



**Tan Chingfen
Graduate School
of Nursing**

Tan Chingfen Graduate School of Nursing
Student Handbook | Academic Year 2025-2026



**Reviewed and approved by the Tan Chingfen Graduate School of Nursing
Faculty Assembly on August 14, 2025**

2025-2026 Student Handbook

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Academic and Institutional Resources

All university wide Academic and Institutional resources can be found in the Office of Student Life Handbook:
<https://www.umassmed.edu/gsn/students/student-handbooks/>

TAN CHINGFEN GRADUATE SCHOOL OF NURSING OVERVIEW***Foreword***

The purpose of this handbook is to provide academic and nonacademic information about study at the UMass Chan Medical School (the School) and the Tan Chingfen Graduate School of Nursing.

The contents of this handbook do not, in whole or part, constitute a contractual obligation on the part of the School, its employees or agents, nor does any part of this Handbook constitute an offer to make a contract. While every effort has been made to ensure the accuracy of the information in this Handbook, the School reserves the right to make changes at any time with respect to course offerings, promotion, graduation requirements, services provided, fees or any other subject addressed in this Handbook. The information in this Handbook is provided solely for the convenience of the reader, and the School expressly disclaims any liability which may be otherwise incurred.

The student handbook is intended to be used in conjunction with the Tan Chingfen Graduate School of Nursing catalog. This document goes into effect on August 14, 2025 and is, in its entirety, reviewed and approved by the Academic Standards Committee and the Faculty Assembly annually. The most up to date version is posted on the Tan Chingfen Graduate School of Nursing website <https://www.umassmed.edu/gsn/students/student-handbooks/>

All students are responsible for complying with the rules, regulations, policies, and procedures contained in this publication as well as those in other official School publications and announcements which may be issued or revised from time to time. *All students must sign an “Acknowledgement Form” indicating that they are aware of how to access the handbook, the purpose of the handbook, and the expectation that they will adhere to the policies, procedures and regulations noted in the handbook.*

Our Commitment to Non-discrimination and Affirmative Action

We are making diversity, equity, inclusion and belonging essential components of the mission of the School to advance the health and wellness of our diverse communities throughout Massachusetts and across the world by leading and innovating in education, research, health care delivery and public service.

An important part of preparing tomorrow’s physicians, nurses and scientists to provide care, cure diseases and, indeed, change the world is to help them learn and grow as active members of a multicultural society. We do this in part by strengthening the cultural competence and empathy of our faculty, staff, students and caregivers; by committing to an inclusive and welcoming campus where all may thrive; and by fostering an environment

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where everything we do is strengthened by the richness of understanding that comes from a truly diverse and inclusive environment.

Message From the Dean

Welcome to the UMass Chan Medical School Tan Chingfen Graduate School of Nursing (the School). The faculty and I are pleased to share with you the 2025–2026 edition of the GSN Student Handbook. This handbook is designed to be a valuable resource as you progress through your graduate studies, offering guidance on academic review and advancement policies, student rights and responsibilities, institutional resources, and governance. These elements are integral to your experience as a graduate nursing student within our vibrant academic health sciences campus.

Your journey in graduate education requires you to be an active participant in shaping your learning and professional growth. This Handbook provides not only essential policies and resources but also practical information that will support your success. You will also find the mission, vision, philosophy, core values, and program goals that reflect the foundation of who we are and what we value as a school of nursing. Our dedicated faculty—practicing across diverse healthcare settings—ensure that your education is deeply connected to the realities of the profession.

As one of the few nursing schools in New England within an academic health center, and the only nursing school in Massachusetts that is part of a medical school, the School offers unique interprofessional opportunities. By sharing location and services with the T.H. Chan School of Medicine and the Morningside Graduate School of Biomedical Sciences, our students benefit from rich collaborations and exceptional resources that strengthen both academic and professional development.

I encourage you to review this Handbook carefully and discuss any questions with your faculty advisor. As faculty and staff, we are committed to supporting your progression, answering your questions, and celebrating your achievements along the way. You are now part of a proud tradition of nursing education, service, research, and leadership. We look forward to working with you as you grow into the next generation of advanced practice nurses, scientists, educators, and nursing leaders.

Warm regards,



Joan M. Vitello-Cicciu, Ph.D, RN, NEA-BC, FAHA, FAAN
Donna M. & Robert J. Manning Chair in Nursing
Dean and Professor, Tan Chingfen Graduate School of Nursing

Vision, Mission, Philosophy, Core Values & Goals

Please access the Tan Chingfen Graduate School of Nursing Mission and Vision at <https://www.umassmed.edu/gsn/about/mission/> and the Tan Chingfen Office of Student Affairs & Admissions Mission at <https://www.umassmed.edu/gsn/students/student-affairs-mission/>

Philosophy of Nursing

Nursing is a science grounded in shared values and ethical principles encompassing healing and the art of caring. Professional nursing is the use of core and generalist knowledge and competencies across the health/illness continuum in the care and actualization of individuals, families, and communities of diverse ethnic, religious and socioeconomic backgrounds in a variety of settings. Nursing recognizes that the concept of the health/illness continuum has evolved to appreciate that health is dynamic, encompassing the biophysical, psychosocial, behavioral and spiritual aspects of the human experience, and that the health of individuals, families and communities is inseparable from the social, economic, political and physical environment in which people grow and develop. Graduate education prepares advanced practice nurses, educators and scientists to provide and manage care, collaborate with colleagues in other professions, contribute to the growth of the discipline through leadership, scholarly inquiry, teaching and lifelong learning, and serve society by shaping the complex environment in which care is provided.

Philosophy of Nursing Education

The Tan Chingfen Graduate School of Nursing shares the values of the professional schools of the University of Massachusetts Chan Medical School campus and of the American Association of the Colleges of Nursing, of which it is a member. The Tan Chingfen Graduate School of Nursing endorses the Social Policy Statement, Code of Ethics and the Scope and Standards of Advanced Practice Nursing of the American Nurses Association.

Graduate nursing education builds on the liberal arts and sciences and major concentrations of undergraduate education. The Tan Chingfen Graduate School of Nursing supports graduate students as they prepare for and transition into roles as advanced practice nurses, leaders, and scientists by providing them with programs of study that are organized for adult learners, and that meet national and state standards. The foundation for the core and specialized knowledge and competencies incorporated into the Tan Chingfen Graduate School of Nursing programs of study are *The Essentials of Baccalaureate Education for Professional Nursing Practice*, *The Essentials of Master's Education in Nursing*, *The Essentials of Doctoral Education for Advanced Nursing Practice* and *The Research-Focused Doctoral Program in Nursing: Pathways to Excellence*, all from the American Association of the Colleges of Nursing; the standards of the National Organization of Nurse Practitioner Faculties; national certification; and the requirements of the Massachusetts Board of Registration in Nursing.

Students are expected to actively engage with nursing faculty to shape the learning environment of the Tan Chingfen Graduate School of Nursing. Our aim is to provide high quality affordable education of advanced practice nurses, leaders and scientists in an environment that fosters personal and professional development within the nursing community.

Tan Chingfen Graduate School of Nursing has a strategic advance to formulate the following strategic plan:

The five priorities identified were:

- I. To transform graduate nursing education.
- II. To advance and influence nursing knowledge development through scholarship and innovation: research, education, practice/service/community.
- III. To develop sustainable academic partnerships with service and community members that will drive nursing scholarships and improve patient outcomes.
- IV. To promote a culture of human dignity that reflects equality, equity, inclusivity, and diversity.
- V. To enhance operational excellence and financial stewardship of all Tan Chingfen Graduate School of Nursing programs.

New Student Orientation & Matriculation Process Overview

Students are admitted through the Tan Chingfen Graduate School of Nursing's Office of Student Affairs & Admissions and registered for courses by the Registrar's Office. Students are issued Network and UMass Chan email accounts. Matriculation is conducted beginning in the month of June for the incoming students who are required to complete assigned Matriculation tasks in PeopleSoft by given deadlines. Health clearance by Student Health Services is a requirement for enrollment. UMass Chan photo ID and Library barcodes are issued. Students are enrolled in all first-year courses by the Office of Student Affairs & Admissions in July. Orientation occurs in August, and attendance is required. For the official policy, see Matriculation Policy.

Student Parking:

Please see the website for student parking process: <https://www.umassmed.edu/parking/employees/parking-rules/>

Students are required to pay for parking each year. All UMass Chan students will be granted free onsite parking access only after 5 p.m. weekdays, all school holidays, and Saturday & Sundays. Students will receive a "STUDENT" parking permit to be placed in the rearview mirror of their car.

Identification of Students

Please see the website for more information: <https://www.umassmed.edu/parking/employees/parking-rules/> Identification tags are issued to all students at the time of matriculation during their first year and should be worn at all times while on-campus. Students may be asked to present their Identification Card for identification by UMass Chan Police, library personnel, cafeteria personnel, etc. Lost cards may be replaced by contacting the Parking Services Office. Cards must be returned when the student leaves school. Cards temporarily assigned at rotation sites must be returned once the student is no longer participating in rotation at that site.

ACADEMIC PROGRAMS

Pre-licensure – Graduate Entry Pathway (GEP)

Director: Akwasi Duah PhD, RN

Location: Tan Chingfen Graduate School of Nursing, Room S1-853

Telephone: (508) 856-5801**E-mail:**

The Graduate Entry Pathway (GEP) program is designed as an alternate pathway into advanced nursing practice for applicants who have the minimum of a bachelor's degree in a field other than nursing and seek a graduate degree in nursing as a professional registered nurse (RN), nurse practitioner or nurse researcher. The GEP program responds to the growing need for well-educated professional nurses and faculty. This is a full-time program that prepares professional nurses for initial licensure by examination in Massachusetts as a registered nurse and generalist, entry-level RN. The GEP program establishes the foundation for safe and competent professional practice as an RN with required practice hours.

Requirements for GEP Certificate of Completion

As per state law CMR 244-6.03, a Certificate of Completion can be granted to students who have met the academic and clinical qualifications to sit for NCLEX-RN as part of their graduate program of study.

- Successful completion of the pre-licensure courses
- Enrollment in required 600 or 700 level courses

ATI NCLEX Predictor Test

GEP students will take the Assessment Technologies Institute (ATI) RN Comprehensive Predictor exam at the end of the summer semester. The expected benchmark is a 'predictor score' (certainty of passing the NCLEX exam) of 95%. Students are strongly encouraged to prepare for the exam with the use of texts, online testing tools, and other sources.

Students who do not achieve the benchmark will develop a remediation plan with their advisor or a designated member of the faculty and complete it prior to taking the NCLEX exam.

Master of Science, Nursing and Interprofessional Leadership (MS-IPL)**Director:** Mary Antonelli, PhD, RN, MPH**Location:** Tan Chingfen Graduate School of Nursing, Room S1-853**Telephone:** 508) 856-5801**Email:**

The mission of the Masters of Science: Nursing & Interprofessional Leadership (MS-IPL) is to prepare practicing nurses to lead within the complex healthcare environment in the promotion of health and the transformation of the healthcare experience through collaborative partnerships with diverse stakeholders across academic, practice, and social entities.

The program provides the nurse a theoretical and conceptual foundation of leadership to navigate the complexities of the healthcare system within interprofessional clinical and non-clinical environments.

The program emphasizes interdisciplinary understanding, knowledge, and practice through relationship building with stakeholders in creating a shared vision of health within communities, health care institutions and societal systems. Learners will develop leadership skills to address inequities in an integrated and cohesive approach to optimize health and well-being for patients, families and populations. The program is designed for the practicing RN who holds a minimum of a BS in nursing.

Learner Outcomes

Graduates are prepared to assume diverse positions within the healthcare system. At the completion of this program, the graduate will be able to:

- 1) Lead and participate in interprofessional collaborative teams
- 2) Critically appraise, synthesize, and use the best evidence to address populations' health concerns
- 3) Seek innovative quality and safety solutions through the application of system principles in project development, strategic planning, and ethical decision-making
- 4) Build partnerships across diverse stakeholders using effective and culturally sensitive communication strategies.
- 5) Apply best practices for cost-effective health care management and strategic policy planning to collaborative decision-making.
- 6) Engage in political and healthcare advocacy to mitigate disparities and inequities
- 7) Leverage technologies to improve health outcomes and optimize the health experience.

Director: Mechelle Plasse, PhD, APRN-BC
Location: Tan Chingfen Graduate School of Nursing, Room S1-853
Telephone: (508) 856-5801
E-mail:

The Post Graduate Certificate Programs for Adult-Gerontology Primary Care, Adult-Gerontology Acute Care, or Psychiatric Mental Health Nurse Practitioners prepare practicing NPs for eligibility to sit for program specific board certification.

Requirements for graduation

- Successful completion of all required coursework.
- Successful completion of required clinical hours.
- Demonstration of the ability to perform the skills in the Tan Chingfen Graduate School of Nursing Technical Standards with or without reasonable accommodations consistent with the Americans with Disabilities Act.
- Completion of Certification for Graduation and any additional administrative requirements such as payment of all fines including library and parking, returning all books, payment of any outstanding bills, course evaluations, etc.
- Completion of all certificate requirements within the statute of limitations for the respective program. ⁽⁰⁸⁾

Certification

It is expected that graduates of the nurse practitioner tracks will seek national certification. The table below reflects the eligible exams by NP track. – Students may be eligible to sit for the Certified Nurse Educator Exam (CNE) <http://www.nln.org/Certification-for-Nurse-Educators/cne/eligibility>

Certifying entity	Adult-Gerontology Acute Care NP	Adult-Gerontology Primary Care NP	Family NP	Psychiatric Mental Health NP
American Nurses Credentialing Center ANCC	X	X	X	X
American Academy of Nurse Practitioners AANP		X	X	X
American Association of Critical-Care Nurses AACN	X			

Doctor Of Nursing Practice (DNP)

DNP Program Director: Shari Harding, DNP, PMHNP-BC, CPRP shari.harding@umassmed.edu**Nurse Practitioner Tracks & Mental Health Programs:** Mechelle Plasse PhD, RN, PMHNP-BC**E-mail:** Mechelle.Plasse@umassmed.edu

The DNP program is designed to prepare graduates in advanced nursing practice for careers in clinical practice with diverse populations, organizational and systems leadership in health care systems, and clinical nursing education in professional nursing programs. The core and track course work meet the standards and guidelines established by the American Association of Colleges of Nursing (AACN), *The Essentials of Doctoral Education for Advanced Nursing Practice*, and the *NONPF Core and Population Focused Competencies*. There is a strong focus on interprofessional /interdisciplinary partnerships with the School of Medicine, School of Biomedical Sciences, Commonwealth Medicine, UMass Memorial Health Care and the greater Central Massachusetts community.

Program Outcomes: The DNP program produces expert advanced practice nursing leaders to improve and transform healthcare through systems leadership, research translation, and advanced clinical knowledge. Graduates will be able to:

Synthesizes knowledge from arts, humanities, and sciences to inform and guide advanced nursing practice through clinical judgment and innovation.

2. Demonstrates individualized patient-centered care within the advanced level population-focus role that incorporates evidence-based practice, holistic, compassionate care, and developmentally appropriate across diverse populations.
3. Designs a collaborative approach for health promotion strategies through disease management at an advanced level to influence health policy, social determinants of health, and health disparities for specific populations along the healthcare continuum.
4. Translates and implements evidence-based practices ensuring ethical conduct of scholarly inquiry to improve health outcomes and health care systems
5. Engages in improvement science within organizational systems at an advanced level within the scope of practice for quality improvement, patient safety, health policy, and a work environment to optimally promote best practice for specific populations.
6. Leads interprofessional teams through effective collaboration and demonstration of core professional values and ethics at the systems level with care team members, patients, families, communities, and all relevant stakeholders to improve the healthcare experience and processes and outcomes of care for specific populations and spheres of care.
7. Applies interventions to optimize outcomes for specific populations across the continuum of care using systems improvement and health care innovations to create outcomes that are fiscally sound, equitable, and respectful of diversity.

8. Leverages health informatics and technologies to enhance healthcare delivery, improve patient outcomes, and contribute to the advancement of nursing practice.
9. Exemplifies advanced levels of professionalism, leadership, and ethical conduct, fostering a commitment to excellence, integrity, and social responsibility in nursing practice.
10. Creates evidence-based systems incorporating self-reflection to promote leadership development, peer mentorship, personal wellness, resilience, and lifelong learning.

DNP Scholarly Project

DNP students are required to lead and complete a scholarly project that translates evidence into clinical practice. The scholarly project is supported by several courses for the development, proposal, implementation, and evaluation of the project. The student conducts the scholarly project under the mentorship of a faculty advisor. Each student is required to make a formal presentation of their project proposal and final project.

DNP Leadership Practicum for Post-Master's DNP Program

The focus of the DNP practicum is on the continued development and refinement of leadership skills through a mentored experience. Each student works with practicum faculty to select a practicum site and mentor. Mentors are individuals in a health care related agency, facility, or institution who are in a position of influence and who make decisions which impact patient care and/or the health care delivery system.

Professional DNP Portfolio

The focus of the professional DNP portfolio is to demonstrate the attainment of the DNP Essentials established by the American Association of Colleges of Nursing and/or the competencies established by the National Organization of Nurse Practitioner Faculties (NONPF) through formative and summative documentation. In addition, each Nurse Practitioner student must successfully demonstrate achievement of the NONPF competencies prior to completing the DNP program.

Doctor of Philosophy in Nursing (PhD)**PhD in Nursing Program****Director:** Nancy Morris, PhD, RN, ANP-BC**Location:** Tan Chingfen Graduate School of Nursing, Room S1-853**Telephone:** (508) 856-3661**Email:** Nancy.morris@umassmed.edu

The focus of the UMass Chan Tan Chingfen Graduate School of Nursing PhD program is on the development and transformation of scholars who will lead the discipline of nursing. We recognize that students come to us with their own experiences, questions, knowledge, and skills. Our goal is to help students to expand their horizons through seeking new phenomena, raising further questions for scientific inquiry, applying qualitative and quantitative research methods and fulfilling their professional responsibility to nursing and society. Our program is influenced by the cognitive philosophy of [Bernard Lonergan, a Canadian philosopher](#). We focus on the scholar as a human person with her/his own emerging questions who undertakes doctoral inquiry to answer those questions. We engage the emerging scholar in a transformative process of wonder and discovery, self-reflection, critical thinking and genuine dialogue with other students and faculty. We emphasize the need for scholarship that addresses the broader conditions that influence human health. Graduates will be attentive, intelligent, reasonable, and responsible when developing knowledge and making ethical decisions. We envision that our graduates will make scholarly contributions to the cumulative progression of scientific knowledge through their ongoing research.

Core Values

Our scholarly endeavors and relations with others are built upon the values of the University of Massachusetts Chan Medical School and the Tan Chingfen Graduate School of Nursing. The Nursing PhD Program highly values and places additional emphasis upon:

- Scientific integrity
- Transparency
- Generosity
- Cultural humility
- Self-reflective inquiry
- Commitment to working toward the human good in society

Program Outcomes

The Nursing PhD Program prepares students with the ability to conduct research within a multidisciplinary milieu. At the completion of the PhD program, graduates will be able to:

1. Apply philosophical and theoretical principles to scholarly inquiry
2. Critique and synthesize knowledge to advance nursing science and human health
3. Design, conduct and disseminate independent and collaborative research
4. Demonstrate the core program values in all scholarly endeavors
5. Assume leadership roles in research, education, policy, administration and/or professional practice.

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The core and related course work meet the standards established by the American Association of Colleges of Nursing (AACN) outlined in the *Research-Focused Doctoral Programs in Nursing: Pathways to Excellence* (2022). Graduates will be novice researchers with a strong foundation in nursing inquiry prepared to assume investigator, academic, and leadership roles. They will also contribute to the ongoing development of nursing science, the preparation of future nurses, the improvement of human health, and the continual evolution of professional nursing practice.

Grantsmanship, Socialization and Support

Throughout the program students are given the opportunity to integrate with a community of scholars and are expected to participate in scheduled doctoral forums, dissertation seminars, UMass 5-campus PhD Forums, research conferences, and to engage with students and scholars throughout the UMass Chan Medical School campus and research community. The UMass Center for Clinical and Translational Science (<https://www.umassmed.edu/CCTS/about>) has many services and additional opportunities to facilitate scholarly efforts. Students are encouraged to explore dissertation funding opportunities, including applying for a National Research Service Award (NRSA). NRSA applicants must be committed to working full-time on dissertation and scholarly activities and should consult their faculty research advisor early in the process. All grant applications prepared, while a student at the Tan Chingfen Graduate School of Nursing, must be reviewed and approved faculty academic or research advisor. Students applying for funding are encouraged to have grant applications reviewed at a faculty “mock” review session.

Course Progression

Students are required to take a minimum of two doctoral courses per semester during their first two years of study.

Comprehensive Exam

All students must take and pass the comprehensive examination within 18 months of completing required coursework and prior to the dissertation proposal. Comprehensive examinations are offered two times a year in January and September.

Please note: The Tan Chingfen Graduate School of Nursing does not sanction the use of the designation PhD(c).

Dissertation

Dissertation Advisement Credit Guideline

All students admitted prior to 2022 are required to complete 15 or 18 dissertation advisement credits depending on the year they began their program of study. These credits are awarded for independent work aimed at completing the student’s dissertation research. The student and faculty research advisor will negotiate, on an individual basis, the requirements per semester (including summer semester) for dissertation credit completion. If not met, the student will receive an “Incomplete” until satisfactory progress has been made. A continuation fee per semester (including summer session) will be charged for students who have not completed their dissertation requirements after completing the required dissertation credits.

All students admitted in 2022 or thereafter are required to complete 6 dissertation advisement credits. These credits are awarded for independent work aimed at completing the student’s dissertation research. A

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continuation fee per semester (including summer session) will be charged for students who have not completed their dissertation requirements after completing the 6 dissertation credits.

Candidates for the degree of Doctor of Philosophy (PhD) must complete an acceptable oral defense of their dissertation as well as an acceptable written dissertation. The dissertation qualifies for acceptance when it:

- Demonstrates the candidate's intellectual competence,
- Makes an original and valid contribution to nursing science,
- Represents an individual achievement, and
- It is the product of independent research.

The dissertation research is conducted under the supervision of a dissertation committee. Two committee members must be UMass Chan Medical School faculty members who have a graduate faculty appointment in the Tan Chingfen Graduate School of Nursing and dissertation advising privileges. The third committee member can be a doctorally-prepared external expert in either the area of the dissertation content or methods. The external members must be pre-approved by the Director of the PhD in Nursing Program; they need to submit a copy of their CV for review.

In consultation with their academic advisor, the student identifies a minimum of three potential faculty members to serve on the dissertation committee. Dissertation committee members typically are selected because of their specific expertise. One might contribute knowledge of the research topic area, another knowledge related to the method, and a third might have expertise with the research population. The proposed dissertation committee members are presented to the Dean of the Tan Chingfen Graduate School of Nursing who in consultation with the PhD Program Director appoints the dissertation committee. The Dean and the PhD Program Director are responsible for signing off on the Dissertation Committee Form prior to the development of the dissertation proposal. All members of the dissertation committee must approve and sign the Dissertation Proposal Form which is then forwarded to the PhD Director and the Dean for their signature.

After approval of the dissertation proposal, students obtain IRB approval of their research and work to complete the dissertation research and defend their work. The final oral examination (defense of dissertation) must be scheduled in advance and publicly announced at least two weeks (14 days) prior to the actual defense. Members of a student's dissertation committee must be present in person or via teleconference for the oral defense. Attendance at the final oral examination is open to all members of the UMass Chan Medical School community. However, only three members of the dissertation committee may cast a vote. A unanimous vote is required for the student to pass the final oral examination.

All members of the Dissertation Committee and the Dean and the PhD Program Director are responsible for signing the Dissertation Completion Form. The original forms will be sent to the Registrar's Office by Tan Chingfen Graduate School of Nursing Student Affairs after the student graduates from the program.

Students are required to submit an electronic version of the dissertation to UMass Chan eScholarship within 6 weeks of their oral defense. The final version must be reviewed and approved by the Chair of the Dissertation Committee before submission. Materials returned after the deadline or not in accordance with technical requirements will be processed for the next degree-granting period.

Requirements for Graduation in the PhD Program

- Successful completion of all required coursework.
- Successful completion of Comprehensive Examination.
- Successful oral and written defense of Dissertation Proposal leading to doctoral candidacy.
- Successful oral and written defense of completed Dissertation. Students must successfully defend their dissertation 1 week prior to the graduation date.
- Completion of Certification for Graduation is and any additional administrative requirements such as payment of all fines including library and parking, returning all books, payment of any outstanding bills, etc.
- Completion of all degree requirements within the statute of limitations.

Technical Standards

Approved May 10, 2018

For Admission, Continuation and Graduation - Introduction:

The Tan Chingfen Graduate School of Nursing selects applicants who are deemed best qualified to complete the curriculum and are considered most likely to be successful. Applicants are selected for admission based not only on their scholastic achievement and abilities, but also on their intellectual, physical, and emotional capacities to meet the standards of the curriculum and to have a successful career. This requires the development of broad knowledge, skills, behaviors, ongoing self-directed learning and reflection, and delivery of safe, competent care.

The Tan Chingfen Graduate School of Nursing will consider for admission any applicant who meets its academic criteria and can meet the Tan Chingfen Graduate School of Nursing Technical Standards, and if necessary, with a reasonable accommodation consistent with the *Americans with Disabilities Act (ADA)*. The Technical Standards are listed and described below. Applicants who have questions about whether they can meet the Technical Standards are advised to review these standards with their healthcare provider(s) prior to application to the Tan Chingfen Graduate School of Nursing. The Tan Chingfen Graduate School of Nursing does **not** permit the use of a “human intermediary” to meet these Technical Standards, because in this circumstance, a student’s judgment is guided by another person’s powers of observation and interpretation. Please note that emotional support/comfort animals do not qualify as service animals under the ADA and are **not** permitted in the clinical setting.

The following technical standards specify attributes necessary for completing our programs, enabling each graduate to subsequently enter clinical practice, research or leadership positions. These standards describe the essential functions students must meet to fulfill the requirements of our programs, and thus, are pre-requisites for entrance, continuation, advancement, retention, and graduation from the Tan Chingfen Graduate School of Nursing. Deficiencies in meeting these technical standards may jeopardize the student’s academic standing and/or compromise the provision of high-quality patient care and may be grounds for dismissal from the school.

Certain chronic or recurrent illnesses may impact safe patient care in clinical nursing practice. Any student who is or becomes a carrier of blood borne pathogens [including but not limited to Hepatitis B virus, Hepatitis C virus, and Human Immunodeficiency virus (HIV)] must read the addendum and acknowledge the policy statement on blood-borne pathogens appended to this document. Other conditions that may lead to a high likelihood of debilitating conditions or illnesses should also be carefully considered before committing to a clinical career.

Overview of Technical Standards

A student must possess aptitude, abilities, and skills in five areas:

- I. Observation
- II. Communication
- III. Sensory and Motor Coordination
- IV. Intellectual-Conceptual, Integrative and Quantitative Abilities
- V. Professionalism: Behavioral and Social Attributes

I. Observation

Students must be able to make accurate observations in both academic and/or clinical arenas. Such observations may include, but are not limited to:

Demonstrations in the classroom or online including slides, films, and videos; discernment of signs of illness, discomfort and emotional state through direct observations of patients/research participants; measurements associated with competent use of bedside diagnostic equipment, such as, but not limited to, the sphygmomanometer, stethoscope, ophthalmoscope and otoscope, and diagnostic tests.

II. Communications

Students must be able to relate effectively and sensitively with patients, family members and research participants of all genders, ages, races, lifestyles, sexual orientations, political, cultural and religious backgrounds. Students must be able to convey a sense of compassion, empathy, and respect. Students must be able to communicate effectively in a respectful manner with peers, administrative staff, faculty, supervisors, and other members of the health care and research team. Skills include:

- reading, writing and communicating effectively and efficiently in oral and written English;
- verbal and non-verbal communication; preparation of oral and written presentations about patients' problems and health conditions;
- oral and written dissemination of scholarly work to lay and professional audiences;
- communication of complex findings, interpretations and recommendations to patients, family members and other members of the health care team;
- recognition of emotional states;
- recognition of patient, family and research subjects lack of comprehension;
- interaction with patients and family members through translators when appropriate;
- reading and recording observations, assessments and plans legibly in electronic and paper patient records and in other communications with colleagues;
- maintenance of computer and technology skills to access patient records, course materials and scholarly resources and to record health and/or research information while maintaining appropriate confidentiality;
- accurate and timely response to written and electronic communication from other members of the health care team, faculty, administrators, mentors, course directors, directors, or educational leaders.

III. Sensory & Motor Coordination

As relevant to their educational program, students must have the gross and fine motor skills required to competently perform and accurately interpret information from the physical examination on any patient of all genders, utilizing inspection, palpation, auscultation, percussion, smelling, and other diagnostic maneuvers. This includes:

- The ability to accurately observe and to process visual, auditory, exteroceptive (smell, touch, pain and temperature) and proprioceptive (position, pressure, movement, stereognosis, and vibratory) phenomena;
- The ability to handle medical instruments and equipment with precision;
- Under supervision, the ability to respond promptly to medical emergencies and function appropriately as a member the healthcare team;

- The physical stamina to provide safe patient care within the setting of a 24/7 healthcare operation.

IV. Intellectual-Conceptual, Integrative & Quantitative Abilities

These abilities include measurement, calculation, reasoning, analysis, judgment, synthesis, and evaluation. The graduate nursing student must possess these intellectual abilities in order to be skilled in clinical reasoning and scholarly inquiry, including critical thinking and problem solving.

All learners are expected to:

- Comprehend three dimensional and spatial relationships of structures; deal simultaneously with several problems and/or tasks and properly triage the work at hand;
- identify and communicate the limits of their knowledge to others when appropriate; assimilate new information from peers, teachers, and the literature in scholarly work and/or scholarly inquiry;
- possess good judgment and effective teamwork in scholarship;
- independently prepare and interpret graphical representations of quantitative data; read, interpret and synthesize the literature, including statistical analyses, and demonstrate command of essential concepts through a dissertation and/or other scholarship;
- possess writing skills for graduate level class assignments and future dissemination of scholarly work through publication to professional and lay audiences;
- Possess judgement and time management skills to plan and execute their program of study so that they complete the requirements for graduation in the specified amount of time.

Clinical learners are also expected to:

- Process important findings from history, physical examination and laboratory data;
- assimilate new information from peers, teachers, and the literature in formulating diagnoses and plans;
- Under supervision, integrate information and develop a cost-effective diagnostic and management plan; possess good judgment and effective teamwork in patient care.

V. Professionalism: Behavioral and Social Attributes

- Students must always conduct themselves with the highest standards of professionalism as expected by patients, peers, faculty, and those in healthcare professions.
- Students must act with integrity and honesty in all interactions, in the classroom, clinical, and research settings.
- They must possess the intellectual, ethical, physical, and emotional capabilities required to undertake the full curriculum and to achieve the competencies required by the faculty.
- In addition, the student must consistently demonstrate the capacity for accountability and responsibility expected of a nurse, nurse practitioner, researcher, and/or nurse leader.

Consistent with the qualities of professionalism expected, students who matriculate in the Tan Chingfen Graduate School of Nursing must:

- Demonstrate excellent interpersonal skills; exercise sound judgement;
- Be consistently punctual for all required activities; demonstrate respect for individuals and form effective relationships with individuals of all ages, gender, heritage, sexual orientation, cultural and religious backgrounds;
- Demonstrate cultural sensitivity; possess emotional stability in stressful situations;

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- Respond to emails, phone calls, pages etc. in a timely and professional manner; maintain the highest professional standards on social media;
- Assure the confidentiality of patient information;
- Abide by all rules, regulations and policies of the school and clinical training sites, student handbook and honor code; accept constructive feedback from others and take responsibility for actions and make appropriate, positive changes;
- Engage in respectful, timely and effective communication;
- Work effectively, respectfully and professionally as part of educational and healthcare teams, and with peers, supervisors and faculty;
- Demonstrate empathy and concern for others; show compassion for individuals while maintaining appropriate boundaries for professional relationships.

Students must function effectively under stress and possess adequate endurance to successfully meet their academic and clinical responsibilities. Students must be able to successfully adapt to changing environments and situations demonstrating necessary flexibility. They must learn to function in health care, academic and/or research environments in the face of uncertainties.

Maintaining the standards of professionalism is an essential component of patient care and the practice of nursing. Student violations of the standards of professionalism may lead to dismissal from the Tan Chingfen Graduate School of Nursing.

PROFESSIONALISM

Policy For Professional Behavior

The faculty and student body of the UMass Chan Medical School, Tan Chingfen Graduate School of Nursing regard the following as guidelines for professional conduct. All members of the UMass Chan Medical School Tan Chingfen Graduate School of Nursing community are to act professionally in the school, hospital, clinics and in the community with or in front of patients, families, members of the health care team and others in the professional environment including members of the faculty and administration, other students, standardized patients and staff.

All allegations of misconduct, whether made by students, faculty or administrative personnel, are to be directed to the Associate Dean for Academic Affairs or their designee. All information concerning allegations of misconduct is privileged and confidential and will not be discussed outside of the appropriate process.

Overview

Students in the Tan Chingfen Graduate School of Nursing shall conduct themselves in a manner consistent with the values of the professional schools of the UMass Chan Medical School campus and of the American Association of the Colleges of Nursing, of which the Tan Chingfen Graduate School of Nursing is a member. The Social Policy Statement, Code of Ethics and the Scope and Standards of Nursing and of Advanced Practice Nursing of the American Nurses Association (ANA), the Good Moral Character Clause of the Massachusetts Board of Registration in Nursing (MA BORN), and the Scope of Practice for Academic Nurse Educators from the National League for Nursing (NLN) shall also serve as standards for professional conduct for students.

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Empathy, integrity, honesty, concern for others, good interpersonal skills, interest and motivation are all personal qualities that are required.

Students must possess the emotional health required for full use of their intellectual abilities, the exercise of good judgment, the prompt completion of responsibilities and the development of mature, sensitive and effective relationships with patients and colleagues. At times, this requires the ability to be aware of and appropriately react to one's own immediate emotional responses. For example, students must maintain a professional demeanor and be organized while confronting stressful work situations such as long hours, dissatisfied patients and tired colleagues.

Students must be able to develop professional relationships with patients and colleagues, providing comfort and reassurance when appropriate while protecting patient confidentiality. Students must possess adequate endurance to tolerate physically taxing workloads and to function effectively under stress. All students are required, at times, to work for extended periods. Students must be able to adapt to changing environments, to display flexibility and to learn to function in the face of uncertainties.

Students shall take responsibility for their nursing practice and their academic progress, including being prepared for clinical and classroom activities, completing requirements in a timely fashion, recognizing their own limits, seeking assistance as appropriate and accepting responsibility for their errors. They shall accept appropriate suggestions and feedback from faculty and preceptors, and, if appropriate, modify their behavior. In addition, all students must be effective in both formal and informal work groups that design, implement and monitor systems to achieve stated goals. This requires the ability to interpret and interact in group processes; to access and interpret data from management information systems; and to analyze and interpret legislative and regulatory initiatives.

Students shall not compromise patient care or safety for any reason, including but not limited to physical or psychological illness or disability in the student. Deficiencies in knowledge base, judgment, integrity, character or professional attitude or demeanor that may jeopardize patient care may be grounds for failure and possible dismissal. Students who compromise patient care or safety will be asked to leave the clinical setting.

Students who themselves are at greater risk for illness or injury because of being in a clinical setting, including but not limited to students with immune disorders, or who may pose a risk to others due to a blood-borne pathogen disease, must abide by the Policy on Students Infected with a Blood-Borne Disease. Specific behaviors considered unacceptable include, but are not limited to:

Cheating

- Copying from another, submitting others work as your own, “recycling” papers or assignments completed by others as your own or obtaining answers to assignments prior to their administration.
- Submitting work that has not been independently created.

Fabrication

- Falsification of any citation or information including resubmission of previously completed works that are not one's own.

*2025-2026 Student Handbook***Facilitating dishonesty**

- Knowingly helping another to commit dishonesty includes allowing another to copy your work in assignments or examinations.

Plagiarism

- Representing another's work as your own.
- Failing to identify works or partial works with appropriate citations from printed or electronic sources.
- Incorporating another person's work into assignments as your own.

Student Expectations**Displaying Honesty and Integrity**

- Consistently displays ethical behaviors, which are behaviors that conform to the Tan Chingfen Graduate School of Nursing's accepted standards of conduct.

Maintaining a Professional Demeanor

- Treats peers, faculty, staff and patients with respect in:
 - Individual settings – not arrogant or insolent.
 - Lectures and conference settings – turning cell phone/pager to vibrate, refrain from disturbing others via text messaging, talking or activities not related to class, including, but not limited to non-class related in class web browsing.
- Maintains professional demeanor even when stressed:
 - Not verbally hostile, abusive, dismissive or inappropriately angry with peers, faculty, staff or patients.
 - Never physically aggressive when angry
- Conforms to policies governing behavior:
 - Confidentiality, sexual harassment, consensual amorous relationships, use of alcohol and other existing policy of the Tan Chingfen Graduate School of Nursing or clinical systems.
 - Follows generally accepted professional norms for appearance, dress and professional behavior.

Showing Respect for Patient's Dignity and Rights

- Makes appropriate attempts to establish rapport with patients and families showing sensitivity to their feelings, needs, wishes and diversity.
 - Shows respect for patient autonomy and demonstrates appropriate empathy.
 - Maintains confidentiality of patient information.

Accurate Self-Reflection

- Correctly recognizes own limits in abilities or knowledge
- Seeks help from peers, faculty or tutoring services.

Responding to Supervision

- Accepts responsibility for own errors.
- Incorporates feedback in a non-resistant and non-defensive manner.

Demonstrating Dependability and Appropriate Initiative

- Completes task in a timely fashion without needing reminders
- Papers and assignments are submitted on or before due date and time
- Assist and facilitate learning processes among peers by being on time to class and participating in discussions.
- Attends class, Tan Chingfen Graduate School of Nursing required activities, and other professional responsibilities
- Responds to e-mails and requests for information from faculty or staff in a timely manner.

(Adapted with permission from a UMass Chan policy approved by the UMass Chan Medical School Education Policy Committee on 11/2001).

Honor Code

Nursing is a profession that requires high standards of ethical conduct and honesty. It is expected that each student will respect the academic environment of the UMass Chan Medical School, Tan Chingfen Graduate School of Nursing and make a personal commitment to abide by an honor code exemplifying a standard of behavior that will form a firm basis for future professional conduct. This implies avoidance of any form of dishonesty or misrepresentation as well as the demonstration of respect for the rights and well-being of others including students, faculty, staff, patients and members of the community. It also implies a responsibility to take positive action to ensure that the failure of others to comply with these standards is not permitted.

Any breach of behaviors shall be evaluated by the Honor Code Committee using the following process:

Honor Code Committee

The Honor Code Committee is an ad hoc committee established by the Dean of the Tan Chingfen Graduate School of Nursing. The membership of the committee will consist of the Chair of Academic Standards committee who will chair the committee as appropriate. The Dean will also appoint three additional faculty members and one student.

Procedure for resolving a claim of misconduct and the institution of the Committee

- a. Members of the Tan Chingfen Graduate School of Nursing community are encouraged to resolve claims of violation of the Honor Code at the lowest possible level and as soon as possible following the alleged violation. Therefore, anyone who suspects that a student has violated the Code, e.g., a faculty member, fellow student, preceptor, dissertation committee member or staff member, should first address the concern with the student, allowing the student's understanding of events to be heard. Students may also initially bring their concerns to the faculty member in whose course the violation is alleged to have taken place.
- b. If following a discussion with the student suspected of violating the Code, a claim is filed. The person filing the claim will first notify the faculty member in whose course the violation is alleged to have taken place, if this has not already occurred. The person filing the claim will present in writing (within 10 business days of notifying the faculty member)* a description of the alleged violation of the Honor Code to the Chair of Academic Standards Committee, with a copy to the faculty member.
- c. The Chair of the Academic Standards Committee may consult with at least one other committee member before recommending to the Dean that they establish the Honor Code Committee. The Chair will send a copy of the alleged violation to the student and the student's academic advisor and notify them of the date of the meeting of the Honor Code Committee.
- d. Participants in meetings of the Honor Code Committee shall include the committee members, the individual alleging the violation, the student and their advisor, if the student so desires. The student may also bring someone for support, but this person is not permitted to participate in the hearing. The parties must notify the Chair at least two business days before* the meeting regarding who the attendees will be. Legal counsel shall not be permitted in a hearing for any party.
- e. The individual alleging the violation will appear before the Honor Code Committee, and present verbally

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and in writing to the committee a description of the nature of the violation of the Honor Code. The student (s) who is alleged to have violated the Honor Code can be present at this meeting if they so desire. At this meeting or at a meeting held within 10 business days, the student(s) will be provided with the opportunity to present their position regarding the alleged violation.*

- f. No later than 10 business days following the last meeting of the committee, the Chair of the Honor Code Committee will present in writing the recommendations of the committee to the Associate Dean for Academic Affairs.
- g. The Associate Dean for Academic Affairs will make the final decision regarding the disposition of the alleged violation and will inform the Chair, the members of the Honor Code Committee, and the student(s) and their advisor of the decision no later than 10 business days after receiving the recommendations of the committee.* If the student has been found in violation of the Code, the Associate Dean reserves the right to dismiss the student from the Tan Chingfen Graduate School of Nursing (see Academic Dismissal). A copy of the decision will be placed in the student's file.
- h. The Associate Dean will notify the Dean of the decision.
- i. Students who wish to appeal the decision must follow the policy in the Student Handbook.
- j. All discussion regarding the alleged violation including its documentation shall remain confidential.

Time frames stated here may be extended by the parties with notification to the Chair of the Academic Standards Committee or Chair of the Honor Code Committee.

Civility

Civility is a key value of the culture of the Tan Chingfen Graduate School of Nursing. We are dedicated to fostering an environment that values the unique contribution of each member of the Tan Chingfen Graduate School of Nursing. This commitment to civility requires that we consider and respect the different backgrounds and viewpoints of individuals who work, volunteer, or study at the UMass Chan Medical School.

Our commitment to civility is expressed in the following ways:

We recognize the intrinsic importance of each person's role and appreciate every individual's contribution to making the Tan Chingfen Graduate School of Nursing an outstanding member of the medical sciences campus.

We honor every member of the Tan Chingfen Graduate School of Nursing community and commit to treating one another with respect. We are all colleagues dedicated to performing our jobs in a courteous and professional manner.

We treat our students with dignity and respect, recognizing their important contribution to the Tan Chingfen Graduate School of Nursing and their important role as our representatives to the community at large. We maintain integrity and courtesy in our dealings with fellow members of the Tan Chingfen Graduate School of Nursing community, and with individuals from the broader community with whom we interact.

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Communication, cooperation and teamwork are key as we work together to achieve the common goal of providing excellence in health sciences education, research and public service.

We appreciate the diversity of the people who work, volunteer, study, and visit at the Tan Chingfen Graduate School of Nursing and value the strength and richness that such diversity brings to our organization. We also seek to educate and enlighten our community on issues of diversity to help advance respect for individual differences, rights and beliefs.

Our objective is to create a community that respects everyone's worth and rights. Accordingly, all members of our organization must understand and dedicate themselves to the value of civility. We dedicate ourselves to fostering an environment that recognizes our interdependence as human beings, in an organization striving to achieve national distinction in health sciences education, research and public service.

Dress Code

Students are asked to remember that our campus shares space with a major medical center and those patients may see them at any time. Therefore, students are asked to always use judgment in selecting clothing and to avoid clothing that is ripped, revealing, or which displays slogans or images that could be offensive to patients or colleagues. Students are required to abide by all policies of the hospital or clinical system in which they are rotating or in which they are doing research involving patient contact.

Students are expected to dress in a manner which is appropriate for their clinical or classroom environment. As part of professional presentation and hygiene, students are expected to be generally well groomed. Students should attend to personal grooming. Consistent with CDC guidelines, health care personnel should not wear artificial nails in the clinical environment and should keep natural nails less than one quarter inch long. Additionally, students should not wear perfumes, colognes, or scented lotions and must ensure they abide by all affiliate partner institution dress code requirements and policies.

Students in the GEP Year are expected to wear the Tan Chingfen Graduate School of Nursing student uniform in inpatient clinical settings unless another mode of dress is identified by faculty as more appropriate for the setting. The uniform is:

- Navy Blue scrub pants
- Khaki scrub top with the Tan Chingfen Graduate School of Nursing logo patch on the left sleeve
- Navy Blue scrub jacket with the Tan Chingfen Graduate School of Nursing logo patch on the left sleeve
- Tan Chingfen Graduate School of Nursing name pin on the shirt
- Shoes
 - Fluid resistant and washable
 - Neutral colors
 - Closed toe and heel
- Clean sneakers meeting the above criteria are acceptable
- Water resistant watch with a second-hand sweep
- Please refer to individual clinical course syllabi for additional instructions.

Students in the DNP Program are expected to wear the Tan Chingfen Graduate School of Nursing student uniform in inpatient and outpatient clinical settings, unless another mode of dress is identified by faculty as more appropriate for the setting. The uniform is:

- Business casual clothing

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- White lab coat
- Tan Chingfen Graduate School of Nursing name pin and any clinical agency identification badge visible on lab coat
- Closed toe and heel shoes. Heels should be low and stable.

Violation of the dress code can have detrimental consequences for patient care and influence the reputation of the Tan Chingfen Graduate School of Nursing. Flagrant and repeated violations of the dress code may be deemed to signify a lack of insight or maturity on the part of the individual student and call for counseling and discipline. Violations of the dress code should be initially brought to the attention of the Director of the Program, who shall discuss the infraction with the student involved. If flagrant, repeated violations continue, the Associate Dean for Academic Affairs shall recommend formal counseling or disciplinary action.

Guidelines For Written Work

Unless otherwise specified, guidelines for written work will follow APA format. These guidelines can be found in: *American Psychological Association (2020). Publication manual of the American Psychological Association, (7th ed.).*

Guidelines for student use of editor in Tan Chingfen Graduate School of Nursing graduate programs:

Scholarly writing is an important component of graduate education and necessary for the future roles of graduate prepared nurses. Students may find that working with an editor can assist with developing high quality writing products and advancing writing skills. The use of an editor is permitted for written papers that are done as a class requirement, for the DNP Scholarly Project and for the PhD dissertation.

- Students may use editors for class papers and the DNP Scholarly Project and PhD dissertation to assist with stylistic support only such as sentence/paragraph structure, grammar and formatting. The student is responsible for developing all content.
- Students may not use an editor for course examinations or for the comprehensive exam.
- The student is responsible for any expenses incurred in the use of an editor outside of the Tan Chingfen Graduate School of Nursing.

Guideline for internal review of scholarly work to be submitted for external review:

Students preparing their work for external review are to seek internal review by a faculty member a minimum of four weeks prior to the planned submission date, or as negotiated between student and advisor.

Application

This guideline applies to student authors naming the Tan Chingfen Graduate School of Nursing and/or The UMass Chan Medical School as their professional affiliate.

Goals

The goals of internal review include:

- Support the student planning public dissemination of their scholarly work;
- Reinforce the transparency of each person's scholarly work;
- Support the Tan Chingfen Graduate School of Nursing scholarly community; and
- Advance knowledge for practice.

Rationale

Participation in internal review is a matter of professional integrity because public dissemination of ideas and knowledge developed by Tan Chingfen Graduate School of Nursing scholars potentially affects many people's welfare. For example, what we present has the potential to affect patients and nurses in practice settings. Also, a history of excellent submissions by members of the Tan Chingfen Graduate School of Nursing community to a funding source or conference can be strengthened or damaged by each submission going forward.

Definitions

Scholarly materials appropriate for internal review include any materials the student intends to submit to a public forum outside of the Tan Chingfen Graduate School of Nursing. These materials include:

- Manuscripts for publication;
- Abstracts (e.g., for oral or poster presentation at conferences and scientific sessions);
- Slides and other materials for oral presentation;
- Posters;
- Grant proposals of any kind, including prospectuses and letters of intent; and
- Any other materials planned for outside submission or dissemination.
- Internal review is critique by scholars within the Tan Chingfen Graduate School of Nursing. Reviewers offer balanced oral and written commentary and collaborative thinking to resolve dilemmas such as how to reduce content to meet space restrictions, manage specific research issues, and enhance displays of information. Students can request attention to specific aspects of their work where they seek support. Internal Review may take various forms, depending on the student's request and the advisor's direction, including:
 - Review by a faculty member only;
 - Review by the student's advisor and additional reviewers such as the faculty member of the course in which the materials were developed, and/or the Program Director;
 - Mock review, coordinated by the Chair of the Scholarship, Research, Education, Practice & Policy Committee; and/or
 - Dress rehearsal of oral presentations
- All grant applications prepared, while a student at the Tan Chingfen Graduate School of Nursing, must be reviewed and approved by the faculty research advisor (PhD students) or academic or Scholarly Project advisor (GEP, MS and DNP students). Students applying for federal funding will have their grant application pre-reviewed at a mock review session coordinated by the Chair of the Scholarship, Research, Education, Practice & Policy Committee.

Guidelines For Authorship and Acknowledgement

An "author" is someone who has made substantive intellectual contributions to a piece of work. Many journals have policies on both authorship and Contributorship that specify who should be listed as authors/contributors to papers. The Tan Chingfen Graduate School of Nursing supports the Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Ethical Considerations in the Conduct and Reports of Research: Authorship and Contributorship. Please use this link to access the International Committee of Medical Journal Editors

(ICJME) Guidelines: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3142758/>

All people listed as author should have participated in:

- Substantial contribution to conception and design, acquisition of data, or analysis and interpretation of data;
- Drafting the paper or revising it critically for important intellectual content;
- Final approval of the version to be published.

Each person listed as an author should have engaged enough in the work to take public responsibility for appropriate portions of the content. All contributors who do not meet the criteria for authorship should be considered for the acknowledgments section.

As a matter of professional integrity, scholars list each major contributor to a work as a co-author.

1. Individual students considering developing their work for public review should confer with their advisors about authorship, preferably before work begins.
2. Student groups considering developing work with the potential for public review should confer with each other and with the lead author's advisor to determine authorship, preferably before work begins.
 - a. A student group "owns" its work and must come to consensus about authorship prior to submitting the work for any review.
 - b. Groups should work with course faculty or the group leaders' advisors to make decisions about authorship and publication.
 - c. In no case should one or more members of the student group appropriate and submit the project for any review without the consent of all group members who developed the project.
3. Written acknowledgements typically appear in a side bar near the beginning or end of a journal article or a poster. Sometimes this section is marked as "Acknowledgements" or "Author Note".
4. Oral acknowledgements can usually be made at the beginning of a presentation and/or included on an early slide if the oral presentation includes slides.
5. Note that some funding sources publish preferred language for use by authors crediting the contributions of others to a published work.

Application

These guidelines apply when individual students develop material with the potential for public dissemination, including ideas and papers developed as part of course work and considered potentially publishable, reports of group projects, dissertation research, Scholarly projects and reports based on any data owned by a student or others.

Goals

The goals of decisions about authorship include:

1. Fair acknowledgement of the contributions of persons to the work;
2. Recognition of professional creativity and effort; and
3. Acceptance of the potential consequences of public review, including:
 - a. Advancement of knowledge;
 - b. Professional advancement and recognition, and
 - c. The responsibility to respond to challenges to the work.

Rationale

Policies and less prescriptive, conventional practices addressing authorship and acknowledgement vary among institutions, often among departments within institutions. Publishers may specify policy governing authorship and acknowledgements of items in their own publications. Property and copyright laws may also apply. Therefore, Tan Chingfen Graduate School of Nursing student authors may want guidance with authorship decisions in consultation with course faculty, advisors, and Program Directors.

- Authorship can be a simple or a complex issue, depending on whether the work represents solely the original work of one person; or others provided major pieces of the work, such as central ideas, data, analysis, or major written sections of the manuscript or presentation.
- The order of co-authors' names in a published work is significant, and the significance of that order varies among disciplines and publication venues. In nursing, the order of co-authors' names often signify the proportion of each co-authors' contribution to the work. (In other fields, the department head or principal investigator is always listed first). Order-of-authorship conventions suggest the importance of authorship decisions.
- Some journals require authors to formally list the contributions of each named co-author at the time of submission. Copyright laws and other considerations may apply.
- Note that most venues, such as publishers and conference organizers, require signatures testifying to certain assurances about authorship prior to accepting materials for review or publication, and certain laws protecting intellectual property apply.

Guidelines for Acknowledgement:

Authors readily and publicly thank persons and institutions by name for their support of a work submitted for public dissemination.

- Authors typically confer in advance with those they intend to name in print or verbally in a public forum.
- Before naming an institution or using its logo, seal, or other trademark, authors intending to present work for public review confer with one of that organization's authorized representatives. At the Tan Chingfen Graduate School of Nursing, this would be the student's advisor or Program Director.
- Students publishing from their dissertation research or Scholarly project as sole authors typically acknowledge the support of the dissertation/scholarly project committee members and funding sources.

Definitions

Acknowledgements are public signs, lists, or statements authors make recognizing the contributions of persons and institutions to their work. These persons and institutions may include, for example, field workers whose outreach or interpretive services made the work possible, dissertation advisors, statisticians or experts who assisted with parts of an analysis, and funding sources.

Joint authorship guideline:

This guideline offers direction for student- faculty publications and addresses joint authorship of manuscripts and presentations. These may arise from collaborative student-faculty course presentations, papers, and/or projects; and from research, such as dissertations or faculty research in which students serve as Research Assistants.

Goals

The goals of the guideline are to encourage ethical professional behavior and reduce the potential for

misunderstandings about authorship of student work.

Rationale

Authorship implies ownership of scholarly work and often affects authors' professional advancement.

Definition

Student-faculty joint authorship is authorship of a manuscript or presentation shared by at least one student and at least one faculty member.

Guideline

A student and faculty mentor whose work has the potential for eventual publication should discuss and develop a mutual, signed agreement spelling out the authorship responsibilities of either the student (or group of students) and the faculty mentor.

The Tan Chingfen Graduate School of Nursing faculty shares some assumptions about joint authorship:

- Students' work is their own intellectual property.
- Students develop their scholarly work with guidance from faculty mentors.
- Particularly at the doctoral level, it is the faculty's professional obligation to mentor students in a way that leads students to publish their work.
- Students publishing work developed with the support of faculty mentors should acknowledge faculty contributions to their papers in the acknowledgement section of the student's publication.
- Faculty has the responsibility to ensure that students' dissertations represent original, independent work. Therefore, manuscripts that students prepare directly from their dissertation findings would be expected to list the student as first author.
- Students using faculty data to conduct their research (i.e., secondary analysis of data owned by a faculty member) should include those faculty as authors on student publications. The students, however, retain the right to be first author and corresponding author for such publications

The mutual, signed agreement for joint authorship should:

- List the proposed type(s) of manuscripts(s) and presentation(s) to come from the work
- Suggest a venue (e.g., professional journal or conference) for each;
- List the proposed order of authors for each;
- Describe the proposed substantial intellectual contributions of each author for each manuscript or publication;
- Describe a timeline for development of each manuscript(s) and presentation(s);
- Describe any contingencies, such as whether ownership of the work will default to the faculty member if the student does not develop it for publication within a designated period of time; and
- Include the signatures of intended co-authors.

ACADEMIC POLICIES AND PROCEDURES

Academic Advising Process

Approved by Faculty Assembly on 7/8/2021

The role of the academic advisor, a faculty member in the Tan Chingfen Graduate School of Nursing, is to inform and guide students regarding their program of study and achievement of educational standards and programmatic outcomes. All students are assigned a/an academic advisor(s) at the time of matriculation into their academic program. Students are encouraged to seek advice from their advisor(s) for any course or program-related concerns at any time while in the program. Students should use the Advising Portal in PeopleSoft to track their degree pathway process.

Students are encouraged to meet with their advisor at any time during the program and should frequently check the Advising Portal for accuracy. Students are responsible for tracking their academic progress each semester.

Graduate Entry Pathway (GEP) Student Advising

Pre-licensure students are assigned a Graduate Entry Pathway faculty advisor while they are taking pre-licensure courses. Individual advising occurs once during Fall and Spring semester, and as needed throughout the academic year. During the fall semester of year 2, a faculty member who teaches in the track the student has chosen to study will assume the role of Academic Advisor.

DNP & Master's Student Advising

DNP and Master's students are assigned an academic advisor upon matriculation who will follow the student's progression through the program using the Advising Portal in PeopleSoft.

All DNP students will also have a scholarly faculty advisor to guide the scholarly project. The faculty scholarly advisor is assigned for each student at the beginning of the course N709-I. Students meet at varied intervals with their scholarly advisor during the development, implementation and evaluation phases of the project.

Group Advising Sessions

- Advisors meet with students each semester. Students may set up a time to meet with their advisor for an individual advising session.
- Group advising sessions occur prior to course registration in the Fall and Spring semesters. General information is provided to all students by the Track Coordinators, Program Directors, and Office of Student Life

Individual Advising sessions are offered on an as-needed basis and may be initiated by the student or the Advisor.

PhD Student Advising

PhD students are assigned an academic advisor who is their potential dissertation chairperson.

As student research interests may change, a student may request a change of advisor by contacting the Director of the PhD Program. It is the joint responsibility of the academic advisor and PhD student to design an

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individualized program of study that meets the learning and research needs of the student. Students are advised to contact their advisor to set up a meeting schedule.

PhD Advising process

When students are taking PhD coursework, students are required to meet with their academic advisor at least once each semester during the first year of study, and at least twice each semester in year 2. During the dissertation phase of study, the meeting schedule is individualized based on the needs of the student.

Academic Warning Policy

Approved by Faculty Assembly on 12/14/23

For didactic courses, the faculty of record may give an academic warning if a student:

- has a non-passing grade average below 83 for MS, DNP, PhD courses or below 78 for GEP courses;
- has a GPA less than 3.0;
- fails to submit course assignments on due date without permission of the instructor;
- has 2 or more absences not approved by course faculty as described in the absence policy;
- fails to meet the standards of professionalism included but not limited to the course syllabus, Tan Chingfen Graduate School of Nursing Student Handbook, the UMass Chan Medical School Office of Student Life Student Handbook, the ANA Code of Ethics, and/or the ANA Social Policy Statement.

For clinical, and practicum courses, the faculty of record may give an academic warning if a student:

- does not deliver safe and appropriate patient care in accordance with the Student Handbooks, Clinical course syllabi, and ANA Code of Ethics;
- fails to communicate at least an hour before clinical absence and/or being late to placement site;
- does not seek appropriate consultation or fails to communicate to the clinical instructor, preceptor and/or health care provider;
- demonstrates unsatisfactory, unsafe, unethical clinical performance and/or poor attendance;
- fails to complete clinical, practicum, or practicum requirements assigned by faculty within the time frame allotted, including required practice hours, and submission of clinical documentation, such as logs, notes, and required clinical paperwork;
- fails to progress in acquiring skills, knowledge, efficiency, or productivity as specified in formative and summative evaluations;
- does not abide by the ANA Scope and Standards of Nursing Practice or by the regulations issued by the Massachusetts Board of Registration in Nursing (BORN); or
- is inconsistent with professional expectations included but not limited to the course evaluation, Student Handbooks, the ANA Code of Ethics, and the ANA Social Policy Statement.

Please note that in the setting of unsafe patient care (inadequately prepared to deliver competent nursing care including actions or knowledge deficit that is capable to cause harm or injury to patient well-being), the student may be removed from the clinical, practicum, or practicum setting at the time, in addition to receiving a written warning.

The Procedure for Academic Warnings

A meeting will be scheduled between the student, the course faculty, track coordinator (if applicable), and faculty advisor (if applicable), at which time the written academic warning will be given to the student.

The participants will discuss the student's performance with plan for remediation including conditions for corrective behavior, options for remediation and/or progression including, as applicable, return to class, clinical, practicum or practicum setting. The student will also be encouraged to seek assistance from the course faculty, clinical faculty, faculty advisor, the Center for Academic Achievement and/or Student Counseling Center.

Copies of the academic warning and remediation plan signed by the issuing faculty will be sent to the Assistant Dean for Student Affairs and Enrollment Management, to be placed in the student's official file in the Office of Student Affairs & Admissions. The program director and the student's advisor will also be notified of the academic warning.

Administrative Dismissal Policy

Approved by Faculty Assembly on 12/14/23

A student (degree-seeking or non-degree) may be administratively dismissed from the Tan Chingfen Graduate School of Nursing, UMass Chan Medical School if the student fails to comply with certain administrative requirements of the UMass Chan Medical School.

Any of the following conditions may warrant administrative dismissal:

- Failure to satisfy an overdue financial obligation to UMass Chan Medical School, consisting of tuition, loans, library charges, or other student charges, such as orientation, student activities, health services, childcare, and other such fees as may be established.
- Failure to comply with administrative requirements, such as the submission of health clearance documents, failure to complete onboarding tasks, maintenance of current Massachusetts RN license, BLS, ACLS (if applicable), or maintenance of a current Nursing license in any state where a student is performing a clinical rotation/providing direct patient care.
- Failure to return from a leave of absence at the specified time and resume course work.
- Failure to comply with conditions set to return from the Leave of Absence.
- Forgery, fraud or falsification of information on any official University document, including but not limited to Bursar's clearance card, grade report, recommendations, transcripts.

Academic Dismissal Policy

Approved by Faculty Assembly on 12/14/23

The Tan Chingfen Graduate School of Nursing, through its faculty and appropriate committees, reserves the right to dismiss any student for:

- Unsatisfactory performance of academic or clinical requirements.

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- Deficiency in standards of professional conduct, ethical practice or professional behavior described in the Student Handbooks.
- Violation of the Tan Chingfen Graduate School of Nursing Honor Code.
- Violation of the guidelines and policies in the Office of Student Life or Tan Chingfen Graduate School of Nursing Student Handbooks.
- Any form of dishonesty or misrepresentation. Such misconduct includes but is not limited to falsification of data, fabrication of data and/or plagiarism.
- Failure to comply with American Nurses Association Professional Standards <https://www.nursingworld.org/ana/about-ana/standards/> which includes:
 - The Code of Ethics for Nurses with Interpretive Statements <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/>
 - ANA Nursing Standards (scope and standards of practice) <https://www.nursingworld.org/nurses-books/nursing-scope-and-standards-of-practice-4th-edit/>
 - ANA Position Statements <https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/>
 - ANA Principles for Nursing Practice <https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/ana-principles/>
- Failure to comply with Board of Registration in Nursing regulations as noted in 244 CMR 7.00: M.G.L.c. 112, s. 61. <https://www.mass.gov/doc/244-cmr-7-investigations-complaints-and-board-actions/download> Grounds for complaints are acts which indicate that the nurse is in violation of relevant provisions of Massachusetts General Laws, or Regulations of the Board. Examples include, but are not limited to, conviction of a felony, practice of nursing while ability is impaired by alcohol, drugs or mental or physical instability, drunkenness, or addiction/dependence on controlled substances, gross or habitual negligence, practice beyond the scope of licensure, and fraudulent procurement of registration. A student who is administratively or academically dismissed will cease to be enrolled and will not be allowed to complete the current semester, attend any courses or classes, or to register for future semesters with reapplication and acceptance into a program. Such students will return their identification cards and all UMass Chan Medical School property in their possession.

Add/Drop and Course Withdrawal Policy

Approved by Faculty Assembly on 6/14/24

A student may add or drop courses up to 10 business days after the beginning of a course by notifying the Tan Chingfen Graduate School of Nursing Office of Student Life in writing, who will in turn notify the Registrar's Office. No entry will be made on the student's permanent record of any courses dropped within this time frame. No course may be added after 10 days from the beginning of a course.

After these ten (10) days, if a student wishes to withdraw from a course, they must notify the faculty of record in writing. Faculty of record will notify the Office of Student Life in writing with notation of the grade to be given. If the student withdraws before one-third of the course has been taken, a grade of 'Withdrawal' (W) will

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be given. After this time and up until two-thirds of the course is completed, a grade of ‘Withdrawal Passing’ will be given at time of withdrawal. Withdrawals are not allowed after two-thirds of the course has been completed. The Office of Student Life will notify the Registrar’s Office. Please note a Withdrawal-Failing is considered a course failure; this may have implication on course progression.

First year Graduate Entry Pathway (GEP) students who withdraw from any course in the first year of study are considered to have withdrawn from the program. If the student decides they would like to resume their studies they need to reapply to the program, and automatic re-admission is not Guaranteed.

In the instance where a GEP student needs to take a Leave of Absence (LOA), their tuition may need to be adjusted. Tuition will be charged per credit instead of the flat GEP Tuition Rate, when the student returns to the GEP phase from LOA. Fees may also need to be adjusted due to differing software and clinical needs.

Procedure:

When an adjustment is needed the following actions should be taken:

- The Dean of the Tan Chingfen Graduate School of Nursing will be notified and requested to approve the change in tuition and fee charges.
- Adjusted tuition and fees will be based on the number of credits of courses being taken for credit or being audited in the GEP-phase term after the student returns from LOA.
- Tuition/Fee adjustment is suggested by GEP Program Director and Office of Student Life, reviewed by the Bursar's Office, and approved by the Dean.

Advanced Placement Policy

Approved by Faculty Assembly on 4/13/2023

The Tan Chingfen Graduate School of Nursing does not grant advanced standing and/or credit for College Board Advanced Placement (AP) exams.

Attendance Policy

Approved by Faculty Assembly 6/14/2024

Students are expected to attend orientation and all scheduled classes, seminars, conferences and research socialization activities recommended by the faculty and staff. Students should refrain from scheduling vacations and work-related conferences or meetings on scheduled class, clinical, orientation and/or practicum days. Details for individual course attendance requirements are listed in the syllabus.

Audit Policy

Approved by Faculty Assembly 8/10/2023

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Audited courses require faculty permission and are taken for personal, academic enrichment, or remediation, are not taken for credit, and do not satisfy degree requirements. Students are not required to meet course requirements including assignments and examinations/evaluations. The designation on the transcript for an audited course will be AUD. Courses taken for audit cannot be given credit later. Non-matriculated students who register to audit a Tan Chingfen Graduate School of Nursing Course are required to pay full tuition and fees.

Procedure:

Matriculated students are encouraged to discuss their interests with their advisor. Matriculated and non-matriculated students may request to audit a Tan Chingfen Graduate School of Nursing course from faculty of record. After obtaining permission students may register to take a course as an Audit on a space-available basis.

Basic Life Support (BLS) & Advanced Cardiac Life Support (ACLS) Certification for Healthcare Providers Policy

Approved by Faculty Assembly 4/13/2023

All students admitted into a degree-seeking program that has a required clinical experience as part of its' curriculum must complete, provide, and maintain proof of an active Basic Life Support (BLS) American Heart Association certification throughout their tenure as a student.

- **Acute Care track NP students** are additionally required to complete, provide, and maintain proof of an active ***Advanced Cardiac Life Support (ACLS) Certificate***. This is required to be submitted and approved no later than August 15th of their Acute Care NP clinical year.
 - *ACLS certification is required in addition to the listed BLS requirements.*

Proof of current certification is required to be submitted for approval in the PeopleSoft Campus Solutions System prior to the first day of class and/or practicum each academic year. Students who do not have the proper clearances will not be permitted in the clinical setting. BLS and ACLS certifications must never lapse or expire while enrolled as a student.

Failure to provide and maintain approved and active certification may result in a registration hold on their student account. Continuous failure to comply may result in administrative dismissal for non-compliance with our Technical Standards.

Basic Life Support Certification for Healthcare providers is required for all pre-licensure and all NP students.

Active BLS/ACLS status is defined as being active for at least one full academic year (September – August).

Information on the registration process for BLS and ACLS certification/recertification can be found in the New Student On-Boarding/Matriculation tile or Current Student Annual Regulatory Tile (ART) in PeopleSoft Campus Solutions System.

Change in Program Policy

Approved by Faculty Assembly on 12/12/2024

The matriculated student interested in a change in program must be in good academic standing (GPA 3.0 or higher). All change in programs are based on the student application review criteria and space availability. Students may request a change in program at the following timepoints:

- GEP-DNP / PhD students may request a change in program after successful completion of all GEP year 1 coursework.
- All other students may make a request to change program by March 15th

Change in Program Procedure

All students should use the modified application process as outlined below:

Please note that participation in this process does not guarantee acceptance into the requested program.

1. The student will meet with their current Program Director to discuss the possible change in program.
2. The student will then meet with the prospective Program Director to discuss the possible change in program.
3. If after completing steps 1 and 2 above, the student decides to apply for a change in program, the student will contact the Tan Chingfen Graduate School of Nursing Admissions Manager for guidance to prepare a modified application which must include the following documents:
 - Change in Program application
 - A written request to be considered for the program, including a revised personal goal statement articulating the desire to change programs. Highlight specific experiences that have influenced the applicant to pursue the new program.
 - A sample of scholarly writing from the last academic year
 - An updated resume or CV including current RN work experience and/or clinical rotations for GEP students
 - An official transcript from University of Massachusetts Chan Medical School
4. The completed information should be submitted to the Admissions Manager.
5. The student will participate in the interview process with the Program Director for the prospective program.
6. Following a review of the application materials and considering the content of the interview and availability of space in the program, the Program Director will make a recommendation to the Admissions committee regarding acceptance or denial.
7. The Admissions committee shall review the above along with the Program Director's recommendations and will make a final decision on acceptance or denial into the program.
8. The decision will be communicated in writing to the student by the Admissions Manager and copied to the Tan Chingfen Graduate School of Nursing Office of Student Life.

Change in Progression Policy

Approved by Faculty Assembly on 6/9/2022

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To request a change in progression (i.e., changing status from full-time to part-time, or vice versa; leave of absence) a student must submit a written request to the Track Coordinator and/or Program Director requesting the change, and a proposed revised program of study. Written confirmation from the Track Coordinator and/or Program Director is required. In case of a Leave of Absence, please refer to the LOA policy.

Exceptions:*GEP Students:*

- Must be full-time during the GEP year. GEP students who have not passed the NCLEX-RN exam by December 31 of the post-GEP year are required to take a Leave of Absence and thus change progression.

DNP Students:

- The DNP 1 Year is the only time a DNP student may be part-time. This does not apply to Post-Master's DNP students.

Post-Graduate Certificate Students:

- Psychiatric/Mental Health PGC students may only change from full to part-time. Once admitted part-time students must remain as such throughout the duration of their program.
- Acute Care & Primary Care PGC Programs are full-time only; no part-time option is available.

Change in Track Policy

Approved by Faculty Assembly on 12/12/2024

Change in Nurse Practitioner (NP) Track

Students may request a change from the NP track they identified at the time of matriculation after the completion of DNP year 1 fall coursework. Note that a student request for a change in NP track is also based on NP track space availability.

Change in Track Procedure

All students will use the process as outlined below:

Please note that participation in this process does not guarantee acceptance into the requested track.

1. The student will meet with their current NP Track Coordinator to explore the process of changing tracks.
2. The student will then meet with the prospective NP Track Coordinator to explore the process of changing tracks.
3. If after completing steps 1 and 2 above the student decides to request a change in track, the student will submit the following information to the NP Track Coordinator of the track that they request to change into:
 - A written request to change NP tracks, including a revised personal goal statement, articulating the desire to change NP tracks, and identifying new career goals. Highlight specific experiences that have influenced the request to change tracks.
 - An updated resume or CV, including current RN work experience and for GEP students, clinical rotations from the GEP year.

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- An official transcript from UMass Chan Medical School
 - An academic letter of recommendation from Tan Chingfen Graduate School of Nursing faculty
4. The student will participate in a formal interview with the NP Track Coordinator of the track that the student requests to change into.
 5. The NP Track Coordinator and/or NP Tracks Director shall consider all information submitted by the student as well as the content of the interview and shall make a recommendation whether the change of track will be granted.
 6. Following a review of the application materials, the content of the interview, and space availability in the track, the NP Track Coordinator and/or NP Tracks Director will make a recommendation to the Tan Chingfen Graduate School of Nursing Admissions committee regarding acceptance or denial.
 7. The Tan Chingfen Graduate School of Nursing Admissions committee shall review the above along with the NP Track Coordinator and/or NP Tracks Director's recommendations and will make a final decision on acceptance or denial into the new track.
 8. The decision will be communicated in writing to the student by the NP Track Coordinator or NP Tracks Director and copied to the Tan Chingfen Graduate School of Nursing Office of Student Life, Registrar, and the Director of the DNP program.

Clinical Experiences and Practicum Requirements Policy

Approved by Faculty Assembly on 4/29/2024

These requirements must be current/complete prior to the first day of class and/or practicum each semester. Students who do not have the proper clearances will not be permitted in the clinical setting. Many of these requirements are collected in the New Student Matriculation/Onboarding Tasks Tile and/or Annual Regulatory Training (ART) Tile in the PeopleSoft Student information System. Students are required to upload and maintain documentation throughout their tenure as students within the Tan Chingfen Graduate School of Nursing.

- **Basic Life Support Certification for Healthcare providers** (pre-licensure and all NP students by 8/1)
 - Must be from the American Heart Association
- **Advanced Cardiac Life Support Certificate** (Acute care track NP students only by 8/15)
 - Must be from the American Heart Association
- **HIPAA Privacy Information Security Training**
 - All students are required to complete basic UMass Chan HIPAA privacy and security training presented on-line at the school. This training explains the provisions of the HIPAA Privacy and Security Regulations.
- **Standard Precautions**

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- All pre-licensure nursing students are required to complete training on practices recommended by the Centers for Disease Control (CDC) for the prevention of blood-borne pathogens as part of their pre-licensure curriculum.
- **Confidentiality Statement**
 - All pre-licensure, master's and DNP students are required to sign a Confidentiality/User Access Agreement which is needed to obtain password for electronic health records at UMass Memorial Health Care. This may also be required for other clinical affiliates as well.
- **Criminal Background Checks (CBC)/ Criminal Offender Records Information Checks (CORI)**
 - National Criminal Background Checks (CBC) or Massachusetts Criminal Offender Records Information (CORI) checks are used as screening tools of all students to ensure the welfare of patients, children and vulnerable populations. A Criminal Background Check contains information received from court proceedings, including arrest records as well as convictions and dismissals. A CBC may be required for participation in certain activities, by one of our clinical affiliates, or by the school.
- **Health Clearance**
 - All students must submit the required forms and documentation and receive clearance from Student Health Services prior to the first day of class or clinical. See complete information in Section IV-D "Health Resources and Guidelines – Student Health Clearance." Details of the health clearance requirements and forms can be found at: <http://www.umassmed.edu/studenthealth/>
- **Influenza vaccine**
 - UMMH, our clinical partner, requires an annual influenza vaccine. The Tan Chingfen Graduate School of Nursing requires all students to adhere to the UMMH Influenza Season Policy (Policy #5034). In addition, students must follow the policy/guidelines of the setting in which they are doing their clinical rotations.
- **COVID-19 Vaccine & Boosters**
 - The Tan Chingfen Graduate School of Nursing follows the guidelines of UMass Chan Medical School.
 - Effective May 11, 2023, UMass Chan will suspend its requirement for most faculty, staff and students to be immunized against COVID-19; however, members of our community are strongly encouraged to stay current with the CDC recommendations.
 - The use of face masks in nonclinical areas on the Medical School campus continues to be encouraged but is not required until further notice.
 - Faculty, students and employees who work in **clinical** settings, including hospitals, clinics and school-based clinical sites such as the Clinical Research Center, **must** remain up to date on COVID-19 vaccinations and follow masking guidance at individual clinical sites.
 - Clinical students should send requests for medical waivers and/or accommodations to Student Health Services at studenthealth@umassmemorial.org.
 - Requests for religious exemptions from vaccination should be emailed to Matthew Lyford in Human Resources at matthew.lyford@umassmed.edu.
- **N95 Respirator/Mask FIT Testing**

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- When students are required to be MaskFit on-campus, they must be first cleared by Student Health Services (SHS) and then can set-up an appointment with Environmental Health and Safety (EH&S) for either N-95 respirator mask fitting or PAPR mask fitting prior to beginning clinical rotations. See complete information under Health Resources and Guidelines.
- **On-line Orientation Modules**
 - Students must complete on-line orientation modules prior to attending clinical and any orientation requirements by the agency in which students are doing rotations.
- **RN Clinical Hours for GEP students**
 - Prior to August 1st of the advanced practice clinical courses, all GEP students must attain at least 500 hours working as a registered nurse. All GEP NP students must also attain at least 1000 hours working as a registered nurse at the completion of the advanced practice clinical year. Documentation of the hours must be maintained by the student and submitted to the specialty coordinator/director by August 15th. Those individuals not meeting either of these requirements will need to meet with the specialty coordinator/director regarding their academic progression.
- **Additional Clinical Requirements**
 - Students participating in clinical rotations in other locations may have additional requirements that must be met prior to beginning the rotation. Requirements are subject to change without notice based upon changes in the healthcare environment. Student adherence to specific institutional policies, procedures and practices is expected.

Clinical Placement Policy

Approved by Faculty Assembly on 2/13/25

DNP Clinical Placements

Each student is guaranteed clinical placements that will help them to meet the requirements of the program. The clinical placement process is a professional process of the student role and as such students are expected to follow the Professionalism Policy found in the [UMass Chan Tan Chingfen Graduate School of Nursing Student Handbook](#). All clinical placements will be approved by the Senior Clinical Partnership Coordinator in collaboration with NP track coordinators and/or program directors when indicated. Placements are based on clinical course and program objectives as well as NP core and track specific competencies. Decisions for placement location are based on multiple factors; one being estimated drive time. We do our best to select a location with a reasonable commute based on distance from the student's home address but actual travel time may be dependent on traffic flow. Students are responsible for reliable transportation to all assigned clinical sites as well as any expenses related to the clinical placement including but not limited to parking, fuel, additional compliance requirements, etc. Refusal to accept a clinical placement may result in a change to student's program progression including a leave of absence and a delay in graduation.

Students may provide suggestions for clinical placements to the Senior Clinical Partnership Coordinator and/or track coordinators. These placements will be evaluated and vetted for appropriateness. Students may not independently switch or alter their assigned clinical placements.

GEP Clinical Placements

Each student is guaranteed clinical placements that will help them to meet the requirements of the program. All clinical placements will be approved by the Director of the GEP program. Placements are based on clinical course and program objectives as well as Baccalaureate nursing education core competencies. Clinical placement decisions are made using UMass Chan Medical School Worcester campus as a geographical location (at least one hour drive to clinical setting), not a student's place of residence. Actual travel time may be dependent on traffic flow, especially outside of the central Massachusetts area. Students are responsible for reliable transportation to all assigned clinical sites as well as any expenses related to the clinical placement including but not limited to parking, fuel, additional compliance requirements, etc. Refusal to accept a clinical placement may result in a change to student's program progression and may require the student to take a leave of absence with a delay in graduation. Students may not switch or alter their assigned clinical placements.

All compliance and onboarding requirements for each placement (distinguished from any requirements from the school of nursing) must be completed prior to the start of the semester. Students should monitor their school email during semester breaks to prevent lapse in onboarding requirements. Failure to complete necessary onboarding may result in loss of clinical placement and may result in a change to student's program progression and may require the student to take a leave of absence with a delay in graduation.

Procedure for DNP Clinical Placements

1. Students will be assigned to the appropriate clinical placement by the Senior Clinical Partnership Coordinator, track coordinator and/or program director.
2. An official email with the clinical placement information will be sent from the Senior Clinical Partnership Coordinator to the student, preceptor, and clinical faculty. Once this email has been received, the placement is finalized.
3. It is the student's responsibility to reach out to their preceptor(s) to coordinate their schedules once this email has been received.
4. Once students have been notified of their placements, the Senior Clinical Partnership Coordinator will reach out to students individually with any requirements needed to be completed prior to the start of their rotation. Each clinical site is different in terms of onboarding. Failure to complete these requirements within 2 weeks of notification unless otherwise specified will delay or forfeit their placement.
5. All correspondence will be communicated through your umass.edu email- it is the student's responsibility to follow the Communications Policy found in the [UMass Chan Tan Chingfen Graduate School of Nursing Student Handbook](#).

Commencement Ceremony Participation Policy*Approved by Faculty Assembly on 6/9/2022*

Graduation dates for the Tan Chingfen Graduate School of Nursing are:

- August 31, December 31, March 31, and the date of the annual Spring Commencement Ceremony.
- The Commencement Ceremony is typically held annually on the first Sunday after Memorial Day. The Commencement Ceremony is the only formal graduation ceremony supported by the UMass Chan Medical School.

Eligibility:

- Any student who graduated in August of the preceding academic year, or in December or March of the current academic year is eligible to participate or walk during the next occurring Commencement ceremony.
- PhD students must have defended their dissertation prior to the Commencement Ceremony in order to participate.

Communication Policy*Approved by Faculty Assembly on 4/13/2023*

Email is the main means of communications from the Tan Chingfen Graduate School of Nursing to students. It is expected that students use their school e-mail address for school-related matters. Personal e-mail addresses will not be used to notify students of school-related matters. All community members are responsible for checking and replying to their school e-mail on a regular basis (at least once every 1 to 2 business days throughout the year). Students are responsible for notifying the Registrar's Office and their faculty advisor of any change in name, mailing address or contact information during the program. The Tan Chingfen Graduate School of Nursing recognizes requests, acknowledgements and agreements from the school email address as acceptable and equivalent to signed documents.

Continuous Enrollment Policy*Approved by Faculty Assembly on 7/8/2021*

Students are required to maintain continuous enrollment each semester until program requirements are complete. Failure to be properly enrolled may result in the student being administratively withdrawn from the program.

Graduate Entry Pathway students are enrolled full-time, with full credit load in the Fall, Spring and Summer semesters in the pre-licensure year. All students in their dissertation phase or the implementation and evaluation phase of their DNP scholarly project are considered full-time.

Prior to taking the Comprehensive Exam, PhD students must be registered for Fall & Spring semesters. After passing the comprehensive examination, and until completion of the dissertation defense, students must be continuously enrolled in fall and spring semesters and summer session and are at that time considered full-time.

*2025-2026 Student Handbook****Course Failure Policy****Approved by Faculty Assembly on 12/14/2023*

All students must maintain an overall GPA of 3.0. A student's GPA below 3.0 will result in academic dismissal. In addition to the above minimum requirements for a student's overall GPA, the following also applies for specific courses:

500 level courses:

- Students must earn a minimum grade of C+ (78%) to pass courses and Pass (P) to pass a Pass/Fail courses.
- Students who earn less than a C+ in a course or Fail a Pass/Fail course will be academically dismissed.
- Reapplication to the Tan Chingfen Graduate School of Nursing is required for matriculation into any educational program at UMass Chan Tan Chingfen Graduate School of Nursing. Automatic re-admission is not guaranteed.

600 and 700 level courses:

- Students must earn a minimum grade of B (83%) to pass courses and Pass (P) to pass Pass/Fail courses.
- If a student earns a B- or C+ in one course, they may repeat the course once. The student must earn a minimum of a B on the second attempt or will be academically dismissed.
- If a student fails a Pass/Fail course, they may repeat the course once. The student must earn a Pass on the second attempt or will be academically dismissed.
- Academic dismissal will also occur during the program a student:
 - earns less than a B in more than one course, or
 - earns less than a C+ in any course, or
 - fails two Pass/Fail courses, or
 - earns less than a B in one course and fails one Pass/Fail course.

800 level courses:

- Students must earn a minimum grade of C+ to pass courses and Pass (P) to pass Pass/Fail courses.
- If a student earns a C in one course, they may repeat the course once. The student must earn a minimum of C+ on the second attempt or be academically dismissed.
- If a student fails a Pass/Fail course, they may repeat the course once. The student must earn a Pass on the second attempt or be academically dismissed.
- Academic dismissal will also occur when during the Program a student:
 - earns less than a C+ in more than one course, or
 - earns less than a C in any course, or
 - fails two Pass/Fail courses, or
 - earns a C in one course and fails one Pass/Fail course.

Notations:

- In some cases, repeating a course may lead to a change in progression.
- If a student fails a course with both a theory and clinical component, an individualized plan of study will be developed with the student, faculty of record and advisor.

Course Waiver Policy*Approved by Faculty Assembly on 7/8/2021*

Upon matriculation, students in the Tan Chingfen Graduate School of Nursing may request to waive a course based on having successfully completed a comparable graduate-level course with a grade of B or higher. A maximum of two courses may be waived. If a course is waived, the credits must be replaced to meet the total credits for the degree. Requests for a course waiver need to be submitted to the Program Director for approval. The course waiver process should be completed upon matriculation and no later than the first day of class. No course waivers are allowed for 500 level courses.

The student will submit a signed letter requesting the course waiver to the respective Program Director with copies of the Course description, syllabus and official transcript of the course requested to be waived.

The decision to grant a waiver is at the discretion of the Program Director. The Program Director will notify the student of the decision and copy the Faculty Advisor and Office of Student Life who will add a copy to the student's record.

Credit Hour Definition Policy*Approved by Faculty Assembly 1/12/2023*

The University of Massachusetts Chan Medical School, which consists of T.H. Chan School of Medicine, Tan Chingfen Graduate School of Nursing and Morningside Graduate School of Biomedical Sciences, fulfills the following Federal definition of a credit hour:

“Except as provided in 34 CFR 668.8(k) and (1), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than – (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hours of credit, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

Each Tan Chingfen Graduate School of Nursing grade-granting course is assigned credits based on the following process, which builds on standard educational benchmarking and local expertise in curriculum development and expectations for clinical work:

Didactic Courses

The Tan Chingfen Graduate School of Nursing allocates one credit per 15 contact hours/classroom hours. An additional three hours of independent work per contact hour is expected.

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Example: For a 3-credit graduate course over the fall semester, the student may have a 3-hour class supplemented by 9 hours of reading and/or other outside class assignments to complete each week for 15 weeks.

Clinical/Practicum/Practicum hours

- Pre-licensure clinical hours are allocated as one credit per 45 contact hours.
- Graduate clinical/practicum/practicum hours (600 level and higher courses) are allocated as one credit per 90 contact hours.

Deferred Admissions Policy

Approved by Faculty Assembly on 6/9/2022

Deferred Admissions Requests must be made in writing to the Admissions Manager, and may only be made during the matriculation process, no later than July 1st of the year the student was originally admitted.

Deferrals are only eligible for one academic year unless the deferral is related to Military Service. After one year, applicants must re-apply for admission.

Administrative Process & Procedure:

- A request must be submitted in writing to the Admissions Manager.
- Deferral requests will be approved pending program space capacity.
- If approved, students must complete the admissions response form and pay the \$650 Tuition Deposit.
- The Admissions Manager will send a new acceptance letter and admission declaration.
- Deferred students must complete intent to matriculate form prior to December 1 of current academic year
- Student Affairs will update student information and course registration with support from the Enrollment Management team (Registrar, Financial Aid, Bursar, IREA, Academic Technology).

Degree Completion and Graduation Deadline Policy

Approved by Faculty Assembly on 6/9/2022

To become eligible to graduate, a student must:

- be in good academic and financial standing.
 - Student Affairs validates each students' financial standing with the Bursar and Parking Offices prior to degree conferral and voting.
- be in satisfactory progress and on track to complete all program requirements prior to the graduation date.
- be currently enrolled in their final semester of coursework or PhD students who are enrolled in the semester in which they defend their dissertation

When these conditions are met, a student may be deemed eligible to graduate. Upon successful review by Degree granting program and determination that students are on track for successful completion of all program requirements, the names of eligible graduates will be recommended to the Office of Student Life .

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Students must complete the Intent to Graduate Form no later than 6 weeks prior to their anticipated graduation date.

PhD Students must successfully defend their dissertation 1 week prior to anticipated graduation date.

Master's and DNP students may complete their final coursework for up to, but no longer than, 6-weeks after their identified graduation date and remain eligible to receive their degree if there is a demonstrated need to complete make-up course work or practicum hours. This determination should be made in conjunction with the student, their faculty advisor and program director and should be clearly documented in writing with clear deadlines for completion.

Students may not transfer in any required coursework during their final year to complete a degree.

Administrative Process & Procedure:

Timelines for each graduation date will be as follows:

- August Graduation:
 - Occurs on the 31st day of August each calendar year
 - Voting on degree conferral will take place as soon as final grades are entered and may require an electronic vote outside of the scheduled FA meeting times
 - Diplomas will be ordered and mailed out to graduates who have met all degree requirements
- December Graduation:
 - Occurs on the 31st day of December each calendar year
 - Voting on degree conferral will take place as soon as final grades are entered and may require an electronic vote outside of the scheduled FA meeting times
 - Diplomas will be ordered and mailed out to graduates who have met all degree requirements
- March Graduation:
 - Occurs on the 31st day of March each calendar year
 - Voting on degree conferral will take place as soon as final grades are entered and may require an electronic vote outside of the scheduled FA meeting times
 - Diplomas will be ordered and mailed out to graduates who have met all degree requirements
- Spring Graduation:
 - Occurs on the first Sunday after Memorial Day each calendar year
 - Voting on degree conferral must take place at the next scheduled Faculty Assembly meeting after grades are due

Evaluation of Courses - Completed by Students

Approved by Faculty Assembly 8/14/25

Each student is requested to submit the completed final course evaluations for each course and/or clinical experience to the Institutional Research Evaluation and Assessment (IREA) office. Evaluations are connected

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to a student's OASIS account; however, to ensure confidentiality the IREA office renders the results anonymous; only summary data are provided in the reports. All course and faculty evaluation reports are sent to the Executive Leadership Team and Dean's executive assistant. Directors receive all course and faculty evaluation reports pertinent to their respective programs to disseminate to their faculty, coordinators, clinical instructors and adjunct faculty as appropriate.

Evaluation of Students Policy

Approved by Faculty Assembly on 1/9/2014

Grading

The following grades are used at the Tan Chingfen Graduate School of Nursing:

The following grades are used at the Fairleigh Dickinson Graduate School of Nursing:					
Grade	Numerical Equivalent for GPA		Grade	Numerical Equivalent for GPA	
A	93-100	4	C	73-77	2.0
A-	90-92	3.7	C-	70-72	1.7
B+	88-89	3.3	D+	67-69	1.3
B	83-87	3	D	63-66	1
B-	80-82	2.7	F	0-62	0
C+	78-79	2.3	P= Pass	F = Fail	
W, WP, WF = Withdraw, Withdraw Pass, Withdraw Failure					
Refer to Rounding of Course Grades Policy in Academic Policies & Procedures Section					

Minimum Passing Grades

Course level	Minimum passing grade for individual courses	Cumulative semester GPA for program progression
500 Didactic	78	3.0
600 Didactic	83	3.0
700 Didactic	83	3.0
800 Didactic	78	3.0
Clinical courses, OSCE, practicum, seminars, and other non-letter graded courses	Pass	N/A

Inclement Weather Policy

Approved by Faculty Assembly on 4/13/2023

Student safety is our priority. Weather varies across the state and region; thus, students are encouraged to assess the road conditions and environmental situation in the regions in which they will be commuting. Students are asked to use their best judgment in deciding whether to attend class or clinical experiences. Students are expected to communicate any absences to classroom and clinical faculty, as well as preceptors, in advance of the expected start time.

The faculty will email any school delays or cancellations to students or will post on the Tan Chingfen Graduate School of Nursing Canvas course.

Independent Study Course Policy

Approved by Faculty Assembly 4/13/2023

This course is open to all graduate students. Plans for independent study must be submitted in advance of registration on a form obtained from the Tan Chingfen Graduate School of Nursing.

The goal of independent study is to complement the student's program in a way that helps them develop opportunities to engage with content and pursue areas of inquiry not offered through regular courses. The topic of independent study is not one covered in other required courses and is not a substitute for required core course offerings. The student may take more than one independent study course, but no more than nine credit hours may be applied toward their degree. All independent studies are graded pass/fail.

Prerequisite: Permission of faculty of record for the independent study and agreement of course objectives and projected outcomes. Faculty and the student will:

- Mutually agree that independent study is needed to meet the student's educational goal.
- Collaboratively establish objectives, learning activities, and evaluation plan for the independent study including the number of credits (1-3) to be given upon successful completion of the independent study.
- Complete the details of the plan for the independent study and fill out the Independent Study Advance Registration form found on the Student Resources page:
<https://umassmed.sharepoint.com/sites/gsn/SitePages/STUDENT-RESOURCES.aspx>
- Forward the completed Independent Study Advance Registration form to the Office of Student Affairs.

Student Affairs will send the form to the student and faculty via DocuSign for signatures. Completed forms will be sent to the Registrar's Office for processing and enrollment and then added to the student file.

Incomplete Grades Policy

Approved by Faculty Assembly on 7/8/2021

An Incomplete "I" is a temporary grade which may be given to a student when illness, necessary absence, or other reasons prevent completion of course requirements by the end of the academic term.

An Incomplete grade may be given only in the following circumstances:

- The student is in good academic standing;
- The student has completed a satisfactory amount of work in the course and the student has a passing grade average;
- Class participation and engagement has been satisfactory;
- An illness or other extenuating circumstance legitimately prevents completion of required work by the due date;
- The incomplete is not given as a substitute for a failing grade;

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- The instructor and student discuss the need for and the terms for the Incomplete before the end of the term. The student must acknowledge, in writing, via email, to the instructor and the Office of Student Life the terms of the Incomplete, such as the date by which the course work must be fully completed, which shall not exceed one (1) year from date of enrollment in the course.

A copy of the written notice will be placed in the student's file. All work submitted by the required date will be graded as submitted. If the student fails to fully complete the work within the stated deadline, a grade of "F" will be submitted to the Registrar.

Exceptions to this policy will be made only for situations that involve severe personal medical or hardship reasons which require documentation from the student and approval from the Program Director (in their sole and exclusive discretion).

If a student has an Incomplete in a course that is listed as a pre-requisite for another course, the student may not take that course until the Incomplete has been changed to a passing grade. Students receiving a grade of Incomplete will be required to pay a fee of \$100 per semester until the incomplete is removed from their transcript. Exception: No incomplete grades will be given for GEP didactic or clinical courses during the first year of the program.

Laptop Policy

Approved by Faculty Assembly on 8/14/2025

All Tan Chingfen Graduate School of Nursing students are required to utilize a laptop that meets all of the university's system and security requirements listed [here](#). Students should revisit this guidance annually for updated requirements. Please note that in addition to wireless capability, we recommend ethernet connection too for best internet connection during remote/online learning and exam sessions. Please also note that tablets, Chromebooks, and mobile devices are not supported under UMass Chan policy.

Keep in mind these are "minimal" requirements to run necessary UMass Chan software and does not imply optimum performance. These minimal requirements include:

- 16GB of RAM
- Core i5 or higher, AMD Ryzen 5 or higher, Apple Silicon (M2/M3) processor
- 500GB SATA or 256GB SSD Hard drive (SSD preferred)
- 1024 x 768 screen resolution
- Webcam

Current information on system and security requirements for laptops can be found at www.umassmed.edu/it. Click on Services, then Academic Technology, and then Student Laptop Requirements.

All Tan Chingfen Graduate School of Nursing students are required to utilize a laptop that meets all of the university's system and security requirements. As a graduate student at the Tan Chingfen Graduate School of

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Nursing, a reliable laptop that meets all of the university's system and security requirements, is essential for completing coursework and assessments, attending in-person and remote classes, and performing scholarly activities. Your laptop should meet the following minimum specifications to ensure compatibility with the software and systems you will use during your program. Whether you prefer a Mac or a PC, your laptop should include the system and security requirements noted [on this website](#)

Please also note that tablets, Chromebooks, and mobile devices are not supported under UMass Chan policy. For more information about laptop support and academic applications, please visit [the IT Learner Collaboration website](#).

Leave of Absence (LOA) Policy

Approved by Faculty Assembly on 4/11/2024

A student may apply for multiple LOAs during their matriculation, but the total amount of LOA time may not exceed one year. Students may request for LOA total time to exceed one year-this will be considered on a case-by-case basis. The request must be made in writing to the Director of the Program and copied to the student's Advisor.

The student must schedule a time to meet with the Director of the Program who will approve length of LOA, revised plan of study, and what, if any, conditions for return will be set. The Director of the Program will inform the student through a LOA letter of the decision and of any required conditions that must be met prior to return. The Director of the Program will notify the student's Advisor and the Tan Chingfen Graduate School of Nursing Office of Student Life if an LOA has been approved through the submission of the LOA letter. The Office of Student Life will then send the letter for signatures through DocUSign for the Director of the Program and the Student to sign. Once the letter has all completed signatures the Office of Student Life will process the student for LOA internally as well as communicate the LOA with the Bursar, Registrar, and Financial Aid Offices.

If any changes to the curriculum have been implemented or taken effect while a student is on an LOA, the student must fulfill the new, changed requirements when they return. If an LOA is granted, the student's maximum years of enrollment for degree completion (statute of limitations) will be adjusted proportionately. The Office of Financial Aid will be informed by the Office of Student Life that a student will be taking a LOA. Students must contact the Office of Financial Aid to understand the implications an LOA may have on any financial aid and scholarship awards.

If the student's LOA is year-long and the student wishes to be reinstated at the end of the LOA, they must submit in writing to the Director of the Program (and copied to the student's advisor and Tan Chingfen Graduate School of Nursing Office of Student Life) no less than three (3) months prior to reinstatement their intent to resume studies on the designated date. Please note, however, the exact timing of return from the LOA is dependent upon completion of all required conditions for return and space availability in the program of study. If the student's LOA is semester-long, this written request for reinstatement must be submitted not less than thirty (30) days prior to reinstatement. Failure to comply with deadlines for above notice shall preclude the student from reinstatement.

If a student meets the above deadlines to confirm their intent to return and has completed all required conditions

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for return within the time frames noted, but there is no space available in a required course they will have their progression altered and will be given a seat in the next available class. The student may take other classes that have space providing they have met the pre-requisite(s) for these classes.

If a student is approved for an LOA based on a medical/health related condition, they must provide sufficient documentation to Student Health Services (SHS) from the qualified treating provider stating the student is able to return to school without any conditions or restrictions and is able to fully meet all the Technical Standards as outlined in the Tan Chingfen Graduate School of Nursing Student handbook. Such documentation shall be on the qualified provider's letterhead, complete with the date of the letter and date(s) of treatment (if applicable) along with original signature. Such clearance from SHS is needed to return from an LOA. Documentation from SHS shall be submitted to the Advisor and course faculty. The Advisor shall place the documentation from SHS in the student's file with the Office of Student Life.

Students who wish to apply for Academic Accommodations, please refer to the Department of School Services website for further information: <https://www.umassmed.edu/ada>

A student who fails to provide timely notice of their intent to return (as stated above) or who does not complete all required conditions related to the LOA will be administratively withdrawn from the Tan Chingfen Graduate School of Nursing. A student may reapply to the Tan Chingfen Graduate School of Nursing for matriculation into an educational program within the Tan Chingfen Graduate School of Nursing. However, such application for re-admission is not guaranteed to be accepted.

Leave of Absence Tuition Rate Adjustment for Graduate Entry Pathway Program

Approved by Faculty Assembly on 4/11/2024

Graduate Entry Pathway Students will not be eligible to take LOA during Fall 2025, Spring 2026, or Summer 2026, as the program will no longer exist after AY25-26.

Procedure:

When an adjustment is needed the following actions should be taken:

- The Dean of the Tan Chingfen Graduate School of Nursing will be notified and requested to approve the change in tuition and fee charges.
- Adjusted tuition and fees will be based on the number of credits of courses being taken for credit or being audited in the GEP-phase term after the student returns from LOA.
- Tuition/Fee adjustment is suggested by GEP Program Director and Office of Student Life, reviewed by the Bursar's Office, and approved by the Dean.

LOA Process & Responsibilities:

Students:

- Meet with faculty advisor to discuss LOA options and implications for student success
- Student and Faculty advisor create program return plan through LOA letter
-
- Student Affairs sends student LOA Letter with conditions via DocuSign

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- Student signs to affirm and commits to follow the conditions for return

Program Director/Faculty:

- Advise and counsel students on LOA options and implications; Review program plan
- Approve LOA request
- Generate LOA letter with conditions for return and updated program plan, sends letter to Student Affairs for processing
- Program Director signs LOA DocuSign letter, along with student

Student Affairs:

- Student Affairs sends LOA letter, based on conditions set by faculty, via DocuSign
- Submits Change of Status form to Registrar/Bursar/Financial Aid to update student status
- Keeps records for the Student File
- Reminds students of LOA return deadline
- Submits Change of Status form to Registrar/Bursar/Financial Aid to update student status for student return
- Assists in registering student for next set of courses according to LOA letter and updated program plan

LOA letters should include a bullet point list of the following information:

- Program:
- Reason for request:
- Start date of the requested leave:
- Return date of the requested leave:
- Proposed revised program plan of study:
- Conditions students must meet for return clearance:
- Deadline dates:

Licensure Policy

Approved by Faculty Assembly on 4/11/2024

All GEP-to-DNP, Pre-Graduate Option-to-DNP, and BSN-to-DNP students must have a current unrestricted Massachusetts RN license and a current unrestricted license in any state where they will perform their clinical practicum. Proof of Massachusetts RN licensure is required upon matriculation into the Tan Chingfen Graduate School of Nursing. GEP students must meet this requirement prior to the start of their advanced practice clinical courses. Post-graduate certificate (PGC) students must have a current unrestricted NP or APRN license in the state in which they intend to complete their clinical hours. It is recommended that PGC students obtain a Massachusetts NP license as many clinical placements are within the Commonwealth of Massachusetts. DNP students performing clinical practicum in another state must obtain a current unrestricted RN license in that state prior to the start of their clinical practicum in that state. PGC students performing clinical practicum in another state must obtain a current unrestricted NP license in that state prior to the start of their clinical practicum. Masters and Post-Master's DNP students must have a current unrestricted nursing license in their state of practice.

Maintenance and Retirement of Student, Faculty, and Graduate Records Policy*Approved by Faculty Assembly on 4/14/2022***Maintenance of Student Records**

The Office of Student Affairs and Admissions in the Tan Chingfen Graduate School of Nursing is the custodian of student records. Upon admission and matriculation into the Tan Chingfen Graduate School of Nursing, a student record is maintained on each student until graduation. Students may not remove or copy any information in the file but have the right to inspect the file. Once students graduate from the Tan Chingfen Graduate School of Nursing, the Office of the Registrar keeps a list of all graduating students and permanently maintains transcripts of all academic records. UMass Chan maintains student files for five years unless the student has been academically dismissed/withdrawn from the program in which case records are kept indefinitely.

Maintenance of Faculty Records

The Dean's Office in the Tan Chingfen Graduate School of Nursing is the custodian of faculty records. All salaried and contracted faculty in the Tan Chingfen Graduate School of Nursing will have a faculty file that includes a curriculum vitae (CV), nursing license, certification (if applicable), transcripts, and letters of recommendation. All faculty files are kept in a locked file cabinet outside the Dean's Office. If a faculty member continues to work as a post-retiree, their file remains in a locked file cabinet near the Dean's Office. If a faculty member officially retires or resigns, their file goes into a locked cabinet in another location in the Tan Chingfen Graduate School of Nursing.

Matriculation Policy*Approved by Faculty Assembly 4/13/2023***Matriculation Process for New Students and Non-Degree Enrollment:**

Students are admitted through the Tan Chingfen Graduate School of Nursing's Office of Student Affairs & Admissions and registered for courses by the Registrar's Office. All learners, including newly admitted and matriculated students, those on leave of absence (LOA) as well as those registering to take non-degree courses, will be issued Network and UMass Chan email accounts. All UMass Chan faculty, staff, contingent workers, contractors and students in its schools, departments, centers and business units are required to complete annual privacy and information security training, among other trainings such as Title IX, etc. These training courses provide foundational knowledge on how to protect and secure UMass Chan and customer data, and how to comply with relevant federal and state laws and regulations and client contractual obligations.

Annual Security and Privacy training must be completed within sixty (60 days) of receiving account access. If the user does not complete the training in a timely fashion, the following shall occur:

- Sixty (60) days from receiving the training assignment, users will receive a written reminder to complete the training.
- If the training has not been completed within ninety (90) days, a registration hold will be placed on the student account, which will prevent them from registering for any future term until the training is complete
- If training is still incomplete after one hundred twenty (120) days, user accounts will be disabled.

Failure to comply with the timely completion of all required trainings, matriculation, orientation and on-boarding tasks may result in academic registration holds, up to and including administrative dismissal.

Orientation & Matriculation Process Overview

For Degree-seeking and certificate students: Matriculation is conducted beginning in the month of May for Fall-start students, and in December for Spring-start students. All degree-seeking students are required to complete each assigned Matriculation and Orientation task in PeopleSoft by given deadlines. Health clearance by Student Health Services is a requirement to begin coursework. UMass Chan photo ID and Library barcodes are also issued, and several other required documents and consent forms are required to be submitted by established deadlines. Students are enrolled in all first-year courses by the Office of Student Affairs & Admissions in July. Orientation occurs in August and attendance is required for all incoming students.

For Non-Degree learners: A non-degree application is required to be submitted each term by established deadlines to process enrollment in a non-degree course or contact hour program. All payments must be made within 72-hours upon receipt of received billing statements or students will be automatically withdrawn from coursework by the end of the add/drop period each term and are subject to UMass Chan refund policy.

All non-degree students taking courses for credit are required to complete each assigned on-boarding task in PeopleSoft by given deadlines, which include several required documents and consent forms. UMass Chan photo ID and Library barcodes are also issued through this process. It is the responsibility of all non-degree Students to schedule a day/time to pick-up their ID Badges and pay for parking at the Parking Services Office on-campus prior to the first day of coursework.

Maximum Credit Load Policy

Approved by Faculty Assembly on 7/8/2021

Graduate students may register for up to 18 credits each semester. Exception: A graduate student in the Graduate Entry Pathway pre-licensure year may register for up to 21 credits per semester. Students who wish to register for more than the maximum credit load must secure written permission from their faculty advisor.

Medication Calculation Testing Policy

Approved by Faculty Assembly on 5/11/2023

Policy:

Graduate Entry Pathway (GEP) students must pass medication calculation testing prior to engaging in clinical each semester.

Procedure:

GEP Students will be tested on medication calculation skills in the following course which contain a clinical component: N516B (fall), and N518B/N517B (spring). The following govern the medication calculation skills:

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1. Students cannot administer medication under the supervision of a clinical instructor until they successfully pass the medication calculation skills test;
2. Mandatory review material will be provided prior to taking the test. This may include review sessions held outside of class/clinical/lab time or material accessed by students asynchronously.
3. Students must achieve at least a 90% passing grade within a total of five (5) separate attempts. Students will have a total of three (3) attempts for N516B (Fall semester) and two (2) allotted attempts in N518B/N517B (Spring Semester).
4. Students who scored below the passing grade of 90% on first attempt must retake the exam within five (5) business) days from the date of the exam.
5. Students who do not pass an attempt on the exam must remediate with an assigned medication calculation math teaching assistant/faculty before a retake is allowed.
6. If a student failed to achieve the 90% passing grade on three (3) attempts (fall semester) and two (2) attempts (spring semester), this will be considered as a failure of the clinical component of the course which will automatically result in course failure. In this case, the Tan Chingfen Graduate School of Nursing will proceed according to the Academic Dismissal Policy.

NCLEX-RN Policy

Approved by Faculty Assembly on 4/13/2023

It is required that students entering the MS and DNP Tan Chingfen Graduate School of Nursing degree granting programs will hold an unrestricted Massachusetts license as a registered nurse (RN) by the time of matriculation.

Graduate Entry Pathway (GEP) students: Students who complete GEP must take and pass the NCLEX-RN exam during the summer or fall semesters of the post-GEP year. Students are required to report their testing outcome and RN license number to the Tan Chingfen Graduate School of Nursing as soon as available. GEP students who have not passed the NCLEX-RN exam by December 31 of the post-GEP year are required to take a Leave of Absence and thus change progression. (Please refer to the Leave of Absence and Change in Progression policies).

If a GEP student does not pass the NCLEX-RN exam, they must notify both the Director of the GEP program and their faculty advisor in writing. The Director of the GEP program and faculty advisor will offer to assist the student to develop a plan for success. Students who do not pass the NCLEX-RN exam are also encouraged to seek assistance from course or clinical faculty, the Center for Academic Achievement and/or Student Counseling Services, as appropriate.

Any student who does not pass the NCLEX-RN a second time must complete their third attempt to pass the NCLEX-RN exam by the end of spring semester of the post-GEP year. If the student does not pass the NCLEX-

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RN exam after a third attempt, they will be Administratively Dismissed from the Tan Chingfen Graduate School of Nursing degree granting program in which they are currently enrolled at the completion of any courses in progress. If after dismissal, the student subsequently passes the NCLEX-RN exam, the student may reapply to the Tan Chingfen Graduate School of Nursing however, re-admission is not guaranteed. (Please refer to the Administrative Dismissal policy).

Number of Years to Complete Educational Program (Statute of Limitations)

Approved by Faculty Assembly on 7/8/2021

It is expected that students admitted into the Tan Chingfen Graduate School of Nursing will complete graduation requirements within a specified number of years (not counting time away for an approved Leave of Absence) depending on their specific educational program as noted below.

<u>Program</u>	<u>Maximum years of</u>
BSN to MS	5
MS to DNP	5
DNP to PhD	4
MS to PhD	5
BS to PhD	6
BS to DNP	6
GEP to DNP	7

PhD Student Probation Policy

Approved by Faculty Assembly on 4/13/2023

A PhD student will be placed on probation if a student receives a “C” in a core course, and/or if a cumulative GPA at any semester-end of at least a 3.0 is not maintained. A meeting will be scheduled between the student and the program director. Students placed on probation are notified in writing by the Program Director and a copy is sent to the student’s faculty advisor and the Office of Student Affairs to place in the student’s file. A student on probationary status is given one semester to raise the cumulative GPA to at least 3.0. If at the conclusion of this semester the cumulative GPA is not raised to 3.0 or above, the student will be academically dismissed.

Professional Liability Insurance Policy

Approved by Faculty Assembly 5/11/2023

Professional Liability (PL) insurance coverage for the UMass Chan Medical School is provided by Commonwealth Professional Assurance Company, Ltd. (CPAC) - a wholly owned single parent captive insurance company of UMass Memorial Health Care, Inc. (UMMHC) - which is domiciled in the Cayman Islands.

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Students at the UMass Chan Medical School Tan Chingfen Graduate School of Nursing are covered for liability associated with professional services they perform within their formal training program and approved affiliations. Professional Services are defined as any professional services of a medical nature including but not limited to medical, surgical, dental, or nursing treatment. Policy limits for coverage have historically been \$5,000,000 per medical occurrence/\$10,000,000 annual aggregate.

Additional coverage is provided for a student or volunteer associated with the UMass Chan Medical School Tan Chingfen Graduate School of Nursing while rendering, without remuneration, emergency treatment at the scene of an accident or medical crisis away from the school's facilities. If a student is interested in an opportunity, they must submit this in writing to their faculty advisor, who will share it with the Office of Claims Management for approval.

In addition to the above coverages, the policy provides the student with Licensing or Professional Conduct review coverage in the event of a review by a regulatory authority (licensing board) of the student's conduct.

Further information concerning current professional liability coverage, limits, claim-loss histories and insurance verifications for current and former students may be obtained from UMass Memorial Health Care's office of Claims Management and Insurance.

UMass Memorial Health Care, Inc.
Office of PL/GL Claims Management
306 Belmont Street, Suite 160
Worcester, MA 01604
(508) 334-5402 | claimsmanagement@umassmemorial.org

Recording of Classroom Materials and/or Classroom Discussion Policy

Approved by Faculty Assembly on 8/10/23

This policy addresses audio/visual recordings of any faculty-student communication and course materials, lectures, discussion, or presentations. This includes audio or video capture, or photographic image recorded on devices, including, but not limited to, audio recorders, video recorders, cell phones, digital cameras, media players, computers or other devices that record images and/or sound.

The Tan Chingfen Graduate School of Nursing prohibits the recording of any faculty-communication or classroom materials/discussions by students without prior express permission. Students may only access the recordings as online streams and cannot download, screen record, or distribute. Violations of this policy may violate other Tan Chingfen Graduate School of Nursing policies and/or federal or state copyright law and may be subject to Tan Chingfen Graduate School of Nursing and/or University disciplinary action, including but not limited to dismissal.

Procedure:

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Faculty and guest presenter(s) may grant permission to record a discussion, lecture, or meeting requested by the student in the exercise of their sole and exclusive discretion. In those individual cases, recordings will be captured by audio/visual classroom equipment (UMass Chan's lecture capture platform) or web conferencing (Zoom). Recordings will then be stored in the UMass Chan lecture capture platform or their learning management software (LMS).

When a faculty or a guest presenter(s) has expressly permitted such recordings, access to them will be either for the entire class or for students with documented accommodation through Accommodation Services. All attendees (students, faculty, staff) in the class, discussion or meeting must be informed that a recording will occur. Students with accommodations, or the entire class as applicable, will only be able to access the recordings within the context of the course and limited to length of access to LMS courses (duration of their time at in the Tan Chingfen Graduate School of Nursing).

Approved by Faculty Assembly on 8/14/2025

Residency Classification Policy

There are state guidelines we follow for classification of residency – please go to this link for the state guidelines: <https://www.mass.edu/foradmin/admissions/residency.asp>

RN Work Experience Policy

Approved by Faculty Assembly on 4/11/2024

The Tan Chingfen Graduate School of Nursing believes professional nursing (RN) practice is the foundation for advanced nursing roles. After successfully passing the NCLEX-RN, the Tan Chingfen Graduate School of Nursing requires all students admitted through the GEP to DNP program to seek employment and work as an RN while completing the chosen program of study. Additionally, it is recommended that new RN graduates applying to the Tan Chingfen Graduate School of Nursing DNP Program should have the equivalent of one year of full-time RN work experience by the time the student matriculates. The goal is to sharpen assessment, communication, and technical skills, while gaining experience applying the nursing process, advancing critical thinking, and developing organizational skills. This RN experience enhances fundamental nursing skills, provides a sense of how healthcare institutions and systems operate, entices curiosity about topics and situations that warrant research, introduces quality and safety initiatives, and solidifies the value of establishing a relationship with patients and their families. These skills are essential for credibility, gaining trust, and enhancing advocacy for patients.

The Tan Chingfen Graduate School of Nursing expects students to gain experience as a Registered Nurse in a health care institution or community agency. They will continue to be enrolled as a graduate student and should therefore negotiate an orientation and work schedule that accommodates the academic schedule. In general, appropriate positions will be those that allow students to provide direct, hands-on patient care. Appropriate RN positions will be determined in consultation with the GEP director or track coordinator.

GEP to DNP students must complete a minimum of 1000 practice hours before completion of the advanced practice clinical year (DNP year 2). A total of 500 of the 1000 practice hours must be completed before the start of advanced clinical courses. Redacted pay stubs (showing hours worked only) or a payroll audit or verification letter from HR will serve as documentation of hours worked. Documentation of RN hours is due at the

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following 2-time points: August 15th, before the start of NP clinical experiences, and August 15th when students become eligible to sit for NP certification exams. Documentation is to be completed and submitted at both timepoints. Students completing the GEP program who have not secured an RN position by February 1st following the GEP year must meet to discuss with the GEP director and track coordinator.

GEP to PhD students are encouraged to obtain experience as an RN throughout the educational program. Practice will inform the development of research questions and for students who anticipate teaching in a future role this will provide a solid foundation, enhance credibility with future students, and may be expected by many employers.

Issues with securing employment and accruing the documented hours according to the above timelines will be considered on a case-by-case basis. Verification of hours worked may be requested at any time. Close monitoring and projecting of practice hours, and a possible Change in Progression or Leave of Absence, may be required. Please refer to the RN Work Experience Guidelines for recommendations on optimal practice settings.

Rounding of Course Grades Policy

Approved by Faculty Assembly 5/9/2024

Individual grades within a course (for assignments, exams, quizzes, etc.) and GPAs will not be rounded. Final grades in the course will be rounded up to the next whole number if the number in the tenth place is 5 or more. A Final Grade \leq XX.49 will NOT be rounded up and a Final Grade \geq XX.5 will be rounded up.

Student Complaint and Grievance Policy and Procedure

Approved by Faculty Assembly on 8/8/2024

Purpose: To provide Tan Chingfen Graduate School of Nursing students with a prompt and equitable resolution of complaints and grievances by either informal or formal means.

Exception to this Policy and Procedure: Assignment or course grade complaints are not covered under this Student Complaint and Grievance Policy and Procedure. These issues should be resolved directly between the student and the course faculty of record.

Definitions:

- **Complainant:** Any student who believes they have been adversely affected by the actions or behavior of another member of the UMass Chan Community and seeks resolution through the student complaint and grievance process.
- **Faculty Member:** any person hired by the Nursing School to conduct classroom or teaching activities or who is otherwise considered by UMass Chan to be a member of its faculty.
- **Formal Complaint:** One that is written and submitted via UMass Chan email or as a hard copy letter.
- **Informal Complaint:** A verbal concern expressed by a student to the particular faculty member or other individual involved. A verbal complaint is always considered an informal complaint.

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- **Member of the UMass Chan Community:** any person who is a student, faculty member, staff or any other person employed by UMass Chan. A person's status in a particular situation shall be determined by the Associate Dean of Academic Affairs or their designee.
- **Organization:** any number of persons who have complied with the formal requirements for Office of Student Life registration, or who operate as such even without complying with the formal registration requirements.
- **Parties:** The Complainant and the subject(s) of the complaint or grievance.
- **Staff:** any person employed by the UMass Chan, performing assigned administrative or professional responsibilities at the Tan Chingfen Graduate School of Nursing.
- **Student:** otherwise known as a learner - a person taking courses at the Tan Chingfen Graduate School of Nursing, either full-time or part-time; pursuing non-degree, graduate, or professional studies; persons who withdraw after allegedly violating the Student Handbook; persons who are not officially enrolled for a particular term but who have an existing relationship with the Tan Chingfen Graduate School of Nursing; persons who have been notified of their acceptance for admission.
- **Student Complaint:** A claim by a student who is dissatisfied with an individual, service, policy, procedure, action, or lack of action.
- **Subject of the Complaint:** Any person accused of violating the policies outlined in The Nursing School's Student Handbook, as identified in a formal complaint.
- **Teaching Associate (TA):** a student hired by the Tan Chingfen Graduate School of Nursing to conduct classroom or teaching activities.
- **The Nursing School:** The Tan Chingfen Graduate School of Nursing at the UMass Chan Medical School .
- **Tutor:** a student hired by the Center for Academic Achievement, or the Tan Chingfen Graduate School of Nursing, to conduct tutoring activities.
- **University Premises/Property:** all land, buildings, facilities, and other property in the possession of or owned, leased, used, operated or controlled by UMass Chan.

Policy:

Should grievances or concerns arise as part of the educational experience, students have the right to due process. The Tan Chingfen Graduate School of Nursing encourages direct communication between the Complainant and all subjects of the Complaint to resolve the concern.

If the student wants help to think through their concerns or desires coaching, or support for this conversation, they may seek support from any of, but not limited to, the following campus support services:

- Tan Chingfen Graduate School of Nursing Office of Student Affairs & Admissions:
<https://www.umassmed.edu/gsn/students/student-affairs-mission/>
- Counseling Services: <https://www.umassmed.edu/psychiatry/clinicalservices/studentcounseling/>
- Office of Student Life Coaching Program: <https://www.umassmed.edu/studentlife/coaching-program/>
- Nurse Education Specialist in the Center for Academic Achievement:
<https://www.umassmed.edu/oea/center-for-academic-achievement/>
- or their faculty advisor, which is listed in PeopleSoft on Academic Information Report.

Students have the right to be accompanied by an advisor or support person of their choice during any formal

complaint or grievance process meeting in which the student is participating.

Support Person/Representation:

The involved parties may choose one (1) support person to advise and / or support them during the grievance process (meetings and hearing). Such individual (including attorneys, if so chosen by a party) may act only in an advisory capacity and may not speak on behalf of a party or otherwise participate in any meeting or hearing. Any student who elects to be accompanied by a support person must provide at least five (5) business days' notice in writing to the Associate Dean for Academic Affairs.

Complaints of learner mistreatment should be reported under the Appropriate Treatment of Learner (ATL)

Policy: <https://www.umassmed.edu/studentaffairs/policies/appropriate-treatment-of-learners/>

- Reporting link: <https://www.umassmed.edu/studentlife/report/>

Inappropriate treatment of learners occurs when behavior by a member of the UMass Chan community shows disrespect for the dignity of learners such that it interferes with their learning process. Examples of such behaviors include, but are not limited, to the following:

- Humiliation of learners
- Verbal attacks towards learners
- Inappropriate anger or harsh language when addressing a learner
- Lack of communication with a learner
- Requiring a learner to perform tasks that belittle the learner
- Requiring a learner to perform personal services, e.g. babysitting, errands, shopping, etc.
- Insulting conduct to a learner
- Disregard for learner safety

The Tan Chingfen Graduate School of Nursing's Complaint and Grievance Policy and Procedures, as well as the UMass Chan ATL policy, do not address complaints related to sexual harassment, violence/hostility in the workplace, or discrimination.

The reporting and investigation of these complaints are addressed in other policies, including the Title IX Policy and Grievance Procedure, Sexual Misconduct Policy, Violence and Hostility in the Workplace policy, and the Discrimination Complaint Policy and Procedure, respectively. Each of these policies can be found here:

- <https://www.umassmed.edu/studentlife/report/>

Students who believe they have been subjected to discrimination due to any of the following protected classes are encouraged to report the incident to the Title IX Coordinator/Assistant Director of Equity, Inclusion, and Campus Climate as soon as possible. To make a report, visit: <https://www.umassmed.edu/dio/reporting/>

UMass Chan Protected Classes:

- Race
- Color
- Creed
- Religion
- Gender

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- Pregnancy, childbirth, or related medical conditions
- Age
- Sex
- Sexual orientation
- Gender identity and expression
- Genetic information
- National origin
- Veteran status
- Disability
- Ancestry
- Or any other characteristic protected by law

In addition, any member of the UMass Chan community who becomes aware of inappropriate treatment of a learner is strongly encouraged to report the issue to the Diversity and Inclusion Office for further assistance. Faculty and Staff identified as Responsible Employees are required to report such incidents to the Title IX Coordinator.

For more information, including definitions, policies and procedures for reporting suspected inappropriate treatment, students are encouraged to contact the Diversity and Inclusion Office:

<https://www.umassmed.edu/dio/reporting/>

Student Complaint Procedure:**Step 1: Informal Complaint**

- **A) Initial Concern must seek informal resolution:** The Complainant shall first address the concern with the specific individual(s) (faculty, staff, or university community member) involved. The Complainant is encouraged to seek support and guidance as needed to raise the concern.
 - If the concern is not resolved, the Complainant should let the subject(s) of the complaint know that their concern is not resolved and that they would like to meet with the Program Director or Associate Dean overseeing the program to seek resolution.
- **B) Unresolved Concern to seek formal resolution:** If, after meeting with the Program Director or Associate Dean, the concern remains unresolved, the Complainant should inform the subject(s) of the complaint that their concern remains unresolved and that they intend to file a formal complaint.

Step 2: Formal Complaint

- **Submission:** A formal, written complaint is submitted to the Associate Dean for Academic Affairs and the Office of Student Life.
- **Complaint Details:** The Formal Complaint must include:
 - The words “Formal Complaint” in the subject line of the email.
 - The Complainant’s name, email address, and phone number.
 - Names of individual(s) who are the subject(s) of the complaint.
 - A detailed description of the specific actions/events of the complaint, including names of those involved, relevant dates, any witnesses, and relevant documents.

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- Attempts made to resolve the complaint informally.
- Constructive suggestions to correct the situation.
- **Suspension of other processes:** Once a student submits a Formal Complaint or grievance, as described below, under this procedure, any ongoing dismissal or withdrawal process will be put on hold until the Grievance Procedure is complete, and a final resolution is determined.
- **Meeting:** The Complainant, the subject(s) of the complaint, and the program director (when applicable) will meet with the Associate Dean for Academic Affairs and the Office of Student Life to resolve the complaint.

Step 3: Student Grievance

- **Unresolved Complaint:** If the complaint is not resolved after exhausting the steps listed above, the Complainant may file a Student Grievance as outlined below.

Student Grievance Procedure: A formal process initiated by a student in two instances:

1. Following an unsatisfactory resolution of a Formal Complaint.
2. In response to an action or inaction that adversely affects the student's academic status, such as probation, dismissal, academic warning, clinical warning, or academic/administrative withdrawal.

Student Grievance Procedure Step 1: Intent to Submit Grievance

- **Notification:** The Complainant must provide the Associate Dean of Academic Affairs (or in the absence of someone in this role, the Dean's designee) notice of their intent to submit a grievance statement within 10 calendar days of the event which caused the grievance via email.
- **Grievance Statement:** Following this notification, the Complainant will have an additional 5 business days to submit, via email, their grievance statement to the Associate Dean of Academic Affairs. This statement must include:
 - The specific nature of the grievance.
 - Attempts made to resolve the grievance.
 - Names of individual(s) who are the subject(s) of the grievance.
 - Other individuals who may have information helpful to resolving the grievance.
 - The remedy sought by the Complainant.

Student Grievance Procedure Step 2: Notification and Meeting

- **Written Notification:** The Associate Dean of Academic Affairs will notify the subject of the grievance in writing of the allegations made against them and provide the subject(s) of the grievance and the Dean's Office a copy of the grievance.
- **Resolution Meeting:** The Associate Dean of Academic Affairs will meet with the Complainant and the subject(s) of the grievance at the earliest mutually available time to attempt to resolve the grievance.

Student Grievance Procedure Step 3: Hearing Committee

- **Request for Hearing:** If a meeting between the Associate Dean of Academic Affairs and the involved parties fails to resolve the grievance, the Complainant may request in writing that the Associate Dean of Academic Affairs convene a hearing by an impartial committee.

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- **Committee Composition:** The Hearing Committee will be composed of three (3) neutral and unbiased individuals: two (2) Nursing School faculty and one (1) student member. The Complainant may select one member of the Committee, subject to approval by the Associate Dean of Academic Affairs; the Associate Dean of Academic Affairs shall select the other two members. The committee members shall have no prior involvement with, or relationship to, the allegations. Office of Student Life may also be present at the hearing.
- **Initiation:** The Hearing Committee must initiate the hearing promptly.

Student Grievance Procedure Step 4: Hearing

- **Parties' Opportunities:** The parties may have the opportunity to:
 - Testify on one's own behalf.
 - Present witnesses who can speak about the involved issue.
 - Present other documentary evidence on one's own behalf.
 - Comment on evidence presented by the other parties.
- **Limitations:** The parties may not question or cross-examine each other or any other witness.
- **Committee Actions:** The Hearing Committee will consider the written grievance statement filed by the Complainant and any relevant documentation previously provided by the parties. The Hearing Committee may ask any question of the parties and any witness. The Hearing Committee shall provide a written recommendation to the Dean of the Tan Chingfen Graduate Nursing School of Nursing within fifteen (15) business days of the completion of the Committee's deliberations.

Dean's Decision: The Dean may ask the Hearing Committee questions regarding their recommendation. After the Dean has considered the Hearing Committee's recommendation and any related evidence presented, the Dean will render a written decision within ten (10) business days of receiving the committee's recommendation. This decision will be final and binding.

Student Status Policy

Approved by Faculty Assembly on 7/8/2021

Full time students must be registered for a minimum of nine (9) credit hours for that semester by two weeks before the start of the semester and must maintain a minimum enrollment of 9 credit hours during the semester to maintain full-time status.

Students taking less than nine (9) credits per semester are considered part time. Part-time students must be registered for a minimum of five (5) credit hours each semester to be eligible for Federal financial aid (Exception: The Nurse Faculty Loan Program stipulates part-time or full-time status with no requirement about a certain number of credits).

After completing all required course work and entering doctoral PhD candidacy or the doctoral DNP scholarly project implementation phase (DNP3 Year), a doctoral student is considered full-time until completion of the dissertation or scholarly project.

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Students must be registered for at least one course, N900 Continuous Enrollment, or on an LOA, to be considered an active student.

Transfer of Credits Policy

Approved by Faculty Assembly on 4/11/2024

Credit for courses equivalent to Tan Chingfen Graduate School of Nursing required courses may be transferred from other institutions with permission of the course instructor and program director. The transfer credit process should be completed for courses already taken upon matriculation prior to the first day of class. It is the responsibility of the student to identify transfer courses upon matriculation. Approved courses taken after matriculation should be processed as soon as the grade is available.

In all cases involving transfer of a course from another school, the student receives credit for the transfer courses, but the grades are not calculated in the UMass Chan Medical School, Tan Chingfen Graduate School of Nursing GPA.

- Student must provide:
 - The syllabus of the intended transfer course for credit to the course instructor and director
 - An electronically submitted official transcript containing the grade for the intended transfer course. Transcript must be submitted from the school where the intended transfer course was completed to Office of Student Life
- Courses from a previously earned/awarded degree or certificate program may not be transferred
- Once approved, Office of Student Affairs & Admission will process the transfer and work with Registrar's office to add the transfer credit(s) to the student's official transcript
- Courses must be completed and meet requirements as specified in table (see below).

Program	Number of credits that can be accepted in transfer	Minimum grade requirement for transferred courses	Time frame within which courses were completed	Approval granted by
GEP	0	N/A	N/A	N/A
MS	9	B	Within 5 years	Program Director
DNP	9 BS to DNP 12 MS to DNP	B	Within 5 years	Director of DNP Program
PhD	9	B	Within 5 years	Faculty Advisor and PhD Director

* The Transfer of Credit Policy as stated in the Student Handbook of the Tan Chingfen Graduate School of Nursing applies to all programs except the Graduate Entry Pathway. The GEP Pathway does not accept any transfer of credits for courses or life experiences including military education or experience.

Withdrawal from Tan Chingfen Graduate School of Nursing Policy*Approved by Faculty Assembly 12/14/2023*

Students must notify in writing their academic program coordinator, director, faculty advisor, Assistant Dean of Student Affairs & Enrollment Management, who will notify the Registrar, of their intention to withdraw from the program. Students who withdraw without notification the UMass Chan nursing leadership of their intent to withdraw will be considered withdrawn as of the last recorded date of class attendance as documented by the University.

ADMISSIONS POLICIES AND PROCEDURES

Approved by Faculty Assembly on 4/11/2024

Please find the process and procedure on our website <https://www.umassmed.edu/gsn/admissions/admission-criteria/>

Admission Policy for degree-seeking and certificate programs

It is the policy and purpose of the Tan Chingfen Graduate School of Nursing to provide equal educational opportunity to applicants for admission. All candidates will be reviewed according to academic qualifications and the ability to demonstrate they meet all Tan Chingfen Graduate School of Nursing technical standards, which are essential for achieving the expected academic and clinical competencies of the curriculum. Further, the Tan Chingfen Graduate School of Nursing will continue to support our mission, which promotes human dignity, and racial, ethnic, and cultural diversity.

Application Materials

Applications are considered complete upon receipt of the following items:

- all transcripts
- recommendation letters
- paid application fee(s)
- proof of residency validation form
- CORI/background consent form
- personal statement
- CV/resume
- any other application requirements listed in the NursingCAS or supplemental application.

Application Process

- All students applying to the Tan Chingfen Graduate School of Nursing must complete an online application with NursingCAS by advertised application deadlines found on the school website.
- Residency and citizenship information and criminal background checks are required for all applicants.
- Evidence of CPR Certification for Health Providers (BLS) by the American Heart Association is required at the time of matriculation for all clinical based programs.
- All application materials submitted must be the applicants' own authored work. Upon faculty review of the applicant's qualifications, and review of required application criteria, applicants may be interviewed by faculty if deemed necessary. Faculty reviewers evaluate the applicant's full file and use a scoring rubric to determine an applicant's eligibility for admission. Applicant attributes and experiences are scored based on evidence contained within the applicant's personal statement, references, and CV/resume.
- Completed applications are subsequently reviewed by the Tan Chingfen Graduate School of Nursing Admission Committee. Admission is recommended to qualified applicants based on capacity and a match of career goals with the specialty and school's resources.

PGO to MS-IPL or DNP Admissions Criteria

Pre-Graduate Option (PGO) Candidates for admission to the Master of Science-Interprofessional Leadership (MS-IPL) Program and the Doctor of Nursing Practice (DNP) Program must address the following minimum criteria:

- Bachelor's degree in a non-nursing field completed at an accredited institution
- Associate Degree in Nursing
- Undergraduate GPA ≥ 3.0 preferred
- Unrestricted MA licensure as a registered nurse
- College Level Statistics Course (grade B or higher recommended)
- Two letters of recommendation from an academic or professional source
- Personal statement
- Resume/CV
- All admitted Pre-Graduate Option (PGO) to DNP & MS-IPL students must complete the following requirements prior to the start of Fall Semester DNP Year one:
 - 1) Successful completion of the Nursing Leadership Course: N525C Concepts in Professional Nursing Course III, during the summer semester prior to matriculation.
 - 2) Complete a Gap Analysis with the DNP NP Faculty Track Coordinator for the Community/Population Health requirement by demonstrating via C/V or portfolio satisfactory experience within a public health, population health, and/or community healthcare setting.
 - Applicants who do not have the required Community/Population Health experience, must successfully complete a one-credit Independent Study Course (virtual) in this area to fulfill this requirement.

MS to Post-Master's DNP Admissions Criteria

Master of Science (MS) Candidates for admission to the Post-Master's Doctor of Nursing Practice (DNP) Program must address the following minimum criteria:

- Bachelor of Science in Nursing (BSN) completed at an accredited institution
- Certified as a NP, CNS, CRNA, CNM, or employment as a nurse administrator
- Undergraduate GPA ≥ 3.0 preferred
- Unrestricted licensure as a registered nurse
- College Level Statistics Course (grade B or higher recommended)
- Two letters of recommendation from an academic or professional source
- Personal statement
- Resume/CV

PhD in Nursing Admissions Criteria

Doctor of Philosophy in Nursing (PhD) Candidates for admission to the PhD Program must address the following minimum criteria:

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- Bachelor of Science (BS), Master's degree, or Doctor of Nursing Practice (DNP) completed at an accredited institution
- Undergraduate GPA ≥ 3.0 preferred
- Masters GPA ≥ 3.0 preferred
- College Level Statistics Course (grade B or higher recommended)
- Two letters of recommendation from an academic or professional source
- Personal statement
- Resume/CV
- TOEFL (Test of English as a Foreign Language) results are needed for all applicants whose language of instruction was not English. A score above 250 on the computer test, 600 on the paper test, or 100 on the internet-based test is recommended.

Post Graduate Certificate Admissions Criteria

- Bachelor of Science in Nursing (BSN) completed at an accredited institution
- Undergraduate GPA ≥ 3.0 preferred
- Unrestricted MA licensure as a Nurse Practitioner
- Two letters of recommendation from an academic or professional source
- Personal statement
- Resume/CV
- Eligible out of state applicants must live or plan to relocate to one of the following states: MA, RI, CT, NH, VT, ME

HEALTH RESOURCES AND GUIDELINES***Student Health Clearance Process***

The UMass Chan Medical School (UMass Chan) requires all incoming students to complete the Student Health Clearance process prior to matriculation. This policy was developed to decrease risk of transmission of potential infectious agents. It is also required by Massachusetts Law.

It is each student's professional responsibility to maintain this clearance throughout their educational experience at UMass Chan. All clinical sites within UMass Chan and outside of UMass Chan require documentation of medical clearance prior to starting any clinical educational experience. Student Health Services (SHS) is responsible for periodic tracking of health clearances for all students and will notify students who need updated clearance information via email. The SHS office can help with any questions regarding the clearance paperwork and can assist with resources to help complete the process. Please upload your documentation to the PeopleSoft Portal, you can also use this Portal to correspond with SHS for any questions.

Any student who fails to comply with SHS requests to complete the clearance process will be reported to the Dean of the Tan Chingfen Graduate School of Nursing, the Office of Student Life, and the Registrar's Office for further action including suspension of registration. Suspension of registration would result in being withheld from classes and all clinical educational experiences.

Student Health Fee

The Student Health Fee is different from the student health insurance plan. This fee is MANDATORY for all students whether or not they have the health insurance plan or their own insurance. About half of the fee goes to student counseling service and the other half goes to SHS. The SHS half pays for physician and nurse services in the SHS, waiver of co-pay in the SHS and administrative support. The other half of the fee covers Student Counseling Services. This portion of the fee allows these visits to be covered at no cost to the student. Please refer to the Student Counseling website for details.

Student Health Insurance

MA law requires all students to carry health insurance. UMass Chan Medical School offers one health insurance plan with BC/BS which is managed by University Health Plans (UHP). Students have the option to enroll in the BC/BS plan through UMass Chan Medical School, purchase Insurance with a company of their choice, or apply for and purchase eligible subsidized coverage through the Commonwealth Connector at:

<https://www.mahealthconnector.org>.

Students may also purchase dependent coverage (spouse, children) for an additional cost after the completion of their enrollment in the Student BC/BC health insurance plan. Students may also purchase optional dental insurance plan with Delta Dental for an additional cost and/or optional vision insurance plan with VSP for an additional cost after the completion of their enrollment in the student BC/BC health insurance plan.

The Bursar's Office is responsible for assisting students with the BC/BS student health insurance enrollment. Students complete online enrollment form during annual open enrollment period or request enrollment to the Bursar's Office during the year when a qualifying event occurs. The Bursar Office can be reached at 508-856-6641 or 508-856-6612. For plan overview and summary of benefits, students can go UHP website at www.universityhealthplans.com or call UHP toll free at 1-800-437-6448, x112

[Student Health Services \(SHS\)](#)***[Student Counseling Services \(SCS\)](#)******N95 Respirator Fitting/Mask FIT Testing***

In-patient clinical sites require all Tan Chingfen Graduate School of Nursing health professional students to follow CDC respiratory infection control recommendations. The CDC recommends healthcare workers to be fit tested for a NIOSH- approved N-95 respirator or a powered air purifying respirator (PAPR) in order to provide protection from certain airborne pathogens such as H1N1 or Tuberculosis. Students may be maskfit at their clinical site, or on-campus.

When a student is assigned to a clinical site that requires MaskFit testing on-campus, they must first be medically cleared by Student Health Services (SHS) and then will be eligible to be fitted by Environmental Health and Safety (EH&S) for either N-95 respirator mask or a PAPR.

Respirator Fitness Form

Students who need to be MaskFit tested must download, complete and send the attached Respirator Fitness [form](#) to Student Health Services.

- Step 1 - Forms needed to be completed and sent to Student Health via email (StudentHealth@umassmemorial.org) to obtain Mask Fit clearance.
- Step 2- Once cleared, students should make an appointment as soon as possible with Environmental Health and Safety team to be Mask Fit:
 - Students can book their MaskFit appointment here once cleared by SHS:
<https://outlook.office365.com/owa/calendar/FitTesting1@umassmed.edu/bookings/>

Blood-Borne Pathogen Exposure/Needlestick/Injury Policy

For students who experience an exposure to blood, visibly bloody fluid, body fluid, e.g. cerebrospinal, synovial, peritoneal, pleural, amniotic, semen, secretions from a needlestick/cut or splash to eyes, mouth, nose or open cut, animal bite/lab injury.

For what to do: <https://umassmed.edu/studenthealth/blood-borne-pathogen-exposure/>

Nursing Students with Blood Borne Pathogen Infection

Last updated June 7, 2013

The UMass Chan Medical School (UMass Chan) recognizes its duty to minimize the risk of transmission of blood-borne pathogens by individuals studying at the University. UMass Chan also recognizes its duty to provide a study and work environment which is free from discrimination. The policy which follows has been developed to ensure that UMass Chan acts in a manner consistent with these two duties.

This policy is based on currently available evidence from the medical literature and position papers from discipline-specific organizations. Revision of this policy may occur from time to time in light of new scientific evidence.

The intent of this policy is to limit the possibility of transmission of blood-borne pathogens by infected students within both the educational and clinical setting. UMass Chan recognizes, however, that it is not possible to eliminate the risk of infection.

This policy applies to all students enrolled in UMass Chan Medical School Tan Chingfen Graduate School of Nursing sponsored educational programs, including both UMass Chan Medical School Tan Chingfen Graduate School of Nursing students as well as visiting students.

1. General Considerations

To decrease their risk of acquiring or transmitting blood-borne pathogens, all Tan Chingfen Graduate School of Nursing students involved in patient care will receive training in the principles of Standard Precautions. They will be expected to adhere to those principles at all times within educational and clinical settings. Any student who believe that they may have exposed others to their blood or bodily fluids in a clinical situation have a professional responsibility to notify the attending physician and supervising faculty member. All students must comply with the applicable reporting, follow-up policies and protocols of the clinical site where the incident

occurred. As professionals concerned with the health of others, it is strongly recommended that students involved in such incidents consent to undergoing diagnostic testing for blood-borne pathogens as defined below.

2. Admission to UMASS Medical School Tan Chingfen Graduate School of Nursing

An applicant's HBV, HCV, or HIV serologic status will have no impact on consideration for admission to UMass Chan Medical School Tan Chingfen Graduate School of Nursing.

3. Immunization

Tan Chingfen Graduate School of Nursing students are expected to undergo HBV immunization as a condition of admission unless they are (a) already known to be seropositive or (b) can provide proof of prior effective immunization-with adequate HBV surface antibody titers. If a student has undergone immunization prior to or on admission to the Tan Chingfen Graduate School of Nursing and remains seronegative, the student will be expected to receive a single booster dose of HBV vaccine and will be retested no sooner than six weeks after that immunization. If still seronegative, the two additional doses of the HBV vaccine will be administered. Should the subsequent HBV surface antibody titer measurement remain negative, then testing for HBV surface antigen will be performed. Students who are found to be HBV surface antigen positive will be advised to follow up with the Student Health Service (see 6. UMass Chan Student Health Service responsibilities)

4. Visiting Students

In the event that the Tan Chingfen Graduate School of Nursing has a visiting student, the UMass Chan Medical School policy on Visiting Students will be enacted.

5. Other Serologic Testing

Tan Chingfen Graduate School of Nursing or visiting students are not required to undergo serologic testing for HIV or HCV. However, it is the professional responsibility of the student who may be at risk for HIV or HCV infection to ascertain their own serostatus for these infections.

6. UMass Chan Student Health Services Responsibilities

UMass Chan Medical School Tan Chingfen Graduate School of Nursing students infected with a BBP may come to the attention of UMass Chan Student Health Services (SHS). It is the responsibility of the SHS:

- a) To confirm that the infected student is receiving adequate medical and psychological care, either at the SHS or with the student's personal physician.
- b) To assist with providing, arranging, and coordinating such care if necessary.
- c) To advise the student of precautions to be taken to prevent transmission of their BBP infection, both in terms of patient care activities as well as general lifestyle considerations.
- d) To advise the student of signs of possible progression of their disease that would interfere with their physical or emotional ability to fulfill educational requirements.
- e) To review the UMass Chan policy regarding students with blood-borne pathogen infection including explaining the expectation that the student self-identify to the ADA Student Coordinator.
- f) To explain that, as a medical provider involved with the student's health care, the SHS adheres to HIPAA guidelines and will not discuss the student's medical condition without the student's permission.

In addition, the SHS, or the student's personal physician, may be expected to perform semi-annual follow-up evaluations of infected students. This will provide the UMass Chan BPP Review Panel (see section 10 below) with clinical updates on any changes in the student's degree of infectivity (e.g., viral load, etc.). It also allows for a written statement of medical clearance ensuring that the student's BBP disease has not progressed to the point of limiting the student's educational capabilities as described in the Tan Chingfen Graduate School of Nursing Technical Standards.

7. Notification

Nursing students who are infected with HBV, HCV, or HIV have a professional responsibility to self-identify their serologic status to the ADA Student Coordinator (school official designated to oversee the educational program of students who with BBP infection). Such notification should occur upon enrollment. If a student is diagnosed with a BBP infection after starting graduate school, the student should notify the ADA Student Coordinator promptly. Failure to self-report is basis for disciplinary action, up to and including dismissal from the Tan Chingfen Graduate School of Nursing.

8. Career Guidance and Educational Monitoring

Upon notification, the ADA Student Coordinator will begin ongoing meetings with the infected student to:

- a) Review the UMass Chan Medical School Tan Chingfen Graduate School of Nursing policy on students with BBP infection
- b) Confirm and monitor that the student is receiving appropriate medical care
- c) Assist the student with applying for ADA status
- d) Discuss with the student if there is a possibility that s/he may have already participated in patient care activities in which injury to the student may have led to exposure of patients to the student's blood
- e) Provide ongoing intensive career guidance regarding track selection
- f) Review and approve all planned elective clinical rotations.

The ADA Student Coordinator will also convene a meeting of the UMass Chan BBP Review Panel to discuss potential modifications in the educational program for the infected student. In the case of a need for an urgent determination, temporary restrictions may be issued by the ADA Student Coordinator, pending a meeting of the full UMass Chan BBP Review Panel.

9. UMass Chan BBP Review Panel

An *ad hoc* panel, known as the UMass Chan Blood Borne Pathogen Review Panel, will be convened to review each infected student's clinical status. This BBP Review Panel will consist of the following membership: at least two physicians with expertise in infectious disease, two members of the clinical clerkship faculty who perform surgical or obstetrical procedures, two faculty members from the Tan Chingfen Graduate School of Nursing, the UMass Chan ADA Student Coordinator, and the Assistant Dean of Student Advising (chair). With the student's permission, their personal physician will be invited (but not required) to attend the review panel meeting(s).

The UMass Chan BBP Review Panel will review relevant medical information regarding the infected student and propose any necessary specific modifications in the student's educational program. Each infected student's situation will be assessed individually on a case-by-case basis. The BBP Review Panel will not be informed of

the identity of the student. The BBP Review Panel will take into account such factors as type of BBP infection, degree of infectivity (e.g., based on viral load, etc.), basic health of the student, any associated co-morbidities, as well as the particular requirements and locations of upcoming clinical clerkships or other educational experiences, etc. The BBP Review Panel will then make specific recommendations to the ADA student coordinator to help shape the appropriate accommodations to the student's upcoming educational experiences.

Trainees typically have limited experience with performing procedures and are lacking in technical expertise. As such, they are more likely to make errors in procedural technique that could lead to an exposure. In addition, it is reasonable to assume that patients undergoing an exposure prone procedure would be very unlikely to consent to the non-essential participation of an infected student if there is a risk of BBP transmission. For these reasons, the Review Panel may stipulate broader restrictions on an infected student's participation than what is recommended in guidelines concerning experienced infected health care workers with BBP infection.

10. Confidentiality

Confidentiality of all information about HIV, HBV, or HCV serostatus will be maintained pursuant to state and Federal laws. The Review Panel will consider the details of the student's serostatus and relevant medical history but will not know any particulars of the student's identity.

On a need-to-know basis, only those faculty who will be providing modifications in the student's educational program will be informed that the student has a blood borne pathogen infection without identifying the specific type of pathogen. It may also be necessary to notify other rotation site supervisors that the student is "sharps restricted." These individuals will not be informed about the student's particular disease. The individual clinical sites where students train also may have additional reporting requirements depending upon procedures and activities to be performed by nursing students at that site.

11. Accommodations

In compliance with the American with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008 (ADAAA), students living with blood-borne diseases are to be treated like anyone else having a "disability" for the purposes of admission and retention at UMass Chan Medical School Tan Chingfen Graduate School of Nursing. UMass Chan Medical School Tan Chingfen Graduate School of Nursing is committed to non-discrimination of disabled individuals and makes reasonable accommodations to enable them to complete their medical education. Reasonable accommodations may be made in the nursing programs for infected students so that they will not necessarily be prevented by their blood-borne pathogen disease status from completing a degree. Accommodations should be designed such that the infected student has every reasonable opportunity to excel.

The UMass Chan BPP Review Panel will work with the UMass Chan ADA Student Coordinator to provide the student with reasonable accommodations where needed. An accommodation is not considered reasonable if it alters the fundamental nature or requirements of an educational program, imposes an undue hardship, or fails to eliminate or substantially reduce a direct threat to the health or safety of others. Infected students, like all students, must meet the UMass Chan Medical School Tan Chingfen Graduate School of Nursing technical standards.

Prior to starting a rotation that the UMass Chan BPP Review Panel considers as a potential risk for exposure, the infected student must meet with the program director or faculty so that restrictions on the student's participation can be clearly defined.

12. General Principles Governing Clinical Activities of Infected Students

Each student with BBP infection will have an individualized educational program designed by the UMass Chan BBP Review Panel. There are, however, some general guidelines that apply to all infected students. In addition to practicing Standard Precautions, students with BBP infection should:

- a) Always double glove any time gloves are to be worn.
- b) If at risk of transmitting infection, not participate in exposure-prone procedures, which at a minimum include the following:
 - i. digital palpation of a needle in body cavity
 - ii. simultaneous presence of the student's fingers and a needle, other sharp instrument, or sharp tissues (e.g., teeth, spicules of bone, etc.) in a poorly visualized or highly confined anatomic space
 - iii. see appendix for detailed list of specific exposure prone procedures
- c) In the clinical setting, if an infected student is asked to assume a role in a procedure which may put a patient at risk, s/he should decline participation and indicate that s/he is "sharps restricted."
- d) If a glove or any other body part of an infected student is entered or nicked by a needle or sharp instrument, that instrument will be discarded or removed and cleaned, and the student will retire from the procedure.
- e) If an infected student sustains an injury that may have exposed a patient to the infected student's blood or bodily fluid, the student shall immediately notify the patient's attending physician or the responsible faculty member about the incident and also comply with the applicable reporting and follow-up policies and protocols of the clinical site where the incident occurred. The attending physician should then communicate with the appropriate institutional officials (i.e., risk management, etc.), to initiate a full disclosure process.
- f) On a case-by-case basis, infected students may be required to provide the UMass Chan Blood-Borne Pathogen Review Panel with updated information from their health care provider. Such reports will be requested at intervals not to exceed 6 months and may include the following:
 - i. A current statement from the student's medical provider confirming that the student's overall condition is sufficiently healthy so as to be able to perform expected duties on clinical rotations as described in the Technical Standards found in the UMass Chan Medical School Tan Chingfen Graduate School of Nursing Student Handbook.
 - ii. Appropriate recent laboratory tests confirming that the student's potential infectivity has not changed since the Review Panel issued their recommendations.

13. General Principles Governing Educational Programs of Infected Students

For the required clinical rotations and other required clinical experiences considered higher risk for potentially exposing patients to blood borne pathogens, infected students will preferentially be assigned to rotation sites where the content and structure of their educational experience can be most closely supervised.

To ensure that appropriate restrictions and accommodations are put in place for all clinical situations where patients or others are potentially at risk, the infected student is required to seek authorization from the ADA

Student Coordinator for all elective clinical rotations. The Assistant Dean for Student Advising must also be notified of any changes in the student's schedule of clinical experiences. Infected students who are at risk for transmitting a blood borne pathogen may not be permitted to do elective rotations in specialty areas involving exposure prone procedures. If the student disagrees with such a determination, they may appeal to the UMass Chan Blood Borne Pathogen Review Panel.

Infected UMass Chan Medical School Tan Chingfen Graduate School of Nursing students wishing to do an elective rotation away will need to follow the Blood Borne Pathogen Policy of the host institution.

Appendix 1: Resources: CDC Current guidelines regarding exposure prone procedures for infected health care workers

From: Centers for Disease Control and Prevention; Updated CDC Recommendations for the Management of Hepatitis B Virus-Infected Health-Care Providers and Students; MMWR Recomm Rep; 2012; July 6;61 (RR03); 1-12.

CDC classification of exposure-prone patient care procedures

Category I. Procedures known or likely to pose an increased risk of percutaneous injury to a health-care provider that have resulted in provider-to-patient transmission of hepatitis B virus (HBV)

These procedures are limited to major abdominal, cardiothoracic, and orthopedic surgery, repair of major traumatic injuries, abdominal and vaginal hysterectomy, caesarean section, vaginal deliveries, and major oral or maxillofacial surgery (e.g., fracture reductions). Techniques that have been demonstrated to increase the risk for health-care provider percutaneous injury and provider-to-patient blood exposure include

- digital palpation of a needle tip in a body cavity and/or
- the simultaneous presence of a health care provider's fingers and a needle or other sharp instrument or object (e.g., bone spicule) in a poorly visualized or highly confined anatomic site.

Category I procedures, especially those that have been implicated in HBV transmission, are not ordinarily performed by students fulfilling the essential functions of a medical or dental school education.

Category II. All other invasive and noninvasive procedures

These and similar procedures are not included in Category I as they pose low or no risk for percutaneous injury to a health-care provider or, if a percutaneous injury occurs, it usually happens outside a patient's body and generally does not pose a risk for provider-to-patient blood exposure. These include

- surgical and obstetrical/gynecologic procedures that do not involve the techniques listed for Category I;
- the use of needles or other sharp devices when the health-care provider's hands are outside a body cavity (e.g., phlebotomy, placing and maintaining peripheral and central intravascular lines, administering medication by injection, performing needle biopsies, or lumbar puncture);
- dental procedures other than major oral or maxillofacial surgery;
- insertion of tubes (e.g., nasogastric, endotracheal, rectal, or urinary catheters);
- endoscopic or bronchoscopic procedures;

- internal examination with a gloved hand that does not involve the use of sharp devices (e.g., vaginal, oral, and rectal examination; and
- procedures that involve external physical touch (e.g., general physical or eye examinations or blood pressure checks).

Substance Abuse Rehabilitation Program – Massachusetts Board of Nursing

The Massachusetts Board of Registration in Nursing, in response to the enactment of legislation M.G.L.C. 112, s. 80F, has established the Substance Abuse Rehabilitation Program (SARP). This program assists nurses whose competency has been impaired by alcohol and/or other drugs. The five-year program is designed in a manner which provides adequate safeguards and monitoring so as not to endanger the public health and safety nor jeopardize professional standards of nursing practice. The rehabilitation program provides guidance for nurses through individualized treatment plans and monitoring as a voluntary alternative to the disciplinary process, provided that the nurses cooperate fully with the recommended treatment plans and comply with the requirements for monitoring of their continued well-being after formal treatment has ended. No action is taken against the licenses of the nurses, and, in most cases, nurses will continue to practice. The licensees assume financial responsibility for all aspects of the program. For further information contact the at 617-973-0800 or <https://www.mass.gov/board-of-registration-in-nursing-substance-addiction-recovery-program-sarp>

STUDENT ENGAGEMENT

Tan Chingfen Graduate Student Nursing Organization (GSNO)

The purpose of GSNO shall be to foster and promote communication, cooperation, and continuity among graduate nursing, medical and biomedical science students, as well as with administration, faculty and staff. The GSNO board will support students, especially new students, during their time at Tan Chingfen Graduate School of Nursing by being their advocates to school leadership and providing them with fulfilling opportunities—both in school and in the community—to enhance their learning experience.

Membership is open to all full-time and part-time students. The activities of the GSNO are determined by elected student representative officers. Meetings are held a minimum of twice a year, and more frequently as needed.

The primary advisor to the GSNO will be the Office of Student Life for the Tan Chingfen Graduate School of Nursing.

- i. At least one Tan Chingfen Graduate School of Nursing Faculty member will also serve in an advisory capacity to support the primary GSNO Advisor. The faculty advisor may be appointed by Dean of the Tan Chingfen Graduate School of Nursing, or requested, after nomination by the membership, at the first meeting after elections, to serve for at least one calendar year.

Tan Chingfen Graduate School of Nursing Committees with Student Members

Students are invited to participate on standing committees within the Tan Chingfen Graduate School of Nursing,

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the Curriculum Committee, the Academic Standards Committee, and the Admissions Committee. The co-presidents of the GSNO represent the students at the monthly Tan Chingfen Graduate School of Nursing Faculty Assembly meetings.

The Curriculum Committee reviews and evaluates the curriculum of the Tan Chingfen Graduate School of Nursing programs. Membership includes Tan Chingfen Graduate School of Nursing faculty, a matriculated Tan Chingfen Graduate School of Nursing student, and one Tan Chingfen Graduate School of Nursing alumni.

The Admissions Committee acts on recommendations for acceptance of applicants to Tan Chingfen Graduate School of Nursing programs. Membership includes Tan Chingfen Graduate School of Nursing faculty, Tan Chingfen Graduate School of Nursing Coordinator of Admissions, Tan Chingfen Graduate School of Nursing Office of Student Life, and a matriculated Tan Chingfen Graduate School of Nursing student.

The Academic Standards Committee develops, reviews, and makes recommendations regarding issues relevant to the admissions, progression, retention, and graduation standards and policies of the Tan Chingfen Graduate School of Nursing. Membership includes Tan Chingfen Graduate School of Nursing faculty, Tan Chingfen Graduate School of Nursing Associate Dean for Academic Affairs, Tan Chingfen Graduate School of Nursing Assistant Dean of Student Affairs & Enrollment Management, and a matriculated Tan Chingfen Graduate School of Nursing student.

UMass Chan Committees with Student Membership

Tan Chingfen Graduate School of Nursing students are also part of the UMass Chan campus committees. The Members-at-large from the GSNO serve on the SGA (Student Governance Committee). Additionally, each year nursing students are recruited to serve on UMass Chan Faculty Standing Committees, such as:

- Commencement Planning Committee
- Committee on Equal Opportunity & Diversity
- Committee on Scientific and Research Affairs
- Faculty Council
- Library & Learning Resources Committee
- Student Health Advisory Committee
- Wellbeing Committee
- Women's Faculty Committee

Students from all three schools are eligible to run for a position on the UMass Board of Trustees. Additional committee opportunities throughout the UMass Chan campus may arise during the year.

For more information regarding participation on one of these committees, please see the Assistant Dean of Student Affairs & Enrollment Management or reach out to the Office of Student Life.

UMass Chan POLICIES AND PROCEDURES

All officially approved UMass Chan policies will be displayed on the website below -

<https://umassmed.sharepoint.com/sites/policies/SitePages/homepage.aspx>- the policies below are specific to the Tan Chingfen Graduate School of Nursing:

Access to UMass Chan Medical School Facilities

UMass Chan facilities may be utilized to provide care and treatment of patients, to conduct research for the advancement of health care and to teach and train health-care professionals. In support of these goals, the facilities may be used by the following:

1. Recognized internal organizations for purposes which promote the health-related, educational, research and service and development goals of the organization; and
2. Non-Profit outside organizations which are public service or health related sponsored by a recognized internal organization and approved by the Associate Vice Chancellor for University Relations. Such sponsorships of outside organizations shall not interfere with programs or activities conducted by UMass Chan.
3. A recognized organization must send a request, in writing, to the Office of Communications and Publications Office thirty days in advance of the event or program for permission to use the facilities if an outside organization is being sponsored and will participate in the event. The outside organization must be identified in the request and its proposed participation described.
4. Commercial use of UMass Chan facilities is prohibited.

Confidentiality of Patient Information

Students must complete HIPPA training as required for clinical placements.

Faculty, students and staff are responsible for maintaining the confidentiality and security of information about, and materials related to, patients at UMass Memorial, its affiliates and other clinical sites, and must abide by the privacy and security policies and procedures of all clinical facilities visited during clerkship assignments. The UMass Memorial Notice of Privacy Practice information is available [here](#).

This policy applies to the use of such information and material in educational activities outside of the clinical care setting, such as grand rounds, lectures, patient reports and clinical case correlations taking place within UMass Medical School, or outside UMass Memorial or other clinical sites.

We are required by law to keep confidential and secure patients' "protected health information." Protected Health Information (PHI) as defined in HIPAA, has two components: (1) one or more personal identifiers; and (2) information about or relating to a person's health condition, provision of health services or payment for health services.

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In these educational settings, patient-related materials, such as medical records, radiographs or pathology specimens, may be used freely for educational purposes only if all personal identifiers are removed. This may require concealing or otherwise eliminating patient names and/or other identifiers. When materials that in any way identify patients are used for educational purposes outside of the clinical care setting, an Authorization for the Disclosure of Protected Health Information must be signed by the patient(s) prior to the presentation.

What elements are considered Identifiers?

The following is a list of data elements that are considered to be personal identifiers under HIPAA:

- Name;
- All geographic subdivisions smaller than a state, to include street, address, city or town, county, precinct, zip code, geocode, and three-digit zip code tracts where less than 20,000 people live;
- Names of relatives and employers; All elements of dates (except year), to include birth date, admission date, discharge date and date of death;
- Telephone and fax numbers;
- E-mail addresses;
- Social security number;
- Medical record number;
- Health plan beneficiary number;
- Account number;
- Certificate/license number;
- Any vehicle or other device serial number;
- Web URL;
- Internet Protocol (IP) address;
- Finger or voice prints;
- Photographic images;
- and Any other unique identifying number, characteristic, or code.

Additionally, while the age of a person in years is generally not considered an identifier, ages of 90 and over must be aggregated to a category of 90+ to avoid identification of individuals within this population. Other demographic information, such as gender, race, ethnicity and marital status are not identifiers.

A Consent for Educational Use of Visual Images form, i.e., photographs or videos that reveal patient identity, must be signed before these images are obtained and an Authorization for the Disclosure of Protected Health Information form must be signed before the images are presented. UMass Chan Consent for Educational Use forms are available from Communications (formerly called Public Affairs & Publications) at 508-856-2000. UMMC Authorization for the Disclosure of Protected Health Information forms are available through the UMMC Health Information Management Department at 508-334-5700, Option 1. Other clinical sites will require patient signature on similar forms.

As with all matters regarding patients' confidentiality, all participants attending educational programs and activities are responsible for maintaining the confidentiality and security of patient-related information.

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As a prerequisite to accessing patients' protected health information held by UMass Memorial and its affiliates, all students must complete the UMass Memorial security training course known as the "E-Learning 4 U Privacy & Information Security Module" and sign a UMass Memorial

Confidentiality/User Access Agreement as noted in the HIPAA Privacy and Security Training section of this handbook. Other clinical sites may have similar requirements.

Social Media: It is **never** permissible to post any information that could possibly be used to identify a particular patient. This not only includes patient names but other identifying details that could allow someone to recognize a patient (e.g., photos, dates, locations, or a description of symptoms or an incident).

Breaches of Protected Patient Information: This policy establishes a process for addressing the handling of all alleged breaches of patients' confidentiality. All alleged breaches will be investigated, documented and acted upon. The facility where the alleged breach occurred will be engaged in the investigation as appropriate. Disciplinary action will be implemented based on the severity of the breach and will consider any prior breaches involving the individual in the allegation. Breaches of confidentiality by students are considered violations of the confidentiality provisions of the professionalism document and will be handled according to that process. Sanctions may be applied up to and including dismissal from the Medical School. "See: Professionalism Policy."

Issues of Confidentiality: All members of the academic community, including students and faculty, are encouraged to bring their concerns regarding confidentiality in the use of patient information and medical records in teaching to the attention of individual faculty members, the course directors, the Medical Ethicist, and/or the Associate Dean of Undergraduate Medical Education. The Director of Patient Care Services will also be available as a contact for medical students who wish to report on issues of confidentiality in the use of patient records in teaching.

Other resources available to discuss confidentiality issues are the UMass Memorial privacy officer at 508-334-8096, the UMMMC Privacy and Information Security Hotline at 508-334-5551 and the UMMMC Privacy and Information Security e-mail account at privacyandsecurity@umassmemorial.org.

Guidelines for Consensual Amorous Relationships

The University of Massachusetts Chan Medical School strives to provide an inclusive, welcoming and supportive work and learning atmosphere for its faculty, employees, residents, fellows and students. Relationships between members of the UMass Chan community should adhere to the highest standards of ethical and legal conduct, without exploitation of relationships for personal gain or personal interest. As well, UMass Chan strives to promote an environment where all work/academic decisions are made professionally and fairly, unencumbered by the potential effects of personal relationships.

FULL GUIDELINES REGARDING CONSENSUAL AMOROUS RELATIONSHIPS:

<https://www.umassmed.edu/globalassets/diversity-and--inclusion-office/documents/policies/consensual-amorous-relationships-guidelines-final03072018.pdf>

Criminal Background Checks (CBC), Criminal Offender Records Information Checks (CORI)*Last Updated February 16, 2010*

Applicants are offered a provisional acceptance and are subject to a criminal background check (CBC) or Criminal Offense Record Investigation (CORI). A Criminal Background Check contains information received from court proceedings, including arrest records as well as convictions and dismissals.

If this reveals some prior criminal history, the applicant will be offered a full opportunity to respond. Provisional acceptances may (or may not be) withdrawn pending the school's review of that history and the applicant's response. The school has a process which governs these matters.

An increasing number of clinical agencies are requiring criminal background checks, or CORIs. Our contract with our clinical partner, UMass Memorial Medical Center requires all students engaging in direct clinical care of patients have a CORI performed. Although this CORI will be accepted at a wide number of agencies, some agencies may not accept this CORI and students are responsible to follow the procedures and policies of the agencies to which they are assigned. Students are responsible for the cost of any additional CORI or Criminal Background Check fees.

Electronic Mail

The University makes e-mail facilities available to both students and staff. Campus e-mail users are encouraged to use these communications resources to share knowledge and information in furtherance of the University's missions of education, research, and public service. Students are free to use e-mail for personal use. E-mail is made available to employees for the purpose of conducting University-related business, but occasional social/personal use is allowed providing it does not interfere with an employees' job function. An employee's university email address, however, should not be considered the same as a personal email address. Violation of the e-mail policies and guidelines may result in disciplinary action.

The official IT Electronic Email policy applies to all users, including students. Therefore, all students must follow all applicable IT email policies. These policies are available at the UMass Medical School Information Technology page: [Email Use Guidelines](#)

Patient Rights Under HIPAA

In addition to information concerning the HIPAA Privacy, Confidentiality of Patient-Related Information and Security Regulations found in this Handbook, students must read and be familiar with the "UMass Memorial Health Care / UMass Memorial Medical Center Joint Notice of Information Practices" brochure distributed to all patients at the time of their first clinical visit. Students must also read and be familiar with the privacy notices of all other clinical sites visited for clinical experience.

HIPAA requires that written notice be presented to patients to inform them, among other things, of their privacy rights and to make them aware of how the Medical Center and its affiliates can use and disclose their protected health information. It also includes a point of contact for answering questions or receiving complaints.

Patient rights afforded by HIPAA include:

- Right to Access (inspect/copy) Designated Record Set.
- Right to Amend Designated Record Set.
- Right to Accounting of Disclosures of Protected Health Information.
- Right to File a Complaint regarding alleged Privacy Violations.
- Right to Request Restrictions on Uses and Disclosures of Protected Health Information.
- Right to Confidential Communications.
- Right to the Notice of Privacy Practices.
- Right to Revoke Authorizations for the disclosure of Protected Health Information.

Red Flags Rule

Students must be aware of the “Red Flags Rule,” enacted by the Federal Trade Commission to protect consumers from identity theft (and medical identity theft). Under this law, UMMS (or a clinical partner) is responsible for investigating actual or suspected incidences of identity or medical identity theft if it knows or suspects that an individual is using or attempting to use someone’s identity to obtain services or pay for services.

Medical identity theft is one of the fastest growing types of identity theft in the United States and providers and their employees (including students) must be aware of their responsibility to spot and report “Red Flags” to the appropriate people for investigation. Examples of “Red Flags” include:

- Alerts, notices, or warnings from the credit reporting companies (Equifax, Experian, TransUnion).
- Suspicious documents - paperwork has telltale signs of identity theft. e.g. identification, SSN card, or driver’s license that looks fake or forged.
- Suspicious personal identifying information - personal information that doesn’t ring true (e.g. address, phone number or SSN that has been used by someone else.)
- Suspicious account activity. (e.g. Patient receives a bill or Explanation of Benefits for procedure patient didn’t have.)
- Notice from the patient, customer, law enforcement, or victim of identity theft
- See FTC web site for complete list of Red Flags: New ‘Red Flag’ Requirements for Financial Institutions and Creditors Will Help Fight Identity Theft.

Students who spot a “Red Flag” at UMMMC clinical sites must immediately report this to the UMMMC Privacy and Information Security Department by either calling the Privacy and Information Security Hotline at (508-334-5551) or by email at: privacyandsecurity@umassmemorial.org. Students need to be aware that they are obligated to report Red Flags when assigned to other healthcare provider sites and act accordingly.

For Red Flags suspected at UMMS, Students must report to the UMMS Department of Public Safety (508-856-3296).

Vendor Relations, (Faculty and Student) Conflict of Interest Policy

Please see University Vendor Policies here: <https://www.umassmed.edu/officeofmanagement/conflicts-of-interest/>

This policy seeks to prevent conflicts of interest between commercial vendors doing business with the University of Massachusetts Medical School (UMMS) and UMMS' faculty members, and students. Such potential conflicts can be viewed as influencing patient care and/or purchasing/procurement. This policy, working in tandem with the Commonwealth of Massachusetts' Ethics Laws (M.G.L. c. 268A), strives to ensure that relationships between the UMMS Faculty Members or Students and commercial vendor representatives enhance the University's mission as a center of excellence for teaching and research.

A vendor is defined as a company or person offering a good for service or sale. This definition includes, but is not limited to, pharmaceutical companies, device manufacturers and supply companies.

This policy recognizes that some UMMS faculty members provide patient care and/or conduct research in various hospitals, outpatient settings, and research centers that may have their own policies governing Vendor relations and conflicts of interest. Such policies may vary from this policy. When two or more policies govern the relationships of UMMS faculty members with commercial vendors, the faculty member must comply with all restrictions. Each faculty member must identify and adhere to the applicable policies.

- **People Governed by This Policy** - The UMMS Faculty and Student Vendor Relations Conflict of Interest Policy apply to all UMMS faculty members and students, unless otherwise specified. When UMMS faculty are subject to other laws, regulations or policies, this policy supplements those laws and regulations and policies but does not supersede them. In each case where such laws or regulations or policies differ from this policy, faculty members must comply with the most restrictive applicable standard. Some of the specific areas of the policy that apply to medical students are indicated below, however, students are responsible for abiding by the entire policy which is available [here](#).
- **Product Fairs:** Product fairs at UMMS sites are allowed. Students and faculty members providing patient care may not accept offered samples.
- **Gifts to Students:** Students in the School of Medicine and Graduate School of Nursing may not accept gifts from a vendor. Students in the Graduate School of Biomedical Sciences will adhere to the requirements of section (4).
- **Vendor Contributions to UMMS Student Educational Activities:** In the event that a vendor wishes to contribute supplies, equipment or other goods/services of material value to support an educational activity, the vendor is responsible for contacting the appropriate program, department or school representative, respectively. It is understood throughout the process of approving such contributions that students will not be responsible for negotiating, securing or otherwise designating the allocation of these items of services. The department and/or the UMMS administration responsible for the oversight of such vendor goods or services must assure that they are acquired, managed and distributed in a manner that complies with UMMS conflict of interest standards. These standards include but are not limited to the avoidance of vendor names and brands on items of general use and assuring anonymity of the vendor's name in association with any such items, whenever practical. All UMMS Student handbooks must explain that students can invite industrial, commercial or vendor groups to UMMS only after obtaining prior approval from their respective

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dean or the dean's designee, who must make a recommendation for approval to the provost for final review and approval.