation of the grade and/or reconsideration of the grade. Although the Track Coordinator serves as mediator in this meeting, the faculty member remains the final authority for any grading decision.

Incomplete Grade
A grade of incomplete (INC) is not automatically awarded when a student fails to complete a course. Incomplete grades are awarded only when satisfactory work has been accomplished in the majority of the course (75% completed) and the student is unable to complete course requirements due to extenuating life circumstances beyond his or her control. For clinical courses, at least half of the clinical hours must be completed at the time the Incomplete is requested.

Graduate students with an Incomplete in a pre-requisite course cannot progress to active enrollment in a course requiring that pre-requisite while an INC grade remains on their transcript. Graduate students who have an INC in a clinical course may not progress to the next clinical course.

To request an incomplete
• The student must request and receive the approval of the course instructor by completing an Incomplete Form.
• A copy of the Incomplete Form completed by the faculty member and the student must specify the work to be completed and the deadline for completion.
  • According to university policies, a student can only obtain credit for an INC by completing the coursework before the end of one calendar year from the time of enrollment in the course in which they have earned an incomplete. At the end of that period, if the course faculty member does not submit a change of grade form, a grade of F (Failure) will be recorded on the student's transcript. An incomplete grade that converts to an F is irrevocable.
• The Incomplete Form is signed by the faculty and forwarded to the Track Coordinator and then CNHS Department Chair for signature. Thereafter, it must be received by the Registrar by the last week of class. The Registrar is responsible for entering the grade of “INC” into Wiser (faculty is unable to do this).
• At the completion of all coursework, the faculty member will then submit a Change of Grade Form and submit this form to the Registrar’s office. The Registrar’s office will then convert the grade within Wiser.

Withdrawals
Students who do not complete a course may either be eligible for an NA (not attending) grade or W (withdrawal).

The NA grade signifies that although a student registers for a course and appears on the class roster, the student never attended the class. The NA grade is not a substitute for dropping or withdrawing from a course, since a student is still responsible for all tuition and fee charges for courses designated NA on his/her transcript.

The W grade is given to a graduate student who withdraws from a course after the add/drop period. Graduate students are advised to comply with the time limitations for withdrawal from a course as listed in the academic calendar. Students who wish to retain the option to re-enroll in the course are to meet with the course faculty and their faculty advisor at the time of withdrawal.

Refer to the Academic Policies Office of the Registrar at https://www.umb.edu/registrar/academic_policies/course_withdrawal_option for complete information on how to withdraw from a course and policies that apply to the withdrawal grade. Students may re-enroll in a course from which they have withdrawn one time only. Students that withdraw from a course a second time cannot re-enroll in the same course a third time. Students may not enroll in any course more than twice, whether they withdrew or failed the course. Additional withdrawals may result in dismissal from the program.

Audit/Pass/Fail
Graduate students may audit a course on a space available basis and with permission of the instructor. An audit course cannot be used to meet degree requirements.

There is no pass/fail option for graduate students.

Independent Study

Students may complete an independent study to fulfill required or elective credits. Independent study credits vary from one to three (3) depending on the scope of the project. The independent study should consist of study and work at the graduate level with a specified written product. The faculty member who agrees to work with
the student in independent study must be a recognized expert in the content area. The student and faculty member must agree to the UMass Boston number of credits, scope of the work and the amount of supervision required (for example, weekly or biweekly meetings). A written agreement or course syllabus must be approved by the Track Coordinator in the semester prior to registering for directed study internship credits. Depending on the scope of the independent study, the syllabus/written agreement must identify the organizational setting, the student’s role and responsibilities (including amount of time), the type and nature of the policy issues, and the agency person who will oversee the project and attest to the nature and extent of the student’s work.

Requirements for Writing Papers
The CNHS has uniformly adopted the American Psychology Association (APA) style for all academic/student papers. APA Style covers the aspects of scholarly writing most pertinent to writing in psychology, nursing, business, communications, engineering, and related fields. It specifically addresses the preparation of draft manuscripts being submitted for publication in a journal and the preparation of student papers being submitted for a course assignment. All students should obtain the most current copy of the Publication Manual for use throughout the program.

Requests to Take Non-UMB Courses during Program
Students may opt to take some courses at other accredited colleges or universities. All coursework completed outside of UMass Boston must have approval of the track coordinator and follow all rules set forth for transfer credits.

Filing for Graduation
All graduate students are eligible to apply for graduation during their final semester of degree work. Applying for graduation assumes that the student will have completed all of the university and degree requirements as outlined by the student’s major program by the end of the term selected.

The student is able to apply for graduation by logging into Wiser, selecting My Academics > Graduation > Apply for Graduation. For further information, go to the Registrar’s web page. All students are charged a commencement fee regardless of whether they will participate in the commencement ceremony. The CNHS recognizes students as eligible for graduation in December and June.

In general, graduate students are eligible for graduation if they complete the following:

- The required number of credits as designated in their program of study and all clinical practicum requirements as designated in their program of study.
- Have a cumulative GPA of 3.0 in all required UMass Boston courses excluding electives.
- Earned a B or better in all coursework

Licensure to Practice in the Expanded Role
Graduate students who are planning to take certification exams following graduation are expected to obtain the information for certification exams on the website of the certifying body. For most students, registration for certifying exam occurs during the early part of the final semester of study.
Graduate students are responsible to obtain all transcripts from the registrar's office and any needed signatures in completing the certifying exam registration.

After obtaining a passing score on the certifying exam, the student must then apply to the Board of Registration in Nursing of the state that the nurse would like to practice in. The student should refer to the Board of Nursing in the state where they plan to work.

**Readmission policies**

In general, graduate students who withdraw from the program of study in good standing may resume their studies by completing a readmission form obtained from the Registrar's Office.

Students who have been out of the clinical setting for two consecutive semesters or more must meet with their Track Coordinator to develop an individual plan to assess their readiness for clinical. This plan will address the need for the student to demonstrate clinical competence in areas such as physical assessment, management of common health problems, and documentation. Graduate students who have been out of the program for an extended period of time may be required to retake pre-requisite or other courses to ensure current knowledge. This decision will be made by the Track Coordinator who is responsible for readmitting all students who have been out for extended periods of time (typically years).

Graduate students are referred to the Office of the Registrar website, [https://www.umb.edu/registrar/academic_policies/readmission_policy](https://www.umb.edu/registrar/academic_policies/readmission_policy) concerning all policies related to graduate student readmission.

All requests for readmission by dismissed students must be submitted to the Student Affairs Committee. The letter requesting readmission should contain new, different, and pertinent information not previously presented to the Student Affairs Committee that will assist the Committee in re-evaluating the dismissal. Students should make an appointment with the Track Coordinator to discuss the appropriateness of an appeal.

**Leave of Absence**

Each degree-seeking graduate student must maintain continuous registration each semester until the degree sought by the student has been formally awarded. If the student does not register in any semester for a course, he/she must maintain continuous registration (registering for CAS600) and by paying a program continuation fee determined by the Registrar. Payment of program fees does not extend the time limit for completion of the degree.

All Leave of Absences (LOAs) requests must be approved by the Track Coordinator in consultation with the student's advisor. Students must meet with their faculty advisor and complete the General Use Petition Form. The student and advisor must also complete a Change in Program Plan. Approval or denial of the requested LOA will be issued in writing by the Dean of Graduate Studies. An LOA approved by the Dean of Graduate Studies extends the time limit to graduate by the length of the leave and will be reflected in the student's revised program plan. During any approved LOA the **student must pay the program fee for each semester of non-continuous registration** in order to maintain matriculation status in the Graduate Program, College of Nursing and Health Sciences.
Policy Exception Requests
Forms for the various requests to programs of study are found on the Registrar’s web site.

Prior to completing a form, the student should discuss the proposed request with their faculty advisor and then formalize their request by completing the appropriate form. The request is then reviewed by the faculty advisor who makes a recommendation to approve or deny and signs the form. The faculty advisor then forwards the request to the necessary persons who then approve or deny the request.

Progressive Discipline System
Students, faculty, and staff who believe there has been a violation of the code may contact The Office of Student Affairs to discuss options available for reporting incidents. The Dean of Students Office also provides conflict resolution services that help students resolve disputes in an effective and fair manner. If a student finds him or herself in a dispute with another person, these conflict resolution services can provide the student with valuable skills to resolve current and future conflicts.

For further information on Student Conduct Process Flow please use this link.

Student Concerns and Complaints

At times students may have a complaint regarding a faculty member. Examples may be a complaint of unfairness in grading, or that a course is seriously disorganized, or that faculty absences have been excessive, or that the workload in a course is extraordinary in comparison to other courses. The student is advised to

- First discuss with the faculty member and attempt to resolve the dispute.
- If unable to resolve, then the complaint is escalated to the Track Coordinator.
- If the Track Coordinator is unable to resolve the issue, then the Department Chair is asked to mediate.
- Involvement of the Dean or Dean of Students is at the discretion of the Department Chair and is only in serious violations.
Section 3: Student Services, Advising, and Student Life

CNHS Office of Student Support, Success & Engagement (OSSSE)
The mission of the Office of Student Success, Support, and Engagement (OSSSE) is to strengthen the educational experience of UMass Boston’s diverse student population through comprehensive resources and support. Please visit the OSSSE website for further information.

Advising by CNHS Faculty
Following admission, the student is assigned an academic advisor. In coordination with the student, an individualized plan of study is developed, which is co-signed by the student and the academic advisor. Students are expected to follow this plan of study and if changes are needed, then the student must request a change of program plan and meet online with the academic advisor.

The student is responsible for registering for courses based on the program plan using Wiser. Any holds on the student Wiser account will prevent the student from registering and late registration may lead to an added fee.

Once registered for a course, information on required texts are posted at the UMass Boston Campus Store. Students may refer to their website at https://www.bkstr.com/massachusetts-bostonstore/home/en

Information on dates related to drop, add, withdrawal, UMB holidays/breaks can be found using the academic calendar.

Awards & Honors
The CNHS has a variety of awards and honors that graduate students are eligible for. Please see the CNHS website for Beacon of Achievement Awards.

CNHS Grants and Scholarships
There are a wide variety of nursing scholarships for both undergraduate and graduate nursing students. Several hospitals and hospital systems support nursing student education through a variety of scholarships such as the academically based Fuld Scholarships or the Clinical Leadership Collaborative for Diversity in Nursing which has both academic and diversity criteria. Annually CNHS distributes a significant number of need-based Disadvantaged Student Scholarships.

Students should watch their emails and the CNHS website for application information.

Student Representation
All Students at UMass Boston have access to UMBeInvolved. This is the Student Portal for all clubs and organizations that are active thought the Office of Student Activities and the student governing
bodies. Interested students are able to log in using student email credentials (not the @umb.edu part) and search for a club or for current events of interest.

The Graduate Student Assembly funds graduate professional organizations with several different types of grants to graduate students to assist their professional development and research. They have hosted a graduate research conference and plan social activities to bring graduate students from different programs together. [www.gsa.umb.edu](http://www.gsa.umb.edu)

Students are asked to participate in various roles to represent the student community. Examples would include participating in monthly faculty meetings and giving feedback on issues from the student perspective, being available to accrediting organizations during accreditation renewal and participating in student grievance hearings. If you are interested in these types of opportunities, please let your academic advisor know.
Section 4: University Resources

Financial Aid Services
The Office of Financial Aid is located on the fourth floor of the Campus Center, Room 04300. Call 617-287-6300 or visit them online at http://www.umb.edu/students/financial_aid/. It offers students information on grants, loans, and other sources of financial support.

Scholarships
Notices of scholarships available from public and private sources are posted on the College website as well as on the graduate student bulletin board on the third floor of the Science Building. Scholarships will be posted to the Blackboard Graduate Nursing Center when they are available.

Graduate Assistantships
The University offers a limited number of graduate assistantships in teaching or research to qualified students. Applicants for admission to graduate programs and currently enrolled students should consider applying. These graduate assistantships, which range from ¼ to 1.0 FTE require weekly service in the areas of teaching, research or administrative support. In return, the University pays a stipend and provides a tuition waiver and a waiver of a certain percentage of the fees. Students may obtain more information about assistantships by contacting the Track Coordinator. General information about assistantships is also available from the Office of Graduate Studies.

IT Service Desk
The IT Service Desk offer a variety of services including technical support for BlackBoard, Wiser and Email. Discounts on hardware and software is available through the IT department.

Their office is located in Healey Library, 3rd Floor or you may call them at 617.287.5220 or email at ITServiceDesk@umb.edu

Library & Computer Resources
The library supports the campus' academic pursuits, providing resources and staff to guide constituents in the complex process of discovery and effective use of informational materials.

The library also facilitates important conversations on scholarly communication, copyright, research, teaching, and learning in higher education, shaping the future of academic scholarship. See their web site for details on interlibrary loans, access to databases, e books and e resources. Go to their web site to find out how to obtain a library card.

UMBrella provides an easy-to-use, one-stop search and discovery tool for books, e-books, videos, articles, digital media, and so much more. UMBrella also helps the student manage his/her research. Students should sign in using his/her UMass Boston network ID and password to:

- Renew books and other library resources
- Add items to your virtual bookshelf
- Export citations to your assignments and research projects
- View items and resources available at UMass Boston, as well as from other institutions
Tutoring Services and Academic Support
UMass Boston offers a variety of tutoring type services to assist students.

The Center for Clinical Education and Research (CCER)
The Center for Clinical Education and Research (CCER) offers varied services to support student learning, including individual tutoring, and skills training.

Graduate Writing Center
The purpose of the Graduate Writing Center is to provide conferences to students who are willing to make a commitment to work with a professional consultant over several weeks. Students who are in the process of completing graduate or Post-Master’s coursework at UMass Boston, and who wish to develop their writing skills, graduate-level research skills, and/or understanding of the general expectations associated with graduate study, should consider signing up for conferences. Faculty may also recommend that a student work with the Writing Center to improve their writing skills. Generally, a student meets with his/her consultant for weekly one-hour appointments. These appointments may be in person for those in Massachusetts or virtually for those residing in other states. The services are free to students.

Registrar’s Office
Whether you take one course at UMass Boston or a full-time course load, the Office of the Registrar keeps track of student progress. Each semester, the Registrar records student courses, grades, and updates student transcripts.

Their office is located at Campus Center, 4th Floor, or you may call at 617.287.6200 or email registrar@umb.edu

Ross Center for Disability Services
The mission of the Ross Center is to serve as a resource for the UMass Boston campus community in order to ensure academic and housing access and inclusion for students by promoting a view of disability informed by social, cultural, and political forces. The Ross Center strives to create inclusive academic environments by advancing universal design throughout the university.

The Ross Center accomplishes this by providing academic accommodations, resources, and training in assistive technology, and information to increase the understanding of disability throughout the university community.

Any individual with a physical or mental impairment that substantially limits that individual in some major life activity and requires an accommodation must provide documentation of the disability to the Director of the Ross Center for Disability Services. The Director of Disability Services will decide whether or not accommodations are needed. Once this determination is made, the Director will then consult with the faculty member on appropriate accommodation(s). A student with a documented disability is encouraged to register with Ross Center for Disability Services (Campus Center 2nd Floor, 2100 street. Rm. 2010 [617.287.7430]).
Wiser

WISER is the student information system used by UMass Boston students, staff and faculty to manage courses, grades and student records.

An instruction video is available for how to search for and register for courses.

Go to the [wiser help page](#) for further assistance.

University Health Services

University Health Services (UHS) General Medicine provides preventive care such as immunization updates, tuberculosis screenings, women's/men's health and sports physicals, gynecological care, contraception management, sexually transmitted infection screening and treatment, urgent care for minor illness and injuries, **international travel vaccinations and services**, infection control and evaluations, and flu shots. Click [here](#) to learn more.

The UHS Counseling Center provides consultation, assessment, crisis intervention, focused therapy, education/outreach, and referral assistance for mental health symptoms and concerns. Click [here](#) to learn more.

The UHS Health Education and Wellness program provides health information and outreach campaigns and programs focused on high risk areas that impact college aged populations such as alcohol and other drugs, stress management, mental health problems including depression, stress and anxiety, mental health prevention strategies, HIV and STI prevention and tobacco cessation. UHS also offer a comprehensive selection of online resources including screening tools, resource links and more. Click [here](#) to learn more.

Medical Appointments
617-287-5660

Counseling Center Appointments
617-287-5690

Health Education & Outreach Services
617-287-5680