Master of Nursing in Clinical Informatics and Patient-Centered Technologies

Student Handbook

2024 – 2025

SCHOOL OF NURSING
UNIVERSITY *of* WASHINGTON

TABLE OF CONTENTS

1 | ABOUT THE MASTER OF SCIENCE IN CLINICAL INFORMATICS AND PATIENT-CENTERED TECHNOLOGIES STUDENT HANDBOOK

The Master of Science (MS) in Clinical Informatics and Patient-Centered Technologies (CIPCT) Student Handbook is designed to help you navigate your graduate degree from start to completion. This handbook is a great place to start whenever you have questions about your degree, the School or Nursing, UW policies and procedures, and other student needs. It is designed to answer questions specifically related to this program, prepare students for their time in the CIPCT program, and offer an overview of graduation requirements. It is a living document and is reviewed annually.

2 | MISSION, VISION, AND VALUES OF THE SCHOOL OF NURSING

Our **mission** is to advance nursing science and practice through generating knowledge and preparing future leaders to address health.

Our **vision** is to pioneer improvements in health and health care through innovative nursing science, education, and practice.

Our **values** include:

- Collaboration*
- Social responsibility
- Integrity*
- Respect*
- Accountability
- Diversity*
- Excellence*

Note: those values with an asterisk are held in common with the overall University of Washington values.

3 | CREATING AND MAINTAINING A CLIMATE THAT IS SUPPORTIVE OF DIVERSITY, EQUITY, AND INCLUSION

A fundamental purpose of nursing is the provision of quality and equitable health care to all members, groups, and communities of society. Nursing knowledge and practice must be sufficiently broad in perspective and content to meet the requirements of a diverse, multicultural population. To this end, the University of Washington School of Nursing seeks to attract, admit/hire, and support diverse and racially representative students, staff and faculty members.

A central activity to support this diverse community is adequate preparation to interact with people from all cultures. This focus requires that nursing be responsive to, explicitly value, and incorporate a wide variety of perspectives and experiences. This open and flexible approach is based on respect for all cultures and their members, on examination of our own perspectives, biases, and socialization, and on the ability to examine and adjust our own perspectives, beliefs and behaviors.

We are committed to fostering a climate that is inclusive and welcoming of all groups. We recognize that this effort is a multi-dimensional one that includes: recruitment efforts, policies, curriculum, pedagogy, norms, practices, faculty/staff promotions, decision making, and continuing multicultural and anti-oppression education for faculty and staff members. We also recognize that nursing education and practice in the United States occurs within the social, cultural, and historical context of institutionalized racism (among other forms of oppression). Meeting our purpose thus requires a sustained and multi-dimensional effort.

We are committed to eliminating all forms of oppression resulting from socially and culturally constructed differences in race/ethnicity, sex/gender identity or orientation, socioeconomic status, language, age, physical characteristics, disability, pregnancy, veteran status, country of origin, citizenship, religious or political beliefs, military status, and others.

Read the latest draft of our DEI Strategic Action Plan.

UW School of Nursing principles of inclusion

- We affirm the inherent dignity of each individual and group.
- We affirm that group differences are socially, culturally, and historically constructed and hierarchically arranged, resulting in the inequitable distribution of resources among groups. This construction and distribution can be changed, and we commit to change it.

9

- We affirm our commitment to address difference, privilege, and power at the School of Nursing. We will address privilege and power using anti-racist and anti- oppression principles of on-going education, open dialogue, skill building, challenging the status quo, and accountability to people of color and other social groups.
- We affirm our commitment to increase the numbers of faculty, students and staff from underrepresented groups, and to support their leadership within the school.
- We affirm our commitment to work toward a climate of inclusiveness on all levels of the School of Nursing.

4 | UW SCHOOL OF NURSING PHILOSOPHY OF GRADUATE EDUCATION

Initial approval 2009; revised and approved by votes at UW Seattle, Tacoma, and Bothell campuses Autumn 2018

The School of Nursing faculty believes graduate education denotes the critical appraisal of the concepts and theories that underlie the nature and practice of nursing and the extension of the processes of inquiry (problem solving, critical thinking and research) for the development and testing of knowledge, and for the translation of evidence to practice. The organization of graduate programs recognizes the diverse areas of specialized and advanced practice in nursing, is guided by the current state of knowledge and societal needs, provides a foundation for the continuing evolution of new knowledge both in nursing and in other disciplines, and fosters leadership.

The faculty also believes that the diverse and varying educational, personal, and cultural experiences that students bring to their graduate studies are valuable to the programs and that the strengths of such backgrounds must be fostered and nurtured within educational environments that are characterized by free interchange among scholar/teachers.

Furthermore, graduate study requires that scholarly exchange, objectivity, and creativity must prevail in the learning environments of the classroom and the laboratory. The faculty believes that the goals of graduate education require that a high level of inquiry be attained through the development of a collaborative role that involves both faculty and students in the discovery and refinement of knowledge. Further, graduate education requires learning experiences and environments that represent the multicultural composition of the world and reflect the broad range of interests and concerns of faculty and students and the communities they serve.

The faculty recognizes that each student also comes with individual goals and that the attainment of these goals will be achieved in various ways. Scholarly inquiry is a component of all graduate programs in the school.

5 | APPROVED LEARNING GOALS FOR UW SCHOOL OF NURSING MS IN CIPCT PROGRAM

1. Generate knowledge that is inventive and rigorously tested within a selected area of nursing science;
2. Have multiple perspectives of knowing and also acknowledge multidisciplinary contributions to knowledge generation;
3. Be informed by social, cultural, and political issues related to their area of scholarship;
4. Provide leadership in nursing as well as various professional and public groups;
5. Test, generate, and extend knowledge relevant to nursing science and practice.
6. Demonstrate critical interrogation of positionality, recognition of implicit biases, as well as knowledge and application of anti-racism principles to promote health equity.

6 | ESSENTIAL BEHAVIORS FOR PhD STUDENTS

1. **Essential Behaviors for Master's, DNP, and Graduate Certificate Students**

The following qualifications amplify requirements found in the University of Washington Student Conduct Code. For admission, continuation, and graduation in their programs, students must abide by the following specifications for behaviors and abilities. In this document, "student" pertains to all UW Seattle Graduate Certificate Program in Advanced Practice Nursing (GCPAPN) students and DNP students as well as UW Seattle, Bothell, and Tacoma master's students, and Bothell and Tacoma RN-BSN students.

Communication
Students must:
- Communicate effectively and sensitively with patients and their families as well as with other students, staff, faculty, professionals, agency personnel, community residents, and other relevant to their areas of study
- Express ideas and feelings clearly and appropriately
- Demonstrate a willingness and ability to give and receive feedback

Cognitive
Students must be able to reason, analyze, integrate, synthesize, and evaluate in the context of the nursing activities of their programs of study.

Behavioral/Emotional
Students must:
- possess the emotional health required for the full utilization of intellectual abilities and the exercise of sound judgment in completing programs of study
- demonstrate the timely completion of responsibilities in their programs of study
- be able to maintain mature, sensitive, and effective relationships with study subjects, students, faculty and staff members, and other professionals, under all circumstances including highly stressful situations
- have the emotional stability to function effectively under stress and adapt to environments that may change rapidly without warning and/or in unpredictable ways as relevant to their programs of study
- be able to demonstrate empathy for the situations and circumstances of others and appropriately communicate that empathy
- acknowledge that values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others
- be accountable for any behaviors or actions that convey racism, bias, or discrimination and engage in reparations as necessary
- be able and willing to examine and change behaviors when they interfere with productive individual or team academic relationships

13

- demonstrate effective and respectful relationships with the diverse academic, professional, and community environments relevant to their programs of study

Professional Conduct
Students must:
- possess the ability to reason morally and practice nursing in an ethical manner
- not engage in unprofessional conduct
- be willing to learn and abide by professional standards of practice as well as regulations for professional licensure
- demonstrate the attributes of compassion, empathy, integrity, honesty, responsibility, and inclusiveness

Motor and Sensory Skills
Students must need to have sufficient motor function and sensory skills in order to be able to execute movements and make observations required in the domain of nursing care or nursing activity in their chosen programs/areas of study.

2. **Reasonable Accommodations for Disabilities**

The School of Nursing is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education, and employment for students with disabilities. The School of Nursing works closely with Disability Resources for Students (DRS) in this process. DRS is the contact point for students with permanent or temporary sensory, physical or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students who wish to request reasonable accommodations are encouraged to contact DRS to start the process for documenting their disability and determining eligibility for services prior to the start of the program. While this process can be started at any time, reasonable accommodations may not be implemented retroactively so being timely in requesting your accommodations is very important. The University does have policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations. To learn more about the process for establishing services through these offices please contact the appropriate office given your campus location:

Disability Resources for Students, UW Seattle
011 Mary Gates, Box 352808, Seattle, WA 98195-2808
206.543.8924 (V/TTY)

206.685.8379 (FAX)

http://depts.washington.edu/uwdrs/

uwdrs@uw.edu

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. The School of Nursing will work with the student and the respective campus disability office to provide reasonable and appropriate accommodations. While the School of Nursing will make every effort to work with our students and disabilities to accommodate their disability-related needs, it is important to more we are not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program.

3. **Implementation of the Essential Behaviors for MS in CIPCT Students**

Students will be advised of the Essential Behaviors for Admission, Continuation, and Graduation in application materials, during orientation, and via the School's website. If and when an enrolled student does not meet expectations for Essential Behaviors, and in accordance with UW Graduate School Policy 3.7: Academic Performance and Progress, the following will occur:

1) **Problematic behavior documented.** Problematic behavior will be identified to the student, communicated as needed to the student's adviser/supervisory committee chair, and may be documented in the student file by the supervising faculty member.

2) **Problematic behavior results in warning notice and contract.** If a pattern of problematic behavior or a single, very serious lapse in Essential Behaviors becomes evident, the steps below should be followed so that the student is apprised that the student's continuation in the program is in jeopardy:

   a. **Student's adviser/supervisory committee chair is informed.** The faculty member or Office of Student and Academic Affairs official will inform the student's adviser or supervisory committee chair of the behavior(s) of concern.

   b. **Warning notice and student contract are composed.** The faculty member, in consultation with an official of the School of Nursing Office of Student and Academic Affairs, will prepare a warning notice and compose an accompanying student contract providing documentation of lapse(s) in the Essential Behaviors and describing what the student needs to demonstrate, within a specified time

frame, in order to meet the Essential Behaviors and thus remain in the program.

c. **Masters/PhD Coordinating Committee (M/PhDCC) review and approval.** The warning notice and individual student contract are reviewed and approved by M/PhDCC. The documentation of the lapses in the essential behaviors must accompany the contract.

d. **Student receipt of warning notice and contract.** An official of the Office of Student and Academic Affairs and the chair of M/PhDCC meet with the student to present the warning notice and individual student contract. After the student reads and signs the documents (signature indicates that the student has read it), they are placed in the student's academic file. The warning notice and individual student contracts will be purged from the student record upon graduation.

3) **Contract monitored quarterly by M/PhDCC.** Each quarter, M/PhDCC will monitor the contract and make a determination that: 1) the contract is resolved, 2) to continue the contract, or 3) if unresolved, M/PhDCC may recommend the student be placed on probation.

a. **Resolution**. If the student fulfills the contract and Essential Behavior concerns are resolved, M/PhDCC will vote to resolve the warning notice. An official of the Office of Student and Academic Affairs will draft a notice to the student that the Warning Notice and student contract are resolved. A copy of this notification will be placed in the student's file.

b. **Continuation**. If the student is making progress but has not yet resolved the concerns outlined in the warning notice and contract, M/PhDCC may vote to continue the warning notice. An official of the Office of Student and Academic Affairs will draft a notice to the student that the Warning Notice and student contract will continue; the letter will outline areas of progress and areas still requiring resolution. A copy of this notification will be placed in the student's file.

c. **Probation**. If the concerns outlined in the warning notice and contract are not resolved, M/PhDCC may vote to recommend to the Graduate School that the student be placed on probation (see UW Graduate School Policy 3.7 Academic Performance and Progress). This status is used for a student who has failed to resolve problems with student performance or progress that the program has

previously documented and communicated to the student. An official of the Office of Student and Academic Affairs will draft a letter recommending probation summarizing the unresolved concerns. All students must be informed of the reason for the probation, steps the student must take to remove the probation, and the consequences the student will face if steps were not taken to remove the probation. An official of the Office of Student and Academic Affairs will send the probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the probation quarter.

4) **Probation status monitored quarterly by M/PhDCC.** Each quarter, M/PhDCC will monitor the student's progress and make a determination that: 1) concerns are resolved, 2) to continue probation, 3) recommend final probation, or 4) recommend a drop from the program.

   Resolution. If the Essential Behavior concerns are resolved, M/PhDCC will vote to resolve the probation status. An official of the Office of Student and Academic Affairs will draft a notice to the student that the Probation status is resolved. A copy of this notification will be placed in the student's file. Notification of resolution is not sent to the Graduate School; probationary status will automatically resolve unless a recommendation for probation is filed each quarter by the program.

   a. **Continuation**. If the student is making progress but has not yet resolved the concerns outlined in probation recommendation letter, M/PhDCC may vote to continue the probation recommendation. An official of the Office of Student and Academic Affairs will draft a letter recommending probation summarizing areas of progress and areas still requiring resolution. An official of the Office of Student and Academic Affairs will send the probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the probation quarter.

   b. **Final Probation.** If the concerns outlined in the probation recommendation are not resolved, M/PhDCC may vote to recommend to the Graduate School that the student be placed on final probation (see UW Graduate School Policy 3.7 Academic Performance and Progress). This status is used for a student who has failed to resolve problems with student performance or progress that the program has previously documented and communicated to the student. An official of the Office of Student and Academic Affairs will draft a letter recommending final probation summarizing the unresolved concerns. An official of the Office of Student and

Academic Affairs will send the final probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the probation quarter. The Graduate School will review the final probation letter and, if accepted, the Graduate School will send an additional letter from the Dean of the Graduate School to the student informing the student of final probation status. All students must be informed of the reason for the probation, steps the student must take to remove the probation, and the consequences the student will face if steps were not taken to remove the probation. The graduate program must issue one quarter of final probation prior to a drop from the program, except in clearly documented situations outlined in Graduate School Policy 3.7.

c. **Drop.** If the concerns outlined in the prior probation recommendation letters remain unresolved, M/PhDCC may vote to recommend a drop from the program. The graduate program must issue one quarter of final probation prior to a drop from the program, except in clearly documented situations outlined in see UW Graduate School Policy 3.7 Academic Performance and Progress. Drop is an official action that terminates a student's enrollment from a graduate program; a program drop is distinct from dismissal, which is an official action that terminates a student's affiliation with the University. An official of the Office of Student and Academic Affairs will send the drop recommendation to the student with a copy to the Graduate School no later than the fifth business day of the drop quarter. If the Graduate School approves the drop, the drop status will appear on the student's official transcript and the student will receive a drop letter from the Dean of the Graduate School. When dropped, a student is not eligible to complete the program or return later to complete the degree. A student dropped from one graduate program may apply to and enroll in a different graduate program if accepted.

5) **Appeals.** UW Graduate School Policy 3.8 outlines the Academic Grievance Procedure that Graduate students may follow if they believe they have been subjected to unfair treatment in the administration of academic policies. Policy 3.8 applies to the application of departmental, college, or Graduate School policies, as well as deviations from stated grading practices (but not individual grade challenges).

SCHOOL OF NURSING
UNIVERSITY *of* WASHINGTON

7 | OFFICE OF STUDENT AND ACADEMIC AFFAIRS (OSAA)

1. **Front Desk**

   Contact the front desk if you would like to:
   - Drop off and pick up documents
   - Check in for meetings
   - Obtain a copy of your clinical evaluations
   - Get directions
   - Ask general questions

   Phone: 206.543.8736
   E-mail: asknursing@uw.edu
   Hours: Monday - Friday 8:00 a.m. – 5:00 p.m. Closed on University Holidays.

2. **Program Advising**

   Our Graduate Program Adviser can help guide you through School of Nursing and UW Graduate School policies as well as documenting your program milestones. Your adviser is a SoN staff member whose role is to work directly with students. You also have a faculty advisor (see program specific information modules).

   Current MS, DNP, or Graduate Certificate students can schedule as advising appointment by emailing phdadv@uw.edu.

3. **Student Counseling Services**

   The SoN provides a counselor, Resa Regan, PhD, who is available to confidentially meet with students about school of personal issues/concerns. There is no charge for counseling sessions. She may be contacted for individual appointments via email at resa@uw.edu.

   In addition to the SoN counselor, there are many counseling resources available to students through the University of Washington. Students are highly encouraged to take advantage of the services offered as many of these are provided with no additional fees.

SCHOOL OF NURSING
UNIVERSITY *of* WASHINGTON

4. **Financial Support**

1) **Funding and Tuition Billing**

State-tuition based programs like the PhD program follow graduate [student tuition rates](#). Tuition for state-based tuition tracks is a flat rate for a course load of between 10 and 18 credits per quarter during the academic year and between 7 and 18 credits during summer quarter. See [student tuition rates](#) for tuition estimates.

2) **Academic Student Employment Opportunities**

At the University of Washington, there are three types of graduate student assistantships:

- **Teaching Assistant:** work with students in a classroom, lab, or quiz section setting
- **Research Assistant:** work on research projects; does not involve teaching
- **Staff Assistant:** other types of duties, such as advising or administration

Academic Student Employees (ASEs), which include the above-mentioned graduate student assistantship positions, are covered by the [UAW/UW Academic Student Employee union contract](#). The union contract governs policies and procedures for appointments, salary, job definitions and leave time. You are encouraged to familiarize yourself with this contract.

3) **Finding a Position**

At the University of Washington, ASEs are hired directly by the employing department. Each department conducts its own individual hiring process and can let you know what is required to be considered for such positions. Many departments hire their own students. Other departments – particularly those that do not have graduate students or administrative units that hire graduate students – will recruit widely for positions from relevant degree programs across campus.

You may hear about ASE positions open to all graduate students from the following sources:

- The [UW Employment](#) site under the category Academic Student Employee.
- [Handshake](#) – UW's online job and internship database

- The Graduate Funding Information Service (GFIS), located in the Allen Library. GFIS maintains a blog for both UW and external funding, including job postings for assistantships.
- All ASE jobs within the school of nursing are posted for a minimum of 5 business days on the SoN website: https://nursing.uw.edu/students/financial/paid-student-opportunities/

All graduate appointments in the University of Washington must comply with the requirements detailed by the following websites:

- Executive Order 28: Graduate Student Service Appointments is in the University Handbook, Volume IV, Chapter 6.
- Executive Order 30: Graduate Student Fellowship and Traineeship Awards is in the University Handbook, Volume IV, Chapter 8.
- Graduate School Policy 5.1: Departmental Responsibilities Regarding Instruction by TAs
- Graduate School Policy 5.2: Conditions of Appointment for TAs who are not Native Speakers of English
- UW-UAW Contract
- Federal Educational Rights and Privacy (FERPA)

4) Supplemental Employment

Curricular Practical Training (CPT) is an opportunity for students on F-1 visas to learn practical skills related to their majors while studying at the University of Washington. CPT serves as a work authorization as a student engages in different types of activities related to their major.

The School of Nursing does not require paid employment or internships for any of its degree programs. The School of Nursing does not provide internships (paid or unpaid) for undergraduate or graduate students. International students interested in applying to work under the CPT need to meet individually with the Director of Student Services, Patrick Tufford (ptufford@uw.edu).

8 | ACADEMIC CALENDAR

The University of Washington Academic Calendar is accessible online.

Regular Academic Year

The regular academic year is 9 months in duration and runs September through June as per the Washington Administrative Code. Students should be aware that many SoN faculty may be on 9 month appointments and not available between June 16 – September 15.

Summer Session Terms

There are 2 terms in summer session: Term A and Term B. Some courses run full summer session (both A and B term). This information will be noted in the time schedule.

Official University Holidays are posted online.

9| ACADEMICS

1. **Academic Integrity Policies**

    1) **Student Conduct**

        School of Nursing students are expected to maintain the highest standards of ethics, integrity and accountability, and to this end they are held accountable to the University of Washington Student Conduct Code (WAC 478-121). The University has also developed two companion policies, Student Governance and Policies Chapter 209 and Chapter 210, which explain how student conduct proceedings work and a student's rights in the process.

        The School of Nursing works in collaboration with the UW Community Standards and Student Conduct office to engage students in an equitable process centered on the values of honesty, integrity, and respect. Students are encouraged to reflect on their actions to understand their impact on themselves, the learning community, and the profession of nursing.

    2) **Reporting Misconduct**

        As a matter of professional accountability, School of Nursing students are expected to report observed incidents of misconduct in a timely way to the appropriate instructor, Chair of the relevant Department, or the School of Nursing Conduct Officer (sonadaa@uw.edu). Students who report misconduct are expected to provide details, including student names and other specifics.

    3) **Off-Campus Activity**

        The University may hold students accountable for prohibited conduct that occurred off campus (i.e., not on University premises or in the context of a University-sponsored program or activity). See Student Governance and Policies Chapter 209, Section 5.D. Jurisdiction of the University.

    4) **Prohibited Conduct**

        The University of Washington Student Conduct Code defines the following acts as prohibited conduct. Students committing these acts may be found responsible for violating the Student Conduct Code and face disciplinary measures.

- Abuse of others
- Abuse of the student conduct process
- Academic Misconduct (see next section)
- Acts of dishonesty
- Aiding, assisting, and attempting
- Alcohol violations
- Computer abuses
- Creating a public nuisance in neighboring communities
- Discriminatory harassment
- Disruption or obstruction
- Drug violations
- Failure to comply
- Harassment or bullying
- Hazing
- Indecent exposure
- Intimate partner violence
- Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons
- Research misconduct
- Retaliation
- Sexual assault
- Sexual exploitation
- Sexual harassment
- Stalking
- Theft
- Unauthorized keys, entry, or use
- Unauthorized recording
- Vandalism
- Violation of disciplinary sanctions
- Violation of law

2. **Academic Misconduct**

University of Washington students are expected to practice high standards of academic and professional honesty and integrity. As defined in Student Governance Policy, Chapter 209 Section 7.C, academic misconduct includes:

- "Cheating" which includes, but is not limited to:
  - The use of unauthorized assistance in taking quizzes, tests, or examinations, or completing assignments;
  - The acquisition, use, or distribution of unpublished materials created by another student without the express permission of the original author(s);

- o Using online sources, such as solution manuals, without the permission of the instructor to complete assignments, exams, tests, or quizzes; or
- o Requesting, hiring, or otherwise encouraging someone to take a course, exam, test, or complete assignments for a student.
- o Note, under the Student Conduct Code, **cheating includes the unauthorized use of assistance, including technology (i.e., Artificial Intelligence content generators, such as Chat GPT), in completing assignments or exams.**

"Falsification," which is the intentional use or submission of falsified data, records, or other information including, but not limited to, records of internship or practicum experiences or attendance at any required event(s), or scholarly research.

- "Plagiarism," which is the submission or presentation of someone else's words, composition, research, or expressed ideas, whether published or unpublished, without attribution. The University of Washington has delineated what behaviors are considered to be plagiarism within the Student Conduct Policy.
  Plagiarism includes, but is not limited to:
  - o Using another writer's words without proper citation
  - o Using another writer's ideas without proper citation
  - o Citing your source but reproducing the exact words of a printed source without quotation marks
  - o Borrowing the structure of another author's phrases or sentences without crediting the author from whom it came
  - o Borrowing all or part of another student's paper or using someone else's outline to write your own paper
  - o Using a paper writing "service" or having a friend write the paper for you
  - o In computer programming classes, borrowing computer code from another student and presenting it as your own
- Unauthorized collaboration.
- Engaging in behavior specifically prohibited by an instructor in the course of class instruction or in a course syllabus.
- Multiple submissions of the same work in separate courses without the express permission of the instructor(s).
- Taking deliberate action to destroy or damage another's academic work in order to gain an advantage for oneself or another.

- The recording of instructional content without the express permission of the instructor(s), unless approved as a disability accommodation, and/or the dissemination or use of such unauthorized records.

3. Behavioral Misconduct

1) University of Washington students are expected to be responsible members of the Husky community. As defined in Student Governance Policy, Chapter 209 Section 7.D, behavioral misconduct includes:

- Abuse of others
- Abuse of the conduct process
- Acts of dishonesty
- Alcohol violations
- Computer abuses
- Creating a public nuisance in neighboring communities
- Disruption or obstruction
- Drug violations
- Failure to comply
- Harassment or bullying
- Hazing
- Failure to comply
- Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons
- Retaliation
- Theft
- Unauthorized keys, entry or use
- Unauthorized recording
- Vandalism
- Violation of disciplinary sanctions
- Violation of law

4. Conduct Procedures

Academic and behavioral misconduct may only be adjudicated under WAC 478-121 and Student Governance and Policies, Chapter 209 by those who have the authority to initiate a conduct proceeding. This ensures a student's due process rights, creates consistency in the process, and accountability for any additional misconduct by the

student. For additional information about the student conduct process visit [Student Conduct Process](#).

5. **Reporting**

Any non-emergency incident of alleged academic or behavioral misconduct are reported to the Community Standards & Student Conduct office
https://www.washington.edu/cssc/facultystaff/report-academic-misconduct/

1) **Information to Include**

   1. Your name and the name of the course (if applicable) in which the alleged misconduct took place.
   2. The student(s) names and student ID number(s).
   3. Any other student(s) or witnesses who are able to provide additional information.
   4. Brief description of the incident such as observations of the student's behavior, information about the assignment, and areas in which you think academic or behavioral misconduct occurred.
   5. Additional information could include any statements gathered from others, such as a teaching assistant who observed the alleged misconduct.

2) **Examples of documents in evidence**

   - Course materials including handouts to the student explaining the assignment or examination for which they are charged with misconduct.
   - The student's work. It is understandable that you might wish to provide copies, but if the quality of the paper, specific marks which do not reproduce well, or remains of attempts to alter a paper are essential to the case, originals may be necessary.
   - Original sources if the allegation involves plagiarism.
   - Annotated remarks including diagrams or marks to illustrate some point that may not be evident to the Conduct Officer.
   - Correct answers to example questions.
   - Course syllabus.

3) **Conduct proceedings**

   An overview of the University Student Conduct Process is found here:
   https://www.washington.edu/cssc/for-students/overview-of-the-student-conduct-process/

- Conduct officer is assigned and begins fact-finding process
- An investigative interview will be scheduled for the respondent to review the alleged violation(s) of the Student Conduct Code and the report with the Conduct Officer.
    1. During the investigative interview, the student respondent is provided with an overview of the Student Conduct Process and their rights.
    2. The respondent has the opportunity to provide their account of what occurred, present relevant evidence, and provide names of witnesses for further consideration by the Conduct Officer during the fact-finding process.
- At the conclusion of the fact-finding process, the Conduct Officer will make a decision regarding whether there was a violation of the Student Conduct Code based on a "**preponderance of evidence**" standard. The decision will either be that the student is responsible or not responsible for a violation of the Student Conduct Code. If found responsible, the Conduct Officer will also determine what **sanctions** are appropriate for the violation(s). This written decision is called an **Initial Order**.
- The respondent has the option to request an **administrative review** (appeal) of the decision within 21 days of service of the Initial Order. If an administrative review is not requested the Initial Order is considered final.
- During the fact-finding process, the Conduct Officer may initiate a **full hearing**. Please click here for more information about full hearings.

For more details about the student conduct process, please visit Student Governance Policy, Chapter 209.

4) Grading during conduct process

Instructors leave an "x" grade annotation if grades are due before the Conduct Proceedings are resolved.

6. Online Testing Procedures

If a course uses online testing it will be via Canvas, the SoN learning management system.

7. Ethics of Conducting Original Research

The UW Graduate School requires that graduate students and chairs of all newly formed committees are required to sign a form documenting that the student has been advised of human and animal subjects guidelines. This change was prompted by several incidents

in which the required human subjects Institutional Review Board (IRB) approval was not obtained, jeopardizing doctoral research and degrees.

For further information, you may go to the following sites:
UW Graduate School
Human Subjects Division
Office of Animal Welfare

8. **Student Absence Policy**

The student absence policy according to UW Student Governance and Policies states "A student absent from any examination or class activity through sickness or other cause judged by the instructor to be unavoidable shall be given an opportunity to take a rescheduled examination or perform work judged by the instructor to be the equivalent. If the instructor determines that neither alternative is feasible during the current quarter, the instructor may exempt the student from the requirement. Examples of unavoidable cause include death or serious illness in the immediate family, illness of the student, and, provided previous notification is given, observance of regularly scheduled religious obligations and might possibly include attendance at academic conferences or field trips, or participation in University-sponsored activities such as debating contests or athletic competition. The regulations for Incompletes in Scholastic Regulations, Chapter 110, Subsection 1.A.3 shall apply". Information on leave of absence is provided in handbook section 9.18.

9. **SoN Policy on Planned Student Absences**

A student who has a justifiable reason for being absent from class will discuss this need with their course instructor and will make any necessary arrangements with the instructor prior to the student's absence from the class. Thus, leave arrangements will be a primary concern between the student and their instructor. It is hoped, however, that the student will plan ahead for any contemplated leave of absence from classes (didactic, lab or clinical) so that they may make satisfactory arrangements for make-up work (if needed) or to meet any other kind of class requirements which might be due while they are gone.

The instructor of the class is responsible to carefully appraise the request with the student and to give the final approval of the request. They will determine whether or not the student needs to compensate for the work missed and to determine with the student what is needed by the student to meet the objectives of the course. See SoN Memo 9.

10. UW Email Account Use

When you enroll at the University of Washington, you are asked to sign up for email service through UW Office 365 or UW G Suite by Google. As a nursing student, you should choose Office 365 for your email service because you may be communicating sensitive information that cannot be transmitted via Google servers. Office 365 is HIPAA and FERPA compliant while Google is not. <u>For this reason, you must choose Office 365 to meet the UW School of Nursing and UW Medicine Workforce compliance requirements.</u> School of Nursing students are considered as a UW Medicine Workforce member.

Students are **not permitted** to set their University of Washington email accounts to forward automatically to non-University of Washington email accounts (i.e., personal email accounts such as AOL, Gmail, Comcast, Hotmail, Yahoo, etc.).

11. UW School of Nursing Social Networking Policy

Summary of relevant UW and UW SoN policies (for full background and policy) can be found here: https://students.nursing.uw.edu/policies/student-policies/social-media/

1) Confidential, proprietary and trade-secret information about UW SoN or its affiliates, students, employees, or alumni may not be posted.

2) Patient privacy must be maintained in all communications. Do not disclose information that may be used to identify patients or their health condition and remember that even de-identified information may be recognized by patients, their families, or their employees.

3) **Copyright and intellectual property rights** must be preserved. For comprehensive guidance, consult the UW Copyright Connection at http://depts.washington.edu/uwcopy/Copyright_Connection/. This useful site contains links to relevant laws and university policies including the UW Patent, Invention, and Copyright Policy at https://www.washington.edu/admin/rules/policies/PO/EO36.html and the Digital Millennium Copyright Act information at http://www.washington.edu/itconnect/policy/dmca.html. Violations may result in lawsuits, fines, and imprisonment. Copyright content can be very valuable; owners may routinely search to see if their material is being used without permission and may take steps to enforce their rights.

4) The UW owns and controls its name(s) and other marks, logos, insignias, seal, designs, and symbols. Unauthorized use of these trademarks is prohibited by [UW trademark and licensing policies](#) and is subject to civil and criminal penalties. The UW reserves the right to assess financial penalties, issue cease and desist orders, or take other legal action.

5) **Respect university time and property**. The use of university computers, internet access, networks, and time on the job is subject to a number of specific rules and policies, including but not limited to the following:

6) Student use of computers and networks is subject to UW policies, including, but limited to the following:

   a. [Using your computer in residence halls](#)
   b. [Chapter 478-121 WAC Student Conduct Code for the University of Washington](#)

7) In general, do not use Social Media sites for personal, non-work-related purposes when you are supposed to be doing your job (student work). Recognize that the other clinical agencies or departments may also set more restrictive or specific policies regarding access to Social Media sites. When in doubt, check with your unit head.

8) Unless you are serving as an approved, official spokesperson for UW SoN, online communications are your personal opinions and do not reflect the opinion of UW SoN or its affiliated entities. Each workforce member is personally responsible for their posts (written, audio, video, or otherwise).

9) There should be no expectation of privacy when using a University account to visit internet websites. Email communications and internet use may be subject to disclosure under the Public Records Act for audit purposes.

10) Adhere to the rules that apply to all other aspects of your responsibilities as a UW SoN workforce member, including professionalism, integrity, confidentiality, and security. Relevant University and UW SoN policies include but are not limited to the following:

   a. [UW Electronic Information Privacy Policy on Personally Identifiable Information](#)
   b. The [UW Access and Use Agreement](#)
   c. [UW Information Security policies](#)

11) UW Minimum Data Security Standards: UW APS 2.10, UW Minimum Data Security Standards.

    a. UW Data Management Policy
    b. UW Guidelines for Electronic Discovery

12. Husky Card and Health Sciences Building Card Access

1) Husky Card: The Husky Card is the official identification card for members of the UW community and is available to students, faculty and permanent staff. Obtaining a Husky Card gives you access to a variety of services. You will need to obtain your Husky Card before coming to orientation.

2) Your Husky Card is your Health Sciences Building access card for building and library access afterhours.

13. Enrollment Status

Full-time quarterly enrollment for graduate students is 10 credits during the academic year.

In summer quarter, graduate students are generally considered full time if taking 2 credits; however, this is not universal. Students are who are on Visas, working as ASEs or on scholarship may be required to take 10 credits. Students are highly encouraged to verify registration requirements with the Graduate Program Adviser (dnpadv@uw.edu).

Graduate degree requirements normally consist primarily of graduate-level coursework at the 500 level. Students can petition to have elective courses at the 400 level be part of a student's course of study and applied toward graduate degree requirements when acceptable to the student's graduate program and meets specific requirements of the Graduate School.

14. Registration

1) Access to Course Materials and Websites

Only registered (audit or for credit) students will be granted access to course materials and Canvas course websites. Students who are planning to use tuition waiver and must delay registration should contact course faculty of record to request that they be

manually added to a course Canvas website (see Memo 50: Student Access to Courses).

The only expected reason to register for a course late (on or after day 1 of the quarter) is to take advantage of a possible tuition exemption option. Students who are eligible for tuition exemption will not register until day 3 or 4 of the quarter. Students registering late for other reasons (e.g., missed deadlines, upper campus "registration holds" on their student account, unpaid fees or tuition in a previous quarter, etc.) will not be given access to course websites by faculty or staff until officially registered. Students using tuition exemption may contact course faculty directly via email to be added to the course website.

2) Auditing Courses

To audit a course you must first register for the course as per usual methods and then complete a Registration Transaction Form (Section 2) to change the course to audit. Students must initial on the form that they have received approval to audit the course from the instructor. The audit option can be changed starting once registration has begun through the end of the second week of the quarter. You cannot change a course to audit status on MyUW/MyGrad. A change of registration fee will be charged starting the second week of the quarter.

Attendance in courses as an auditor is based on the consent of the instructor and space availability. You may not audit a course if you have not completed a prerequisite. Permission to audit is ordinarily granted for lecture classes only. You may not participate in class discussion or laboratory work and your registration may be canceled at the discretion of the instructor. Audited courses are not recorded on your permanent record.

Auditors pay standard tuition and fees and must be regularly admitted and registered in the course. Although credits for audited courses are not listed on your transcript, they will be included in the billing on the fee statement. Audit credits count in the calculation of fees. Courses audited may not be changed to credit registrations after Friday of the second week of the quarter.

3) Independent Study Procedures

Students wishing to complete independent guided study with a faculty member need to meet and develop specific objectives for the quarter in advance of registering.

Students and faculty will need to agree upon the specific course (NURS 599 Selected Readings in Nursing Science OR NMETH 600 Independent Study or Research) that is most appropriate based on these objectives, deliverables and methods to achieve them. Faculty and students also need to concur on the number of credits for the independent study, recognizing that 1 credit is approximately 30 hours of work/quarter to meet stated objectives. Once these have been established. The student and faculty complete the required [form](#) (e.g., NURS 599 or NMETH 600). Students should email dnpadv@uw.edu to initiate the required form through DocuSign. Students should only be provided with a faculty add code to register for the independent study after form is completed and signed off. Please note that in summer quarter, the faculty's chairperson signature is also required prior to registration. A copy of the completed form is provided to the Graduate Program Adviser for student file.

At the end of the quarter, student and faculty evaluate progress towards objectives, and complete Section II of the form denoting what grade will be awarded. Following completion, the form is again filed with student and academic services, and the faculty submits student grade to registrar (credit or no credit).

4) **Courses that Require Permission to Register**

Certain courses may require either an add code or faculty permission to register. These details and how to obtain permission will be provided in the time schedule.

5) **Petition for Reduced Enrollment**

In exceptional cases, students may submit a petition for reduced enrollment to the Graduate school. If approved, the student is eligible to be employed and/or receive the position benefits while registered in less than 10 credits. This petition process is only for eligibility to work as an RA/TA/SA/Predoctoral Instructor or receive a stipend as a fellow or trainee. Please see the [Graduate School policy](#) regarding eligibility criteria and the petition process.

6) **Withdrawal from Courses**

   a. **Withdrawal (W)**

   It is your responsibility to withdraw if you are unable to attend for the quarter. Through the end of the *Unrestricted Drop Period*, you may withdraw by dropping

all courses from your MyUW registration page. Beginning the first day of the *Late Course Drop Period* through the last date of instruction, you must withdraw by following the Adviser-Assisted Drop process, as listed on the Current Quarter Drop webpage. Review the UW Office of the Registrar Withdrawal policy.

Students who withdraw may be entitled to a refund of all or a portion of the tuition and fees for a given quarter depending on the time of the quarter the withdrawal is completed.

b. **Former Quarter Drop (previously known as a hardship withdrawal)**

The University of Washington understands that, as a student, you may face a variety of challenges and obstacles while attending the University. The Former Quarter Drop (FQD) process was designed to help you address the impact these challenges and obstacles may have on your ability to achieve academic success.

The FQD process provides students with a method to petition for a grade earned in a former quarter to be changed to a Registrar Drop (RD) due to the student having an extenuating circumstances prevented them from using Current Quarter Drop Process.

The following information outlines how you can the FQD process to request to drop a class or classes completed in a quarter that has already ended. See Former Quarter Drop policy here.

15. **Grading**

1) **University and SoN Graduate Student Grading Policies**

The School of Nursing follows **Scholastic Regulation, Chapter 110.1.B: Grading Practices for Graduate Students**.

2) **MS in CIPCT Grading Scale**

Any single course required for a graduate program needs a grade of 2.7 or higher. Please see Scholastic Regulation, Chapter 110.1.B: **Grading Practices for Graduate Students. Please see the MS in CIPCT grading scale below:**

Conversion to 4.0 scale	
4	99.0 – 100%
3.9	97.0 – 98.9%
3.8	95.0 – 96.9%
3.7	93.0 – 94.9%
3.6	91.0 – 92.9%
3.5	90.0 – 90.9%
3.4	88.0 – 89.9%
3.3	86.0 – 87.9%
3.2	84.0 – 85.9%
3.1	82.0 – 83.9%
3.0	80.0 – 81.9%
2.9	78.0 – 79.9%
2.8	76.0 – 77.9%
2.7	75.0 – 75.9%
2.6	73.0 – 74.9%
2.3	70.0 – 72.9%
2.0	65.0 – 69.9%
1.7	60 - 64.9%
0.0	< 60%

3) **S/NS Grading**

You may elect to take other courses on a satisfactory/not satisfactory (S/NS) basis, up to 20 credits. If you ae a graduate student and earn grades of 2.7 or above, you will receive a grade of S while 2.6 or below are recorded as NS.

Students must have the written permission of their track lead and the Associate Dean for Academic Affairs (sonadaa@uw.edu) to take course for S/NS grading. Students are advised to copy themselves and Graduate Program Adviser (dnpadv@uw.edu) on all such emailed requests (no hard copies will be reviewed).

If approval is granted, the student must elect the S/NS option either when registering or no later than the last day of the quarter.

4) **Incompletes in Courses**

An incomplete may be given only when the student has been in attendance and has done satisfactory work to **within two weeks** of the end of the quarter and has furnished proof satisfactory to the instructor that the work cannot be completed because of illness or other circumstances beyond the student's control.

To obtain credit for the course, a student must successfully complete the work, and the instructor must submit a grade within the next quarter of study. A petition may be

filed to extend the period for completion, but in no case may an incomplete be converted into a passing grade after a year. An incomplete received by the graduate student does not automatically convert to a grade of 0.0 but the "I" will remain as a permanent part of the student's record.

5) **N Grade (No Grade-in Progress)**

An N grade indicates that satisfactory progress is being made, but evaluation depends on completion of the research, thesis, or dissertation, at which time the grade will be converted to CR (credit).

6) **Warning Notices and Learning Contracts**

A warning notice and learning contract is issued for any nursing student who is doing less than satisfactory work in a School of Nursing course. A Warning Notice and learning contract may be issued at any point in the quarter but will be issued for ANY student who is not meeting course objectives, is in danger of failing and/or who has less than a 2.7 grade at mid-quarter. The warning notice includes a learning contract which outlines what the student must do for the remainder of the quarter to pass the course. See Memo 6: Warning Notice and Learning Contract for more information.

7) **Course Repeats and Failures**

Graduate students may repeat any course. Both the original grade and the second grade are computed in the GPA. Subsequent grades will not be included but will appear on the permanent record. The number of credits earned in the course will apply toward degree requirements only once. Veterans receiving benefits must receive approval before a course is repeated. See Registration Restrictions for additional information about repeating courses.

16. Annual Reporting and Review of Student Progress

Consistent with UW Graduate School Policy 3.7 Academic Performance and Progress, the UW School of Nursing will review student progress annually. Annual student progress letters will be sent by the Office of Student and Academic Affairs.

1) **Student in Good Standing**

To be considered a graduate student in good standing, the student must be making satisfactory progress, be meeting Essential Behaviors and University and School

standards relative to scholarship and performance in pursuit of their degree. This includes the following criteria:

- Meet University requirements for a graduate degree
- Maintain satisfactory performance and progression toward completion of the degree, as outlined in Graduate School Policy 3.7: Academic Performance and Progress
- Earn a quarterly GPA of 3.00 or higher
- Earn a grade of 2.7 or higher in required courses
- In programs of study where course work is sequential, achieve course objectives and earn credit for each course each quarter in order to progress to the next course in the sequence

Review of students who maintain a 3.0 grade point average (GPA) is undertaken at least annually (Spring quarter) by M/PhDCC. Students whose cumulative or quarterly GPA falls below a 3.0 must be reviewed quarterly and be provided with a written explanation. An official from the Office of Student and Academic Affairs works with the Chair of M/PhDCC to provide annual and quarterly progress letters to students.

2) **Academic Warn/Probation/Final Probation/Drop**

When review of a student's performance and progress result in a determination that it has been unsatisfactory, the name of the student and recommendation for action (i.e. probation, final probation, or drop) are transmitted by the SoN to the Dean of the Graduate School. Students must receive written notification of this action which includes information regarding the necessary steps the student must take to maintain good standing in their graduate student status. Graduate School Policy 3.7: Academic Performance and Progress

a. **Warn**

This is an early status for a student who has failed to meet expectations for performance or progress. Warnings are optional in the probation process and are managed internally by the program with a goal of resolving problems before escalating to probation. The Chair of M/PhDCC will work with an official from the Office of Student and Academic Affairs to prepare the warning notice and describe what the student needs to demonstrate to resolve the problems with student performance or progress. An official from the Office of Student and Academic Affairs will send the student the warning notice and place a copy

in the student's academic file. The program may issue multiple warning letters to the student and the Graduate School is not notified. The Graduate School recommends that programs use the warning status prior to a probation status.

- Recommended for students whose cumulative GPA has dropped slightly below 3.0–i.e. 2.99-2.95.
- Recommended for students who have failed to meet expectations for performance and progress as determined by the graduate program.

b. **Probation**

This status is used for a student who has failed to resolve problems with student performance or progress that the program has previously documented and communicated to the student. If M/PhDCC votes to recommend to the Graduate School that the student be placed on probation, an official of the Office of Student and Academic Affairs will draft a letter recommending probation summarizing the unresolved concerns. An official of the Office of Student and Academic Affairs will send the probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the probation quarter. All students must be informed of the reason for the probation, steps the student must take to remove the probation, and the consequences the student will face if steps were not taken to remove the probation.

- Recommended for students who have not corrected the deficiency which caused the warn action within the time limit specified by the graduate program.
- Recommended for students who depart suddenly and substantially from scholarly achievement as defined by the graduate program.

c. **Final Probation**

This status is used for a student who has failed to resolve the documented problems in the student's probation status as submitted to the Graduate School. If M/PhDCC votes to recommend to the Graduate School that the student be placed on final probation, an official of the Office of Student and Academic Affairs will draft a letter recommending final probation summarizing the unresolved concerns. An official of the Office of Student and Academic Affairs will send the final probation recommendation to the student with a copy to the Graduate School no later than the 10th business day of the

probation quarter. All students must be informed of the reason for the final probation, steps the student must take to remove the final probation, and the consequences the student will face if steps were not taken to remove the final probation.

The Graduate School will review the final probation letter and, if accepted, the Graduate School will send an additional letter from the Dean of the Graduate School to the student informing the student of final probation status. The graduate program must issue one quarter of final probation prior to a drop from the program, except in clearly documented situations outlined in Graduate School Policy 3.7.

- Recommended for students who have not corrected the condition(s) that caused the probation recommendation within the time limit specified by the graduate program.

- Recommended for students who may have corrected previous probation conditions but failed additional performance requirements and did not progress toward completion of the graduate program.

d. **Drop**

If the concerns outlined in the prior probation recommendation letters remain unresolved, M/PhDCC may vote to recommend a drop from the program. The graduate program must issue one quarter of final probation prior to a drop from the program, except in clearly documented situations outlined in see UW Graduate School Policy 3.7 Academic Performance and Progress. Drop is an official action that terminates a student's enrollment from a graduate program; a program drop is distinct from dismissal, which is an official action that terminates a student's affiliation with the University. An official of the Office of Student and Academic Affairs will send the drop recommendation to the student with a copy to the Graduate School no later than the fifth business day of the drop quarter. If the Graduate School approves the drop, the drop status will appear on the student's official transcript and the student will receive a drop letter from the Dean of the Graduate School. When dropped, a student is not eligible to complete the program or return later to complete the degree. A student dropped from one graduate program may apply to and enroll in a different graduate program if accepted.

If the Graduate School approves the drop, the Registrar is notified by the Graduate School and the student is immediately removed from the graduate program. The drop status will appear on the student's official transcript. Drop letters are sent to the student from the School and from the Dean of the Graduate School. When dropped, a student is not eligible to complete the program or return later to complete the degree. A student dropped from one graduate program may apply to and enroll in a different graduate program if accepted.

This is the final action to be recommended for students who have not corrected the condition(s) that caused the final probation recommendation within the time limit specified by the graduate program.Additional considerations as described in the graduate program policy may result in an immediate recommendation to drop a student without progressing through Probation and Final Probation. The most common examples of this are unsatisfactory performance in the following:

- Qualifying or Preliminary Examinations: As defined in a graduate program policy.
- Doctoral General Exam or Final Exam performance: if graduate faculty determine the student did not pass the general or final exam, the graduate faculty may indicate on the committee signature form that the student is recommended to be dropped from the program. See Graduate School Policy 1.1 for general exam and final exam requirements.
- Fieldwork or professional performance: As defined in a graduate program policy.

e. **Appeals**
   Students may appeal these recommendations directly to the Coordinating Committee Chair or Director of the PhD program. Appeals beyond this point must follow the process outlined in Graduate School Policy 3.8 , Academic Grievance Procedure

3) **Essentials Warning and Monitoring**

Please see section 6 above on Essential Behaviors.

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17. Leave of Absence Policy

To be eligible for On-Leave Status, a graduate nursing student must comply with the policies and procedures outlined in University of Washington Graduate School Policy 3.5, On-Leave Policy to Maintain Graduate Student Status.

Steps for Petitioning for On-Leave Status:

1. Review policies and procedures outlined in University of Washington Graduate Policy 3.5: On-Leave Policy to Maintain Graduate Student Status.
2. Obtain the written approval of the Associate Dean for Student and Academic Affairs (sonadaa@uw.edu) and the student's faculty adviser or doctoral supervisory chair. These approvals may be submitted by e-mail to the Graduate Program Adviser (dnpadv@uw.edu).
3. Once the student receives approval, they should log into MyGrad to submit the On-Leave request online. Requests for leave must be submitted quarterly during the regular academic year to maintain graduate student status.
4. Submit fee payment online. Payment must be received by 5PM Pacific the last day of instruction. This will not be automatically billed to student account.
5. Upon return to the University from On-Leave status, the student is advised to meet with faculty adviser, PhD Program adviser, and/or supervisory chair. The PhD program adviser will ensure re-subscription to the appropriate student group contact lists.

18. Policy and Procedures for Request for Reinstatement

A matriculated student previously registered in the Graduate School who has failed to maintain graduate student status (on-leave status or registration) loses their graduate student status. To resume studies in their previous graduate program, the student pursue reinstatement with the UW Graduate School and the School of Nursing. The Graduate School procedures and request for reinstatement can be found at https://grad.uw.edu/policies/reinstatement/.

NOTE: The UW Graduate School requires that the master's degree student complete all degree requirements within 6 years from the original date of

matriculation. This includes quarters spent on-leave or out of status as a graduate student.

Reinstatement decisions are made at the discretion of the degree program and may be based on the applicant's academic status when last enrolled, activities while away from campus, the length of the absence, the perceived potential for successful completion of the program, as well as any other factors or considerations regarded as relevant by the program.

Eligibility for Consideration (not necessarily approval) of requests for reinstatement may be considered for students who have been inactive and have completed at least one quarter of graduate study in one of the UW-Seattle SoN Graduate Programs. If applicable, the degree and specific track within the degree program must be currently active. Requests for reinstatement must specify the academic quarter for which reinstatement is sought and must be submitted no less than eight weeks before the start of said quarter.

1) **Reinstatement Procedures**

Graduate School

Students who wish to resume studies within the same degree program must file a request for reinstatement to the Graduate School in MyGrad. Requests will first be reviewed and approved by the department (see process for SoN review below). Once department has approved the request and the Graduate School has confirmed the students' eligibility for reinstatement, students will be notified to pay a non-refundable reinstatement fee before registering for the requested quarter of reinstatement. The fee for readmission is subject to change by the Graduate School.

School of Nursing

Graduate students who are not enrolled and who have not maintained "on leave" status are automatically withdrawn from the University. A former student must contact the PhD Program Director regarding the possibility of re-entry into the Degree Program. A formal re-entry request must be sent to the PhD Program Director and PhD Coordinating Committee (M/PhDCC) by week 5 of the quarter prior to requesting reinstatement that includes the following:

1. the request for re-entry,
2. the reason for the lapse in on-leave standing,
3. a specific plan for completion of the program (to include a timeline for program milestones for PHD students), and
4. a statement from the Faculty Adviser/Supervisory Committee Chair concurring with the petition and plan and conveying their willingness to work with the student to complete the program.

In the event that the student's faculty adviser/chair is unavailable, the student should identify other faculty members familiar with the student's graduate work to complete this statement.

The request must be signed by the student and Faculty Adviser/Supervisory Committee Chair (email approval in lieu of signature is allowed). The M/PhDCC has final authority to re-admit upon the recommendation of the PhD Program Director. A final decision regarding the student's request will be communicated in writing.

Students approved for reinstatement will be provided with a revised program of study that may include additional coursework if curriculum changes have been made since the student last attended.

19. Grievance Procedures

1) Grievances

A graduate student enrolled in the School of Nursing who believes they have a grievance involving unfair treatment or an injustice of substantial proportions involving academic affairs with the School of Nursing may initiate action to redress such grievance. If the matter may involve discrimination, refer to the University of Washington Operations Manual, D 46.3.

Steps in the SoN Graduate Student grievance procedure are described below. Each step must be completed prior to going to the next step. The University Ombudsman may be consulted at any point in the procedure. This procedure is intended to expedite the handling of grievances that arise within the School of Nursing and is supplementary to Graduate School Policy 3.8: Academic Grievance Procedure.

i. **Student-Instructor Discussion:**

Many problems can be resolved by an open discussion between the student and the faculty member. Thus, if a student has a grievance with a faculty member the student needs to make an appointment with the faculty member and state the purpose of the meeting is to discuss a grievance. Either the student or faculty member may request another faculty member to be present during the student-instructor discussion. The faculty member involved is responsible for preparing a summary of the points discussed and outcome of the meeting to be placed in the student's file. A copy of this summary is also given to the student.

ii. **Department Chairperson Meeting with Student and Faculty Member:**

If student-instructor discussion does not resolve the issue, the student may file a written complaint with the department chairperson. If more than one department is involved, the original should be sent to the department chairperson most directly involved. Copies of the complaint should be sent to the chairperson of each department involved and to the Associate Dean for Academic Affairs (sonadaa@uw.edu). The chairperson of the department most directly involved will arrange a meeting with the student and the faculty member together in order to seek a resolution of the problem. Within two weeks of the date that the grievance is filed, the department chairperson will provide a written summary of the meeting including the decision and will send a copy to the ADAA. If other departments are involved, a copy of the decision should be sent to each chairperson involved. The student and involved faculty member also must receive a copy of the written summary.

If a student has a grievance with the Department Chairperson, the student should contact the Associate Dean for Academic Affairs to discuss appropriate steps to resolve the issue.

iii. **Meeting with the Associate Dean for Academic Affairs:**

Within two weeks from the date the grievance was filed with the Departmental Chairperson, if the problem has not been resolved to the

satisfaction of the student the matter may be referred to the ADAA. The ADAA will endeavor to determine the basis of the student's continuing dissatisfaction and explore with the student alternatives for further action. The ADAA is responsible for writing a summary of the discussion and outcome of the meeting. The original summary goes into the student's file and a copy is given to the student. Upon the request of the student, the ADAA will refer the matter to a Grievance Committee within the School of Nursing (PhDCC). If a member of the committee is involved with the student's grievance, a substitute faculty member, with no known bias in the matter, will be appointed for the consideration of the grievance.

If the student's grievance is with the ADAA, the student will be referred to the Executive Dean for further guidance.

iv.   **Consideration of Matter by Grievance Committee:**

The Grievance Committee may review the written materials regarding the student's grievance and make its decision based solely on the written material. Alternatively, a hearing about the matter may be requested by the committee, the student, or the faculty member involved. The hearing should be held as soon as those involved may be assembled. A written summary of the hearing (the findings) and the committee's recommendation are to be submitted to the ADAA within 48 hours of the hearing. The ADAA will advise the student, faculty member, and department chairperson(s) of the recommendations.

v.   **Associate Dean for Academic Affairs:**

Upon receiving a report of the findings and recommendations of the Grievance Committee, the ADAA may decide to intervene or not. Within ten days, the ADAA will notify the student of this decision and send a copy of the notification to the Dean of the School of Nursing and to the Dean of the Graduate School.

vi.   **File Formal Complaint with the Dean of the Graduate School:**

If after the ADAA within the School of Nursing has arrived at a decision for no further action within the School of Nursing, the student continue to

believe further consideration is desirable, the student may file a formal complaint with the Dean of the Graduate School.

2) **Communicating Concerns about Instruction Procedures**

If a student has any concerns about a course, course instructor, or course Teaching Assistant (TA), please see the TA or instructor about these concerns directly and as soon as possible. Direct communication with the affected parties is the simplest way to resolve any misunderstandings and miscommunication. If you are not comfortable talking with the TA or instructor, or are not satisfied with the response that you receive, you are encouraged to speak to the Department Chair of the course faculty.

3) **Grade Disagreement**

If a student has a concern about a grade on an assignment or within a course, they should first refer to the course syllabus for specific guidance on rebuttals or grading procedures. In the absence of specific guidance from the course syllabus, students should follow the Grade Appeal Procedure outlined here https://www.washington.edu/students/gencat/front/Grading_Sys.html.

4) **Role of the University Ombudsperson**

The Office of the Ombud is a place where all members of the University of Washington community, including students, can seek information, consultation, and assistance. Each year, the Ombud Office collaborates with hundreds of individuals who are facing challenges. They provide a safe environment to voice concerns and develop constructive options to address situations.

10| STUDENT RESOURCES

1. Student Spaces

1) Study Spaces
- Study rooms are available in the Health Sciences Library and may be reserved. https://hsl.uw.edu/spaces/ - study-spaces
- Suzzallo Library Carrels and Scholar Study Rooms http://www.lib.washington.edu/suzzallo/study/carrels

2) Student Lounge
The SoN student lounge is located on the 4th floor (T441). A code is required for access and will be provided to students at orientation, or you may contact the staff PhD Program Adviser (phdadv@uw.edu) to obtain the code. The lounge includes a kitchenette area.

3) Student Lockers
Locker Locations for Nursing Students: T-wing, 4th and 6th floors.
Locker Assignments:
- Students must provide their own locks.
- All lockers are reserved on a first-come, first-served basis.
- To request a locker assignment, complete the online form.

Assignment Length: Assignments are valid until graduation quarter/year.
Contact: asknursing@uw.edu; 206-543-8736

4) Lactation Rooms
Private lactation rooms are available in the Health Sciences Building and the South Campus Center.

- Health Sciences has four secured rooms available for lactating individuals.
- Three rooms are located in the T-wing and one room in South Campus Center.
- There are two stations in each room available on a first-come, first-served basis.
- Please see the Lactation Room request form for guidance on accessing the lactation rooms.

- The School of Nursing student lounge (located in Health Sciences Building T-441) has a designated mini fridge exclusively for breast/chest milk storage. Please label and store your breast/chest milk in the provided fridge. Door code is required for access and will be provided to students at orientation, or you may contact your Graduate Program Adviser.

For additional locations and how to access, please see: https://hr.uw.edu/worklife/child-care-and-caregiving/lactation-spaces/uw-seattle/

5) **Prayer/Meditation Space**
Spaces for prayer/meditation on campus, including Wellness Room space in the Health Sciences Education Building reserved for student use, can be found here: https://www.washington.edu/diversity/prayer-meditation-spaces-on-campus/

2. **Transportation**

1) UW Transportation Services: https://facilities.uw.edu/transportation/

2) ORCA/UPASS: The U-PASS provides students with a variety of low-cost transportation options. All Students who pay the Service & Activities Fee are automatically U-PASS members and required to pay the U- PASS Fee.

3) Parking: Students can purchase daytime or evening parking permits, as well as motorcycle permits from Transportation Services. Parking lot availability changes based on occupancy levels and whether or not the permit is for evening parking (after 4 p.m.) or daytime parking (before 4 p.m.).

3. **Student Representation on Graduate Curriculum Coordinating Committees (MCC)**

Each of the curricular coordinating committees include and encourage student representation. The student representatives can bring forward items for the agenda and collectively have one vote on motions. Calls for nominees occurs at the beginning of the academic year.

4. **Student Organizations Relevant for Graduate Students**

1. *UW School of Nursing Student Leadership Board:* The School of Nursing Student Leadership Board's (SLB) mission is to represent, advocate for, and build connections among all students in the School of Nursing (SoN).

2. *Graduate and Professional Student Senate*: The Graduate and Professional Student Senate (GPSS) is the official student government for all graduate and professional students at UW-Seattle.

3. *Office of Student Veteran Life*. http://depts.washington.edu/vetlife/

   Veteran's Education Benefits Office: The University of Washington Veterans Education Benefits office serves current service members, veterans and their dependents during their time as students at the UW. The Veterans Education Benefits staff provides students with information about VA educational benefits, certifies GI Bill® benefits, and answers questions about financial aid.

4. *Sigma Honor Society of Nursing Psi-at-Large Chapter*: https://thecircle.sigmanursing.org/psichapter/community-home

5. *Additional student groups are open to both UG and Graduate students*. See list at: https://nursing.uw.edu/students/clubs/

5. **Disability Resources for Students Services**

The School of Nursing is committed to ensuring that otherwise qualified students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education and employment for students with disabilities. The School of Nursing works closely with Disability Resources for Students (DRS) in this process. DRS is the contact point for students with permanent or temporary sensory, physical or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students who wish to request reasonable accommodations are encouraged to contact DRS to start the process for documenting their disability and determining eligibility for services prior to the start of the program. While this process can be started at any time, reasonable accommodations may not be implemented retroactively so being timely in requesting your accommodations is very important. The University does have policies regarding the type of documentation required in order to diagnose different disabilities

and a process for requesting accommodations. To learn more about the process for establishing services through these offices please contact the appropriate office given your campus location:

Disability Resources for Students (DRS)
011 Mary Gates Hall, Box 352808, Seattle, WA 98195-2808
206.543.8924 (V/TTY)
206.616.8379 (FAX)
uwdrs@uw.edu

https://depts.washington.edu/uwdrs/

Students with disabilities are expected to perform all the essential functions of the program with or without reasonable accommodation. The School of Nursing will work with the student and the respective campus disability office to provide reasonable and appropriate accommodations. While the School of Nursing will make every effort to work with our students with disabilities to accommodate their disability-related needs, it is important to note it may not be possible to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program.

6.   **Student Parent Resource Center**

Student Parent Resource Center provides resources and financial support to students with children. Student parents at the UW can find the resources they need to support the successful completion of their degree.

7.   **Methodology and Statistical Support**

The Office of Nursing Research supports the UW School of Nursing's research mission to advance nursing science. The ONR provides consultation services which are available, free-of-charge to students for study design, qualitative analysis and statistical support. In addition, the ONR supports modeling parties (grant reviews) for student researchers preparing extramural applications.

8.   **Writing Resources**

- The School of Nursing has a Student Writing TA available to assist with writing support. The writing TA holds a variety of group courses on writing, as well as 1:1 consultation sessions. To access their services, email SONWriting@uw.edu

- Allen Library Research Commons is specifically targeted for graduate student writers working on long-term projects. No appointment is needed and sessions can last up to 90 minutes. Writing support at Allen Research Commons is staffed by graduate tutors who are trained to support your writing through thoughtful questions and conversational peer-to-peer feedback. In case of simultaneous requests for drop-in sessions, graduate students have priority at this site.

- The Odegaard Writing and Research Center provides by appointment writing support for students.

- Health Sciences Librarians are available to assist with research and search support services.

9. Public Speaking Resource

The Center for Speech & Debate offers a space for speech practicing. Students need to sign up for a time on the website and then they can practice, record their speech, and receive feedback from a speaking tutor.

10. Funding Resources

1) Funding your Education

Many funding opportunities are available for nursing students, both within the School and UW and also the community at large. Students, no matter their need level, are encouraged to apply for as many funding sources as possible.

Complete information about the types of student funding available, as well as how to complete the Free Application for Federal Student Aid (FAFSA), can be found on the UW Office of Student Financial Aid website.

School of Nursing Financial Support Application

The School of Nursing has several scholarships to support nursing students enrolled at the Seattle campus during the academic year (autumn through spring). Though some scholarships are limited, we are able to help many of our students who have high unmet need.

Unmet need is determined from the Cost of Attendance (CoA) minus federal loans minus student/parent contribution; what is left is called unmet need. This figure is determined from the student's Free Application for Federal Student Aid (FAFSA) and the UW Office of Student Financial Aid (UW OSFA).

More information on the application can be found here:
https://nursing.uw.edu/students/financial/application/

2) **Funding your Scholarship/Research**

Hester McLaws Nursing Dissertation Scholarship
The Hester McLaws Nursing Dissertation Scholarship provides funding up to $5,000 for allowable dissertation-related expenses. This is available to any PhD student who has passed their General Exam.

Scholarship travel awards
Each Autumn and Spring, travel award announcements from the Graduate School are sent out to all graduate students who will be attending and presenting at a national conference to help offset the cost. The Graduate and Professional Student Senate also has travel awards available. Other sources include the de Tornyay Center for Healthy Aging and the Center for Global Health Nursing.

3) **Teaching Grants**

i. **NIOSH student funding**
PhD nursing students may be eligible for funded traineeships from the National Institute for Occupational Safety and Health (NIOSH) through the Northwest Center for Occupational Health and Safety for 16 quarters. To be eligible, students must be enrolled full time (10 credits or more), take all of the required occupational health and safety courses, and complete their PhD dissertation related to an occupational health and/or safety issue. Depending on availability, the traineeships may cover tuition costs and some stipend. Contact Dr. Jenny Tsai (communityhealthnursing@uw.edu, 206.543.6079) for more information.

ii. **Omics and Symptom Science Research Training Grant**

The University of Washington School of Nursing has a T32 training program in Omics and symptom science, funded by the National Institute of Nursing Research (T32NR016913). The grant focuses on training of nursing science doctoral students and postdoctoral trainees with skills necessary to incorporate and evaluate Omics (genomics, metabolomics, transcriptomics, microbiome, genomics, epigenomics) in health and disease. The grant supports opportunities for pre-and post-doctoral research training of up to 2 years. For more information, please contact the training program directors Dr. Margaret Heitkemper at heit@uw.edu or Dr. Hilaire Thompson at hilairet@uw.edu.

11| MS in CIPT PROGRAM CURRICULUM

1. Course Descriptions

The field of clinical informatics encompasses many disciplines, and you'll study a range of topics, including nursing informatics, informatics leadership, telehealth, and patient-centered technology. You'll learn how to use information technology to support, evaluate and improve clinical work and patient care.

1) NMETH 520: Scholarly Inquiry for Clinical Informatics Practice (4CR)

This course prepares students to evaluate completed research for scientific adequacy and applicability to clinical informatics practice. You'll learn how to apply conceptual, theoretical, ethical and empirical knowledge as a basis for posing clinical informatics research questions, identifying research designs, selecting sampling and data collection strategies and proposing analytic methods to answer a research question.

2) NMETH 523: Project Management & Systems Analysis for Health Informatics (3CR)

This course focuses on the application of health information technology project management tools and techniques through group discussion and health care-related project focused assignments. You'll select the health care-related project and apply the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) framework.

3) NMETH 524: Health Care Information Systems & the Electronic Health Record (EHR) (3CR)

This course provides an overview and analysis of health care informatics issues, including patient safety and information technology, infrastructure, clinical systems, definitions and functions of EHR systems, IT leadership in health care organizations, and informatics change management, with an emphasis on key user roles evaluating EHR and workflow changes.

4) NMETH 526: Patient-Centered Technologies (3CR)

This web-based course offers an overview of current and emerging consumer-centric eHealth technologies. It emphasizes theories and principles of health, communication, information, cognitive processing, and human-technology

interaction. Experts from multiple disciplines and patients/consumers will lead seminar presentations and discussions on select topics. This course also addresses the ethical implications of eHealth technologies, including health disparities.

5) NMETH 527: Introduction to Clinical Informatics (3CR)

This course provides an overview of the history, current efforts and future challenges in designing, developing and implementing health care information and communication technologies. We'll examine these technologies with the goal of fulfilling the quadruple aim: enhancing the patient experience, improving population health, reducing the overall cost of care and improving the work life of health care providers.

6) NMETH 528: Computing Fundamentals for Health Professionals (3CR)

This course provides a survey of applied computing concepts, including computer algorithms, operating systems, networking, databases, digital privacy and security, applied programming principles to enhance productivity, and data science opportunities and pitfalls in health care.

7) NMETH 529: Database Concepts & Application in Clinical Informatics (3CR)

This course provides an introduction to relational database theory and technology from a clinical informatics perspective. Content focuses on transactional database theory, architecture and implementation in a socio-technical context and analyzes database applications used in clinical environments. You'll be introduced to knowledge bases and data warehouses.

8) NMETH 530: Scholarly Proposal Development (4CR)

This course focuses on the application of methods of inquiry to develop a scholarly proposal through faculty-guided individual composition. You'll select the project topic and complete the conceptual phase of proposal development to fulfill their project plan.

9) NSG 540: Telehealth Systems & Application (4CR)

This course is designed to develop the abilities of managers, leaders and researchers of telehealth systems through exploration into systems components by introducing challenges for designers and managers of telehealth and remote health care networks. You'll participate in activities ranging from research to implementation of system design for applications that bridge geographic distance to the development of practical applications.

10) **NURS 524: Conceptual Foundations for Health Care Systems: Organizational Structure & Effectiveness (4CR)**

This course examines broad health care delivery systems and included systems of care, as well a detailed analysis of key drivers and enablers of organizational effectiveness. The course will define and describe care systems, and you'll study key system components. You'll also evaluate and analyze innovations in care system design, along with enablers and barriers.

11) **NURS 525: Managing Quality Improvement, Access & Utilization (5CR)**

This course covers care system practices for managing quality improvement, access and utilization within health care systems. The course emphasizes using quality improvement and process improvement practices, with a particular focus on leadership, to manage clinical effectiveness and efficiency within care systems. This course will address impacts of these issues on health care delivery from policy, leadership and practical perspectives.

2. **Course Planning**

You can attend full-time and complete your master's degree in as little as 15 months or attend part-time and finish in two years. Most of our students attend part-time while working at their current jobs. Full-time students take the same courses, with a heavier load each quarter.

1) **Part-time Schedule**

PART–TIME COURSE SCHEDULE: YEAR 1

AUTUMN	WINTER	SPRING	SUMMER
NMETH 527 (3) Introduction to Clinical Informatics	NMETH 524 (3) Healthcare Information Systems and the EHR	NMETH 520 (4) Scholarly Inquiry for Clinical Informatics Practice	NMETH 530 (4) Scholarly Proposal Development
NURS 524 (4) Conceptual Foundations for Healthcare Systems: Organizational Structure and Effectiveness	NURS 525 (5) Managing Quality Improvement, Access and Utilization	NMETH 526 (3) Patient-Centered Technologies	NSG 540 (4) Telehealth
Total Credits: 7	Total Credits: 8	Total Credits: 7	Total Credits: 8

PART–TIME COURSE SCHEDULE: YEAR 2

AUTUMN	WINTER	SPRING	SUMMER
NMETH 523 (3) Project Management and Systems Analysis for Health Informatics	NMETH 528 (3) Computing Fundamentals for Health Professionals	NMETH 529 (3) Database Concepts and Application in Clinical Informatics	
Scholarly Project (3)* OR Thesis (9)*			
Total Credits: Varies	Total Credits: 3	Total Credits: 3	

*May be completed in one or more quarters. Length of time varies based on project topic.
Curriculum and scheduling are subject to change.

*Note: You can also take one course per quarter. Discuss your course plans with your advisor.

2) Full-time Schedule

FULL–TIME COURSE SCHEDULE: YEAR 1

AUTUMN	WINTER	SPRING	SUMMER
NMETH 527 (3) Introduction to Clinical Informatics	NMETH 524 (3) Healthcare Information Systems and the EHR	NMETH 520 (4) Scholarly Inquiry for Clinical Informatics Practice	NMETH 530 (4) Scholarly Proposal Development
NURS 524 (4) Conceptual Foundations for Healthcare Systems: Organizational Structure and Effectiveness	NURS 525 (5) Managing Quality Improvement, Access and Utilization	NMETH 526 (3) Patient-Centered Technologies	NSG 540 (4) Telehealth
NMETH 523 (3) Project Management and Systems Analysis for Health Informatics	NMETH 528 (3) Computing Fundamentals for Health Professionals	NMETH 529 (3) Database Concepts and Application in Clinical Informatics	
Total Credits: 10	Total Credits: 11	Total Credits: 10	Total Credits: 8

FULL–TIME COURSE SCHEDULE: YEAR 2

AUTUMN
Scholarly Project (3)* OR Thesis (9)*

*May be completed in one or more quarters. Length of time varies based on project topic.
Curriculum and scheduling are subject to change.

3. Program Time Limits

You have six (6) years to complete the degree requirements for the MS in CIPCT degree.

- Your timeframe begins at the start of the quarter you take your first CIPCT course.
- This includes courses taken as a Graduate Non-Matriculated (GNM) student if you plan to use them to satisfy the degree requirements.
- Quarters spent On-Leave and out of status are counted in the six years.

SCHOOL OF NURSING
UNIVERSITY *of* WASHINGTON

12| ADVISING

1. Faculty Advising

You will be assigned a faculty advisor to advise you throughout the programs. The faculty advisor assures the student's progress in the curriculum.

Within your first quarter of study, we recommend you make an appointment with your faculty advisor to begin initial discussions about your goals, including developing either a thesis or scholarly project.

1) Role of the Master's Faculty Advisor

- Serves as your academic program advisor until you select the Chair of your supervisory committee.
- Or, at the discretion of the track, throughout your program of study.
- Responds promptly to emails and engages in meetings/discussions with you to help clarify professional goals and expected outcomes of your academic experience.
- Discuss potential faculty who may be appropriate guides for your Thesis or Scholarly Project.
- Submits a note to your file in the Office of Student and Academic Affairs following each advising session, including the date, description of the session, comments, and signature.

2) Change of Faculty Advisor Procedure

Very rarely, students seek to change assigned faculty advisors. If you wish to request a change in faculty advisor during the program, please make an appointment to discuss this with the program leads (Dr. Donna Berry or Dr. Andrea Hartzler). If your program lead is also your current advisor, and you do not feel comfortable discussing it with them, you are encouraged to reach out to the Graduate Program Adviser (dnpadv@uw.edu).

2. Graduate Program Advisor

The CICPT program also has a dedicated Graduate Program Advisor/Specialist to assist you further! For support, send an email to uwcipct@uw.edu for:

- Course Planning and Registration, including VA Certification Forms, Tuition Reimbursement letters, etc.
- Scholarly Project
    - Documents, Scheduling your Defense, etc.
- Applying for graduation and completing the final documents.
- And more!

13| POLICIES FOR COURSE EQUIVALENCY AND TRANSFER OF CREDIT TOWARDS MS

1. Course Equivalency

A matriculated student in any School of Nursing master's program MS may pursue the process below whereby previous graduate level course work may be deemed equivalent to required course work at the UW. If a previous course is deemed equivalent to a core course, the total number of required credits is not automatically diminished. Rather, the student's program of study, including course equivalency, must be approved by student's academic advisor and his/her Master's Supervisory Committee. A previous course cannot fulfill a requirement for two degree programs.

Note that some courses are prerequisites to later courses. A course instructor has the right to deny enrollment in a course for which the student has not taken a prerequisite.

Additionally, the student's Master's Supervisory Committee has authority to decide at any time that the student must take a required course, regardless of an earlier recommendation for course equivalency.

1) Process if no Master's Supervisory Committee has been established

Student submits information (formal description, number of credits, syllabus) to the faculty member scheduled to next teach the course the student has identified as being equivalent to his/her previous graduate course work. The instructor assesses the previous course information and submits a written justification for equivalency/lack of equivalency to the Master's/PhD Coordinating Committee (M-PhDCC).

M-PhDCC will 1) notify the student of the decision, including reference to the risks incurred by the student seeking core course equivalency outlined in the NOTE above after consultation with the student's academic advisor, and 2) file the instructor's written justification in the student file to record either i) the course is considered equivalent to a required course, or ii) the course is not considered equivalent to a required course.

2) Process if a Master's Supervisory Committee has been established

Student submits information (formal description, number of credits, syllabus) to the faculty member scheduled to next teach the course the student has identified as being equivalent to his/her previous graduate course work. The instructor assesses the previous course information and submits a written justification for equivalency/lack of equivalency to the Chair of the student's supervisory committee.

The student's supervisory committee will 1) decide if the instructor's justification is consistent with the Chair's assessment of student learning needs; 2) notify the student of the decision, including reference to the risks incurred by the student seeking core course equivalency outlined in the NOTE above after consultation with the student's academic advisor, and 3) file the instructor's written justification in the student file to record either i) the course is considered equivalent to a required course, or ii) the course is not considered equivalent to a required course.

A student may appeal the decision by requesting a meeting of the Associate Dean for Academic Affairs (sonadaa@uw.edu). The Associate Dean will make the final decision as to acceptance or denial of the instructors' justification.

2. **Transfer Credit**

A student working toward the master's degree may petition the Dean of the Graduate School for permission to transfer to the University of Washington the equivalent of a maximum of 6 quarter credits of graduate level course work taken at another recognized academic institution. These credits may not have been used to satisfy requirements for another degree. The petition must include a recommendation from the graduate program coordinator and an official transcript indicating completion of the course work. Transfer credits are not entered on the UW transcript.

Approved transfer credits are applied toward total credit count only for the master's degree (Transfer credits are not applicable toward a doctoral degree). The 18 quarter credits of numerically graded course work, and 18 quarter credits of 500-level-and-above course work may not be reduced by transfer credit.

Credit taken as an undergraduate non-matriculated student or post-baccalaureate student at the University of Washington may not be transferred into a graduate

program. Credit by either independent study through correspondence or advanced credit examinations is not transferable.

SCHOOL OF NURSING
UNIVERSITY *of* WASHINGTON

14| MS SCHOLARLY PROJECT AND THESIS

All Master of Science students are required to engage in an independent scholarly inquiry activity resulting in either a scholarly project or a thesis. The distinction between a scholarly project and a thesis option is neither the quality nor the quantity of effort' they are different forms of scholarly inquiry.

1. **Scholarly Project**

   A student's scholarly project may address program needs, issues of quality assurance, policy analysis, or clinical problem analysis.

   Scholarly Projects may involve:

   - research dissemination.
   - research utilization.
   - exploration of issues in quality assurance.
   - a research practicum, including participation in a study team, or work with an individual researcher or research facilitator.
   - clinical problem analysis.
   - a demonstration project.
   - the development of a scholarly paper, evaluation tool, film or proposal for submission to an external funding agency.

2. **Thesis**

The thesis in an independent piece of research on a topic of particular interest to the student that involves the application of a research methodology.

   1) **Scholarly Project and Thesis Requirements**

      - Demonstration of scholarship, including mastery of a focused area of knowledge. This focused area of knowledge must by relevant to the discipline or the advancement of nursing within the context of advanced and specialized nursing practice.
      - Completion of scholarly inquiry coursework:
        o NMETH 520: Scholarly Inquiry for Clinical Informatics Practice
        o NMETH 530: Scholarly Proposal Development

- o NMETH 598: Special Projects (minimum 3 credits)*
  May be completed in one or more quarters. Length of time varies based on the project topic.
  OR
  NMETH 700: Master's Thesis (minimum 9 credits)*
  Will be completed across multiple quarters. Length of time varies based on the thesis topic.
- Guidance by a Supervisory Committee who must approve a written plan. The Supervisory Committee must approve this plan before students begin NMETH 598 or NMETH 700.
  - o For thesis students, the plan is the Thesis Proposal.
  - o For scholarly projects students, the plan is the Master of Nursing Scholarly Project Plan and Final Product Report form.
- Completion and submission of the Use of Human and Animal Subjects form.
- Completion of the Final Examination.

2) **Steps in the Development of a Scholarly Project**

a. **Consider topics of interest.** Read about your topic and prepare to discuss it in NMETH 520.

b. **Select a topic of interest.** Propose your plan for conducting the scholarly project in NMETH 530.

c. **Select a Supervisory Committee Chair.** The Chair must be a graduate faculty member with expertise in the topic of interest. The student works closely with the Chair to develop, conduct, and present the scholarly project.

   1. The students should initiate the selection of their Supervisory Committee chair.
   2. Students should set an appointment with the faculty member to discuss the topic, form an acquaintance, and explore a possible Chair agreement.

d. **Form the remainder of your Supervisory Committee.**

e. **Develop your initial project plan.** With your chair:

   1. Establish a timeline for your work.

2. Establish a schedule of regular appointments to enhance progression according to your identified time frame for completion.
3. Use the Master's Project Initial Plan & Final Report form guidelines to develop your plan.
4. Determine when to share a plan draft with the committee's other member(s).
   - Committee members do not expect to get materials from the student unless the Chair agrees that this should occur.
   - If a committee member has expertise in specific topics or methods, you may wish to share a plan draft in the early stages of its development.
5. Notify committee members (other than the Chair) that they are to expect materials from you about two weeks before its arrival so they can plan for it in their workload.
   - Expect a one-week turnaround time.
   - Committee members send their responses directly to your Chair, who will arrange for an appointment with you to over the comments.
   - In the event of disagreement by committee members, the members themselves work this out, and the Chair has binding decision power.

f. **Finalize your initial documents.** Once your committee has been formed and your project plan is approved, three documents must be completed:

   1. Faculty Agreement to Serve on Supervisory Committee form
   2. Master's Project Initial Plan & Final Report form
   3. Use of Human and Animal Subjects for Theses form

   - Students will email the names and emails of the Supervisory Committee to uwcipct@uw.edu.
   - CIPCT Program Staff will gather electronic signatures from the student, supervisory committee, and faculty advisor.
   - CIPCT Program Staff will file initial paperwork with the Office of Student and Academic Affairs (OSAA).

g. **Complete the scholarly activities.** Students will register for NMETH 598: Special Projects.

   1. Contact uwcipct@uw.edu for the registration codes.

2. Working primarily with your Chair, collect your data and begin analysis.

h. **Complete** [**final quarter requirements**](#), including applying for your degree.*

i. **Take the Final Examination.** The Final Examination is the defense of your project.

1. Arrange your final examination with your committee during the quarter you expect to complete your project.

   - All members of the Supervisory Committee participate.
   - You will decide if you would like your defense to be public (open to students, open to faculty, and your guests) or private (you and your committee only).

j. **Finalize your documents.** When the final examination has concluded, and the student has been awarded a passing grade:

1. CIPCT Program Staff will gather electronic signatures from the student, supervisor committee, and faculty advisor on the following forms:

   - Application for degree (Committee Signature Form)*
   - Verification of Degree Form*, and
   - Master's Project Initial Plan & Final Report Form

2. Students will email their Abstract to uwcipct@uw.edu

   - You will decide if you would like to share your final write-up with future students to be reviewed as an example.

3. CIPCT Program Staff will file final paperwork with the Office of Student and Academic Affairs (OSAA) and send copies to the student.

4. OSAA will send all final paperwork to the UW Graduate School.

Final quarter requirements are completed during the student's graduation quarter. It is not required for the final examination to occur during the student's graduation quarter.

3) **Steps in the Development of a Thesis**

a. **Consider topics of interest.** Read about your topic and prepare to discuss it in NMETH 520.

b. **Select a topic of interest.** Propose your plan for conducting the scholarly project in NMETH 530.

c. **Select a Supervisory Committee Chair.** The Chair must be a graduate faculty member with expertise in the topic of interest. The student works closely with the Chair to develop, conduct, and present the scholarly project.

   3. The students should initiate the selection of their Supervisory Committee chair.
   4. Students should set an appointment with the faculty member to discuss the topic, form an acquaintance, and explore a possible Chair agreement.

d. **Form the remainder of your Supervisory Committee.**

e. **With your thesis advisor, discuss competencies for evaluating your Thesis by the supervisory committee.** Identify the substantive content and methodology of your Thesis.

f. **Develop your thesis proposal.** With your chair:

   1. Establish a timeline for your work.
   2. Establish a schedule of regular appointments with the Chair to enhance progression according to your identified time frame for completion.
   3. Use the Structural Outline of a Research Proposal guidelines to develop your proposal.
   4. Determine when to share a proposal draft with the committee's other member(s).
      • Committee members do not expect to get materials from the student unless the Chair agrees that this should occur.
      • If a committee member has expertise in specific topics or methods, you may wish to share a plan draft in the early stages of its development.
   5. Notify committee members (other than the Chair) that they are to expect materials from you about two weeks before its arrival so they can plan for it in their workload.
      • Expect a one-week turnaround time.

- Committee members send their responses directly to your Chair, who will arrange for an appointment with you to over the documents.
- In the event of disagreement by committee members, the members themselves work this out, and the Chair has binding decision power.

6. Edit and finalize your Thesis Proposal.
7. Prepare a [Thesis Proposal Title Page](#) according to the [ETD Formative Guidelines](#).

g. **Finalize your initial documents.** Once your committee has been formed and your project plan is approved, three documents must be completed:

5. [Faculty Agreement to Serve on Supervisory Committee form](#)
6. [Master's Project Initial Plan & Final Report form](#)
7. [Use of Human and Animal Subjects for Theses form](#)

- Students will email the names and emails of the Supervisory Committee to uwcipct@uw.edu.
- CIPCT Program Staff will gather electronic signatures from the student, supervisory committee, and faculty advisor.
- CIPCT Program Staff will file initial paperwork with the Office of Student and Academic Affairs (OSAA).

h. **Complete the scholarly activities.** Students will register for [NMETH 598](#): Special Projects.

8. Contact uwcipct@uw.edu for the registration codes.
9. Working primarily with your Chair, collect your data and begin analysis.

i. **Complete [final quarter requirements,](#)** including applying for your degree.*

j. **Take the final examination.** The Final Examination is the defense of your Thesis.

1. Arrange your final examination with your committee during the quarter you expect to complete your project.

- All members of the Supervisory Committee participate.

70

2. The final examination may be written or oral; this decision is negotiated between the student and the committee members.

    - If your examination if written, it will consist of a special examination written by the committee; the Thesis itself may not be considered the final examination.
    - If your examination is oral, you will present your research to your committee members and other interested persons. Questions will be addressed to you by those in attendance. The exam will last approximately one hour.

k. **Finalize your documents.** When the final examination has concluded, and the student has been awarded a passing grade:

1. CIPCT Program Staff will gather electronic signatures from the student, supervisor committee, and faculty advisor on the following forms:

    - Master's Supervisory Committee Approval Form
    - Application for degree (Committee Signature Form)*
    - Verification of Degree Form*, and
    - Master's Project Initial Plan & Final Report Form

l. **Upload documents to the UW ETD Administrator Site.** Thesis students must upload their documents before the quarterly deadline (the last day of the quarter at 11:59pm).

1. Abstract
2. A PDF copy of your Thesis
3. Signed Master's Supervisory Committee Approval Form

*Final quarter requirements are completed during the student's graduation quarter. It is not required for the final examination to occur during the student's graduation quarter.

3. **The Supervisory Committee**

The MS student's supervisory committee:

- Signs the Faculty Agreement to Serve on the Supervisory Committee form.

- Works together with the student to develop, conduct, and present the Thesis or Scholarly project, including planning coursework.
- Keeps a written log of student progress in the student file.
- Approves and signs, at onset and onset and again at completion
  - The Master's Project Initial Plan and Final Report form
    OR
  - The Master's Supervisory Committee Approval form.
- Guides Research for the Thesis or activities for completion of the scholarly project.
- Administers the master's final examination according to UW Graduate School procedures.
- Following the final examination, signs:
  - Application for Degree (Committee Signature Form)
  - Verification of Degree form
  - The signature page for the Thesis
    OR
  - The Master's Project Initial Plan and Final Report
- Following the final examination, the Chair complete the Master of Science Scholarly Inquiry Scale (SIS).

1) Composition of the Supervisory Committee

You must adhere to University of Washington Graduate School Policy 4.2 in selecting faculty members to be recommended for the supervisory committee. The supervisory committee consists of a minimum of two and no more than four members.

THE COMMITTEE CHAIR

The Chair must be a member of the graduate faculty. Typically, the Chair is also the advisor for the student's Thesis or project work. Occasionally it is appropriate for the advisor to be selected from faculty other than graduate faculty. In such instances, the supervisory committee would consist of three members, with one of the members of graduate faculty serving as Chair. The Chair then has the added responsibility to act as a consultant for the advisor on matters pertaining to functions of the committee.

COMMITTEE MEMBERS

At least half of the total supervisory committee must be graduate faculty. Members should be chosen based on compatibility of interests between the topics on which the student wishes to work and the areas of inquiry on which faculty are focusing their efforts.

DYNAMICS

Consider the ability of selected members to work together, as well as required expertise. The student and committee will develop approaches for working together that blend the individual student's needs, as well as academic scholarship guidance and evaluation expected of the committee by the University. Ongoing discussions, negotiations and clarifications of strategies and expectations are important processes between the student and committee to assure the meeting overall goals.

2) **Selecting your Supervisory Committee Members**

   a. Students read Graduate School Policy 4.2: Supervisory Committee for Graduate Students, as well as Considerations for Selecting Supervisory Committee Members and Chair.

   b. During the second and third quarters of the master's program, students discuss with their faculty advisor any potential members of the faculty who may be an appropriate guide (supervisory committee chair) for the student's Thesis or scholarly project.

   c. Students then interview members of the School of Nursing graduate faculty with compatible interests to consider who might be an appropriate chair of the supervisory committee. The prospective chairperson is selected first.

   d. Once a faculty member and student have agreed to the chair/advisee relationship, the student and prospective chairperson identify the additional competencies desirable for representation on the committee and a likely candidate(s) to serve on the committee.

   e. The student interviews the potential supervisory committee member(s) and confirms their willingness to serve as a member of the supervisory committee. The full supervisory committee should be appointed when NMETH 530 has been completed.

   f. The student makes an agreement with the member(s) of the supervisory committee to work together to develop, conduct and present the Thesis or scholarly project. The student establishes a schedule of regular appointments with the supervisory Chair in order to enhance progression according to the student's identified time frame for completion.

4. Final Examination

After completing the planned project or thesis activities, student will take the Final Examination. The Final Examination is the presentation of the project. Arrange your final examination with your committee during the quarter in which you expect to complete your project.

- The final examination must be written and oral.
- All members of the Supervisory Committee participate.
- The final examination is held over Zoom for CIPCT students.
- The examination will last approximately 60-90 minutes, allowing for the student's presentation, Q&A with the committee and guests, and committee deliberations.

SCHOOL OF NURSING
UNIVERSITY *of* WASHINGTON

15| FINAL QUARTER REQUIREMENTS AND DEGREE APPLICATION

1. **Submit your Degree Request**

   You must submit your Master's Degree Request online to the Graduate School by the end of the 9th week of the quarter in which you plan to complete your degree (end of the 8th week in the Summer Quarter). Failure to file within this time frame will result in needing to pay a Graduation Registration Waiver Fee.

   NOTE: Although you can complete your thesis/project at any time in your course of study, your Master's Degree Request should not be made until your final quarter in the program. Presenting these materials to the Graduate School indicates to the Graduate School that you have completed your program of study.

2. **Meet with Your Advisor and Committee Chair**

   Inform your advisor, if different from your supervisory committee chair, that you have submitted your request for a degree, and of your anticipated defense date. Verify that you have completed all of the course requirements for your program, as well as the Graduate School's requirements.

   Discuss any unfinished elements of your Thesis or project with your committee chair. Ensure that you have met all School of Nursing scholarly project requirements.

3. **Final Quarter Checklist**

   1. Confirm that your Graduate Program Advisor/specialist (uwcipct@uw.edu) has submitted your final documents to the Office of Student and Academic Affairs (emailed to Graduate Program Adviser, dnpadv@uw.edu).

      a. Faculty Agreement to Serve on Master's Degree Supervisory Committee
      b. Use of Human and Animal Subjects
      c. Scholarly Project Initial Plan and Final Product Report
         i. Abstract Attached
      d. Committee Signature Form
      e. Verification of Master's Degree Completed
      f. Review of transcript/program requirements

2. Confirm that your Graduate Program Advisor/specialist (uwcipct@uw.edu) has recommended your graduation to the Graduate School.
3. Complete the Master's End of Program Evaluation.

The Final Quarter Checklist must be completed by 5PM on the last day of the quarter, or you will not graduate.

SCHOOL OF NURSING
UNIVERSITY *of* WASHINGTON

16| GRADUATION

1. **Eligibility to participate in Convocation and Commencement**

   All graduate students who have graduated between the summer quarter and spring quarter prior to Convocation may participate in the School of Nursing Convocation. On a case by case basis, a graduate student who has: 1) a committee-approved defense date (master's students) or final examination date (doctoral students) scheduled during summer quarter, AND 2) has received confirmation in writing from their supervisory committee chair and, if applicable, PhD Program Adviser, that they have fulfilled all degree requirements such that it is possible to graduate Summer Quarter following Convocation must, NO LATER THAN 14 CALENDAR DAYS prior to Convocation, seek and receive approval from the Associate Dean for Academic Affairs, who will make the final decision about whether or not the student may participate in the Convocation ceremony.

2. **Preparing to Graduate**

   Final Quarter Requirements (general): MS in CIPCT student final quarter requirements

3. **Student Awards and Honors**

   1) **School of Nursing awards**

      The School of Nursing honors graduating students from each degree program with awards at the Convocation Ceremony in June. A call for nominations will be sent out electronically in early Spring quarter for the 1) Master's Student Award; 2) DNP Student Award, 3) PhD Dissertation Award and 4) Daisy Foundation Student Award. Students may be nominated by fellow students and/or faculty. No self-nominations are accepted. At the graduate level, there are no departmental honors based on GPA.

4. **Sigma Honor Society for Nursing**

   Graduate students meeting certain criteria may apply for membership in Sigma Psi. Those students who are members of Sigma Theta Tau are encouraged to wear their honor cords at commencement and convocation.

5. Teaching Assistant Award

The School of Nursing honors a Teaching Assistant annually for excellent performance with an award at the Convocation Ceremony in June. A call for will be sent out electronically in early Spring quarter for the TA award. Nominations from students are welcomed. There are no self- nominations.